

# Application Form

The Urban Tree Challenge Fund (UTCf) provides support for planting trees across England's Towns and Cities. The Fund provides capital funding to plant and establish trees that are an appropriate size for the setting in which they are planted, be it a street tree or a small community woodland. In addition to completing this application form you will need to fill in the accompanying annex and prepare maps of the planting sites that are included in your application. Guidance is embedded within the form and annex with further information available from [gov.uk](http://gov.uk). In 2019/20 the UTCf is only open to applicants who are submitting a block bid, these are applications that contain a number of single planting sites that combined have a total grant value of £500,000 or more.

You must not start work until you have a signed agreement with the Forestry Commission in place.

We are required to collect a number of personal details from the applicant, land agent, or landlord to be able to process your application. Further information on how we will use your information and your rights under the UK's data protection legislation can be found at the end of this form.

Further information and guidance can be found on [gov.uk](http://gov.uk).

## Part 1 – Basic Requirements

Name of proposed project / bid:

Please tick to confirm that you have either:

- Full management control over the land; or
- Signed consent from those with management control over the land as confirmed in part 8 – declaration.<sup>1</sup>

In relation to this proposal to plant trees, please confirm by ticking the box that none of the work in the application is currently subject to<sup>2</sup>:

- A requirement to mitigate the impacts of development under a planning consent by undertaking tree planting.

<sup>1</sup> You must have management control over all of the land being included in this application. If you are a tenant we will require agreement from your landlord to proceed. If you are one of several owners of land in the application and are acting as a lead applicant on their behalf, you must provide their written consent to proceed.

<sup>2</sup> We cannot pay UTCf if planting is the requirement of planning consent.

# Urban Tree Challenge Fund – Application Form

- A requirement to restock the site with trees, and in the case of large (standard) trees, any existing tree pits have been empty for a minimum of three years.

## Part 2 – Applicant Details

Please read how the Forestry Commission will use your personal information in part 6-7 of this form.

### Part 2.1 – Organisation applying for funding

Organisation name:			
Single Business Identifier (SBI), if available <sup>3</sup> :			
Landline telephone Number:		Mobile telephone Number:	
Email:			
Postal address:			
Postcode:		Country:	

### Project Manager

Title:		Forename:			
Surname:		Job title:			
Landline telephone Number:		Mobile telephone Number:			
Email:					
Postal address (if different from above):					
Postcode:		Country:			
Are you an agent who is not directly employed by the organisation applying for funding?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If yes, tick to confirm that an agent authority form is in place giving you the authority to complete and sign this application form. If this form is not already in place please complete a <a href="#">Non-RDPE agent authority form</a> and submit it with your application.					<input type="checkbox"/>

<sup>3</sup> If you have an SBI you must provide it here. If you do not have an SBI, we may need to contact you for further information about your land ownership or business.

# Urban Tree Challenge Fund – Application Form

## Part 2.2 – Tenants

Are you a tenant? <i>If no, go to Part 2.3; if yes, complete the following questions.</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have any obligations in your tenancy to carry out environmental management on the land in question?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please tick to confirm that you are not seeking funding for these activities in your application. Please provide a copy of your tenancy agreement with your application.	<input type="checkbox"/>			
Do you have permission from the landowner to undertake the work in this application? Their counter signature will be required in part 8.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

## Part 2.3 – Agent

Please complete this section if, going forward, an agent will act on your behalf. This section does not need to be completed if the agent is acting as the lead applicant and has completed part 2.1.

Title:		Forename:		Surname:	
Organisation:				Position:	
Landline telephone Number:			Mobile telephone Number:		
Email:					
Postal address:					
Postcode:				Country:	
<input type="checkbox"/>	Tick to confirm that an agent authority form is in place giving your agent or representative the authority to sign forms or make claims on your behalf. If this form is not already in place please complete a <a href="#">Non-RDPE agent authority form</a> and submit it with your application.				

## Part 3 – Project Information

Please use this section to provide information about each of the planting sites within your project, including the objectives for the project, details of partnership working and future management of the tree planting once the grant funding has finished.

