Foreword

London is one of the world’s greenest global cities. Our capital’s green spaces and waterways are world-renowned, from Royal Parks to our hundreds of grassroots community spaces. Being a green city makes London a fantastic place to live and work. It improves our air quality, provides space for wildlife and makes us healthier. That’s why we are doing everything we can from City Hall to protect London’s green spaces.

We have the boldest action plan of any city in the world to tackle toxic air pollution – including the introduction of the world-leading Ultra Low Emission Zone earlier this year and declaring a climate emergency in London. But to help address the climate emergency and loss of biodiversity we face, we must do more.

We’re taking action to clean up our toxic air and make London a zero-carbon city. This means making sure that all Londoners – and especially young people – can enjoy the great outdoors near to where they live. For this to happen, I’ve made a commitment to help make London the world’s first National Park City.

We’ve set ambitious targets to make more than half our city green by 2050, with a 10 per cent increase in tree canopy cover. We’re working on pioneering new maps and data to help target investment where it’s most needed, and to track our progress.

We’ve introduced the £12m Greener City Fund to help boroughs, communities and Londoners make our city greener.

Back in 2017, I asked you to tell me about the projects that could make a real difference to the environment in your community. I’ve been amazed by the response.

So far, the Greener City Fund has supported over 200 projects that have created or improved 175 hectares of green space, with projects in every London borough.

This has helped Londoners to make housing estates greener, to create community gardens and to clean-up waterways.

It has enabled schools to plant green walls to help children breathe cleaner air, and supported boroughs to transform their parks.

We’ve funded the planting of 175,000 trees, including 79,000 during London’s biggest ever tree planting weekend last December, when over 15,000 Londoners, including me and my Deputy Mayors, took part.

There’s more to come. Our National Park City Festival will see London’s green spaces come alive with hundreds of events between 20 and 28 July.

Later this year, I’ll be announcing more tree planting projects, including large-scale woodland creation schemes. There’ll also be more opportunities for Londoners to do their bit during National Tree Week.
This guide outlines the funding available through the third and final round of my Greener City Fund Community Green Space Grants.

We’re looking for even more projects to improve parks, create new community gardens, provide natural play spaces, restore rivers and make neighbourhoods greener.

As we become a National Park City, we want to hear brilliant ideas from London’s communities that would help benefit all Londoners.

Sadiq Khan
Mayor of London
1. Making London a National Park City

London is already a green city. New mapping shows that between 48 and 51 per cent of the capital is green. This includes parks and amenity space, the countryside and farmland in London’s Green Belt, nature reserves, private gardens and blue spaces like rivers and canals. About 21% of London is covered by trees, mostly as part of the city’s green spaces. There are also many trees in the city’s streets and built environment.

Together, London’s parks, rivers, canals, trees and other green spaces make up a vital green infrastructure (see below). As London grows, this green infrastructure must work even harder. This will help improve Londoners’ health, protect the city from climate change, create habitat for wildlife, and support the capital’s economy. Yet many parts of London, especially in densely populated or deprived areas, lack green space or have little tree cover.

What is green infrastructure?

Green infrastructure is the network of green (including street trees and green roofs) and blue spaces (like rivers and canals). It is planned, designed and managed to:

- promote healthier living
- lessen the impacts of climate change
- improve air quality and water quality
- encourage walking and cycling
- store carbon
- enhance biodiversity and ecological resilience

In the London Environment Strategy, the Mayor set out his aim to help make London the world’s first National Park City.

A National Park City is a vision and way of working together, not a designation. It sets out the Mayor’s aim to protect and promote the value of London’s green infrastructure and green the built environment.

As a National Park City, London’s natural environment will be protected, and its network of green infrastructure managed and promoted to benefit all Londoners. This will include:

- ensuring that over half of London is green cover in 2050
- increasing tree cover by 10% of the current area by 2050
- conserving and enhancing wildlife and natural habitats
- valuing London’s natural environment as an economic asset and supporting more investment in green infrastructure

The Mayor is improving London’s green infrastructure, and has helped to make London the first National Park City by:
• updating green infrastructure policies in the draft new London Plan. This includes strong protections for the Green Belt and other green space, and a proposed Urban Greening Factor to encourage greener development

• ensuring that transport schemes protect existing, and provide new, green infrastructure by planting trees and installing sustainable drainage. This is part of Transport for London’s Healthy Streets Approach

