

# Seed Sourcing Grant Application Form

The Seed Sourcing Grant (SSG) is a competitive grant to provide support for activities that enhance the quality, quantity, and diversity of tree seed sources in England.

The Government has renewed commitment to net zero targets, and the SSG will help to ensure the availability of planting stock to meet these targets.

The SSG is looking to support projects that will increase the quality, quantity, and diversity of seed stands and seed orchards on the Forest Reproductive Material (FRM) National Register for Basic Material. See [Marketing forest reproductive material for forestry purposes - GOV.UK \(www.gov.uk\)](#) for more details.

Technical experts have developed a set of recommended seed sourcing strategies, which can be found in the same location as this application form. These strategies provide suggested ideal approaches to the delivery of enhanced quality, quantity and diversity of registered seed stands and orchards for 23 species which have been identified as a priority for support. Delivery of these recommended activities for the priority species is the priority for financial support from the SSG, which is reflected in the grant evaluation criteria and payment rates. However, given the likely uplift in seed requirement of all kinds to meet planting targets, the scheme is open to proposals covering all species included in the UK FRM scheme including the voluntary scheme.

Applications should be submitted to Forest Services by 23:55 on 13 November 2022. To make an application, please complete this form and submit it to: [ssg@forestrycommission.gov.uk](mailto:ssg@forestrycommission.gov.uk) before the closing date. Applications must be supported by a completed finance spreadsheet, the template for which can be found at the same location as this application form. The Forestry Commission will aim to notify applicants of the outcome of their application by 16 December 2022. Please see the accompanying explanatory notes for more detail on how applications will be scored.

Applicants must answer all questions detailed on the application form for your application to be eligible; incomplete applications will be returned. Please keep within stated word limits; any information exceeding the set word limit will not be evaluated. Applications must be written in English and costings and financial information in £ Sterling. The format of the forms must not be changed. Failure to comply with these requests will lead to your application being rejected.

## Part 1 – Application Details

<b>Name of applicant organisation<sup>1</sup>:</b>	
<b>Title:</b>	
<b>Forename:</b>	
<b>Surname:</b>	
<b>Position:</b>	
<b>Company or charity number:</b>	
<b>Landline telephone number:</b>	
<b>Mobile telephone number:</b>	
<b>Email:</b>	
<b>Postal address:</b>	
<b>Postcode:</b>	
<b>Country:</b>	

<sup>1</sup> If there are multiple applicants associated with the proposed project, please nominate a lead applicant, with whom all correspondence should be conducted. The lead applicant will be responsible for the undertakings and obligations detailed in any grant agreement, in line with Terms and Conditions of Funding. If your application is successful, the lead applicant will become the sole agreement holder and will be the sole recipient of grant funding upon receipt of valid claims. The contractual arrangements held between the lead applicant and their co-applicants are not the responsibility of the Forestry Commission and the lead applicant will have sole responsibility for onward disbursement of grant funding to co-applicants, for example.

## Description of Project

**Funding period**

Please select in which financial year(s) the proposed project will take place:

- 2022/23 (activities complete by 27 March 2023)  
 2023/24 (activities complete by 27 March 2024)  
 2024/25 (activities complete by 27 March 2025)

**Project Summary**

In four sentences or less (100 words max), please summarise your project and its main objectives. Please note that the Forestry Commission may ask for permission to share this publicly if your application is successful.

**Species list**

Please list the tree species covered by your project proposal.

**Register of UK Basic Materials**

If you are applying to manage Seed Stands or Source-Identified Seed Sources which are already on the Register of UK Basic Materials, please provide the Basic Material IDs (BMIDs) here. If this is not applicable to your project, please put "NA".

## Eligibility Criteria

Please answer all eligibility criteria questions. Mark "Yes" or "No" with an X. A "No" or zero response to any question will result in the application being rejected.

