

LATF Application Form

The Local Authority Treescapes Fund (LATF) will fund Local Authority-led tree planting and natural colonisation of trees outside woods, establishing more trees in settings such as hedgerows, parklands, urban areas, beside riverbanks, roads and footpaths, in copses and shelterbelts. The fund will target treescapes that have been neglected or suffered damage in the past, including neglected, disused and vacant community spaces and those affected by tree diseases such as ash dieback, with ash being the most common species of tree found in non-woodland locations.

The Fund aims to improve landscape connectivity outside woodland, increase natural colonisation where appropriate and provide benefits to ecosystems and society, such as carbon absorption, flood protection and support for biodiversity.

In financial year (FY) 2021/22 LATF funding will provide £2.7 million for tree planting, aftercare and to support natural colonisation where appropriate. Funding will be awarded as capital grants under Section 31 of the Local Government Act (2003) as amended under Section 78 of the Natural Environment and Rural Communities Act 2006 (amended 2021).

Eligibility

You must meet all the criteria listed in the eligibility section of the LATF Guidance to Applicants to apply for LATF funding. Applicants must answer all questions detailed on this application form; incomplete applications will not be considered. Please keep within the stated word limits, any information exceeding the set word limit may not be evaluated.

Application details

- The deadline for submitting this form, Annex A and all agreed supporting documents is 23:59 Wednesday 30 June 2021, this may be amended at the Forestry Commission (FC) discretion. Applications received after the agreed deadline will not be assessed. Applications received before the application closing date will be assessed after the closing date.
- The application must only cover tree planting or natural colonisation activities carried out in FY 2021-2022 and maintenance activities for the duration of the 4 year LATF.
- You must include written confirmation from confirmed key delivery partners, outlining their role and commitment to relevant LATF funded activities.
- You must agree to all statements in section six of the LATF Application Form, including agreement in principle, to a Memorandum of Understanding (MoU) with the FC as part of your application. Failure to do so will prevent the FC from assessing your bid for FY 2021/22
- The application will only be assessed if submitted via the standard LATF Application Form and Annexes. Any alternative submissions or changes to the format or wording of the Application Form and/or approved annexes will be rejected. If you wish to include any additional supporting annexes not detailed in this guidance you must seek advance

agreement by emailing LATF@forestrycommission.gov.uk. The FC will not assess unauthorised supporting documents.

- If you wish to amend your application before the deadline please email LATF@forestrycommission.gov.uk
- If you wish to withdraw your application at any time, please email LATF@forestrycommission.gov.uk
- Forestry Commission reserves the right to amend, add to or withdraw all or any part of the funding application process at any time during the process and will notify all Applicants via the Point of Contact email.

Send your completed application to LATF@forestrycommission.gov.uk

General tips

- Read the LATF Guidance to Applicants and the Application Form guidance notes provided in ***black italics*** within the application form before completing your application. Applications will be assessed by a panel who will score and rank using criteria detailed in the LATF Guidance to Applicants.
- Write clearly and concisely using standard English, avoiding abbreviations, answer all questions, using N/A if not applicable and do not exceed the stated word limit. Information outside the set word limit will not be evaluated.

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Section one: Lead Applicant & contact details

You need to submit details of your plans to participate with lower local authorities.

1a) Provide details of the Lead Local Authority. The Lead Local Authority (hereafter referred to as the LA) will complete and submit the application and agree to the Memorandum of Understanding (MoU) following a successful bid. They will act as the main point of contact and payee for LATF Grant funds.

You must also provide details of any known or anticipated lower tier authorities that are participating as an 'umbrella bid' or group bid, where applicable.

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1b) Provide contact details of the LA nominated single point of contact for Forestry Commission enquiries relating to the application and reporting requirements. Forestry Commission will also be in contact throughout the full grant lifecycle for feedback, information requests & to inform you of any site visits.

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Section two: assessment of current baseline of trees outside woods

The evidence provided in section two will be used to score and rank your application.

Please describe the current distribution and condition of trees outside woods (areas of trees below 0.5 ha only) within the application area, any significant environmental features that these trees contribute to and significant threats such as impacts of tree pests and disease (e.g. ash dieback).

