National Education Nature Park

Screen shots and guidance for **£10,000 grant**

Key links:

Nature Park Grant FAQs: https://www.rhs.org.uk/get-involved/schools/national-education-nature-park/national-education-nature-park-grant/frequently-asked-questions-2024-25

The Nature Park Grants team can support with any questions about the grant or technical issues: NatureParkGrants@rhs.org.uk

Link to the Grant Portal to submit your application:
https://rhs.flexigrant.com/default.aspx

Key dates:

- Submit your application by Thursday 27th March 2025 at 5pm

- Spend all your grant money, collect your invoices and receipts by Thursday 5th June 2025

- Complete your expenditure report by Thursday 3rd July 2025

Summary

This grant application is only for settings who did not receive the grant in 2023-24. If you did, contact natureparkgrants@rhs.org.uk to be sent the correct application form.

To print a copy or make a pdf of your application, select the **Print Form** button at the top of the page.

How to complete your application form

Start with the **Eligibility Check** section first then answer the rest of the sections in any order you like.

Questions marked with an asterisk (*) are mandatory and must be answered.

You can save your progress and continue your application later.

Inviting contributors and approvers

On the **Participants** tab below you may invite someone else to collaborate on or sign off your application. **We recommend that you only invite participants to see the form after you have completed it.** All invited participants must approve the application before the **Submit Application** button will appear on this page.

What you need to apply

To fill in this application you will need to:

1. Have created your site boundary and marked it as complete on the activity page.

2. know what items you will spend the grant on and how much they cost

3. have an image of a bank document from within the last three months showing the details of the account the grant should be paid into. This can be for any relevant business account including your local authority or MAT.

Submitting your application

If all sections are marked **Complete**, and your **Participants** have also completed but you can't see the green **Submit Application** button at the top of the page, refresh the page.

Once you have completed all the sections the **Submit Application** button will appear.

When you select the **Submit Application** button you will be asked again to confirm that you want to submit your application.

Once submitted, you can log in at any time to view your application, but you won't be able to add to or change it.

Troubleshooting

If all sections are marked **Complete**, and your **Participants** have also completed but you can't see the green Submit Application button at the top of the page, refresh the page.

If you refreshed the page but still can't see the green **Submit Application** button at the top of the page, check the **Participants** tab to see if anyone you have invited to work on the application hasn't yet finished their task.

If you have any queries, please check **the FAQ** or email the grants team.

Part 1: Eligibility Check

National Education Nature Park

Your application must be submitted by 5pm Thursday 27 March 2025.

The questions below check whether you are eligible to submit an application for the National Education Nature Park grant. Details are in the FAQ which you should read carefully before applying.

If you are unable to tick a box, please save and return to the form later when you can, or contact the grants team to discuss.

Questions marked with an asterisk (*) are mandatory and must be answered.

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*1. Associate your school with this application

The settings that are eligible for the grant are pre-loaded into the system. To find your setting, search using the Unique Reference Number (URN). You can find this **here**.

The organisation information will be attached to your grant application. You can also associate your profile on Flexigrant with your school by going to **My contact details** and selecting **Organisation details**.

Please see **the FAQ** for information about eligibility criteria.

If you accidentally select the wrong organisation, email natureparkgrants@rhs.org.uk and we will fix it for you.

ⓘ You must add at least 1 organisation(s) with a name, complete address, phone number and email specified.

Lead organisation	Organisation name	Phone	Address complete		
No records to display.					

[Type to search existing organisati 🔍] [Add organisation from our contacts]

* Permission
I have permission to make this application on behalf of my setting.
☐

* Stakeholder contact
I have consulted the relevant stakeholders (eg children and young people. SLT, maintenance staff, finance team) and agree on how to use the grant.

NB: This should include children and young people, who should be involved with the project, including the decision-making process.
☐

You will need your school's URN. Use this website if you are not sure what it is:
https://www.get-information-schools.service.gov.uk/

Biodiversity Bar Charts and *Hidden Nature Challenge* from Step 1: Getting to know your space are great for getting pupils to explore your site.

Using Overlays and *Ideas for Improvement* in Step 3: Making Decisions will help pupils in identifying where you could spend your grant and what you could spend your grant on.

Part 1: Eligibility Check

The website you are using for your grant application is separate to the website to join the Nature Park https://www.educationnaturepark.org.uk/user/register

* National Education Nature Park Membership
I confirm that our setting has joined the National Education Nature Park.

I understand that if I haven't joined the Nature Park, my grant application will be rejected.

☐

* Intervention guidance
I have read these three guidance resources:

- the grant FAQs
- grey to green guidance
- grassland guidance
- ponds guidance (if relevant to your project)

and I will adhere to the eligibility criteria. I understand that if I spend any part of the grant on ineligible items, I may have to return the grant to the funder, the Department for Education.