<b>Eligibility Criteria</b>	<b>Eligibility Question</b>	<b>YES</b>	<b>NO</b>
<p><b>1) Scope</b> - This grant is designed to support activities that enhance the quality, quantity, and diversity of tree seed available for planting in England.</p>	Is your project within scope?		
<p><b>2) Lead organisation</b> - To be eligible for funding, the lead applicant must be a UK-based public, private or third sector organisation/sole trader or the registered owner of land on which proposed activities will take place.</p>	Is your organisation a UK-based public, private or third sector organisation/sole trader? Or are you the registered owner of the land on which your proposed activities will take place?		
<p><b>3) Species</b> - The project proposal must be relevant to the production of tree seed of species covered by the UK FRM scheme (including those in the voluntary scheme).</p>	Is your project proposal relevant to the production of tree seed of species covered by the UK FRM scheme (including those in the voluntary scheme)?		
<p><b>4) FRM category</b> - Activities must be associated with one of the following eligible FRM categories:</p> <ul style="list-style-type: none"> <li>- Source identified stands</li> <li>- Selected and tested seed stands</li> <li>- Qualified and tested seed orchards</li> <li>- Clones and clonal mixtures</li> </ul> <p>Source-Identified (SI) Seed Sources are also eligible for funding under this grant if they are to be registered as Seed Stands.</p>	Are your proposed activities associated with one of the eligible FRM categories?		

<p><b>5) Location</b> – funding is only available for Seed Stands or Orchards located in England.</p>	<p>Are you applying for funding for a Seed Stand or Orchard located in England?</p>		
<p><b>6) Project Status</b> – the Forestry Commission is unable to fund retrospective work on projects.</p>	<p>Can you confirm that your application does not seek retrospective funding for work already carried out on this project, or to be carried out before any grant agreement is signed?</p>		
<p><b>7) Budget</b> - Proposals, whether standalone or multi-year, must have a minimum total cost of £10,000 to be eligible for funding. Applicants may submit more than one bid per round, but each applicant may only apply for a maximum of £75,000 for any given financial year (2022/23, 2023/24 and 2024/25). A full list of eligible project costs is set out Application Guidance Notes.</p>	<p>Is the requested project funding within the eligible expenditure limits and for eligible costs only?</p>		
<p><b>8) Timescales</b> – All project activities must be completed and evidence of spend (invoices/timesheets) provided by 27<sup>th</sup> March of the financial year(s) in which funding has been applied for (2022/23, 2023/24 and 2024/25).</p>	<p>Will the eligible project activities be completed and evidence of spend (invoices/timesheets) provided by 27<sup>th</sup> March of the financial year(s) in which funding has been applied for (2022/23, 2023/24 and 2024/25)?</p>		
<p><b>9) Delivering multiple projects</b> - If project team member(s) are part of multiple successful bids, then the Lead Applicant must ensure that sub-contractors are able to deliver on them and they must not</p>	<p>If you or your project team are part of multiple successful bids, would you be able to successfully deliver all projects if necessary?</p>		

<p>have applied for funding for the same piece of work more than once.</p>	<p>If you or your project team are part of multiple successful bids, please confirm that you have not applied for funding for the same piece of work more than once?</p>		
<p><b>10) Terms and conditions</b> - The applicant must agree to the grant Terms and Conditions which can be found on GOV.uk at the same location as this application form.</p>	<p>Please confirm acceptance of the Terms and Conditions.</p>		

## Part 2 – Assessment Questions

### Question 1: Species seed strategies (20%)

To what extent will the proposed activities implement any of the 23 priority species seed strategies? If your proposal does not relate to the implementation of the priority species strategies, please outline how the proposed activities will enhance the quality, quantity, or diversity of English tree seed supply. (250 words max)

### Question 2: Sector capacity (20%)

To what extent will the proposed activity increase the amount of seed available for tree planting across England? (250 words max)

### Question 3: Longevity (10%)

How will you ensure that the proposed activities will enhance seed production and be used for seed collection in the future? (250 words max)

### Question 4: Team, resources and track record (10%)

Who is in the project team, what is their experience, and what are their roles? What is your organisation's track record in delivering similar projects? (250 words max)

### Question 5: Deliverability (10%)

How will you manage the project effectively and deliver to proposed timescales? What approach will you take? (250 words max)



### Question 6: Risks (10%)

What are the main risks for this project and how do you plan to mitigate these? (250 words max)

### Question 7: Additionality (10%)

Describe the impact that an injection of public funding would have on this project. What is the likelihood that it would go ahead without funding? (250 words max)

### Question 8: Costs and value for money (10%)

How much will the project cost and how does it represent value for money for the Forestry Commission and the taxpayer? If you are seeking funding for non-priority species (where a maximum of 50% funding is available), please explain where you will source match funding. (250 words max)

## Part 3 – Finances

You must provide full details of project costs and funding for each organisation involved in your project using the attached finance spreadsheet.

