

MAYOR OF LONDON

Grow Back Greener Fund

Grants Guide



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Foreword

The COVID-19 pandemic is the most significant public health crisis in living memory. The economic, health and social challenges arising from the virus and the lockdown are far-reaching. London's recovery will be long and complex, and it will take many months, if not years, before we completely overcome the fallout.

As the Mayor of London, I am committed to securing a better future for all Londoners. That means making sure that as we recover from COVID-19 nobody is left behind, especially those communities that have been disproportionately affected by this crisis. Our city must be fairer, more equal and more resilient than it was before the pandemic.

This recovery must also be a green one – delivering sustainable growth and the green-collar jobs in the industries of the future that our city desperately needs. The climate and ecological emergency is undoubtedly the defining issue of our time; an existential challenge that threatens the security and wellbeing of every Londoner, so as a city we must rise to meet this challenge together.

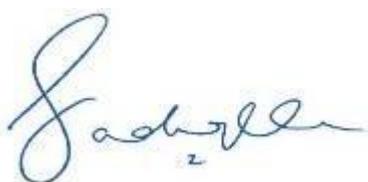
I am proud of our environmental achievements in London. We have the boldest and most ambitious plans of any major city in the world to tackle air pollution and climate change. The Ultra Low Emission Zone (ULEZ) has already reduced air pollution in central London by a third. And last year we became the world's first National Park City, in recognition of our achievements to date and the policies and programmes we have put in place to ensure that more than half of London is green by 2050.

But now, more than ever, we need to be going much further, much faster. We should be clear that a strong, rapid recovery, which creates jobs and prosperity, and a green recovery, are not mutually exclusive, but one and the same. We have a once-in-a-generation opportunity to rebuild our cities and our economies. And we simply must seize it so that they are cleaner, fairer, more sustainable and better geared towards meeting the needs of our citizens.

Already, our Streetspace programme is transforming London's streets and town centres by creating more space for people to walk and cycle, locking in the benefits from the fall in traffic and improved air quality we have seen during lockdown.

My Grow Back Greener Fund outlined in this guide offers another step towards a green recovery. During lockdown, we saw just how important our city's amazing green spaces are for Londoners' quality of life. But we also saw that parts of London were unable to access these benefits in the same way. We must do more to address this inequality and ensure that all Londoners can access open spaces and live in the green neighbourhoods that are vital for their health and wellbeing. This funding will help to do just that – transforming local neighbourhoods, creating new green oases in the heart of our local communities and building on the incredible community spirit seen during the response to COVID-19.

We want to hear from London's communities and its grassroots organisations, about the projects that can make a real difference to the environment and people's wellbeing in your area. We look forward to receiving your proposals.



Sadiq Khan
Mayor of London

1. Introduction and aims of the fund

2020 has seen the most significant public health crisis in living memory. All Londoners' lives have been changed by the COVID-19 pandemic. The health, social, and economic challenges arising from the virus, the lockdown, and the ongoing impacts of social distancing continue to be far-reaching, and the recovery process has only just begun.

However, recovery must not mean simply returning to business as usual, but creating a fairer, more equal, more resilient and greener London, with a better quality of life for all Londoners. Tackling the climate and ecological emergencies remains an urgent priority, and 2020 must kick-start a decade of action. Already, we have seen positive changes, as the [Mayor's Streetspace Plan](#) has transformed our public realm to make walking and cycling safer and easier. As we make the transition out of lockdown, ensuring that we embark on a green recovery is essential.

London's green spaces are worth £950 million per year in avoided health costs¹. And at the height of the crisis, the vital importance of our city's parks for Londoners' mental and physical health and wellbeing was highlighted as never before. Spending time in local parks, watching our urban wildlife and noticing the blossoming trees provided a source of respite for many. However, the crisis also brought into sharp focus the need to do more to tackle the inequalities in access to green space. Too many Londoners, especially those without gardens, and those from lower income and BAME communities, do not benefit from our parks and nature reserves in the same way.

As well as supporting the health and wellbeing of Londoners, our capital's green infrastructure – our network of parks, gardens, woodlands, trees, rivers, green roofs, nature reserves and more – will become ever more vital if we are to adapt to the threats posed by climate change. Green infrastructure can help to reduce local flood risk, keep the city cool and provide shade, as well as providing habitat for wildlife, improving air quality and storing carbon.

The critical importance of green infrastructure for Londoners' wellbeing and for our city's resilience to climate change is why the Mayor has launched his Grow Back Greener Fund as we begin to recover from the COVID-19 pandemic.

The Grow Back Greener Fund aims to:

- enhance London's vital green and blue spaces and green the built environment, including increasing tree canopy cover and helping our city adapt and respond to the climate and ecological emergency
- create more opportunities for all Londoners, especially those with limited access to green space, to get outdoors, including by volunteering and developing new skills

¹ Natural capital accounts for public green space in London:

https://www.london.gov.uk/sites/default/files/11015viv_natural_capital_account_for_london_v7_full_vis.pdf

- help to address the inequality in access to open space highlighted during the COVID-19 pandemic by prioritising projects in locations that have poor access to green space and high levels of deprivation
- support London's diversity of environmental organisations and grassroots groups to recover from the impacts of the COVID-19 pandemic, as part of a green recovery

This guide sets out the objectives of the fund, the grants available, and the application process in more detail.

1.1. Policy Context

This fund will build on the Mayor's ongoing programme to improve London's green infrastructure to benefit all Londoners. In the [London Environment Strategy](#), the Mayor established targets to increase tree canopy cover by 10 per cent, and to ensure that over half of London is green cover by 2050.

Last year, London became the world's first [National Park City](#), and since 2016 the Mayor has:

- funded over 270 projects through the [Greener City Fund](#) to improve local green spaces and plant trees, with projects in every London borough. Over 400 hectares of green space have been improved
- supported the planting of over 280,000 trees. This includes two mass tree planting programmes involving over 35,000 Londoners. Over 100,000 further trees will be planted in [two new woodlands](#) in the Green Belt by 2022.
- funded 15 strategic green infrastructure projects, including [Green Capital grants](#) to renovate major parks, and integrating greening into regeneration schemes funded through the [Good Growth Fund](#)
- included ambitious green infrastructure policies in the [new London Plan](#), including an Urban Greening Factor to ensure all major new development includes greening, and stronger protections for the Green Belt and other green spaces
- celebrated London's confirmation as a National Park City with a [National Park City Festival](#) in July 2019. 90,000 Londoners took part in more than 300 events across the capital's green spaces
- published [new data](#) to inform decision-making, target funding and monitor progress against targets, including a green infrastructure focus map, tree canopy cover map and green cover map
- helped boroughs and other land managers value their green spaces and develop innovative approaches to financing their parks services. This includes publishing a [Natural Capital Account for London's Public Green Spaces](#), and establishing the

[London Green Spaces Commission](#) which has called for the creation of a new Centre of Excellence for London's parks and green spaces and a future greenspace skills programme.

1.2. What the Grow Back Greener Fund will support

The Grow Back Greener Grants will support a wide range of activities to help make London greener, fairer, healthier and more resilient. These activities should take place in and enhance publicly accessible spaces including parks, community gardens, housing estates, streets, waterways and nature reserves. They should mainly be focused on making physical improvements to the space.

We will prioritise projects that:

- work with, or are preferably led by, Londoners who are less likely to access green space. This includes BAME and lower income Londoners, and over-65s
- are in areas of the city that have poorer access to open space and nature, especially where these are also areas of deprivation
- include opportunities for training or developing skills

Using the Green Infrastructure Focus map

Our [Green Infrastructure Focus Map](#) includes a range of data on environmental and social issues that help to highlight where greening is needed. It divides London into 350m 'hexes' to identify needs on a local scale.

You can use the Green Infrastructure Focus Map to find out which areas of the city have poorer access to open space. The Access to Public Open space layer on the map shows what proportion of households within each 'hex' live within an area of deficiency in access to local and district open space (more than 400 metres from an open space of at least 2 hectares, and more than 1.2 kilometres from an open space between 2 and 20 hectares). You can also access a simple version of this Access to Public Open space layer here: <https://maps.london.gov.uk/aod/>

Full instructions on how to use these maps to inform your application can be found in Appendix C.

