

LATF Application Form

Introduction

The Local Authority Treescapes Fund (LATF) funds Local Authority-led tree planting and natural colonisation of trees outside woods, establishing more trees in settings such as parklands, riparian zones, copses and shelterbelts, as well as green lanes and small linear woodlands alongside roads and footpaths. Planting and protecting new trees that are intended to grow into mature standards within hedgerows is also permitted, though the creation of new hedgerows is not. The fund targets 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) 2022/23 LATF funding will provide £5.4 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, the project cost calculator, and all agreed supporting documents is 23:59 on the 31st May 2022, this may be amended at the Forestry Commission's (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 22-24 and maintenance activities for three years following planting.
- 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.
- Unless otherwise notified by FC (via notification to [eAlert](#) subscribers and updates to the Guidance to Applicants), the application will only be assessed if submitted via the standard LATF Application Form and annexes. Applications with any changes to the format or wording of the Application Form and/or approved annexes (e.g. Project Cost Calculator) made by applicants 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 no later than 10 working days prior to the application deadline. 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
- The 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. If the change occurs within the LATF application window, FC will notify interested parties via [eAlert](#), you can [subscribe here](#).
- Applications will remain valid until the end of the financial year in which the application is made.

How to Apply

Send your completed application form, project cost calculator and supporting documents 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 applications 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.

Section one: Lead Applicant & contact details

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

SBI Number (Required):	
CRN Number (if applicable):	

1a) Provide name and contact details of the Lead Local Authority. Please provide a name, email address, phone number, address, and department.

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 the name of any known or anticipated lower tier authorities that are participating as an 'umbrella bid' or group bid, where applicable.

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

Please provide your email address, phone number, address, and department.



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.

In this section, you will describe the current distribution and condition of trees outside woods (areas of trees below 0.5 ha only) in the application area. For this area only, please describe any significant environmental features that these trees contribute to, and any significant threats (such as impacts of tree pests and disease).

You do not need to describe the general roles and benefits of trees outside woodlands but should focus on their functions within the application area.

- **Example 1: "In area W, there is a river X, which currently has trees that serve as a flood defence which are now threatened by threat Y."**
- **Example 2: "In area X, there is a protected/rare species Y, which relies on tree species Z, which is threatened by W."**
- **Example 3: "In area Y, there is a population of a protected/rare species X, which has been fragmented due to loss of connecting trees due to threat Z."**
- **Example 4: "In area Z, urban trees formerly contributed to urban cooling and mitigation of air pollution, but these have been lost due to threat X."**

2a) Describe the known current distribution of trees outside woodland in the local area as detailed in the LATF Guidance to Applicants. If the data is available, you may include the number or percentage cover of trees outside of woodlands in the area you are applying for.

(750 words max).



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



2c) Describe, with specific examples, how decline detailed in 2b is expected to have a significant impact on people, biodiversity, landscape connectivity or ecosystem services in areas of proposed planting or natural colonisation (**1000 words max**).

2d) Outline the current baseline of LA-led planting of trees outside woodland in the LA area. (**400 words max**).

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

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

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

You need to demonstrate how your restoration plan will meet the funding objectives; 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.

Please note that any standards planted in urban or peri-urban areas must be direct replacements for trees lost to threats such as stress or diseases (this is a new requirement for 2022, see Guidance to Applicants for more information).

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.

3a) Describe plans for planting (if applicable) and how the proposed planting will help recovery from local decline described in Section 2 above. You may also describe other anticipated benefits of the planting plan, particularly benefits to local communities, and how your proposal will help to meet the funding objectives detailed in Section 3 of LATF Guidance to Applicants. If you are applying to plant urban standard trees, you must demonstrate that these are replacements for recently lost trees (**1500 words max**).



3b) Describe plans for utilising natural colonisation to establish new trees outside of woodland (if applicable), and the benefits expected from this. See Guidance to Applicants for more information on site eligibility requirements for natural colonisation.

Please include information on:

- Seed sources and species expected to establish (please note that proposals must show that the activities will take place within 50m of an existing tree seed source).
- How the trees will be protected from grazing mammals.
- How the area will be monitored for success in tree establishment.

(1000 words max)

The below question should be completed if the Local Authority area has any current or emerging Nature Recovery Plans or Strategies. This information will NOT be used to score your application.

3c) Please list those environmental outcomes that align for nature recovery 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 with assurance that you can meet the requirement of planting within FY 2022/23 (and 2023/24 if agreed in advance).

Include the overall aims of the project in this section, i.e. anticipated outcomes, how success in these outcomes will be measured, and over what timescale.

Awards may cover one or two years (see guidance to applicants). For one year awards, tree planting and activities to support natural colonisation must be delivered within the FY 2022 – 2023. For two year awards, at least half of this activity (by cost) must be delivered within the FY 2022 – 2023, and the remainder must be delivered in FY 2023 – 2024. The FC must have received your post-planting report and supporting evidence by 3 March 2023, and claim form for second payment by 31 March 2023.

It is a requirement to submit written confirmation from any confirmed key delivery partners, outlining their role and commitment to relevant funded activities (individual landowners are excluded).

Provide an overview of your capability to deliver the project/s. Include approximate delivery milestones for year one (and year two if you are applying for two years of planting) and how you will achieve reporting requirements.

4a) Describe how you plan to deliver the project. Include details of the capability and resource available to you for project delivery, including use of volunteer or community groups where applicable (**1500 words max**).



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4b) Detail the approximate timescales for delivery of the planting/natural colonisation activities set out in Section 3a) and b). See the Guidance to Applicants for an example.

Planting activity or activity to support natural colonisation may take place over two years, but if you choose to make use of a two-year planting window, at least 50% of the planting must take place in year 1 (this must also be set out in the LATF cost calculator).