Description of the project, please include information regarding public accessibility to the newly planted trees:

# Urban Tree Challenge Fund – Application Form

Rational for planting including the reason why funding is required from the Urban Tree Challenge:

Project Objectives:

Outline the specific issues you are trying to address with this project. You must be able to justify a clear and unambiguous benefit that will be achieved through tree and woodland related projects. Please make reference to the objectives below and how your project will address them.

Objectives:

- Social and community - encourage community engagement with nature
- Recreation and Health – increase canopy cover in deprived urban areas
- Education – encourage children to be closer to nature
- Landscape – greening our towns and cities

Partnerships: Please give details of partner organisations involved in this project.

Forward Strategy: Please give details of how trees planted as part of this project will be maintained once funding has come to an end.

# Urban Tree Challenge Fund – Application Form

Please set out how you will evaluate the success of this project, including a record of the survival rate for the newly planted trees.

--

## Part 3.1 – Location

You must supply a map to show the planting locations at 1:1,250 scale. This can be a PDF, but shapefiles are preferred. Single planting sites must consist of a minimum of 150 feather or whip size trees with a maximum planting area of 0.5 hectares; for large trees a minimum of 10 will need to be planted in one location.

Please tick to confirm that a map showing the approximate location(s) and the boundary or boundaries of the proposed planting is enclosed (see mapping guidance on gov.uk for more details).	<input type="checkbox"/>
--	--------------------------

Please confirm that you will produce before and after photographs of each planting area. These do not need to be submitted with your application form or any subsequent claim but must be retained by you for a period of seven years and made available upon request.	<input type="checkbox"/>
--	--------------------------

Please confirm that you will retain invoices for all capital items. These do not need to be submitted with your application form or any subsequent claim but must be retained by you for a period of seven years and made available upon request.	<input type="checkbox"/>
---	--------------------------

Please provide a short description of the location(s) where planting will take place, identifying any planting challenges:

--

Are any of the planting sites designated or adjacent to areas that are designated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

If yes please provide details of the designation(s), e.g. Site of Special Scientific Interest, National Park, Area of Outstanding Natural Beauty, Local Wildlife Site, Scheduled Ancient Monument etc. Note: If the site is considered 'sensitive'<sup>4</sup> under EIA regulations then you

<sup>4</sup> The full definition of "sensitive areas" can be found in Schedule 2 of the EIA Regulations. Broadly speaking, however, these are as follows: a) Sites of Special Scientific Interest; b)

# Urban Tree Challenge Fund – Application Form

will need to complete a standalone <a href="#">EIA enquiry form</a> and submit this with your application.		
Where designations are present, have the relevant stakeholders been contacted? For example, Natural England in the case of SSSIs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes please set out the key points from the consultation response and provide a copy with your application form.		
Is any of the land subject to any current grant agreement(s)?	<input type="checkbox"/> Yes <sup>5</sup>	<input type="checkbox"/> No
If Yes, please confirm the type of grant (e.g. HLS) and its end date:		

## Part 3.2 – Scoring

The annex that accompanies this application form will require you to provide information about each single planting site. This includes whether the site is located either within or touching the following map layers that can be viewed via the Forestry Commission’s map browser:

- UTCF Trees close to people, the planting site must be located within this data layer in order to be eligible to receive funding.
- UTCF Priority People, if the planting site is directly adjacent to or is within this data layer it will receive points.
- UTCF Priority Places, if the planting site is directly adjacent to or is within this data layer it will receive points.

National Parks; c) The Broads; d) A World Heritage Site; e) Scheduled Ancient Monuments; f) Area of Outstanding Natural Beauty; g) A European site under the Habitats and Species Regulations; h) Ramsar sites; i) National Nature Reserves; j) Nature Reserves.

<sup>5</sup> Where the land is subject to an existing grant agreement it may not be eligible for the UTCF. If the land in your proposal is in an Environmental Stewardship (ES) agreement, in order for that site to be eligible the ES agreement must expire or you must provide written confirmation from Natural England that the land has been removed from ES before a UTCF agreement can be offered. The Forestry Commission will not be held responsible for any penalties or reclaims incurred as a result of removing land from ES.

