Greener City Fund

COMMUNITY TREE PLANTING: ROUND THREE GRANTS GUIDE

Helping Make London A National Park City
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1. Making London a National Park City

London is already a green city. Almost half 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.

<table>
<thead>
<tr>
<th>What is green infrastructure?</th>
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<tbody>
<tr>
<td>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:</td>
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<tr>
<td>• promote healthier living</td>
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<td>• lessen the impacts of climate change</td>
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<td>• improve air quality and water quality</td>
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<td>• encourage walking and cycling</td>
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<td>• store carbon</td>
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<td>• enhance biodiversity and ecological resilience</td>
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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.

London is expected to be confirmed as a National Park City in July 2019. 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 helping 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

- 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 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. 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 Tree Planting Grants is now open.** 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.

The third round of Community Green Space Grants will open in July 2019.
3. Community Tree Planting Grants – round three

We’re looking for great projects to help increase the number of trees in London and make the city greener. The case studies in this document offer some ideas of the types of projects we hope to support. They’re not exhaustive and we’re keen to hear your ideas.

**Grants available**

Community Tree Planting Grants of £5,000 - £50,000 are available. You can apply for:

- **small grants** from £5,000 - £20,000, or
- **medium grants** from £20,001 - £50,000
- **large-scale tree planting event grants** from £5,000 - £50,000

Only exceptional projects will be awarded the larger grants. You cannot apply for a grant of less than £5,000.

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**Expanding London’s Urban Forest**

The Community Tree Planting Grants are part of the Mayor’s programme to expand London’s Urban Forest. The Mayor is working with the Forestry Commission and the London Tree Partnership to prepare an Urban Forest Plan that will provide further detail on:

- a major programme of tree planting to supplement tree planting by boroughs, environmental organisations and other land-managers

- supporting larger scale woodland creation projects in the Green Belt and other suitable locations

- the methods and data required to identify locations for tree planting and to monitor change in tree canopy cover

- developing new approaches to enable Londoners and businesses to support street tree planting in their area

- supporting and promoting the work of the London Tree Officers Association and the Trees and Design Action Group to promote best practice in managing and planting trees in the urban environment
Community Tree Planting Grants – round three
These grants are part of the Mayor’s plans to plant more trees in London. They will support local communities to plant trees and help improve children’s access to nature.

By funding tree planting, these grants will help maintain and increase London’s tree canopy cover and bring about a range of benefits. We are keen to support tree planting in areas where there is little tree cover or where trees can help address issues like air pollution (see below).

We want to work with a range of stakeholders, including community groups, faith groups, tenants and residents’ associations, 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:

- community participation events to plant trees in green spaces
- planting new orchards on housing estates
- creating small woodland areas or hedges in parks and green spaces
- starting a community tree nursery to grow trees for an area
- restoring or creating features, such as avenues, in green spaces

However, this is not an exhaustive list. Projects might also contain other types of planting. The Community Tree Planting Grants do not fund projects where the main focus is street tree planting. We are exploring alternative routes to support street tree planting in 2019-20.

We welcome applications from projects across all London boroughs and the City of London. We are particularly interested in projects that will be led by or work with Londoners who underuse outdoor spaces, including older people, BAME communities, people from lower-income families and D/deaf and disabled people.

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. Two maps are particularly relevant to Community Tree Planting Grants:

- **Tree canopy cover map**: this map shows how much of London is covered by trees, and where these trees are. It can identify which parts of the capital have low tree cover and could be targeted for planting projects

- **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, such as tree planting, might be targeted.
Large-scale tree planting events: November – December 2019

In 2018, the Mayor worked with a range of partners to organise London’s biggest-ever tree planting weekend on 1 and 2 December. Around 15,000 Londoners helped to plant almost 80,000 trees in one weekend.

This year, we will again be working with partners to organise tree planting activities that thousands of Londoners can take part in during National Tree Week (23 November – 1 December 2019).

We’re looking to support projects that will contribute to this large-scale planting activity through our Community Tree Planting Grants. If you’re applying for a small or medium grant, we encourage you to do some of your planting, or hold a volunteer event during this weekend. We’ll support grant recipients to recruit volunteers and promote your events.

