

# **Green Roots Fund prospectus**

## **Guidance for funding applicants**

### **Key information**

Publication type: Funding prospectus

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Who can apply: The Green Roots Fund is for not-for-profit, public and civil society organisations. Further details below.

What this fund supports: Implementation and enabling projects to create and improve green and blue infrastructure in London.

Project duration: Projects can last up to two years.

Award range: £10,000 to £500,000

Application deadline: Thursday, 28 May 2026, 2 pm. Deadlines are expected twice a year.

Specific eligibility criteria: Match funding of 10 per cent is required and can be cash, in-kind or a combination of the two.

Priority themes: Clean and healthy waterways; Active travel to waterways

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## 1. How to use this prospectus

This prospectus is your essential guide to completing your Green Roots Fund application. You should refer to it to help you understand what we're looking for and how to answer each section of the form.

We have updated it to include answers to the most common questions asked in previous rounds of the fund. We recommend reading it in full before you submit any questions. You can also [watch our past webinars](#) to learn more about the fund.

You are welcome to submit questions about your application to us at [GreenRoots@london.gov.uk](mailto:GreenRoots@london.gov.uk). The average response time is two working days.

Unfortunately, we cannot answer questions about the likelihood of success when you apply. There is a high demand for Green Roots funding and we are unable to fund all good projects. If you are eligible, we welcome you to apply.

## 2. About the fund

The Green Roots Fund aims to create a greener city. By doing this, the fund will help London meet the impacts of the climate crisis. Londoners will also benefit from nature-rich environments. The fund will achieve its aim by providing grant funding to transform London's neighbourhoods.

The Green Roots Fund will support a broad range of project types and organisations. It will focus on areas and themes where the need for green and blue space improvements is highest.

We use the term green infrastructure to describe London's network of parks, green spaces, gardens, woodlands, rivers and wetlands. It also describes urban greening features, such as street trees, sustainable drainage systems and green roofs.

Investing in green infrastructure enables nature to thrive across our city and urban landscape. This will help improve biodiversity, protect against climate change, and enhance quality of life for all.

## 3. Who can apply

The Green Roots Fund is for not-for-profit, public and civil society organisations. A few examples of such organisations are:??

- local authorities?
- other relevant public bodies ?
- housing associations?
- registered charities, including Charitable Incorporated Organisations?
- formally constituted community groups?
- social and not-for-profit businesses, including Community Interest Companies and social enterprises?
- Community Benefit Societies?
- tenants and residents' associations, or Tenant Management Organisations (TMO)
- schools (please note, the application would need to demonstrate how the public would benefit from the project, through access to the space or involvement in the project).?

Applicants must:

- be legally constituted and able to enter into a contract
- have landowner permission to carry out the project if there are on-site elements
- not make more than one application per round as the lead organisation.

Lead organisations can apply once per funding round.

You can have a maximum of two contacts per application form. Unfortunately, we are not able to add a third, or more, contact(s) to work on the application. To collaborate more widely, [download the application form template \(DOCX, 124 KB\)](#).

### 3.1 Applying as a partnership

We encourage collaboration and partnership working. Proposals from partnerships that build on the strengths of different organisations are welcome.

A collaboration might be with:

- private sector partners, such as with Business Improvement Districts

- other not-for-profit organisations, such as landowning organisations and charities.

When applying as a partnership, there must be a lead organisation. Other organisations in the partnership are 'delivery partners'.

The lead organisation:

- will take overall responsibility for the delivery and management of the project
- must meet the 'Who can apply' criteria listed above
- must be clearly identified in the application as the lead organisation
- can only be lead organisation once per Round (this includes if the lead organisation is putting in an application on its own)
- can be a delivery partner for other applications in the same Round
- may apply as lead partner once per Round, whether successful or not in previous Rounds.

Delivery partners:

- can be delivery partners on multiple applications per Round
- will need to show that they can deliver on all successful applications on which they are listed as delivery partner (we will expect a letter of support acknowledging partnership in multiple applications and confirming ability to support them all).

## 4. What the Green Roots Fund supports

The Green Roots Fund is open to projects that involve green and blue infrastructure and deliver public benefit.