# Urban Tree Challenge Fund – Application Form

Summary information on the points awarded can be found in the worksheet titled 'summary' in the application annex. Please use this worksheet in the annex to answer the following questions;

Only sites that sit within the Forestry Commission's map layer 'UTCF Trees Close to People' are eligible for the Urban Tree Challenge Fund. Please tick to confirm that all of the planting sites fall within this layer.	<input type="checkbox"/>
Total score for large trees (standards).	
Total score for small trees (whips and feathers).	

## Part 4 – Project Management and Finance

Please explain how the project will be managed and which staff will be involved?		
Please set out whether your organisation has experience in delivering similar tree planting projects including information about the professional expertise linked to tree planting in urban areas of the individual(s) who are completing this application.		
Please confirm that work undertaken will follow British Standard 8545 Trees from nursery to independence in the landscape ('BS 8545'). You can refer to the <a href="#">Urban Tree Manual</a> which comprehensively lists tree planting guidance that includes BS 8545.	Yes	<input type="checkbox"/>

### Part 4.1 – Grant Funding

The table below sets out the funding that is available per tree and the activities that need to be undertaken for that funding. The grant contributes 50% of the full cost of undertaking the listed activities. The cost for large trees is based on planting using a tree pit in a grass verge. Other settings and footway surfaces are acceptable, but no additional funding will be made available. Protection measures including the type of guard used (if a guard is required), must be appropriate for the planting location. This

# Urban Tree Challenge Fund – Application Form

must be removed when it is no longer needed and disposed of or recycled in line with [waste legislation and regulations](#).

A single planting site must consist of a minimum of 150 feather or whip size trees planted at a minimum spacing of 1m x 1m; for large trees a minimum of 10 will need to be planted in one area. Details, including tree numbers, protection measures, species choice and the location for each single planting site must be provided by completing the annex that accompanies this form.

Tree type	Activity	Specification	Grant funding
Large Tree (standard).	Supply and plant tree.	<ul style="list-style-type: none"> <li>Supply containerised standard tree. Size (10-12cm up to 16-18cm) used dependent on location.</li> <li>Prepare tree pit for standard tree in grass verge (or alternative surface) with pit edging approved by the relevant Local Authority. Plant standard tree with two softwood stakes (softwood timber that is fully peeled, coated with wood preservative, and pressure treated, or treated with an approved preservative - untreated durable timber can be used as set out in the <a href="#">Forestry Commission guide to forest fencing</a>), watering tube and mulch. Supply standard lightweight galvanised mesh steel tree guard. Size: 1800mm x 360mm.</li> </ul>	£135.22
	Water, weed and check stakes	<ul style="list-style-type: none"> <li>For a period of three years, water young tree in pit via watering tube, applying a minimum of 60 litres per visit with 14 visits per season.</li> <li>For a period of three years, seven visits per year combined weeding, tie and stake checking.</li> </ul>	£94.50 per year for 3 years
Feather	Supply and plant tree.	<ul style="list-style-type: none"> <li>Supply and plant small tree. Supply a 1.2m tube, treated softwood stake (softwood timber that is fully peeled, coated with wood preservative, and pressure treated, or treated with an approved preservative - untreated durable timber can be used as set out in the <a href="#">Forestry Commission guide to</a></li> </ul>	£1.69



# Urban Tree Challenge Fund – Application Form

		<a href="#">forest fencing</a> ), and labour.	
	Carry out weed control.	<ul style="list-style-type: none"> <li>For a period of three years carry out spot spraying.</li> </ul>	£0.07 per year for 3 years
Whip	Supply and plant tree.	<ul style="list-style-type: none"> <li>Supply and plant whip tree. Supply a 0.7m tree shelter, mulch and labour.</li> </ul>	£0.94
	Carry out weed control.	<ul style="list-style-type: none"> <li>For a period of three years carry out spot spraying.</li> </ul>	£0.07 per year for 3 years

Each of the three tree types is defined as follows;

- Large Tree** - Trees with a clear stem up to 1.8m from ground level with a head of branches. They come in a range of sizes and age is dependent on species and growth rate. Generally larger standard trees are selected for more vulnerable areas such as in close proximity to schools, pubs and high footfall locations, whilst smaller ones are used in quiet suburban roads.
- Feather** - Small trees that have a central stem with some side branches and are usually between 150cm and 175cm in height. They are usually between four to six years old, depending on species and growth rate. Feathers are suitable for planting singly, in small groups, or in stands in school grounds, parks, woodland, wider highway verges and informal open space.
- Whip** - Whips are very small single stem plants with little or no side shoots usually just about a year in age. They are usually between 100cm to 125cm in height. Whips are suitable for planting in larger groups or blocks to create a feature, extend existing woodland and create impact in school grounds, parks, wider highway verges and informal open space.

