

Section 2: Project Information

2.1 Detailed Description of the project

Anticipated project start date: _____

Anticipated project completion date: _____

Note: All projects must be completed by 31 March 2010.

2.2 Who are the intended beneficiaries of this project? (Please include relevant details such as ages, geographic area of residence, ethnicity, etc.)
How will you identify the needs of your primary target group?
How will you ensure that your target groups remain engaged in the delivery process? Please provide details.

2.3 Project Objectives: Outline the specific issues you are trying to address with this project. You must be able to justify a clear and unambiguous benefit through tree and woodland related projects. Please make reference to the objectives below and how your project will address them.

Objectives:

- Trees, Shrubs and Woodland Management
- Recreation and Health
- Biodiversity
- Social and Community
- Education
- Landscape

2.4 Does this project link with other environmental or community projects being undertaken in the area?

2.5 Project location including postcode (where is the project going to be physically delivered?)

2.6 Partnerships: (Please give details of partner organisations involved in this project.)

2.7 Permissions: Is your project subject to any necessary consents? Please ensure that you have obtained the necessary consents required from landowners and relevant authorities. Examples include: Environment Agency for projects near waterways/ Archaeological Remains/SSSIs/Felling licences etc.

Landowner's Details

Name:

Address:

Tel:

Email Address:

If the landowner is not the applicant, do you have permission from the landowner?

For your application to be successful, we will require proof that you have obtained all the necessary permissions.

2.8 Output Profiles: Please show key outputs generated by this project

- Area of woodland managed (ha): _____
- Trees planted (Whips, standards, etc): _____
- Area of land improved (square metres): _____
- Area of land maintained (square metres): _____
- Children & Young people actively involved in projects: _____
- Adults actively involved in projects: _____
- Children & Young People benefiting: _____
- Adults benefiting: _____
- Partners actively involved: _____
- Schools involved in projects: _____

2.9 Project Milestones

Date to be achieved	Milestones
Before the project starts E.g. project approval, business plan preparation, recruitment of staff, planning permission secured, etc.	
Current year of the project E.g. project opening, when main activities will be delivered, maintenance plan etc (where appropriate)	
Subsequent years of the project (where applicable) E.g. key project dates, review of project, forward strategy preparation, end date of project, etc.	



2.10 Forward Strategy: Please give details of how the project will be maintained once funding has come to an end. (Please tell us what your plans for this project are, e.g. are you going to seek further funding in future years?)

Section 3: Project Management and Finance

3.1 Project Management: Please explain how the project will be managed and which staff will be involved? Please indicate who would be responsible for the financial management of this project and provide their contact details if different from the project manager.

Name:

Job Title:

Tel:

Fax:

E Mail:

Address (if not as above):

3.2 Relevant experience: Please detail your organisation's experience in delivering similar work.

3.3 Funding Package: Please provide details of the total project funding and include any match funding secured/applied for.

Please indicate both capital and revenue expenditure.

Funder and/or description of work in kind (including how the in-kind value has been calculated)	Value (£)	Value in kind (£)	Secured (Yes/ No)
LTWGS grant requested		N/A	tbc

3.4 Project Costs: Please provide a detailed breakdown of estimated project costs.

Item /Activity	Cost

3.5 Organisation Banking and Audit details

<p>Name and address of bank:</p> <p>Sort code: Account Number:</p>	
<p>Name and address of Accountants/ Treasurer</p>	
<p><i>If you are a non-statutory organisation please <u>also</u> attach a copy of your latest annual report and accounts.</i></p>	

4.0 Declaration

The individual within the applicant organisation who will sign the contract should complete the declaration.

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 if the application is incomplete, it may be rejected.

Authorised signatory of the applicant:

Name	
Job Title	
Organisation	
Signature	
Date	

Please enclose 3 “before” photographs with your application form and any letters of support or evidence of match funding, permissions already obtained.

What happens next?

All the projects will be assessed against a scoring criteria and a percentage will be visited by an Arboriculturist. Your application will then be assessed by an expert panel to ensure that it meets the LTWGS eligibility criteria.

Please submit this completed form with all appropriate attachments to the contact below, by 3rd July 2009.

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