



ALLOTMENT IMPROVEMENT GRANT SCHEME 2026/27

Application Questions – Guidance Only

This document is provided to help applicants prepare for the online application form. It contains all of the questions you will be asked, allowing you to gather the necessary information and supporting documents before you begin.

Before proceeding with the application, you will be asked to confirm that:

- I have read and understood the Applicant Guidance Notes and agree to comply with the requirements and conditions of the Allotment Improvement Grant Scheme, as set out in the guidance notes.
- I understand that supporting documents must be uploaded as part of this application and that Rugby Borough Council may request additional documents during the assessment process.
- I understand that submitting an application does not guarantee that funding will be awarded and that decisions will be made in accordance with the published assessment criteria and available budget.
- The allotment site is located within Rugby Borough.
- I am a representative of an Allotment Association or Parish Council, that owns or manages an allotment site, and I have authority to submit this application.

- I am not applying for grant funding to cover the costs of works, repairs, maintenance or improvements that are ordinarily the responsibility of the landowner or landlord, including statutory or routine obligations of the Council.
- I am not seeking funding for works, purchases or costs that have already taken place.
- The project can be completed within the grant period.
- If successful, I understand that any equipment, materials or assets purchased using grant funding must remain for community benefit.

SUPPORTING DOCUMENTS CHECKLIST

To complete the application, you will need to upload the documents listed below. Please ensure you have these ready before you begin

- Constitution / governing document
- Public Liability Insurance (£5m minimum)
- Safeguarding policy (if applicable based on activities undertaken)
- Health & Safety policy (if applicable based on activities undertaken)
- Annual accounts / financial records
- Bank statement (recent)
- Project quotations (up to £7,499: 1 written quote, £7,500 – £25,000: a minimum of 3 written quotes)
- Land ownership/management evidence – evidence of the applicant's responsibility for managing the allotment site (e.g. lease, management agreement, parish ownership or allotment association management agreement)
- Permissions/consents (if applicable) – evidence that any necessary permissions, licences, leases, landowner consents, planning permissions or building regulations approvals have been obtained

APPLICANT RESPONSIBILITIES AND COMPLIANCE

- Ensuring that the information provided in this application is accurate, complete and not misleading.
- Using the grant funding only for the purposes approved by Rugby Borough Council and in accordance with the grant conditions and Applicant Guidance Notes.
- Determining whether planning permission, building regulations approval, licences and/or consents are required, and obtaining these before commencing any works or activities.
- Sourcing suitably qualified, competent and appropriately insured contractors or tradespeople where relevant, and ensuring that procurement decisions represent value for money.
- Ensuring that the project is delivered safely, legally and in accordance with the information provided in this application.
- Maintaining appropriate insurance cover and for the ongoing maintenance, repair, replacement and management of any assets or improvements funded through the grant.
- Ensuring that appropriate arrangements are in place for the safe delivery of the project, including:
 - suitable safeguarding arrangements where children, young people or vulnerable adults are involved
 - appropriate risk assessments and risk management arrangements;
 - safe working practices; and
 - inclusive and accessible delivery
- Delivering the project as described in the approved application and notifying Rugby Borough Council of any significant changes to the project, including changes to the scope, location, timescale or use of funding.
- Retaining appropriate records relating to the project and providing invoices, receipts, photographs, reports or other evidence requested by Rugby Borough Council for monitoring, audit or verification purposes.
- Returning all or part of the grant funding if required by Rugby Borough

Council where funding has not been used for the approved purpose, the project has not been completed or grant conditions have not been complied with

ORGANISATION DETAILS

Organisation name	
Organisation Type • Registered Allotment Association • Parish Council	
Organisation Address	
Email Address	
Telephone Number	
Website / Social Media (if applicable)	
Please provide a brief overview of your organisation	

LEAD CONTACT DETAILS

Name	
Role	
Address	
Email	

Telephone	
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PROJECT OVERVIEW

Project Title	
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Site Location	
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Start Date & completion date	
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Are there any known risks that could delay the project?	
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(If yes, please provide details)

What is your contingency if the project cannot be completed by the proposed date?	
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PROJECT DESCRIPTION

Please provide a detailed description of the project, including:

- What you plan to do
- Who will be involved in delivering the project
- Local need – what evidence demonstrates the need for this project, e.g. poor infrastructure, safety issues, accessibility barriers, water shortages, feedback from plot holders
- Who will benefit and estimated number of people who will benefit from the project
- Project sustainability – long-term benefits, maintenance arrangements (where applicable) and lasting impact
- Value for money – why is this the best solution for the cost
- A brief project timetable, including key milestones.

You may upload additional supporting documents that you feel are relevant to your application, such as photographs or other evidence of need and proposed improvements.

[Option to upload files]

AIMS AND OBJECTIVES

Tick all that apply

- ☐ Promote health and wellbeing
- ☐ Address climate change
- ☐ Support biodiversity
- ☐ Improve local food resilience
- ☐ Improve infrastructure and accessibility
- ☐ Strengthen community participation and inclusion

How will the project achieve these objectives?

