

Assembly Fund 2015/16: Project Proposal Form



Amount of funding requested:

£1920

Reference number (office use only)

Which **assembly** is this project for:

Rushey Green

Project title:

Catford Street Trees

Please read the important information at the back of this form before submitting your application

SECTION A: Your organisation

Contact details:

Organisation	Catford Street Trees
Contact person	Harry Carnegie
Telephone	
Address incl Post Code	
Email address	info@catfordstreettrees.org.uk

If an organisation will be receiving the funds on your behalf please provide details below:

Delivery Organisation	Lewisham GreenScene
Contact person	Peter Moss
Telephone	
Address incl Post Code	
Email address	peter.moss@lewisham.gov.uk

SECTION B: The Project

Assembly Priorities and / or criteria stipulated by the Assembly / Coordinating Group for funding applications – what priority does this project cover?

The Catford Street Tree campaign covers the following priorities:

- 1. Improving the Local Area** – this is the top priority for the campaign as additional street trees will significantly improve the 'streetscape' as well as providing numerous environmental benefits.
- 2. Community cohesion** – the campaign seeks to involve many different groups from the Rushey Green area including local residents and local businesses. Engagement will be via both face to face meetings and online interaction. I hope that through tree planting, people will be able to meet their neighbours and take pride in their shared spaces.

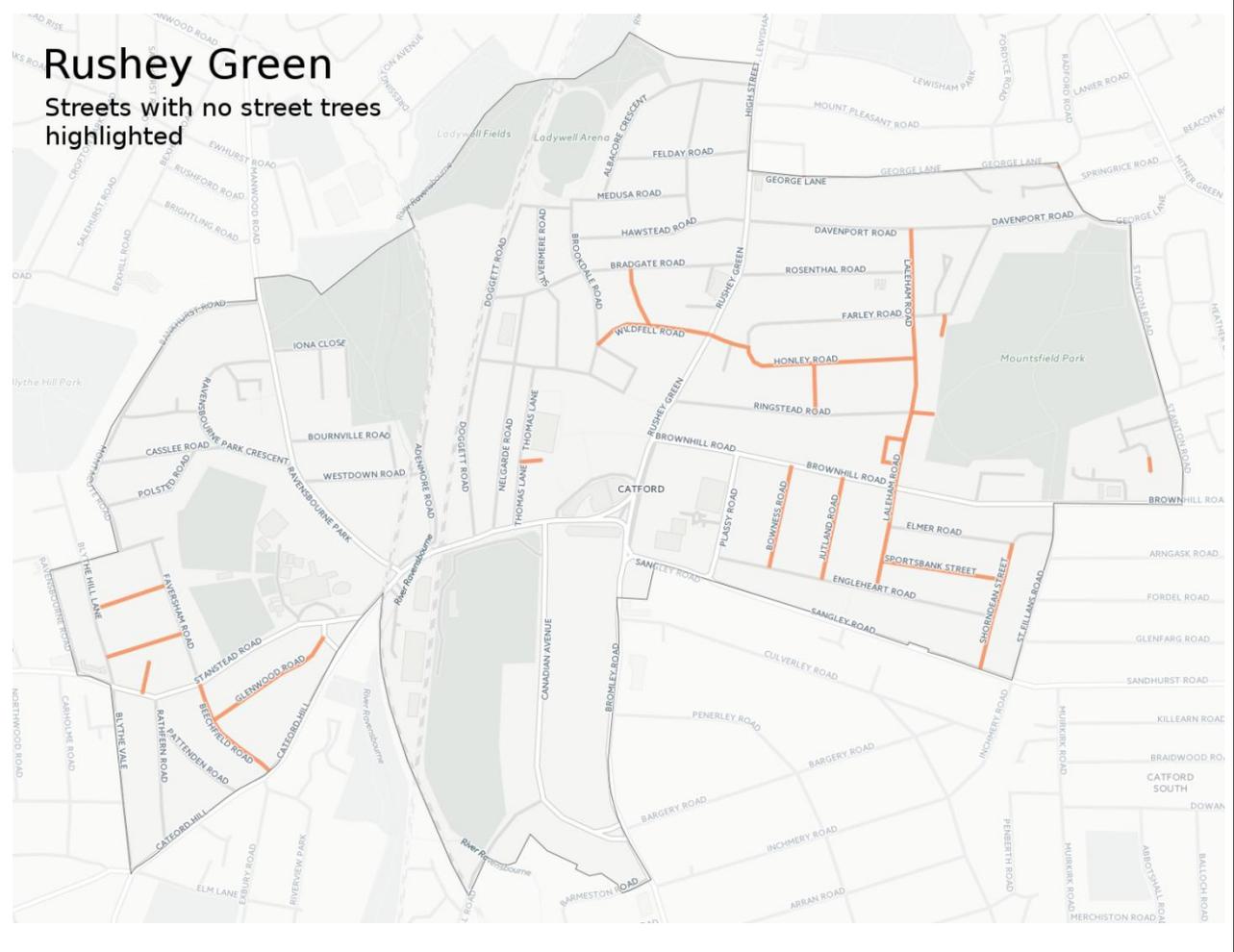
2. Please provide a brief description of the project:

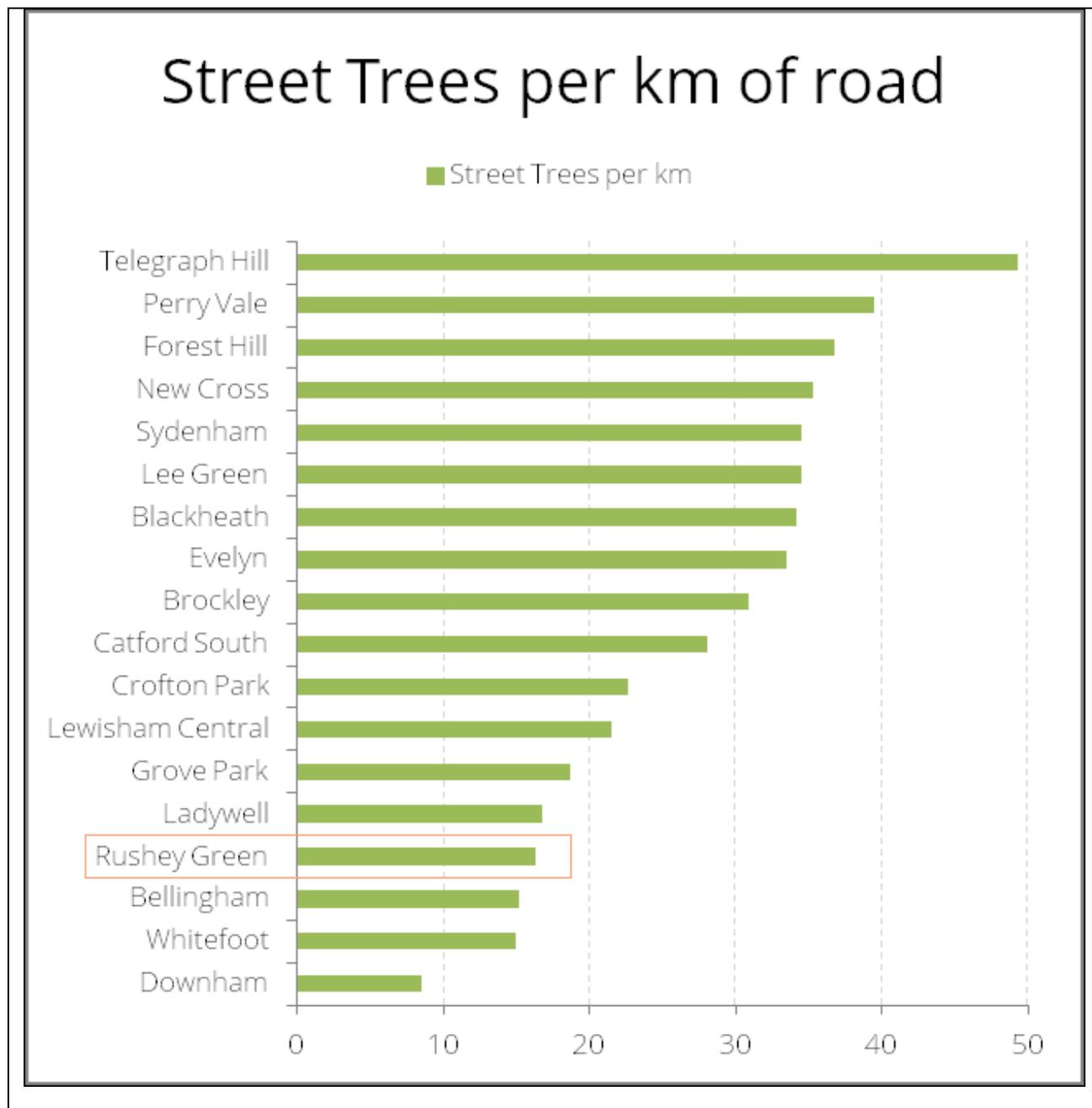
'Catford Street Trees' is a campaign to raise funds for the planting of more street trees in Catford – in particular within the Rushey Green ward.