(400 words max).

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

4d) Describe your procurement plan and detail any biosecurity practices or certification that you will look for in suppliers. It is important the trees you use are free from pests and diseases. Where possible, source your plants from nurseries with clear plant health management standards in place including, for example, [nurseries with Plant Healthy certification](#) or similar (see LATF Guidance to Applicants for more information).

(1000 words max).

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 the LATF project 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 are 10% greater or 30% less than the standard costs, please make sure you explain clearly why this is the case in question 5a.

Match funding:

- ***Match funding refers to the value supplied by the grant recipient in addition to the value of the grant requested. This is important for the value for money appraisal and will be considered when evaluating the proposed plan.***
- ***Please state clearly: A) the total value for the bid (grant amount requested + match funding amount), B) the grant amount requested, and C) the value you will supply as match funding (including volunteer time), in value and percentage of the total bid amount.***
- ***Please see the LATF Project Cost Calculator for how to convert volunteer time into a £ sterling value, for inclusion as match funding.***

Demonstrate how you estimated the costings in your funding bid.

5a) Explain how you have reached your capital cost estimates as entered in the LATF cost calculator, and how you have kept these costs to a minimum. Please describe any measures you have taken to increase the value for money of your bid, including any match funding contributions. For any capital items where your estimated costs are 10% higher or 30% lower than FC standard costs, please include a rationale for this (**1000 words max**).



5b) Please tick the checkbox **if you will be applying for 2022/2023** UTCF funding. We will use this information for the LATF initial eligibility checks.

For LATF any standards planted in urban or peri-urban areas must be direct replacements for trees lost to threats such as stress or diseases (new requirement for 2022).

Applicants wishing to apply for NEW standard trees in urban or peri-urban areas are asked to apply separately for UTCF for these trees.

Section six: Declarations

By signing this application 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 for example, those with [Plant Healthy](#) certification or similar.
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 and Grant Determination letter.
8. Where the LA enters into a contract with a Third Party in connection with the Funded Activities, the Grant Recipient will remain responsible for paying that Third Party. The Authority has no responsibility for paying Third Party invoices.
9. The LA understands that any costs and liabilities of submitting this application are to be borne by the applicant, regardless of the outcome of the award.
10. The LA confirms that all estimations detailed in this application are true and correct.
11. 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 [here](#).
12. The LA confirms they will undertake all relevant due diligence and accepts responsibility for selecting appropriate sites. The LA agrees to read, sign, and fully comply with the obligations detailed in the Memorandum of Understanding.

Section seven: Privacy Notice

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 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 personal 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.

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 or its appointed agents may also use your data, in keeping with the safeguards of the Data Protection Act 2018, in the following ways:

- 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).

Electronic Communications

Your data is shared electronically with third parties for the purpose of providing this service.

Our system uses Secure Socket Layer (SSL) certificates to verify our identity to your browser and to encrypt any data you give us.

All personal data is encrypted for security both in transit and at rest to prevent unauthorised access and disclosure.

Our system uses only essential cookies for you to navigate our system, to prevent data loss, and to keep you logged in. We capture IP (Internet Protocol) addresses in order to validate them, and browser versions are stored. All such data is stored only for the duration of your time spent in our system and is destroyed once you have exited the system.

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 and 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).

Our Privacy Policy complies with the law in the United Kingdom, specifically with the Data Protection Act 2018, accordingly incorporating the EU General Data Protection Regulation and the Privacy and Electronic Communications Regulations.

The FC's Personal Information Charter provides additional information about our Privacy Policy regarding 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/> .

Contact Us

You can contact us in relation to data protection and privacy as below.

By post:

Information Rights – Commissioners' Office
Forestry Commission
620 Bristol Business Park
Coldharbour Lane
Bristol
BS16 1EJ

By email: informationrights@forestrycommission.gov.uk

By telephone: 0300 067 4000

Section eight: Authorisation

The declaration can only be signed by someone with the authority to represent the Lead LA and therefore, by extension, all partners involved in the application.

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:

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 marked commercially sensitive data accordingly. Forestry Commission is required to release information via [eAlert](#) and/or updates to the published Guidance to Applicants (on gov.uk), as detailed under section seven above, but will not permit any unwarranted breach of confidentiality.
- Attached 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	02 March 2022 –31 May 2022
Application review	June 2022
Oversight panel sits	By mid July 2022
The FC communicate application outcome	By early August 2022
MoU drawn up (£100,000+ reviewed by Director of Forest Services)	By mid August 2022
MoU sent to LA	Mid August 2022
Deadline to return signed MoU to the FC	Late August – Early September 2022

If you are offered funding

At the end of the FY 2022/23 and 2023/24, you will need to provide information to report on progress of planting and natural colonisation via a post planting report, and by providing maps, photographs, and other suitable evidence to show the numbers of trees planted and their locations. A timeline for all the FC communications and LA submissions will be provided to successful LATF applicants.

Next steps

Applicants will receive a confirmation of receipt via email within 10 working days of FC receiving your application.

The LATF team will maintain communications with the 'Point of Contact' via email in most cases or [eAlert](#) where stated below (you can subscribe to eAlerts [here](#)). Forestry Commission will:

- Notify you of changes to any part of the application process prior to application deadline (via [eAlert](#)).
- Provide clarification on significant changes to application criteria to ensure fair and openness (via [eAlert](#)).
- 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 2022/23 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, we will respond within 10 working days. If we consider information requests relevant to any applicant, we will provide additional guidance to all interested applicants via [eAlert](#) (you can [subscribe here](#)) or email to ensure fair and openness. We may be unable to respond to other support requests as this is a competitive bid process.