The Green Infrastructure Focus map also includes datasets such as air quality, flood risk and urban heat island, that can help to identify the key environmental issues in your area, as well as contextual information such as population density and deprivation.

Access the map at: <https://data.london.gov.uk/dataset/green-infrastructure-focus-map>

Types of project could include:

- enhancing or creating publicly accessible green spaces for people and wildlife
- community gardening and food growing
- permanently greening streets and public spaces, including depaving to turn grey into green, or creating parklets
- installing sustainable drainage features to reduce local flood risk
- cleaning up parks, nature reserves or waterways
- planting and maintaining trees, including to provide shade
- management activities to improve habitats, including woodland
- supporting Londoners, especially underrepresented groups, to access green space and engage with nature
- creating opportunities for children to access nature, and outdoor play and learning

This is not an exhaustive list and we are keen to hear your ideas.

1.3. Delivering projects safely during the COVID-19 pandemic

It is likely that social distancing and other public health measures introduced to combat the spread of COVID-19 will continue for some time, potentially for the whole duration of projects funded through the Grow Back Greener Fund. It is imperative that all projects always follow the latest public health guidance. The latest COVID-19 updates and guidance can be found at www.london.gov.uk/coronavirus.

With appropriate precautions and adjustments in place, projects delivered outdoors, in green spaces can be delivered safely. A number of resources are available providing advice on using green spaces, working outside and volunteering during the COVID-19 pandemic. The resources listed below are accurate as of August 2020, however please check these websites frequently for the latest updates:

Parks and green spaces

- [Parks for London COVID-19 guidance for parks and green space managers](#), including guidelines for volunteering in parks
- [Guidance on using London's parks and green spaces](#)
- The Parks Management Forum's [guide on managing public parks during COVID-19](#)

- The [Parks Alliance guidance](#)

Working outside

- government guidance for [construction and other outdoor work](#) (including land management and forestry); [working and volunteering at heritage locations](#)

Volunteering

- NCVO [guidance and resources](#) to support charities, voluntary organisations and volunteers.
- TCV guidance on [working safely during COVID-19](#)

Specialist and technical work

- Landscape Institute [guidance on site visits and fieldwork](#)
- Chartered Institute of Ecology and Environmental Management [guidance on working during COVID-19](#) including [site management and practical outdoor work](#).
- Arboricultural Association guidance on [safe working practices in arboriculture](#).

1.3.1. Impact of COVID-19 on project delivery

We recognise that the COVID-19 pandemic is an exceptional event, the effects of which are ongoing. It is possible that changes to public health guidance on social distancing, or a return to a lockdown situation, may have an impact on the delivery of projects, or more widely on the organisational capacity of grant recipients. We have endorsed [London Funders statement](#) pledging support to civil society groups affected by COVID-19. This commits to four main ways of working to manage the impacts of the pandemic on grant-funded activities:

1. adapting activities – acknowledging that agreed outcomes may not be achieved in the timeframes originally set.
2. discussing dates – not adding pressure on organisations to meet tight reporting deadlines.
3. financial flexibility – allowing organisations to use money differently e.g. buying equipment and covering staff sickness.
4. listening – encouraging frank conversations between funders and grantees, with funders being supportive of their needs.



CASE STUDY: Southall Orchard Project, Ealing

Led by Southall Transition, the fifth and final phase of the Southall Orchard Project was completed in March 2020. 50 apple trees were planted to create a community orchard at Dormers Wells Sports Ground. Local school and college students helped to plant the trees, along with 50 volunteers that took part in a community planting day.

Since 2015 five orchards have been planted by local volunteers at green spaces around Southall, providing free food, creating wildlife habitat and bringing the community together to plant trees and create a sense of ownership.

Find out more:

<https://southalltransition.org/the-southall-orchard-project/>

Photo: Southall Transition



CASE STUDY: Slade Gardens Rejuvenation, Lambeth

Urban Growth, working in partnership with Slade Gardens Community Play Association, revitalised the garden of a popular adventure playground in Brixton.

The project created new raised beds, a wildlife pond and a natural play area, as well as establishing an edible playground. 651 people, including over 400 children took part in the project through volunteer sessions, training workshops and events.

Find out more:

<https://urbangrowth.london/project/slade-community-gardens/>

Photo: Urban Growth

2. Grants available

A total of **£650,000** is available in this funding round. **Grants between £5,000 and £50,000 are available.**

Organisations can apply for a maximum of two grants, which should be for different projects, working at different sites. A single application can be made for a project that covers multiple sites.

Funded projects should start from November 2020 and should be completed by June 2021. Grants cannot be used to retrospectively fund work already completed or underway. Projects must take place within Greater London and must be in a publicly accessible location.

2.1. Eligible organisations

Applications are open to:

- registered charities including Charitable Incorporated Organisations
- formally constituted community groups
- Community Interest Companies
- Community Benefit Societies
- tenants and residents' associations, or Tenant Management Organisations (TMO)
- housing associations
- local authorities, but only where working in collaboration with local groups, schools or civil society organisations

Applications must be from a formally constituted organisation, with an organisational bank account and able to enter into legal contracts. **You cannot apply as a private individual.**

We are not able to directly fund schools through this programme; however, we can support projects that work in partnership with schools, including educational programmes or projects to green school streets.

2.2. Grant funding terms

Funding offers to successful applicants will be made subject to you accepting a grant agreement that must be signed before your project can start. Payments will be made according to the following schedule:

- 50% upfront, on return of signed funding agreement

- 25% on submission of a satisfactory mid-project monitoring report and proof of expenditure
- 25% on completion, subject to submission of a satisfactory final monitoring report and proof of expenditure

We understand some organisations may have cashflow difficulties, particularly as we recover from the impacts of the pandemic. We are happy to discuss alternative payment schedules for successful projects.

2.2.1. Match funding

Projects must have a minimum of **20 per cent match funding**. For example, if you are applying for a grant of £10,000, you should have at least £2,000 in match funding. This match funding can be either cash (e.g. from another grant, or from your own funds), or in-kind (e.g. donated materials, staff or volunteer time).

Calculating the value of volunteer time

The value of volunteer time for “unskilled” volunteering – i.e. a task that can be carried out with basic or no training, should be calculated using the London Living Wage (£10.75) per hour. For example, 100 hours of volunteering would be worth $100 \times £10.75 = £1,075$.

The value of volunteer time that relies on specialist skills (e.g. a landscape gardener giving a day’s work for free) should be calculated using the typical day or hourly rate for that task/profession.

2.3. Eligible costs

The Grow Back Greener Fund can support a range of costs as long as these are contributing to the delivery of the project, and the core aims of improving London’s green spaces and creating opportunities for Londoners to get outdoors and access nature. Costs should demonstrate value for money and ongoing use after the grant period.

2.3.1. Costs that CAN be supported by the Grow Back Greener Fund, with NO restrictions

This includes both capital and revenue costs, such as:

- purchase of trees and plants
- purchase of other materials to create or improve green spaces
- machine and equipment purchase or hire

- staff costs for project delivery, including labour, design, project management, volunteer management.
- specialist fees e.g. landscape architect, designer
- volunteer expenses
- event costs, such as educational workshops
- PPE or other equipment necessary for safe project delivery

2.3.2. *Costs that CAN be supported by the Grow Back Greener Fund, with restrictions*

The following costs should not be more than the specified proportion of the total grant:

- a maximum of **fifteen per cent** of the total grant can be used to contribute towards a portion of organisational overheads necessary for project delivery (e.g. rent, bills, administration)
- a maximum of **ten per cent** of the total grant can be used for maintenance costs that will be incurred beyond the end of the project period (i.e. after June 2021). For example, this could include watering trees or volunteer sessions to maintain a green space.

2.3.3. *Costs that CANNOT be supported*

The Grow Back Greener Fund cannot be used towards the following costs:

- land purchase
- capital items that are not primarily about improving green space e.g. improving a building or other grey infrastructure
- “business as usual” activities e.g. routine maintenance
- projects that have already started, or are a continuation of existing work
- core staff costs or other core costs that are not project specific (beyond the fifteen per cent allocated for overheads)



CASE STUDY: Barking Well and Wild, Barking and Dagenham

Company Drinks have worked in partnership with London Borough of Barking and Dagenham to repurpose a disused bowling green in Barking Park into a new people-focused green space.

