

# UTCF Application Form

Information and guidance about the Urban Tree Challenge Fund rules, requirements, payments, and application process can be found on the [UTCF gov.uk page](https://www.gov.uk/utcf).

## How to use this form

If you do not make the required declarations, or if you provide an answer that demonstrates that your application is not eligible for UTCF funding we will reject your application.

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.

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 UK data protection legislation can be found in part 5 and 6 of this form. This form can be filled in online in your internet browser or downloaded and completed.

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

## 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.

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<sup>1</sup> You must have management control over all of the land 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 is 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> :			
Customer Registration Number (CRN):			
Company or Charity Registration number (if applicable):			
Title:		Forename:	
Surname:		Job title:	
Landline telephone number:		Mobile telephone number:	
Email:			
Postal address (linked to CRN on Rural Payments):			
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"/>

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<sup>3</sup> You must register with [Rural Payments](#) and provide an SBI and CRN for your application to be accepted.

## 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.

The answers you provide in this section will not be used to score your application but will help us to understand your project and more easily determine your eligibility. If your application scores sufficiently highly, then we may also use your answers to inform a risk assessment prior to making any agreement offer. Your answers must be at least 150 words.

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 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

The answers you provide in this section will not be used to score your application but will help us to understand your project and more easily determine your eligibility. If your application scores sufficiently highly, then we may also use your answers to inform a risk assessment prior to making any agreement offer. Your answers must be at least 150 words.

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	

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## 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 £125,000 (462 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>			£837.45	£418.73



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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 must be secured, and evidence (for example, a signed letter on headed paper from the funding source) supplied to the Forestry Commission before an agreement offer will be made. Match funding in kind (e.g. contributions of labour) will be considered as well as monetary match funding. Match funding from other Nature for Climate Fund (NCF) workstreams (examples including, but not limited to, the Local Authority Treescapes Fund or Trees Call to Action Fund) is not acceptable. The amount of match funding must match the amount of grant funding you are applying for, as detailed in the UTCF application annex. Please use the free text box to provide supplementary information about the source of match funding, when it will be secured, and how any in kind contributions have been calculated.

Total amount of UTCF grant funding applied for (£):	
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<b>Funding source and/or description of work in kind</b>	<b>Actual value (£)</b>	<b>Value in kind (£)</b>	<b>Secured (Yes/ No)</b>	<b>Evidence supplied (yes/no)</b>
<i>e.g. community volunteers</i>		<i>£950</i>	<i>No</i>	<i>No</i>
<i>e.g. Woodstock council</i>	<i>£1,900</i>		<i>Yes</i>	<i>Yes</i>

<b>TOTAL Match funding (£):</b>	
Please provide further details about the source of match funding, when it will be secured, and how in-kind contributions have been calculated	

## Part 4.3 – Business Viability

We will complete due diligence checks on applications and applicants, including checks on previous grant performance and the background of the potential grant recipient, plus basic financial checks. If we assess your application as not financially viable, we may not offer you an Agreement. Applications involving capital expenditure for tree planting over certain limits will require additional evidence and undergo additional checks. Please refer to the

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UTCF grant manual and submit the appropriate evidence with your completed application form.

## Part 4.4 – 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.

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 2022.

**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 – Privacy Notice

Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)

Data protection and the release of information

Please read the below statements and ensure you understand how the Forestry Commission (FC) will handle any information submitted.

If you are acting as an agent or lead applicant, you are responsible for informing any third parties of how the FC will handle information relevant to them.

The 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 your data, in keeping with the safeguards of the Data Protection Act 2018, in the following ways:

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- for communication with other organisations including the Department for Environment Food & Rural Affairs (DEFRA), Natural England, other government departments and their agencies, and local authorities in the administration of the grant application and subsequent grant agreement;
- for assessment by an independent panel, where this forms a part of the grant process;
- for publication on the FC’s Public Register where relevant (the entry on the Register will include the name of the property, value and timing of grants applied for but not the name of the applicant).

