

## **Frequently Asked Questions**

### **1. Management and maintenance – Post project completion**

All applicants must consider long term management and maintenance of their projects – this is essential in securing a Greening Westminster grant. An outline approach must be included with the bid submission, and further refined and agreed prior to installation of the greening asset. As a general rule, Westminster City Council cannot absorb additional management and maintenance costs associated with new greening assets. We appreciate each proposal will have differing requirements so if you have any questions, please email the Greening Westminster team - [greeningwestminster@westminster.gov.uk](mailto:greeningwestminster@westminster.gov.uk) and/or book a 1:1 slot available [here](#)

### **2. Projects on the Highway**

The priority for any highway greening intervention is that it should be sustainable, have longevity and address a need as set out in WCC's policies. Street trees where they can be accommodated are a preferred option over more complicated street greening or engineered solutions. In-ground "Sustainable Urban Drainage Systems" planting in an area at risk of flooding is also to be prioritised where possible.

The City Council acts as the Highway Authority and, as such, applicants should be aware of the rigorous processes in place for any intervention on the public highway, with implications for cost and time to your potential greening project. Key considerations to address in your application is what area of space the greening asset will occupy and any impact on safety, what is in the vicinity or below that location and mitigation for any unintended consequences. For example, proposals may need to be consulted on locally, undertake a statutory Traffic Management Order consultation for changes to kerbside provision, require a planning permission and/or licence, a legal agreement to agree the management and maintenance of the asset and an insurance or indemnity policy. The council is able to support applicants to deliver their greening assets through the use of the Highways Term Contract but these costs will need to be incorporated into the funding request. If you require further information about which processes your project would be required to cover, please book a 1-1 session with the Greening Westminster team via the website - <https://www.westminster.gov.uk/place-shaping/greening-westminster> or email - [greeningwestminster@westminster.gov.uk](mailto:greeningwestminster@westminster.gov.uk)

### **3. How to access your grant funding**

If you are successful in gaining a grant from the Greening Westminster programme, you will be invited to an initial meeting where the payment process can be explained in full. You are also able to ask the Greening Westminster team any questions by emailing [greeningwestminster@westminster.gov.uk](mailto:greeningwestminster@westminster.gov.uk)

**Please note** that funding can only be allocated via fully constituted groups able to provide evidence of 2 years of accounts. Release of grant funding may vary per project but please be aware it is unlikely to be transferred in one lump sum at the start of the project. In the first stages of your project, the Greening Westminster team will set you up as a supplier on our finance system. Once this has been completed, we will be able to set up a Purchase Order (PO), against which you can invoice (quoting the PO number) to draw down the amount you need in instalments from your total amount of funding. You will be sent instructions on how

to do this, including how to enter your invoices using the online system. The funds are released once the invoices have been accepted by officers at the Council. If you wish to apply for a grant and are not part of a constituted group, please seek advice from the Greening Westminster team at [greeningwestminster@westminster.gov.uk](mailto:greeningwestminster@westminster.gov.uk)

#### **4. Have you considered the climate impact of your project?**

This question prompts you to align your efforts with broader climate goals, ensuring that your project contributes to a more sustainable and resilient Westminster.

Think holistically about how your project directly or indirectly impacts the environment and/or the community's resilience to climate change. This is important, because by finding ways to minimise the climate impact of your project, you can help communities adapt in the face of climate-related challenges. Perhaps consider sources of harmful emissions that may arise during project implementation, and what materials or technologies could be used to minimise these. For example, you could use a web-based [carbon footprint calculator](#) to calculate your project's carbon emissions, which takes into account how much carbon is used through landscaping, and how much is absorbed from the atmosphere through planting. Also, consider how you will measure and track the ongoing climate impact of your proposed project.

*Example: Features like rain gardens and green roofs can help manage stormwater which reduces flood risks during heavy rainfall.*

#### **5. Considering the ecological impact of your project**

There are many things you can do to maximise the ecological impact of your greening project. From the choice of plants or trees through to how the project will be managed. Some species of plants and trees have a higher biodiversity value than others in terms of the number of insects they might provide a habitat for, or whether they are good for pollinators. In terms of management techniques for maximising ecological impact, you could consider composting of green waste on site, leaving vegetation cover for insects over winter, or creating log piles for habitats for insects and bugs.