They have created a productive community growing space, with a regular programme of “Grow Club” participatory events, including for vulnerable local people. Over 1,000 people have taken part in the project.

The site now acts as a permanent base for the social enterprise.

Find out more:

<http://companydrinks.info/>

Photo: Company Drinks



CASE STUDY: Secker Street, Waterloo, Lambeth

WeAreWaterloo Business Improvement District worked with Groundwork London to green the area around Cornwall Road in Waterloo.

The project included removing 100m² of paved surface on Secker Street, replacing it with new trees and linear planting. The street was transformed through a community planting day.

This forms part of the wider Waterloo Greenways project, which encourages people to walk and cycle of greener, less polluted streets.

Find out more:

<https://www.waterloogreenways.co.uk/>

3. How to Apply

Please read this guidance carefully, including the application guidance and assessment criteria in section 5. Applications must be made and submitted through the online application form. You will be asked a series of eligibility questions before accessing the form. Once you have started your application, you can save your progress and return to it before submitting.

[Click here to access the online application form](#)

You can find a copy of the application form questions in Appendix A. As well as the form, you will need to provide at least three photographs of your project site, and any relevant sketch designs, plans or maps. You can also upload additional files, such as letters of support.

The deadline for applications is 5pm on Monday 5 October 2020.

3.1. Support in preparing your application

The application and delivery timeline are outlined in Section 3.2. below. We are happy to answer any questions you have about the application process, or about your project. Please email greencity@london.gov.uk, or call Ian Mairs on 0207 239 1292

We will be holding optional applicant information webinars on the following dates:

- Tuesday 8 September 2020, 15:00 – 16:30. [Register here](#)
- Thursday 10 September 2020, 11:00 – 12:30. [Register here](#)
- Monday 14 September 2020, 17:30 – 19:00. [Register here](#)

This will be an opportunity to hear more about the aims of the fund, the application process and assessment criteria. It will give you a chance to ask questions and receive advice on completing your application.

Section 4 of this guide provides more detail on completing the application form and the assessment criteria.

3.2. Application and delivery timeline

Date	Milestone
19 August 2020	Applications for the Grow Back Greener Fund open
19 August – 5 October 2020	<ul style="list-style-type: none"> • Read this document in full to understand the fund requirements and how to apply • Contact the team at greenercity@london.gov.uk with any questions about the application process or your project • Join one of the information webinars for additional support on: <ul style="list-style-type: none"> ○ Tuesday 8 September 2020, 15:00 – 16:30 ○ Thursday 10 September 2020, 11:00 – 12:30 ○ Monday 14 September 2020, 17:30 – 19:00 • Complete the application form
Before 5pm on 5 October 2020	Submit your application online
Early October 2020	Assessment process takes place. You may be asked for more information about your project, or to clarify any queries
Late October 2020	You will be informed of the outcome of your application. If successful, you'll be asked to complete and sign a funding agreement.
November 2020	Projects start. Grantees receive first payment instalment
February 2021	Submission of mid-project monitoring report and proof of expenditure. Grantees receive second payment instalment
June 2021	Submission of final project monitoring report and proof of expenditure. Grantees receive final payment instalment

4. Application guidance

This section outlines the application requirements and assessment criteria and provides advice on completing the application form. **Please read this in detail before starting your application.**

4.1. Completing the application form

The [application form](#) for the Grow Back Greener Fund is split into five sections, which will be used to assess your project's suitability for the fund. A copy of the application form can be found in Appendix A. Before accessing the form online, you will be asked a series of gateway questions. These questions are designed to check whether your project proposal is eligible for the fund. They are not scored, but all projects must meet the basic eligibility criteria.

The application form sections are:

- **Section 1: About your organisation** – these questions are designed to check whether your organisation is eligible for the fund, and to enable due diligence checks to be carried out. They are not scored, but all organisations must meet the eligibility criteria
- **Section 2: About your project** – these questions provide an overview of your project, the activities that will take place and the outputs you aim to deliver. They are not scored, but will be used to check that your project meets the core aims of the fund.
- **Section 3: Meeting the aims of the fund** – these questions form 60% of the assessment of your project (15% for each question). They allow you to go into more detail about what your project will achieve, and enable us to assess how well your project meets the aims of the fund. Further details of the assessment criteria are outlined below.
- **Section 4: Delivering your project** – these questions form 20% of the assessment of your project. They allow you to demonstrate how your project will be delivered successfully, on time and to budget, and safely in the context of COVID-19
- **Section 5: Project budget** – this question forms 20% of the assessment of your project. It allows you to demonstrate that you have thought about the costs of your project, and that it delivers good value for money

4.1.1. Assessment criteria

Your application will be assessed against the criteria outlined below.

Section 3: Meeting the Aims of the Fund

These questions form 60% of the assessment of your project (15% for each question). They allow you to go into more detail about what your project will achieve, and enable us to assess how well your project meets the aims of the fund.

1. Making London greener: how will your project create and/or enhance green spaces, including to help London better adapt and respond to the climate and ecological emergency?

Your project should either:

- enhance an existing green or blue space, for example a park, nature reserve, waterway, community garden or other accessible public space; or
- create new green space or green cover, for example by removing hard surfacing, installing an accessible green roof, or planting trees in the public realm

Your answer to this question should describe clearly how your project will enhance or create green space or green cover. This could include, but is not limited to: planting trees, depaving, creating wildlife habitat, creating food growing space, installing sustainable drainage, renovating a community garden, cleaning up a park, managing a woodland, restoring a waterway, improving access.

Your answer should also explain how your project will help to deliver one or more environmental benefits. We are particularly keen to encourage projects that will help London adapt and respond to the climate and ecological emergency. These benefits could include one or more of:

- Providing habitat for wildlife and enhancing biodiversity
- Reducing surface water flood risk
- Improving water quality
- Improving air quality or reducing people's exposure to pollution
- Cooling the urban environment or providing shade

We encourage you to use our green infrastructure maps and tools, and technical guidance highlighted in Section 4.3.1. to inform your project design. You may wish to provide a

sketch design or planting plan, or relevant maps of local environmental issues to support your application. Further advice for community organisations on communicating your project visually [can be found here](#).

2. How will your project provide opportunities for Londoners to access green space and take part in safe activities outdoors, including training and volunteering?

Your project should involve Londoners in making the city greener. It should provide volunteers, residents and communities with opportunities and support to take part in activities outdoors, to access green space and connect with nature. We want to support projects that will connect with people living near the project, support community cohesion and involve a diverse audience. We recognise that due to social distancing restrictions, the total numbers of people involved in a project may be less than normal.

Your answer to this question should describe how Londoners will be actively involved in the project. We will prioritise projects that support people to develop new skills, which could be through:

- Volunteering opportunities with new and/or established volunteers, for example through tree planting or litter picks
- Training or education sessions (including with children)
- Projects being led by local communities and residents

You should outline how many people will take part in the project, and the benefits that participants will gain from the project, such as improved mental health and wellbeing, or new skills. You may wish to provide supporting documents such as letters of support from local councillors or community groups.

3. How will your project support and engage with Londoners who lack access to green space, and/or target neighbourhoods that have poor green space provision?

We will prioritise projects that are:

- Led by, or will work with, Londoners who are less likely to access green space. This includes BAME Londoners, people living in areas of deprivation, and over-65s
- Located in areas of the city that have poorer access to green space and nature, especially where these are also areas of deprivation

You should outline who will lead the project, and how local communities and residents will be involved, through co-design, volunteering, training or other participation. You could include details of community consultation you have carried out already, or evidence of support from local people. We are keen to hear from user-led and grassroots groups.

You should outline why the location for the project is a priority. This could include an area that is currently lacking green space, where existing green spaces are poor quality or inaccessible, or where many residents lack access to gardens. You may also wish to outline any local needs or desire to use the space that have become particularly apparent during the COVID-19 pandemic. We encourage you to use our green infrastructure maps and tools, and technical guidance highlighted in Section 4.3. to provide supporting evidence for why your project is needed.

