

SUPPORTED BY
MAYOR OF LONDON

Green Roots Fund

Application Form Guidance

This guidance provides information to help you complete your application form for the Green Roots Fund. Read this guidance thoroughly and refer to the Green Roots Fund [Prospectus](#) when completing your submission.

Please contact the Greater London Authority (GLA) at GreenRoots@london.gov.uk if you have any questions about completing the application form or the application process.

Only one application can be submitted per organisation per round. Therefore, if more than one account is created with the same organisation name, the system will not allow you to proceed with a second application.

Use the link on the Green Roots Fund [Prospectus](#) page to create an account on the online portal and start your application.

Only application forms completed and submitted online will be considered. We will not accept any applications outside of the system.

There is a Word version of the application questions which you can download from our website to support preparation and drafting of your responses. You will need to copy and paste your responses into the application system to submit your application.

You do not have to complete the form in a single session. You can save your progress and return to it later. Your application will be assessed at the next deadline after it's submitted. Deadlines can be found on our website.

You must give us enough information to establish if your project is eligible for grant funding.

Decisions to award grant funding are made as part of a formal process. We know that there is likely to be a high demand for Green Roots Fund grants, and we will not be able to fund all good applications. You must not rely on the GLA's support until:

- you have been formally notified, in writing, that your application has been successful
- your authorised signatory (or signatories) has executed and returned a funding agreement.

If you are unsuccessful, there will be no appeals process.

Getting started

Using the link on the Green Roots Fund [Prospectus](#) page. The link will open the login page, click '**Log in**' on the top right-hand corner. If you are creating an application form for the first time, you will need to click '**sign up**'.

Enter your first name and last name and your email address. You will then receive a verification code via email to login. Each time you login, the system will create a new verification code.

Enter your organisation name to start a new application form and click '**Start Application**'. Note that the organisation name cannot be updated later, so ensure the correct full name is entered. An organisation can only submit one application per round and the system will not let two different applicants from the same organisation create different application forms. Note that two people can collaborate on one application form, see '**Organisation**' section below.

If several organisations have come together to form a consortium to apply for Green Roots Fund, one organisation **must** be selected to become the lead applicant (and grant recipient) with the remaining organisation(s) acting as delivery partner(s).

The lead applicant is responsible and liable for the delivery partner(s) project activity, including the whole project's indicators and outputs delivery and ensuring the project is delivered compliantly.

To find a previously drafted application, select '**Applications**' at the top of the page and click the '**Application ID**' number. This is a unique number assigned to your application form. Selecting this number will open your previously drafted application and allow you to continue editing it.

'**Funding Opportunities**' at the top of the page allows you to see and select the available Green Roots Fund round that you are applying for.

Introduction

Read the information provided on this page and click '**Next**' when you are ready to begin.

Organisation

You may be prompted to share your location – you do not need to do this, this is optional. Once you select ‘block’ or ‘allow’, you can use the postcode search function to find the address. If the address is incorrect, you can enter it manually.

Provide information about your organisation. If your project is joint or a partnership, provide details of the lead organisation that will be accountable for the grant and manage the funds.

Lead organisation name	<i>Pre-populated (this cannot be edited).</i>
Lead organisation address Street	<i>This is the address where the lead organisation is based (which may be outside of London) and which the GLA would enter on the project’s funding agreement. It is not necessarily the location for the delivery of the project which will be London (which you would enter under ‘project delivery address’).</i>
City	
County	
Postcode	
Country	
Lead organisation type (tick the applicable options)	<i>Applicant organisations must be not-for-profit organisations. Please select from the list, as applicable. Individuals cannot apply for the Green Roots Fund.</i> <i>The relevant dropdown menu of related questions will only appear, as required.</i>
Charity number: if Charitable Incorporated Organisation is selected	<i>If applicable, fill in the required information.</i>
Company number: if Community Interest Company Limited by Guarantee selected or Community Interest Company Limited by Shares is selected.	<i>If applicable, fill in the required information.</i>