• seeking out opportunities in major projects led by City Hall’s Housing and Land and Regeneration teams to include green infrastructure. This includes extra support and funding for green infrastructure for some projects funded by the Mayor’s Good Growth Fund

• supporting boroughs and other land managers to fully value London’s green infrastructure. The Mayor is helping to build the case for investment, and has published a Natural Capital Account for London’s Public Green Spaces. He also launched a London Green Spaces Commission in April 2019

• providing a £12m package of funding and advice – the Greener City Fund. This is helping boroughs, local communities, and environmental organisations run projects that plant more trees and improve London’s green spaces. The fund has already supported over 200 projects that have created or improved 175 hectares of green space, with projects in every borough

• planting over 170,000 trees since 2016, including almost 80,000 as part of London’s biggest ever tree planting weekend in December 2018

• publishing innovative new data to help monitor progress against London Environment Strategy targets and inform decision-making, including a green infrastructure focus map, tree canopy cover map, and green cover map

To mark London’s confirmation as the world’s first National Park City, the Mayor is working with the a range of partners to host the first National Park City Festival from 20-28 July 2019.
2. Greener City Fund

The Mayor launched the Greener City Fund in summer 2017 to create and improve green spaces and encourage tree planting and management in London. In spring 2018 the fund was increased to £12m. The fund runs until March 2021. We’ve already funded around 200 projects across London, which you can see on our Greener City Map.

The Greener City Fund has four parts:

- **Community Tree Planting and Green Space Grants**: £5 million offered in several rounds to help Londoners plant trees and make our city greener. To date, over £3 million has been awarded to over 180 projects since 2017.

- **Strategic green infrastructure projects**: £3 million to major projects that bring a range of environmental benefits. This includes £2.1 million Green Capital grant funding to support six large-scale green space projects that started in summer 2018, and £800,000 allocated to nine projects through the Good Growth Fund to increase greening of the built environment.

- **London’s urban forest**: £3 million, including £1.5 million to help create new woodlands and pilot new approaches to supporting street tree planting, improve data about London’s trees and support London-wide projects.

- **Community engagement**: £1 million to work with partners and Londoners on a range of community and public engagement programmes including the first National Park City Festival in July 2019, and large-scale tree planting activities.

**Round three of the Community Green Space Grants is now open.** This is the final round of Community Green Space Grants. This guide explains the aims of these grants and how you can apply. We want Londoners to tell us their great ideas about how to green our city.
3. Community Green Space Grants – round three

We’re looking for great projects to create or improve green spaces and increase Londoners’ access to nature. The case studies in this document offer some ideas of the types of projects we hope to support. They’re not exhaustive and we are keen to hear your ideas.

3.1. Grants available
Community Green Space Grants of £5,000 - £50,000 are available. There is a new type of grant on offer this year to support projects that take a neighbourhood approach to greening. You can apply for:

- **small grants** from £5,000 - £20,000
- **medium grants** from £20,001 - £50,000
- **neighbourhood greening grants** from £20,001 - £50,000

Only exceptional projects will be awarded the larger grants. You cannot apply for a grant less than £5,000. For smaller projects, you may be interested in Groundwork London’s **Our Space Award**.

A total of £1m is available in this funding round from the £5m committed to Community Tree Planting and Green Space Grants. Up to £300,000 of this total will be for neighbourhood greening grants.

**Community Green Space Grants – round three**
These grants aim to improve and create green space across London, and improve Londoners’ access to nature. They will give community groups and local people the chance to design and create new spaces by providing funding, advice and support.

We want to work with a range of stakeholders, including community groups, boroughs, schools, businesses and charities. Applications are welcome from those that work with a diverse range of people and help connect local communities to nature.

The sort of activities the grants will support include:

- creating a community garden, especially for and with hard to reach groups
- improving parks and other green spaces for people and wildlife
- greening school playgrounds to create natural play space and protect children from air pollution
- installing green sustainable drainage features, such as rain gardens
- creating connections between areas or green and enhancing active travel routes
- improving an area for and access to wildlife, including bees and other pollinators
• restoring rivers and other waterways
• creating pocket parks in urban areas

However, this is not an exhaustive list. Projects might also contain different types of improvements, and we are keen to hear your ideas.

