

Greener City Fund: Community Grants Project Toolkit



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Cover photo: Trees for Cities

1. About this Project Toolkit

1.1. Introduction

This Project Toolkit is a guide to help those planning to apply for the Mayor of London's Greener City Fund Community Grant schemes: Community Tree Planting Grants and Community Green Space Grants.

The toolkit contains information on the aims of the Greener City Fund, advice for developing project ideas and planning delivery of the project, and some specific information on different grants available. It also includes details of additional useful resources to help you plan your project. This is a live document and will be updated for each round of grant funding.

This information should be read alongside the respective application forms and grants guides for each funding round, which are available alongside other resources on the [Greener City Fund webpage](#).

1.2. About the Greener City Fund

The Mayor is helping to make London the world's first National Park City. You can find out more about how the Mayor is improving the capital's green infrastructure [on our website](#).

As part of the Mayor's contribution to making London the first National Park City, he launched the [Greener City Fund](#) in summer 2017 to create and improve green spaces and encourage tree planting and management in London. This fund was increased to £12m in 2018. We've already funded 200 projects across London, which you can see on our [Greener City Map](#). Project case studies can be found on the [Groundwork London website](#).

The fund includes £5m for grants for Community Tree Planting and Green Spaces, as well as support for strategic green infrastructure projects and London's urban forest. Projects involve community groups, charities, schools, boroughs and businesses in planting trees, and improving and increasing green space across London. Both small grants (£5,000 to £20,000), and medium grants (£20,001 to £50,000) are available.

1.3. Aims of the Community Grants

The Greener City Fund Community Grants aim to support projects which can contribute to:

- **Transforming London's environment:** planting more trees and creating an accessible network of well-designed green spaces that help deliver multiple environmental benefits
- **Making better places:** improving access to and quality of green spaces to benefit more Londoners

- **Empowering people:** improving Londoners' quality of life and contribute to their health and wellbeing, actively involving the wider community
- **Making things happen:** supporting projects that are completed on time and within budget
- **Leaving a positive legacy:** leaving a legacy of environmentally sound, well-designed and much-loved spaces. Projects will have a clear plan for maintenance after the completion of the project

1.3.1. Community Green Space

The Community Green Space Grants aim to improve and increase green space across London and give community groups and local people the chance to design and create new green spaces. We welcome applications for projects that will work with a diverse range of participants, and show strong community involvement in design and management. Examples of the types of activities this grant will support are:

- 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
- restoring rivers and other waterways
- creating pocket parks in urban areas

See Section 5 below for advice on Community Green Space projects.

1.3.2. Community Tree Planting

The Community Tree Planting Grants are part of the Mayor's plans to plant more trees in London. These grants will support local community groups to plant trees and help improve children's access to nature. Projects will help maintain and increase London's tree canopy cover, and bring about a range of environmental and wider benefits. We will aim to support tree planting in areas where there are currently low levels of tree cover, or where trees could help to tackle other issues such as air pollution. Applications are welcome from those that work with a diverse range of people and help connect local communities to nature. The following projects will help give you an idea of the types of activities the grants will support:

- Community 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
- Barrier hedge planting near established play spaces to reduce noise and/or pollution

See Section 4 below for advice on Community Tree Planting projects.

1.4. 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 borough-led street tree planting schemes are not currently eligible for funding. 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).

The urban forest strand of the Greener City Fund aims to pilot new approaches to supporting public space tree planting.

'Business as usual' activities

'Business as usual' activities are not eligible. 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.

Eligible costs

As a rule, we like to keep as much of the funding as possible going towards actual greening – activity needed to complete the physical capital works involved in the project. Proposals can include budget requests for elements such as design work and consultation, but most of our funding should be used to support delivery of actual environmental improvements, such as more trees or better green space.

For each funding round, the application materials will include specific guidance as to eligible costs, including the proportion of the grant that can be spent on ancillary and staff costs. Please follow these guidelines when completing your application.

Case Study: Prince of Wales Wetlands Tree Planting, Enfield

- **Grant awarded:** £20,000 Community Tree Planting Grant 2017/18
- **Organisation:** London Borough of Enfield, in partnership with Wildfowl and Wetlands Trust
- **Volunteers involved:** 27 adults, 160 children

The Prince of Wales Wetlands project aims to create a series of wetlands and habitats to enhance biodiversity, create flood storage and increase usage of the park by the local community. The Greener City Fund Community Tree Planting grant scheme awarded £20,000 for the planting of 40 heavy-duty trees, to add to 1,000 whips (small tree saplings) funded by the Borough of Enfield.



The Year 6 classes at the local primary school have been involved in the Wetlands Project for the past three years. Reconnecting the children to the natural environment and seeing the smiles on their faces are some of the favourite moments of the project leaders - especially as many of the children had never planted a tree before.



“More families will come together, the environment will be better, we are going to plan a wetlands festival in the summer and people can come and be together”
– project participant (aged 10)

The Borough of Enfield have partnered with the Wildfowl and Wetlands Trust to deliver this project. In addition to the Greener City Fund grant and £80,000 of funding from Enfield Council they have secured £90,000 from the Thames Water Community Investments Fund.

“It is great to have a project that tackles multiple environmental issues and natural habitats. And having kids learning about wildlife in wetlands, gives them a desire to help with projects like this in the future and

make our country more diverse. It is important to get people to understand more why we do this.”

- Ian, project engineer

The project aims to create a friends group for the park, with project champions to assist in the after-care of the site. Enfield’s Parks Operations team will carry out future maintenance alongside volunteers from the friends group. Such works include: litter picking, vegetation management and cutting the wetland basins.

2. Developing your idea

You'll find information specific to the Tree Planting and Green Spaces Grants in Section 4 and 5, but below is some general advice on developing project ideas.

2.1. Talk to people

Perhaps you want to plant a community orchard, or turn a grey run-down playground into a green and vibrant space. Whatever you think your area needs, one important thing to do is talk to people and get their feedback. The simplest way to gain support, recruit volunteers and find out what people want to see is to ask the people who live near the space.