### 4.1 Objectives

The Green Roots Fund aims to deliver the following objectives:

1. **Enhancement of green and blue infrastructure in London.** This means projects should:
  - make London's neighbourhoods healthier, more nature-rich and climate resilient
  - contribute to ensuring that all Londoners feel the benefits of more good quality nature that is better-connected, resilient, valued and accessible.?
2. **Inclusion and involvement of Londoners in green and blue infrastructure.** This means projects should:
  - contribute to ensuring that all Londoners can access green and blue infrastructure and its benefits
  - undertake work that makes Londoners feel welcome and comfortable in green and blue spaces, and involve a diverse range of Londoners in management and decision making.

### 4.2 Funding principles

We will use the following principles to make decisions on this Fund:

1. **Evidence driven decisions.** This means we'll require robust evidence to demonstrate need and prioritise projects, ensuring public funding is spent on projects that collectively deliver high impact for London.
2. **Collaborative stewardship.** This means we'll expect grantees to share learning and work together with communities and others to maximise impact. We also expect you to ensure appropriate measures are in place to sustain the impact in the longer term.

## 4.3 What we will fund

Your project could include implementation works such as:

- creation, improvement and/or restoration of green space, waterways, wetlands or other habitats
- rewilding
- tree planting
- species reintroduction
- climate adaptation measures such as projects for flood prevention and urban cooling.

Or it may be focused on enabling works such as:

- community science, activation and outreach
- community micro-grant schemes
- roll out of innovations in maintenance and management
- feasibility studies
- staff and volunteer training
- baseline surveys
- design work.

These are not exhaustive lists and your project could focus on other activities. The strongest projects are likely to include both implementation and enabling works.

Projects may be delivered in:

- one or more locations
- existing green or blue spaces
- areas where there is currently little or no green infrastructure and you want to create it.

All projects should seek to involve Londoners in planning, decision-making or managing funded activities, either in the short or long term.

Projects should include provision for sharing learning to help all Londoners work towards the creation of a greener, more climate resilient city.

## 4.4 What we won't fund

The Green Roots Fund will not support:

- projects and activities that will not benefit members of the public
- projects that are not related to green or blue infrastructure

- projects that cannot be completed and reported on within two years
- private individuals
- routine maintenance
- one-off habitat management activities with no plan in place for appropriate long-term management
- activity that has already taken place, activity that takes place before a funding agreement has been issued or that is a continuation of existing work, unless the work proposed is a discrete project that is part of a wider programme
- works that are legally required of landowners or managers
- activity outside Greater London
- buying land (acquisition)
- core costs (for example existing staff or rent) that are not project specific.

## 4.5 Priority themes

Priority themes will be set for each Green Roots funding round.

Themes will reflect the most up-to-date sector priorities and seek to stimulate action to address these priority needs.??

We'll share priority themes around three months before each application deadline.? This is to make sure that priority themes reflect current needs.

Applications that respond to these themes are likely to take precedence if they score highly in assessment, but projects that are not linked to a priority theme will still be supported if they meet the Green Roots Fund criteria.

The process will be competitive, and high-quality applications – whether responding to priority themes or not – will stand the best chance of success.

### Current priority themes

#### Clean and healthy waterways

This is a fixed priority theme throughout the Green Roots Fund. It reflects the Mayor's commitment to creating clean and healthy waterways. One third of the Green Roots Fund will be allocated to waterways projects.

For Round three onwards, projects addressing the waterways priority theme will need to demonstrate how their proposal will support the delivery of the forthcoming Clean and Healthy Waterways Plan. If you're planning a waterways project, it's suggested that you submit your application after the Plan has been published, giving you the opportunity align your proposal.

#### Active travel to waterways

For Round three onwards, there will be a priority theme for projects that focus on improving the green infrastructure associated with travel to accessing waterways. This priority theme is supported by an additional £1.5 million funding from Transport for London, forming their commitment to Clean and Healthy Waterways. Projects addressing this theme will need to focus on greening along active travel routes to waterways. Examples could include:

- Greening and wayfinding along a route that connects an underground, tram, DLR or overground station to a riverside or canal path.
- Greening and wayfinding along the road or cycle network to a lake or pond.

## 5. How much you can apply for

You can apply for between £10,000 and £500,000.

You can apply for each round, even if you have achieved success in a previous round.

