

London Tree and Woodland Grant Scheme

Guidance Notes for the Forestry Commission's Community Grant Scheme

The London Tree and Woodland Grant Scheme (LTWGS) consists of two strands: "The Forestry Commission's Community Grant Scheme (FCCGS) and "The Mayor's Street Tree Programme", these guidance notes relate to the Forestry Commission's Community Grant Scheme. If you are specifically interested in projects which are designed to enhance street tree planting in your locality, this will fall under the "Mayor's Street Tree Programme" and you will find guidance notes and application forms for this part of the scheme at: <http://www.ltwgs.org>

The Forestry Commission's Community Grant Scheme covers a wide range of projects supporting the enhancement of trees and woodlands throughout London. This can include, hospitals, schools and open areas as well as woodlands where there is substantial long-term community benefit *and access is made available to the public*.

We provide grants of between £500 and £5,000 for community tree and woodland related projects through Greater London, although in exceptional cases, grants of more than £5,000 may be considered.

Each year the Grant Scheme will be targeting specific benefits from this programme and in 2009, the focus will be health. The Forestry Commission will be giving priority to any applications which can either encourage the planting of trees in hospital grounds, GP surgeries and / or demonstrate long term community improvements to health and well-being through tree related projects.

This guide will help you understand the application process. It will also assist you in the completion of the attached funding application form which has been designed to help you develop a management plan for the funding you are seeking as well as assisting the Forestry Commission and Groundwork in monitoring and evaluating the progress of your project. Completed applications need to be received by Groundwork London by 3rd July 2009.

If you have any questions, please contact the LTWGS Project Officer, details appear at the end of this guide.

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1. KEY AIMS AND OBJECTIVES

The Forestry Commission's Community Grant Scheme strand of The London Tree and Woodland Grant Scheme aims to achieve the following:

- Ensure trees and woodlands contribute to a high quality environment
- Help shape the built environment and new developments in a way that strengthens the positive character and diversity of London
- Help foster community and individual well-being and social inclusion through contact with trees and woodlands
- Make sure the right tree is in the right place

2. WHAT CAN YOU APPLY FOR?

Woodlands

- Planting of woodlands/copses and other small areas of new woodlands
- General silviculture and management of woodlands
- Creation of management plans
- Creation of plans towards certification
- Improvements to recreation, biodiversity and public access
- Increasing public awareness and understanding of local woodlands

Planting

- Small communal planting (but not individual street trees within the highway)
- Planting in hospitals, schools and other similar locations
- Increasing public awareness and understanding of trees in the urban environment

Other

- There are potentially many projects, which could ensure that trees and woodlands contribute to a high quality environment or help to shape the green infrastructure with the built landscape. If you wish to discuss the suitability of a particular community initiative, please contact the LTWGS Project Officer.

Projects in the following categories will be considered for the Forestry Commission's Community Grant Scheme of the LTWGS:

Recreation & Health

Planting in or near hospital grounds. Projects which encourage healthy living through trees and woodlands. Green routes. Promotion of underused sites and links between open spaces. Improvements to recreational infrastructure and access in woodlands. Encouraging greater community involvement and volunteering in woodlands.

Trees & Woodland Management

Tree and related shrub planting. Information boards, signs, gates, fences, woodland security etc. Management of existing woodland including creating plans for certification.

Biodiversity

Management practices that encourage improved biodiversity through planting and maintenance. Pollarding and coppicing work.

Community & Education

Community consultation, training and capacity building; support for 'Friends of' groups, schools, playgroups etc. Enhancing understanding and awareness for long term tree related benefits.

(Please note that hedgerow planting will not be supported unless it is associated with tree planting).

Tree Related Strategy

Proposals within areas of high deprivation, links to the Green Grid and Regeneration Areas.

Landscape & Land Regeneration

Planting and woodland management along transport corridors. Screening of unsightly buildings. Planting in industrial estates. Planting on derelict sites where appropriate. Planting on mown grass, monoculture sites.

(The London Tree and Woodland Framework has a useful checklist for choosing the appropriate species, design and location of trees: www.right-trees.org).

3. VALUE OF GRANTS

No maximum or minimum value has been set. However, as a guide, applications above £500 and under £5,000 are encouraged.

Match funding in cash or in-kind, including volunteer time, should be at least 50% of project costs. We actively encourage schemes that have been developed by a wide range of partners.

The Forestry Commission will agree appropriate grant contribution using the 'London Trees and Woodlands Standard Costs'. Wherever possible you should use these costs and the related reference number in your application. The table is available at www.ltwgs.org.

To encourage and ensure long-term maintenance we may withhold a percentage of the agreed grant contribution for up to 3 years. The table below provides an indication of how this is calculated. Please note that the Forestry Commission and Groundwork London will monitor and inspect all applications for a three year period and may reclaim grants if it is felt that the levels of maintenance are not adequate or that the project has failed.

