

The Mayor's Street Tree Initiative 2012-15

Guidance notes for round one: 2012-2013 planting season

Introduction

During his first term the Mayor fulfilled a commitment to plant 10,000 street trees in London. Following the success of this initiative the Mayor has committed to plant an additional 10,000 street trees by March 2015.

This second phase of the Mayor's Street Tree Initiative is part of RE:LEAF, a partnership campaign working with boroughs, environmental bodies and community groups, to increase tree cover in London by five per cent by 2025.

There will be three opportunities to apply for grants through the Mayor's Street Tree Initiative. Round one is currently open until 16th November 2012. Round two will open in summer 2013 and round three will open in summer 2014.

This guidance note is for organisations who want to apply for a grant to plant street trees in London through **round one** of the Mayor's Street Tree Initiative. It contains details on:

1. The aims and objectives of the initiative
2. Eligibility to apply
3. Timeline
4. Details of the grant
5. How to apply
6. How applications will be assessed
7. Payment of the grant
8. Maintenance and inspection
9. Contact details for further information.

In order to apply for a grant you must read this guidance carefully, complete the application form and return it with any relevant supporting information to:

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

E-mail: londonprogrammes@groundwork.org.uk

Telephone: 020 7239 1292

by **midday 16 November 2012**

1. Aims and objectives of the initiative

The Mayor's 2012-2015 Street Tree Initiative aims to achieve the following:

- An additional 10,000 street trees established across London by the end of March 2015 to improve local neighbourhoods
- Ensure London retains and enhances its identity as one of the greenest and leafiest world cities
- Contribute towards increasing the tree canopy cover within London's built environment by five per cent by 2025
- Create partnerships with communities through working with charities and the boroughs to plant street trees

2. Eligibility to apply

The Mayor's Street Tree Initiative is open to all London boroughs and private landowners who own or manage public realm (including businesses, registered social landlords, etc). It is also open to civil society organisations and community groups working with or on behalf of boroughs and private landowners. All applicants must satisfy the following eligibility criteria:

- Applicants can plant trees that meet the street tree definition set out in section 4A
- Applications are normally for a minimum of 50 trees
- Applicants have secured landowner permission (see section 4G below for further detail) and have undertaken an initial assessment of constraints to ensure street tree planting is feasible in proposed locations
- The requested grant from the Mayor does not exceed the funding parameters set out in section 4E and in addition applicants have identified at least a 50 per cent contribution towards the cost of the project (for further information on match funding see section 4F)
- Applicants and landowners demonstrate appropriate maintenance to ensure the trees establish
- Applications clearly demonstrate how they will engage local communities in the project
- Proposals follow good practice guidance for tree planting (see section 4H below)
- For round one of the grant, trees must be planted and the grant claimed by 28 February 2013
- All grant recipients should be legally constituted, i.e. an established group with a governing document and separate bank account

3. Timetable for round 1

The first round of the Mayor’s Street Tree Initiative will follow the timeline below.

Stage of the process	Deadline/Date
Launch of round one of Mayor’s Street Tree Initiative – applications open	22 October 2012
Close of application round one	16 November 2012
Assessment of applications including site visit and assessment panel	7 December 2012
Year one grants offered (by letter)	mid December 2012
Contracts with applicants in place	Christmas 2012
Planting of year one street trees and claims submitted to Forestry Commission	28 February 2013
Grants paid to applicants	31 March 2013

4. Details of the grant

A. Definition of a street tree

For the purposes of the Mayor’s 2012-2015 Street Tree Initiative, street trees are defined as:

A tree planted in the pavement or grass verge, within the highway; or on other public realm adjacent to the highway, provided they make an unambiguous contribution to the street scene and benefit pedestrian users of the highway. Street Trees should be standards with an average girth range of between 8-10cm to 14-16cm. Size should be appropriate to location. In locations where vandalism and accidental damage is unlikely smaller tree sizes are encouraged.

