

Title name surname
Position
Organisation
Address 1
Address 2
Address 3
Postcode



Date

Dear name,

**The Big Tree Plant funding Scheme (BTP)
Funding application: Project name**

CONGRATULATIONS!

Following your application to The Big Tree Plant Funding Scheme I am really pleased to tell you that the Grants Panel has agreed to offer a grant of £. The grant has to be used towards the above project as outlined in your application and agreed in any subsequent correspondence with us.

It is really important that your trees are planted properly and that they get good after care and maintenance. Following the advice in the Tree Care Guide [http://www.forestry.gov.uk/pdf/eng-treecare-guide.pdf/\\$FILE/eng-treecare-guide.pdf](http://www.forestry.gov.uk/pdf/eng-treecare-guide.pdf/$FILE/eng-treecare-guide.pdf) will help you reduce the risks of losing trees to drought caused by reduced rainfall and high summer temperatures.

You will also need to make sure that you order the trees in good time and that your supplier can provide the species and sizes included in your application when you need them.

Details of how the grant works and what is expected of you is as set out in the notes on the application form. All projects will be expected to care for the trees in line with the Tree Care Guide and are subject to possible monitoring visits.

Please also read carefully the standard Terms and Conditions attached, which forms part of your agreement with us.

If you want to accept the grant offer please sign both copies of the attached funding agreement and return one copy to me.

We are keen to find out whether successful groups reflect the diversity of people in their area. We'd be grateful if you would complete the attached monitoring form and include it with your agreement when you return it.

If you need any further advice or assistance, please do not hesitate to get in touch.

We wish your project every success. We're really keen for your project to succeed and make a contribution to the Big Tree Plant.

Yours sincerely

Contracts Manager