Speaking to people can also help you to discover risks or drawbacks that you didn't see before, and get to know what people think of your ideas and designs. Your project could have an impact on people (noise, parking problems, disruption, etc.), so making sure they are not taken by surprise will make them more likely to be onside and less likely to complain.

You could also get support by asking local community forums, 'friends of groups' or neighbourhood panels. If you're planning a larger event, it might be useful to contact your local Police Safer Neighbourhood Team and local council. They may be able to offer you support and guidance, and even come along to help out at your event.

You might want to think about holding an event, exhibition or drop-in meeting where anyone is invited to have their say. Here are some tips for how to make this a success:

- Think about what time of day and what time in the week you hold your event. Are you excluding people who have young children, older people, people who work in different kinds of jobs, or who have religious commitments?
- You won't be able to suit everyone, so try to find a way for people who can't come to still comment on your ideas. Leaflets, posters, a website or online survey, and social media can all be useful
- How can you encourage people to attend? Can you offer something fun in exchange?
- Be clear and honest about your project. If it is still not funded or fully developed, say so, so that people know not to expect it to happen overnight
- Be prepared for people to ask tough questions. Some people may be cautious about change. Make this feedback into positive learning, by asking how you could make the project work for them
- Listen without interrupting. If someone has misunderstood, wait till they have finished, before correcting them in clear and simple language

2.2. Research

It is important that you spend some time researching other similar projects. Here are some of the questions you should be asking:

- What are the similarities between that project and your project?
- What elements of their project could you emulate?
- What would you do differently?
- How much did their project cost?
- Why did they succeed or fail?
- Could you ask them for advice directly?

2.3. Environmental assessment

An environmental assessment is a way of finding and recording problems affecting the local environment. It involves one or more people walking around the local area, noting down and taking pictures of any environmental problems they find.

Common problems may include graffiti, dumped waste, spaces with a build-up of litter, overgrown trees and bushes, spaces with low biodiversity value, areas susceptible to flooding or which could be more inspiring. You could do something similar to see exactly what needs to be done in your neighbourhood.

2.4. How will this help your community?

Projects funded with public money need to provide benefit to not just a part but the whole community. Thinking about the following questions may help you develop your idea into something that is genuinely inclusive.

- Who do you think needs your project?
- Who do you think will use your project?
- Who will benefit from your project?
- How do you want your community to feel about your project?
- Who would not be able to use or experience your project, and why?
- Who might feel that your project is 'not for them'?

Make sure that all kinds of people feel welcome. This will be affected by the kind of activities you offer; the kind of people who run the space; how it looks and feels; and how you will promote or advertise it. Think about how you can make the space or project multi-functional. Can you add extra elements to your core purpose, to make it even better?

When the space isn't being used for your main purpose, what else could it be used for? Consider access for older people, the disabled, those with young children. This isn't just physical access to your space or site – it is also the times of day it is accessible and any other limits to who might visit.

You want to make a positive change in your area – so how can you make sure you are succeeding?

- Write down the changes or impact that you want to have
- Think about how you can measure if you are meeting these aims
- Funders, backers and your community will want to know that you are focused on your mission and can prove you are making a difference. This can be through the feedback you get from users, as well as from statistics about what you do

Being able to demonstrate your impact will help you to secure future funding or support for other projects

2.5. Plan your project

When you've decided what you want to do, you can start planning your tree planting or green space project. Careful planning is important. You must be clear about what you want to achieve and make sure that you have the resources in place to make your project a success. Using planning tools such as timelines, risk registers and budgets will really help here, and will be useful when completing your application form. The next section goes into more detail on planning.

Case Study: Southall Orchard Project, Ealing

- **Grant awarded:** £5,000 Community Tree Planting Grant 2017/18
- **Organisation:** Southall Transition
- **Volunteers involved:** 152

The Southall Orchard Project is a community led initiative that aims to plant orchards and fruiting hedges in publicly accessible locations throughout Southall. This project began in 2015, and the objective is to have at least five community orchards in place by 2020. Phase 3 of the project took place in Jubilee Park and was completed in March 2018, where 56 fruit and nut trees were planted - despite the snow.



The majority of trees were planted by local community groups and children from local schools, with the assistance of the London Borough of Ealing. This project has engaged with a range of people from multiple faiths and ethnicities.

“Just to see the children working on a project like this is fantastic – they are our future! I had one little girl tell me last week that this was the best day of her life, despite the cold and the wind. It was wonderful to hear this.” – Joyce, Project Volunteer

Southall Transition partnered with the London Borough of Ealing to deliver this project, of which the total cost is £20,000 - £25,000. In addition to the Greener City Fund grant, another £5,000 of funding was secured from the Timberland/KBF My Playgreen Fund to cover the costs of the remaining phases.

To ensure the sustainability of the project Southall Transition have worked hard to instil a sense of ownership and responsibility in the local people. They believe this will help to ensure they will look after the orchard for many years to come. New committees have also been created to facilitate orchard maintenance- these will consist of locals to Jubilee Park – as well as organising maintenance training, foraging events, and community picnics.



“It is wonderful us all doing this work. It is so important as we are helping nature by planting the trees and reducing air pollution, but we are also bringing fruit to the public. This is a community project and has brought people together in having fun, especially the children as they are learning and will carry on this knowledge into their adult life.” – Andre, Community Member of the Jubilee Park Team

Photos: Transition Southall

3. Planning your project

3.1. Project Plan

Before you start, you need a project plan or programme. Start with a list of all the steps needed to make your project a reality:

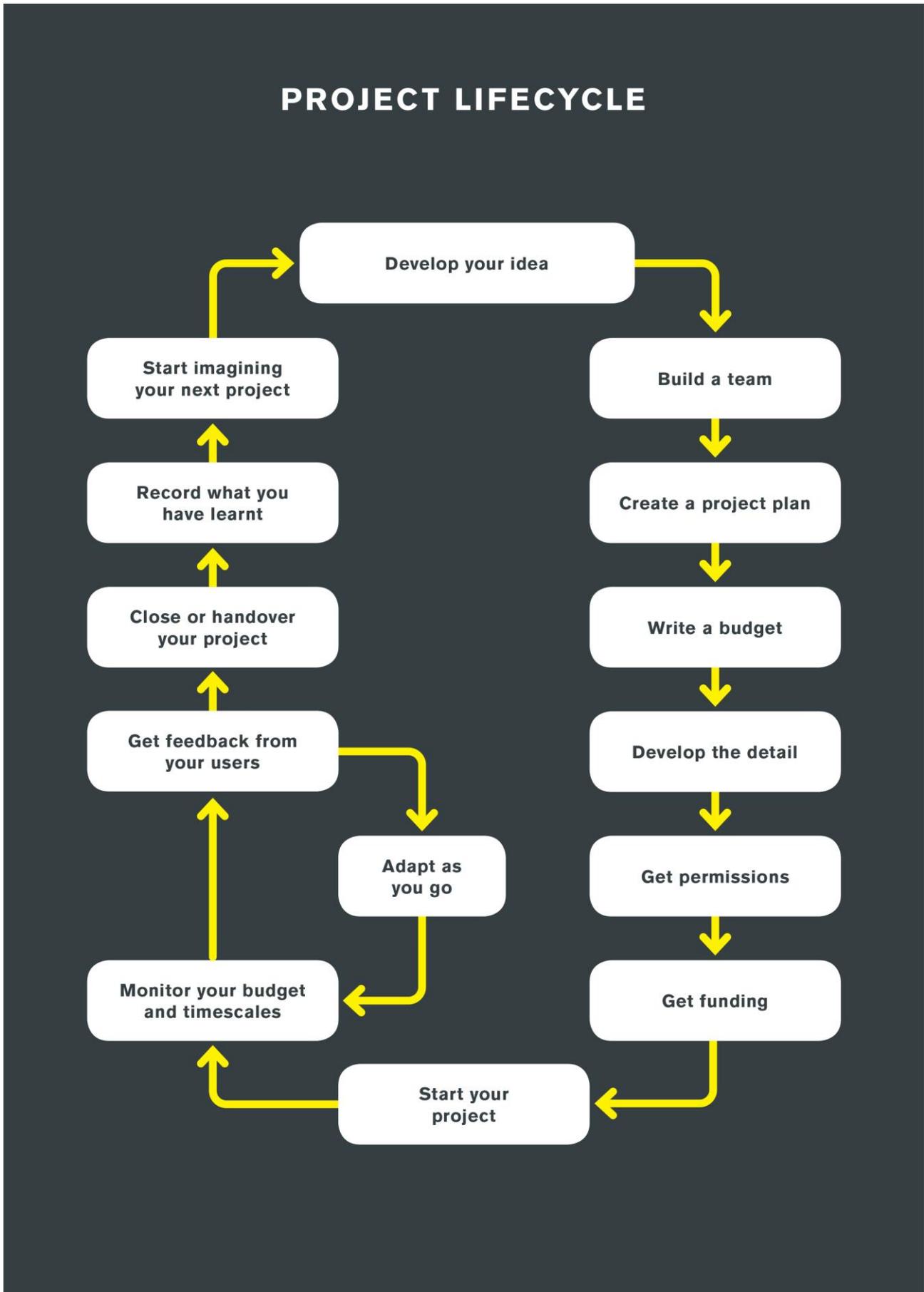
- Make this into a timeline that feels realistic
- Plan for regular project meetings with your team, and keep a record of what everybody is assigned to do
- Remember, not everything will go according to plan; allow a bit of contingency (extra) time just in case

The diagram on p12, adapted from Crowdfund London's [Community Projects Handbook](#), provides an overview of the project planning lifecycle.

3.2. Your team

For your project to run smoothly, you need to ensure you have the right team made of enough people with the right skills and experience at the right time. Ask yourself these questions:

- What skills are required for your project? Do you already have them in your group?
- Who do you need to get on board to start with, and who do you need later on – can you find them through your fundraising campaign or local community engagement?
- Do you have somebody capable of managing the project, or advising you whilst you manage it, once it is ongoing?
- Do you know any other organisation that has done similar things that could provide support? Could they help with parts of the project you are worried about?
- If you are not incorporated, could you partner with an incorporated group to deliver the project?
- Are there organisations you could partner with to enhance your project in other ways? For example, providing expertise on wildlife habitats or designing spaces?



3.3. Match funding

To secure funding from the Greener City Fund, you need to demonstrate that you have match funding in place for your project. Small grant applications (up to £20,000) should have at least 25% match funding in place, whilst medium grants (£20,001 to £50,000) should have at least 50% match funding in place. So, for example, a £20,000 grant request will require £5,000 match funding, and a £30,000 grant request will require £15,000 match funding. Please note match funding can be cash match or in kind.

There are a number of ways to find extra funding for your project:

- Your local council, volunteer centre or nearby library will know local grants or other sources of funding. Volunteer London provides a [list of volunteer centres](#)
- You could try approaching local businesses, or for larger businesses ask to talk to someone who works in the community relations or 'CSR' team (corporate social responsibility)
- Researching online is another way to find sources of grant funding, for example [Funding Central](#) and the [National Lottery's 'funding finder' tool](#) (see section 6 for useful resources).

When looking at potential funding, bear in mind timelines for securing funding, complexity of the application process and the 'fit' it has with your project.

3.4. Permissions

You will need permission from the landowner or managing authority (unless you're the landowner) for your proposed activities. For example, you will need permission from the local council if your site is a borough managed park. If you're planning a waterway project, [Thames21](#) can advise you which organisations you'll need to notify ahead of your event.

Depending on your project you may need planning permission, consider building regulations or other permissions, so ensure that you have researched these prior to applying.

3.5. Safety and risks

It is important that you consider safety and risk elements when planning your project, to ensure you can adhere to regulations and plan appropriately. Some issues you will need to consider are:

- Health and safety regulations
- Financial risks and liability
- Risks which may affect the success of the project
- Checks project members may need, such as DBS or qualifications for working with certain volunteer groups

- First aid plans, training, kits and resources
- Insurance, such as public liability insurance
- Other licences and insurance

3.6. Budget breakdown

Draw up a list of everything you need to complete your project. Ensure you include everything, including materials, tools, labour and other resources.