In this funding round projects to green school playgrounds, including to protect children from air pollution, are eligible to apply for a small or medium grant. Further advice for schools can be found in the Project Toolkit.

Green infrastructure maps and tools

We have published a series of maps and tools to help Londoners understand, explore and improve London’s green infrastructure. We encourage applicants to use these tools to help shape the design of tree planting projects, and we will use them to inform our assessment process. Three tools are particularly relevant to Community Green Space Grants:

• **Green infrastructure focus map**: this tool shows where there is greatest need for green infrastructure that can tackle local environmental and social challenges. It can help identify where green infrastructure improvements might be best targeted.

• **Green cover map**: this map shows how much of London is covered by trees, plants and open water. It helps to identify areas of the city that have low green cover and could be targeted for projects.

• **Using green infrastructure to protect people from air pollution**: this guide summarises best practice for how greening can reduce people’s exposure to air pollution in the urban environment.

**Neighbourhood Greening Grants**

There is a new type of grant available this year to support projects that take a neighbourhood approach to greening. Up to £300,000 is available to support these projects. Grants between £20,001 and £50,000 are available.

Rather than focusing on a particular green space, neighbourhood greening projects will aim to deliver a range of greening interventions within the public realm. These projects will take place within a defined geographical area – for example a street, ward, neighbourhood or estate – with a focus on community participation and engagement.

**What measures can a neighbourhood greening grant support?**

Neighbourhood greening grants can support a wider range of activity than general community green space grants, and it is anticipated that they may be more open-ended in their design than other projects, for example to respond to community consultation. The type of activities the grants could support include:
• Physical greening interventions including, but not limited to, depaving; tree planting; planting in the public realm; creating wildlife habitat, especially for pollinators; creating growing spaces, enhancing walking and cycling routes
• Interventions at a range of sites including streets, the wider public realm, incidental amenity spaces such as grass verges or green spaces on housing estates
• Consultation and design work such as community consultation exercises or participatory design workshops
• Professional expertise such as aboricultural or horticultural advice, a regular community gardener, or sessional workers
• Participatory events such as community planting days or engagement events

What are we looking for in applications for neighbourhood greening grants?

As well as meeting the general eligibility criteria for the Community Green Space Grants, which are outlined in more detail in section 5, and in the application form, we would expect neighbourhood greening projects to:

• Take place in a defined geographical area. Applications would not require detailed designs, but should include a map of the project area and indications of locations and type of greening activities
• Demonstrate significant community support and engagement, or have a clear plan for how this will be achieved
• Be able to demonstrate a clear need and/or opportunity in the project neighbourhood. This could include a lack of green cover, need for shade, or desire to green routes around a school. Our green infrastructure maps and tools could be used to support this case.
• Involve a range of relevant partners, including a lead organisation to co-ordinate activities that has a track record in making projects happen
• Have support in principle from the relevant local authority and/or land owner(s)
• Have a clear plan for the legacy of the project

This is a new type of grant and we would like to hear innovative and creative ideas for greening neighbourhoods. We encourage you to contact the Greener City Team at greenercity@london.gov.uk to discuss your ideas.
CASE STUDY: 10x Greener, Hackney

Friends of the Earth’s 10xGreener programme aims build a network of Postcode Gardeners to work with local communities to bring people together to green their streets and join up community organising with gardening.

The project was launched in Hackney in 2018. Residents in and around Daubeney Road came together to make planters and create a more natural, green environment. A successful crowdfunding campaign raised money to employ the UK’s first postcode gardener.

Find out more: https://friendsoftheearth.uk/nature/10x-greener-towns-and-cities
Photo: Friends of the Earth

CASE STUDY: ShedX, Kingston upon Thames

The SHEDx project, led by The Community Brain, encompasses a range of activities to activate the local community of Tolworth, to take ownership of their unused and green spaces to help define and improve the future for their town.

The project has identified greening opportunities and designed a range of creative interventions including planting new raised beds along Tolworth Broadway, sowing bee friendly wildflower verges, running educational community workshops such as seed ball making and are in the process of setting up a suburban farm.

Find out more: www.SHEDx.org
Photo: The Community Brain
3.2. What Community Green Space Grants will achieve

**Transforming London’s environment**
The Greener City Fund focuses on creating an accessible network of well-designed green spaces. Projects supported through the Greener City Fund Community Green Space Grants will also help to boost London’s green cover by greening the grey.