We also have a category of large-scale planting event grants, specifically to support these events during National Tree Week. We would expect applications for these grants to:

- carry out most of their tree planting during National Tree Week. Further details of the schedule for City Hall led activities will be confirmed as soon as possible - please check our website for updates: www.london.gov.uk/trees.
- have identified a publicly accessible site for tree planting and have landowner permission. This could include a number of smaller linked sites that will be planted over the course of a weekend (e.g. across a number of borough parks or estates).
- include an event that aims to:
  - involve at least 50 Londoners as volunteers. Projects requiring a large number of volunteers are encouraged to advertise opportunities through the Team London website. We also welcome projects involving schools.
  - plant at least 2,000 trees (we anticipate that this would mostly be whip planting – small trees less than 1 metre tall)

Free Sakura Cherry Trees

The Sakura Cherry Tree Project, supported by the Japan Society, is offering a limited number of free Sakura cherry trees to Community Tree Planting Grant recipients. This is part of a wider project to plant over 5,000 cherry trees across the UK from autumn 2020 onwards as part of the 2019-2020 Japan-UK Season of Culture.

For full details of this offer and to apply, please see the Sakura Cherry Trees Project leaflet and application form.
Free trees for schools and community groups

Several organisations offer free trees for schools and community groups. We encourage you to apply for these trees for large-scale planting events where appropriate. Free trees can be used as match funding.

Sources of free trees include:

- The Conservation Volunteers [www.tcv.org.uk/community/i-dig-trees](http://www.tcv.org.uk/community/i-dig-trees)
- Trees for Cities (for schools in London) [www.treesforcities.org/projects/schools/](http://www.treesforcities.org/projects/schools/)

We will also be making free trees available as part of our National Tree Week activities later this year. Please check [www.london.gov.uk/trees](http://www.london.gov.uk/trees) for updates.

LARGE-SCALE TREE PLANTING CASE STUDY: Forest Road Recreation Ground, Redbridge

As part of London’s biggest-ever tree planting weekend in December 2018, Trees for Cities worked in partnership with Redbridge Council and Vision Redbridge Culture & Leisure to plant 15,000 trees at Forest Road Recreation Ground.

Over 350 volunteers came together on 1 December to plant 9,000 trees, with the remainder planted by corporate volunteers and local school children. The project created a new woodland habitat in an underused area of the recreation ground.

Find out more: [https://www.treesforcities.org/stories/londons-largest-ever-planting-event](https://www.treesforcities.org/stories/londons-largest-ever-planting-event)
What Community Tree Planting Grants will achieve

**Transforming London’s environment**
The fund will focus on planting more trees and creating an accessible network of well-designed green spaces. Projects supported through the Greener City Fund Community Tree Planting Grants will help to boost London’s tree canopy cover.

Projects should also consider the needs of their area and contribute to:
- 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 low tree canopy cover. Applicants should use relevant green infrastructure maps and tools to inform their projects, including our London tree canopy cover map and green infrastructure focus map.

**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. Urban greening should be used to make better, more imaginative use of existing spaces to benefit more people.

Community Tree Planting 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 Tree Planting 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.
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.

Large-scale tree planting event applications should show how events will involve a diverse group of Londoners as volunteers.

**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 Tree Planting projects should have a clear plan for maintaining the new trees and sustaining any volunteering.

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: Queenscroft Community Orchard, Greenwich

Royal Borough of Greenwich worked with the Friends of Queenscroft Park to plant a community orchard of 40 trees in the park in Eltham.

80 people took part in a community planting day, including 50 children of different ages from local schools.

The trees include apple, plum, pear and cherry, and will be maintained by the local community with support from the borough.

Find out more: https://www.groundwork.org.uk/Sites/London/news/queenscroft-park-community-orchard

CASE STUDY: Prince of Wales Wetlands, Enfield

Enfield Council worked with Wildfowl and Wetlands Trust to turn an underused open space into a wetland and woodland habitat.

1,000 whips and 50 larger trees were planted to introduce areas of shade, extend the existing woodland area, and create a willow carr (wet woodland).

Planting was carried out with children from Prince of Wales School, who also helped to design the project.

Find out more: https://www.groundwork.org.uk/Sites/London/news/the-prince-of-wales-wetlands-project
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 12 for key dates and details of support with your application.

