

# GREATER **LONDON** AUTHORITY

(By email)

Our reference: MGLA141125-8435

12 December 2025

Dear

Thank you for your request for information which the Greater London Authority (GLA) received on 14 November 2025. Your request has been considered under the Environmental Information Regulations (EIR) 2004.

You requested:

A FREEDOM OF INFORMATION REQUEST TO FIND THE DETAILS OF THE PARK  
WHERE I PLANTED THE TREES AND THE CONTRACT

Please find below and attached the information we hold within the scope of your request.

We understand this to be in relation to the Greener City Fund grant you were awarded in 2018 for tree planting, which was administered by Groundwork London and funded by the Mayor of London.

- Our records indicate that the park where you planted the trees in question (meaning those for which your grant claim was not successful) was Barking Park.
- I attach a copy of the signed Grant Agreement.

Please note that personal information has been redacted in accordance with Regulation 13 (Personal information) of the EIR. Information that identifies specific individuals constitutes as personal data which is defined by Article 4(1) of the General Data Protection Regulation (GDPR) to mean any information relating to an identified or identifiable living individual. It is considered that disclosure of this information would contravene the first data protection principle under Article 5(1) of GDPR which states that Personal data must be processed lawfully, fairly and in a transparent manner in relation to the data subject.

If you have any further questions relating to this matter, please contact me, quoting the reference MGLA141125-8435

Yours sincerely

**Information Governance Officer**

# GREATER**LONDON**AUTHORITY

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at:

<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>

# GREATER LONDON AUTHORITY

By Email

PADI

padiconsulting@yahoo.co.uk

30 August 2018

Dear [REDACTED]

## **Greener City Fund Community Grant Scheme.**

### **Project Number: 175, Raising green awareness in children: tree planting in 3 London schools**

Thank you for your application for funding to the Greener City Fund Community Grant Scheme (the GCFCGS), Tree Planting strand. The Assessment Panel met on the 12<sup>th</sup> July 2018 to consider all applications. I am pleased to inform you that the Panel has agreed to offer a grant of **£10,900**.

#### **The panel has agreed to fund your project subject to the following:**

- **You sign and complete the attached Funding Agreement before 24 September 2018**

The grant is to be used towards the above project as outlined in your application and subsequent correspondence. Please note that it is a condition of the grant that the Mayor of London is appropriately acknowledged on all publicity. Please contact Groundwork London in the first instance regarding publicity including requests to use the supported by Mayor of London logo. Tree species should be suited to the site, maximise the canopy potential for the site and have potential to adapt to a future changing climate - for additional guidance please refer to <http://www.righttrees4cc.org.uk>. Information on tree pests and diseases including ash dieback, oak processionary moth, chestnut blight and massaria disease of plane trees is on the Forestry Commission website: <https://www.forestry.gov.uk/forestry/BEEH-9XLGXD>, as is a London specific chalara leaflet: [https://www.forestry.gov.uk/pdf/A4\\_London\\_chalara\\_FINAL.pdf/\\$FILE/A4\\_London\\_chalara\\_FINAL.pdf](https://www.forestry.gov.uk/pdf/A4_London_chalara_FINAL.pdf/$FILE/A4_London_chalara_FINAL.pdf). This advice should be considered when selecting tree species for planting.

This offer is made conditional on the applicant providing appropriate aftercare provision following delivery of their project, as stated in the attached Funding Agreement.

The grant will be paid following the receipt of a claim for the completion of works all necessary monitoring information, which will need to be submitted by the 11<sup>th</sup> March 2019. Monitoring forms will be sent out in advance of that date and we anticipate that any site inspections will also take place at this time. Please note that we cannot guarantee claims will be paid before 31 March 2019, due to processing times.

As standard, Community Grants are paid in arrears on receipt of a claim for the completion of works (other than maintenance costs). However, where this may be a barrier to completing the project, we are able to arrange a schedule of up-front or interim payments. Please contact me if you would like to discuss this option.



**Groundwork London**

12-20 Baron Street

London

N1 9LL

Telephone: 020 7278 1514

Facsimile: 020 7278 1515

[london@groundwork.org.uk](mailto:london@groundwork.org.uk)

[www.groundwork.org.uk/london](http://www.groundwork.org.uk/london)

If you wish to proceed with the grant please sign both copies of the attached funding agreement and return one copy by the **24 September 2018** to me at

Programmes Officer (Grants)  
Groundwork London  
12 Baron Street  
London N1 9LL

Email: [REDACTED] [@london.gov.uk](mailto:[REDACTED]@london.gov.uk)

Please note that the award of the grant should not be publicised until Groundwork London have acknowledged receipt of the signed funding agreement.

