

London Tree and Woodland Grant Scheme Guidance Notes for The Mayor's Street Tree Programme 2009 - 2010

The London Tree and Woodland Grant Scheme consists of two strands: "The Forestry Commission's Community Grant Scheme" and "The Mayor's Street Tree Programme".

The Mayor of London has committed to funding an expansion of the Forestry Commission's London Tree and Woodland Grant Scheme, as part of his goal to make London a greener city. This will provide 10,000 street trees over the Mayor's first term of office in 40 priority areas across London. An Expert Panel chose these 40 priority areas using data provided by the Forestry Commission's 'Spatial Framework for Trees and Woodlands in London'.

The Forestry Commission's Community Grant Scheme covers projects delivering community benefits to schools, open spaces and woodlands. If your project is focusing on planting street trees outside the 40 priority areas or will deliver community benefits to schools, open spaces and woodlands please check the guidance for the community grant scheme on the website – www.ltwgs.org

This guide is for organisations that want to apply for a grant under the street tree programme strand. It will help you understand the application process and assist you in completing the attached funding application form.

The application form has been designed to help you develop a management plan for the funding as well as assisting the Forestry Commission and Groundwork London (the Forestry Commission's delivery agent) in monitoring and evaluating the progress of your project. Grants are available up to a maximum of £100,000 within each priority area.

Completed applications need to be received by Groundwork London by 12.00 noon on 28 July 2009.

Details of how to submit applications are at the end of the application form.

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

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1. KEY AIMS AND OBJECTIVES

The Mayor's Street Tree Programme within the London Tree and Woodland Grant Scheme aims to achieve the following:

- Ensure London retains and enhances its identity as one of the greenest and leafiest world cities;
- Plant 10,000 street trees in 40 priority areas in London by the end of March 2012 to improve local neighbourhoods that need them most;
- To plant between 100 and 400 street trees in each priority area;
- Increase the tree canopy cover within London's built environment.
- Increase the distribution of street trees around the capital, particularly in areas of greatest need;
- Create partnerships with communities through working with charities and the boroughs to plant street trees;
- Help reduce the decline in the number of street trees across the Capital;
- Ensure the right tree is in the right place.

2. WHO CAN APPLY

Applications are welcomed from any organisation able to represent the wider community and able to show support from all relevant stakeholders.

- Local Authorities
- Charities
- Community Groups
- Businesses
- Tenants and Residents Associations
- Registered Social Landlords

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

3. GRANT REGULATIONS

Projects that meet the following criteria will be considered for the Street Tree programme within the London Tree and Woodland Grant Scheme.

Street Tree Definition:

The Mayor of London's definition of a street tree, for the purpose of this grant, is as follows:

"Trees planted on public land within or immediately adjacent to the highway, which make an unambiguous contribution to the street scene, shade the pavement, and are completely visible from the pavement."

Priority Areas:

The Mayor's Street Tree Programme will fund planting for street trees only in the 40 priority areas identified. One or two priority areas have been identified in each London borough.

All 40 priority areas are listed in Appendix 1 and the list of the number of trees already planted in each priority area is listed in Appendix 2. At this stage there is a cap of 400 street trees per priority area.

Further details, including maps showing the priority areas and a list of streets that fall within the priority area, are on the London Tree and Woodland Grant Scheme website at www.ltwgs.org

Please note that the Mayor of London's Cycle Hire Scheme has identified proposed sites for cycle hire docking stations.

Additional planting:

Applicants will need to show that funds from the Mayor's Street Tree Programme do not substitute existing and or planned planting. Applicants will need to sign the declaration on the application form as evidence their project will result in additional tree planting. Applicants that are not the landowner will need to provide a letter from the landowner confirming their approval / permission for the project and confirmation the project will result in additional tree planting.

Tree Planting Guidance:

A condition of any grant award will be that applicants other than local authorities will have to commit to following the guidance procedures for street tree planting prepared by Trees for Cities: 'How to assess the suitability of a site for street tree planting and what to do next'. Local authority applicants will be expected to follow their own internal best practice procedures on site assessment and subsequent planting.

Copies of the Trees for Cities guidance can be downloaded at:

<http://www.treesforcities.org/downloads.php?type=4>

Permission:

Applicants will need to provide written evidence with their application that they have discussed the proposal with the borough council 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 (and others, such as the Environment Agency, where necessary) required to undertake street tree planting.

