

SUPPORTED BY
MAYOR OF LONDON

Summer Streets Fund

Application Form Guidance

This guidance seeks to provide information to help you complete your application form for the Summer Streets Fund. Please read it thoroughly alongside the Summer Streets Fund [Prospectus](#) and the [Clarification Document](#).

If you have any questions about completing the application form or the application process, please contact the Greater London Authority (GLA) at Summerstreets@london.gov.uk

Please submit your completed application as a WORD document, not a PDF, by the deadline. Late applications will not be accepted.

Multiple applications can be submitted per borough. Please note there are two schemes with different application forms. Once you have submitted your application it will be assessed by the GLA. Decisions to award grant funding will be made as part of a formal process. You must not rely on the GLA's support until:

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

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

Getting started

At the start, you will be asked if your organisation is a London borough. Only London boroughs are eligible to apply as the lead applicant.

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

1. Applicant Information

Provide information about your organisation. Who else is involved in your project such as delivery partners, provide their details. The lead organisation will be accountable for the grant and manage the funds.

Lead organisation name	<i>Must be a London borough</i>
Lead organisation address	<i>This is the address where the lead organisation is based which the GLA would enter on the project's funding agreement. It is not necessarily the location for the delivery of the project, which must be London</i>
Senior Responsible Person	<i>This is the person who will be signing the Funding Agreement if successful</i>
Lead organisation type (tick the applicable options)	<i>Tick from the list – must be London Borough</i>
Main contact name	<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 position	<i>This is the job title or role description of the main contact named above</i>
Main contact phone number	<i>This is not mandatory</i>
Main contact email address	<i>mandatory</i>

2. Project

About

Provide the overview details of your project below.

Proposed project name	<i>Include your project name, try to keep it short.</i>
Proposed project start date	<i>Include the project start date – earliest start date Pocket AI Fresco June 2026/Large Alfresco July 2026</i>
Proposed project duration (in months)	<i>Enter the duration in months from start to finish (three months to twelve months) duration can be longer if sustainable.</i>
How much grant funding are you applying for? (£)	<i>Enter the grant amount in £</i>

For information, this is the payment schedule

Payment 1 – 50% of grant value upon signing the grant funding agreement and satisfactory completion of project specific conditions, the payment will be made within 30 working days.

Payment 2 – 50% of grant value or the final balance of the grant paid upon satisfactory of full grant evidence by the GLA, within 30 working days.

Delivery locations

Confirm the main delivery address for the project. You can tell us about up to five project delivery addresses.

Delivery address	<i>Include the project delivery address,</i>
Project grid reference	<i>Using a grid reference finder such as Ordnance Survey, enter the grid reference of this delivery site as either latitude and longitude or an eight-figure grid reference.</i>
Is the project located on a High Street	<i>Yes/No - delete as appropriate</i>
If yes, confirm the High Street	<i>If selected yes – confirm the name of the High Street</i>

If you have more than one project delivery address, add more.

Delivery and Strategic Partners

If you have project delivery and Strategic Partners add their details into this section.

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>
Partner type	<i>Confirm 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>

If you have more than one project delivery or strategic partner, add more

3. Scheme Overview

<p>Briefly describe your project, including what you will be delivering, how, and the reason(s) for it.</p> <p>Large Alfresco word count: 400 Pocket Alfresco word count: 200</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>Where, when & what activity will take place (e.g. dining, culture, extended hours, frequency of operation (e.g, days per week), duration of activity (months of delivery)</i></p> <p><i>How & who – scale of interventions (number of businesses supported, spaces activated, number of covers/seating created)</i></p> <p><i>Why - evidence of appetite from businesses and residents with expected impact on footfall, dwell time and spend</i></p> <p><i>If your project is successful, some of 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>
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4. Strategic Fit

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.

<p>Select what strategic objectives will your project address?</p>	<p><input type="checkbox"/> Local economic growth and high street vitality</p> <p><input type="checkbox"/> Increased opportunities for hospitality, culture and nightlife activity</p> <p><input type="checkbox"/> Safer and more inclusive public space (including evening and night-time activity)</p> <p><input type="checkbox"/> Business-friendly use of public space</p>
<p>What is the expected delivery period for the proposal?</p>	<p>Start Date:</p> <p>Completion Date:</p> <p><i>The start date is when you can start to claim eligible cost. All activities, achievement of the project indicators and spend must by the completion date. Project duration is three to twelve months. A longer duration may be considered if sustainable.</i></p>