It's useful to get at least 3 quotes for major items and check the costs for smaller items with reputable suppliers. If you need to estimate costs, talk to people who have run similar projects to make sure that you are in the right ballpark. You may also be able to get some of your cost items donated, or at discounted rates. For example, you could approach suppliers, such as builder's merchants, who may offer discounts for community projects (see Section 6 for online resources).

Please note the Greener City Fund's rules regarding what its grant funding may be used for. These are set out in the application form, and the grants guides for each funding round.

Remember to account for VAT and make sure that all your quotes include VAT unless you buy from non-VAT registered suppliers. If you are registered for VAT you may be able to claim it back but will have to pay this in the first place. Make sure you check how the rules on VAT apply to your project.

3.7. Project design

It will greatly improve your application if you provide a visual design of your project. You may even be able to engage a professional designer at a discounted or donated rate. No matter how big or small your project, ensuring it is well designed will help in many ways:

- Making your project a source of pride in your community
- Creating something unique rather than 'off the shelf', reflecting the character of your area
- Saving money through being carefully thought through for its specific purpose
- Attracting funding and local support through being visually appealing
- Meeting all the regulations and practical requirements
- Creating a realistic budget for your building work and thinking through risks or problems

3.8. Sourcing the right trees and plants

It is important that you take care when choosing plant and tree species. You must consider things such as:

- Are there any pests to be concerned about?
- Are there any diseases to be concerned about?
- Are there species restrictions in your borough?
- Are there specific planting and/or maintenance requirements?
- Is your landscape and the climate suitable?
- How adaptable is the species to climate change?
- Pollen – do you want your project to be low-allergy?
- Is the cost suitable?

3.9. Volunteers

It is important to advertise for volunteers well in advance to make sure you get all the help you need. There are lots of places you can look for volunteers. As well as your friends, family and neighbours, you could try local schools, youth groups, older people's groups, disability forums, community centres and faith groups. It's a good idea to put up posters to advertise in local shops and supermarkets, libraries, community and leisure centres, even in the local pub! Social media is a fantastic tool to communicate your plans and gain further support.

There are a number of free online networks where volunteers can be recruited (please see Section 6)

Volunteers are vital to the success of any community project, so ensure good communication and organisation with them to keep them engaged and coming back. Ensure they know their roles, what facilities are provided, what clothing they need, and what refreshments are provided and which they need to bring!

3.10. Site aftercare

You are responsible for your project, even after it is all complete. We will need a clear plan of site maintenance that extends beyond the end of your project.

Case Study: Nature's Helper Walls, Corpus Christi Catholic Primary School, Lambeth

- **Grant awarded:** £20,000 Community Green Space Grant 2018
- **Organisation:** Corpus Christi Catholic Primary School Parents Association

The Nature's Helpers Walls project, run by Corpus Christi Catholic Primary School Parents Association, have installed "walls" of ivy along the wire fencing of the schools' two playgrounds. This project is a response to pollution monitoring at the school, which showed nitrogen dioxide levels (NO₂)



exceeding legal limits. The Community Green Spaces grant has provided £20,000 for the Nature's Helper Walls project. They also secured £8,086 match funding from a group of committed parents and two local businesses.

Green living walls have been shown to improve air quality. They combat pollution by providing a barrier between the playground and the source of pollution, reducing exposure to toxic air. Living walls can also have a positive impact on people's mental wellbeing, whilst increasing the biodiversity in the area, providing more privacy and reducing ambient noise.

The project has many additional benefits. It has been a great educational experience for the students. They have been involved from the beginning, learning about pollution and how and why the green wall would help. The school have created a "Green Committee" of students, parents and teachers, who will be responsible for looking after the wall and improving awareness of air quality issues. Another bonus has been the support from the community and other schools in Lambeth, which has inspired many to start planning living walls for their playgrounds and has made the wider community aware of the problem.



"I'm really happy that we've got our green wall because we know there's a lot of pollution around us. I can't wait to spend more time playing there." – School student (aged 7)

When asked what advice they would give to other projects they suggested to first have a clear understanding of the air quality in the area, and to have accurate data. This is a great way to

engage the local community, and allows before and after readings so projects can measure their impact. They also suggest recruiting a core team of at least three committed volunteers who meet regularly, and to discuss ivy wall options with multiple providers as they will be able to offer lots of information.

Photos: Corpus Christi School

4. Tree Planting

It is important that Tree Planting projects follow good practice guidance. The Forestry Commission's [Urban Tree Manual](#) provides an overview of available guidance, including on selecting the right tree for the right place, information on planting, aftercare and maintenance, and pests and diseases.

In addition, this section sets out some guidance based on experience from previous grant schemes and the previous rounds of tree planting projects supported by the Greener City Fund.

4.1. Contact with local tree officers

It is highly recommended you contact your local borough tree officer whilst planning your project. They will be able to provide invaluable local knowledge and advice on the suitability of your project for the location you wish to deliver it in. If you are planning a project which will be on council owned or controlled land, this is particularly important as the borough tree officer is likely to be key in deciding whether permission should be granted for a project.

You can find the contact details for your borough tree officer on the [London Tree Officers' Association website](#).

4.2. 'Right Tree Right Place'

You should carefully consider the choice of trees in your project and seek guidance if necessary. Diversity, existing ecosystems, integrity of nearby structures, pollution mitigation and allergies are just a few issues to think about. The [London Tree and Woodland Framework](#) has guidelines and a useful checklist (page 32) for 'Right Place Right Tree'. The Trees and Design Action Group's [Tree Species Selection for Green Infrastructure](#) tool contains information on the characteristics and benefits of over 280 species.