☐

We will provide support for habitat mapping from February 2025.

Habitat mapping would be a great activity for British Science Week 2025 (the theme is Change and Adapt!)

* Habitat mapping
I confirm that my setting will complete the habitat mapping activity in the National Education Nature Park programme by the deadline of 10 July 2025.

☐

You need to have spent your money by the 5th June 2025, this because your grant needs to be spent within this academic year.

BUT you can start doing your project after this date

* Grant spend period
I confirm that my setting will have spent the grant and collected all invoices and receipts by Thursday 5 June 2025. I will return any portion of the grant not spent by this date.

☐

* Expenditure reporting
I will return my expenditure reporting by the deadline Thursday 3 July 2025.

☐

* Relevant policies and procedures in place
Your school is responsible for the delivery of the project and therefore the health and safety of participants, volunteers and staff.

I confirm that all relevant policies and procedures are in place for the duration of the project including but not limited to: safeguarding, insurance and risk assessment.

☐

* 2. Upload your setting boundary
To be eligible for the Nature Park grant, you must do the Create your site boundary activity. When you have completed this, take a screenshot and upload it below.

Guidance on how to create your site boundary here.

You might find this easier to do from a desktop PC rather than a tablet device.

Choose your file(s)		or drag and drop files here to upload
File name	Date uploaded	Action

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  Jennifer Lobo

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National Education Nature Park

Your application must be submitted by 5pm Thursday 27 March 2025.

On this page you will see information about the individuals associated with this application and confirm your organisation details.

Questions marked with an asterisk (*) are mandatory and must be answered.

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3. Individuals associated with this application

Your contact details have been added to this application. Please check that your contact details are correct by selecting 'Edit' below. Please note you must use a work email address and if you use a personal email address your application will be returned to you.

If your application will also be worked on or signed off by a colleague, go to the **Summary page** and select the **Participants** tab to add people.

Participants are optional, however below you must add at least one additional person we can contact about the grant and project delivery in case we are unable to reach you or the main delivery contact.

The contact details of other participants will be added the table once they have accepted their invitation to participate in the application.

ⓘ Please check that your contact details are correct by selecting 'Edit' below

	Contact name	Role	Phone	Email		
👤	Jennifer Lobo	Lead	012 345 6789	Natureparkgrants@rhs.org.uk	Edit	

You need to use a school email address

Part 2: Contact Information

*Primary contact

Part of the criteria of the Nature Park programme are that teaching staff should involve young people directly in the activities, and we therefore expect the primary contact to be someone working with young people.

Are you the primary contact?

○ Yes

○ No

*Project delivery main contact role

[   ]

4. Project delivery additional contact

Please provide an additional person we can contact about the grant and project delivery in case we are unable to reach you or the main delivery contact.

*Project delivery additional contact name

[   ]

You need to have a second named contact with a personalised email address (eg, not office@) at the school incase the grant team are unable to reach you.

*Project delivery additional contact role

[   ]

*Project delivery additional contact email address

[   ]

*Project delivery additional contact phone number

[   ]

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Jennifer Lobo

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National Education Nature Park

Your application must be submitted by 5pm Thursday 27 March 2025.

On this page you will be required to detail what the grant funds will be used for.

Questions marked with an asterisk (*) are mandatory and must be answered.

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5. How you will spend the grant

Only items in the categories below can be funded by the grant.

You must carefully read the FAQ and the _Is this item eligible for grant expenditure?_ information to make sure you understand which items are or are not eligible for grant expenditure. If you buy items that are not eligible, you may have to return all or part of the grant.

About this budget table

For every type of item you are buying, put the total cost in the relevant box in the table. E.g. if you are buying two tablets at £300 each, put £600 in the Fieldwork equipment box.

For each Biodiversity enhancement, put the associated **material** costs in the same budget line. For example, if you are buying planters for flowers, include the planters and soil/compost/mulch in the cost box for flowers. If the planters are being installed by an external contractor, put the **labour** costs under _Specialist support_.

Ponds and grassland are in the budget table twice. We want to know if they will be in a currently grey or a green space.

Only put the amounts of **this grant** that you intend to use for the project, not any additional funding you have raised.

Part 3: How will you spend your grant?

Financial years

The funder, the Department for Education, requires us to separate the expenditure across the two financial years covered by this grant.

There are two expenditure columns. In the first, put the amounts you will spend up to 31 March 2025. In the second column, put the amounts you will spend between 1 April and 5 June 2025. You are welcome to spend all of the grant in just one financial year. If you end up spending more or less in either financial year, this is fine. You can tell us this when you fill in your expenditure reports.