Rushey Green contains 5.8 km of streets without any trees (see attached map) and has an average of only 16 trees per km of road compared to a borough-wide average of 27 trees per km (with the Telegraph Hill ward reaching almost 50 trees per km).

The campaign was started in July 2015 and so far I have focused on building up an online presence. I have been documenting the campaign on the website (www.catfordstreettrees.org.uk) and soliciting feedback through this channel, and also via the campaign Twitter feed (@se6_trees) which currently has 115 followers – many of whom are local residents and local community groups.

The campaign has featured in both the News Shopper (<http://bit.ly/1KzV25u>) and the South London Press (<http://bit.ly/1NJmQpX>).





3. Please detail the specific activities you will undertake (for example a youth forum will be set up and meet four times a year in different parts of the ward):

The funding that is being sought will serve two purposes; the first is to directly fund 8 trees in the Rushey Green area and the second is to serve as 'seed funding' towards the final campaign target of £25,000, as being able to demonstrate that the campaign has backing from the Rushey Green Assembly will be very valuable when seeking additional funding from local businesses.

I am currently in the process of formalising the structure of the 'Catford Street Trees' organisation and drawing up a constitution – This task should be completed shortly.

The activities to be undertaken throughout the campaign include:

- Canvassing local residents
- Contacting local businesses
- Promoting the campaign and raising awareness of the benefits of street trees
- Maintaining the campaign website and Twitter feed

- Fundraising – we will be appealing to residents for fundraising ideas
- Surveying streets for suitable planting locations
- Assisting in tree planting – although this will be undertaken by the council we would like to organise a community event around this, for example a tree planting ceremony
- Undertaking the maintenance of new trees once planted, including regular watering – recruiting volunteers for this task is an important part of the campaign as new trees require extra attention until they are established and having volunteers for this also significantly reduces the cost of the trees.

Number of people who will benefit from the project:

The eight trees being funded by this application will directly benefit the residents on the streets where these trees are planted. For example if the streets south of Brownhill Road with no trees were targeted, such as Bowness Road & Jutland Road, a conservative estimate would be 80 households and therefore perhaps 200 people (*Lewisham avg. of 2.5 people per household*).

In reality even these 8 trees will benefit many more people – e.g. other residents on neighbouring streets, other pedestrians, etc.

The wider campaign will also benefit many multiples of this value as we are aiming to plant 100 trees in total and as described in section 7 below we hope to get people from across the Rushey Green community involved.

4. Please describe the impact that the project will have on other people within the ward (Will the project help a particular community or particularly impact on, for example, disabled people, children or older people?).

The 'Catford Street Trees' campaign aims to have a positive impact on everyone living and working in Rushey Green.

The greatest impact will likely be seen by residents on streets where there currently aren't any trees, however many other groups will also see benefits, for example:

- Additional trees will reduce pollution across the whole ward, benefiting everyone
- Many people commute to and from Catford & Catford Bridge stations each day and will benefit from additional trees on their daily route
- Schoolchildren walking to and from school will benefit from the traffic-calming properties of street trees on their route to school
- Being involved in the planting of new trees will give residents a greater sense of pride in their street and should have a positive 'knock on' effect on issues such as litter, flytipping etc.

5. When will the activity take place:

Start Date: The campaign started in July 2015

(Please note it can take up to 8 weeks after the assembly meeting for the decision on funding to be confirmed and for you to be paid).

End Date: September 2016

*(Please note that the project must be completed by the end of **November 2016**).*

6. Locations where the activities will take place:

The priority for planting will be streets with no street trees or very few street trees, for example all those highlighted in orange on the map above, as well as Ringstead Rd,

Farley Rd, Nelgarde Rd and others. However planting will be considered across the whole of the ward.