Grant Application	% Grant Paid		
	100% on project completion in Year 1	80% on project completion in Year 1	20% in Year 3
Community Groups	X		
All other applicants		X	X
Grants under £2,000	X		
Projects with no tree planting / maintenance element	X		

4. WHO CAN APPLY

Applications are welcomed from any organisation / group able to represent the wider community and will need to show support from all relevant stakeholders and demonstrate long-term community benefits

PCT's, Hospitals and GP Surgeries

Local Authorities

Woodland owners and managers

Community Groups / Resident's Associations / Friends of Groups

Charities and Trusts

Local Businesses

Social Landlords

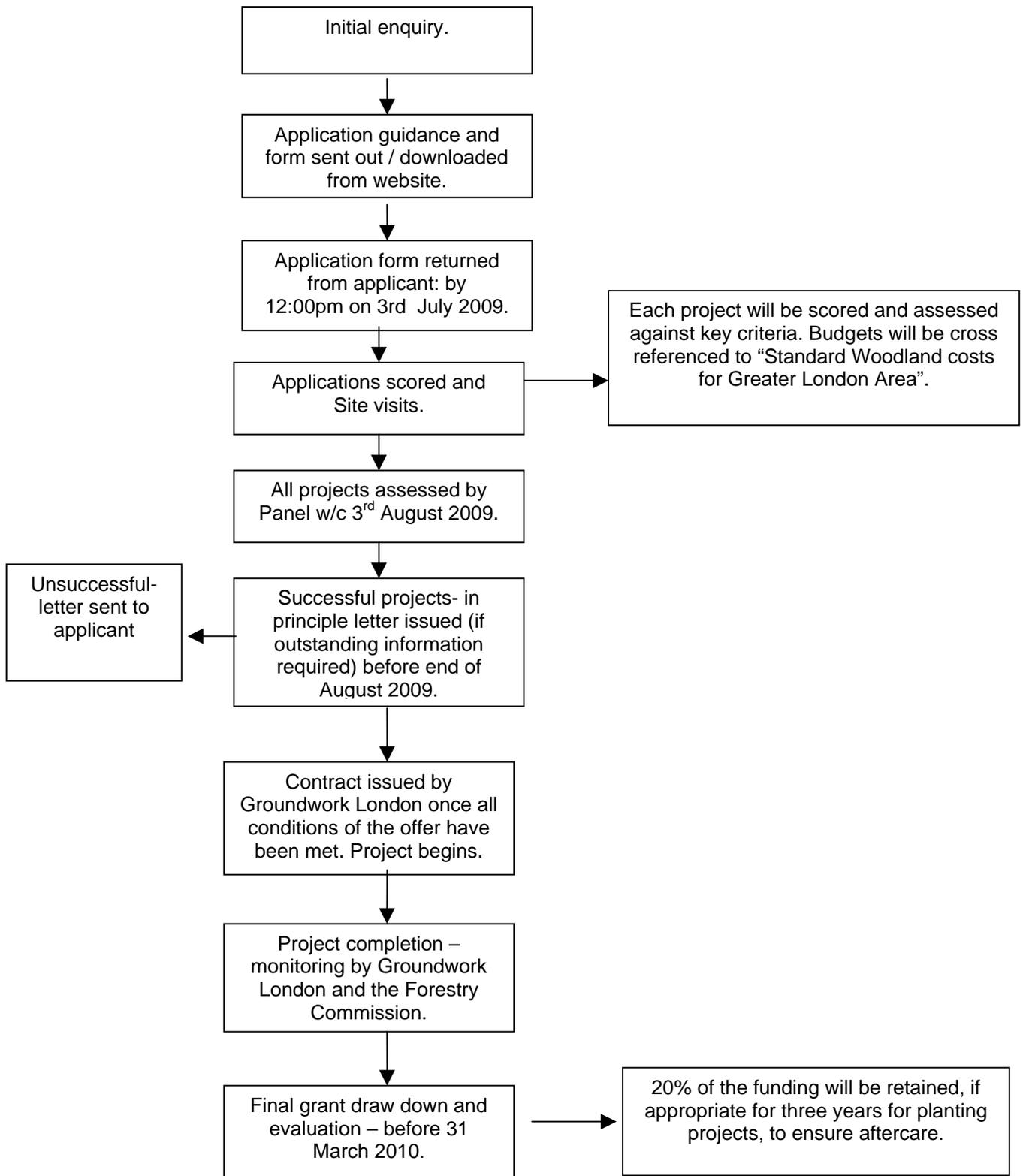
All grant recipients should be legally constituted, i.e. be an established group with a governing document and a separate bank account.

5. PROJECT APPROVAL PROCESS

The grant administration process and timeframe is detailed below. Applications will be assessed against the scoring criteria, available at www.ltwgs.org and an Arboriculturist will visit a percentage of projects to support the process.

An assessment panel will then convene to discuss and agree the scoring for each application. The assessment panel consists of representatives from The Forestry Commission, the Greater London Authority, the London Parks and Green Spaces Forum, The Corporation of London, a representative member of the public and Groundwork London in an administrative role.

Once the Assessment Panel has met you should expect to hear within two weeks if your project has been approved.



6. DETAILED GUIDANCE ON COMPLETING THE APPLICATION FORM

If you have a project idea you would like to discuss or need further information, please contact Groundwork London at the address detailed at the end of these notes.