VAT

If you will not be paying or will be reclaiming VAT on an item, do not include the VAT in your cost for that item.

Grant requirements

- You must buy at least one item in the *Biodiversity enhancements* category.

Your project must add biodiversity to a grey space, grassland and/or ponds. You can't use to the grant to further enhance an already existing green space other than ponds and/or grassland. Check the FAQs for full details.
Ponds and grassland are in the budget table twice. We want to know if you are going to add them to a grey or a green space.

- No more than £2,000 can be spent in the category *Fieldwork equipment*.
- No more than £2,000 can be spent in the category *Gardening resources*.
- No more than 50% of your grant can be spent in the category *Specialist support*.

You can apply for up to £10,000, but you should only apply for the amount you know you will spend on your project. The grant will be paid in advance. If your project costs less than you expected, you will be able to return funds to us.

The grant must be spent by 5 June 2025. Any amount unspent after this date must be returned.

Useful links:

FAQ page

Eligible item list

Ideas for grey spaces

Ideas for adding/ improving a pond

Ideas for adding/ improving a grassy area

Part 3: How will you spend your grant?

You **must** spend some of your grant on a biodiversity enhancement, it can be in any of these areas.

For example:
- If you want to get some compost and seeds – put this cost in 'Add flowers/ fruit/ vegetables to grey space'

- If you want to get a waterbutt to harvest rain water – put this is 'Add rainwater storage/ irrigation'

This includes:
- Technology (eg, tablets, wildlife cameras, digital cameras, weather station)
- Equipment (eg, magnification pots, pond dipping equipment, stationary)

A suggestion:

If you aren't sure how much you will be spending in each financial year, put the full amount you think you'll spend on *Fieldwork equipment* and *Gardening resources* in **Expenditure to 31 March 2025** and everything else in **Expenditure from 1 April 2025 to 5 June 2025**

All your grant money will be paid upfront, at the same time, regardless of which column you put the price into.

It's ok to spend more/less in a financial year compared to what you are currently anticipating (just as long as you spend all your grant by the 5th June, we don't mind when it's spent!)

Budget heading		Expenditure to 31 March 2025	Expenditure from 1 April 2025 to 5 June 2025	Total
Biodiversity enhancements				
Add ponds to grey space	Total Cost	£0.00	£0.00	£0.00
Add grassland / wildflowers to grey space	Total Cost	£0.00	£0.00	£0.00
Add flowers/fruit/vegetables to grey space	Total Cost	£0.00	£0.00	£0.00
Add shrubs or trees to grey space	Total Cost	£0.00	£0.00	£0.00
Add climbing plants to walls or fences	Total Cost	£0.00	£0.00	£0.00
Add rainwater storage/ irrigation	Total Cost	£0.00	£0.00	£0.00
Add or enhance pond not on grey space	Total Cost	£0.00	£0.00	£0.00
Add or enhance grassland not on grey space	Total Cost	£0.00	£0.00	£0.00
Biodiversity enhancements Total	*Total Cost*	*£0.00*	*£0.00*	*£0.00*
Fieldwork equipment - £2000 limit				
Fieldwork equipment	Total Cost	£0.00	£0.00	£0.00
Fieldwork equipment - £2000 limit Total	*Total Cost*	*£0.00*	*£0.00*	*£0.00*

Part 3: How will you spend your grant?

Gardening resources - £2000 limit				
Shed/ other equipment storage 🔒	Total Cost	£0.00	£0.00	£0.00
Wet weather gear 🔒	Total Cost	£0.00	£0.00	£0.00
Tools, gloves, other gardening gear 🔒	Total Cost	£0.00	£0.00	£0.00
Gardening resources - £2000 limit Total	*Total Cost*	£0.00	£0.00	£0.00
Specialist support - no more than 50% of your grant				
Contractor / Project Support Officer / External expert costs 🔒	Total Cost	£0.00	£0.00	£0.00
Specialist support - no more than 50% of your grant Total	*Total Cost*	£0.00	£0.00	£0.00
Grand Total	**Total Cost**	£0.00	£0.00	£0.00

⤢ Expand

Contractor, labour and specialist support in here

6. What amount of the grant will be spent by 31 March 2025?

This must match the **Expenditure to 31 March 2025** column above.

If you end up spending more or less in either financial year, this is fine. You can tell us this when you fill in your expenditure reports.

Please copy the **Total** from each column exactly into these boxes so that your application is approved first time

7. What amount of the grant will be spent between 1 April and 5 June 2025?

This must match the **Expenditure from 1 April 2025 to 5 June 2025** column above.

If you end up spending more or less in either financial year, this is fine. You can tell us this when you fill in your expenditure reports.

The full grant amount must be spent by 5 June 2025.