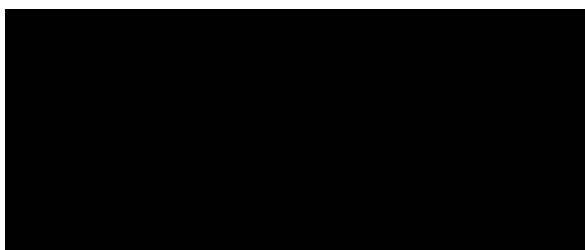
The Mayor of London is working with partners to co-ordinate a weekend of mass tree planting across London from 30 November – 2 December 2018. Projects that have received a large-scale tree planting event grant will take place during that weekend. If your project is not a large-scale event, we still encourage you to carry out some planting during that weekend, or during the week of 24 November – 2 December (National Tree Week), if it aligns with your project plans.

The Mayor will be promoting events taking place during that period, and volunteering opportunities, through an online campaign. If you are planning an event during this period, please contact [REDACTED] [@london.gov.uk](mailto:[REDACTED]@london.gov.uk) with the details.

Ahead of the tree planting weekend, the Mayor will also be making free tree packs available for Londoners, community groups and schools. If you would like to pre-register your interest in receiving a free pack of 50 trees for your project, please contact [REDACTED] [@london.gov.uk](mailto:[REDACTED]@london.gov.uk).

Please do not hesitate to contact me at any stage should you require any advice or assistance. We wish you and your team every success in delivering this project.

Yours sincerely



Programmes Officer (Grants)  
GROUNDWORK LONDON

[REDACTED]  
[REDACTED]  
[REDACTED]

## **The Greener City Fund Community Grant Scheme Funding Agreement and Conditions**

### **1 General**

- a. The conditions set out below apply to all offers of grant made by Groundwork London through The Greener City Fund Community Grant Scheme (GCFCGS). All correspondence shall be between the Grantee and Groundwork London unless otherwise directed.
- b. The offer is made on the condition that no payment will be made for works completed before the grant offer has been confirmed in writing, unless otherwise agreed.
- c. All projects should conform to your project proposal and any conditions made as part of the grant offer. This includes information in application forms, relevant subsequent documents or communications, the timeline in Appendix 1.
- d. All projects should meet the required level of match funding for their project, which is 25% of the total grant requested.
- e. The applicant shall ensure that works and activities conform to any relevant statutory obligations, planning consents etc. and with the agreement of private landowners where appropriate.
- f. In carrying out the project the applicant will act as principle and not as an agent to Groundwork London.
- g. If the applicant is not the owner of the land proposed for planting or management, a letter of agreement to the work proposed, from the legal owner, must be provided prior to agreement of GCFCGS funding.
- h. Projects must demonstrate value for money and where appropriate applicants should obtain three written quotes if appointing new contractors for individual pieces of work over £5,000.
- i. Applicants must ensure they have the relevant and appropriate insurance. Groundwork London is not responsible for liabilities incurred by the applicant.
- j. This contract may not be assigned to a subsequent occupier of the land (or anyone else) without Groundwork London's permission.

### **2 Project Monitoring**

- a. The applicant must provide photographs of the site both before and after the project to indicate the extent of work carried out.
- b. The applicant is responsible for monitoring the quality and costs of the project and for informing Groundwork London of any changes including:
  - Changes to the timescale specified in the grant application;
  - Changes to the total cost of the project set out in the application;
  - Changes to the project funding, including funding from other bodies.
- c. All changes must be agreed in writing with Groundwork London and may result in the offer being revised.
- d. The applicant must complete monitoring reports and evidence of expenditure and completion in the form provided and sent to Groundwork London by the set date. This includes using the form provided to capture the contribution of volunteering.
- e. The payment of grant may be delayed if monitoring reports have not been received by the set date.

- f. Any person authorised by the Greater London Authority or Groundwork London shall be entitled to inspect the project, including access to the land, and view any records or accounts relating to them at any reasonable time.