The following provides you guidance on how to answer each of the questions in the application form. Please ensure you address each of the points mentioned in these notes.

Good luck with your application!

Section 1: Applicant Details

This section is self-explanatory and provides basic contact details for the Project Manager and his or her organisation. If you think it appropriate, alternative contacts can be provided should the lead person not be available. A direct telephone number for contact would be particularly helpful.

Section 2: Project Information

This section requires you to provide project information.

2.1 Please provide us with a detailed description of the project. The question requires you to demonstrate that there is a specific need for your project; there must be no ambiguity in the process.

Please provide us with intended start and finish dates for the project. (Please note all projects must be completed and have submitted all information and grant claim by the end of March 2010.

2.2 This is asking for a breakdown of the beneficiaries by appropriate demographic e.g. age, gender, disability, ethnicity, area of deprivation, etc. List demographic data that you consider appropriate to your project delivery and please provide details as to how you collated the evidence used to support your demographic data. The section is also asking if you have a strategy in place to ensure that information relating to your project is regularly disseminated to your target groups.

2.3 This section is intended to provide more detail of the project objectives. You should try to be specific about how your intentions meet the objectives and

identify the benefits, which will result from the work, which you intend to undertake. ***We are particularly interested in the benefits as these are the outcomes of your project; it is the outcomes which we are helping to fund. Please highlight these within this section.***

2.4 This section asks you to detail which local, environmental and social projects this project is proposing to link with. It is important that your intended work ties in with other programmes or projects within the locality.

2.5 Please tell us where the project is going to be physically delivered. It is essential that a postcode is provided.

2.6 It is important for us to know who your partner organisations are. Please provide details of any partnerships and their financial contributions you have engaged with in order to deliver the project. This should indicate:

- Partner Organisation - Name address and contact details
- Type of Organisation - Statutory/Voluntary/Commercial?
- Level/Type of Commitment - Services/Goods/In Kind?
- Financial Contribution (if appropriate)

2.7 All organisations must be very careful to ensure that they obtain all necessary consents and agreement before starting any work. We have only mentioned a few but the LTWGS Project Officer listed at the end of the Application Form will be able to provide you with further details.

2.8 This section requires that you provide details (which may be estimates) of Key Outputs that will result from the achievement of your objectives. These will form part of the monitoring forms and you will be expected to collate figures against these over the course of your project.

2.9 This section asks you to identify the key milestones of your project and the dates you hope to achieve these by. The identification of milestones should help you understand the key stages of your project and highlight if there are problems or delays during the delivery stage.

2.10 This section asks you to indicate how your organisation intends to carry this project forward at the end of the funding period. Do you have a long term project plan or an exit strategy? Will the service provision be mainstreamed?

Section 3: Project Management and Finances

This section relates to project management and finances. We are looking for information on costs, the funding requested and how much match funding has been secured, and how the project will be managed and by whom.

Section 3.1 Please indicate how you intend to manage this project and who will be responsible. It is important to enter as much information as you can in this section. Please also indicate the person who will have responsibility for financial management of the proposed project.

Section 3.2 This section asks what experience your organisation has in the delivery of this type of project. A brief reference to previous or ongoing projects will suffice.

Section 3.3 List here the grant you are seeking. This section requires you to provide a breakdown of funding: please list who will be funding the project and the nature of the work, which it will support. This should be provided both in terms of actual financial support and value in kind (this could include materials or volunteer time). Please indicate how you have calculated the value of any in kind contributions. Please note that **match funding must be at least 50% of project costs.**

Section 3.4 This section is asking for a breakdown of project costs. We would like as much detail as possible including a breakdown of individual elements of the project and dates when you intend to carry out the work. ***Please note that we may alter some costs for our estimate of grant since we work to standard costs within the London area.*** Details of the standard costs can be found at <http://www.ltwgs.org>

Please break down project costs in detail and if possible use the standard cost reference codes (attach a separate schedule if necessary). We need to know how much is for materials (trees, tools, etc) and how much is for engaging the public or other social benefits. Specify the size of trees to be planted (e.g. whips, 12-14cm standards, etc). If we do not have enough information your application may be delayed or rejected. If you are unsure how much detail to include please ask.

Section 3.5 This section is self-explanatory, we are requesting information on the finances of your organisation and your banking details. Where do you want the funding paid? Please provide full address of the bank, sort code and account name and number and details of your Treasurer/Accountant. If you are a non-statutory organisation please also attach a copy of your latest annual report and accounts.

Section 4: Declaration

Please ensure that the form is signed by the individual in your organisation with overall responsibility and accountability for the delivery of your project. Return the completed form as per the instructions on the application form.

Photographs / evidence

Please provide 3 “before” photographs with your application form. (You will be requested to provide 3 after photographs when your project completes).

If you already have letters of support, confirmation of match funding or permissions, please do also submit a copy with your application form.

Advice and Assistance

Should you have any concerns or difficulty in completing the application form, please do not hesitate to contact the LTWGS Officer.

Please note that all short-listed applications will be listed for public consultation on the ltwgs.org website.

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