UKPRN (UK Provider Reference Number) if educational body is selected	<i>If applicable, fill in the required information.</i>
Society Number: if Registered Society is selected	<i>If applicable, fill in the required information.</i>
For all options: Organisation's website address, if applicable	<i>If applicable, fill in the required information.</i>
Is your organisation an accredited Good Work Standard Employer? The Good Work Standard (GWS) London City Hall	<i>Select yes or no, as applicable.</i>
Is your organisation a London Living Wage Employer London Living Wage London City Hall	<i>This question will only appear if no is selected in the previous question.</i> <i>Select yes or no, as applicable.</i>
Where did you find out about this grant programme?	<i>Select the relevant option.</i>
Main contact first name	<i>Pre-populated but with the option to amend.</i> <i>This is the individual who will act as the day-to-day contact for this application, and with whom the GLA will work.</i>
Main contact last name	<i>Pre-populated but with the option to amend.</i>
Main contact position	<i>This is the job title or role description of the main contact named above. If the job title could be deemed obscure by the reader, it would be helpful to briefly describe, in just a few words, the role of the individual.</i>
Main contact phone number	<i>This is not a mandatory field.</i>
Main contact email address	<i>Pre-populated but with the option to amend.</i>

Second contact:	<p><i>Entering a second contact is mandatory.</i></p> <p><i>Complete the second contact details – you can search for an existing user or create a new contact.</i></p>
Second contact First name	<i>Add first name.</i>
Second contact Last name	<i>Add second name.</i>
Second contact Position	<i>This is the job title or role description of the second contact named above. If the job title could be deemed obscure by the reader, it would be helpful to briefly describe, in just a few words, the role of the individual.</i>
Second contact Phone	<i>This is not a mandatory field.</i>
Second contact Email	<i>Enter a valid email address – this is a mandatory field.</i>
<p>Invite to Collaborate</p> <p>If you select 'Yes' to invite this contact, we will send them an email asking them to register on the portal.</p> <p>Would you like to invite this contact to collaborate on this application?</p>	<p><i>Select yes to share this application form with the second contact. If you select no, the second contact will be named in the application form but won't have access to it.</i></p>

Diversity

Organisation leadership

Leadership of your organisation

We'd like to understand more about the leadership of the organisation that we're supporting. By this we mean any specific groups or communities that are included in your constitution.

If your leadership doesn't consist of specific groups of people, you can select that option and you will go to the next section.

Does 75% or more of your leadership share a particular identity or experience?	<i>Select yes or no, as applicable.</i>
Are you willing to provide more details about these people?	<i>This question will only appear if yes is selected to the previous question.</i> <i>Select yes or no, as applicable.</i> <i>If you select yes, you will see a dropdown list of categories you can choose from. You can select multiple categories. Select the relevant ones. A further breakdown of sub-categories is expanded, you can only select one from the sub-category, it must apply to the entire 75%. It is optional to complete the sub-categories.</i>
If there is any other relevant information you would like to tell us, please let us know	<i>Add any further details that you wish to share.</i>

Organisation mission

Mission of organisation

We'd like to understand more about the mission of the organisations that we're supporting. By this we mean any specific groups or communities that are included in your constitution.

If your mission isn't aimed at specific groups of people, you can select that option and you will go to the next section.

Does your mission constitution include a specific group or community?	Select yes or no, as applicable.
Are you willing to provide more details about these people?	<p>This question will only appear if yes is selected in the previous question.</p> <p>Select yes or no, as applicable.</p> <p>If you select yes, you will see a dropdown list of categories you can choose from. You can select multiple categories. Select the relevant ones. A further breakdown of sub-categories is expanded, you can only select one from the sub-category, it must apply to the entire 75%. It is optional to complete the sub-categories.</p>
If there is any other relevant information you would like to tell us, please let us know	Add any further details that you wish to share.

Project

Project Aim

We'd like to understand more about your project that we're supporting. By this we mean any specific groups or communities that are included in your constitution.

If your project isn't aimed at specific groups of people, you can select that option and you will go to the next section.

Is your project aimed at specific groups of people?	<p>Select 'my project is aimed at a specific group of people' if the project is targeting a particular demographic.</p> <p>Select 'my project is open to everyone and is not aimed at a specific group of people' if the project is not targeting a particular demographic.</p>
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Are you willing to provide more details about these people?	<p><i>This question will only appear if you have selected that the project is aimed at a specific group of people in the previous question.</i></p> <p><i>Select yes or no, as applicable.</i></p> <p><i>If you select yes, you will see a dropdown list of categories you can choose from. You can select multiple categories. Select the relevant ones. A further breakdown of sub-categories is expanded, you can only select one from the sub-category, it must apply to the entire 75%. It is optional to complete the sub-categories.</i></p>
If there is any other relevant information you would like to tell us, please let us know	<i>Add any further details that you wish to share.</i>

Project

About

Provide the overview details of your project below.