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A suggestion:

If you aren't sure how much you will be spending in each financial year, put the full amount you think you'll spend on *Fieldwork equipment* and *Gardening resources* in **Expenditure to 31 March 2025** and everything else in **Expenditure from 1 April 2025 to 5 June 2025**

All your grant money will be paid upfront, at the same time, regardless of which column you put the price into.

It's ok to spend more/less in a financial year compared to what you are currently anticipating (just as long as you spend all your grant by the 5th June, we don't mind when it's spent!)

Part 4: Additional Funding Info

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👤 Jennifer Lobo

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National Education Nature Park

Your application must be submitted by 5pm Thursday 27 March 2025.

The questions below will be used to evaluate the overall National Education Nature Park programme.

Your answers will NOT be used to evaluate your grant application or affect our decision to give you the grant or the amount we will award you.

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＊8. Would you have bought these items without this grant?

○ Yes
○ No

＊9. Additional funding

Will you or have you sought out other relevant funding or donations in kind for this project?

If you have, there is space for details of up to three providers.

○ Yes
○ No

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Your answers will not affect your grant.

The Nature Park Grant Team are interested to know how the grant is enabling biodiversity interventions to happen in schools.

Part 5: When do you want to start your project?

Page 5 of 6: Project Delivery

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Jennifer Lobo

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National Education Nature Park

Your application must be submitted by 5pm Thursday 27 March 2025.

Questions marked with an asterisk (*) are mandatory and must be answered.

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*10. Project start

We aim to send the grant payment between 2 and 6 weeks after you accept your grant agreement.

Select the month you estimate that your project will begin. We suggest you make this as soon as possible, as this will affect how soon we can get the grant payment to you.

You can start your project no later than June 2025 because the grant must be spent and you must have all of your invoices and receipts by 5 June 2025.

Please Select...

‹ Previous page | Return to Summary | Save progress | Next page ›

Select a start month of ASAP so that you get your grant money now. You might want to buy your fieldwork and other equipment items now.

Part 6: Payment details

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♟ Jennifer Lobo

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National Education Nature Park

Your application must be submitted by 5pm Thursday 27 March 2025.

Questions marked with an asterisk (*) are mandatory and must be answered.
When you are finished, select the **Return to Summary** button.

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You will need to upload a bank document from within the last 3 months.

The team are only checking that the bank details you are inputting match the details on your bank document

Part 6: Payment details

*11. Bank document upload

We need to see an official bank document showing the details of the account you want the grant paid into.

This can be a school, local authority, MAT or other relevant business account.

Upload a bank statement or image of a bank statement no later than 3 months old.

The image must be a pdf, jpeg, jpg or png and show:

- Statement date
- Bank name
- Account name
- Account number
- Sort code [format 010203 – numbers only]

Choose your file(s)	or drag and drop files here to upload
File name	Date uploaded	Action

*Organisation type
Select the type of organisation that manages the bank account.

We can pay the grant to a school, local authority, MAT or other relevant business account.

Please Select... ▾

*The account owner
Provide the name of the account owner

eg Greenhill School

*Account number
Provide the account number where funds will be paid

Format 12345678

*Sort code
Provide the sort code of the account funds will be paid into. Numbers only please, no dashes.

Numbers only with no spaces eg 001122

*Payment reference
Provide the payment reference to be used when sending the funds. This should include your name, school URN or some other key identifying information so the account holder will know who the funds are for.

If the payment is being sent eg to your Local Authority, make sure you include something to identify your setting.

Please make sure that your bank details are clear in the document/ image that you upload.

The Nature Park Grant Team are only checking the bank details that you have inputted match your bank statement, they are not looking at how much money you have in your account.

Part 6: Payment details

✳ You must read and agree to the stated declaration before submitting your application:

☐ I have told the relevant financial stakeholder to expect this payment.

Select **Return to Summary** to see a summary of your application and to find the **Submit** button on the top of the page.

[< Previous page] [Return to Summary]   [Save progress]

Congratulations! You're application is almost complete.

Check through your application on the 'Summary' page. Once you are happy with your application, click 'Submit'

What to expect next:

1. The Nature Park Grant Team will review your application, they will be in touch if there are any errors in your application form.

2. Once the team has reviewed your application form, you will receive a 'Grant Offer Letter' – accept the offer asap!

3. The Nature Park Grant Team will add you to the next available payment run (approx. 2-6 weeks after you've accepted your offer)

4. You can start spending your grant! ☺

Screen shots and guidance for **£10,000 grant**

Key links:

Nature Park Grant FAQs: https://www.rhs.org.uk/get-involved/schools/national-education-nature-park/national-education-nature-park-grant/frequently-asked-questions-2024-25

The Nature Park Grants team can support with any questions about the grant or technical issues: NatureParkGrants@rhs.org.uk

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