The Green Roots Fund has £12m available to distribute from summer 2025 to spring 2028.

Value for money is a key part of our assessment criteria. It's important that you develop the budget for your project with care and apply for what you need to achieve your project objectives.

### 5.1 Match funding

All projects will need to provide or secure at least 10 per cent match funding from alternative sources. This can be:

- in cash – for example, from another grant or from your own funds, or
- in kind – for example, donated materials, staff or volunteer time.

You do not need this fully secured when you submit your application. But we'll need written confirmation of the secured funding before we release any payments.

You can use Green Roots funding itself as match funding against other funding to support larger and more ambitious projects.

However, where our funding is less than 60 per cent of the total project budget, we'll need:

- 75 per cent of other funding confirmed when you submit your application
- 100 per cent of other funding confirmed when you sign a grant agreement with the Greater London Authority (GLA).

### 5.2 Calculating volunteer time in your budget

You should calculate the value of volunteer time as follows:

- use the [London Living Wage](#) for “unskilled” volunteering. This is classed as a task that can be carried out with basic or no training
- use a typical hour or daily rate for the task or profession, for volunteering time that relies on specialist skill.

## 5.3 Eligible costs

Our funding can support a range of costs for your project, for example:

- materials
- plants
- small items of equipment
- staff costs
- travel and subsistence
- contractors and consultants
- marketing and publicity
- grants provided to end beneficiaries
- event costs
- volunteer expenses
- volunteer time
- tree care
- tree aftercare
- signage (please note, if successful you will be required to include signage to acknowledge funding where appropriate)
- monitoring, evaluation and reporting.

Except for tree aftercare and overheads, we do not specify or place restrictions on how these costs must be split, as each project will be different. You should allocate your budget in a way that will effectively deliver your project.

If you need to claim overheads, you can include this in your budget up to a maximum of fifteen per cent of project staff costs. For example, if your project staff costs are £10,000, your claimable overhead cost would be £1,500.

See the [Deliverability and long term legacy](#) section for information on tree aftercare restrictions.

The Green Roots Fund itself is not subject to VAT. If you are a VAT-registered organisation, you may encounter some costs that incur VAT. If you are unable to claim this VAT back, you can include it as a cost within your budget. You will need to provide evidence of your VAT status to be eligible and demonstrate you were not able to claim it back.

## 6. Key dates and timelines

The key dates for the Green Roots Fund are as follows:

- We intend to notify applicants the outcome of Round two applications in May 2026.
- The next deadline (Round three) is Thursday 28 May 2026, 2pm.
- We intend to notify applicants of Round three in August 2026.

Further rounds are expected in:

- Winter 2026, with decision in Spring 2027.
- Summer 2027, with decision in Autumn 2027.

You can submit your application at any time and it will be considered in the next funding round.

You will not be able to update your application once you have submitted it.

We will not consider applications outside of the funding rounds listed above.

We may close the application portal from time to time to allow for system improvements.

There is no appeals process for unsuccessful applications. The [What happens next](#) section of this prospectus gives further detail about what happens after you have applied.

## 6.1 Project timelines

You should consider how long your project will take from start to finish and include that timeframe in your application. This should include:

- preparatory work
- securing any permissions
- project implementation
- reporting.

You will need to submit project milestones, which will be your project plan, setting out key activities in your application.

You should allow at least three months after the round deadline before activity starts on your project. We cannot fund activity that happens before we have decided to fund your project.

You should not start your project before you have received a signed grant funding agreement from us. The agreement may contain conditions or requirements that impact your project timeline.

We can support projects for up to two years. Therefore, your project duration should be 24 months or less.

If your project involves physical work to one or more sites, we require project outputs to be maintained for a minimum of two years. This is to ensure your project's benefits are maintained into the future.

## 7. Prepare your application

Your application will need to include information on:

- your organisation (please note that questions about being an accredited Good Work Standard Employer and London Living Wage Employer are for information only and will have no bearing on the assessment outcome)
- application contacts – a maximum of two allowed per application, though these can be updated
- project partners
- the project, including activity milestones, budget and risk register

- equalities monitoring (not assessed and optional)
- relevant supporting documents (max 25 MB in file size each), including proof of landowner permission.