## Part 4.2 – Match Funding

Please provide details of the match funding that has been secured or applied for. Match funding in kind (e.g. contributions of labour) will be considered as well as monetary match funding. Grant funding will not exceed the stated contribution rates listed – above; as such, a minimum of 50% of the total cost of the project must be secured through match funding.

Funding source and/or description of work in kind <b>(including how the in-kind value has been calculated)</b>	<b>Actual value (£)</b>	<b>Value in kind (£)</b>	<b>Secured (Yes/ No)</b>

# Urban Tree Challenge Fund – Application Form


## Part 4.3 – Claim schedule

Tree planting can take place over two planting seasons: 2019/20 and 2020/21. The expectation is that at least 60% of planting will happen in 19/20. Once the work has been completed you will need to submit a claim form to receive payment. The year the trees are planted is year zero, this will be followed by three years of establishment payments. For example if you plant in 2019/20 then establishment payments will cover work undertaken in 20/21, 21/22 and 22/23.

Payments will be made in two instalments, the first instalment will cover the supply and planting of the tree plus one year of establishment costs (watering and weeding). This will be followed by a further, final payment two years later for the remaining establishment costs. Please set out your claim schedule using the tables below.

### Planting and year 1 establishment costs

Financial Year	Tree type	Grant funding per tree (planting cost + year 1 establishment cost)	Quantity due to be planted	Expected Total Claim value
2019/20	Large Tree (standard)	£229.72		
	Feather	£1.76		
	Whip	£1.01		
2020/21	Large Tree (standard)	£229.72		
	Feather	£1.76		
	Whip	£1.01		

# Urban Tree Challenge Fund – Application Form

## Year 2 and 3 establishment costs

Financial Year	Tree type	Grant funding per tree (year 2 & 3 establishment cost)	Expected Total Claim value
2021/22 (final payment for trees planted in 2019/20)	Large Tree (standard)	£189	
	Feather	£0.14	
	Whip	£0.14	
2022/23 (final payment for trees planted in 2020/21)	Large Tree (standard)	£189	
	Feather	£0.14	
	Whip	£0.14	

Requests to amend the claim schedule will be reviewed by the Forestry Commission but may not be approved and this will be subject to budget availability.

## Part 5 – How we process your application

Once we receive your application we will acknowledge it and make some basic checks to confirm your proposal is eligible. We may need to contact you to finalise some of the details. Once the application window has closed all block bids will be scored and ranked. Points will be awarded based on the proportion of trees in the total application that are within the Priority People layer and Priority Places layer. Priority People and Priority Places are evenly weighted with the same number of points available for each, applications in a location which meets both Priority People and Priority Places will score twice.

Applicants will receive a score for large trees and small trees separately and these will be assessed during the scoring and ranking process. Value for money will also be used as a point of differentiation between comparable applications; this will be based on the direct cost of the proposal to Defra. Applicants that are able to match fund more than 50% of the cost of the work and subsequently request a lower rate of grant funding (by requesting this in the application annex) will receive a higher score.

Following scoring and ranking of your application we may contact you to discuss the number of trees in your application and the potential to remove or change single planting sites to fit with available funding. This will also help to ensure that overall the fund supports approximately a 5:1 ratio of small trees to large trees.

Successful applicants will receive an agreement offer from September 2019. All formal agreement offers will be subject to your proposal passing basic eligibility checks. **You must not start work (including the purchase of stock) until you have accepted a formal agreement offer from the Forestry Commission.** Doing so will invalidate any claim later submitted under an Agreement.