PROJECT OUTCOMES

Please tell us:

- What specific impact the project will have on the target beneficiaries or community
- How you will measure the success of the project
- Expected outcomes (e.g. increased accessibility, increased participation, reduced water use)
- How you will evidence this (e.g. attendance records, photographs, feedback)

CONFLICT OF INTEREST

Do any committee members, trustees or representatives have a personal or financial interest in the proposed works, suppliers or contractors?

☐

*If yes, please provide details

PERMISSIONS AND COMPLIANCE

Are you, as the applicant, responsible for managing the allotment site?

☐ Yes*

☐ No

*If yes – option to upload land ownership/management evidence. Evidence of the applicant's responsibility for managing the allotment site (e.g. lease, management agreement, parish ownership or allotment association management agreement).

Who is responsible for the allotment site?

Organisation:

Contact name:

Position:

Address:

Telephone:

Email:

Has written permission been obtained from the organisation responsible for the site?

☐ Yes*

☐ No

*If yes – option to upload evidence

Will this project or activity take place on land or property owned by Rugby Borough Council?

Please note that a grant award does not provide permission to use, alter or undertake activities on Rugby Borough Council land or property. Any necessary permissions, licences or approvals must be obtained separately before the project proceeds.

☐ Yes*

☐ No

*If yes, what is the current status of the required permission for the project?

☐ Obtained**

☐ Applied for

☐ Not yet applied

**If the permission has already been obtained – option to upload evidence; Suitable evidence includes an email or letter from the relevant council team confirming agreement in principle or formal consent.

[option to upload file]

Does this project require any permissions, licences, consents or approvals from another organisation or landowner?

☐ Yes*

☐ No

***If yes, please provide details of all permissions required, including:**

- the permission, licence, consent or approval required
- the name of the organisation responsible for issuing it
- the name, role and contact details of the relevant person (where known), and
- the current status (obtained, applied for or not yet applied)

If any permissions have already been obtained, please upload supporting evidence, for example:

- written approval from the allotment association
- landowner consent
- planning permission

[Option to upload files]

FUNDING REQUEST

How much funding are you requesting?	£
Match Funding (if applicable)	£
Total Project Cost	£
Cost Breakdown	
Please upload quotes • Up to £7,499: 1 written quote • £7,500 – £25,000: A minimum of 3 written quotes [Option to upload files]	
Is VAT included within the funding amount requested?	☐ Yes ☐ No
Can you recover VAT?	☐ Yes ☐ No
Details of any additional funding received or applied for in support of the project (if applicable)	
Annual accounts / financial records	[Option to upload files]
Bank statement (recent)	[Option to upload files]

SAFEGUARDING, HEALTH & SAFETY AND EQUALITY

Will children, young people and/or vulnerable adults participate in your project/activity?

A safeguarding policy is required where the project involves activities for which the applicant organisation is responsible for children, young people or vulnerable adults.

☐ Yes*

☐ No

***Please upload a copy of the organisation's safeguarding policy.**

[Option to upload files]

***Please indicate which groups will be involved.**

☐ Children

☐ Young people

☐ Vulnerable adults

***Will children attend with their parent or carer, who will remain responsible for them at all times?**

☐ Yes

☐ No

☐ Not applicable

Safeguarding arrangements confirmation

☐ Where applicable, I confirm that our organisation has appropriate safeguarding arrangements in place.

Health and safety confirmation All applicants must ensure that appropriate health and safety arrangements are in place for the project. Where the project involves physical works or activities presenting health and safety risks, applicants	☐ I confirm that I understand the requirement and that appropriate health and safety arrangements, including risk assessments when required, will be in place for this project / activity.
may be required to provide a risk assessment and/or Health & Safety policy before work begins	Health and Safety Policy (if applicable based on activities undertaken) Please upload a copy of your organisation's Health and Safety Policy. [Option to upload files] If your organisation does not have a written policy, please explain how you will ensure the health and safety of volunteers, contractors and site users while delivering the project.
Equality and inclusion confirmation	☐ I confirm that the project/activity will be delivered in a way that is inclusive and accessible
Constitution / governing document	[Option to upload files]
Public Liability Insurance (£5m minimum)	[Option to upload files]

MONITORING AND PROJECT EVALUATION

☐ I confirm that if my application is successful, I will be able to provide:

- A progress update, as part of the quarterly progress reporting. This will include information on how the grant funding has been spent, progress against the project plan, and any issues or changes affecting delivery.
- End of Project Report, which will include:
 - Photographs of the completed project
 - Copies of invoices and receipts
 - Evidence that the project has been completed
 - A short report on the outcomes achieved
 - Information on the number of people who benefited from the project

BANK DETAILS

Name on bank account	
Sort code	
Account number	
Branch name and address	

CONFIRMATION

- ☐ I confirm the information provided is accurate and complete.
- ☐ I understand that if successful, grant funding will be paid subject to acceptance of the Grant Offer Letter and any conditions attached

Name

Position	
Date	
Signature	