Allergies

Some tree species trees may provide air quality benefits but their pollen can produce allergic reactions, and homogeneous planting may leave them vulnerable as a group to diseases. It may be more suitable to choose a mix rather than single species planting, for example for a green barrier around a school. Information about allergenic tree and plant species from [Allergy Today](#) and the [Royal College of Pathologists](#) may be particularly relevant for play space planting.

Pests and diseases

Information on tree pests and diseases including ash dieback, oak processionary 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 [The Woodland Trust](#).

Climate change

Climate change will bring new challenges in the form of an increase in pests and diseases that have the potential to damage and degrade the urban forest. It is important to select and manage trees for resilience to climate change. Find out about the Right Trees for a Changing Climate at www.righttrees4cc.org.uk.

4.3. Accessories required for successful establishment

Think about whether you will require any accessories to assist your trees successfully establish. Young trees may be vulnerable to damage from certain animals and so require guards. There may be a threat of vandalism to larger trees on sites with a record of anti-social behaviour. Trees may require a watering during drier periods during their first years after planting, and so the infrastructure to carry out that watering is important. Mulching may be required to suppress growth of unwanted plants. Think carefully about the risks that may face trees that you are planting through your project, and what is the best way to mitigate them through purchase of the necessary accessories.

4.4. Maintenance of trees

What maintenance will the trees you are planting require, and who will carry it out? This will vary depending on the species, age, location and existing ownership and use of the place where they are to be planted. Councils may not have the resources to look after newly planted trees, and so you may need to think about volunteer support to ensure ongoing health of trees. You may also need to budget for maintenance in the future, or train individuals in your organisation to undertake maintenance tasks themselves.

Case Study: D'Eynsford Community Orchard, Southwark

- **Grant awarded:** £5,883 Community Tree Planting Grant 2017/18
- **Organisation:** D'Eynsford TMO
- **Volunteers involved:** 22

The D'Eynsford Community Orchard Project planted 25 fruit trees and 12 fruit bushes across two sites within the D'Eynsford Estate. Planting took place in a series of workshops involving residents. The aim is to give residents open spaces where they can gather informally, breaking down barriers and social isolation and to provide a source of food for educational cooking clubs.



D'Eynsford Estate has over 360 properties, with more than 1,000 residents. 25 of these are sheltered homes for the vulnerable and 36 are temporary homes for refugee and migrant communities. D'Eynsford TMO set up gardening workshops attended by a diverse range of residents and have seen the positive impact this engagement has had on them.



“My son has been so excited to plant trees, it is his dream to do this when he grows up. I was so happy to give him this as there is not much opportunity for tree planting in this country.” – Fadime, project participant

Urban Canopy were enlisted to source the tools and materials in addition to running the planting workshops. There has been a total of 6 community planting sessions.

Whilst all residents are welcome to attend workshops, they are targeted at those who are vulnerable and isolated. In particular, the project has had a positive effect on one man living in sheltered housing who has a learning disability, who likes to contribute by sitting with everybody, making tea, and setting up music. Previously he was very isolated and did not know how to engage with people, but he is now an integrated member of the community. His personality is said to have shone since this project.

“A hugely successful project, where everybody has got involved and given us the foundation to carry out more projects like this in the future. Thank you!” – Chay Bulger, Estate Manager at D'Eynsford TMO

To ensure their project is sustainable, Community Gardeners have been employed to lead planting and maintenance workshops so that members of the community will be equipped to manage the orchard.

Photos: D'Eynsford TMO

5. Green Spaces

This section sets out some guidance which is specific to the Green Spaces strand of the Greener City Fund. It is based on previous grant schemes and feedback from completed projects.

5.1. Contact the landowner as early as possible

If you propose to undertake a project on someone else's land, please ensure you contact them as soon as possible, to ensure you understand any limitations or restrictions they may have. If you are looking to carry out a project in a public space, this may well be local authority owned and so you should contact your borough's parks and open spaces department. Remember it can take a while to secure permission, which you'll need for your project!

In addition to granting permission, the landowner (e.g. the borough's park and open spaces department) will have knowledge of the history and ecology of the space, so will be able to provide valuable information.

5.2 Establishment of planting and maintenance

You will need to consider what establishment and maintenance plans you will need to put in place, particularly where there is planting involved. This will include the best time of year to plant specific species, how you will ensure any early care is provided and how watering will be carried out. Who will carry out any necessary pruning and weeding? Where will water be provided from, especially during hot weather (including for wildflower meadows). What facilities are there for storing tools? How will any structures be kept looking nice and useable?

You may find that your borough is willing to incorporate some maintenance into their existing programme. However you should not assume this and should discuss with them as part of developing your maintenance plan.

5.3 Natural play features

Whilst the Greener City Fund does provide support for some play features, it will favour those which incorporate natural features over traditional play equipment. Think about whether you could work any such play features into your project where you are looking to engage children in outside activity. These play features often sit very well alongside biodiversity and planting activities.

5.4 School air quality greening projects

The Greener City Fund has supported several school greening projects that aim to reduce children's exposure to air pollution. This could include:

- installing a green screen (for example ivy), or barrier hedge around the perimeter of the school grounds
- planting trees, shrubs and planters within the school grounds to capture emissions

- making a green gateway on the approaches to the school, including planting on the footway or highway buildouts
- creating a pocket park on space reclaimed from roads around the school

Well-designed urban greening, such as hedges and trees planted in the right place, can create an effective barrier to reliably reduce exposure to air pollution. While there is no “one size fits all” intervention, vegetation that forms a barrier between a pollution source (such as a busy road), and people (such as a playground) is likely to be most effective.

Advice and guidance on greening measures to help protect people from air pollution can be found in:

- Our guide to using [Green Infrastructure to Protect People from Air Pollution](#), based on the latest scientific evidence
- The Mayor’s school air quality audits programme [master report](#) and [school audit toolkit](#)
- Groundwork’s [Air Quality Toolkit for Schools](#)
-  The Trees and Design Action Group’s first steps [guide to Urban Air Quality](#)

5.5 Waterways

If you are looking to carry out a project involving waterways, you should contact the relevant body to discuss your proposal. [The Canal and Rivers Trust](#) and the [Environment Agency](#) both have responsibilities over waterways in London and so you may need their permission for any such project. [Thames 21](#) will also be able to provide advice on how to carry out projects on waterways.