4. How will you ensure that your project leaves a positive legacy, including any ongoing plans for maintaining the space, or sustaining community engagement?

Any greening project must have a clear plan for maintenance to ensure that the benefits of activities to improve the space are fully realised, and in order to support this, up to ten per cent of any grant can be spent on maintenance beyond the end of the project.

Your answer to this question should detail how any maintenance budget will be spent, who will be responsible for maintaining the new or improved space, and how volunteering or community involvement will be sustained. Maintenance is particularly important for tree planting projects to ensure that any newly planted trees survive and flourish.

Your answer should also describe how the space will be used following the end of the project, and the lasting impact it will have on the site and the community.

Section 4: Delivering your project

These questions form 20% of the assessment of your project. They allow you to demonstrate how your project will be delivered successfully, on time and to budget, and safely in the context of COVID-19

1. Project Plan

In this section you should set out the key milestones for your project, the timeline for achieving them, and the actions you will need to take. Your project must be complete by June 2021, and the timeline should reflect this. Your answer should demonstrate that you have a well thought out project plan, with realistic and achievable timelines. An example of a completed project plan can be found in Appendix B.

2. Risk Register

In this section you should outline some of the key risks to your project, and how you will mitigate these risks. You should score each risk according to its likelihood of happening (probability), and how big an impact it would have. The total score (probability x impact) should be assigned a red, amber or green rating. Any red risks may need further mitigation to ensure that they don't prevent your project from being successfully completed. An example of a completed risk register can be found in Appendix B.

3. How will you ensure that your project is delivered safely in line with the latest social distancing and health advice, and how could the project be adapted if restrictions on activities are tightened?

Your answer to this question should set out what measures you will take to ensure that your project is delivered safely in the context of COVID-19, including adhering to the latest public health and social distancing guidelines.

This might include health and safety protocols for volunteers and contractors, how events will be managed to ensure social distancing, use of PPE, and how any track and trace requirements would be implemented.

It should also include details of the how the project could be adapted if restrictions on activities are tightened, for example with stricter social distancing measures. This could include restricting the number of volunteers attending sessions,

Section 5: Project budget

This question forms 20% of the assessment of your project. It allows you to demonstrate that you have thought about the costs of your project, and that it delivers good value for money.

Your budget should be as detailed as possible and should follow the guidelines on eligible costs outlined in section 2.3. above. It's useful to get at least 3 quotes for major items and check the costs for smaller items with reputable suppliers. An example of a completed budget can be found in Appendix B.

4.2. Assessment process

Once you have submitted your application, it will be assessed according to the following process:

1. **Sifting:** Initial review of all applications for eligibility, including: organisation, delivery timelines, grant amount, project remit. Ineligible applications will be rejected at this stage.
2. **Shortlisting:** all applications are scored by a minimum of two assessors from the Greater London Authority and Groundwork London, according to the criteria outlined above. Applications that score less than an agreed threshold will be rejected at this stage.
3. **Grants panel:** Shortlisted applications are reviewed by the grants panel for a final funding decision. The panel will include independent environment and community experts, as well as officers from the Greater London Authority and Groundwork London. The panel will review applications collectively to ensure a breadth of project types and locations, in line with the priorities of the fund.

We expect final funding decision on all applications to be made by late October 2020. During the assessment process, we may contact you to clarify points in your application, or to ask for more information.

As we anticipate a high volume of applications, unfortunately we may not be able to fund every good application. The grants panel will prioritise those applications that most closely fit the assessment criteria and will also consider the location and type of projects to support a balanced programme across London.

Any offer(s) of funding will be made subject to you accepting a grant agreement which must be signed before your project can start.

4.3. Advice on designing your project

There are a range of resources available to help you design your project to deliver both environmental benefits and to support Londoners' wellbeing. We encourage you to use the data, guidance and advice highlighted below as you develop your ideas. If you have any questions, please contact us at greencity@london.gov.uk, or call 0207 239 1292

4.3.1. *Maps and data*

We have published a series of [maps and other data](#) to help Londoners understand, explore and improve our capital's green infrastructure. We encourage you to use these tools to help inform the type of greening activities that your project might include, and to identify locations that are in greatest need. The following tools are particularly relevant to the Grow Back Greener Grants:

- [Green infrastructure Focus Map](#): this map shows where there is greatest need for green infrastructure interventions that can tackle local environmental and social challenges. It can help identify where improvements might be best targeted, and what they could focus on. Appendix C includes more details on how to use the Green Infrastructure Focus Map.
- [Green cover map](#): this map shows how much of London is covered by trees, plants and open water. It helps to identify areas of the city that have low green cover and could be targeted for projects.
- [Tree canopy cover map](#): this map shows how much of London is covered by trees. It helps to identify areas of the city that have low tree cover and could be targeted for tree planting or natural regeneration.
- Deprivation data: you can find out more about different indices of deprivation through the [London Datastore](#), or Department for Housing, Communities and Local Government's [interactive map](#).

4.3.2. *Tree planting and maintenance*

It is important to follow good practice guidance for tree planting, adopting the principles of “right tree, right place”. You must also have a clear plan for how the trees will be maintained in the long-term.

It is highly recommended that you [contact your borough tree officer](#) before planning a tree planting project. They will be able to provide invaluable local knowledge and advice on the suitability of your project. **You must always have permission of the landowner, which is often the local authority, before planting trees.**

Larger-scale tree planting projects

Larger-scale tree planting projects (creating more than 0.25ha of canopy cover, or planting more than 1,000 trees), should pay particular attention to ensure that the proposed planting site is appropriate for tree planting. Tree planting should not take place in locations where this could have a detrimental impact on existing habitats and biodiversity, such as grasslands.

An appropriate ecological assessment of existing habitats should be conducted before proceeding with any larger tree planting projects, alongside consulting existing species records for the site. If you are applying for a larger-scale tree planting project, you should include details of the assessment carried out, or the plans for doing this as part of the project.

A wide range of useful resources are available to help you identify whether your locations is appropriate for tree planting, what type of trees might be suitable, and how to plant and maintain them:

- [the Forestry Commission’s Urban Tree Manual](#) has advice on selecting the right tree for the right place in urban areas. It describes the benefits of urban trees and also has advice on planting and establishment, and pests and diseases.
- [the London Tree and Woodland Framework](#) has guidelines and checklist (p32) for “right tree, right place” – choosing the right species for your location, taking account of site characteristics and the purpose of the trees.
- your choice of trees should consider the expected impacts of climate change. Find out more at www.righttrees4cc.org.uk
- you should consider the latest advice on pests and diseases when choosing tree species, and avoid trees with high disease risk such as ash and horse chestnut. Information on tree pests and diseases including ash dieback, oak processionary moth, chestnut blight and massaria disease of plane is available on the [Forest Research website](#). There is also London specific guidance on [chalara ash dieback](#).

- the Trees and Design Action Group guide on [Tree Species Selection for Green Infrastructure](#) has advice on the benefits and characteristics of over 280 species. Their [Trees in the Hard Landscape](#) report has further advice on incorporating trees into the public realm.
- you should consider the potential allergy impacts of different tree species, especially when planting in areas used by children such as school playgrounds. [Allergy Today](#), and the [Royal College of Pathologists](#) have published useful information.
- The [Orchard Project](#) has a series of guides on planting and maintaining orchards.
- our website has [collection of practical resources](#) with advice on planting and maintaining trees.

4.3.3. **Biodiversity**

Before starting your project, it is important to understand any existing wildlife and habitats present on your site.

If your project is taking place in an existing green space you can use GiGL's [Discover London Map](#), which identifies public open spaces, and whether they are designated as [Sites of Importance for Nature Conservation](#). It also highlights key details of the habitats and wildlife found at each site. GiGL can also make [more detailed local information](#) available to community groups on request. If your project is taking place on local authority owned land, your borough ecologist should be able to provide further advice.

For larger projects, you may wish to [carry out or commission an ecological survey](#).