Size of the project:

The maximum funding available for each priority area over the first two years (up to March 2010) will be £100,000, after which this may be reviewed. The maximum number of trees the Mayor's Street Tree Programme will fund in any priority area up to March 2010 is 400 trees. No minimum number of trees has been set but larger applications will be encouraged and scored favourably.

Forestry Commission's London Tree and Woodland Standard Costs for London:

The Mayor's Street Tree Programme will pay costs up to the Forestry Commission's Tree and Woodland Standard Costs for London when assessing applications. The standard costs are available at www.ltwgs.com

The costs of planting will depend on the surface into which you wish to plant e.g. concrete, grass or paving etc and the 'Standard Costs' will provide detailed figures for these variable surface conditions. These costs include all tree related work including maintenance; the Mayor's Street Tree Programme will pay maintenance costs for the **first year only**.

Please note: These costs are intended as a guide only and individual costs may vary depending on circumstances. The Mayor's scheme will fund planting costs up to the standard costs; any costs above that will have to be met by the applicant. The Assessment Panel will consider the cost per tree when assessing the applications.

Grant Payment and Retention:

We aim to pay you, via BACS, within 28 days from when we receive your claim form, or within 28 days of our inspection. If we cannot do this we will contact you. However, to ensure maintenance and subsequent survival of the trees we will retain 20% of the grant for three years following the initial planting and will pay this following an approved inspection at that time.

Failure Rates:

The Mayor's Street Tree Programme will accept up to 10% loss of trees per scheme through vandalism and /or natural wastage at the end of the 3 year period. This will be judged by a site inspection jointly between the Forestry Commission and the applicant. Should levels of failure be greater than these levels we will expect replacement. If at the end of the period, the Forestry Commission feel that the contract has not been fully met, we may seek reclaim of all grant.

Publicity:

Applicants will need to 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 their street tree projects.

4. GRANT ASSESSMENT

The Mayor's Street Tree Programme will aim to balance cost effectiveness, community involvement and wider environmental and community benefits. The assessment form, giving details of scoring, is on page 8.

Costs

As detailed above, the Mayor's Street Tree Programme will support projects up to the rates stated in the Forestry Commission's Tree and Woodland Standard Costs for London. Any costs above the standard rate will need to be met from other sources. The average cost to the scheme per tree will be a major consideration in assessing applications, with credit given to applications significantly below standard costs.

Community involvement is welcomed (see below). The costs of community engagement can be met from the Mayor's Street Tree Programme, as long as the average cost per tree remains within the Forestry Commission standard costs.

Community Involvement

Community engagement in the identification, selection and agreement of street tree locations is welcomed. This will range from door-to-door leafleting to having meetings and setting up a tree warden scheme. Local authority applicants, or their delivery partners, will be expected to use the “Register of Interest” provided by the GLA. The scoring form shows how the community engagement is weighted when assessing the application.

Equal opportunities

As part of the community involvement, we would encourage applicants to engage any hard-to-reach groups known to exist in the Priority Area.

Right Place Right Tree

The London Tree and Woodland Framework has a useful checklist for choosing the appropriate species, of trees for a given location, taking account of site characteristics and the purpose of the trees: www.righttrees.org

Where appropriate, the scheme will give preference to applications to plant large trees with spreading canopies, which will give maximum shade benefits, and/or trees which benefit wildlife (such as native or berry-bearing species).

**London Tree and Woodlands Grant Scheme -
Mayor's Street Tree Programme – 2009 –2010**
Project assessment form

Quality of Life/Environmental Benefit (max 12 pts)	Score	
Residential density	0 - 3	
Adjacent to school entrance/playground or hospital	3	
Estimated percentage of pavement canopy cover at maturity	0 - 4	
Maximises biodiversity	0 - 2	
Public engagement (max 12 pts)	Total	
Consults the public through leaflet display information	1	
Consults the public through public meeting	1	
Consults the public through a workshop	2	
Supports, involves, creates a Community Group	0 - 3	
Handling of register of interest (highway authorities & partners only)	-3 - +3	
Trees planted outside the highway without community involvement in planting	-2	
Consultation effectively targets hard-to-reach and minority groups	0 - 2	
Cost Effectiveness (max 13 pts)	Total	
50% of standard cost per tree or less	10	
51% - 75% of standard cost per tree	5	
76% - 90% of standard cost per tree	2	
1 - 9 trees	-2	
10 - 24 trees	0	
24 - 99 trees	1	
100 - 199 trees	2	
200+ trees	3	
Priority Area targets (max 10 pts)		
No trees planted under the programme so far in priority area	10	
<100 trees planted under the programme so far in priority area	5	
101 – 249 trees planted under the programme so far in priority area	0	
>250 trees planted under the programme so far in priority area	-10	
	Total	
TOTAL SCORE.		