## 3 Maintenance of Works

- a. Unless otherwise agreed with Groundwork London, the applicant will be responsible for maintaining or making arrangements for maintenance and or replacements for failed trees planted under this scheme to a satisfactory standard for a minimum period of three years.
- b. Tree maintenance and aftercare shall be in accordance with Forestry Commission guidance ([https://www.forestry.gov.uk/pdf/eng-treecare-guide.pdf/\\$file/eng-treecare-guide.pdf](https://www.forestry.gov.uk/pdf/eng-treecare-guide.pdf/$file/eng-treecare-guide.pdf)).
- c. If maintenance falls below a satisfactory standard and is not made up, Groundwork London may reclaim a relevant portion of the grant.

## 4 If work does not meet the standards and timescale in this agreement

- a. Groundwork London may inspect the standard of work prior to and/or after payment is made. If the work has not been carried out to the standard set out in this agreement Groundwork London may withhold grant payment. Where the grant is withheld, we will explain the reasons for doing so and give you the opportunity to put it right (where reasonable to do so) before resubmitting the grant claim.
- b. Where grant payment has been made but the work and/or required maintenance does not meet the standards or timescale set out in this agreement, Groundwork London may recover grants paid with interest. Before doing so, we will explain what work is required to put the work right (if it is reasonable to do so) and the timescale for that remedial work.

## 5 Sustainable procurement of materials and trees

- a. The applicant shall take reasonable steps to ensure that all materials acquired for the project shall be from, as far as possible, sustainable sources. Trees should, as far as possible, be UK sourced and grown.

## 6 Publicity

- a. Grants should not be publicised until Groundwork London has acknowledged receipt of signed acceptance of this Funding Agreement and approved any such publicity in advance.
- b. The Greater London Authority and Groundwork London shall have the right to use any information (including images and photographs) on projects receiving assistance through the GCFCGS in their publicity and promotional work.
- c. The applicant shall ensure that the Mayor of London is acknowledged in any publicity material produced by the applicant in connection with the project, as discussed further in Appendix 3.
- d. The applicant must obtain prior approval from Groundwork London for any press release, articles or interviews relating to the project. Ideally, seven days notice shall be given and in all cases not less than three working days notice will be given.
- e. Where requested, the applicant agrees to install discrete acknowledgement of Greener City Fund Community Grant Scheme funding.

## **7 Payment of Grants**

- a. The offer letter sets out the documentation required before a grant can be paid. Once a completed and certified claim has been received, payment will normally be made within 28 days.
- b. All financial and contractual arrangements are made between Groundwork London and the applicant.
- c. If your claim is incomplete you will be informed within 10 working days.
- d. Grants will be paid by Groundwork London by Automated transfer (BACS). Bank details must be submitted with each claim.
- e. It is the responsibility of the applicant to assess liability for Value Added Tax. The Greater London Authority and Groundwork London are not responsible for unpaid VAT.
- f. All applicants must retain and submit evidence of expenditure to support their claims.

## **8 When Grants May Not Be Paid**

- a. When the applicant fails to complete the project or conform to the conditions of the grant.
- b. When the applicant ceases to operate or is declared bankrupt or placed into receivership or liquidation.
- c. If the application was completed fraudulently, incorrectly or was intentionally misleading.
- d. If the applicant has acted fraudulently or negligently in any aspect of the project.

## **9 Terminating the contract - general grounds**

- a. We may terminate this contract immediately if:
  - you do not keep to any condition of this agreement;
  - any material information you gave us when you made this agreement is false, misleading or incomplete;
  - any material information you gave us when you make your claim for grant is false, misleading or incomplete;
  - you are declared bankrupt or make a composition or arrangements with, or grant a trust deed for your creditors, or go into liquidation (other than a member's voluntary liquidation).
- b. Before we terminate the agreement or ask you to repay any of the grant, we will give you notice of the reasons for termination of your contract. If we consider that the situation can be put right, we will give you the opportunity to put the situation right, within the time we specify.

## **10 Repayment of grant on termination**

- a. If this agreement contract is terminated under Condition 9 above we will not pay any more grant under this contract; or
- b. You will be liable to repay any grant on demand, by Groundwork London, which you have received.

## **11 Terminating the contract if the approved work will have an adverse effect on the environment**

- a. If, following the Approval Date, we become aware of information that suggests that any incomplete work or maintenance might have adverse effects on the environment if continued, we may:
  - give you the option of either making changes to the work or maintenance that would avoid, reduce or mitigate any possible adverse effects of the work or maintenance on the environment, or of terminating the contract; or
  - terminate the contract with immediate effect if it appears to us to be necessary in the interests of the environment.
- b. If we give you the option of either making changes to the work or maintenance or terminating the contract, we shall notify you of the changes we are requesting. We will also provide you with details of how future grant payments would be calculated if you choose to make the changes requested, and tell you the amount of grant that will be paid to you in respect of works already carried out if you choose to terminate the contract.
- c. If you do not notify us that you either wish to carry out the specified changes or to terminate the contract within 28 days of our notification to you of the information described in the preceding paragraph, we may terminate the contract with immediate effect.
- d. In accordance with this Condition, if either we or you terminate the agreement, the grant will be paid to you in respect of work carried out before the date of termination but no further payments will be made under this contract.