Proposed project name	<i>Include your project name, try to keep it short.</i>
In which London borough(s) will your project be delivered?	<p><i>Select all London boroughs that your project will deliver in.</i></p> <p><i>Highlight a borough in the left-hand box, then click the arrow to transfer it to right-hand box.</i></p>

Project Delivery Address

You can tell us about up to five project delivery addresses. In other words, the location(s) where the project will be delivered. The delivery address may be the same as the lead organisation address you provided earlier. If you have more than five sites, ensure the sites you include in your application demonstrate the geographic range of your project.

*You must click ‘**save**’ once you have completed the information; failing to do this will not add it to your application.*

Delivery address	<i>Include your delivery address, you may be prompted to share your location – you do not need to do this, this is optional. Once you select ‘block’ or ‘allow’, you can use the postcode search function to find the address. If the address is incorrect, you can enter it manually.</i>
Project grid reference	<i>Using a grid reference finder such as Ordnance Survey, enter the grid reference of this delivery site.</i>
Is your project location on designated site (e.g., local reserve, site of importance for nature conservation)?	<i>Select yes or no, as applicable.</i>
If yes is selected. Provide a brief description of the designated site	<i>This question will only appear if yes is selected in the previous question. Tell us the official name of the site, its designation and briefly describe why the site is designated.</i>
<i>If you have more than one project delivery address, click ‘add project delivery address’ to add more.</i>	

Partners

If you have project delivery partners, add their details into this section.

*You must click ‘**save**’ once you have completed the information; failing to do this will not add it to your application.*

Partner name	<i>Enter the name of the partner organisation.</i>
Organisation type	<i>Select from the list, as applicable. Any organisation can be a delivery partner.</i>
Charity number: if Charitable Incorporated Organisation is selected	<i>If applicable, fill in the required information.</i>
Company number: if Community Interest Company Limited by Guarantee selected or Community Interest Company Limited by Shares is selected.	<i>If applicable, fill in the required information.</i>
Partner type	<i>Select the appropriate delivery partner type. A delivery partner will help to deliver the project activities and will claim costs for the work they undertake. A strategic partner will not claim any costs but will help steer the project and provide advice to the lead organisation.</i>
Briefly describe the role of the partner on this project	<i>Explain what support will be provided from the partner.</i>
<i>If you have more than one project delivery partner, click ‘add new partner’ to add more.</i>	

Ambition & Impact

Ambition

Your project must align to the investment objectives of the Green Roots Fund. You should demonstrate how this funding will unlock benefits or be transformative.

<p>Briefly describe your project, including what you will be delivering, how and the reason(s) for it.</p> <p>Word count: 150</p>	<p><i>This section invites you to provide a response about your project, including its start and end points. Only include relevant details about the project to allow the reader to fully understand the project, namely the ‘what, where, how, who and why’ it will deliver the activities.</i></p> <p><i>Explain clearly how your project will deliver against the Green Roots Fund objectives (which you can find in the Green Roots Fund Prospectus). Where applicable, mention how your project will demonstrate how this funding will unlock benefits or be transformative for London.</i></p> <p><i>If your project is successful, this text will be used by the GLA to provide a summary of your project and as the basis for publicity about your project.</i></p>
<p>How much grant funding are you applying for? (£)</p>	<p><i>Include the total value of grant requested (if your project includes significant tree planting and you are including tree aftercare in your project; this value must include this).</i></p> <p><i>The minimum request is £10,000 and the maximum is £500,000.</i></p>
<p>All projects must include a minimum of 10% match funding. Confirm the value of match funding (£).</p>	<p><i>Enter the value of match funding. Match funding must be at least 10% of the grant requested but can be more.</i></p>

Impact

What type of project is this?	<i>Select the appropriate type of project. Implementation projects are projects that include physical delivery such as rewilding and tree planting. Enabling projects focus on supportive activities such as feasibility studies, design and community engagement. Some projects may be both Enabling and Implementation. Further examples can be found in the Green Roots Fund prospectus.</i>
What theme/category does this project fit best with?	<i>Select a theme relevant to your project. You can select <u>up to four</u> in total, if applicable. Only select themes that are key to your project. Selecting more will not be beneficial when your project is assessed.</i>
Other themes and categories	<i>Include any relevant themes you identify that are not available in the list above.</i>
What will your project achieve? Explain the expected outcome(s). Word count: 150	<i>This response should explain clearly what the project is aiming to achieve and what the outcome is expected to be at the end of the project and beyond. This may be used for publicity purposes.</i>
Will your project collect data that must be submitted to Greenspace Information for Greater London (GiGL)	<i>Select yes or no, as applicable.</i>

Need & Opportunity

Project proposals must be evidence-led and clearly show how they meet specific needs. The activity must be appropriate for the time and location you are proposing for delivery.