2a) Describe the known current distribution of trees outside woodland as detailed in the LATF Guidance to Applicants (**750 words max**).

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2b) Describe the overall condition of trees outside woodland in your LA application area, detailing any historical, current or predicted decline (**750 words max**).

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2c) Describe how declining areas detailed in 2b are expected to have a significant impact on people (**1000 words max**).

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Section three: Restoration plan (the 'Funded Activities')

The evidence provided in section three will be used to score and rank your application.

You need to demonstrate how your restoration plan will meet the funding objectives in this section; contribute to resilient future treescapes, support local biodiversity considerations, benefit local people, and enhance landscape connectivity.

Where planting trees, it is a requirement to replant a variety of tree species appropriate to the landscape to increase resilience to disease and climate change, with use of native trees encouraged. Additional guidance on optimal tree planting sites is detailed in the LATF Guidance to Applicants.

It is a requirement to submit evidence in a Post Planting Report, that reflects your statements within this section before financial year end.

See 'Guidance to Applicants' for information relating to how to proceed with potential planting locations that have been identified as receiving Basic Payments Scheme payments.

Provide a brief overview of your restoration plan (planting and/or use of supported natural colonisation) and how this will benefit the LA area.

3a) Describe plans for planting (if applicable) and how the proposed planting will help recovery from local decline described and/or any other funding objectives detailed in Section 3 of LATF Guidance to Applicants (***1500 words max***).

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3b) Outline the current baseline of planting trees outside woodland in the LA area (**400 words max**).

3c) Describe your procurement plan (*600 words max*).

Empty text box for procurement plan description.

3d) Describe plans for utilising natural colonisation (if applicable). See Guidance to Applicants for more information on site eligibility requirements (*1000 words max*).

Empty text box for natural colonisation plans description.

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The below question should be completed if the Local Authority area is participating in a [Local Nature Recovery Strategies](#) (LNRS) pilot. ***This information will NOT be used to score your application.***

3e) Please list those environmental outcomes that align for LNRS and LATF, detailing any potential opportunities for scheme collaboration (**200 words max**).



Section four: Project delivery

The evidence provided in section four will be used to score and rank your application. It will also provide the FC assurance that you can meet the FY 2021/22 planting requirement.

Include the overall aim of the project in this section, i.e. anticipated outcomes to measure success by and over what timescale.

Tree planting and natural colonisation, where appropriate, must be delivered within the financial year 2021-22. The FC must have received your post planting report and supporting evidence, and claim form for second payment by the 7 March 2022.

It is a requirement to attach to the application written confirmation from any confirmed key delivery partners, outlining their role and commitment to relevant funded activities (lower tier LAs & individual landowners are excluded).

Provide a brief overview of your capability to deliver the project/s. Include approximate delivery milestones for year one and how you will achieve reporting requirements.

4a) Describe how you plan to deliver the project (**1500 words max**).

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4b) Detail the approximate timescales for Year 1 delivery, see the Guidance to Applicants for an example (**400 words max**).

4c) Provide an overview of how you plan to collect and record data on planting/natural colonisation to inform your reporting requirements detailed in LATF Guidance to Applicants (**600 words max**).

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Section five: Project finances

The evidence provided in section five will be used to score and rank your application. This section will also be used to support the FCs decision on your funding allocation. Please use £ sterling to calculate your costs.

You must complete Annex A: LATF cost calculator, using £ sterling, to show your estimate of costs and submit this with your application. Funding levels will be assessed against the FC standard costs detailed in LATF Guidance to Applicants, we would expect costs to be close to this. If your estimates in Annex A are 10% greater or 30% less than the standard costs, please make sure you explain clearly why this is the case in question 5b.

Demonstrate how you reached the costings in your funding bid.

5a) Explain how you have reached your capital cost estimates and how you will achieve value for money (*1000 words max*).

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5b) Please tick the checkbox **if you are currently receiving** UTCF funding. We will use this information for the LATF initial eligibility checks.

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Section six: Declarations

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 MoU could lead to payments being stopped.