## 7.1 Organisation and project partner details

These questions will check whether your organisation is eligible for this funding. It also lets assessors carry out due diligence checks, such as reviewing organisational accounts or cashflow.

This section is not scored, but all organisations must meet the eligibility criteria.

If you're applying as a partnership, the lead organisation should complete this section as they will receive, and be responsible for, funding.

You will also need to tell us about any project partners. So, who else is involved and what their role is in project delivery.

## 7.2 Project information

We will assess this section, and your project plan, budget and risk register against the Green Roots Fund criteria.

- Ambition and impact – explain how you'll deliver on the Green Roots Fund objectives
- Need and opportunity – explain why your project is needed
- Inclusion – explain how you'll include a diverse range of Londoners
- Deliverability and long-term legacy - explain how your project will deliver its proposed impacts.

Each criteria forms 25 per cent of the assessment.

First you'll need to tell us some basic information about your project, including where it will take place.

### Project description

Tell us what your project will do and why.

This helps assessors and decision makers to quickly get a sense of your project and what it will deliver.

If you're successful, this description will be used, or adapted, to describe your project in our publicity and may be published on the GLA website.

You'll also need to tell us about the total cost of your project and grant value you are applying for in this section.

### Ambition and impact

Tell us how your project will deliver against the [Green Roots Fund's objectives](#).

Here you should tell us what your project will achieve. The strongest projects will demonstrate how this funding will unlock benefits or be transformative for London.

We ask about the type of project and the themes it best fits against.

## Need and opportunity

### Types of need

You'll need to explain why your project is needed and what the impact would be if your project did not happen now.

Project proposals must be evidence-led, clearly demonstrating how they meet specific needs. The proposal must provide public benefit against that need.

Need may arise from:

- human need – such as access to green space, physical and mental health benefits of green infrastructure, equity, etc.
- nature's need – priority habitat, biodiversity, nature networks, priority species, etc.
- climate resilience or adaptation need – such as resilience of habitat, or human adaptation need in relation to flood, heat or other climate impacts
- a combination – for example, water quality for nature and human needs.

### Using the London Green Infrastructure Framework to demonstrate need

The [London Green Infrastructure Framework \(LGIF\)](#) brings together London-wide data to help demonstrate the need for Green Infrastructure (GI) and provides a useful resource to help support your application.

It shows existing levels of GI in a specific location, and a rating of the need for GI. This can be viewed in combination to give a headline view ('combined objectives') or by the individual needs that GI can help to achieve ('individual objectives'). These are:

- Improved access to green space
- Improved access to blue space
- Nature recovery
- Flood risk mitigation
- Clean water
- Urban cooling
- Clean air
- Noise reduction
- Greener active travel routes
- Greener high streets.

It also presents indicators related to health and social equity, to highlight communities likely to benefit most from the objectives listed above.

The LGIF may help provide evidence of need for your project or may help to identify specific objectives your project should focus on.

The LGIF web-map allows you to draw bespoke areas (such as your project site) and capture screenshots of your chosen view. You may wish to look at a catchment area around your project site to better reflect the area in which benefits are most likely to have impact. For example, an 800m catchment would represent a typical 10-minute walk time.

The LGIF is a strategic level, London-wide evidence base and there is likely to be other relevant local evidence, which can also be used to support applications.

Learn more about [how to use the LGIF](#) or [explore the LGIF web-map](#).

## Opportunity

In this fund 'opportunity' means that projects should sit comfortably within their wider context. They should be the most appropriate action at their location at this time. The project might be one piece in a wider jigsaw, unlocking or completing something else or forming an appropriate next step.

Your application should show:

- how the proposed activities address the needs and opportunities you've identified
- that your proposals are appropriate and suitable to the ecological, landscape and other contexts you'll work within.

Projects should fit in with or respond to local strategies, such as nature recovery, biodiversity, open space and growth.

## Inclusion

In this section, you'll need to tell us:

- which local groups or communities are currently not making use of your project location
- how your project will engage and involve more diverse communities
- who will be involved in the day-to-day delivery of your project.

The Green Roots Fund aims to address inequalities in access to green and blue spaces. Projects should create opportunities for communities to actively engage in transforming their local environments.

Projects should empower Londoners to shape the future of their neighbourhoods. We encourage applications that champion bold community-led action to create greener, healthier and more climate resilient places.

