

The Mayor's Street Tree Initiative 2012-2015

Application form for round one: 2012-2013 planting season

Applicants are advised to read the accompanying guidance notes carefully before completing and submitting this form along with any supporting information.

The form should be completed electronically if possible. Incomplete forms or those which do not meet the criteria set out in the guidance notes may be rejected. Please keep answers succinct, and within word limits where these are specified.

Section 1: Applicant Details

A. Key contact for application

Full name of project manager	
Name of organisation	
Address of organisation (including postcode)	
Telephone number	
Email	

B. Details of organisation

Legal status of organisation (e.g. registered charity, ltd company etc)	
Short description of organisation (not more than 100 words)	
Brief summary of experience of street tree planting (no more than 200 words)	

C. Details of partnerships

Please provide a brief description below of any partner organisations you are/will be working with on this project (max 200 words, bullet points are fine).

D. Permissions (if you are not the landowner)

Please ensure that you have obtained the necessary consents required from landowners and relevant authorities (see sections **2** and **4G** of Guidance Notes).

Landowner's name	
Landowner's address	
Landowners telephone number	
Landowners email	
Please confirm you have permission from the landowner by putting 'yes' in the box. A letter/email from the landowner is also required with the application	

Section 2: Project Information

Name of project	
London borough in which trees will be planted	
Estimate of increased canopy cover at maturity (sqm)	
Description of planting area(s) We recommend providing a map indicating the location of the proposed new trees	
Description of how proposed planting meets the definition of street trees as set out in section 4A of the guidance notes.	
Anticipated planting start date (i.e. first tree in ground)	
Anticipated planting completion date (i.e. last tree in ground) (see section 2 and 3)	

Please also provide a table (**excel spreadsheet is preferred**) with your applications which sets out:

- Street names and postcodes of planting areas
- Number of trees to be planted in each street
- Species of trees to be planted in each street

Section 3: Improving the local environment

Please indicate whether the locations of planting address any of the following criteria. See section 4C of guidance for further detail.

	Please provide short narrative (based on the maps referenced in the guidance)
Street tree density (areas with low canopy cover)	
Air quality – locations with highest levels of PM10 ¹ and NOx ²	

Section 4: Community Engagement

Please set out below how you intend to engage local communities in your project (no more than 200 words, bullet points are fine) (see section 4I of guidance)

Section 5: Maintenance

Please set out below how the trees will be maintained (no more than 200 words) (see section 8 of guidance)

¹ Particulate matter with particles measuring 10µm or less

² Nitrogen oxides - nitric oxide and nitrogen dioxide.

Section 6: Finance

A. Detail of funding (see sections 4E – 4F of guidance)

Type of planting	Number of trees	Estimated total cost of planting including match funding	Cost per tree in each surface	Grant requested from GLA*
Paved street in Inner London				
Paved street in Outer London				
Soft space in Inner London				
Soft space in Outer London				
TOTAL				
Summary of match funding (how is this being provided)				

*this should be no more than 50 per cent of the total cost and should exclude match funding

Section 7: Declaration and signature

A. Declaration

The declaration should be completed by the individual within the applicant organisation who will sign the contract.

I certify that the entries in this form and any other attachments enclosed are true, to the best of my knowledge.

I can also confirm that I am not aware of any reason why the project may not proceed or be delayed other than those reasons declared and the commitment cannot be made within the timescales indicated in this document.

I understand that by signing this declaration I am confirming that funding from the Mayor's Street Tree Initiative cannot be used to fund replacement trees. I also understand that the grant offer is an estimate and payment will be based on actual spend upon proof submitted with the claim form.

I agree to acknowledge the Mayor of London in any publicity regarding this project, and will obtain prior approval for any press release, articles or interviews relating to the project.

B. Authorised signatory of the applicant

Name	
Job Title	
Organisation	
Signature	
Date	

C. Supporting information

If you are not the landowner we require a letter from the landowner which confirms agreement to the tree planting.

In addition, we prefer applications to include:

- Three “before” photographs of the proposed planting site
- Maps to identify location of street trees (if available) - please note you will be required to provide these during the course of the project.
- Any letters of support from key stakeholders or permissions already obtained
- Evidence of accessibility to match funding

What happens next?

Please submit this completed form electronically with all appropriate attachments to the contact below, by **midday on 16 November 2012**.

Programmes Officer (Contracts Team)
Groundwork London
12 Baron Street
London, N1 9LL.

E-mail: londonprogrammes@groundwork.org.uk

Telephone: 020 7239 1292

Your application will then be assessed by an assessment panel to ensure that it meets the eligibility criteria. The panel will meet during **December 2012**.