5.6 Linear parks/connecting green infrastructure/wildlife corridors

If your project involves improving green infrastructure through greener walking and cycle routes, you should think about all the benefits that such a project can provide. As well as improving a pollution free route, you may also be able to create wildlife corridors through planting or habitat features such as bug hotels or hedgehog houses. Also think of any social benefits, such as more regular use of improved walkways helping deter certain types of behaviour.

5.7 Anti-social behaviour

Your project site may currently suffer from some anti-social behaviour, and your proposal may be seeking to reduce such behaviour. If so, firstly think carefully about how your project will reduce such behaviour using evidence if possible, secondly you will need to plan to ensure that your project is as well protected from anti-social behaviour as possible, such as vandalism. For example, temporary fencing around new planting will help prevent it from being purposefully damaged before it is fully established.

You should also look to see how you can engage the community as much as possible in your project, as spaces with a greater sense of community ownership are used more, and this can help reduce unwanted activities.

Case Study: Greenhaven, Camden

- **Grant awarded:** £14,550 Community Green Space Grant 2018
- **Organisation:** Castlehaven Community Association



The Greenhaven project, run by Castlehaven Community Association, is transforming an area that suffers from antisocial behaviour into a green resource open to all. In 1985, the Castlehaven Community Association was established due to local concern for the lack of facilities for the elderly and children. This 4-acre community campus is managed by a voluntary board of residents and provides services to over 10,000 people every year. Camden Town is heavily polluted by traffic, resulting in poor air quality and noise pollution. This site also suffers from drug use, vandalism and irresponsible dog owners.

The aims of the Greenhaven project are: to improve the existing open space, making it safe and accessible; to engage the local community; to plant trees and shrubs that will help improve air quality and reduce noise pollution; to enhance the local biodiversity and promote pollinators; and to provide more shade

cover.

The Community Green Space Grant has supported training volunteers; installing a pathway from recycled paving; increasing the size of the pond and making it safer for pond dipping; planting trees, shrubs, herbs and flowers in the 'Horticulture Hub'; creating educational signage and installing LED solar lighting. Castlehaven also secured £12,231 match funding from the HS2 mitigation grant, which includes: installing a living-screen fence, creating hedgerow habitats to enclose the area; and constructing a gazebo, amphitheatre, composter, planters and benches, all made from recycled timber.

Castlehaven are working with a number of local schools, who are looking forward to using the site as an outdoor classroom. They have also been in discussion with catering companies from Camden market, who are interested in hosting herb growing workshops in the Horticulture Hub.

An example of the benefit that Castlehaven brings to the community is the experience of one of their regular volunteers. Previously he was very isolated and did not know how to engage with others. He would sit alone with his dog on the outskirts of the area. Paul, the gardener, gradually built a relationship with him and was able to recruit him as a volunteer. Due to his limp he is unable to do much gardening, however he is now so actively involved in the community and is described as happy and chatty.

Castlehaven's advice to other projects is to tone down any overambitious ideas you may have. It can be easy to get carried away with lots of fantastic ideas, that when finally put together as a project can be very unobtainable. They are fortunate enough to have a great team that are able to carry out their ideas – however even they are at a push!

Photo: Castlehaven

6. Useful Online Resources

6.1. Advice on Community Green Space Projects

Capital Growth, London's food growing network has information, training and support: www.capitalgrowth.org

Social Farms & Gardens are a network of city/care farms and community gardens and have a map of London sites: www.farmgarden.org.uk/your-area/london

Energy Gardens is a scheme to green Overground Stations. You can nominate your local station: www.energygarden.org.uk/about/

Groundwork London provide an Implementation Guide for their Climate Proofing Social Housing Landscapes project: www.groundwork.org.uk/Sites/urbanclimateproofing/Pages/ucp-resources

Grow Wild offer advice on growing wildflowers: www.growwilduk.com/how-grow-wild-flowers

RHS – It's Your Neighbourhood offers advice for community groups who want to clean-up and improve spaces: www.rhs.org.uk/communities/campaigns/it-s-your-neighbourhood

RHS – Greening Grey Britain: is a campaign to transform neglected grey spaces into green ones. The RHS website includes design ideas and how-to videos: www.rhs.org.uk/communities/campaigns/greening-grey-britain

www.rhs.org.uk/communities/campaigns/greening-grey-britain/Latest-videos

6.2. Advice on Community Tree Planting

Trees for Cities work with local authorities, housing associations, hospitals, other landowners and community groups to deliver tree planting projects, including planting large trees, woodland, edible hedgerows, orchards and therapy and wildlife gardens: <https://www.treesforcities.org/our-work>

The Orchard Project create, restore and celebrate of community orchards. They work closely with community groups to design and create new orchards, as well as providing training: www.theorchardproject.org.uk/guides-and-advice/

The Woodland Trust offer advice to landowners and up to 60 per cent of the costs of trees for large scale tree planting projects over 0.5 hectares or 100 metres of hedging. They also have lots of online resources for schools, as well as general advice on planting trees.

Large scale tree planting: www.woodlandtrust.org.uk/plant-trees/large-scale/

How to plant trees: www.woodlandtrust.org.uk/plant-trees/advice/

The Conservation Volunteers (TCV) can provide advice to new community groups starting out on a project, provide training and also have many volunteering groups around London who may be able to help with your project. Membership of their Community Network is free in 2019.

www.tcv.org.uk/community/community-support

www.tcv.org.uk/london

London Wildlife Trust help protect the capital's wildlife and wild spaces. They carry out various wildlife surveys and their website answers some questions about looking after wildlife during projects: www.wildlondon.org.uk/FAQs

The Tree Council promote the importance of trees. They run grant schemes to support schools and communities plant trees. Their Tree Futures Grant Scheme provides small grants of up to £800, and they have guidance documents on a range of topics:

www.treecouncil.org.uk/Grants

6.3. Sourcing the right trees and plants

The Woodland Trust provides free packs of small trees for community groups and schools: <http://www.woodlandtrust.org.uk/plant-trees/>

