

GREENWOOD COMMUNITY TREE PLANTING GRANTS

2017/18

Guidance Notes and Application Form



Greenwood

Nottinghamshire's Community Forest bringing Sherwood Forest to your doorstep

Introduction to the scheme

Introduction

The main aim of the Greenwood Community Tree Planting Grant (GCTPG) scheme is to encourage and support community groups, parish councils, nursery schools and secondary schools who want to undertake small-scale tree planting projects.

Note: Primary school projects are supported through our ‘**Trees for Learning**’ scheme. For further information – please see the Greenwood website or get in touch.

The GCTPG scheme is designed to be flexible and this is reflected in the wide variety of community and school based projects we have supported, for example:

- **Trees for Shade** - e.g. planting which provides shade for plays areas, playing fields, public parks and urban greenspaces.
- **Improving the landscape** - e.g. screening eyesores, planting urban or parkland trees.
- **Commemorative trees** – e.g. WW1 commemoration trees.
- **Benefiting wildlife** e.g. planting a copse to provide cover for birds and insects.
- **Encouraging healthy living** e.g. establishing a community orchard.

If you have an idea for a project but are not sure if it would be eligible or if you need some advice to help you develop your ideas, please get in contact, we will be happy to help.

GCTPG Scheme Guidance Notes

The scheme guidance notes set out below are designed to help you fill in your application form and get the most out of your proposed project. They will also help to identify whether there is any reason why your project may not be eligible or if there are items which need more consideration.

1. Location

Your proposed project must be located within the Greenwood area which includes the districts of Mansfield, Ashfield and Newark and Sherwood and the boroughs of Gedling and Broxtowe.

The trees must be planted on publicly accessible green space e.g. land owned or managed by parish councils, community groups, wildlife trusts, district councils etc or school grounds.

Projects may be considered on privately owned land but there must be an agreed a minimum 10 years public access agreement and the local community should be involved in planning and implementing the project. We will need a letter of support from the landowner and details about how the community will be involved.

Applications will **not** be considered where tree or hedge planting is the condition of an existing planning consent.

2. Making an Application

i. Please complete the application form as fully as possible and attach a separate sheet with additional information if necessary. The information you provide will be used to compare your project against other applications. Projects will be scored and prioritised according to:

- Who has been involved in planning your project
- How well the project has been planned and what the benefits will be.
- Who will be involved in the planting event and what publicity you plan to do
- How you intend to look after and maintain your project in the future.

2. Making an Application (continued)

ii. Your Project:

- Please include:
 - i. a detailed map showing the location of the site, adjacent street / roads (including road names) and the areas for tree planting clearly marked.
 - ii. digital photos of the site and planting area.

We need this information to enable us to assess and monitor your project.

- Include a brief description of your project including aims, objectives, who will be involved in planning and implementing the project, how the site will be used and what the benefits will be.
- List the number, size and species of trees to be planted. If you are unsure what trees to plant or the best places to plant them, please see our 'How to plant and care for trees' leaflet on the Greenwood website or contact us for advice.

Please note: Although we prefer to fund planting of native tree species we will consider funding projects with non-native trees where appropriate.

iii. Tree Planting Event and Promotion:

A key objective of the GCTPG scheme is to raise interest and awareness of the benefits of tree planting. Your project should actively involve pupils and staff and / or the local community with the tree planting activity and include a publicised tree planting event.

iv. Aftercare:

Good aftercare is vital to the success of any scheme. It is now a condition of the grant that after planting, all trees are fitted with mulch mats to reduce competition from weeds. Larger trees e.g. over 5 feet tall, must also be fitted with strimmer guards to protect against strimmer damage. Greenwood can supply these free of charge.

In addition to the mulch mats, extra weed control and watering may be required. Your application should describe how you are going to maintain your scheme in the long-term. For further information, see our 'How to plant and care for trees' leaflet on the Greenwood website.

