

Application Form

Woods into Management Forestry Innovation Funds

The Innovation Funds are funded under Woods into Management (WIM), as part of Government's Nature for Climate Fund with an aim of encouraging and broadening innovation in forestry. The grant includes a number of streams, the details of which are fully described in each Invitation to apply page on GOV.UK.

Forestry Commission invites you to submit a full application by 23:59 on 20 June 2021. To make an application, please complete this form and associated finance spreadsheet and submit it to WIMFIF@forestrycommision.gov.uk before the closing date. Notification of success will be made to all applicants by 23.59 on 2 July 2021. Please see the accompanying explanatory notes for more detail and how applications will be scored.

Applicants must answer all questions detailed on the application form for your application to be eligible, incomplete applications will not be considered. Please keep within stated word limits, any information exceeding the set word limit will not be evaluated. Applications must be written in English and costings and financial information in Sterling. The format of the forms must not be changed. Failure to comply with these requests will lead to your application being rejected.

WIM Forestry Innovation Funds – Application Form

Part 1 - Application Details

WIM Funding Stream¹:			
Title of the proposed project:			
Lead Applicant²:			
Title:		Forename:	
Surname:			
Organisation:			
Position:			
Company or Charity number:			
Landline telephone no:		Mobile telephone no:	
Email:			
Postal address:			
Postcode:		Country:	

¹ To apply for more than one stream, please use a separate application form should be for each.

² If there are multiple applicants associated with the proposed project, please nominate a lead applicant, with whom all correspondence should be conducted.

Description of Project

Public description of the project. (250 words max)

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Eligibility Criteria

Please answer all eligibility criteria questions. Please select 'yes' or 'no'. Question 11 only may be answered with N/A if it does not apply.

Eligibility Criteria	Eligibility Question	Yes	No
1) Scope - The scope of each stream is as defined in the Invitation to Apply.	Is your project within scope?		
2) Innovation - This grant supports the development of technologies or approaches that are not currently used within forestry in England.	Is your technology/ approach currently unused in forestry in England?		
3) Programme scope - Grants may be awarded to secure pre-commercial development, and piloting.	Is your proposal limited to activities ahead of launch to the market: such prototyping, field testing, trials, demonstrations and dissemination of knowledge obtained from the demonstration activity?		
4) Project Status – the Forestry Commission is unable to fund retrospective work on projects.	Can you confirm that your application does not seek retrospective funding for work already carried out on this project, or to be carried out before any grant agreement is signed?		
5) Additionality - Projects can only be funded if innovation would not be taken forwards (or would be taken forwards at a much slower rate) without public sector funding.	Can you confirm that this project would not be taken forward (or would progress at a much slower rate) without public sector funding?		

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<p>6) Project lead (referred to as project co-ordinator) - The Lead Applicant must be an individual, registered company, academic, research, third sector or community organisation based in England.</p>	<p>Can you confirm that the Lead Applicant meets eligible organisation requirements?</p>		
<p>7) Location of fieldwork – The majority of fieldwork (60%) must be undertaken in England, or as stated in the Invitation to Apply.</p>	<p>Can you confirm that the majority of fieldwork will take place as stated in the Invitation to Apply?</p>		
<p>8) Budget - The value of the grant is set out in the Invitation to Apply. A full list of eligible project costs is set out in the Guidance to Applicants.</p>	<p>Can you confirm that the requested project funding is within the limit included within the Invitation to Apply and is for eligible costs only?</p>		
<p>9) Timescales - Projects must complete by 27 March 2022.</p>	<p>Please confirm that eligible project activities will complete by 27 March 2022.</p>		
<p>10) Risk-Benefit sharing - The sharing of risks and benefits is an important aspect to the Research and Development Grant approach. Projects receive financial support and retain any intellectual property generated, with certain rights of use retained by the Forestry Commission. Summaries of project outputs and outcomes are expected to be shared within the forestry press and project teams are not permitted to include profit in the eligible project.</p>	<p>Have you accounted for risk-benefit sharing in the cost of your application?</p>		

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Eligibility Criteria	Eligibility Question	N/A	Yes	No
<p>11) Delivering multiple projects</p> <p>If project team member(s) are part of multiple successful bids, then the Lead Applicant must ensure that sub-contractors are able to deliver on them and they must not have applied for funding for the same piece of work more than once.</p>	<p>a) If you or your project team are part of multiple successful bids would you be able to successfully deliver all projects if necessary?</p>			
	<p>b) If you or your project team are part of multiple successful bids could you please confirm that you have not applied for funding for the same piece of work more than once?</p>			
<p>12) Terms and conditions</p> <p>The applicant must agree to the Terms and Conditions as appended to the Guidance to applicants.</p>	<p>Please confirm acceptance of the Terms and Conditions.</p>			

Part 2 – Assessment Questions

Question 1: Approach and innovation

What approach will you take and where will the focus of the innovation be?
(250 words max)

Question 2: Team, resources and track record

Who is in the project team and what are their roles? (250 words max)

Question 3: Impact of project

What impact will the project have? (250 words max)

Question 4: Project management

How will you manage the project effectively? (250 words max)

Question 5: Risks

What are the main risks for this project? (250 words max.)