Guidelines for scoring

Residential density

Not a residential street - 0 pts

Partly residential - 1 pt

Whole street residential (low density housing) - 2pts

Whole street residential (high density housing/flats) - 3pts

Adjacent to school or hospital

If trees are being planted in a street with a school entrance or playground, or a hospital entrance, score 3 points

Estimated pavement canopy cover at maturity

0% - 10% - 0 pts

11% - 25% - 1pt

26% – 50% - 2 pt

51% - 75% - 3 pt

76% - 100% - 4%

Maximises biodiversity:

Some of the trees to be planted native and/or berry-bearing - 1 pt

Over 50% of the trees to be planted native and/or berry-bearing - 2pts

Supports, involves or creates a community group

Proposal involves an existing local community group in decision making – 1 pt

Proposal includes major involvement of or support for a local community group – 2 pts

Proposal is lead by an existing local community group or creates new group – 3 pts

Handling of register of interested people

All people on the list contacted (or attempted to contact) – 1 pt

Fewer than 75% of people on list contacted – -1 pt

Over 50% of those registering get a tree – 1 pt

Less than 25% of those registering get a tree – -1 pt

Those who don't get a tree given an explanation why not – 1 pt

No contact with those not getting a tree after decision made – -1 pt

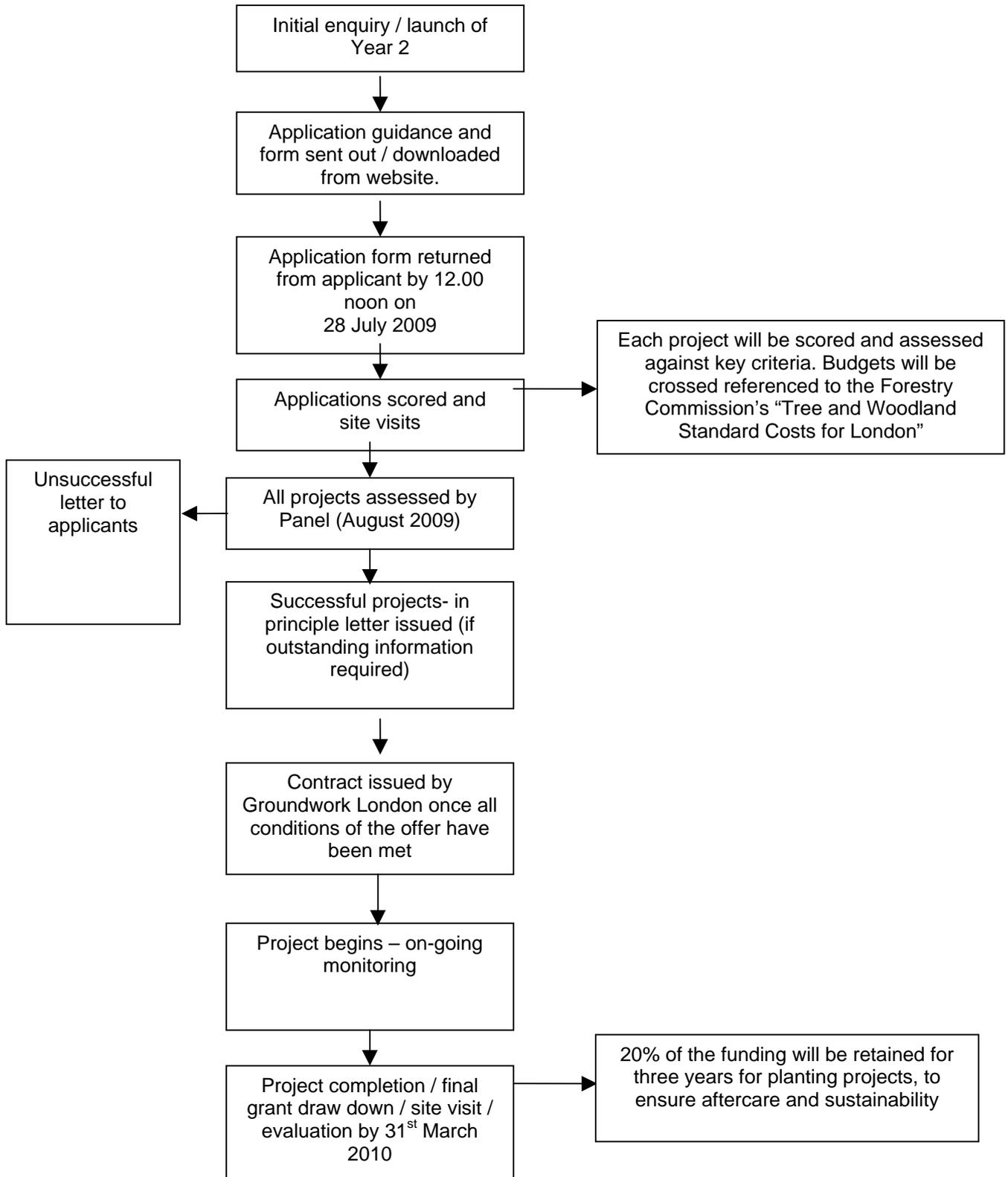
No register of interest or application not on behalf of highway authority – 0 pts