TCV provide free packs of trees for community groups through their I Dig Trees scheme: www.tcv.org.uk/community/i-dig-trees

Trees for Schools – funded by Defra and delivered by Trees for Cities and the Woodland Trust, offers free packs of trees for London schools www.treesforcities.org/projects/schools/

The Right Trees for Changing Climate Database helps you decided what trees are suitable to plant in urban areas in the face of a changing climate www.righttrees4cc.org.uk/

Defra's Plant Health Information Portal provides information about plant pests and diseases: <http://planthealthportal.defra.gov.uk/pests-and-diseases/>

The Forestry Commission provide a wide range of resources on tree health and management. This includes:

The Urban Tree Manual: <https://www.forestresearch.gov.uk/tools-and-resources/urban-tree-manual/>

Pest and diseases resources: <https://www.forestresearch.gov.uk/tools-and-resources/pest-and-disease-resources/>

Managing Chalara dieback of ash in London:
https://www.ltoa.org.uk/docs/A4_London_chalara_FINAL.pdf

Connecting Londoners with Trees and Woodlands:
https://www.london.gov.uk/sites/default/files/london_tree_and_woodland_framework.pdf

The **London Tree Officers' Association** provides contact details for tree officers in each London borough, and a range of resources relevant to tree management in London:
www.ltoa.org.uk

The Woodland Trust provides a step-by-step guide on how to plant a tree:
www.woodlandtrust.org.uk/plant-trees/advice/how/

The Trees and Design Action Group (TDAG) have published a guide to planting trees in hard landscapes such as streets and public spaces: www.tdag.org.uk/trees-in-hard-landscapes.html

They have also published a guide to tree species selection for green infrastructure:
www.tdag.org.uk/species-selection-for-green-infrastructure.html

Allergy Today has published an article, 'Pollen: Friend or Foe?' on the positive and negative impacts of pollen in urban areas
www.lghn.org.uk/uploads/1/1/6/9/11699824/pollen-friend-or-foe_allergy_today_issue_5_by-shenagh-hume.pdf

The Royal College of Pathologists has produced a guide to planting a low allergy garden: www.rcpath.org/asset/4A5E9FE8-BC2E-4097-A4F63A6EC116E1C4/

6.4. Green infrastructure and air quality

The Mayor of London has published guidance on using green infrastructure to protect people from exposure to air pollution in the urban environment:
www.london.gov.uk/sites/default/files/using_green_infrastructure_to_protect_people_from_air_pollution_april_19.pdf

The Trees and Design Action Group has published a first steps guide to Urban Air Quality and how the design of urban infrastructure, including green infrastructure can help to reduce exposure to air pollution: <http://www.tdag.org.uk/first-steps-in-urban-air-quality.html>

Groundwork London have produced an Air Quality Toolkit for Schools providing advice on improving school playgrounds and surroundings to reduce children's exposure to air pollution: <https://www.groundwork.org.uk/Sites/london/pages/school-air-quality-greening>

6.5. Greening advice for schools

Trees for Cities can offer advice and support to schools through their programmes including:

- Edible Playgrounds: <https://www.treesforcities.org/our-work/edible-playgrounds>
- Planting Healthy Air in Schools: <https://www.treesforcities.org/our-work/planting-healthy-air-in-schools-1>

Groundwork London can help schools to design unique spaces and can provide support in bringing in additional funding:

<https://www.groundwork.org.uk/Sites/london/pages/school-landscapes-lon>

Learning through Landscapes have a range of resources on outdoor learning and greening school grounds, and their Local Schools Nature Grants Programme offers up to £500 worth of resources: <https://www.ltl.org.uk/projects/local-school-nature-grants/#nature-grant>

6.6. Data tools and resources

To help organisations and individuals in London understand, explore and improve London's green infrastructure, the Greater London Authority have made a series of useful maps and tools available for anyone to use. These include:

- A green infrastructure focus map to help identify where green infrastructure improvements and investments might be best targeted: <https://maps.london.gov.uk/green-infrastructure/>
- A green cover map showing how much of London is covered by trees, plants and open water: <https://maps.london.gov.uk/green-cover/>
- A tree canopy cover map showing how much of London is covered by trees: <https://maps.london.gov.uk/canopy-cover/>

View the full list of maps and tools: <https://www.london.gov.uk/what-we-do/environment/parks-green-spaces-and-biodiversity/green-infrastructure-maps-and-tools>

6.7. Accounting and Financing

The Charity Finance Group's **Community Accounting Network** aims to help small charities manage their finances: www.cfg.org.uk/resources/community-accounting-network.aspx

Community Accountancy Self Help (CASH) is a charity that offers competitively priced services to small charities and community groups based in London, including free services to charities in Kensington and Chelsea or Hammersmith and Fulham: <https://cash-online.org.uk/>

Resource Centre provides information for community groups about choosing and opening a bank account: www.resourcecentre.org.uk/information/bank-accounts-for-community-and-voluntary-organisations/

6.8. Insurance

Volresource offers information on insurance services for voluntary and community organisations: www.volresource.org.uk/services/serv_ins.htm

TCV have published a guide to insuring your voluntary organisation: www.tcv.org.uk/sites/default/files/community-network-guide.pdf

My Community Starter is an information resource produced by Zurich for people who want to get involved in organising smaller, straightforward community activities: www.zurich.co.uk/en/charity-insurance/my-community-starter

Markel direct have published an overview of what insurance a community group might need. www.markeluk.com/articles/what-insurance-does-a-community-group-need

6.9. Health and Safety

The **Health & Safety Executive** is the independent regulator for work-related health, safety and illness, and provides advice, guidance, news, templates, tools, legislation, publications: www.hse.gov.uk

This includes an Event Safety Guide: www.hse.gov.uk/event-safety/

6.10. Event management

The Cabinet Office provides a guide to organising a voluntary event: www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events

6.11. Projects involving waterways

Thames21 works with communities to improve London's rivers and canals for people and wildlife, mobilising thousands of volunteers every year: www.thames21.org.uk