Projects will also consider the needs of their area and contribute to one or more of:
- reducing flood risk
- improving air and water quality
- cooling the urban environment
- enhancing biodiversity and ecological resilience
- storing carbon

We welcome project proposals from locations that lack publicly accessible green space or have low green cover. Applicants should use relevant green infrastructure maps and tools to inform their projects, including our London green cover map and green infrastructure focus map. If your project is focused on improving air quality, you should use our guidance on using green infrastructure to protect people from air pollution.

**Making better places**
London has a wealth of public spaces, such as streets, squares and green spaces, that are freely accessible to all. We want to see projects that are part of a wider long-term effort to improve a place or neighbourhood. Urban greening should be used to make better, more imaginative use of existing spaces to benefit more people.

Community Green Space projects will help make London greener and improve access to nature for children and groups that use green space less often. Projects will improve the quality of the place. They will include opportunities for informal gathering, play, tranquil places to rest and enjoy nature, as well as encouraging people to walk and cycle.

Projects need to be coordinated with other local changes. That means they should understand how the surrounding area is used and fit their location and context.

**Empowering people**
To build a fairer city and stronger communities, we need to bring people together at a neighbourhood level. We want to see projects that cater for London’s diverse and changing population. We welcome projects that will improve Londoners’ quality of life and contribute to their health and wellbeing.

Community Green Space projects should have the support of different local groups and have a positive impact on the local and wider community, and all applications should explain how this is done. We particularly welcome projects that will actively involve schools and children, and improve their access to nature. Many projects will also engage people in training and volunteering opportunities. Neighbourhood greening projects should be able to demonstrate how residents will participate in the project.
We welcome projects that seek to engage communities who lack access to green space, including BAME Londoners and those living in deprived areas. We also welcome projects that seek to provide participatory opportunities for traditionally under-represented groups, such as refugee and migrant communities, or older people.

**Making things happen**
Funded projects must be completed on time and within the agreed budget. All applications need to have a well thought out project plan, considered the risks, and have some match funding in place. Templates to help your thinking can be found in the application form. Proposed actions must be completed within the scheme’s timeframe (see the key dates in section 4 for more detail).

**Leaving a positive legacy**
The Mayor wants to make London an even greener city and leave a legacy of environmentally sound, well designed, and much-loved spaces. The projects we fund must contribute to this aim. Community Green Space projects should have a clear plan for maintaining the new space and sustaining any volunteering. Neighbourhood greening projects should demonstrate how activity will be sustained beyond the project timeframe.

Projects should know what they hope to achieve, such as increasing visitors to a space by making it safer, more accessible and more attractive. Larger projects will measure the impact of improvements, for example by counting numbers of visitors before and after the project takes place.
CASE STUDY: St Paul’s Woodland, Hammersmith & Fulham

St Paul’s CE Primary School has worked with Trees for Cities to enrich their grounds through tree planting and greening to enhance the natural environment and promote the use of the outdoor space for pupils.

The school took part in the Mayor’s air quality audits programme and is located next to two polluted roads. The grounds are designed to reduce children’s exposure to air pollution through appropriate planting.

Find out more: https://www.treesforcities.org/our-work/planting-healthy-air-in-schools-1/st-pauls-primary-ce-school

Photo: Trees for Cities

CASE STUDY: Thamesmead Canal Habitat Improvement, Bexley

London Wildlife Trust worked with Thames 21 to install 300m of floating wildlife habitat in the canals around Thamesmead.

Seven floating reedbeds were installed at four sites, creating shelter for fish, habitat for insects and improving water quality.

Residents were invited to vote on where the reedbeds were installed, and over 40 local volunteers took part in the project.

Find out more: https://www.thames21.org.uk/thamesmead/

Photo: London Wildlife Trust
4. How to apply

Read this guide carefully. Your project must address the aims set out in section 3. Please see the table on page 15 for key dates and details of support with your application.

The application form for the Community Green Space Grants is on our website. This should be completed in full and submitted at: www.london.gov.uk/what-we-do/environment/parks-green-spaces-and-biodiversity/apply-community-green-space-grant

Application forms must be uploaded to our website with at least three photographs of your project site and a sketch design, plan or map. You can also upload additional files, including maps, design drawings or letters of support.

The deadline for applications is 5pm, Monday 30 September 2019.

Projects should take place between January 2020 and December 2020.