A number of resources are available to help you identify how best to create space for wildlife, and to manage sites appropriately, including:

- The Wildlife Trusts has [simple guides to helping wildlife in gardens](#)
- [London Wildlife Trust](#) offer resources and advice on wildlife in London
- our website has [simple actions for helping pollinators](#)
- London Borough of Southwark has produced [guidance on creating habitat in urban parks and open spaces](#)
- The Freshwater Habitats Trust has a [pond creation toolkit](#)
- [The Royal Horticultural Society](#) has advice on gardening for wildlife
- [Rewild My Street](#) has resources on repurposing urban streets for wildlife

4.3.4. Sustainable drainage and depaving

Climate change will result in warmer, wetter winters in London and more frequent and intense rainstorms. This will increase the risk of the drainage system being overwhelmed, leading to surface water flooding.

Sustainable Drainage Systems (SuDS) manage surface water runoff by capturing, using, absorbing, storing and transporting rainfall in a way that mimics nature. SuDS slow the flow and reduce the amount of rainfall that drains into streams and rivers. There are several resources available with guidance on installing SuDS in a range of settings:

- Our overview of [Sustainable Drainage in London](#) and [SuDS case studies](#)
- Our [SuDS sector guidance](#) explaining how SuDS can be used in different settings, including [schools](#), [social housing](#) and [green spaces](#).
- TfL's [SuDS in London guide](#)
- The SusDrain [library of SuDS resources](#)

A simple way of reducing surface water flood risk is by depaving - turning grey areas of impermeable surfacing into green, intercepting and slowing down the flow of water. Our [Grey to Green](#) guide outlines how to carry out a community depaving project.



Community depaving at Secker Street, Lambeth

4.3.5. *Improving air quality*

While reducing emissions at source is the most effective way of improving air pollution, well-designed urban greening, such as hedges and trees planted in the right place, can reduce people's exposure to air pollution. At a local scale, vegetation can have the greatest impact on air quality by acting as a barrier that helps to disperse polluted air, rather than by absorbing 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 a place where people gather (such as a park or playground) is likely to be most effective.

The following resources have advice on using greening measures to help protect people from air pollution:

- Our guide to using [Green Infrastructure to Protect People from Air Pollution](#), based on the latest scientific evidence
- The Trees and Design Action Group's [First Steps in Urban Air Quality](#)
- Guidance on [Implementing Green Infrastructure for Air Pollution Abatement](#) from the University of Surrey, including recommended tree and shrub species

4.3.6. **Community engagement, training and skills**

[My Community](#) compiles tools and resources from a range of organisations on how to make your community an even better place to live, including:

- A range of resources on [parks and green spaces](#)
- [Top tips for community engagement](#)
- [How to listen to your community](#)
- [How to setup and choose the right structure for your community group](#)

[TCV have published resources that](#) outline environmental volunteering modules that can be used to deliver informal and formal learning, master classes, and "train the trainer" materials

[Parks Community UK](#) provides a 'one stop shop' of information for friends of parks groups, to help them feel better equipped and more confident in their active involvement with their local park.



CASE STUDY: Greening Tottenham Lock, Haringey

Stonebridge Lock Coalition worked with Canal and River Trust, Moo Canoes and Thames21 to clean up and improve the Lee Navigation at Tottenham Lock.

They held canoe-based litter-picks to clean up the canal, held healthy rivers outreach days and installed 170m of floating reedbeds to improve water quality and provide wildlife habitat.

Almost 100 volunteers contributed to the project, which formed part of the Coalition's ongoing work to improve this stretch of the canal

Find out more:

<https://www.facebook.com/StonebridgeLock/>

Photo: Stonebridge Lock Coalition



CASE STUDY: Market Road Wild and Green Nature Garden, Islington

Octopus Community Network worked with London Borough of Islington and local partners to renovate part of Market Road Gardens. Volunteers and young people transformed an underused part of the park into a woodland nature garden with a community orchard, meadow and hedgerow.

As a result of the project, more local people have become involved with the park and started to hold monthly volunteering sessions.

Find out more:

<https://www.octopuscommunities.org.uk/our-programmes/urban-growing/>

Photo: Octopus

Appendix A: Application Form

This sample application form is for information only. Please **DO NOT** complete this form, but fill in the [online form](#).

Disclaimer

Please note that decisions to grant funding are subject to a formal decision-making process. You must not place any reliance whatsoever on the support of the GLA until formally notified in writing that your application has been successful and your authorised signatory(ies) has executed and returned a funding agreement, which will be sent to you by the GLA.

Accordingly, any expenditure that you incur or commit to in the course of preparing your proposal prior to formal notification and execution and return of the funding agreement is incurred and/or committed to entirely at your own risk.

Gateway Questions

To check if your project is eligible for the Grow Back Greener Fund and to access the online application form, please answer the following questions.

- i. Are you applying on behalf of a constituted organisation which has its own bank account, with two separate signatories, into which a grant can be paid?**

Yes No

- ii. Is your organisation eligible to apply for this fund?**

Applications are open to:

- Registered charities including Charitable Incorporated Organisations
- Formally constituted community groups
- Community Interest Companies
- Community Benefit Societies
- Tenants and residents' associations, or Tenant Management Organisations (TMO)
- Housing Associations
- Local authorities, *but only where working in partnership with one or more community or civil society organisations*

Yes No

- iii. Will all the proposed activity take place within Greater London?**

Yes No

iv. **Do you own the land where your activity will take place, or have written land owner permission for your activity?**

Yes No

v. **Will the activity funded by this grant be completed by 28 June 2021?**

Yes No

Section 1: About your organisation

Please provide information about your organisation. If your project is a joint or partnership application, please provide the details of the lead organisation that will be the accountable body for the grant and manage the funds.

1.1. Organisation name	
1.2. Organisation address (including postcode)	
1.3. Legal status of organisation (e.g. registered charity, constituted community group, community interest company)	
1.4. Charity and/or company number (if applicable)	
1.5. Organisation website (if applicable)	
1.6. Contact name	
1.7. Contact position	
1.8. Phone number	
1.9. Email address	

Please confirm that you would be able to produce the following documentation on request [newly-formed organisations are not excluded from applying if they do not have two years of audited accounts, but they will be required to have a statement of the organisation's current turnover, profit and loss, and cash flow position.]

	Enter Yes/ No (we do not want to see this documentation, just be assured that you have it if required)
Copy of the most recent audited accounts OR a statement of the organisation's turnover, profit & loss/income & expenditure and cash flow position for the most recent full year of trading/operations where this information is not available in audited form	
Copies of the organisation's public liability and employer's liability insurance policies	
Volunteer policy including assurance of appropriate DBS / CRB checks for volunteers	
Safeguarding policy (if working with children and/or vulnerable adults)	
Health and safety policy or equivalent	
Equality and diversity policy or equivalent	
A copy of the organisation's governing document (i.e. Articles of Association or your constitution)	

Section 2: About your project

Please provide the overview details of your project below. This section does not form part of the scoring assessment but will be used to check that your project is eligible and suitable for the fund.

2.1. Proposed project name		
2.2. In which London borough(s) will your project take place?		
2.3. Project location(s) Please provide a full address including postcode, and/or a grid reference		
2.4. Is your project in an area with poor access to open space. Please enter the Access to Public Open Space score for your project location(s), which can be found on the map here or on our Green Infrastructure Focus map . Full instructions on how to do this can be found in Appendix C of the Grants Guide.		
2.5. Please provide the details of any partner organisations who will be delivering the project with you	Partner organisation	Role within the project
2.6. Is your organisation the landowner or manager of the site(s)? If not, who is the landowner/manager		

<p>2.7. Will your project take place within a designated site (e.g. Site of Importance for Nature Conservation, Local Nature Reserve). If yes, please provide the name of the site and its designation if applicable, as well as details of any ecological advice you have obtained.</p>	
<p>2.8. Please provide an overview of your project, including what activities are planned and what outcomes it will achieve (maximum 200 words)</p>	
<p>2.9. Please upload at least three photographs of your project site, and where relevant, a site plan or sketch map showing any planned works.</p>	
<p>2.10. How much new green space will your project create (in m²) (e.g. converting grey to green by depaving)?</p>	
<p>2.11. How much green space will your project improve (m²)?</p>	
<p>2.12. How many trees will your project plant (if any)?</p>	
<p>2.13. How many adult volunteers will take part in your project?</p>	
<p>2.14. How many children will take part in your project?</p>	

<p>2.15. How many people will take part in training through your project?</p>	
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Section 3: Meeting the aims of the Grow Back Greener Fund

Please use this section to respond to the aims set out in Section 4.1.1 of the Grow Back Greener Fund prospectus. *This section will form 60% of the assessment (15% for each question).*

3.1. How will your project create and/or enhance green (or blue) spaces, including to help London better adapt and respond to the climate and ecological emergency? (maximum 500 words)

3.2. How will your project provide opportunities for Londoners to access green space and take part in safe activities outdoors, including training and volunteering? (maximum 500 words)

3.3. How will your project support and engage with Londoners who lack access to green space, and/or target neighbourhoods that have poor green space provision? (maximum 500 words) You can use the [Green Infrastructure focus map](#) to check access to public open space for your area.