What need will your project address?	<i>Select the relevant option.</i>
What strategic objective will your project address?	<i>Select <u>up to two options</u> that relate to your project; your project will be monitored against these. Selecting more than two is unlikely to be beneficial when your project is assessed and will increase the level of monitoring you need to do.</i>

Opportunity

Explain why your project is needed Word count: 300	<i>Explain the reason(s) for the need for your project. Use evidence-led examples in your response.</i>
What would be the impact if your project didn't happen now? Word count: 300	<i>Explain what the immediate impact would be if your project didn't happen now.</i>

Inclusion

Projects should include details of the users and/or visitors; and anyone involved in management and/or maintenance and decision-making.

<p>Which local groups or communities aren't yet making use of your location? How will your project address this?</p> <p>Word count: 300</p>	<p><i>Tell us which local communities are not currently visiting or benefitting from the delivery site(s) you are proposing for your project.</i></p>
<p>How will your project engage and involve more diverse communities in and around your location?</p> <p>Word count: 300</p>	<p><i>Explain how your project will reach out to, and engage with, local diverse communities in and around the delivery site(s).</i></p>
<p>Besides your own organisation, will anyone else be involved in the day-to-day delivery of your project? This may include, for example, community groups, volunteers, etc. Include details in your response.</p> <p>Word count: 300</p>	<p><i>Provide details of who will be involved in the day-to day delivery of the project and what their role will be.</i></p>

Deliverability & long-term legacy

It is important that projects can be completed on time and within the agreed budget. This section asks you to show how you can deliver the project successfully.

<p>What legal permission(s) do you need for your project to go ahead?</p> <p>Word count: 150</p>	<p><i>If legal permission(s) is/are required to deliver your project, provide details. If no legal permission(s) is/are required, state this.</i></p> <p><i>If applicable, only projects with landowner permission at the time of applying for the grant are eligible.</i></p>
<p>Confirm if the permissions are already in place?</p>	<p><i>Select yes or no, as applicable.</i></p> <p><i>If no legal permission(s) is/are required, leave this blank – this is not a mandatory field.</i></p>
<p>Timescales for receiving permission</p> <p>Word count: 150</p>	<p><i>Explain the timeline if permission(s) are not in place.</i></p> <p><i>If no legal permission(s) is/are required, leave this blank – this is not a mandatory field.</i></p> <p><i>If applicable, only projects with landowner permission at the time of applying for the grant are eligible.</i></p>
<p>How will you ensure your project is delivered safely for those involved? Explain the steps that will be taken to ensure everyone's safety.</p> <p>Word count: 150</p>	<p><i>Tell us what applicable policies you have in place and the interventions and methods you will use to keep people safe during the delivery of your project. For example, on Health and Safety, working with vulnerable people, volunteers' policies.</i></p>
<p>How will you sustain the outputs and impact of your project after the funding had ended?</p> <p>Word count: 150</p>	<p><i>Tell us how you will ensure that the efforts and impacts of your project continue in the longer term.</i></p>

Milestones

Complete this section for each milestone, setting the milestone date, budget category and amount, and type of milestone. If there's more than one budget category applicable for a milestone, select all that apply and enter the estimated total value of the budget for the milestone.

The type of milestones you can select from are:

- *Key delivery date* – the first milestone should be the project start date, and the last milestone should be the project completion date. Other key delivery dates should be added to clearly demonstrate the delivery plan.
- *Activity* – use this to tell us specific planned project activity.
- *Monitoring visit* – this must be 6 monthly as a minimum i.e. 6 months after the start date, but could be more frequent, if required.
- *Payment* – use this milestone to tell us when you will have met the criteria to receive the next payment; you must have spent at least 40% of your total grant value (minus tree aftercare, if applicable) to be eligible for the next payment.

Add milestones to create a full project plan. The first milestone should be a 'key delivery date' and include the expected project start date, and the last milestone should be the project completion date.

The milestones will be used to help monitor the project during its lifetime. Changes will be expected during the project duration, and these can be agreed in discussion with your grant officer.

You must click '**save**' once you have completed the information; failing to do this will not add it to your application.

To start, click '**Add new milestone**'.

Description	<i>In just a few words, briefly summarise the milestone.</i>
Expected delivery date	<i>Select the expected date this will be achieved or delivered.</i>
Milestone category	<i>Select the applicable category.</i>
Link milestone to a budget category	<i>This is an optional field. If the milestone is linked to budget categories, select the relevant categories. You can select multiple, if applicable.</i>
Budget milestone amount	<i>This is an optional field. Include the anticipated value to achieve the milestone – this should be the total value for all cost categories selected above, if applicable.</i>
<i>To add further milestones click 'add new milestone'</i>	

Risks

Include any risks you anticipate could arise both within and outside of your control. Add each risk including a description, mitigation and remaining probability and impact of that risk.