4.1. Support for preparing your application
The application process and timeline are outlined in the table on page 15.

If you have questions about the application process, please email greenercity@london.gov.uk or call Christie Berwick on 0207 239 1286.

Please check our website for details of support with preparing your application: https://www.london.gov.uk/what-we-do/environment/parks-green-spaces-and-biodiversity/greener-city-fund/community-grants

We will be holding an applicant information workshop from 16:30 – 18:30 on Thursday 5 September 2019 at City Hall. This will be an opportunity to hear from the Greener City Fund team about the aims of the grants. It will also give you a chance to ask questions about your project and receive advice on completing your application. The workshop is optional, and is not mandatory for applicants. If you’d like to attend, book your place by emailing greenercity@london.gov.uk.

Section 5 of this guide covers the main application requirements. You should also read the Greener City Fund Project Toolkit for further advice on planning and designing your project.
### Greener City Fund: Community Green Space Grants Round Three

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>12 July 2019</td>
<td>Applications for Community Green Space Grants open</td>
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</table>
| 8 July – 30 September 2019| • Read the Community Green Space Round Three Grants Guide in full to understand the fund requirements and how to apply  
                              • Read the [Greener City Fund Project Toolkit](#) to help plan your project  
                              • Contact the Greener City Fund team at greenercity@london.gov.uk, or attend the applicant workshop on Thursday 5 September for additional support  
                              • Complete the [application form](#)                                                                                                   |
| Before 5pm on 30 September 2019 | Submit your application:  
                              • Go to the website to submit your application  
                                [www.london.gov.uk/what-we-do/environment/parks-green-spaces-and-biodiversity/apply-community-green-space-grant](#)  
                              • Ensure you submit:  
                                o completed application form  
                                o three photos of your project site  
                                o a sketch design, planting plan or map  
                                o any other supporting information                                                                                                 |
| October 2019              | The Greener City Fund team may ask you for more information to help assess your application or arrange a site visit.                         |
| November 2019             | Grants panel meets to assess applications, and applicants are informed of the outcome.                                                       |
| December 2019             | If successful, you’ll be asked to complete and sign a funding agreement, including project milestones and criteria for grant payments.       |
| January 2020 – December 2020 | Community green space projects happen                                                                                                    |
| January 2021              | Monitoring information submitted and funding claimed*  
                              (*subject to meeting relevant milestones)                                                                                      |
CASE STUDY: 4H Community Garden, Islington

Whittington Park Community Association, working with Octopus Community Network, created a vibrant, intergenerational community garden – hops, herbs, health and happiness – in consultation with the local community.

The project brought local people together and the garden is accessible to all, with raised-beds and seating. Regular gardening workshops help to maintain the space, and produce is cooked during weekly lunch clubs.


Photo: Octopus Community Network

CASE STUDY: Love Luxmore, Lewisham

Friends of Luxmore Gardens’ ‘Love Luxmore’ project aimed to help this small local park reach its full potential. The park had become rundown, overgrown and neglected.

The project installed a water source in the park, planted up bare beds, and created habitats for birds, bats and insects. New seating and a bird mural have created a space for all ages to sit, relax and enjoy nature.

Find out more: http://www.loveluxmore.co.uk/?page_id=28

Photo: Friends of Luxmore Gardens
5. Application guidance

This section covers the main application requirements and what to think about when applying. You should also read the Greener City Fund Project Toolkit for further advice on planning and designing your project.

Which grant scheme to apply to
The Greener City Fund offers two types of community grants: Community Tree Planting Grants, and Community Green Space Grants.

We know that green space projects often include some tree planting. If the tree planting is only a small part of a larger project you should apply for a Community Green Spaces Grant. If tree planting is your project’s primary focus, you should apply for a tree planting grant. More details of future funding for tree planting will be released next year. Please check our website at www.london.gov.uk/greenercity for the latest updates.

We will consider orchard projects for the Community Green Spaces Grants where these will happen over a longer timeframe. If you would like advice on which grant scheme to apply to, please email greenercity@london.gov.uk or call 020 7239 1292.

5.1. Application requirements

Eligible organisations
Community Tree Planting Grants are open to: civil society organisations and community groups, charities, housing associations, private landowners who own or manage public green space, schools, and boroughs. Housing associations, businesses and boroughs must show commitment to community participation, co-design and capacity building.