Please Note:

If tree planting within school grounds, we advise you to check your proposals with the Grounds Maintenance team as they may need to alter grass cutting regimes. They may also be able to help with ongoing maintenance e.g. watering and weed control.

v. Funding:

The GCTPG scheme is designed to be flexible and funding is available (up to £250 per project) to cover the cost of buying trees, hedge plants, shelters, tree stakes, mulch mats, guards and ties. If you are unsure about where to obtain your trees or get quotes, please contact us for advice. We may be able to help source the trees on your behalf.

Although we do not require your project to have any match funding, projects which demonstrate some element of additional support e.g. volunteer time, cash contributions, will score more highly.

3. Application Deadline

The deadline for applications is **Friday 24th November 2017** (though early applications are encouraged). All applications will be assessed and scored and successful applicants will receive a grant offer letter confirming funding by Friday 1st December 2017.

4. How to Claim Your Grant

Your project must be **completed by Sunday 18th March 2018**. You then need to submit the completed event report and claim form and include:

- i. copies of invoices showing the expenditure on the project e.g. trees, stakes and ties. We will then authorise payment based on the invoices received, up to a maximum of £250.
Please note: unless your group is unable to reclaim VAT we will pay your grant net of VAT.
- ii. photographs of your planting event including the trees being planted and the trees in-situ.
- iii. a signed photo consent form giving permission for us to use photos of the event for publicity purposes.
- iv. copies of promotional material produced for your event and any media coverage.

Your event report and claim form and supporting information must be submitted by **12 noon on Friday 23rd March 2018**. **We cannot pay your grant until we have received this information.**

Please Note: Late claims may not get paid.

5. Need More Help?

If you have an idea for a project but would like some additional support to firm up your ideas, we can help. We offer a free site visit to discuss your project, looking at options and opportunities for tree planting including the best location to plant trees, what trees to plant, how to plan your planting event and how to look after your trees. This will give you all the information you need to complete your application form.

If you need further advice or help with your project or would like an electronic version of the application form, please contact:

The Greenwood Partnership Team,
c/o Nottinghamshire County Council
Conservation Team
County Hall
Loughborough Road
West Bridgford
Nottingham
NG2 7QP
Tel: 0115 993 2601
email: greenwood@nottscc.gov.uk



Community Tree Planting Grant Scheme 2017/18 Application Form

***Please read the attached guidance notes before completing this application form.
The deadline for applications is Friday 24th November 2017***

1. Contact Details

Name of community group or school:

Contact name:

Contact address:

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Telephone number: Email:

District / Borough Council area:

2. Your Project

Site name and address:.....

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Remember to attach a map / plan showing the location of the site with the areas for tree planting clearly marked plus digital photos of the site / planting area.

Who owns the land?

Do you have their permission? Yes No

If the scheme is on private land, please enclose a letter of support from the landowner.

3. Description of your project

Please give a brief description of your project including the main aims of the project, who will be involved in planning and implementing the project and what the benefits will be.

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Please continue on a separate sheet if required.

Please list the species, sizes and numbers of trees (or hedgerow plants) you want to plant.

Please note: we prefer to fund planting of native tree species but will consider funding projects with non-native trees where appropriate.

Species	Size	Number

4. Tree Planting Event and Promotion

Who will be involved in the tree planting event and how many people do you estimate will take part?

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How will you publicise and promote the event?

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5. Aftercare

Briefly describe how the trees will be cared for after planting and who will undertake weed control, watering, checking tree ties, mulch mats etc.

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6. Funding

Can your group / organisation reclaim VAT? Yes No

Do you have other funding / support for this project? Yes No

If yes, please specify how much and who from:

Cash: e.g. a grant from another organisation

Other support: e.g. volunteer time

Breakdown of costs

Trees £.....
 Tree stakes and ties £.....
 Other (please specify) £.....
 Total £.....

Amount requested from Greenwood (max £250) £.....



If you need advice about your project or filling in your application form, please contact the Greenwood Team on 0115 9932601