1. The LA will ensure the necessary consents and land access agreements for planting, prior to distribution of LATF funds for land outside their management control.
2. The LA will ensure all planting or natural colonisation undertaken follows best practice and meet the principles of the UK Forestry Standard requirements.
3. The LA will maintain planted trees and replace failed trees where practical and proportionate, to maintain above 75% tree planting survival rate for the grant period.
4. The LA will submit annually to Forestry Commission, the required evidence of funded activities undertaken (those activities detailed in Section 3: Restoration Plan of this application and any additional Funded activities detailed in the LATF Post Planting Report).
5. The LA will allow inspection by Forestry Commission and will inform participating land managers of this requirement, co-ordinating the FC access to the land for the purpose of inspecting LATF funded activities.
6. The LA agrees that trees will be sourced following best biosecurity guidance. 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.
7. It is a condition of this grant that the LA must only use this payment for capital purposes. If this condition is not complied with, the Forestry Commission can claw back the capital element. The LA will agree to this condition in the MoU.
8. The LA understands that any costs and liabilities of submitting this application are to be borne by Applicant, regardless of the outcome of the award.
9. The LA confirms that all estimations detailed in this application are true and correct.
10. The LA confirms that, to the best of their knowledge, the LA 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 listed](#).
11. The LA agrees to read, sign, and fully comply the obligations detailed in the Memorandum of Understanding.
12. The LA confirms they will undertake all relevant due diligence and accepts responsibility for selecting appropriate sites.

Section seven: Data protection & release of information

Please read the below statements and ensure you understand how the FC will handle any information submitted. As Lead Applicant you are responsible for informing any third parties of how the FC will handle information relevant to them.

Data Protection Act 2018

The Forestry Commission 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 2018, 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 that do not identify individuals.
- To contact the LA or delivery partners in connection with occasional research aimed at improving the services that the FC provides.

Your personal information will be stored securely in the UK or EU 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 Defra and members of the Defra group for the purpose of administering and processing your application to the Fund.

You have several rights under the Data Protection Act 2018, which are listed in full on the Information Commissioner's website. You have the right to lodge a complaint with a supervisory authority, the Information Commissioner's 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.

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.

Section eight: Authorisation

The declaration can only be signed by someone with the authority to represent the LA.

I confirm that I have read and understood the LATF Guidance to Applicants.

I confirm I have agreed to all the above statements detailed in the Declarations section of this form.

I confirm that I am authorised to sign and submit this application.



I declare that the information provided in this application form is accurate and complete.

Name:

Position held:

Signature:

X

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Document checklist

Before submitting your form, please ensure that you have:

- Completed all relevant parts of the form, agreed to the declarations, and signed the application.
- Clearly mark commercially sensitive data accordingly. Forestry Commission is required to release information, as detailed under section seven above, but will not permit any unwarranted breach of confidentiality.
- Completed and attached the cost calculator (LATF Annex A) to your application.
- Attach written confirmation from key confirmed delivery partners.

When we decide

The approximate time it will take to assess your application, inform you of our decision and finalise the MoU is outlined below.

Table 1. INDICATIVE TIMELINES FOR EVALUATION

Application window	22 April – 30 June 2021
Application review	July 2021
Oversight panel sits	By late July 2021
The FC communicate application outcome	By early August 2021
MoU drawn up (£100,000+ reviewed by Director of Forest Services)	By mid August 2021
MoU sent to LA	Mid August 2021
Deadline to return signed MoU to the FC	Late August – Early September 2021

If you are offered funding

Information you will need to report end of FY 2021/22 will include a post planting report, providing maps, photographs, and other suitable evidence to show the numbers of trees planted and their locations, and evidence of progress towards establishment in the case of natural colonisation. the FC will contact you at the end of the calendar year 2021 for an interim progress report, a timeline for all the FC communications and LA submissions will be provided to successful LATF Applicants.

Next steps

Applicants will receive a confirmation email when your application is received.

The LATF team will maintain communications with the 'Point of Contact' 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
- where successful, provide other relevant FY 2021/22 communications relating to your grant including monitoring requests.

If you wish to clarify anything about the application requirements or process, please email LATF@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.

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