4.2. Risk Register Please complete the risk register below to demonstrate how you have considered the risks to successfully completing your project, and how you will mitigate these risks.					
Description of the risk	How will you mitigate/respond to the risk?	Probability: How likely is it to happen? Score from 1 - 4	Impact: How big an impact would it have? Score from 1 - 4	Total score (Probability x Impact)	RAG rating Red = 9 - 12 Amber = 5 - 8 Green = 1 - 4
How will you ensure that your project is delivered safely in line with the latest social distancing and health advice, and how could the project be adapted if restrictions on activities are tightened? (<i>maximum 200 words</i>)					

Section 5: Budget

This section will form 20% of the assessment

5.1. What size of grant are you requesting from the Grow Back Greener Fund? This must be between £5,000 and £50,000	£
5.2. What is the total cost of your project? Including the grant applied for, and any cash or in-kind match funding	£

Section 6: Equalities Monitoring

This information is used to monitor the different backgrounds of grant applicants and recipients. **It is not part of the assessment and is optional.**

We define BAME-led as an organisation where at least 51% of senior managers, management committee, board, governing body or council are BAME. The same percentage is used to define disabled-led and LGBT+ led organisations.

This information will not be used identify any individual and is only used for the purpose of equality monitoring. To the extent that this information relates to an identifiable individual (as defined under Article 4 of the General Data Protection Regulation (GDPR)), it will be processed in accordance with section 8, Schedule 1, of the Data Protection Act 2018 - the purpose of identifying or keeping under review the existence or absence of equality of opportunity.

Is your organisation:	
6.1. BAME-led?	
6.2. Disabled-led?	
6.3. LGBT+ led	
6.4. What percentage of your organisation's senior staff/board/trustees is male?	
6.5. Do young people have a formal role in the decision-making within your organisation e.g. a youth advisory board	

	Description
<p>6.6. Please describe how your proposed actions reflect your duties under the Equality Act 2010 <i>(a few lines)</i></p>	
<p>6.7. Describe how your proposed actions will incorporate inclusive design and improve accessibility (where applicable) <i>(a few lines)</i></p>	
<p>6.8. Will the results of the actions (where applicable) be accessible to all? <i>(a few lines)</i></p>	
<p>6.9. Describe how you are distributing the funding openly and equitably, and how this will be monitored (where applicable) <i>(a few lines)</i></p>	

Appendix B: Completed question examples

These examples of completed application form sections are for information only. Please **DO NOT** complete this form, but fill in the [online form](#).

4.1. EXAMPLE Project Plan		
Please complete the project plan using the table below to indicate the key milestones in your project, when you expect them to be achieved, and the actions required to achieve them. Your project must be completed by June 2021.		
Milestone	Completion Date	Actions
<i>Community consultation</i>	<i>15/8/2020</i>	<i>Prepare online consultation form Send consultation form to local contacts and community groups. Promote on social media.</i>
<i>Landowner permission in place</i>	<i>30/8/2020</i>	<i>Confirm with landowner File written approval</i>
<i>Match funding in place</i>	<i>10/9/2020</i>	<i>Confirm sources of match funding in writing</i>
<i>Submit grant application</i>	<i>28/9/2020</i>	<i>Follow the guidelines and submit proposal along with photos and draft designs</i>
<i>Grant award announcement</i>	<i>Late October 2020</i>	<i>If successful notify community and local press</i>
<i>Establish project steering group</i>	<i>10/11/2020</i>	<i>Establish a project steering group and decide on roles and responsibilities</i>
<i>Agree project design and approach</i>	<i>8/12/2020</i>	<i>Final designs and technical approach agreed with steering group Agree detailed project plan with group Agree how to measure impact of project and evaluate success Agree maintenance plan for after the project is completed Agree risk assessment for project and COVID-19 protocols</i>
<i>Purchase necessary equipment</i>	<i>31/1/2021</i>	<i>Timetable the purchase and arrival of equipment and plants – remember to keep all receipts!</i>
<i>Groundworks completed</i>	<i>31/3/2021</i>	<i>Onsite works prepared by professional team or experienced volunteers</i>
<i>Professional gardener works completed</i>	<i>30/4/2021</i>	<i>Gardener in place to establish an easily maintained planting plan</i>
<i>Hold volunteer planting days</i>	<i>During May 2021</i>	<i>Promote pre-booked volunteer days Prepare materials to build planters Prepare materials to build living willow structure Invite local press Take lots of photos and film!</i>
<i>Final project snagging completed</i>	<i>June 2021</i>	<i>Make check list of all the last jobs that are needed</i>
<i>Project monitoring and evaluation</i>	<i>23/6/2021</i>	<i>Look back at initial project objectives, carry out repeat visitor number survey, gather feedback on project</i>
<i>Submit claim</i>	<i>30/6/2021</i>	<i>Look at guidelines and submit all paperwork</i>
<i>Maintenance</i>	<i>Ongoing through the summer 2021</i>	<i>Arrange monthly volunteering days. Arrange watering in hot weather</i>

4.2. EXAMPLE Risk Register					
Please complete the risk register below to demonstrate how you have considered the risks to successfully completing your project, and how you will mitigate these risks.					
Description of the risk	How will you mitigate/respond to the risk?	Probability: How likely is it to happen? Score from 1 - 4	Impact: How big an impact would it have? Score from 1 - 4	Total score (Probability x Impact)	RAG rating Red = 9 - 12 Amber = 5 - 8 Green = 1 - 4
Bad weather leads to low turnout for volunteer planting day, resulting in project being behind schedule	<ul style="list-style-type: none"> - Multiple volunteer days scheduled in case of cancellation - Communications with volunteers describes suitable clothes for wet weather - Small group of volunteers recruited to plant despite weather conditions 	2	2	4	Green
Volunteer planting days may present a public health risk during the COVID-19 pandemic	<ul style="list-style-type: none"> - Schedule small group volunteer sessions in line with social distancing guidelines, with advance booking essential - Make appropriate PPE available to all volunteers - Provide volunteers with clear health and safety protocols, including individual tools 	2	3	6	Amber
Risk of injury from use of tools for building planters and digging beds including spades, stakes and secateurs	<ul style="list-style-type: none"> - All volunteer planting supervised by trained staff assessed as competent - Volunteers and children supervised at all times - Only tools appropriate for the task and supplied by staff to be used - Comprehensive risk assessment carried out ahead of planting days 	1	4	4	Green
The new planters do not survive due to vandalism or lack of maintenance	<ul style="list-style-type: none"> - Maintenance plan in place to regular water, weed and monitor planters - Local community engaged in project and participate in planting to raise awareness and minimise risk of vandalism 	2	3	6	Amber

5.4. EXAMPLE budget: community orchard project

This should show how you would spend the grant. It should include both the items that would be funded by the Grow Back Greener Fund, and through match funding (cash or in-kind). Please provide as much detail as possible.

Please read the guidance in Section 5 of the prospectus for further detail on eligible costs.