The strongest projects will consider the impacts for Londoners and plan to involve them in delivery, management or maintenance, and decision making. This includes looking at the demographics of the area and

identifying underrepresented communities, based on income, ethnicity, religion, disability, age, gender, sexuality and other characteristics.

Research tells us the following groups have been historically excluded from nature and are generally under-represented in green infrastructure as users and in decision making. You should consider your local community and tell us about your plans to include:

- people from minority ethnic groups
- deaf and disabled people
- people from lower socio-economic backgrounds
- women and girls
- older people
- younger people.

Projects can include activity that will support applicant organisations to engage and involve more diverse communities. This might be:

- at the places they manage
- with activities they run
- with the management and decision making for that place.

All projects will need to demonstrate inclusion.

## **Deliverability and long-term legacy**

We'll assess the deliverability of your project by reviewing how your plans and activities will deliver your proposed impacts.

The strongest projects will be well-planned, showing a clear connection between their identified need, the activities and budget. You'll need to think carefully about what happens when our funding ends.

Your project activity milestones, project budget and risk register are key to demonstrating how well you will manage this project.

### **Project activity milestones**

You'll need to tell us your project's key activities and milestones. This is to show you have a well-thought-out project, which is well resourced with realistic and achievable timelines.

You should plan your project activities carefully and include:

- items that have a significant cost
- activities that need time or effort, such as gaining permission or securing extra volunteers
- any activities that are tied to a season, for example planting trees.

Make sure milestones are well spaced and timed to be achievable. We understand that things change, and circumstances can sometimes lead to adjustments. However, your milestones need to be as realistic as possible to evidence how you'll deliver the project successfully.

If your application is successful, your proposed milestones will be used to monitor your project. Further details are given in the [Monitoring and reporting](#) section of this prospectus.

## Project budget

Your budget should show:

- the cost of your project
- sources of match funding
- that it delivers good value for money.

We need to understand the whole cost of the project. This is so we're clear about how much other income the project is expecting, and how secure these funds are. You should include total project costs. [See the list of eligible costs](#).

If you are applying for over £100,000, you should include a more detailed budget as a supporting document. You can show this information using the tool or programme you would usually use to plan and manage your project, but the document must be converted into PDF format before it can be submitted.

You should also tell us about:

- your previous experience of managing budgets
- any systems or policies you use to manage income and expenditure.

All organisations must have processes in place to manage the grant.

Checks on information provided will be proportionate to the grant value requested. For example, if you request the maximum grant value, you must have robust financial policies and procedures (including procurement rules).

All organisations should keep effective monitoring and financial systems, so you can clearly identify costs funded by the GLA.

## Tree aftercare

If your project is planting trees, you must ensure that they are maintained and cared for.

You must replace trees planted under the programme if they die within the first three years. We may claim back all or part of your grant if you do not undertake the aftercare required for the trees you've planted.

We can help with costs to support aftercare of your trees.

If your project includes significant tree planting (defined as planting more than 20 standard or similar trees), you can include costs for aftercare in your budget. You should plan to have the first season of maintenance within your grant period, and evidence this activity and expenditure in your final grant claim. You can then claim aftercare for up to two further seasons with your final grant payment. You must evidence these costs at that point with a letter from an authorised person confirming the funds will be ringfenced for this aftercare only. It can be up to 30 per cent of your total grant.

If tree planting is only small part of the project, your costs for aftercare should be proportional to the number and costs of the trees.

## Permits and permissions

You must have evidence of landowner permission when you apply.

If your project requires permits, such as those from statutory agencies, or other permissions these should be:

- secured at the time of application, or
- on track to be secured by the time a grant agreement is signed (around three months after the application deadline).

We'll ask about your plans to secure permissions in the application. You should clearly identify securing of permissions within your project risk assessment.

## Environmental impact

It's important that projects do not have a negative impact on the environment. You should strive to meet the highest possible sustainability standards to support delivery of target outcomes relating to:

- climate change mitigation
- energy
- water
- materials and waste
- air quality
- adaptation
- biodiversity.

As a minimum you should include:

- avoiding the use of harmful chemicals such as herbicides
- not using peat or peat-based products
- ensuring timber is from a sustainable source
- reducing the need for fossil fuels where possible.