B. Size of the project

We normally expect applicants to apply for a minimum of **50** street trees. There is no maximum number of street trees per application. However, as one of the aims of the initiative is to increase tree cover *across* London, the assessment panel will aim to ensure that street tree planting through the initiative is geographically distributed rather than concentrated in specific areas. This should be taken into account by applicants when considering how many trees to apply for.

C. Improving the local environment

Although there are no specific priority areas prescribed in this phase of the Mayor’s Street Tree Initiative we encourage and will look favourably upon applications that will help meet the following aims:

- Tree density – increasing tree cover in wards with the lowest tree densities

- Air quality – helping to improve air quality in locations with the highest levels of PM10¹ and NOx²

Maps indicating these priorities can be found on the GLA website at www.london.gov.uk

D. Replacement tree planting

This initiative will not fund any replacement trees, only new street tree planting. Applications must only be for planting additional street trees, not to replace existing street trees.

E. Funding from the Mayor

Grants of between **£100** and **£225** per tree are available through the Mayor's Street Tree Initiative. The level of grant available relates to the Forestry Commission London's Standard Costs:

- For planting a tree in a paved street in Inner London³ a grant of up to **£225** is available
- For planting a tree in a paved street in Outer London⁴ a grant of up to **£200** is available
- For planting a tree in a soft space in Inner London a grant of up to **£125** is available
- For planting a tree in a soft space in Outer London a grant of up to **£100** is available.

F. Match funding

All applicants are required to provide a minimum contribution of 50 per cent towards the cost of the programme. Any in-kind contributions must be clearly costed.

G. Permission

Applicants that are not the landowner will need to provide a letter from the landowner confirming the landowner's approval / permission for the project.

Applicants will need to provide written evidence with their application that they have discussed the proposal with the relevant borough and/or the relevant landowner and secured in-principle approval. A condition of any grant award will require applicants to submit all appropriate consents from the borough/landowner required to undertake street tree planting.

H. Tree Planting Guidance

¹ Particulate matter - most PM emissions in London are caused by road traffic, with engine emission and tyre and brake wear being the main sources.

² All combustion processes produce oxides of nitrogen (NOx). In London, road transport and heating systems are the main sources of these emissions.

³ For the purposes of this scheme the Inner London boroughs are Camden, City of London, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

⁴ For the purposes of this scheme the outer London boroughs are Barking and Dagenham, Barnet, Bexley, Brent, Bromley, Croydon, Ealing, Enfield, Haringey, Harrow, Havering, Hillingdon, Hounslow, Kingston upon Thames, Merton, Newham, Redbridge, Sutton, Waltham Forest.

Applicants must follow good practice guidance for street tree planting, which is set out in the following documents:

- Trees for Cities publication: [‘How to assess the suitability of a site for street tree planting and what to do next’](#)
- The [London Tree and Woodland Framework](#) has guidelines and a useful checklist (page 32) for ‘Right Place Right Tree’ - choosing the appropriate species of trees for a given location, taking account of site characteristics and the purpose of the trees
- Information on Right Trees for a Changing Climate can be found at www.righttrees4cc.org.uk
- The [Forestry Commission Tree Care Guide](#) provides simple advice on tree planting

Please note that if tree planting is on Local Authority land, the Borough may have their own practice guidance that needs to be followed – please contact the relevant Borough Tree Officer for further details.

The applicant can propose species and tree planting methods that differ from this guidance but the final decision on what is an appropriate species for the location rests with the landowner, The assessment panel may reject the proposals if they are deemed inappropriate, or accept them at the applicants risk. Any planting is at the applicant’s risk and should a tree fail, replanting would be paid for by the applicant.

I. Community engagement

Applicants are required to engage local communities in the identification of street locations for planting through the Mayor's Street Tree Initiative. Where opportunities and safety allow on locations immediately adjacent to land designated as "highway" but not highway itself, we particularly encourage active participation of local people in the following:

- Involvement in the planting and initial maintenance of the trees funded.
- Providing a longer term commitment to the care of the trees beyond the initial three year establishment period.