5. PROJECT APPROVAL PROCESS

The Mayor's Street Tree Programme will follow the grant administration process and timeframe as detailed below. All applications will undergo a site inspection and be assessed against the scoring criteria.

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, Transport for London, London Development Agency 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. A conditional offer will be made if any information or permissions are outstanding.



6. 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 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.

Section 2: Project Information

This section requires you to provide project information.

2.1 Please provide us with the name of the Priority Area you are applying for. Street trees must be planted in one of the 40 priority areas identified through the Mayors Street Tree Programme. A full list with street names and maps is on the website: www.ltwgs.org.

2.2 Please tell us the number of trees you are planning to plant and provide start and finish dates. (Please note that all projects must complete delivery, project monitoring and submit claims by 31st March of that year).

2.3 Please tell us the number, species and, as far as possible, the location of street trees that are going to be planted. As a minimum, the number of trees to be planted on each street, as well as the surface type into which the trees are to be planted (concrete, grass, pavement etc) is required. If the precise locations are known, please provide a map indicating the location of individual street trees. If you are unable to provide a map at this stage, we will require one before planting commences.

Please note that one of the principal objectives of the Mayor's Street Tree Programme is to maximise the street tree canopy cover that will be achieved by planting large species wherever appropriate.

When identifying locations, please check the proposed sites for London cycle hire docking stations. Please contact your local authority for information.

2.4 This section is intended to provide details on the planting area and the benefits of planting in the locations proposed.

2.5 Community engagement

2.5.1 In this section we would like you to explain how you are going to involve the local community in the project. . Applications with community involvement and engagement are actively encouraged.

2.5.2 The Greater London Authority collated information from Londoners, who expressed an interest in having a tree planted outside their house. Please tell us how you have or will incorporate this into your planting plans. (Please note this question is only applicable to Highway Authorities and applicants acting on their behalf). We expect highway authorities or their agents to contact people who have registered an interest, ensure as many of them as reasonably practical get a tree outside their property, and that those who will not get a tree are given an explanation why not.

2.5.3 Equality and Diversity. As part of the community involvement, we would encourage applicants to engage any hard-to-reach groups known to exist in the priority area. Please tell us what activity you have undertaken or plan to undertake to engage hard to reach groups in the area.

2.6 It is important for us to know who your partner organisations are. Please provide details of any partnerships you have engaged 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)

Please list all involved and whether they are contributing through funding or otherwise.

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 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 (including the number of trees) that will result from the achievement of your

project 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. Identifying 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. How will the trees be maintained?

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. 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.

Sections 3.4 This section is requesting a breakdown of project costs for planting and maintenance. 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. Wherever possible, your breakdown should relate to descriptions within the Forestry Commission's Tree and Woodland Standard Costs for London. Where your costs exceed the relevant standard costs, please provide an explanation for the higher costs. ***Please note that we may alter some costs for our estimate of grant since we work to standard costs within the London area.***

Please break down project costs in detail (attach a separate schedule if necessary). We need to know how much is for trees and tree guards etc and how much is for engaging the public or other social benefits. Specify the size of trees to be planted (e.g.

whips, 12-14 cm 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 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 individual in your organisation signs the form with overall responsibility and accountability for the delivery of your project. Return the completed form as per the instructions on the 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 Project Officer.

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

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