

# Northern Forest Partnership Innovation Fund Full Application Form

**Disclaimer** - We will share your details with Defra (including its constituent parts – Natural England, Forestry Commission, Environment Agency and Historic England) and the Community Forest Trust as part of the decision making process for Partnership Innovation Fund grant applications. As you are planting in the Northern Forest we will share your planting details with the Forestry Commission for adding to the Public Register

Before completing this Full Application Form, please make sure you have read the FAQ's. These will help you fill in the form. If you are completing this form as a hard copy, please write clearly and in black ink.

## 1. Project Summary

### 1.1 Project Title

(No more than 15 words)

### 1.2 What is the name of your business or organisation? (One organisation should be designated to lead the application)

### 1.3 What are the TOTAL project costs, to the nearest £100?

### 1.4 How much funding are you seeking from the Partnership Innovation Fund, to the nearest £100?

### 1.5 Where in the Northern Forest will the project take place?

Address

Postcode

Ordnance Survey Grid Reference  
(six figure) for centre of the site

Local Authority District

### 1.6 What is the total area of the project in hectares?

### 1.7 How many hectares of woodland will the project deliver in total?

### 1.8 How many trees will be planted in total?

### 1.9 What is the proposed planting season(s)?

All eligible tree planting must be complete by the end of March 2022

2019/20

2020/21

2021/22

### 1.10 What are the anticipated start and finish dates for your project? All work funded by this grant must be complete by the end of March 2022.

Provide month and year in each case

Start Date

Finish Date

# 2. Applicants Information

**2.1 What is the name of your business or organisation?** (One organisation should be designated to lead the application)

**2.2 Have there been any changes to the applicant/business details since the Expression of Interest (EOI)?**

Yes	No	If yes, please explain below what they are and why they have occurred: (No more than 150 words)
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**2.5 What is the address for your main contact?** (if different from above)

Address

Town/City

County

Postcode

**2.6 Describe the main purpose of your business or organisation** (No more than 100 words)

**2.3 What is the primary address for your business or organisation?**

Address

Town/City

County

Postcode

**2.7 What is the legal status of your business organisation?** For example company limited by guarantee, charity, local authority, etc.

**2.8 Please attach your most recent audited or registered accounts to your application**

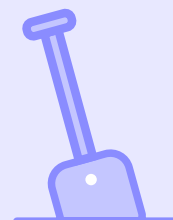
**2.4 Who is the main contact for your project?**

Name

Position in organisation

E-mail

Telephone / Mobile number



## Find out what we're doing for woods and trees

Any personal details you have provided to the Woodland Trust will be used to carry out our work protecting, restoring and creating woodland across the UK. Would you like to know more? Check out our online statement at [woodlandtrust.org.uk/legitimate-interests](https://www.woodlandtrust.org.uk/legitimate-interests). We may contact you by post and telephone about our work and how you can support us unless you tell us not to.

Your privacy is our priority. We promise to keep your details safe and will never sell them. Need extra reassurance? Our online privacy policy [woodlandtrust.org.uk/privacy-policy](https://www.woodlandtrust.org.uk/privacy-policy) explains all. If you would like to change the way you hear from us, how we use your information or do not want to receive any marketing from us – just email [supporters@woodlandtrust.org.uk](mailto:supporters@woodlandtrust.org.uk) or call 0330 333 3300.

# 3. Project site

## 3.1 What is the name of the project site?

## 3.2 Where in the Northern Forest would the project take place?

Address

Postcode

Ordnance Survey Grid Reference  
(six figure) for centre of the site

Local Authority District

## 3.3 Please attach maps of your project site to your application

Please send two maps with your application: one of the wider area and a larger scale map indicating the area that you would like to plant. These should have the woodland planting area(s) clearly marked. This will enable us to assess your eligibility for funding.

Paper maps are required. If you are able to submit a shapefile alongside your application, please do as this will help us to process your application.

Please note that a detailed planting / design plan is requested in Section 5.10.

## 3.4 Does your project site have any designations?

Site of Special Scientific Interest (SSSI)	Yes	No
National Park	Yes	No
World Heritage Site (including buffer zone)	Yes	No
Scheduled Monument	Yes	No
Area of Outstanding Natural Beauty (AONB)	Yes	No
EU Special Protection Area (SPA)	Yes	No
EU Special Areas of Conservation (SAC)	Yes	No
National Nature Reserve (NNR)	Yes	No
Ramsar site	Yes	No
Local Nature Reserve (LNR)	Yes	No
Local Wildlife Site Regionally Important Geological Site (RIGS)	Yes	No

### Are there any other local, national or international designations?

Yes

No

If yes, please state the nature of these: (No more than 50 words)