<p>Explain how your project will support the following strategic needs:</p> <ul style="list-style-type: none"> Local economic growth and high street vitality 	<p><i>Briefly describe your project, including what you will be delivering, how and the reason(s) for it that support the Summer Streets Fund Strategic needs:</i></p> <p><i>Tell us how the project supports hospitality, culture and nightlife activity, how the project contributes to safer and more inclusive public space and alignment with borough strategies and wider high street priorities</i></p>
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<ul style="list-style-type: none"> • Increased opportunities for hospitality, culture and night-time activity • Safer and more inclusive public space (including evening and night-time activity) • Business-friendly use of public space <p>Large Alfresco word count: 400</p>	<p><i>Explain clearly how your project will deliver against the Summer Streets Fund objectives (which you can find in the Summer Streets Fund Prospectus).</i></p>
<p>What will your project achieve? Explain the expected outcome(s).</p> <p>Large Alfresco word count: 200</p>	<p><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></p>
<p>What would be the impact if your project didn't happen now?</p> <p>Large Alfresco word 150</p>	<p><i>Explain what the immediate impact would be if your project didn't happen now.</i></p>

5. Business and Partnership Support

Applications must include written support from businesses or business groups named in the application as delivery partners and/or providing match funding.

<p>Describe how local businesses are involved in the scheme</p> <p>Large Alfresco word count: 300 Pocket Alfresco word count: 100</p>	<p><i>Explain the reason(s) for the need for your project. Use evidence-led examples in your response.</i></p> <p><i>Explain how businesses will benefit and participate?</i></p> <p><i>Explain how and who will manage the scheme day to day?</i></p> <p><i>Include evidence of business demand and participation and clear economic benefit to participating businesses</i></p>
<p>Describe what stakeholder engagement has been completed or planned to deliver the project? (e.g. businesses, residents, police, TfL)</p> <p>Large Alfresco word count: 150 Pocket Alfresco word count: 100</p>	<p><i>Explain what engagement has been completed or planned with key stakeholders. If completed how has the engagement shaped the project.</i></p>

6. Design and Public Realm Quality

Schemes will be assessed on the quality and consistency of design, not just delivery.

<p>Describe how your scheme will deliver a high-quality public space, including:</p> <ul style="list-style-type: none">• Type and quality of infrastructure (e.g. seating, barriers, lighting)• Approach to layout and consistency• Accessibility and inclusive design• Ongoing maintenance and cleanliness <p>Large Alfresco word count: 400 Pocket Alfresco word count: 200</p>	<p><i>Explain what and when high quality outdoor activities are planned and how the space will be used. How will you use Summer Streets funding to improve the space.</i></p> <p><i>Tell us how you will deliver clear, appropriate and high-quality design approach. Implement safe, inclusive and accessible environments with suitability for both day and evening use</i></p>
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7. Deliverability and 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>Large Alfresco word count: 300</p>	<p><i>If legal permission(s) is/are required to deliver your project, provide details. e.g. pavement licences, Temporary Traffic Orders (TTROs)</i></p> <p><i>If no legal permission(s) is/are required, state this.</i></p>
<p>Confirm if the permissions are already in place?</p>	<p><i>Select yes or no or n/a</i></p> <p><i>If no legal permission(s) is/are required, leave this blank.</i></p>
<p>Do you need landowner permission to deliver the project?</p>	<p><i>Select yes or no, as applicable.</i></p>
<p>Timescales for receiving permission</p> <p>Large Alfresco word count: 150</p>	<p><i>If you do not yet have permissions in place, state the expected timescale.</i></p> <p><i>State here if you are the landowner.</i></p> <p><i>If you do not have landowner permission, explain where you are in the process and expected timeframe for achieving.</i></p> <p><i>Landowner permission is essential at the point of grant award.</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><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>

Large AI fresco word count: 150 Pocket AI fresco word count: 150	
How will you sustain the outputs and impact of your project after the funding had ended?	<i>Tell us how you will ensure that the efforts and impacts of your project continue in the longer term.</i>
Large Alfresco word count: 300 Pocket Alfresco word count: 200	

Project Plan – Key Milestones

Complete this section for each milestone, setting the milestone start and completion date, and type of milestone.

The type of milestones you can select from are:

- *Key delivery date – use this to tell us about an activity that will be delivered by a specific date such as recruiting staff, purchasing key items, obtaining permission approval.*
- *Activity – use this to tell us specific planned project activity.*

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 GLA grant officer.

#	Activity description	Start Date	End Date
1	<i>In just a few words, briefly summarise the milestone.</i>		
2			
3			
4			
5			
6			

Add rows for further milestones, if applicable.

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.

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>
RAG rating	<i>Confirm the applicable category.</i>

Add further risks as applicable

8. Budget Breakdown

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 must provide a detailed breakdown of actual expenditure before the final grant payments will be made. Be realistic when setting your budget and plan for slippage that could occur.