7. How will you work with others to deliver the project? (For example will your project involve local residents, Council officers or other partners? Use this space to tell us how they will be involved during the different phases of the project):

The following groups will hopefully be involved with the campaign:

- Residents across Rushey Green will be invited to give their feedback on the campaign and to get involved. Canvassing has already begun in Honley Road, Farley Road and Ringstead Road.
- We will work with Lewisham GreenScene to plan the tree planting once funds have been secured
- Local businesses will be invited to sponsor tree planting
- Other community groups from the local area, e.g. Brockley Street Trees, Culverley Green Residents Association, Ringstead Road Residents Association
- Local schools, e.g. Holbeach Primary School, Rathfern Primary School

8. Outline the key risks associated with the project and how you will minimise their impact. (If you are planning an outdoor event, for example, what would happen if it rained?): **Remember a risk assessment should be completed.**

- Suitable planting locations might not be found – mitigate by working closely with GreenScene to plan the tree planting.
- Volunteers for watering and tree maintenance might not be found – we have already secured 15 volunteers from the streets that have already been canvassed therefore hopefully this is a small risk.
- Opposition from residents – mitigate by making a clear case for the benefits of planting new street trees.

9. How will we know if the project has been a success? (Use this space to outline what evaluation you will undertake to measure whether the project has achieved the desired impact.):

The key success factors of the 'Catford Street Trees' campaign are:

1. Achieving the full funding target by the specified deadline
2. Planning the planting locations for all trees that are funded
3. Planting the new street trees in the 2017 planting season

Do you have the following policies in place (if applicable) – Please see read the ‘important information’ section and discuss with your Development Officer if you are unsure about these.

- Constitution, terms of reference or governing document Yes / **No** /
- Public liability insurance certificate Yes / **No** /
- Health and safety policy Yes / **No** /
- Equal opportunities policy Yes / **No**
- Risk assessment(s) Yes / **No**
- Disclosure & Barring Service (DBS) checks (previously CRB checks) Yes / No / **N/A**

DECLARATION

I the undersigned confirm the information given in this application is correct. The organisation is neither established for profit nor is conducted for profit. We will inform the relevant officer of Lewisham Council of any changes in the organisation’s contact details or circumstances that would affect this application or the use of any grant relating to it.

This declaration can be typed and sent in electronically

Signed: Harry Carnegie _____
on behalf of the organisation

Name in block capitals: HARRY CARNEGIE _____

Position in the Organisation: Chair _____

Date: 31 August 2015 _____

For Completion by Assembly Officer upon successful application

Documentation	Required Yes / No	Comments
Constitution / Terms of Reference		
Public Liability Insurance		
Health & Safety Policy		
Equal Opportunities Policy		
Risks Assessments		
Evidence of DBS Checks		

Is the organisation set-up on the system for payment Yes / No / Do not know

<p>Additional information for the Grants & Information Team if applicable</p>
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IMPORTANT INFORMATION FOR APPLICANTS

The deadline for submitting this form is **Thursday 3rd September 2015 – 11pm**

Electronic applications sent as a Word Document are preferred; however we will accept handwritten proposals.

Funding awarded by the Assembly is subject to formal approval by the Executive Director for Community Services or Mayor and Cabinet depending on the value of the award. If funding is approved, organisations will be sent a confirmation letter outlining the terms of the funding agreement. Payment will only be made once this and any required supplementary documents are returned. Where an organisation has not been previously funded, or the value of the project is over £5,000, payment will be made in two instalments: one initial payment followed by a second final payment on completion of the project and the return of satisfactory monitoring information.

Documentation required

You will be required to provide copies of the following documentation when applicable and in order to speed up the process your development officer may ask for this in advance:

- Constitution, terms of reference or governing document
- Public liability insurance certificate
- Health and safety policy
- Equal opportunities policy
- Risk assessment(s)
- Evidence of Disclosure and Barring Service (DBS) checks (previously CRB checks) *(for projects working or volunteering with children or vulnerable adults)*

Funded organisations must ensure that:

1. A bank account is in operation into which payment can be made, please note we will not pay into individual bank accounts.
2. All legal and insurance liabilities associated with the project are fulfilled.
3. Appropriate safeguarding measures are implemented such as DBS checks.
4. All projects are completed by November 2016.
5. The Assembly may ask you to attend a future assembly meeting and report back on the project.
6. A completed monitoring form with appropriate information is provided at the end of the project. Failure to provide this will result in the organisation being ineligible for future Local Assembly funding.
7. All financial evidence, including receipts, is kept for at least two years after submission of monitoring information.

Your development officer is there to help, should you have any concerns or questions about the above requirements or anything else related to this application form please contact:

Name: Ade Joseph
Email: adeyinka.joseph@lewisham.gov.uk
Tel: 020 8314 6026
Web: www.lewisham.gov.uk/localassemblies click on Rushey Green
Address: Cultural & Community Development Service, 2nd floor Laurence House, 1 Catford Road, SE6 4RU