### 3.5 Are there any potential constraints to planting?

This might include past contamination, previous use (for example closed landfill site, brownfield site), etc

Yes

No

If yes, please state the nature of these constraints  
(No more than 200 words)

### 3.6 Who is the landowner of the project area?

Provide name and address

Name

Address

**If you are not the landowner**, please complete  
Section 3.7 below before continuing. If you are the  
landowner, proceed to Section 3.8

Postcode

### 3.7 If you are not the landowner, what consent do you have from the landowner to undertake the planned project? (No more than 200 words)

You must have control of all the land and all the activities needed to deliver and maintain your planned project. If you do not have management control, you must get the written consent of all other parties who have management control for the entire period of the grant agreement, and submit this with your completed application form.

If you are a tenant, you will also need to provide written consent of all other parties who have management control, and have security of tenure for the full period of the grant agreement.



**3.8 Has an Environmental Impact Assessment (EIA) been undertaken or determined for the project area?**

For guidance on EIA's please go to:

<https://www.gov.uk/guidance/assess-environmental-impact-before-you-create-new-woodland>

**Yes**      **No**      If Yes, please provide further information If No, please say why (No more than 200 words)

**3.9 Is any part of the grant application a condition of a planning application?**

**Yes**      **No**      If yes, please provide further information below (No more than 200 words)

**3.10 Is there any aspect of the proposed project that will need a planning application or have you already obtained relevant planning approvals?**

**Yes**      **No**      If yes, please provide further information below (No more than 200 words)

# 4. Your Project

**4.1 Project Title** (No more than 15 words)

**4.2 What are the main aims of your project?**

(No more than 300 words). If you wish to provide further detail on your project, please include this as an attachment to your application

**4.3 Provide up to four SMART (Specific, Measurable, Achievable, Realistic, and Time based) objectives your project aims to achieve** (No more than 300 words)

**4.4 What work and/or consultation have you undertaken to prepare for this project, or what work and consultation is planned and when? Name the key stakeholders**

(No more than 300 words)

**4.5 How will your project demonstrate or test innovation that delivers woodland creation of 3 hectares or more by March 2022? (No more than 600 words)**

**4.6 What other outputs will your project deliver?** (Tick all the boxes below that apply)

<b>New opportunities for public access</b>	Yes	No	<b>Flood mitigation or management</b>	Yes	No
<b>Biodiversity</b>	Yes	No	<b>Any other outputs</b>	Yes	No
<b>Registering your project with Woodland Carbon Code</b> ( <a href="https://www.woodlandcarboncode.org.uk/">https://www.woodlandcarboncode.org.uk/</a> )	Yes	No			

**4.7 If you ticked YES for any of the outputs above, please provide further detail on what your project will deliver?** (No more than 400 words)

**4.8 What are the planned start and finish dates for the project?**

All work funded by this grant must be complete by the end of March 2022. Provide month and year in each case.

**Start date**

**Finish date**

**4.9 What is the proposed planting season(s)?**

All eligible tree planting must be complete by the end of March 2022.

2019/20

2020/21

2021/22



**4.10** List any other partners involved in the project and how they will be involved?

Partner Name and Lead person

Outline of role in project and relevant experience  
(75 words maximum per partner)

# 5. Details of proposed woodland creation scheme

Please tell us more about the proposed woodland creation scheme. Proposals should follow the UK Forestry Standard (UKFS). For more information on the UKFS, go to [www.gov.uk/government/publications/the-uk-forestry-standard](http://www.gov.uk/government/publications/the-uk-forestry-standard)

**5.1** What is the total area in hectares of your project, to the nearest 0.1 of a hectare?

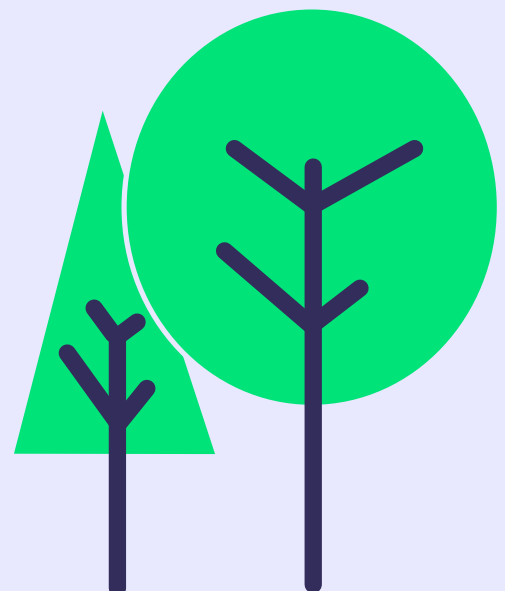
**5.2** How many hectares of woodland will be created in total, to the nearest 0.1 of a hectare? The minimum area of woodland created must be 3 hectares.