Your personal information will be stored securely in the UK or European Economic Area and will be kept for a period of 7 years following the last financial transaction under the grant, or for up to 1 year after the obligations under the scheme expire, whichever is the longer period.

The FC may wish to contact applicants or their agents in connection with occasional research and promotional activity aimed at improving the services that the FC provides; your participation in this activity is optional - if you wish to **OPT-IN** to this activity, please mark this box

## 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/UK GDPR.

The Forestry Commission may also publish additional information on the assistance it has given on its own or other Government websites.

## Your Rights

The FC is a Data Controller under the Data Protection Act 2018 (Registration No: Z6542658). The FC’s Personal Information Charter provides detailed information about how we process your personal data and your rights. You can read our Personal Information Charter on our website

<https://www.gov.uk/government/organisations/forestry-commission/about/personal-information-charter> .

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 <https://ico.org.uk/> .

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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. If you do not accept these declarations your UTCF application will be rejected. Failure to comply with any obligations below or those detailed in the Model Grant Funding Agreement could lead to your application being rejected, agreement withdrawn or payments being stopped.

1. The lead applicant 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. The lead applicant confirms they will comply with the [Code of Conduct for Government Grants](#).
3. The lead applicant confirms that, to the best of their knowledge, their application meets all of the UTCF eligibility criteria.
4. The lead applicant agrees 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.
5. When planting on street and in park locations, the lead applicant agrees that the local authority tree officer will be consulted prior to making an application.
6. The lead applicant will allow access for inspection by the Forestry Commission both before agreements are awarded (to assess site suitability) and on receipt of claims.
7. The lead applicant understands and agrees that grant funding can only be used for eligible expenditure (detailed in section 4.2.1 of the Grant Manual).
8. The lead applicant understands that any costs and liabilities of submitting this application are to be borne by the applicant, regardless of the outcome of the award.
9. The lead applicant has read and agrees to fully comply with the obligations detailed in Model Grant Funding Agreement (terms and conditions).
10. The lead applicant has not received or applied for, nor do they intend to apply for, any other government funding that would conflict with or duplicate the funding being applied for in this application.
11. The lead applicant agrees to read, sign, and fully comply with the obligations detailed in the Agreement, if offered by us.

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12. The lead applicant confirms that no works in the application have already been completed.
13. The lead applicant understands that they are liable for any false declaration.
14. The lead applicant confirms that, to the best of their knowledge, any other person who has powers of representation, decision or control in the land or this Application has not been convicted anywhere in the world of any of the offences listed [here](#)<sup>1</sup>.
15. The lead applicant confirms that none of the involved organisations' Directors or Executive Officers have been in receipt of enforcement or remedial orders in relation to the Health and Safety Executive (HSE) or equivalent body in the last three years<sup>2</sup>.

**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 (to insert a digital signature please open this form in Adobe Reader)	Name (BLOCK Letters)	Date

## 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 in this application for the entire length of the Funding Period as defined in the Grant Funding Agreement 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:			

<sup>1</sup> If the lead applicant cannot confirm this, we may ask for information about a conviction before deciding whether the Application will be accepted.

<sup>2</sup> If the lead applicant cannot confirm this, we may ask for more information about the orders before deciding whether the Application will be accepted.

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Email:			
Postal address:			
Postcode:		Country:	
I am the freehold owner of the following land included in this application:			

I, the Landlord of the land outlined in Part 3 of this Application Form, have been notified of and hereby consent to the applicant named in Part 2 of this Application Form, carrying out their obligations under the Grant Agreement on the land.

<b>Signature (to insert a digital signature please open this form in Adobe Reader)</b>	<b>Name (BLOCK caps)</b>	<b>Date</b>

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

**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
- evidence of match funding
- where applicable, attached a copy of your tenancy agreement
- where applicable, completed and attached an FC agent authority form
- where applicable, provided evidence of business viability