*To start, click ‘**Add new risk**’*

*You must click ‘**save**’ once you have completed the information; failing to do this will not add it to your application.*

Description of risk	<i>Include a description of the risk ensuring that it is clear what the risk is.</i>
Mitigation of risk	<i>Explain how you plan to mitigate the risk.</i>
Impact	<i>Select the applicable category.</i>
Probability	<i>Select the applicable category.</i>
RAG rating	<i>Select the applicable category.</i>
<i>To add further risks, click ‘add new risk’</i>	

Budget

Complete the table to tell us your project budget. Include all project expenditure for the duration of the project. All projects must include monitoring, evaluation and reporting in the budget; every project will receive a monitoring visit and must provide a detailed breakdown of expenditure before the second and final grant payments will be made.

Be realistic when setting your budget and plan for slippage that could occur.

Expenditure

Include details about current or new processes and systems that will help you manage the grant.

Your budget should cover your total project costs (requested grant amount, plus match funding).

Budget category	Total (£)
Materials	<i>Include the costs of materials required to deliver the project.</i>
Plants	<i>Include the costs of plants, bulbs and trees required to deliver the project.</i>
Small items of equipment	<i>Include the costs to purchase small items of equipment that are required to deliver the project.</i>
Staff costs	<i>Include any staff costs required to deliver the project (exclude staff time to monitor, evaluate and report on the project).</i>
Travel and subsistence	<i>Include any travel and subsistence costs for staff delivering the project.</i>
Contractors and consultants	<i>Include the costs of contractors and consultants required to deliver the project.</i>
Marketing and publicity	<i>Include the costs of marketing and publicity required. Projects being delivered on the ground such as implementation projects are required to erect signage, these costs should be included here.</i>
Grants provided to end beneficiaries	<i>Include the total cost of grants to end beneficiaries.</i>
Event costs	<i>Include anticipated event costs (you should ensure that any planned events are included as a milestone in your application).</i>
Volunteer expenses	<i>Include anticipated expenses from volunteers.</i>
Volunteer time	<i>This should be the total number of volunteer hours multiplied by the current London Living Wage hourly rate.</i>
Tree care	<i>Projects with tree planting activity should include this budget category and include costs to care for the trees during the project duration.</i>
Tree aftercare	<i>Only significant tree planting projects are eligible to use this category.</i> <i>Payment of this cost category will be made at the end of the project. Aftercare costs are eligible for activity two years after the end of the Green Roots Fund project.</i>
Monitoring, evaluation and reporting	<i>We recommend 3-5 per cent of your grant value is included in this cost category. For projects over £200,000, an external evaluation is recommended so we suggest this is increased to 7 per cent.</i>
Total	<i>This is automatically populated (this cannot be edited).</i>

Finance Management

Include details about current or new processes and systems that will help you manage the grant.

<p>How will you manage budgets, income and expenditure? What processes and policies do you currently have, or are planning to implement?</p> <p>Word count: 500</p>	<p><i>Tell us about your current or planned organisational processes and policies that you are/will be implementing. Explain how you will manage the budget, income and expenditure using these procedures.</i></p>
<p>If you are delivering significant tree planting and are including tree aftercare costs in your application, explain what tree aftercare activity you will do for up to two years after your project has closed.</p> <p>Word count: 500</p>	<p><i>Only projects with significant tree planting are eligible to apply for tree aftercare. If applicable, tells us how you intend to care for the trees planted for two years after the project. Refer to the Green Roots Fund prospectus for more information.</i></p>

Match funding

Include the match funding for the project ensuring that all sources are included separately. You can add multiple responses, if applicable.

*You must click ‘**save**’ once you have completed the information; failing to do this will not add it to your application.*

*To start, click ‘**Add new match funding**’.*

Match funding name	<i>Add the name of the organisation providing the match funding.</i>
Match funding type	<i>Select the relevant option.</i> <i>In-kind match funding means donated materials, staff or volunteer time for which you have identified a cash value (but for which there is no actual cash transaction).</i>
Match funding source	<i>Select the relevant option.</i>
Match funding amount	<i>Enter the value of match funding.</i>
Match funding secured	<i>Select yes or no, as applicable.</i> <i>By ‘secured’ we mean that your organisation is in possession of the funding already, or you have a formal agreement that the funding is available such as a signed agreement or a signed letter.</i> <i>If you are unsure, select no.</i>
Date to be secured	<i>If already secured, add the date it was secured (or today’s date). If the match funding is not yet secured, enter the date you expect to receive confirmation.</i> <i>If your project is successful, you will need to provide confirmation of the match funding before the first grant payment is made by the GLA.</i>

Outputs

Complete the outputs table in this section. Be realistic when setting your targets. The baseline for some indicators will be zero. If you click on the name of the indicator in the portal, some further information is available, such as the unit measurement.