**5.3** How many trees will be planted in total?

**5.4** What is the proposed species mix? Please specify each tree species to be planted and percentage mix, for example 50% Sessile Oak, 25% Rowan, 25% Silver Birch. (No more than 150 words)

**5.5** What area (hectares) and % of open space will be retained?

**5.6** What will be provenance, size, age and origin of the planting stock? UK sourced and grown trees are preferable.



**5.7 How will the planted trees be protected and maintained?** For example, by tree guards, sheep or deer fencing, etc. Please provide details of the specification for the tree protection proposed and maintenance regime once planted (No more than 300 words)

**5.8 Is the proposed planting site contiguous with an existing Countryside or Environmental Stewardship Scheme?**

Yes

No

If YES, please provide further details, including scheme number (No more than 100 words)

**5.9 Is there any existing Defra funded tree planting within or next to the project area?**

Yes

No

**5.10 Please attach a planting / design plan to your application**

Paper plans are required. If you are able to submit a shapefile alongside your application, please do as this will help us to process your application.

Refer to the FAQ's for guidance on the minimum information required.

# 6. Managing your project

**6.1** How will your project be managed? (No more than 200 words)

**6.2** Submit a Project milestones plan (Appendix 1) as part of your application, to provide us with further information on what your project will do and when

**6.3** What are the key risks related to your project (list no more than 5), and how will you mitigate them? (No more than 300 words)

**6.4** How will you evaluate the success of your project against the aims and SMART objectives you set in Sections 4.2 and 4.3, as well as the innovation you are testing / delivering? (No more than 400 words)

**6.5 How will you share the lessons learnt in terms of innovation, that flow from your project?** (No more than 200 words)

**6.6 How will you ensure the woodland created by this Fund is retained as woodland in the future?**  
Woodland created through this Fund must be retained as woodland for at least 15 years (No more than 200 words)

**6.7 The Partnership Innovation Fund wants to support projects that are replicable elsewhere in the Northern Forest and further afield. Tell us how easily you feel your project can be repeated and / or scaled up.** (No more than 300 words)

# 7. Project Costs and match-funding

**7.1** What are the TOTAL project costs? (Round up pence to the nearest pound)

**7.2** Please provide us with a breakdown of the project spend and where you are looking for support from the Partnership Innovation Fund. (Round up pence to the nearest pound)

Item (for example tree purchase, tree planting, tree protection, stakeholder engagement, etc)	A: Total Costs	B: Planned month and year spend will be incurred	C. Other sources of funding	D. Grant requested from the Partnership Innovation Fund
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TOTALS

**7.3 Three written quotes are needed for all items of £5,000 or more (excluding VAT) in value, listed in Section 7.2. Please submit these quotes with your application, as part of your supporting documentation.** If you have not yet received written quotes, please explain below how you have arrived at your project costs (No more than 400 words).

Note: Grant contracts will not be approved until three written quotes are provided for all items of £5,000 or more (excluding VAT) in value.

**7.4 If you have included irrecoverable VAT within your project costs and grant request please explain why. You must provide written evidence of your VAT status with your application.** (No more than 100 words)

**7.5** If you are seeking or have secured other sources of funding, please provide us with a breakdown below (monies from the Partnership Innovation Fund must be matched by a minimum 50% match funding)

Funding source (i.e. name of funder)	What is it funding	Amount / Value (round up pence to the nearest pound)	Secured (Yes or No)
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**7.6** Please ensure you attach written confirmation of secured match funding to your application form when you submit it



# 8. Before you submit your application

## Make sure you have:

Read the eligibility checklist in the FAQ's, to ensure your project is eligible

Completed all applicable sections of the Application Form

Completed Appendix 1 – Project Milestones

Submitted your supporting documentation, including:

Your organisation's most recent audited or registered accounts

Two maps of the proposed project site (hard copy or shape file)

A planting / design plan

A letter of support / consent from the landowner of the project area hard copy or shape file

Copies of 3 quotes for ALL work over £5,000 in value (excluding VAT)

Written confirmation of match funding

As needed, any additional attachments with further detail on your project that ADD VALUE to your application

Read the FAQ's

Signed and dated your application form

**Signature**

**Name** (Blocked letters)

**Capacity of signatory**

(e.g. lead organisation, landowner)

**Date**



Please return your form to  
Nick Sellwood, Northern Forest Project Manager,  
Woodland Trust, Kempton Way, Grantham, Lincs, NG31 6LL  
or email to [NorthernForest@woodlandtrust.org.uk](mailto:NorthernForest@woodlandtrust.org.uk)

