International Tree Foundation
Founded 1922

UK Community Tree Planting Programme

Grant Guidelines

May 2023

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1. International Tree Foundation

The International Tree Foundation (ITF) was founded in Kenya in 1924 as 'Watu wa Miti' (People of the Trees), by Richard St Barbe Baker and 50 volunteers. ITF's mission is to plant, protect and promote trees in partnership with local communities.

2. Our approach

ITF's support to grantees is based on the following principles:

Partnership: ITF seeks to develop equitable and sustainable partnerships with the organisations it supports. We will publish project updates and reports in our newsletter, social media and on the ITF website.

Accessibility: ITF seeks to make its grants programmes and application processes accessible to both new and smaller organisations that may not have a lot of experience of securing funding.

Transparency: ITF will be open about its grant assessment criteria and award processes. We will provide information about the sources of the funds for the programmes.

Ethics: ITF seeks to promote and uphold ethical relationships between people, the natural environment and wildlife. We seek to support projects that promote the equal participation of men and women, safeguard children and vulnerable adults.

Self-evaluation and assessment: ITF supports organisations to build their capacity to evaluate the effectiveness and impact of their projects. We will provide easy-to-use monitoring and evaluation tools. We expect our partners to provide accurate information about the progress of their project, and to be open about any challenges experienced.

Learning and sharing: ITF seeks to maximise opportunities for our partner organisations to share their experiences and learn from both each other and good practice from other initiatives – through our website, newsletter and, where possible, participatory workshops.

3. Programme purpose

The UK Community Tree Planting Programme aims to support community projects that will:

- Create and conserve indigenous trees and woodlands, forests, habitats and associated biodiversity
- Foster community engagement in tree planting to promote reforestation and to increase awareness of the importance of trees and forests to environmental and human well-being
- Encourage social cohesion and inclusion

4. The 2023 Call for Proposals

4.1 Eligibility

To be eligible for funding from this round of the UK Community Tree Planting Programme:

- Your organisation must be community-based and/or have a social benefit e.g. a school, community group, social enterprise, non-governmental organisation, parish council, etc.
- You must have a bank account in the name of the applicant organisation
- You must have signed permission from the owner or manager of the land indicating that the project meets all legal requirements

4.2 Essential criteria

ITF's priorities for this round of the UK Community Tree Planting Programme are to support community-based tree planting initiatives that meet the following **essential criteria**:

- Be based in the UK.
- Plant trees in public / publicly-accessible spaces: sites that are accessible to the public, including schools, parks, rights of way, and sites managed by community groups
- Plant indigenous tree species. This may include traditional fruit trees and 'honorary' natives where appropriate
- Engage community members in tree planting and enjoying the benefits of woodlands
- Have clear plans for maintenance and sustainability

4.3 Additional criteria

In this Call for Proposals, we are also interested in applications which meet one of more of the following **additional criteria:**

- Engage children and young adults in tree planting and learning about trees
- Engage vulnerable groups and groups with low access to woodlands
- Create biodiversity habitat
- Conserve soil and water
- Demonstrate new approaches, such as agroforestry
- Support rewilding and natural regeneration
- Support work or research on tree pest and disease resistance and climate change adaptation
- Support urban tree planting

5. Assessment criteria

Applications will firstly be screened to ensure that they meet the essential requirements listed above in 4.1 and 4.2. They will also be reviewed to see if they meet any of the additional criteria listed in 4.3.

Eligible applications will be assessed against the following questions:

6. Funding available

Criteria	Key questions
1. Overall Goal and Outcomes	- How well does the project meet the funding criteria? - Are the intended outcomes appropriate, realistic and achievable? - Is the project well designed to deliver the Goal and Outcomes?
2. Community	- Who will benefit from the project, and how? - How has this been assessed? - How will community members be engaged in delivering and monitoring the project? - How realistic are the numbers?
3. Tree planting	- How appropriate is the choice of tree species?
4. Environment	- Will the project contribute to biodiversity, habitat, or soil and water conservation?
5. Budget	- Is the budget realistic and consistent with the planned actions?
6. Sustainability	- How will the project activities and benefits be sustained?
7. Awareness raising and Learning	- How appropriate are any learning and awareness raising activities? - How will learnings be captured and disseminated?
8. Monitoring and Evaluation	- How appropriate are the plans in place to monitor project activities and evaluate outcomes? How will you know if the project has been successful?

There are two streams of funding available:

- Community Woodlands / Hedging: Projects to range from 100 – 10,000 trees planted per year, with a maximum price equivalent to **£1.75/tree** (inclusive of tree protection and mulch). Most suitable for community woodland or hedging projects.
- Community Orchards: Projects up to 30 trees planted per year.

7. Applying for a grant

There are three application documents you need to complete. These are:

i) Proposal form

Please give your project a short and clear title. Please ensure that all the contact details you enter in the proposal form are accurate.

ii) Tree planting plan

Please list the species that will be planted and the number of each to be planted.

iii) Budget

The planned activities must be clearly described and costed.

iv) Additional items

Please provide a map and photos of the planting site, including polygon and coordinates if possible. (Please see the following links for assistance in creating polygons: GPS mapping app user guide - V2.pdf & How to use field measure app)

Submitting your application

Your completed application can be submitted anytime from July onwards, with a final deadline on **Friday 1st December 2023.** We will assess applications at the end of each calendar month until the end of the year.

The application documents should be submitted by email to: programmes@internationaltreefoundation.org

Please enter "UK Grant Application" in the subject line.

8. Grant awards

All fully completed eligible applications will be assessed by a grants panel. Successful applicants will be required to sign a Memorandum of Understanding (MoU) and return both signed electronic and original hard copies before the grant can be authorised.

9. Contacting ITF

If you would like to discuss your project before submitting your application please email us at: programmes@internationaltreefoundation.org and one of our team will respond.