You must report on the indicators selected and will need to provide achieved data at monitoring visits.

You will be expected to provide photographic evidence for your indicators.

Indicator	Description	Is this a core or optional indicator?	Unit measurement	Baseline value	Target value
Inclusion and involvement of Londoners in green and blue infrastructure					
Number of people from underrepresented groups that are engaged with the project	N/A	Core	Number	This may be zero.	Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.
Number of local residents at in-person and online engagement events and activities hosted by the project	N/A	Core	Number	This may be zero.	Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.

Number of community engagement activities at project	N/A	<i>Optional</i>	<i>Number</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Number of volunteers participating in the project	N/A	<i>Core</i>	<i>Number</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Number of new volunteers participating in the project	N/A	<i>Optional</i>	<i>Number</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Number of volunteer hours spent on the project	N/A	<i>Core</i>	<i>Number</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>

Number of training workshops delivered by project	N/A	<i>Core</i>	<i>Number</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Number of people receiving training in green skills delivered by project	N/A	<i>Core</i>	<i>Number</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Number of people in delivery partner organisation who complete training that supports project delivery	N/A	<i>Optional</i>	<i>Number</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Number of local stakeholders consulted on the design in early stages	N/A	<i>Core</i>	<i>Number</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>

Percentage of project management responsibilities shared with local stakeholders	N/A	Core	Number	This may be zero.	Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.
Enhancement of green and blue infrastructure					
Number of trees planted	<i>New or improved green infrastructure in high streets/towns</i>	Core	Number	This may be zero.	Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.
Projected area of new canopy cover created	<i>New or improved green infrastructure in high streets/towns</i>	Core	m2	This may be zero.	Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.
Area of green infrastructure created <u>OR</u> restored (Ensure you do not double count the baseline or target figures)					
Wood pasture and parkland	<i>A mixed habitat of trees and more open, grassland areas that has been managed</i>	<i>At least one habitat must be selected for</i>	m2	This may be zero.	Include realistic, achievable targets that you are confident you can

	<i>through grazing¹⁰⁵ and/or mechanical cutting.</i>	<i>implementation projects.</i>			<i>achieve for the grant value and within the project duration.</i>
Ancient trees and woodland	<i>Sites that have been covered in woodland since 1600 (in England)</i>	<i>At least one habitat must be selected for implementation projects</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Wet Woodland	<i>Woodland that occurs on soils that are usually or seasonally wet, also known as "carr".</i>	<i>At least one habitat must be selected for implementation projects.</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Open mosaic habitat	<i>Usually occur on previously developed land (brownfield sites) and consist of a mix of bare ground and vegetation such as grassland, flowers, and scrub. They often include more extreme conditions, which can lead to a diverse mix of species.</i>	<i>At least one habitat must be selected for implementation projects</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Orchards	<i>Traditional orchards can include fruit and nut trees, planted at low densities, and managed in a low-intensity</i>	<i>At least one habitat must be selected for</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can</i>

	<i>way. As such, they have a mix of trees and grassland.</i>	<i>implementation projects</i>			<i>achieve for the grant value and within the project duration.</i>
Sand habitat	<i>Areas of bare sand.</i>	<i>At least one habitat must be selected for implementation projects</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Trees	<i>Outside of woodlands, especially in areas of low canopy cover.</i>	<i>At least one habitat must be selected for implementation projects</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Woodland	<i>Trees grouped together, either broadleaf or mixed.</i>	<i>At least one habitat must be selected for implementation projects</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Acid grassland	<i>Grassland that occurs on soils with a low pH (that is, acidic soils)</i>	<i>At least one habitat must be selected for</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are</i>

		<i>implementation projects</i>			<i>confident you can achieve for the grant value and within the project duration.</i>
Heathland	<i>Found on low-fertility soils, and characterised by heather, gorse, and grasses. It is a semi-natural habitat that requires grazing or other intervention to stop it developing into woodland.</i>	<i>At least one habitat must be selected for implementation projects</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Chalk grassland	<i>Grassland situated in areas of chalk or limestone, also known as calcareous grassland.</i>	<i>At least one habitat must be selected for implementation projects</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Lowland meadow	<i>Includes most unimproved, neutral grassland, and flower-rich areas of golf courses, parks, churchyards, road verges and other green spaces.</i>	<i>At least one habitat must be selected for implementation projects</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>