Applications must be from a formally constituted organisation able to enter into legal contracts. You cannot apply as a private individual. If you are an individual, you should find a suitable local organisation and develop your idea together.

You should be able to show clear and representative governance arrangements (your mission statement, who you represent, how you conduct yourselves and your membership, key roles and responsibilities etc.) and provide details of an organisational bank account. Companies and charities applying for grant funding will need to send in supporting financial information outlined in Section 2 of the application form.

My organisation is new and does not have previous years’ accounts – can I apply?
New organisations are not excluded from applying. However, if you do not have two years of audited accounts, you must have a statement of the organisation’s current turnover, profit and loss, and cash flow position.
Can businesses apply for a grant?
Yes, businesses can apply provided your project has community benefit and commitment to community participation, co-design and capacity building.

Collaborative applications
We welcome applications that show your organisation is working together with, and involving, other local groups. For neighbourhood greening grants, collaboration with a range of partners is essential. However, you must nominate a lead organisation to apply for the grant. This lead organisation would get the funding, distribute it to other partners and complete project monitoring, should your application be successful.

Can I use another organisation’s bank account to receive grant payments?
Yes, you may partner with another organisation who will receive grant payments into its bank account. However, as the receiver of the grant funding, it will be the lead organisation and applicant rather than you. It will sign the funding agreement and be responsible for providing monitoring information and ensuring your project is successful. Please ensure any organisation you wish to partner with for this purpose is aware of these responsibilities when applying.

Location, permission, feasibility and risk assessment
The site of your planned activity should be publicly accessible or clearly benefit many people (for example, by being in communal areas in a school or hospital).

Can I apply if I don’t have landowner permission?
Please do not apply unless landowner permission has been granted. For neighbourhood greening projects, this permission can be in principle, pending more detailed designs. You should also have any other applicable third-party permissions and consents in place. You should also have done an initial risk assessment of constraints to ensure your project is practical and possible.

Can I submit more than one application?
Yes, you can submit more than one application to the Community Green Space Grants where these are for different projects at different locations.

Generally, we expect to see separate grant applications tailored to each specific site. However, we can consider funding projects across several sites in certain circumstances. For example, where activities at each individual site are small and for very similar activities, but together they meet the grant funding thresholds. If your individual activities are located in the same neighbourhood, you should apply for a neighbourhood greening grant.

You should not submit multiple grant applications for the same project, or the same site. Please give each project a clear project name that relates to the work you’d like to do.
Can I submit a new application if I’ve applied for a Greener City Fund grant before?
Yes, if you have previously been awarded a Community Tree Planting Grant, Community Green Space Grant or Green Capital Grant, you can apply again provided that this application is for a separate project. This could be at a different site, or a new project at the same site.

If you applied for the first or second round of Community Green Space Grants and were unsuccessful, you can submit a revised application for the same project.

Are these grants only for projects on publicly-owned land?
No, the land doesn’t have to be publicly owned. However, it should be publicly accessible or provide demonstrable community benefit.

I want to create a project but I only have short term permission
We will consider meanwhile spaces. However, we expect a minimum of three years of permission to use. The design and plan should allow for relocation or offer an approach to ensure the project survives into the medium to long term.

If you would like us to confirm whether your proposed application is eligible, please email greenercity@london.gov.uk or call 0207 239 1286.

Eligible costs
For small and medium grants, most grant funding should be spent on activity needed to complete the physical capital works involved in the project. This includes buying plants and other materials, planting costs (including direct labour), machine and equipment hire.

If you are applying for a neighbourhood greening grant, a greater proportion of the grant can be spent on supporting costs.

Staff and professional costs
For small and medium grants up to a maximum of 15 per cent of the total grant can be spent on additional staff costs that are required for project delivery. This can include design, specialist skilled labour, and staff costs essential for project delivery (for example volunteer management).

For neighbourhood greening grants up to a maximum of 30 per cent of the total grant can be spent on additional staff costs. This could include employing a community gardener, sessional workers, or community engagement facilitators.

Ancillary costs
For small and medium grants up to a maximum of 10 per cent of the total grant can be spent on ancillary costs that support project delivery. This can include items such as volunteer expenses, catering, marketing (for example, flyers, posters), celebration events, cultural or educational workshops or extra staff costs.