- A maximum of 15 per cent of the grant can be allocated to overheads
- A maximum of 10 per cent of the grant be allocated to maintenance beyond the end of the project

Item	Expenditure funded by the Grow Back Greener Fund	Expenditure funded from match funding sources	
		Amount	Source
Preparing tree pits in green space, planting trees with twin stakes, ties, watering tube and mulch. Orchard + avenue.	£720 (approx. £60 per tree)		
Ground clearance and preparation	£2,000		
420 woodland whips for hedging by orchard (hazel, blackthorn, crab apple, dog rose, elder, wild cherry)*		Free wild harvest tree pack	Woodland Trust
Mulch for whip planting	£200		
12 orchard trees (8 x apple, 2 x pear, 1 x plum, 1 x crab apple)	£850 (approx. £70 per tree)		
Shrubs for orchard planting	£200		
Wildflower species mix for 125m ² in orchard (flower mix / supplier cost)	£52		
Tools for volunteering day (20 x spades; gloves)	£150		
PPE for volunteers (masks, gloves)	£100		
New sign board for orchard		£100	Awards for All grant
Orchard design advice – 1x day for preparing planting plan	£300		
Overheads @ 15% of total grant	£760		
Maintaining standard trees (combined watering and weeding, tie and stake checking x 14 visits in each season)		£2,000	Council contractors
Volunteering days to weed & water whips and orchard x8		£1,075 in kind (100 volunteer hours @ London Living Wage)	Friends of park group
Total	£5,332	£3,175	Total project cost: £7872

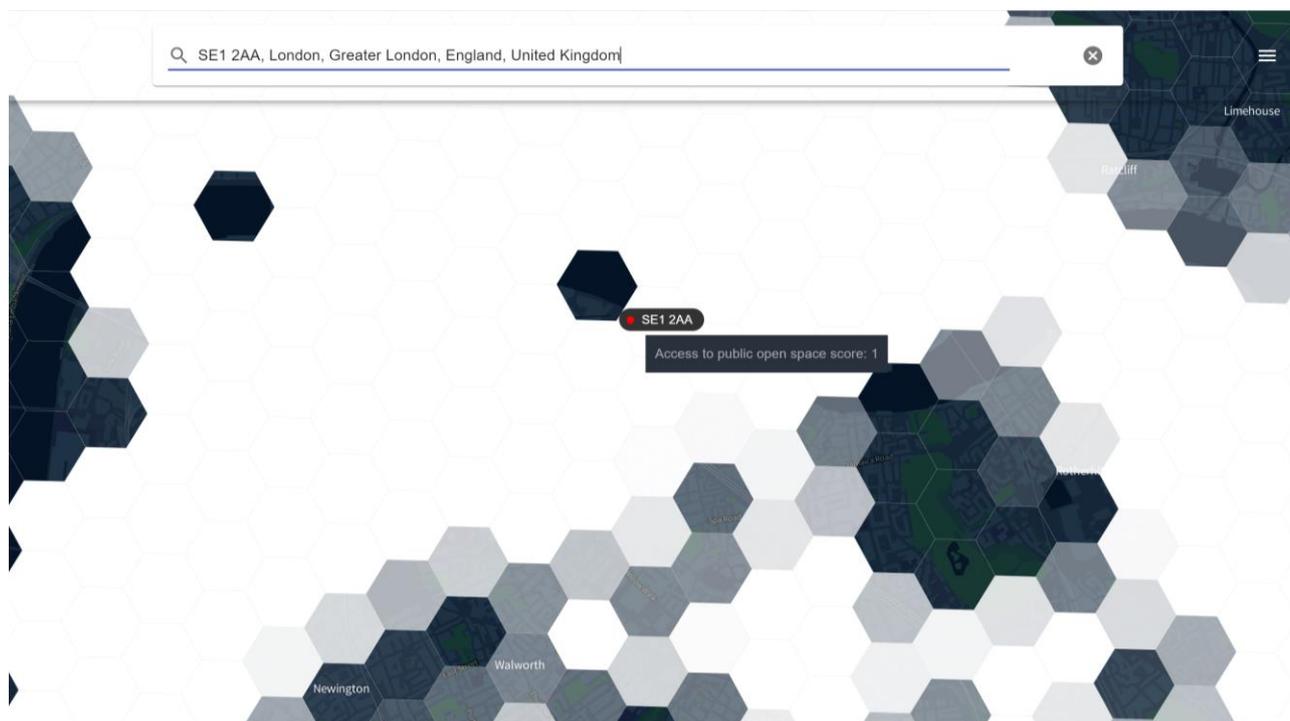
Appendix C: Using the Green Infrastructure Focus Map

The Grow Back Greener Fund will prioritise projects that are in areas of the city that have poorer access to open space and nature. You can use our Green Infrastructure Map to find out what proportion of households around your project location are deficient in access to open space. You will be asked to provide this information as part of your application.

There are two ways to access this information, using our simple Access to Open Space Score map, or using the full Green Infrastructure Focus Map. Whilst the Access to Open Space map will simply provide the relevant score for your location, the Green Infrastructure Focus Map allows you to view a wide range of other environmental and social information.

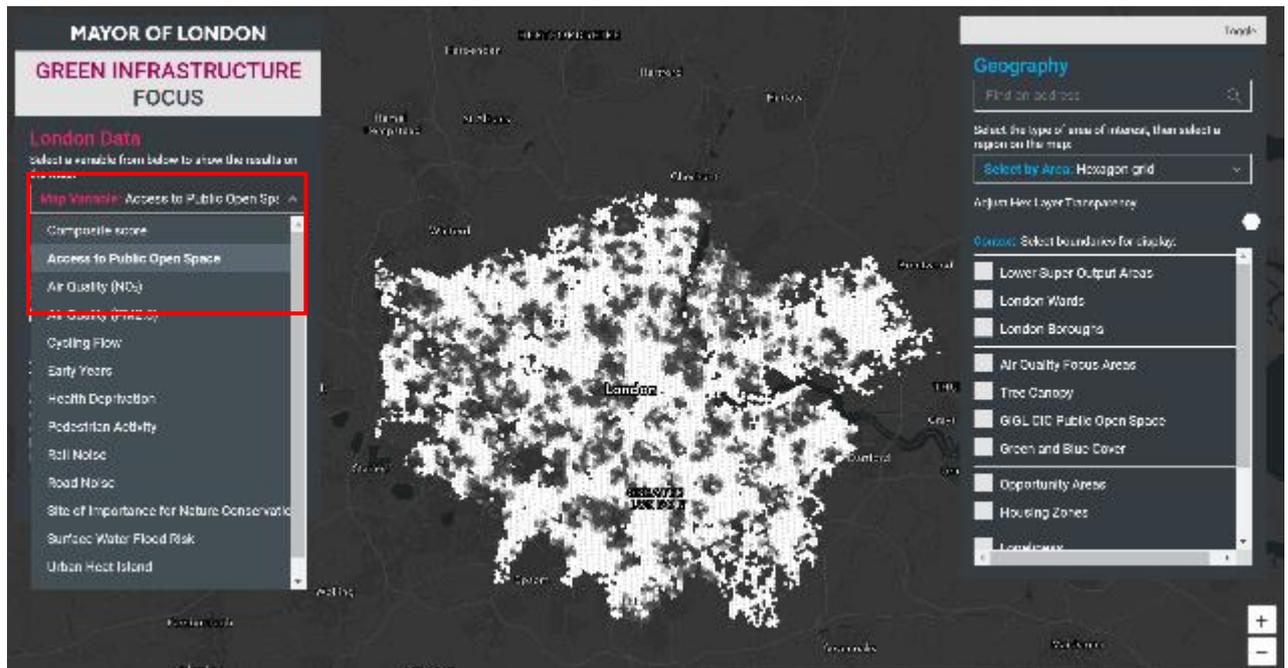
Using the Access to Open Space Score map

1. Go to the map at <https://maps.london.gov.uk/aod/>. The map now shows the Access to Public Open Space score for each “hex” area. The white areas show where access to public open space is worst, and the dark grey areas show where access is best. Some areas are coloured black, showing no data, because there are no households located here (this includes some large green spaces).
2. Type your project postcode or address in the search bar at the top of the page and press enter.
3. The map will zoom in and navigate to your chosen address, displaying a red dot at the location. Hovering your mouse over the dot will display the Access to Open Space score for your location (see image below). The score will be between 0 and 1, and represents the proportion of households within the hex that are located in an area of deficiency of access to local and district public open space (AoD). A score of 1 means that all households are in an AoD, whereas a score of 0.5 means that half of the households are in an AoD. **Please enter this score in question 2.4. of the application form.** Some locations that are in larger green spaces may display no data if the hex contains no households. In this case you may wish to navigate to a neighbouring hex.