The application form for the Community Tree Planting 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-tree-planting-grant

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

The deadline for applications is 5pm, Monday 24 June 2019

Projects should take place between September 2019 and March 2020.

Support for preparing your application
The application process and timeline are outlined in the table on page 12.

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

Please check our website for details of support with preparing your application: www.london.gov.uk/greener-city

We will be holding an applicant workshop from 16:30 – 18:30 on Tuesday 21 May at City Hall. This will be an opportunity to hear from the Greener City Fund team about the aims of the grants, and from the Forestry Commission about best practice for tree planting. 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 would like to attend, please email greenercity@london.gov.uk to book a place.
# Greener City Fund: Community Tree Planting Grants Round Three

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>26 April 2019</td>
<td>Applications for Community Tree Planting Grants open</td>
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| 26 April – 24 June 2019 | - Read the Community Tree Planting 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 21 May for additional support |
|                    | - Complete the application form                                                         |
| Before 5pm on 24 June 2019 | Submit your application:  
|                    | - Go to the website to submit your application                                          |
|                    | - Ensure you submit:                                                                    |
|                    |   - Completed application form                                                          |
|                    |   - Three photos of your project site                                                   |
|                    |   - A sketch design or planting plan                                                     |
|                    |   - Any other supporting information                                                    |
| June – July 2019   | The Greener City Fund team may ask you for more information to help assess your application or arrange a site visit. |
| July 2019          | Grants panel meets to assess applications, and applicants are informed of the outcome.  |
| August 2019        | If successful, you will be asked to complete and sign a funding agreement, including project milestones and criteria for grant payments. Successful projects are announced. |
| Sept 2019 – March 2020 | Tree planting projects happen                                                             |
| 23 Nov – 1 Dec 2019 | National Tree Week. Large-scale tree planting events take place                         |
| March 2020         | Monitoring information submitted and funding claimed*                                   |
|                    | (*subject to meeting relevant milestones. Grant payments may be received after 31 March due to time taken to process the payments)* |
CASE STUDY: D’Eynsford Community Orchard, Southwark

D’Eynsford TMO worked with Urban Canopy to plant 25 fruit trees and 12 fruit bushes across D’Eynsford Estate in Camberwell, Southwark. Over 40 residents took part in six community planting workshops led by community gardeners.

The project improved open spaces in the estates, and created opportunities for residents to gather informally, breaking down barriers and social isolation.

Find out more: https://www.groundwork.org.uk/Sites/london/news/deynsford-community-orchard

Photo: D’Eynsford TMO

CASE STUDY: Reigate Avenue Recreation Ground, Sutton

Sutton Council worked with Glenthorne High School to plant 160 standards and 100 whips in Reigate Recreation Ground. The recreation ground had suffered from significant tree loss in recent years.

The site is used by the school for play and sports and students took part in a community planting day alongside local volunteers.

A range of tree species were planted, including silver birch, hazel, field maple, apple and pear.

Find out more: https://www.groundwork.org.uk/Sites/london/news/reigate-avenue-recreation-ground-planting-project
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. You should apply for a Community Tree Planting Grant where tree planting is the main focus of your project.

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. These grants will open for applications again in July 2019 and will fund projects that take place from January-December 2020. We will also consider orchard projects for the Community Green Spaces Grant where these will happen over a longer timeframe.

Many good tree planting projects will also want to improve the green space or area where trees are planted, and/or include some community activity. You can include those wider activities in your Community Tree Planting Grant application. For large-scale tree planting event grants, you must engage local communities.

If you would like advice on which grant scheme to apply to, please email greenercity@london.gov.uk or call 020 7239 1286.

The Community Tree Planting Grants do **not** fund projects where the main focus is *street tree planting*. We are currently exploring alternative routes to support street tree planting in 2019-20. If you are interested in find our more, please contact greenercity@london.gov.uk.

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. 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. 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).

**I want to apply but I don’t have landowner permission**
You must have landowner permission for your project. Please do not apply unless this has been granted. You should also have any other applicable third-party permissions and consents in place. In addition, you should have carried out an initial risk assessment of constraints to ensure your project is practical and possible.

**Can I submit more than one application?**
You can submit more than one application to the Community Tree Planting Grants where these are for different projects at different locations. You can also submit further applications to the Community Green Spaces Grants in July 2019, 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.
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?**

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.