For neighbourhood greening grants up to a maximum of 15 per cent of the total grant can be spent on ancillary costs.
If you’re unsure whether an activity is a non-direct or ancillary cost, please email greenercity@london.gov.uk or call 020 7239 1292.

**Maintenance costs**

We recognise that maintenance is important in green space projects. Up to a maximum of five per cent of the total grant can be allocated to maintenance for up to two years beyond the end of the initial project delivery. We also encourage your project to build skill and capacity amongst the community to help ensure the project is a long-term success – this is particularly important for neighbourhood greening projects.

Your application must show a commitment and ability to provide long term maintenance. Maintenance costs will be paid at the project’s end on receipt of a maintenance plan and schedule, and details of how the budget will be ringfenced. We may inspect projects during the two-year period.

<table>
<thead>
<tr>
<th>Eligible costs overview (% of total grant)</th>
<th>Small and medium grants</th>
<th>Neighbourhood greening grants</th>
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<tbody>
<tr>
<td><strong>Physical capital works</strong></td>
<td><strong>Minimum 70%</strong></td>
<td><strong>Minimum 50%</strong></td>
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<tr>
<td></td>
<td>includes buying plants and other materials, planting costs (including direct labour), machine and equipment hire</td>
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<tr>
<td><strong>Staff and professional costs</strong></td>
<td><strong>Maximum 15%</strong></td>
<td><strong>Maximum 30%</strong></td>
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<tr>
<td></td>
<td>Includes design, project management, specialist skilled labour, and supervising volunteers</td>
<td>Includes design, project management, specialist skilled labour, community engagement and gardening, supervising volunteers</td>
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<tr>
<td><strong>Ancillary costs</strong></td>
<td><strong>Maximum 10%</strong></td>
<td><strong>Maximum 15%</strong></td>
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<td></td>
<td>Includes volunteer expenses, catering, marketing, celebration events, cultural or educational workshops, extra staff costs</td>
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</tr>
<tr>
<td><strong>Maintenance costs</strong></td>
<td><strong>Maximum 5%</strong></td>
<td>Costs beyond December 2020</td>
</tr>
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**What we won’t fund**

**Office overheads, stationary, premises rent**

Overhead costs, stationery, premises rent or anything else which is not project specific will not be funded.
‘Business as usual’ activities
We can’t accept applications to fund routine maintenance or repairs, or projects that are a continuation of existing work.

Land purchase
We will not fund the buying of land for your project.

5.2. Financial requirements
Lead organisations that are not local councils or local council-controlled schools may need to submit documents for financial due diligence checks (such as recent accounts). You can find out more about this in the application form.

Match funding and budget
Applications should show that City Hall’s funding will help improvements and activities to take place that go beyond those already planned.

Projects should show that they have match funding in place. Applications for small grants up to £20,000 should demonstrate at least 25 per cent match funding (so if you apply for a £10,000 grant, you will need to have at least £2,500 of match funding).

Applications for medium grants and neighbourhood greening grants over £20,000 should show at least 50 per cent match funding (so if you apply for a £40,000 grant, you will need to have at least £20,000 of match funding).

What is considered match funding?
For local councils, we expect financial match funding. For other organisations, we can also accept items such as goods in kind, or staff, or some volunteer hours, although we also expect to see some financial match funding. Match funding should be genuinely associated with the project and be used to achieve the same outcome.

We will discuss on a case by case basis whether other GLA or TfL funding can be accepted as match funding (other GLA or TfL funding should not comprise more than 50 per cent of your project budget, and our Greener City funding should always have distinct project outputs).

Assessment process and criteria
An evaluation panel will assess all applications. The panel will include representatives from City Hall and external environmental organisations. You can find a copy of the evaluation form that will be used to help assess the applications in Appendix 1. It measures how well your application meets the aims of the funds, as set out in section 3. It also assesses if your project has a clear budget, plan and outcomes. We may ask for more information on your project to help the panel decide and arrange site visits ahead of the panel assessment.

In making funding decisions, we will also consider the location and type of projects. This will help support a balanced programme of projects across London.
Funding terms

Any offer(s) of funding will be made subject to you accepting a grant agreement which must be signed before your project can start. It will include detail of your project’s milestones and when your grant will be paid.

We will give you a monitoring form to complete and return by the end of your project. This will include the requirement to provide evidence of expenditure. You will also be expected to provide interim updated on project progress via email in April and October 2020.