## **12 Disputes**

- a. If you, and we, disagree about whether or not you have satisfactorily completed the project that we have agreed to fund, you or we may ask for the matter to be decided by an independent arbitrator. Any other dispute shall be resolved in accordance with Condition 13.

## **13 General Data Protection Regulation (GDPR) Notice**

- a. This notice sets out most of your rights under the new data protection laws - the General Data Protection Regulation (GDPR) - which replaced the Data Protection Act and came into effect on the 25 May 2018.
- b. Personal data is information which relates to, or could be used to identify you or another person. Data protection legislation does not relate to non-personal information – for example, about an organisation or your project.
- c. **Who we are:**
  - Groundwork London is the data controller and contract holder responsible for personal data about Greener City Fund applicants and approved grantees.
  - We do not trade personal data for commercial purposes and will only process your data if required by law, necessary to administer your grant, or with your consent.
- d. **How we will use your personal data:**
  - We will process the personal data you provide for the purpose of administering your grant application (assessing your application, grant due diligence, processing grant payments grant variations, grant monitoring, end of grant reporting) on the basis of a contract (the Grant Agreement) between yourself and Groundwork London.
  - The personal information we will hold will be your name, contact details and payment information. If you are using an accountable body to process your grant funds, we will hold the organisation information and organisation payment information.
  - To protect our legitimate interests, we may also conduct checks against records held by other government departments, and other agencies for the purposes of assessing your



eligibility for a grant, preventing fraud, or for the purposes of the prevention or detection of crime.

- All information will be shared with the Greater London Authority for evaluation purposes.
- We need to keep the details of financial transactions for 7 years, in the event of a tax or banking enquiry.

## 14 Governing law

- a. This Agreement shall be governed by, and construed in accordance with, English law. To the extent set out in Condition 12, the courts of England and Wales are to have exclusive jurisdiction to settle any dispute which may arise out of or in connection with this Agreement

## 15 Indemnity

- a. The applicant shall indemnify Groundwork London and the Greater London Authority against any claims arising out of the exercise of this agreement.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Project name: \_\_\_\_\_

## APPENDIX 1

### Project Milestones

The milestones below must be met by projects as a condition of funding. Failure to meet these may result in support being withdrawn or reduced.

24 September 2018	Return signed Funding Agreement to Groundwork London
14 January 2019	Mid project update email to be submitted to Groundwork London
11 March 2019	Monitoring information and claim documentation submitted

## APPENDIX 3

You must ensure that, where appropriate, publicity is given to the fact that the GLA is financially supporting your project. You must comply with any guidance on publicity given by the GLA and all publicity referring to the GLA, the Mayor of London and/or any third party partner or sponsor of the GLA shall be subject to the prior approval of the GLA.

You must ensure that the GLA's logos (as set out in this Appendix) are used in any marketing activities undertaken in respect of your project, including all fliers and posters. You should also incorporate the GLA's logos into the credits of each film that is produced as part of the Project. You must also ensure that you use such other logos specified by the GLA in marketing the Project and incorporate the same into the credits of each film that is produced as part of the Project.

In acknowledging the GLA's grant of the funding, you must comply with any guidance on publicity provided by the GLA in respect of the use of the GLA logos and/or any logos of any third party partner or sponsor of the GLA and ensure that any use of the GLA logo or any third party partner or sponsor of the GLA is approved by the GLA in writing in advance of its use.

**SUPPORTED BY**

**MAYOR OF LONDON**

- To protect our legitimate interests, we may also conduct checks against records held by other government departments, and other agencies for the purposes of assessing your eligibility for a grant, preventing fraud, or for the purposes of the prevention or detection of crime.
- All information will be shared with the Greater London Authority for evaluation purposes.
- We need to keep the details of financial transactions for 7 years, in the event of a tax or banking enquiry.

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Signed by:



Date: 06/09/2018

Print name:



Organisation: PADI

Project name:

175, Raising Green Awareness in children: tree plant  
in 3 London Schools