**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, for example for tree nursery projects. 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 Community Tree Planting Grants, most grant funding should be spent on activity needed to complete the physical works involved in the project. This includes buying trees and other materials, planting costs (including direct labour), machine and equipment hire.

**Staff and professional costs**

Up to a maximum of 15% of the total grant can be spent on staff costs beyond direct planting costs that are required for project delivery. This can include design, project management, specialist skilled labour, and supervising volunteers.

**Ancillary costs**

Up to a maximum of 10% of the total grant can be spent on ancillary costs that support, but are not necessary for, 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.

**Large-scale tree planting event grants**

If you are applying for a large-scale tree planting event grant, costs related to volunteer and event management for your event are considered necessary for project delivery and will not be considered as ancillary costs, or staff and professional costs. These costs should not total more than 20% of the total grant.

If you’re unsure whether an activity is a non-direct or ancillary cost, please email greenercity@london.gov.uk or call 0207 239 1286.

**Maintenance costs**

We recognise that maintenance is particularly important in tree planting projects. Up to a maximum of 10% of the total grant can be allocated to maintenance beyond March 2020. We
also encourage your project to build skill and capacity amongst the community to help ensure the project is a long-term success.

Your application must show a commitment and ability to provide long term maintenance. A condition of grant funding will be that trees are maintained for a minimum of two years after planting. This includes weeding, watering, replacement of losses and other necessary work – at the applicant’s cost.

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 to check the condition of the trees.

<table>
<thead>
<tr>
<th>Eligible costs overview (% of total grant)</th>
<th>Small and medium grants</th>
<th>Large-scale tree planting event grants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core tree planting activity</strong></td>
<td>Minimum 65%</td>
<td>Minimum 65%</td>
</tr>
<tr>
<td></td>
<td>Includes buying trees and other materials, planting costs (including direct labour), machine and equipment hire</td>
<td>Includes volunteer and event management costs (maximum 20% of total grant)</td>
</tr>
<tr>
<td><strong>Ancillary costs</strong></td>
<td>Maximum 10%</td>
<td>Maximum 10%</td>
</tr>
<tr>
<td></td>
<td>Includes volunteer expenses, catering, marketing (e.g. posters), celebration events, cultural or educational workshops, extra staff costs</td>
<td>Includes cultural or educational workshops and extra staff costs</td>
</tr>
<tr>
<td><strong>Staff and professional costs</strong></td>
<td>Maximum 15%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes design, project management, specialist skilled labour, and supervising volunteers</td>
<td></td>
</tr>
<tr>
<td><strong>Maintenance costs</strong></td>
<td>Maximum 10%</td>
<td></td>
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<tr>
<td></td>
<td>Costs beyond the end of March 2020</td>
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</tbody>
</table>

**Indicative standard costs**
Indicative costs for common tree planting expenses are included in Appendix 1. We would expect tree planting projects to budget based on these costs. You must justify any costs above these amounts in your application. We will most likely not consider costs more than 25% above the indicative costs provided.

**Can tree planting applications include other planting such as bulbs?**
Trees planting grants can cover other planting and greening activities if they add to overall project objectives and are a minority of project costs. If tree planting is a small part of an overall project you should consider applying to the Community Green Space Grants.
Can tree planting applications include planting a barrier hedge or green screen

If you want to plant a barrier hedge, or a green screen, for example to improve air quality in a school playground, you should apply to the Community Green Spaces Grants. However, if you wish to create a green barrier using trees, then this is eligible.

What we won’t fund

Street tree planting
We want to maximise the number of projects we can fund through the community grant schemes across London. That means street tree planting schemes will not be eligible in this round. We will consider funding some tree planting in the public realm if it can be shown to be a key part of a wider project (such as greening a route to school or connecting existing green spaces). We are currently exploring alternative routes to support street tree planting in 2019-20. If you are interested in finding out more, please contact greenercity@london.gov.uk.

‘Business as usual’ activities
We can’t accept applications to fund routine maintenance or repairs, or projects that are a continuation of existing work.

Office overheads, stationary, premises rent
Overhead costs, stationery, premises rent or anything else which is not project specific will not be funded.

