# Frequently Asked Questions

We will keep this document up to date with the questions we’re asked about the Greener City Fund Community Tree Planting and Community Tree Planting grants – round one.

**I’m an individual with a great idea, can I apply?**

An application needs to be from a formally constituted organisation - we can't fund individuals. If you are an individual, you would need to partner with an appropriate local organisation and develop your idea together to be able to enter into legal contracts. We would also ask you to demonstrate 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 organisation 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.

**Can projects apply twice?**

You can apply to both funds. However, each application must be for a distinct and separate project. We are unlikely to fund a project which is simply an additional element to a project we have previously funded.

**Can I apply for a project that is already underway or does the project have to be completely new?**

An application can be for a project that is already in delivery, or part of a larger project, but you will need to be able to identify a distinct element that can be funded by our grant.

**Can I apply for a grant of less than £5,000?**

Unfortunately, we are unable to accept applications for very small grants. Other sources of free trees and/or small grants to support environmental improvements are outlined in our **Useful Resources** document.

**Can I apply for a grant of over £50,000?**

The maximum amount for grant applications through these schemes is £50,000, to enable the Mayor to support projects across London. We will be launching a future funding round in the autumn of 2017 to support strategic parks improvements and large scale woodland creation.

Large scale public space projects that include elements of urban greening may wish to apply for the Good Growth Fund or Liveable Neighbourhoods Fund. See the **Useful Resources** document for details.

**What are the timescales for spending the money?**

Any projects we award funding to this year should conclude a grant agreement and begin delivery this financial year - by March 2018. We would expect all grants for projects funded by the Community Tree Fund to be claimed by March 2018. We will agree a completion date on a project by project basis for projects funded by the Community Green Spaces Fund, but would expect delivery to be complete within 12-18 months of the grant being awarded.

**Do we allow for design fees?**

We will review this on a case by case basis. Generally, we will allow up to 10 per cent of the grant to be spent on design works that are necessary to support the direct delivery of tree planting or creating a green space.

**In the prospectus you said you expect applicants to match fund, how much match funding do you require?**

If you are applying for a medium sized grant of up to £50,000 we would expect 50 per cent of total project costs to be met by match funding. For small grants we expect 25 per cent of total project costs to be met by match funding.

**What do you consider match funding?**

For local councils, we do expect financial match funding. For other organisations, we can accept items such as goods in kind or staff or volunteer hours. Match funding needs to be genuinely associated with the project and be used towards securing the same outcome as that which you are seeking funding towards. 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). Should you be awarded a grant, our team will help you calculate what level of match you will need to provide. A project budget including the agreed match funding will be included in your grant funding agreement.

**Do you allow for staff costs?**

We will not cover any staff costs associated with permanent members of staff. But in some instances, we may consider contributing to costs associated with bringing in short term professionals such as landscape gardener or workshop facilitators.

**How much administration and project reporting should we expect?**

You will be expected to provide an end of project report for Tree Planting grants and quarterly or half-year reporting for Greener Spaces grants (which will be set out in your grant agreement) and document your progress with photos or film. You should save all receipts and complete a claim form at the end of the project.

**I want to apply but I don’t have landowner permission.**

It is very important to get landowner permission in writing, as this can cause major delays to projects. There are several rounds of funding available, so you have time to get permission and then apply in a later around.

**I want to create a project but I only have short term permission.**

We will consider meanwhile spaces, but we would expect a minimum of three years of permission to use, and a design and plan that allows for relocation.

**Can I apply for cultural events or educational workshops with an environmental focus?**

We encourage all projects to consider culture and educational aspects. However, we do want to see change take place on the ground. We will allow up to 10 per cent of total project costs to be attributed to supporting activities.

**Can I apply for maintenance costs?**

We recognise that maintenance is a challenge. We do not provide budget for maintenance, but we do encourage your project to build skill and capacity amongst the community to help ensure the project is a long-term success. Demonstrating a commitment and ability to provide long term maintenance is essential in your application.