The Canal & River Trust care for 2,000 miles of historic inland waterways across England and Wales, including London's canals www.canalrivertrust.org.uk

6.12. Recruiting Volunteers

Know How Non-profit has published a guide to recruiting volunteers: www.knowhownonprofit.org/people/volunteers/recruiting

There are many free networks you can use to recruit volunteers including:

Team London – The Mayor’s volunteering programme for London. To join, simply register as an organisation and then list your volunteering opportunities:

<http://volunteerteam.london.gov.uk>

Semble (formerly Project Dirt) is dedicated to helping small and local community projects get the support they deserve by connecting them to businesses and resources:

www.semble.org

Know How Non-profit has published a guide to effective volunteer training:

www.knowhownonprofit.org/people/volunteers/training/effective-volunteer-training

6.13. Funding Sources

There are several sources of funding which can support green space and tree planting projects. This list is not exhaustive but gives you some ideas of other ways you might to help fund your project. It also includes some sources of funding for grants under £5,000.

My Community offers several different funding options programmes for community programmes: www.mycommunity.org.uk/funding-options/

Neighbourhoods Green have put together a wide range of resources providing useful guidance and tips for making the most of green space on social housing estates. Including a list of funding sources that will help get projects started, organisations that can provide support and information, and tool kits to download:

www.neighbourhoodsgreen.org.uk/resources/funding

Funding Central provides a comprehensive database of funding opportunities for voluntary organisations and social enterprises: www.fundingcentral.org.uk

The National Lottery Community Fund funding finder provides an overview of all their funding programmes: www.tnlcommunityfund.org.uk/funding

Awards For All offers small grants lottery funding for community projects between £3,000 -£10,000: www.tnlcommunityfund.org.uk/funding/programmes/national-lottery-awards-for-all-england

The National Lottery Grants for Heritage offers an open programme for all types of heritage projects in the UK including green spaces and natural heritage:

www.heritagefund.org.uk/funding/national-lottery-grant-heritage

Postcode Local Trust provides funding for projects related to green space improvements, increasing community access to outdoor space, and renewable energy and flood prevention: <http://www.postcodelocaltrust.org.uk/>

Biffaward can support biodiversity and community building projects in certain postcode locations: www.biffa-award.org

Crowd Funder provides an online platform to crowd fund community and other projects: www.crowdfunder.co.uk

The **Greater London Authority** has a number of other funding programmes that may be applicable to greening and other community projects, including:

- **The Good Growth Fund** managed by City Hall's Regeneration team. It can support greening and public space improvement projects: www.london.gov.uk/good-growth-fund
- **Crowdfund London** supports community-led projects that aim to make their local area even better: <https://www.london.gov.uk/what-we-do/regeneration/funding-opportunities/crowdfund-london/about>

A full list of GLA funding programmes can be found at: <https://www.london.gov.uk/what-we-do/funding>

Liveable Neighbourhoods is a TfL programme to work with boroughs to implement Healthy Streets interventions in areas of London where the street environment does not currently make walking, cycling and public transport the obvious choice for getting around: <https://tfl.gov.uk/info-for/boroughs/liveable-neighbourhoods>

City Bridge Trust supports community projects in London through a number of grant programmes: <https://www.citybridgetrust.org.uk/what-we-do/grant-making/what-we-fund/>

Esmee Fairbairn fund environmental projects around a number of themes: www.esmeefairbairn.org.uk/environment

Forestry Commission provide grant funding for woodland management and stewardship including woodland creation funding and support to plan and design new woodlands: <https://www.gov.uk/guidance/create-woodland-overview#woodland-creation-funding-and-grants>

RHS Greening Grey Britain offers community groups expert support and up to £500 worth of plants and materials: <https://www.rhs.org.uk/get-involved/community-gardening/news/articles/ggb-with-communities>

Groundwork's Our Space Awards are available in all Greater London Boroughs for community space improvement projects: www.groundwork.org.uk/Sites/london/pages/our-space-award

Tesco Bags of Help funds local projects that improve the environment. Grants of up to £4,000 are available: www.groundwork.org.uk/Sites/tescocommunityscheme

Metropolitan Public Gardens Association

The MPGA gives small grants and practical assistance to community gardens and green sites across London: <http://www.mpga.org.uk/grants.php>

Waitrose & John Lewis Community Matters Scheme - local community groups can apply to be nominated for funding from local stores:
https://www.waitrose.com/content/waitrose/en/home/inspiration/community_matters.html
<https://www.johnlewis.com/our-services/helping-our-community>

6.14. Material Resources

Street Bank provides a platform for neighbours to give things away, and share resources and skills www.streetbank.com

Tools Shed provides free recycled tools for community groups:
www.conservationfoundation.co.uk/tools

Community RePaint redistributes leftover paint to community projects:
www.communityrepaint.org.uk/need-paint

Free bulbs may be available from the metropolitan parks and gardens association:
www.mpga.org.uk/bulbsforlondon.php

6.15. Design Advice

Good Growth by Design is an integrated programme that seeks to enhance the design of buildings and neighbourhoods for all Londoners, including design advice:
www.london.gov.uk/what-we-do/regeneration/advice-and-guidance/good-growth-design

SuDS in London – a guide. Transport for London have produced guidance on how Sustainable Drainage Systems can be incorporated into London's public realm to help manage surface water run-off and provide environmental benefits:
<http://content.tfl.gov.uk/sustainable-urban-drainage-november-2016.pdf>

6.16. General

The **GLA's Crowdfund London** project has published a Community Projects Handbook
www.london.gov.uk/sites/default/files/community_projects_handbook_web.pdf

My Community offers a step-by-step guide to planning your community project:
www.mycommunity.org.uk/take-action/getting-started/step-by-step/

Project Smart provides tips for:

Your project budget: www.projects smart.co.uk/creating-a-project-budget-what-you-need-to-know.php

Your project timetable: www.projects smart.co.uk/the-8-step-guide-to-creating-a-quality-project-schedule.php