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

5.2 Financial requirements
Lead organisations that are not local authorities or local authority 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 the Community Tree Planting Grant 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 should demonstrate at least 25% 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 over £20,000 should show at least 50% match funding (so if you apply for a £40,000 grant, you will need to have at least £20,000 of match funding).

Applications for large-scale tree planting event grants should have at least 25% match funding for applications up to £20,000, and at least 50% match funding for applications over £20,000. Volunteer hours as part of large-scale planting events can contribute towards this match funding requirement.
What is considered match funding?
For local authorities, we expect financial match funding. For other organisations, we can 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% of your project budget, and our Greener City funding should always have distinct project outputs). A project budget including the agreed match funding will be in your grant funding agreement.

Guidance on tree planting projects
Project proposals should follow good practice guidance in Appendix 1. You will find links to resources that might help you plan your project in our Greener City Fund Project Toolkit document.

Assessment process and criteria
A grants assessment panel will assess all applications. The panel will include representatives from City Hall and external environmental organisations. A copy of the evaluation form that will be used to help assess the applications can be found in Appendix 2. 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. In this funding round, we are particularly keen to receive applications from Bexley, Hammersmith and Fulham, Wandsworth and Westminster.

We may also not allocate all available funding in any one round, so that we can actively target under-represented areas and/or priorities in future rounds.

See above for the timeline of key dates. Once the evaluation panel has met, you should expect to hear if your application has been successful within two weeks.

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.

Payment in arrears
Community Tree Planting Grants are paid in arrears (other than maintenance costs). You will receive funding once you have completed your project and return your monitoring and claim
forms, including proof of expenditure, at the end of your project. However, 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 may be able to request up-front payments. The intention of this is to ensure the Greener City Fund is 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 September 2019 (start of project) of up to 25% of grant total, and no more than £5,000. Expenditure must be reported in the email update required end of December 2019
- Second payment in December of up to 50% of grant total, and no more than £10,000, conditional on receipt of initial payment reporting. Expenditure must be reported at end of project monitoring in March 2020

The remaining project must then be claimed in arrears on completion.
Appendix 1: Guidance for Community Tree Grant applicants

Applicants must follow good practice guidance for tree planting. There is useful information in the following documents:

- The Forestry Commission’s Urban Tree Manual has advice on selecting the right tree for the right place in urban areas. It also describes the benefits of urban trees, and has advice on planting and establishment, and pests and diseases.

- The London Tree and Woodland Framework has guidelines and a useful checklist (page 32) for ‘Right Tree Right Place. That means choosing the right species for your location, taking account of site characteristics and the purpose of the trees.

- Find out about the Right Trees for a Changing Climate at www.righttrees4cc.org.uk

- Information on tree pests and diseases including ash dieback, oak processory moth, chestnut blight and massaria disease of plane trees is on the Forest Research website. There is also a London specific chalara leaflet. Applicants should consider the relevant advice when choosing tree species for planting. Guidance on how to plant and look after trees is available from The Woodland Trust and in our guide with The Conservation Volunteers.

- The Trees and Design Action Group report Trees in the Hard Landscape has advice on incorporating trees in public space, and their First Steps in Air Quality guide has advice on planting trees to improve air quality. Their Tree Species Selection for Green Infrastructure guide has advice on over 280 species.

- Information about allergenic tree and plant species from Allergy Today and the Royal College of Pathologists may be particularly relevant for play space planting.

- The Orchard Project have a series of guides and advice on planting and maintaining orchards

- Our guide to Using Green Infrastructure to Protect People from Air Pollution includes advice on planting trees and other greening measures to help reduce people’s exposure to air pollution

Please note that boroughs may have their own guidance to follow for tree planting. Contact your borough tree officer for further details.

Indicative costs

The costs below are provided to help you calculate your project budget, and to ensure that grants achieve value for money. These costs are based on the Forestry Commission’s national standard, adjusted to reflect the higher costs of tree planting in London.
We would expect tree planting projects to budget based on these costs. You must justify any costs above these amounts in your application. We will most likely not consider costs more than 25% above the indicative costs provided.