## Part 4 – Funded activities, outputs and outcomes

### Funded activities

What specific activities will be funded? If you are not applying for funding for a particular financial year, please add "NA" in that section.

FY 2022/23 (December 2022 – 27<sup>th</sup> March 2023)

FY 2023/24 (1<sup>st</sup> April 2023 – 27<sup>th</sup> March 2024)

FY 2024/25 (1<sup>st</sup> April 2024 – 27<sup>th</sup> March 2025)

## Outputs

What are the expected outputs of the project during the period of the grant award and when do you expect these to occur? What will result from the completion of the funded activities? Please identify quantifiable milestones where possible.

## Long term outcomes

What do you expect the outcomes of the funding will be beyond the period of the grant award? Please identify quantifiable milestones where possible.

## Part 5 – How we process your application

Once we receive your application by 23:55 on 13 November 2022, an Evaluation Panel comprising Forestry Commission staff and external experts from the forestry sector will assess and score it in accordance with the criteria outlined in the associated guidance document. We will aim to notify all applicants of funding decisions by 16 December 2022, with successful projects starting shortly thereafter.

## Part 6 – Data Protection Act 2018

### **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:

- 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/>.

## Part 7 – Intellectual property

Intellectual property shall remain with the grant recipient. The Forestry Commission reserves the right to publish a summary of project outcomes and outputs online and in relevant trade press articles.

## Part 8 – Declarations

**Please check each box to show you have read, understood, and agree to each declaration. Failure to comply with any obligations below could lead to elimination from the process.**

1. The Lead Applicant understands that this grant can only be used to cover agreed eligible expenditure.
2. The Lead Applicant understands that any costs and liabilities of submitting this application are to be borne by Applicant, regardless of the outcome of the award.
3. The Lead Applicant confirms that they 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 within those and listed [here](#). If a conviction has been made, the Forestry Commission may choose to contact the Lead Applicant and/or eliminate the bid from the process.

- 4.** The Lead Applicant agrees to read, and sign and fully comply with all obligations detailed in the Terms and Conditions.
- 5.** The lead applicant agrees to comply with the Government Grant Recipient Code of Conduct ([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/771152/2019-01-15\\_Code\\_of\\_Conduct\\_for\\_Grant\\_Recipients\\_v.1.01.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/771152/2019-01-15_Code_of_Conduct_for_Grant_Recipients_v.1.01.pdf)).
- 6.** The Lead Applicant confirms that none of the organisations' Directors or Executive Officers have been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (HSE) or equivalent body in the last 3 years? If action has been by the HSE or equivalent body the Forestry Commission may choose to contact the Lead Applicant and/or eliminate the bid from the process.
- 7.** The Lead Applicant confirms that no collusion has taken place with government employees associated with this grant.
- 8.** The lead applicant confirms that all activities undertaken as part of their project supported by this grant comply with current health and safety legislation. Where applicable, the Lead Applicant confirms that any forest operation undertaken will adhere to best practice developed by the Forest Industries Safety Accord.
- 9.** Where relevant, the Lead Applicant confirms that any claims of match funding secured to assist with furthering the project outcomes are true and correct.
- 10.** The Lead Applicant will ensure that delivery of the Funded Activities do not put the Authority in breach of the UK's international obligations in respect of subsidies.

## Part 9 – Communication and ensuring open and fair process

The SSG 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 and grant signing process
- where successful, provide other relevant communications relating to your grant including monitoring requests.
- monitor progress of the project to help manage risks associated with delivery.

If you wish to clarify anything about the application requirements or process, please email [ssg@forestrycommission.gov.uk](mailto:ssg@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.

Applicants must submit:

- This application form (completed and signed).
- A completed finances spreadsheet.

## Part 10 – Authorisation

I confirm that I have read and understood the guidance, rules and Terms and Conditions relating to the Seed Sourcing Grant, and that the information provided in this application form is accurate and complete.

I confirm that I am authorised to submit the above application on behalf of my organisation and have complied with all the requirements of the Invitation to Apply.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

The Forestry Commission is only able to accept digital e-signatures or 'wet' signatures.

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