

**London Tree and Woodland Grant Scheme
Grant Application Form
The Mayor's Street Tree Programme 2009-2010**

Section 1: Applicant Details

Applicants are advised to read the accompanying Guidance Notes carefully before completing and submitting this form.

1.1 Name of proposed project:	Internal use only: Date of Project Approval
1.2 Organisation applying for funding:	
Name:	
Address:	
Tel:	Fax:
Email:	
Website:	
Legal status: (e.g. Registered Charity, Ltd. Company)	
Is your organisation VAT registered?	
YES	NO
1.3 Project Manager (This is the person who has responsibility for delivering the project)	
Name:	
Job Title:	
Tel:	Fax:
E Mail:	
Address (if not as above):	

1.4 Monitoring

Please help us by telling us where you heard about The Mayor's Street Tree Programme

Section 2: Project Information

2.1 Priority Area Name:

2.2 Number of trees:

Anticipated project start date: _____

Anticipated project completion date: _____

Please note all projects delivery and submission of final report and claims must be completed by 31st March 2010

2.3 Details of the street tree planting: Please complete the below table to tell us the number and species of street trees you are going to plant and their locations, surface type (concrete, grass, paving etc) and whether the trees are to be planted within the highway or on adjacent land.

If possible please provide a map indicating the location of the trees as well as the street address including postcodes.

(If available you may attach your tabulated planting record instead. Please note at claim stage you will be asked to provide an excel spreadsheet with details of the actual trees planted.)

Please ensure street tree planting is not planned at the sites of proposed docking stations for the London Cycle Hire Scheme.

Street name	Surface Type	Highway or adjacent land?	Species	Number	Additional information

2.4 Character of the planting area: Outline characters of the local area which make street tree planting beneficial (eg high residential density, planting beside a school or hospital, etc).

2.5 Community engagement

2.5.1 Explain how you have engaged (or intend to engage) the local community in decisions on locations of trees and/or planting and aftercare

2.5.2 Give details of how, in preparing your planting plans, you have responded or intend to respond to the list of people in the priority area who registered their interest in having a tree outside their house (**Note: this question is only relevant to local authorities and applicants acting on their behalf**).

2.5.3 Equality and diversity: explain what specific measures you have taken or intend to take to engage with hard to reach groups in the local area

2.6 Partnerships: (Please give details of any other partner organisations and their role 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 or English heritage

Landowner's Details

Name:

Address:

Tel:

Email Address:

If the landowner is not the applicant, do you have permission from the landowner?
(Please provide a letter from the landowner confirming this)

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

- No. of trees planted : _____
- Increased canopy cover (Sq m.) (estimated at maturity) _____
- Number of Children Actively Involved in planting and maintenance _____
- Number of Teenagers Actively Involved in Planting and Maintenance _____
- Number of Adults Actively Involved in Planting and Maintenance _____
- Number of community organisations actively involved _____
- Number of local businesses involved _____

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 trees will be maintained once funding has come to an end.

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 street tree planting.

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 and demonstrate how they relate to the Forestry Commission's London Tree and Woodland Standard Costs. (Copy found at www.ltwgs.org)

Item /Activity (Where appropriate please state the standard cost description)	Cost	Strand cost reference number

Please note that 80% of funding will be issued on project completion and 20% retained for three years to ensure satisfactory establishment.

3.5 Organisation Banking and Audit details

<p>Name and address of bank:</p> <p>Name of bank account: 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 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 LTWGS is for additional tree planting and does not substitute existing and or planned planting.

I agree to acknowledge the LTWGS and the Mayor of London in any publicity regarding this project, and seek their agreement prior to any media events.

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 the following documents with your application:

- 3 “before” photographs
- Letters of support and evidence of match funding
- Permissions already obtained
- Maps to identify location of street trees (if available) please note you will be required to provide these during the course of the project.
- If you are not the landowner, a letter from the landowner confirming agreement to the tree planting and that the planting is additional to any tree planting planned by the landowner
- If you are a non-statutory organisation please attach a copy of your latest annual report and accounts.

What happens next?

Your application will then be assessed by an expert panel to ensure that it meets the eligibility criteria. The panel will meet during **August 2009**.

Please submit this completed form with all appropriate attachments to the contact below, by 12.00 noon on Tuesday 28th July 2009.

LTWGS Officer
Groundwork London
18-21 Morley Street
LONDON SE1 7QZ

Tel: 020 7922 1230
E-mail: londonprogrammes@groundwork.org.uk
Website: www.ltwgs.org