Expenditure

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

Budget category	Total (£)
Staff costs	<i>Include any staff costs required to deliver the project (exclude staff time to monitor, evaluate and report on the project).</i>
Contractors and consultants	<i>Include the costs of contractors and consultants required to deliver the project.</i>

Materials (Public Realm)	<i>Include the costs of materials 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. (including tables, chairs, barriers, lighting)</i>
Marketing and publicity	<i>Include the costs of marketing and publicity required. Some central assets will be provided by the GLA.</i>
Event costs	<i>Include anticipated event costs (you should ensure that any planned events are included as a milestone in your application). (including traffic management, road closures)</i>
Fees	<i>Include the costs for fees required to deliver the project (including licensing/suspension of parking bays)</i>
Monitoring, evaluation and reporting	<i>We recommend 3-5 per cent of your grant value is included in this cost category. It can be less.</i>
Total expenditure	<i>Total of the above expenditure costs for the financial year 2026/7 and 2027/28</i>
Total income-match funding	<i>Total income – match funding for the financial year 2026/7 and 2027/28</i>
Total grant requested	<i>Total Summer Streets Fund grant requested.</i>
Income (Match Funding)	

Name of organisation providing the match funding	Legal name of the organisation
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 applicable option</i>
Match funding amount	Mention the amount in £
Match funding secured	<i>Select yes or no, as applicable.</i>

	<p><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></p> <p><i>If you are unsure, select no.</i></p>
Estimated date to be secured	<p><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></p> <p><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></p>

If you have more than one source of match funding, add more rows and add the details.

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>Large Alfresco word count: 300</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 any of your match funding is ringfenced (and must be spent on specific activity or items), provide full details of the restrictions.</p> <p>Large Alfresco word count:200</p>	<p><i>For each match funding amount, tell us what the restriction is.</i></p>

9. Communications and Branding

A project communications plan will be requested as part of the funding agreement conditions. This will be used to monitor progress against the planned outdoor activities.

<p><i>Describe how you will:</i></p> <ul style="list-style-type: none"> • <i>Promote the scheme locally</i> • <i>Engage businesses and communities</i> • <i>Drive footfall and participation</i> <p><i>Large AI fresco word count: 300</i> <i>Pocket AI fresco word count: 100</i></p>	<p><i>Explain why and when your project will engage with local businesses and communities to deliver high quality outdoor activities, how you will promote the outdoor you will do to drive footfall and participation.</i></p>
<p><i>Please confirm how you will:</i></p> <ul style="list-style-type: none"> • <i>Create a high quality, visually appealing and consistent al fresco environment</i> <p><i>Large Alfresco word count: 150</i> <i>Pocket Alfresco word count: 150</i></p>	<p><i>Tell us how you will deliver visible, high-impact interventions and evidence of how the project will use Summer Streets branding during outdoor activities. Making maximum use of own branded assets, centrally provided assets and taking part in Summer Streets campaigns.</i></p>
<p><i>Select to confirm you will:</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Display Mayor of London/Summer Streets branding on site</i> <input type="checkbox"/> <i>Acknowledge GLA funding in communications</i> <input type="checkbox"/> <i>Participate in coordinated Summer Streets campaign activity</i> <input type="checkbox"/> <i>Use a minimum of three centrally provided assets</i> <input type="checkbox"/> <i>Maintain consistent branding across the scheme</i> <input type="checkbox"/> <i>Not significantly alter core branding</i>

10. Monitoring and Evaluation

Refer to the Indicators Monitoring guidance for more information.

Indicators

Complete the indicators table in this section. Be realistic when setting your targets. The baseline for some indicators will be zero. Please use the Summer Streets Fund Monitoring Guidance (LINK) document to understand the requirements for each indicator. You must report on the indicators selected and will need to provide achieved data at monitoring meetings. You will be expected to provide photographic evidence for your indicators where possible.

11. Supporting documents

Submit by email with the completed application form the relevant supporting documents by email. All the documents should be PDF format if possible. This is to minimise the risk of technical errors when submitting large documents.

Upload the following documents in this section:

Type
Letter(s) of support from businesses or partners for named delivery partners and/or providing match funding
Map or site plan
Optional: design visuals or references
<i>Optional: photographs that show the site prior to any grant funding support.</i>

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

12. Declarations

Agree to be included in the programme mailing list.	<i>Select yes or no, as applicable.</i>
Agree to 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.

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	<i>Select yes or no, as applicable.</i>
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Submit

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

Submit by email to summerstreets@london.gov.uk

Please submit the completed application in word format. Do not submit in PDF format.

You will receive an email confirming that you have submitted the application.