We encourage these goals to be delivered by:

- Establishment of tree warden schemes (as run by The Tree Council) or similar such schemes for local residents.

J. Publicity

Applicants must be willing to participate in publicity events organised with the Forestry Commission and the Mayor of London. They must also be willing to acknowledge the Forestry Commission and the Mayor of London in any publicity regarding street tree projects which are part of the MSTI.

All applicants must obtain prior approval from the Forestry Commission and Mayor of London for any press release, articles or interviews relating to the project.

5. How to apply

Applicants should read these guidance notes carefully before completing the application form to ensure all criteria are met.

In order to apply for the grant, applicants must complete, sign the application form and send it to Groundwork London so they receive it by **12.00 midday on 16 November 2012** along with the supporting documents detailed below and in section **7C** of the application form. Electronic/scanned copies of the application form are preferred so we suggest completing the form electronically, signing a printed copy of the declaration page and scanning it, then emailing the word application and scanned page plus other supporting information to Groundwork London.

A. Supporting information

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

In addition, we prefer applications to include:

- Three “before” photographs of the proposed planting site(s)
- 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

B. Address to send applications to

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12 Baron Street
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Telephone: 020 7239 1292

6. How applications will be assessed

Applications may undergo a site inspection by the Forestry Commission. Following inspections an assessment panel will convene to discuss and assess each application. The assessment panel consists of representatives from the Forestry Commission, the Greater London Authority and Natural England.

A copy of the assessment form that will be used to help assess the applications can be found in **Appendix 1**.

Once the assessment panel has met you should expect to hear within three weeks if your application has been successful. A conditional offer will be made if any information or permissions are outstanding.

7. Payment of the grant

For the first grant round all street tree planting must be completed and claimed by 28 February 2013.

All applicants should include evidence of proof of spend for the whole project (i.e. the proportion funded by the Mayor and the applicant's contribution) with their claim form. Invoices or a letter signed by an appropriately authorised officer will be accepted.

If for any reason the proof of spend is not available at the time of submission of the claim this must be submitted to the Forestry Commission within 28 days of the claim. If the applicant fails to submit this information the Forestry Commission the full grant may be reclaimed.

The Forestry Commission will aim to pay applicants, via BACS, within 28 days from when the claim form is received. If this cannot be done for any reason applicants will be contacted.

8. Maintenance and inspection

Applicants are expected to maintain any street trees planted with funding from the Mayor to a high standard. The Mayor's Street Tree Initiative will accept up to ten per cent loss of trees per scheme through vandalism and/or natural wastage at the end of the three year period after planting. Should failure be greater than these levels we will expect replacement. The Forestry Commission will be carrying out inspections following each year of planting and if at the end of the period the Forestry Commission feels that the contract has not been fully met, the grant may be reclaimed.

9. Contact details for further information

We hope that all the information you need is included in this guidance note. However, if you have any further queries we will endeavour to assist you. Enquires should be directed to:

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Mayor's Street Tree Initiative – 2012-2013 (round one)

Appendix 1 Project assessment form

Emboldened – essential

Plain text - desirable

Section	Criteria	Does not meet requirements	Meets requirements	Exceeds requirements
1	Organisation is eligible to apply for grant			
	Organisation has appropriate level of experience of tree planting			
	Organisation has landowner permission			
2	Number of trees is within guidelines for projects			
	Species of trees are appropriate to London and consistent with Right Tree Right Place			
	Proposed planting is consistent with street tree definition			
	Planting will be completed before 28 February 2013			
3	Project is in area of low tree cover			
	Project is in area of poorer air quality			
4	Project engages local communities			
5	Trees planted through the project will be appropriately maintained			
6	Grant requested from GLA does not exceed 50 per cent of total project cost			
	Grant requested for trees planted in each surface does not exceed guidelines set out in section 4E of Guidance Notes			
	Match funding is secured			
	Average cost per tree			
	Application form is signed			
	All appropriate documentation has been received (as listed under section 5A)			
Notes				