We want to see interventions that are resilient to climate change and not a contributor.

## Project risk register

You will need to include your project risk register. This shows where you've identified potential risk and planned mitigation to reduce or address the risk.

You should score each risk according to:

- how likely it is to happen (probability)
- how much impact it would have.

You should mark the total score (probability x impact) with a high, medium or low rating.

High risks are likely to need further actions to reduce their impact on your project's success. This should include health and safety risks and mitigations.

You are not expected to provide in-depth detail per risk and we suggest a word count of about 25 words on each.

## 7.3 Safeguarding and equalities monitoring

If your project will work with children, young people, vulnerable adults, or volunteers, you'll need to submit a valid safeguarding policy with your application.

Equalities monitoring questions are optional and not assessed. We ask to understand who is applying for our funding and ensure equitable access.

## 7.4 Supporting documents

We request the following supporting documents from non-public bodies (for example, local authorities do not need to provide this information):

- copy of most recent audited accounts
- where this information is not available in audited format, 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
- Charity registration, if applicable
- VAT registration certificate, or another form of incorporation documentation

Projects which require landowner permission must provide evidence this has been given or, if you are the landowner, state this clearly in your application.

As well as this, where relevant, you should include a small number of short documents to support your application, such as partners confirming their involvement, plan or map of your site or a few photographs that show your site before the project.

We will not read extensive documents such as feasibility reports etc. Please do not include them. You should reference them in your application and summarise their findings where relevant to the assessment criteria. We'll request them if they are needed in our decision making.

## 7.5 Monitoring and reporting

All projects should allow for data collection and submission to allow us to monitor progress of your project. Our project monitoring will be proportionate to the grant amount.

When putting together your budget, you should consider how you'll manage project monitoring. You may want to consider including an allowance of 3-5 per cent of your grant for staff time to cover monitoring.

All projects should consider doing an evaluation. This should be proportionate to the grant value. You can run your evaluation internally by existing staff or externally by an independent third-party.

For projects over £200,000, we strongly advise getting an external evaluation. You could increase the monitoring budget to 7 per cent to accommodate both evaluation and monitoring.

All projects will need a monitoring review at least every six months.

Project monitoring will be based on the milestones and outputs you propose in your application.

In the application, you'll need to select the relevant indicators and provide a target for each one. You'll also be able to add custom outputs for your project delivery. When monitoring, you'll need to measure and report against the indicators selected.

You can [download our monitoring guidance \(PDF, 368 KB\)](#) as a reference document to answer any questions you may have about monitoring and to simplify completing this section.

## Greenspace data and records

You will need to provide any habitat data or species records generated through the project to London's local environmental records centre, [Greenspace Information for Greater London \(GiGL\)](#).

GiGL can help you with every step of the process, from generating data, through to analysis and publication of your project's results.

Please contact them early in the project planning process to discuss:

- how they can support you
- the data standards and formats they require you to use
- what data and information they already hold that may be useful to your project
- the associated costs of their involvement, so you can factor them in to your application.

## 7.6 Application form template and guide

For a more in-depth guide to the questions we'll ask, please download our application form template and guidance.

[Download application form template \(DOCX, 120 KB\)](#)

[Download application form guidance \(PDF, 303 KB\)](#)

## 8. Support for your application

We'll hold an online webinar before each deadline or provide access to a recording from a previous round. [Find out more about our webinars.](#)

You can see example projects the Mayor of London has supported before on our case studies page. These will give you an idea of what is delivered for different funding amounts and project types to support your project development and application. [See projects and case studies.](#)

If you need more support with your application, please email us at [GreenRoots@london.gov.uk](mailto:GreenRoots@london.gov.uk).

Due to high levels of interest in the Fund, we do not hold individual meetings with potential applicants. Instead, please email us and explain your particular query and context clearly. This will help us provide a faster and more helpful response.

## **9. What happens next**

Following the round deadline, we'll complete eligibility checks, assess applications, and make decisions.

You're unlikely to hear from us during assessment, unless we need clarifications.

### **9.1 Who will assess applications**

After each deadline, GLA officers and technical experts will assess grant applications against the criteria.

We'll also consider the balance of projects at each funding round. This is so we fund varied projects for lots of different people and groups across Greater London.