Scrub	Dominated by shrubs and smaller trees, but often also including open areas of grassland. It occurs when woody plants begin to take over a grassland but requires management to prevent it turning into woodland.	<i>At least one habitat must be selected for implementation projects</i>	m2	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Urban mosaic	Areas that tend to have a mix of bare ground, vegetation, shrubs, and trees that usually have low to moderate levels of disturbance. This includes allotments, community gardens, churchyards, and cemeteries.	<i>At least one habitat must be selected for implementation projects</i>	m2	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Arable and horticultural	Commercial farmland, particularly farmland managed for food-growing, rather than for livestock.	<i>At least one habitat must be selected for implementation projects</i>	m2	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Buildings	Urban greening and features that would be suitable on and around buildings across London. For example, well-maintained green roofs (non-	<i>At least one habitat must be selected for implementation projects</i>	m2	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the</i>

	residential buildings only) and walls, swift / bat / bee bricks, and nest boxes.				<i>grant value and within the project duration.</i>
Parks and open spaces	Includes London's large parks, as well as smaller. Neighbourhood parks.' Open spaces should be interpreted broadly, beyond formal recreation spaces. For example, it can include open space on housing estates and blocks of flats.	<i>At least one habitat must be selected for implementation projects</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Private green space	Gardens	<i>At least one habitat must be selected for implementation projects</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Deadwood	Includes standing deadwood, where the dead tress is still standing, a fallen tree, decaying roots and stumps, or decaying wood within part of a living tree (usually the middle 'heartwood')	<i>At least one habitat must be selected for implementation projects</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Area of blue infrastructure created <u>OR</u> restored (Ensure you do not double count the baseline or target figures)					

Ponds and lakes	<i>Natural standing water bodies.</i>	<i>At least one habitat must be selected for implementation projects</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Rivers and streams	The water itself, the riverbed, and other in-channel features. It also includes the banks of the river or stream, vegetation in the water and on the land immediately around watercourses (riparian land).	<i>At least one habitat must be selected for implementation projects</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Canals and reservoirs	Man-made water bodies.	<i>At least one habitat must be selected for implementation projects</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Chalk streams	Watercourses that occur in areas of chalk bedrock.	<i>At least one habitat must be selected for implementation projects</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>

Floodplain	A range of wet habitats along rivers and streams that are subject to flooding.	<i>At least one habitat must be selected for implementation projects</i>	m2	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Intertidal habitat	Areas that are covered by water at high tide but uncovered at low tide.	<i>At least one habitat must be selected for implementation projects</i>	m2	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Fen, marsh, and swamp	Wetland habitats that are vegetated (not open water) and particularly those that are largely fed by groundwater.	<i>At least one habitat must be selected for implementation projects</i>	m2	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Reedbeds	Areas of reedbed.	<i>At least one habitat must be selected for implementation projects</i>	m2	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>

New or improved green infrastructure on active travel routes					
Length of greening created on active travel routes	N/A	<i>Optional</i>	<i>meters</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Length of greening improved on active travel routes	N/A	<i>Optional</i>	<i>meters</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Reduced flood risk					
Water storage capacity of green infrastructure features	N/A	<i>Optional</i>	<i>m3</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Water storage attenuation effect of installed green infrastructure features	N/A	<i>Optional</i>	<i>m3</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the</i>

					<i>grant value and within the project duration.</i>
Avoided runoff through trees planted	N/A	<i>Optional</i>	<i>m3</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Reduced heat risk					
Areas of grey surfaces (ground, wall, roof) converted to green/blue surface	N/A	<i>Optional</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Improved waterway condition in areas of low coverage of riparian vegetation and polluted water bodies					
Area of riparian habitat created along waterways of poor water quality	N/A	<i>Optional</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Area of riparian habitat improved along	N/A	<i>Optional</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets</i>

waterways of poor water quality					<i>that you are confident you can achieve for the grant value and within the project duration.</i>
Area of SuDS created	N/A	<i>Optional</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Area of SuDS restored	N/A	<i>Optional</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Concentration of key pollutants (e.g., nitrogen, phosphorus) between inlet and outlet	N/A	<i>Optional</i>	<i>mg/L</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>