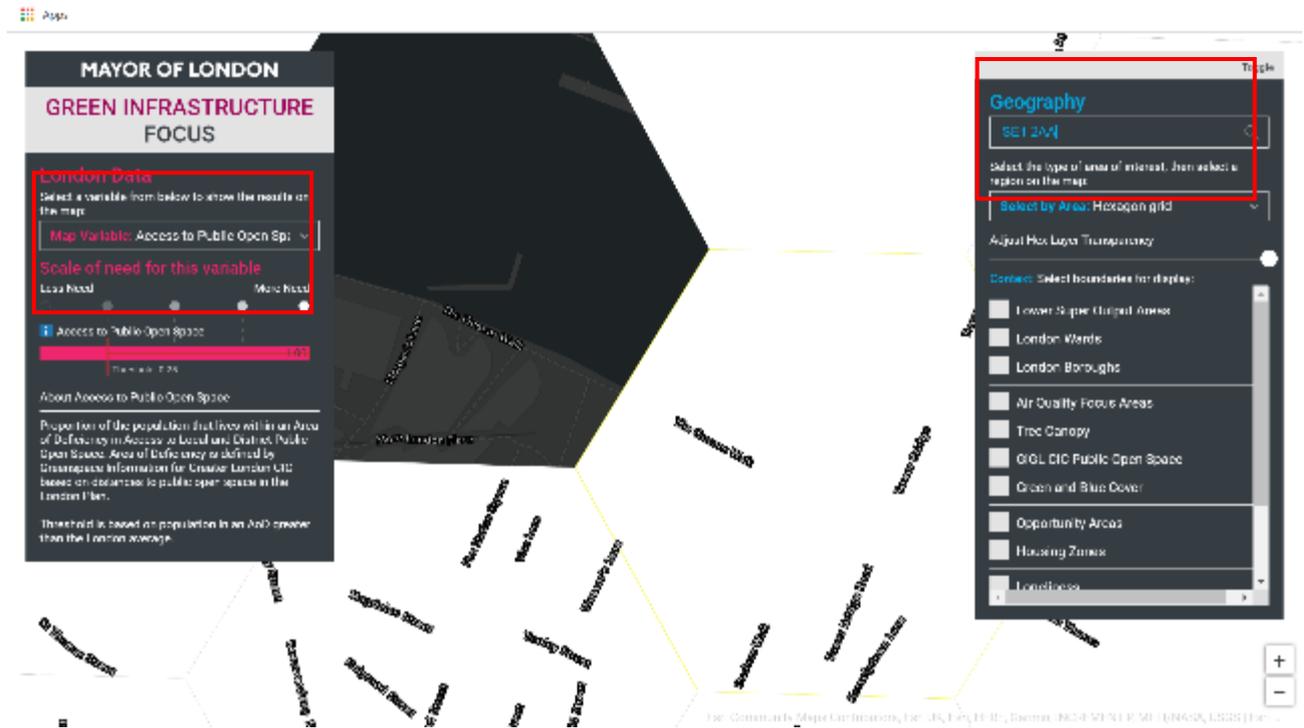


Using the Green Infrastructure Focus map

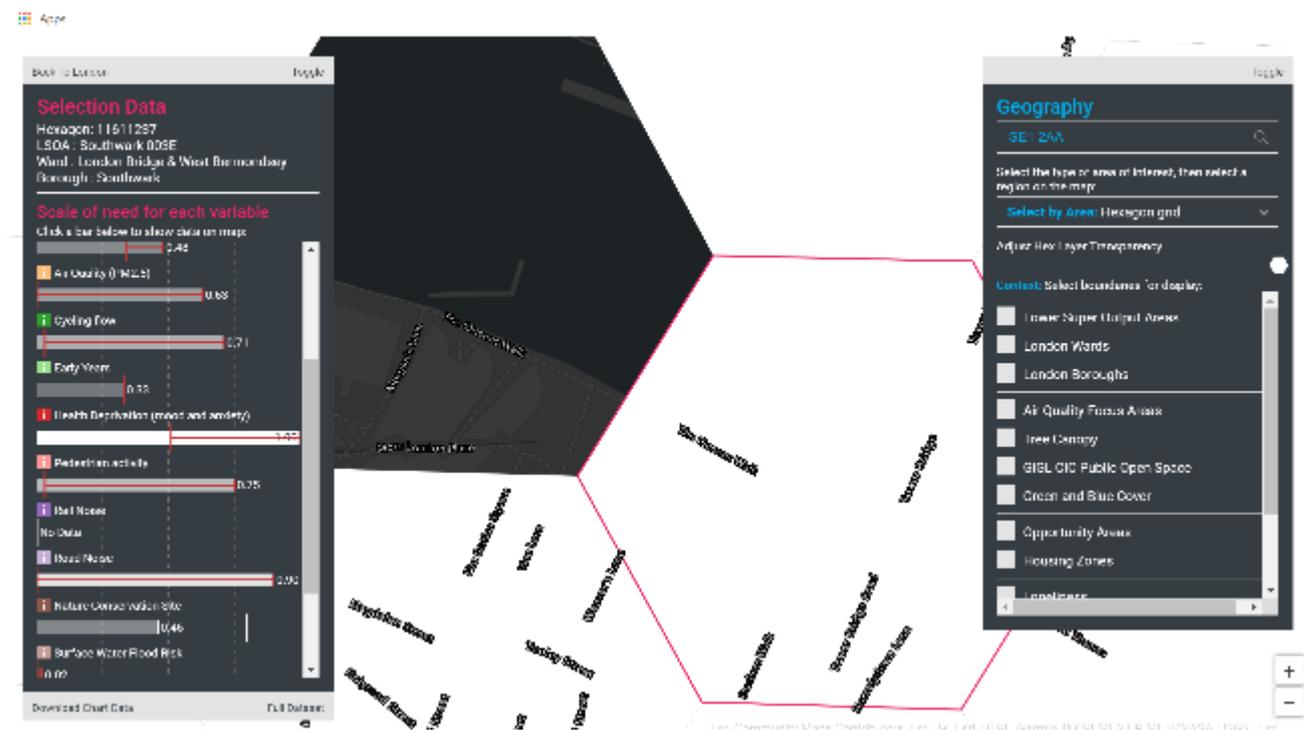
4. Go to the Green Infrastructure Focus Map at <https://maps.london.gov.uk/green-infrastructure/>. The map works best on a computer rather than a mobile phone.
5. On the menu on the left-hand side of the screen, click on the “Map Variable” drop-down menu, and click on “Access to Public Open Space”. The map now shows the Access to Public Open Space score for each area. The white areas show where access to public open space is worst, and the dark grey areas show where access is best. Some areas are coloured black, showing no data, because there are no households located here (this includes some large green spaces).



- In the search box in the top right-hand corner of the map, type the address or postcode for your project location and press enter. The map will navigate to the relevant location. Hovering over the hex that contains your location will display the Access to Public Open Space score for your site in the menu on the left-hand side. The score will be between 0 and 1, and represents the proportion of households within the hex that are located in an area of deficiency of access to local and district public open space (AoD). A score of 1 means that all households are in an AoD, whereas a score of 0.5 means that half of the households are in an AoD. Please enter this score in question 3.4. of the application form. Some locations that are in larger green spaces may display no data if the hex contains no households. In this case you may wish to navigate to a neighbouring hex. You can also adjust the hex layer transparency to make it easier to see the underlying map.



- By clicking on the hex, you can bring up the full range of variables for this location. This data can provide further information to help provide evidence of the need for your project, or to inform your choice of project. For example, the data may highlight poor air quality, health deprivation, or surface water flood risk.



Other formats and languages

For a large print, Braille, disc, sign language video or audio-tape version of this document, please contact us at the address below:

Greater London Authority
City Hall
The Queen's Walk
More London
London SE1 2AA

Telephone **020 7983 4000**
www.london.gov.uk

You will need to supply your name, your postal address and state the format and title of the publication you require.

If you would like a summary of this document in your language, please phone the number or contact us at the address above.