We expect high demand for this funding. The GLA will not be able to fund all good projects that meet the criteria.

### **9.2 If your application is successful**

Successful applicants will be notified in line with the published decision date.

At this point, you will get a dedicated GLA grant officer. They will work with you to complete the grant funding agreement. You will have a dedicated grant officer for the duration of your project.

#### **Sharing best practice**

All grant recipients will be expected to share their knowledge, learning and best practice to accelerate the creation of a greener, more climate resilient city.

We expect grant recipients to communicate their projects with us, for example through producing social media content and providing quotes and case studies for press and promotion. Projects delivered on the ground will be expected to provide signage acknowledging our funding.

#### **Support for successful grantees**

Grant recipients are expected to attend workshops and sharing sessions with our support partner (to be appointed).

## Acknowledging our funding

Grant recipients are expected to publicly acknowledge that the Mayor of London is financially supporting their projects.

This should include on:

- site signs
- posters
- online, in social media or other communications.

We'll provide guidance on how to use our logo and will need to approve all materials before production. You should include costs for items such as signs in your budget.

## Payment terms

Successful applicants who receive an offer of funding must sign a grant agreement before the project can start.

Grant payments will usually be made in three stages:

- 50 per cent on signing the grant funding agreement and completing project specific conditions, if applicable
- 40 per cent once you have evidenced that you have spent 80 per cent of the first payment, and on completing appropriate agreed milestones
- 10 per cent when you have finished your project and we have received project completion documentation.?

If your project includes tree aftercare costs for significant tree planting, we will pay this with the final 10 per cent when we have received the required confirmation. The middle payment will be adjusted accordingly.

[Download template funding agreement \(PDF, 417 KB\)](#)

## 9.3 Unsuccessful applications

There is a high demand for Green Roots funding and we will not be able to fund all good applications. You'll be notified if you're unsuccessful. There will be no appeals process and no individual feedback for applications.

# 10. How to apply

When you're ready to get started, you can apply using our application form.

[Start your application](#)

## 10.1 Working on your application

We aim to keep the application form open between deadlines, so you can work on your application at a time that suits you.

The form may close temporarily after an application deadline for system updates. All complete applications will be removed from the system for assessment.

It will re-open again after this, so you can continue working on any draft applications ahead of the next round's application deadline date.

## 10.2 Submitting your application

Please make sure you have reviewed your application before clicking the submit button. Before you can submit, the system will check your application to ensure the information is consistent, for example, it will compare your total projects costs to your grant request and match funding.

If any issues are found during these validation checks, you will receive an error message. You must fix these errors before the system will allow you to submit your full application.

For this reason, we suggest planning to submit your application in advance of the deadline so that, if you need to respond to errors during the validation checks, you have plenty of time to do so.

If your project is not well developed yet, you can work on your submission and wait for another funding round. There is strong competition for the Green Roots Fund. It's worth taking the time to develop your proposal to stand a better chance of success.

If you submit an application soon after a funding round closes, we will not assess it until the next funding round closes. You may want to leave it in draft, then review and submit shortly before the deadline, in case anything changes.

## 11. Request other formats and languages

Easy Read versions of the Green Roots Fund prospectus and application form guidance are available below. Booklets 1 and 2 cover the prospectus and Booklets 3 and 4 cover the application form guidance.

1. [Green Roots Fund Prospectus Easy Read Booklet 1: About our fund \(PDF, 6.14MB\)](#)
2. [Green Roots Fund Prospectus Easy Read Booklet 2: About our application form \(PDF, 5.25MB\)](#)
3. [Green Roots Fund Application Form guidance Booklet 3: How to start your form \(PDF, 2.96MB\)](#)
4. [Green Roots Fund Application Form guidance Booklet 4: How to finish your form \(PDF, 6.1MB\)](#)

British sign language (BSL) videos for the Green Roots Fund prospectus and application form guidance are available below.

**Green Roots Fund prospectus in BSL**

Play YouTube video ' Green Roots Fund Prospectus BSL' Pause YouTube video ' Green Roots Fund Prospectus BSL'

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## **Green Roots Fund application form guidance in BSL**

Play YouTube video ' Green Roots Fund Application Form Guidance BSL' Pause YouTube video ' Green Roots Fund Application Form Guidance BSL'

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