Water bodies achieving bathing water quality status	N/A	<i>Optional</i>	<i>Number</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
New or improved green infrastructure in high streets/towns					
Areas converted from grey surfaces to green/blue infrastructure in town centres and high streets	N/A	<i>Optional</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Number of trees planted in town centres and high streets	N/A	<i>Optional</i>	<i>Number</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Projected areas of new canopy cover created (in town centres and high streets)	N/A	<i>Optional</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and</i>

					<i>within the project duration.</i>
New or improved green infrastructure, that provides noise pollution barrier and/or natural soundscape					
Area of green infrastructure that provides an effective vegetative barrier to road and rail-related noise pollution	N/A	<i>Optional</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>
Increased biodiversity and natural restoration in areas of importance for nature recovery					
Area of habitats including trees in 'moderate' to 'good' condition (according to the Statutory Biodiversity Metric (SBM) condition assessment criteria)	N/A	<i>Optional</i>	<i>m2</i>	<i>This may be zero.</i>	<i>Include realistic, achievable targets that you are confident you can achieve for the grant value and within the project duration.</i>

Bespoke

<p>Add in any bespoke indicators you will be tracking as part of your project</p> <p>Word count: 100</p>	<p><i>Tell us of any other outputs not captured in the indicators. Keep them brief and only add them if essential to the project.</i></p> <p><i>This is an optional field, leave blank if you don't have other indicators to tell us about.</i></p>
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Supporting documents

All the file uploads on this page must be provided as PDF files, if you attempt to upload any other format you will encounter an error message.

Upload the following documents in this section:

- Copy of most recent audited accounts.
- Where this information is not available in audited form, a turnover, profit & loss/income & expenditure, and cash flow position for the most recent full year of trading/operations.
- Proof of existence – certificate of incorporation.
- Charities registration, if applicable.
- VAT registration certification.
- Landowner permission, if applicable.
- Any additional supporting documents (such as site photographs).

New organisations can still apply, even if you do not have two years of audited accounts. However, you will need to have a statement of the organisation's current turnover, profit and loss, and cash flow position. Upload this instead.

We may ask for further information, depending on the grant value requested.

Ensure you have uploaded any relevant documentation to support your application.

All projects will require proof of landowner permission if there are on site elements to be eligible. This must be uploaded and submitted with the application form.

Upload any photographs that are useful to assist your application in 'additional supporting documents'. You may want to consider photographs that show the site prior to any grant funding support.

Declarations

Agree to erect a sign, at all delivery sites, that carries the Mayor of London logo. We will provide you with the logo and guidance if your application is successful. You will need to provide photograph evidence of this, and the grid reference for its location.	<i>Select yes or no, as applicable.</i>
Agree to be included in the programme mailing list. You may receive emails about other GLA grant programmes	<i>Select yes or no, as applicable.</i>

I declare that I have the authority to represent the lead applicant in submitting this application.

I understand that acceptance of this application form by the GLA does not in any way signify that the project is eligible for funding under the Green Roots Fund or that any such funding has been approved towards it.

On behalf of the lead applicant and having carried out full and proper inquiry, I confirm to the GLA that the lead applicant has the legal authority to carry out the project; and the information provided in this application is accurate.

I have consent of all persons, whose personal information I have provided to you in this application and have informed them of the purposes for which this information will be used, which include;

I consent to the personal data submitted with this form being shared as set out in this form and in accordance with the [GLA privacy policies](#);

I shall inform the GLA if, prior to any Green Roots Fund grant being legally committed to the lead applicant, I become aware of any further information which might reasonably be considered as material to the GLA in deciding whether to fund the proposal;

I am aware that if the information given in this application turns out to be false or misleading, the GLA may demand the repayment of funding and/or terminate a funding agreement pertaining to this proposal;

I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant funding or for the purpose of assisting any person to obtain grant funding may be prosecuted. A false or misleading statement will also mean that approval may be revoked, and any grant may be withheld or recovered with interest;

I confirm that I understand that if the lead applicant commences project activity, or enters into any legally binding contracts or agreements, including the ordering or purchasing of any equipment or services, before the formal approval of the project, any expenditure is incurred at the organisation's own risk, and such costs will not be eligible, and may render the project ineligible for support.

Agree to data protection consent as described above	Select yes or no, as applicable.
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Submit

Please ensure you have reviewed the application before clicking submit. After submitting your application, you will not be able to make any amendments.

If you receive error messages, you must fix these errors before the portal will allow you to submit. The portal will alert you to the fields that require your attention.

You will receive an email confirming that you have submitted the application. The email will include a link to a read only version of the application form.

Version 1

Dated 19/06/2025