

**Training Season 2021:**

**Trainer Application form**

Thank you for your interest in running a training session for Capital Growth. You will find some information below on our Network, our Training Programme, and how we are planning to run our sessions in 2021. Please read through fully before applying.

**Capital Growth, its Network and Training Programme**

Capital Growth is London's largest food growing network, with over 2,000 gardens throughout the city. We support Londoners wanting to grow their own food through training and practical support.

Capital Growth’s annual Training Programme has been running for many years and in 2020 we moved our sessions online in light of Covid-19. While we look forward to running in-person sessions in 2021, many participants have found our online training to be more accessible. Our 2021 programme will therefore involve a mixture of the two.

**Training season 2021**

Our training season in 2021 will run from April to September and it’s divided into a spring part and a summer part, which will run slightly differently:

**Spring training** (April to June, excluding school holidays):

* All sessions will be delivered online through Zoom
* Sessions can be on Tuesdays or Wednesdays (5.30 - 7 pm)
* Trainer’s rate: £50 per hour (= £75 per session delivered), incl. VAT
* Sessions should fall under one of our 2021 themes (see list below)

**Summer training** (July to September, excluding bank holidays, school breaks and limited August availability):

* There will be a mix of online and in-person sessions – subject to new Covid-19 restrictions
* We will work in partnership with several Training Hubs (selected community gardens in London) around a series of themes for our training sessions, so your suggested session needs to fall under one of the themes listed below. For in-person training, this will take place at the Hub; for online training, a member from the Hub will co-host the session
* Online sessions can be on Tuesdays or Wednesdays (5.30 - 7 pm)
* In-person sessions can be on Tuesdays or Wednesday (6 – 8.30 pm) or Saturday mornings (10.30 am – 1pm). If you feel your in-person session needs to be longer, please let us know and we can discuss this further
* Trainer’s rate: £50 per hour (= £75 per session delivered) for online sessions, incl. VAT; £60 per hour for in-person sessions, incl. VAT

You can use this application form to apply for either spring training, summer training, or both. Please note that if you are an independent trainer (not linked to one of our Training Hubs) and are applying for the summer training, we will match you to one of our Hubs, whether for in-person or online delivery.

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| Spring training application deadline: 29th March – You can expect to hear back from us by 5th AprilSummer training application deadline: 1st June – You can expect to hear back from us by 7th JuneApplications should be sent to: capitalgrowth@sustainweb.org |

**Training topics 2021**

Food growing

This could include food growing for beginners, garden planning, growing indoors and in containers, approaches such as biodynamic gardening or straw bale gardening, no dig gardening, aquaponics, managing pests and diseases, saving seeds, etc.

Growing for the future

This could include grafting, pruning trees and soft fruit, keeping orchards, caring for perennial herbs and flowers, forest gardening, agroforestry, taking cuttings and propagating, etc.

Growing for climate resilience

This could include how to improve biodiversity, wildlife-friendly gardening, making best use of water in a garden, recycling and upcycling in a garden, impact of pollution on food growing, growing unusual crops, keeping bees, keeping chickens, etc.

Soil health

This could include testing and assessing soil, soil microbiology and the impact on food growing, making various types of compost, compost and soil health, using mulches, green manures, etc.

People and plants

This could include how to set up and manage an inclusive community garden, how to involve children and schools in gardening, foraging in different seasons, using garden produce to make products, permaculture, garden crafts and woodwork

**What is expected from a Capital Growth Trainer?**

* As well as a bio and description of the session, the trainer should provide at least 2 pictures (with correct credits) for Capital Growth to promote the event.
* The trainer will be responsible for the delivery of a minimum of one session. Online sessions should include about 20 minutes for questions; in-person sessions should include practical activities.
* For in-person sessions, the trainer is expected to bring a sign-in sheet (provided electronically by Capital Growth).
* The preparation of at least one handout for online sessions.
* The preparation of handouts, materials and equipment on site for in-person sessions; printing any supporting documentation including feedback forms (provided electronically by Capital Growth). The trainer must ensure feedback forms are completed and either posted or electronically delivered to Capital Growth within 2 weeks of the training. This is pre-requisite for payment.
* Any budget for extra material must be agreed in advance and before the session.
* If the trainer is external to the Hub, Capital Growth will put the trainer in contact with the Hub to discuss/agree any specific support needed with preparation and to confirm any tasks that might need support on the day.

**What is expected from Capital Growth?**

* To cover the costs of extra materials where agreed in advance, as this may affect how we price the course.
* Help with planning/reviewing training sessions.
* Promotion of the session on multiple social media platforms and within Capital Growth’s network.
* Management of ticket sales and bookings via Eventbrite.
* Technical support in advance of online sessions (e.g. testing sound, screen sharing functions etc.).
* Hosting and moderation of online sessions.
* Feedback from Survey Monkey to be shared with the trainer.
* Timely payment upon receipt of a correct invoice.

**Suggested training session**

Please note – your course title, description and details will also be used to help promote bookings for the session. Please have a look and see what we have delivered for our [Capital Growth training sessions](https://www.eventbrite.co.uk/o/capital-growth-3336758948) in the past. Do remember to keep it as descriptive, interesting and aim to appeal to as broad a demographic as possible!

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| **Trainer Name:** |  |
| **Short Bio (Approx. 150 words)** |  |
| **Email:** |  |
| **Contact number:** |  |

**What part of the training are you applying for?**

Spring training [ ]

Summer training [ ]

**What theme does your session fall under?**

Food growing [ ]

Growing for the future [ ]

Growing for climate resilience [ ]

Soil health [ ]

People and plants [ ]

**For summer training only: Are you applying as a team member of a Hub?**

Yes [ ]

No [ ]

**For summer training only: Is your suggested session best suited for**

Online delivery [ ]

In person delivery [ ]

Either [ ]

**If you have ticked ‘in person delivery’ and government restrictions did not allow the gathering of people at the time, could your session be moved online?**

Yes [ ]

No [ ]

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| **Suggested dates for the session (please provide at least 3 options)** |  |
| **Session Title:** |  |
| **Description (Approx. 250 words)** *(Concise, Clear and Catchy):*  |
| **For in person sessions: Any extra materials or particular set up needed?** |

**Session Structure** For in-person training, we suggest a 15-minute break and at least 30 minutes for a practical activity

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| **Time**  | **Topic**  | **Activity, where relevant**  |
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