



## The Tree Council Branching Out Fund: grants for UK tree planting projects across the community

### Guidance Notes for completing the Application Form

#### Section 1 – Applicant details

Eligible groups include schools, community groups, member Tree Warden Networks, parish and town councils. Community groups should be constituted groups, with their own bank account.

Please provide all relevant contact details for the applicant and notify us of any changes over the duration of the project.

We will also need a mobile phone number for applicants from schools so that we may be able to phone you during when the school is closed if necessary.

#### Section 2 - Description of project

Write as much as you want in this section. This is where you impress us with your plans!

Please include information about the location and land ownership. Projects must be on public/trust or charity owned/leased land. We also require information regarding the present use of the land and the suitability of the land. The proposed planting site must not be in close proximity to buildings, soil quality must be suitable and the site must be properly protected from grazing wild animals and farmyard livestock.

Please clearly state what your community would gain from this educational project, **how children and young people up to the age of 21 will be engaged in the planning and planting**, what sort of activities, events, or initiatives you might hope to organise or facilitate and anything else that would be of interest to us in making our decision. It may help your application to include estimated numbers and age groups of the young people involved.

It is essential that you get permission from parents to take photographs, and that you let them know that The Tree Council might use these photographs when submitting evidence to our funder. We may also highlight good projects on our website, and on social media, e.g. Twitter and Facebook. Do not include any financial information in this section – fill in

the separate Excel spreadsheet entitled 'Breakdown', downloaded from the Grants section of our website.

### **Section 3 - Consent to plant on site**

Your application form must be accompanied by an email with a scanned signed letter attached from the person with the authority to grant permission to plant on the site. If scanning is not possible, a hard copy letter in the post is fine.

### **Section 4 - Suppliers or Contractors**

Tree nurseries offer better value for money on tree purchase than garden centres and we take this into account. Cost of delivery to the site should be included in the quotation, if separate from the tree prices. Sometimes delivery is included in the price of the trees - please make sure you indicate if this is the case.

Please read the biosecurity guidelines provided, and ensure your supplier is compliant.

### **Section 5 – Advice about your tree planting project**

Sound advice is fundamental to a well-planned tree planting project. Applicants are asked to seek independent local advice from someone with experience in tree planting projects. Bear in mind that advice from commercial organisations may well, in some cases, reflect commercial interests: for example, if you are considering buying from a garden centre rather than a specialist fruit tree nursery. Recommended sources of advice include local Tree Wardens, local authority arboricultural officers and specialist charities such as [Learning through Landscapes](#). We suggest that the form is completed with the assistance of an adviser; however, please note that **any associated costs for this advice are not eligible for funding**.

You may find that there is a Tree Council [Tree Warden Network](#) near you, and if so, we suggest you seek advice from one of them.

### **Section 7 - Aids to establishment**

If you don't have the knowledge and experience yourself, it is important to seek advice on the choice of aids to establishment – i.e. stakes, canes, guards, ties, mulches etc. These should be site specific and must be appropriate for the size and location of the tree. It is important that the type of protection used will be sufficiently robust and of the right size, taking into account threats to your plantings. These will differ depending on your location - for example rabbits, muntjac deer or livestock.

Please note that as a conservation charity, we believe strongly in using environmentally friendly tree guards and we are on a mission to reduce plastic pollution associated with tree planting. Most often, plastic tree tubes are left on the trees years after their intended use, slowly breaking up and polluting the soil. There are several suppliers of cardboard guards on the market. The Tree Council has often worked with [www.ezeetrees.com](http://www.ezeetrees.com).

Compost or mulches used to improve soil must be peat-free. Trees purchased in containers should ideally be in peat free compost.

## Section 8 - Maintenance

The Tree Council and its donors attach particular importance to proper care, maintenance and husbandry of trees planted with our funds. Therefore, we require to be satisfied that adequate arrangements have been made for looking after the trees once they have been planted. Please refer to our supporting documents for guidance.

## Section 9 – Contact for Press enquiries

In order to showcase the planting projects taking place this winter and inspire others to get involved, we will ask you to put details of your planting occasion on our [Events Map](#) on our website:

You can specify whether or not it's a public or closed event. Please provide a contact phone number of the person who would be happy to be contacted by the local media. Successful applicants will be provided with a draft press release to adapt and send to the local press to promote your tree planting or event. This can be used to let your local press and community know about your project.

We would like to tweet and blog about interesting projects. You must ensure you have parental permission for us to use any images of children and consent from anyone else in the photograph. The photographs will be anonymised.

## Section 10– Declaration

A grant offer is made on the understanding that your scheme is carried out exactly as described in your application. **Any modifications may invalidate our offer.** Should you need to change anything about your application, for example, substituting ANY of the tree species or location for planting, please notify us as quickly as possible so that we can review and, where appropriate, reconfirm the grant. Do not leave this until after any expense has been incurred.

Please **carefully** read the declaration and ensure you have included **ALL** the information requested. By submitting the application you are confirming that all the information given is accurate. This declaration is the basis on which your application will be assessed and any incorrect information may result in any offer of funding being withdrawn.

**COMPLETED APPLICATION FORMS TO BE EMAILED TO:**  
[Geraldine.creaven@treecouncil.org.uk](mailto:Geraldine.creaven@treecouncil.org.uk)

**We will review and pay claim forms as they are received, up until 31 March 2021. Please allow two weeks for processing, or longer if we have queries on the claim form.**

**Please ensure that the claim form is completed with care and before the deadline to avoid additional administrative delays.**