Payment in arrears

Community Green Space Grants are paid in arrears as standard (other than maintenance costs). You will receive funding once you have completed your project and returned your monitoring and claim forms, including proof of expenditure, at the end of your project. It is expected that projects will be finished by December 2020, and the deadline for submitting claims will be January 2021. However, if your project is complete before then, payment can be made after March 2020 on receipt of monitoring and claim forms.

We understand that for longer projects there may be cash flow difficulties in being paid in arrears, particularly for smaller community organisations. We have several measures which aim to make Greener City Fund grants accessible to community groups.

Interim payment

We can make interim payments to grant recipients, where a claim form and accompanying expenditure information is submitted with a group’s mid-term monitoring report. We will aim to make all payments within one month. This is conditional on all necessary information being submitted. Payment may take longer if information is missing or the Greener City Fund team require further clarification.

Up-front payment

Groups can also request up-front payments. The intention of this is to ensure the Greener City Fund is as accessible as possible to a range of community group sizes. To be eligible for such payments, you must provide further information (by way of a claim form) which shows:

- your organisation’s reserves do not allow you to start the project without up-front payment
- you have attempted to partner with organisations who could provide funding support
- an interim payment would not be sufficient to enable your project to go ahead
- you have evidence for the cost of all items for which you require up-front payment

Up-front payment will be available as follows:

- Initial payment in January 2020 (start of project) of up to 25 per cent of grant total. Expenditure must be reported in the email update required end of April 2020 (first quarter)
• Second payment in April 2020 of up to 50 per cent of grant total, conditional on receipt of initial payment reporting. Expenditure must be reported in the email update required end of October 2020 (third quarter).

The remaining project funding must then be claimed in arrears on completion.
Appendix 1: Community Grants assessment criteria

The following sheet will be used to assess applications. Please do not complete. This does not form part of the application form.

<table>
<thead>
<tr>
<th>Greener City Fund Assessment Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criteria</strong></td>
</tr>
<tr>
<td><strong>Transforming London's Environment</strong></td>
</tr>
<tr>
<td>Environmental improvements</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td>For neighbourhood greening grants</td>
</tr>
<tr>
<td><strong>Making better places</strong></td>
</tr>
<tr>
<td>A more useable space</td>
</tr>
<tr>
<td>Access to green space</td>
</tr>
<tr>
<td>Recreational opportunities</td>
</tr>
<tr>
<td><strong>Empowering people</strong></td>
</tr>
<tr>
<td>Enabling skills</td>
</tr>
<tr>
<td>Community need</td>
</tr>
</tbody>
</table>
**Greener City Fund Assessment Sheet**

<table>
<thead>
<tr>
<th>Local support</th>
<th>Has the project obtained support amongst a variety of local community and other interest groups?</th>
</tr>
</thead>
</table>
| **For neighbourhood greening projects** | Does the project show evidence of community support and how local people will be involved?  
Does the organisation have an appropriate track record and partnerships? |

**Making things happen**

<table>
<thead>
<tr>
<th>Project plan</th>
<th>Is there a clear project plan in place supported by a timetable of milestones? Are the risks manageable?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Match funding</td>
<td>How secured is the match funding?</td>
</tr>
<tr>
<td>Project budget</td>
<td>Is the proposed budget and the associated costs reasonable?</td>
</tr>
</tbody>
</table>

**Leaving a positive legacy**

<table>
<thead>
<tr>
<th>Maintenance</th>
<th>Has the future management and maintenance been fully considered?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For neighbourhood greening grants</strong></td>
<td>Will the project be sustained after the grant funding period?</td>
</tr>
<tr>
<td>Project outcomes</td>
<td>Does the project clearly articulate what the outcomes of the project will be? Are they realistic and sustainable?</td>
</tr>
</tbody>
</table>

**Total**

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* Scores for range from 1-5 (1 = Low, 5 = High). Where:

1. Does not meet the minimum aims of the programme, does not describe the details of the project.
2. Meets the minimum aims of the programme, describes some details about the project but does not explain wider context.
3. Meets the minimum aims of the programme, clearly explains the project and puts it in context.
4. Goes beyond the minimum aims of the programme, clearly explains and evidences the project and puts it in context.
5. Ambitious programme or project which exceeds the minimum aims of the programme, detailed explanation and evidence of the project, includes elements of innovation in approach.
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