We recognise that these standard costs don’t cover large-scale tree planting event related activities and are based on contractor planting for whips, which is not applicable to community planting events. However, the costs below should provide a guide for the trees, tools and equipment required for projects when putting together project budgets.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit</th>
<th>Indicative cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planting standard trees</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply of standard tree</td>
<td>Supply containerised standard tree (ave 14 -16 cm girth). Price variable dependent on species</td>
<td>per tree</td>
<td>£160</td>
</tr>
<tr>
<td>Plant standard tree in soft surface e.g. grass, soil</td>
<td>Prepare tree pit for standard tree in open ground area. Pit size 1m x 1m x 0.8m. Plant standard tree with twin stakes, ties, watering tube and mulch</td>
<td>per tree</td>
<td>£65</td>
</tr>
<tr>
<td>Excavate trial pit in soft surface</td>
<td>Excavate trial hole for services check in soft surface. Pit size 1m x 1m x 0.8m. Backfill with topsoil</td>
<td>each</td>
<td>£65</td>
</tr>
<tr>
<td>Supply of standard steel tree guard</td>
<td>1.9m x 0.36m, fixings included</td>
<td>each</td>
<td>£170</td>
</tr>
<tr>
<td>Supply of standard light weight steel mesh tree guard</td>
<td>1.8m x 0.36m</td>
<td>each</td>
<td>£30</td>
</tr>
<tr>
<td>Supply of standard light weight plastic mesh tree guard</td>
<td>1.2m x 0.15m</td>
<td>each</td>
<td>£1.10</td>
</tr>
<tr>
<td>Whip planting</td>
<td></td>
<td>per 1000</td>
<td>£</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>--------------------------------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Supply of whips (broadleaf and shrub)</td>
<td>Bareroot transplant</td>
<td></td>
<td>£465</td>
</tr>
<tr>
<td>Planting costs</td>
<td>Slit planting</td>
<td></td>
<td>£310</td>
</tr>
<tr>
<td>Supply and planting costs</td>
<td>Tree + 1.2m tube or 0.75m tree shelter + treated softwood stake + labour</td>
<td>per tree</td>
<td>£4.00</td>
</tr>
<tr>
<td>Supply and planting costs</td>
<td>Tree + 0.6m tube + stake + labour</td>
<td>per tree</td>
<td>£2.60</td>
</tr>
<tr>
<td>Supply and planting costs</td>
<td>Tree + 0.6m spiral guard + cane + labour</td>
<td>per tree</td>
<td>£1.60</td>
</tr>
<tr>
<td>Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Watering</td>
<td>Water young tree (standard) in pit via tube (14 visits per season).</td>
<td>per tree, per season</td>
<td>£5.20</td>
</tr>
<tr>
<td>Young tree maintenance</td>
<td>Check ties, manually weed pit</td>
<td>per tree, per season</td>
<td>£5.20</td>
</tr>
<tr>
<td>Young tree combined maintenance</td>
<td>Combined watering and weeding, tie and stake checking visit</td>
<td>per tree, per season</td>
<td>£13.00</td>
</tr>
<tr>
<td>Ancillary items</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Picnic bench with table</td>
<td>Treated softwood bolted construction</td>
<td>each</td>
<td>£465</td>
</tr>
<tr>
<td>Bench</td>
<td>Simple design, treated softwood materials and installation</td>
<td>each</td>
<td>£235</td>
</tr>
<tr>
<td>Bench with back rest</td>
<td>Treated softwood, bolted construction. All materials and installation</td>
<td>each</td>
<td>£390</td>
</tr>
<tr>
<td>Notice board</td>
<td>Without interpretative signs. Weather</td>
<td>each</td>
<td>£1550</td>
</tr>
</tbody>
</table>
### GREENER CITY FUND COMMUNITY TREE PLANTING GRANTS

#### APRIL 2019

<table>
<thead>
<tr>
<th>Interpretation boards</th>
<th>A1 size. Detailed on coloured plastic in hardwood/treated softwood. Weather proof</th>
<th>each</th>
<th>£310</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post and rail fence</td>
<td></td>
<td>per metre</td>
<td>£15.50</td>
</tr>
<tr>
<td>Kissing gate</td>
<td>All ability use. Constructed and installed to conform with relevant British Standards</td>
<td>each</td>
<td>£540</td>
</tr>
<tr>
<td>Stile</td>
<td>Supply and installation constructed to conform to the relevant British standard</td>
<td>each</td>
<td>£155</td>
</tr>
</tbody>
</table>

