

# UTCf 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 the [Urban Tree Challenge Fund page on GOV.UK](#).

The UTCf is open for the planting of standard trees only to anyone that meets the eligibility criteria. For individual applicants, applications should contain a minimum bid value of £10,000 and a maximum of £30,000; for block bidders a minimum bid value of £250,000 and there is no maximum value. The minimum number of trees on any individual planting site is 10. A minimum 50% of total planting should be undertaken in the first planting year (if planting over two years).

**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:
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Please choose **'one option'** 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 selecting the boxes below 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.
- A requirement to restock the site with trees.

<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 or if the site subject to a restocking requirement where trees have been felled.

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Agricultural producers are not eligible to apply and grant recipients cannot, through this fund, provide support to agricultural producers. Please tick to confirm that you understand this and that no work in your application is connected with funding for agricultural producers.

## 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):			
Single Business Identifier (SBI) <sup>3</sup> :			
Company or Charity Registration number (if applicable):			
Title:		Forename:	
Surname:		Job title:	
Landline telephone number:		Mobile telephone number:	
Email:			
Postal address:			
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"/>

<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.

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## 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:		
Email:					
Postal address:					
Postcode:				Country:	
<input type="checkbox"/>	Select 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="#">FC agent authority form</a> and submit it with your application.				

## Part 3 – Project Information

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 <a href="#">GOV.UK guidance</a> for a definition of public access) to the newly planted trees:
Reasons for planting, including why funding is required from the Urban Tree Challenge Fund:

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## Project Objectives:

In this section, please set out how your project will address each of the four objectives of the fund (listed below). 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 planting.

1. Social and community - encourage community engagement with nature

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.

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## 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 10 standard trees with a maximum planting area of 0.49 hectares.

Please confirm that a map is enclosed (see mapping guidance on <a href="https://www.gov.uk">GOV.UK</a> 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, 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. The majority of designations can be checked on <a href="#">MAGIC</a> or the <a href="#">FC's Land Information Search</a> . To find out about Local Wildlife Sites you need to check with your Local Environment Records Centre.		
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), or application(s) (e.g. the Local Authority Treescapes Fund)?	<input type="checkbox"/> Yes <sup>4</sup>	<input type="checkbox"/> No
If Yes, please confirm the type of grant (e.g. HLS, lottery) and its end date if applicable:		

<sup>4</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.

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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

You will also need to tell us whether the planting site is within 50 meters of a primary school, secondary school, hospital or GP surgery. This is based on your knowledge of the local area and will be confirmed by the Forestry Commission as part of the application checks. The distance of 50 meters can be based on a straight point to point measurement, or ‘as the crow flies’ from the planting location to the curtilage of the healthcare or educational facility.

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 confirm that all the planting sites fall within this layer.	Yes	<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. Include information about the professional expertise of the individual(s) who are completing this application linked to tree planting in urban areas.		
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. 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](#).

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A single planting site must consist of a minimum of 10 standard trees planted at least two meters apart; 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.

Please note a block bid must be a minimum of £250,000 (597 trees) and an individual bid must be a minimum of £10,000 (24 trees) and a maximum of £30,000 (71 trees).

Tree type	Activity	Specification	100% Standard Costs (£)	Grant funding - 50% of Standard Costs (£)
<b>Standard</b>	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 twin 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 Forestry Commission guide to forest fencing), watering tube and mulch.</li> <li>Supply standard lightweight galvanised mesh steel tree guard. Size: 1800mm x 360mm.</li> </ul>	£270.45	£135.23
	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>	£189.00 per year for 3 years	£94.50 per year for 3 years
<b>Total Standard Cost for Large Tree</b>			<b>£837.45</b>	<b>£418.73</b>

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## Standard Tree Size Definition

Standards are 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. They are classified according to measurement of the circumference at 1.5m from ground level: 6-8cm STD, 8-10cm STD, 10-12cm STD, 12-14cm STD, 14-16cm STD. They can go up to as much as 30cm. The standard cost is based on a 14-16cm STD.

## 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

Payments will be made in four instalments; the first instalment will cover the supply and planting of the trees. 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. The FC will also carry out financial and other due diligence checks on each application using a variety of government tools including the Cabinet Office's automated grants due diligence tool. Alongside this we will consider whether an award of grant funding could create a commercial advantage. If we suspect this may be the case, we may need to contact you for further information.

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. You will also score points for proximity to health and education facilities.



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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 September 2021.

**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 publication on the FC's Public Register (the entry on the Register will include the name of the property, value and timing of grants applied for).
- 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 that do not identify individuals.
- 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 at least 7 years after the final payment of grant, or after the last financial transaction. If post payment obligations apply, your personal information will be stored until your obligations under grant agreement expire. 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 2018. 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.

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

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

By checking each declaration box, you are confirming you have read, understood, and agree to each declaration. Failure to comply with any obligations below or those detailed in the Model Grant Funding Agreement could lead to payments being stopped.

- 1. You will undertake all relevant due diligence checks, if the land on which the trees will be planted carries a designation you will ensure necessary consents and permissions are in place.
- 2. You agree that trees will be sourced following biosecurity guidance and you will follow best practice guidance when undertaking works for the UTCF. We would encourage applicants to source their planting stock from nurseries with robust biosecurity measures, including by way of example, those with Plant Healthy certification (or similar), where possible.
- 3. When planting on street and in park locations, the local authority tree officer must be consulted prior to making an application.
- 4. You will allow access for inspection by the Forestry Commission both before agreements are awarded (to assess site suitability) and on receipt of claims.
- 5. Grant funding can only be used for eligible expenditure.
- 6. You understand that any costs and liabilities of submitting this application are to be borne by the applicant, regardless of the outcome of the award.
- 7. You agree to read and fully comply with the obligations detailed in Model Grant Funding Agreement (terms and conditions).

**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

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## Countersignature

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 countersigning 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 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

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Completed applications should be sent to: [utcf@forestrycommission.gov.uk](mailto:utcf@forestrycommission.gov.uk) no later than 23:59 on 25th July 2021.

**Email applications only. No hard copies should be sent.**

## **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 an FC agent authority form

WITHDRAWN