Question 6: Additionality

Describe the impact that an injection of public funding would have on this project. (250 words max.)

Question 7: Costs and value for money

How much will the project cost and how does it represent value for money for the team and the taxpayer? (250 words max.)

Outputs/outcomes

What are the expected outputs and outcomes of the project?

Part 4 - How we process your application

Once we receive your application by 20 June 2021 a Review Panel comprising Forestry Commission staff and external experts from the forestry sector will assess and score it in accordance with the criteria in the associated guidance document. We will notify all applicants of funding decisions by 2 July 2021, with projects to be completed by 27 March 2022.

Part 5 – Data Protection Act 2018

The Forestry Commission (FC) will use any information you provide, primarily, 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 UK 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 6 – Intellectual property and 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.

Intellectual property shall remain with the grant recipients, but the scope of the project and a summary of the outcomes and outputs shall be made publicly available on the Forestry Commission website.

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Part 7 – Declarations

Please check each box to show you have read, understood, and agree to each declaration. Failure to comply with any obligations below could lead to elimination from the process.

1. The Lead Applicant understands that this grant can only be used to cover agreed eligible expenditure.
2. The Lead Applicant understands that any costs and liabilities of submitting this application are to be borne by Applicant, regardless of the outcome of the award.
3. The Lead Applicant confirms that they or any other person who has powers of representation, decision or control in the organisation have not been convicted anywhere in the world of any of the offences within those and listed [here](#). If a conviction has been made, the Forestry Commission may choose to contact the Lead Applicant and/or eliminate the bid from the process.
4. The Lead Applicant agrees to read, and sign and fully comply with all obligations detailed in the Terms and Conditions.
5. The Lead Applicant understands that the Grant is awarded on the basis that it is outside the scope of the Trade and Co-operation Agreement by virtue of Article 3.2(4) of Title XI of that Agreement. It is subject to De minimis conditions and will be conditional upon the receipt by the Authority of a declaration form confirming the level of De minimis subsidy received in the current and previous two fiscal years.
6. The lead applicant agrees to comply with the [Government Grant Recipient Code of Conduct](#)
7. The lead applicant confirms that none of the organisations' Directors or Executive Officers have been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (HSE) or equivalent body in the last 3 years? If action has been by the HSE or equivalent body the Forestry Commission may choose to contact the Lead Applicant and/or eliminate the bid from the process.
8. The lead applicant confirms that no collusion has taken place with government employees associated with this Innovation Fund.
9. The lead applicant confirms that all activities undertaken as part of their project supported by this Innovation Fund comply with current health and safety legislation. Where applicable, the lead applicant confirms that any forest operation undertaken will adhere to best practice developed by the Forest Industries Safety Accord.
10. The lead applicant confirms that forest management activities undertaken as part of their project supported by this Innovation Fund comply with UK Forestry Standard good practice guidance.
11. Where relevant, the lead applicant confirms that any claims of match funding secured to assist with furthering the project outcomes are true and correct.

Part 8 Communication and ensuring open and fair process

The WIMFIF team will maintain communications with the Lead Applicant via email to:

- notify you of changes to any part of the application process prior to application deadline
- provide clarification on significant application criteria to all Applicants to ensure fair and openness
- provide timescales for a decision on your application
- notify you of the outcome of your application
- where successful, provide timelines and updates on the funding timetable and grant signing process
- where successful, provide other relevant communications relating to your grant including monitoring requests
- monitor progress of the project to help manage risks associated with delivery, contact will be made once a month

If you wish to clarify anything about the application requirements or process, please email WIMFIF@forestrycommission.gov.uk. If we consider information requests relevant to any Applicant, we will provide additional guidance to all Applicants to ensure fair and openness. We may be unable to respond to other support requests as this is a competitive bid process.

Applicants must submit:

- completed application form
- completed cost profiling spreadsheet

Part 9 – Authorisation

I confirm that I have read and understood the guidance, rules and Terms and Conditions relating to the Woods into Management Forestry Innovation Funds, and that the information provided in this application form is accurate and complete.

Signature _____ Date _____

Print Name _____

Completed applications should be sent to: WIMFIF@forestrycommission.gov.uk.