#### WOODLAND CREATION

### Fencing

<table>
<thead>
<tr>
<th>Stock fencing</th>
<th>Stakes at 3m centres using c8/80/15 netting with two lines of barb wire</th>
<th>per metre</th>
<th>£5.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock and rabbit fencing</td>
<td>As for stock fencing plus standard 18 gauge netting. Rabbit proof for minimum 10 years</td>
<td>per metre</td>
<td>£8.75</td>
</tr>
<tr>
<td>Field gate</td>
<td>British Standard. 12 foot bar, treated softwood</td>
<td>each</td>
<td>£455</td>
</tr>
<tr>
<td>Pole barrier and posts</td>
<td>Supply and fit. Labour and materials (treated timber)</td>
<td>each</td>
<td>£235</td>
</tr>
<tr>
<td>Metal pole and posts</td>
<td>Labour and materials</td>
<td>each</td>
<td>£465</td>
</tr>
</tbody>
</table>
## Tree and vegetation management

<table>
<thead>
<tr>
<th>Ride management</th>
<th>Two zone cutting – cut central zones annually and outer zones biannually. Average ride width 5m</th>
<th>per km/year</th>
<th>£290</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Three zone cutting, as above with 3rd zone cut every 5 years. Average ride width 8-10m</td>
<td>per km/year</td>
<td>£390</td>
</tr>
</tbody>
</table>

### Ground preparation

<table>
<thead>
<tr>
<th>Scarifying for new planting</th>
<th>Doneran type excavator</th>
<th>per hectare</th>
<th>£115</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ripping/subsoiling</td>
<td>Passes at 2m centres</td>
<td>per hectare</td>
<td>£155</td>
</tr>
</tbody>
</table>

### Drainage

| Creating new drains when planting or clearing existing drains | per metre | £1.55 |
| Maintaining drains                                         | per metre | £1.15 |

### Access

| Footpath construction | All ability. Dry site, cut and fill 1.2m wide, 125mm depth including shallow drain. Materials and labour | per metre | 30 |

## Outcome of grant funded projects

We expect trees we fund to establish and reach their full potential. Projects should include plans for suitable ground preparation, planting, support, protection, weeding, watering and other maintenance as per good practice guidance. The grant assessment panel may reject proposals if they don’t follow the good practice guidance set out above, or may accept them at the applicant’s risk (as all planting is). Should a tree fail, City Hall will not pay for replanting. It must be paid for by the funding recipient.
Appendix 2: Community Tree Planting 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>Criteria</th>
<th>Description</th>
<th>Score: 1 to 5</th>
<th>Considerations and comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transforming London's Environment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental improvements</td>
<td>Will the project help to address local environmental issues, such as air, noise pollution, surface water flooding?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Will the project enhance biodiversity?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Will the project address a specific area of access deficiency?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increased tree canopy</td>
<td>How much tree planting will there be?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Making better places</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A more useable space</td>
<td>Will the project significantly improve the space and do the photos and/or designs show the impact?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access to green space</td>
<td>Will the project help improve access to nature for children and/or others who do not often use green spaces?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreational opportunities</td>
<td>Will the project provide recreational opportunities, such as informal gathering; active play; tranquil places to rest and enjoy nature; encouraging more walking and cycling.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Empowering people</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greener City Fund Assessment Sheet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Enabling skills</strong></td>
<td>Will the project give people an opportunity to volunteer or learn new skills?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Community need</strong></td>
<td>Does the project show an ability to support community cohesion, wellbeing, outreach for disadvantage groups, or address other community need?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Local support</strong></td>
<td>Has the project obtained support amongst a variety of local community and other interest groups?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Diverse audience</strong> (For large-scale tree planting events)</td>
<td>Will the event engage a diverse range of Londoners?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Making things happen**

| Project plan | Is there a clear project plan in place supported by a timetable of milestones? Are the risks manageable? |
| Match funding | How secured is the match funding? |
| Project budget | Is the proposed budget and the associated costs reasonable? |

**Leaving a positive legacy**

| Maintenance | Has the future management and maintenance been fully considered? |
| Project outcomes | Does the project clearly articulate what the outcomes of the project will be? Are they realistic and sustainable? |

**Total**

* 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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