

Application Form

The Urban Tree Challenge Fund (UTCf) provides support for planting trees across England's Towns and Cities.

To be eligible, all sites must fall within the 'UTCf Trees Close to People' map layer. In addition to completing this application form you will need to fill in the accompanying annex and prepare maps of the planting site(s) that are included in your application. Guidance is embedded within the form and annex with further information available from GOV.UK. In 2020/21, the UTCf is only open to applicants who are submitting an individual application for small trees. These are applications that contain up to a maximum of three planting sites. Each planting site must contain at least 150 small trees, and no more than 5,000 small trees (or 0.5 hectares of planting per site). You can submit up to five applications. If you submit multiple applications, they will be scored and ranked independently from one another.

You must not start any planting 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.

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.¹

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 to²:

- A requirement to mitigate the impacts of development under a planning consent by

¹ 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.

² We cannot pay UTCf if planting is the requirement of planning consent or if the site subject to a restocking requirement where trees have been felled.

Urban Tree Challenge Fund – Application Form

undertaking tree planting.

A requirement to restock the site with trees.

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 – Lead Applicant

This is the person who will be leading the project.

Organisation name (if applicable):			
<i>Single Business Identifier (SBI), if available³:</i>			
Title:		Forename:	
Surname:		Job title:	
Landline telephone Number:		Mobile telephone Number:	
Email:			
Postal address (if different from above):			
Postcode:		Country:	

Part 2.2 – Tenants

Are you a tenant? <i>If no, go to Part 2.3; if yes, complete the following question.</i>	Yes	<input type="checkbox"/>	No	<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 an agent will act on your behalf.

Title:		Forename:		Surname	
Organisation:		Position:			
Landline telephone Number:		Mobile telephone Number:			

³ 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

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 Non-RDPE agent authority form and submit it with your application.		

Part 3 – Project Information

The information you provide in Part 3 will be used to score and rank your application. You will receive a Value for Money score out of five for each of the four project objectives (Social and Community, Recreation and Health, Education and Landscape), plus points for location within the scoring map layers. [See guidance on GOV.UK for an explanation of how this works](#)

Please use this section to provide information about the planting site(s) 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 (see GOV.UK guidance for a definition of public access) to the newly planted trees:
Reasons for planting including 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: Please see further guidance on GOV.UK for examples
1. Social and community - encourage community engagement with nature

Urban Tree Challenge Fund – Application Form

2. Recreation and Health – increase canopy cover in deprived urban areas
3. Education – encourage children and young people to be closer to nature
4. 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.
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 hectare.

Please tick to confirm that a map 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. (We will need to see photo evidence at point of claim).	<input type="checkbox"/>
Please confirm that you will retain invoices for all capital items.	<input type="checkbox"/>
Please provide a short description of the location(s) where planting will take place,	

Urban Tree Challenge Fund – Application Form

identifying any planting challenges (e.g. high footfall, close to shops/pubs):		
Are any of the planting sites designated or adjacent to areas that are designated? (Please see below for an explanation of 'designation').	<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' ⁴ under EIA regulations then you will need to complete a standalone EIA enquiry form 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 ⁵	<input type="checkbox"/> No
If Yes, please confirm the type of grant (e.g. HLS, lottery) and its end date:		

The annex that accompanies this application form will require you to provide information about each individual 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,
- UTCF Priority People,
- UTCF Priority Places,

⁴ 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) 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.

⁵ 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

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"/>
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Part 4 – Project Management and Finance

Please explain how the project will be managed and who will be involved?		
Please set out whether you/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 Urban Tree Manual 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. Protection measures including the type of guard used (if a guard is required), must be appropriate for the planting location. This 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; Details, including tree numbers, protection measures, species choice and the location for each planting site must be provided by completing the annex that accompanies this form.

Tree type	Activity	Specification	Grant funding
Feather	Supply and plant tree.	<ul style="list-style-type: none"> Supply and plant small tree. Supply a 1.2m tube, treated softwood stake (softwood timber that is fully peeled, 	£1.69

Urban Tree Challenge Fund – Application Form

		coated with wood preservative, and pressure treated, or treated with an approved preservative - untreated durable timber can be used as set out in the Forestry Commission guide to forest fencing), and labour.	
	Carry out weed control.	<ul style="list-style-type: none"> For a period of three years carry out spot spraying. 	£0.07 per year for 3 years
Whip	Supply and plant tree.	<ul style="list-style-type: none"> Supply and plant whip tree. Supply a 0.7m tree shelter, mulch and labour. 	£0.94
	Carry out weed control.	<ul style="list-style-type: none"> For a period of three years carry out spot spraying. 	£0.07 per year for 3 years

Tree types are defined as follows;

- 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. 50% of the total cost of the project must be secured through match funding.

Funding source and/or description of work in kind	Actual value (£)	Value in kind (£)	Secured (Yes/ No)
<i>e.g. community volunteers</i>		£950	No
<i>e.g. Woodstock council</i>	£1,900		Yes

Part 4.3 – Claim schedule

Urban Tree Challenge Fund – Application Form

Payments will be made in four instalments; the first instalment will cover the supply and planting of the tree. This will be followed by three annual establishment payments for watering and weeding.

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 applications 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. [See GOV.UK for important information on how this works](#)

Your application will be given a Value for Money score, based on the following factors: you will receive up to 5 points for each of your answers to the four project objectives, and further points will be available based on the relative size of your application (more points are available for applications with higher numbers of trees).

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.

Successful applicants will receive an agreement offer from August 2020.

You must not start work (including the purchase of trees) until you have accepted a formal agreement offer from the Forestry Commission.

Doing so will invalidate any claim later submitted under an Agreement.

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 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/>

Urban Tree Challenge Fund – Application Form

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.

Part 8 – Declaration (to be signed by the lead 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

WITHHOLD DRAFT

Urban Tree Challenge Fund – Application Form

Counter signature

This section must be completed by the freeholder owner(s) of the land in your application, where the lead applicant does not have full management control over all or part of the land. This applies for the entire length of the agreement and establishment period as defined in the UTCF terms and conditions. If there is more than one countersignature required, please complete additional copies of this section and submit them with your application.

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

Urban Tree Challenge Fund – Application Form

Completed applications should be sent to: utcf@forestrycommission.gov.uk.
Hard copies of applications and additional supporting information should be sent to:

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

Covid-19 update: Online applications only. No hard copies should be sent during this time.

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.

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