Where planting is spread across multiple years we will only accept one claim each financial year. A claim form will be sent to all Agreement Holders and is available on request. Claims may be subject to inspection before payment and payment will be made by BACS transfer.

A copy of the Terms and Conditions that apply are available on the web page. You must read these carefully and will need to agree to them in order to accept an agreement

# Urban Tree Challenge Fund – Application Form

---

offer. If, for any reason and at any stage, you do not wish to go ahead with planting, please let us know by writing to the address in [Part 8](#) at the earliest opportunity. This will allow us to reallocate funds to new applications.

## Part 6 – Data Protection Act 2018

The Forestry Commission (FC) will use any information you provide, to support the administration of the scheme. Without your personal information, we will not be able to process your application. The FC or its appointed agents may also use it, in keeping with the safeguards of the Data Protection Act, in the following ways:

- For communication with other organisations including Defra, other government departments (and their agencies) and local authorities in the administration of the application and subsequent grant agreement.
- For producing operational information and statistics.
- To contact applicants or their agents in connection with occasional research aimed at improving the services that the FC provides.

Your personal information will be stored securely in the EU and will be kept for 5 years after the completion of your grant, as per our retention policy. Your personal information will be shared with other Defra bodies for the purpose of administering and processing your application to the Fund.

You have a number of rights under the Data Protection Act 2018, which are listed out in full on the [Information Commissioner's website](#). You have the right to lodge a complaint with a supervisory authority, the Information Commissioners' Office, on their website, <https://ico.org.uk/>

The Forestry Commission is a data controller under the Data Protection Act. You can read our personal information charter on [our website](#).

## Part 7 – Release of Information

The FC is required to release information, which may include personal data and commercial information, to comply with the Environmental Information Regulations 2004 and the Freedom of Information Act 2000. This may include details such as name and address of the applicant, property, grant recipient, type of grant and grant value. However, the FC will not permit any unwarranted breach of confidentiality nor will it act in contravention of its obligations under the Data Protection Act.

The Forestry Commission may also publish additional information on its own website.

# Urban Tree Challenge Fund – Application Form

## Part 8 – Declaration (to be signed by the applicant)

This declaration can only be signed by the lead applicant listed in Part 2.

**I confirm that I have read and understood the guidance, terms and conditions and rules relating to the Urban Tree Challenge Fund and that the information provided in this application form is accurate and complete.**

Signature	Name (BLOCK caps)	Date

### Counter signature

This section must be completed where the lead applicant does not have management control over all or part of the land in this application for the entire length of the agreement and establishment period as defined in the UTCF terms and conditions.

Title:		Forename:		Surname	
Organisation:				Position:	
Landline telephone Number:			Mobile telephone Number:		
Email:					
Postal address:					
Postcode:				Country:	
I am the freehold owner of the following land included in this application:					

In counter signing this Urban Tree Challenge Fund application form I confirm that if the applicant named in Part 2 Applicant's Details ceases to have management control over the land declared in Part 3 Project Information at any time before the full completion of any agreement resulting from this application I will ensure that all of the obligations under the agreement will be properly fulfilled for the full term of such agreement.

Where I have failed to fulfil the obligations identified in the previous paragraph the agreement may be terminated by the Forestry Commission and I agree to repay on demand with penalties and interest any payments received by me or the applicant under the agreement.

Signature	Name (BLOCK caps)	Date

Completed applications should be sent to: [utcf@forestrycommission.gov.uk](mailto:utcf@forestrycommission.gov.uk).

Hard copies of applications and additional supporting information should be sent to:

# Urban Tree Challenge Fund – Application Form

---

Urban Tree Challenge Fund – UTCF  
Forestry Commission  
National Office, England  
620 Bristol Business Park  
Coldharbour Lane  
Bristol, BS16 1EJ

## **Submission checklist**

Before returning your form, please ensure that you have;

- Completed all relevant parts of the form and signed the declaration in Part 8.
- Completed and attached a UTCF annex.
- Completed and attached a map to show planting locations.
- Where applicable, attached a copy of your tenancy agreement.
- Where applicable, completed and attached a non-RDPE agent authority form.
- Where applicable, completed and returned a standalone EIA enquiry form.

Withdrawn 25 March 2020