

# Application Form

## Tree Production Innovation Fund

The Tree Production Innovation Fund (TPIF) has been developed to support the England Tree Planting Programme (ETPP) and is funded under the Government's Nature for Climate fund with an aim of enhancing the quality, quantity, and diversity of planting stock available for tree planting in England. The grant will support research and development projects that demonstrate potential to overcome one or more of the following challenges identified as barriers to tree nursery production during stakeholder consultation.

**Challenge 1:** How can we make better use of available seed and vegetative planting material to maximise the quantity, quality and diversity of trees produced?

**Challenge 2:** How can we develop growing systems to enhance their efficiency and resilience to change, whilst delivering improved quality and diversity of product? This challenge can include activities to promote biosecurity.

**Challenge 3:** How can innovative environmentally sustainable weed control solutions be used to reduce reliance on herbicides?

Applicants are invited to submit proposals spanning up to two financial years (ending March 2025). Proposals, whether standalone or multi-year, must have a minimum total cost of £20K to be eligible for funding under the TPIF. Projects may be costed at up to a maximum of £200K in any given financial year (23/24 and 24/25).

Applications should be submitted to the Forestry Commission by **23:55 on Tuesday 9<sup>th</sup> May 2023**. To make an application, please complete this form along with a completed Finance Spreadsheet and submit it to [tpif@forestrycommission.gov.uk](mailto:tpif@forestrycommission.gov.uk) before the closing date. Notification of success will be made to all applicants by Friday 16<sup>th</sup> June 2023. Please see the accompanying explanatory notes for more detail and 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 may 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>Title of Proposed Project:</b>	
<b>Name of applicant organisation<sup>1</sup>:</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>	

**In two sentences or less (50 words max.), summarise your project and its main objectives:**

<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

**Please provide a description of the project that can be publicly shared**

(300 words max.)

**Funding period**

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

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

## Eligibility Criteria

Please answer all eligibility criteria questions. Mark "Yes" or "No" with an X. Question 11 only may be answered with N/A if it does not apply.

<b>Eligibility Criteria</b>	<b>Eligibility Question</b>	<b>YES</b>	<b>NO</b>
<b>1) Scope</b> - This grant is designed to support innovative projects that will address one of the challenges given above, with a view to enhancing the quantity, quality, and diversity of planting stock available for tree planting in England.	Is your project within scope?		
<b>2) Innovation</b> - This grant supports the development of technologies or approaches that are not currently used within tree nurseries/ production in England.	Is your technology/ approach currently unused in tree nurseries/ production in England?		
<b>3) Programme Scope</b> – The TPIF has been designed to support pre-commercial development and piloting of innovative proposals.	Is your proposal limited to activities ahead of launch to the market: such as prototyping, field testing, trials, demonstrations, and dissemination of knowledge obtained from the demonstration activity?		
<b>4) Project Status</b> – The Forestry Commission is unable to fund retrospective work on projects.	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?		
<b>5) Additionality</b> - Projects can only be funded if innovation would not be taken forwards (or would be taken forwards at a much slower rate) without public sector funding.	Can you confirm that this project would not be taken forward (or would progress at a much slower rate) without public sector funding?		

<p><b>6) Project Lead</b> - The Lead Applicant must be an individual, registered company, academic, research, third sector or community organisation based in the UK.</p>	<p>Can you confirm that the Lead Applicant meets eligible organisation requirements?</p>		
<p><b>7) Public Bodies</b> - To be eligible for funding public bodies must partner with a third-party private sector organisation.</p>	<p>If a public body, can you confirm that you have partnered with a third party from the private sector? Applicants from the private sector should leave this question blank.</p>		
<p><b>8) Budget</b> - Proposals, whether standalone or multi-year, must have a minimum total cost of £20K to be eligible for funding under the TPIF. Projects may be costed at up to a maximum of £200K in any given financial year (23/24 and 24/25). A full list of eligible project costs is set out Application Guidance Notes.</p>	<p>Can you confirm that the requested project funding is within the eligible expenditure limits and is for eligible costs only?</p>		
<p><b>9) Timescales</b> - Projects can span up to two financial years, ending 27th March 2025. All project activities must be completed and evidence of spend provided by 27<sup>th</sup> March of the financial year(s) in which funding has been applied for (2023/24 and/or 2024/25).</p>	<p>Will the eligible project activities be completed and evidence of spend provided by 27th March of the financial year(s) in which funding has been applied for (2023/24 and/or 2024/25)?</p>		
<p><b>10) Risk-Benefit sharing</b> - The sharing of risks and benefits is an important aspect to the Research and Development Grant approach. Projects receive financial support and retain any intellectual property generated, with certain rights of use retained by the Forestry</p>	<p>Have you accounted for risk-benefit sharing in the cost of your application?</p>		

<p>Commission. Summaries of project outputs and outcomes are expected to be shared within the forestry press and project teams are not permitted to include profit in the eligible project.</p>				
<b>Eligibility Criteria</b>	<b>Eligibility Question</b>	<b>N/A</b>	<b>YES</b>	<b>NO</b>
<p><b>11) Delivering multiple projects</b></p> <p>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 have applied for funding for the same piece of work more than once.</p>	<p><b>a)</b> 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><b>b)</b> 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? Yes = confirm.</p>			
<p><b>12) Terms and conditions</b></p> <p>The applicant must agree to the grant Terms and Conditions which can be found on .GOV 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: Challenge

**How, and to what extent, will the proposal impact on the challenges listed, and the overall fund objective to enhance quality, quantity, and diversity of planting stock?** (250 words max.)

### Question 2: Approach and Innovation

**What approach will you take and where will the focus of the innovation be?** (250 words max)

### Question 3: Team, Resources and Track Record

**Who is in the project team, what expertise and experience do they have, and what are their roles?** (250 words max)

### Question 4: Market Awareness

**How will the project impact on the sector? Will there be wider benefits beyond those to the project and the applicant(s)?** (250 words max)



### Question 5: Deliverability

**How will you manage the project effectively and deliver to proposed timescales? In support of responses to this question, applicants may submit a supplementary Gantt chart or equivalent outlining key activities, milestones, and deliverables with their application. Please note that payments will not be made for substandard or incomplete projects. (250 words max)**

### Question 6: Risks

**What are the main risks for this project and how will you mitigate these? (250 words max.)**

### Question 7: Additionality

**Describe the impact that an injection of public funding would have on this project.** (250 words max.)

### Question 8: Costs and value for money

**How much will the project cost and how does it represent value for money for the Forestry Commission and the taxpayer?** (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 spreadsheet.

## Part 4 – Funded Activities and Outputs/Outcomes

### Funded Activities

**What specific activities will be funded?**

FY 2023/24 (June 2023 – 27<sup>th</sup> March 2024)

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

## Outputs

**What are the expected outputs of the project? What will result from the completion of the funded activities? Please identify quantifiable milestones where possible.**

FY 2023/24 (June 2023 – 27<sup>th</sup> March 2024)

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

## 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 4 - How we process your application

Once we receive your application by **Tuesday 9<sup>th</sup> May 2023**, an Evaluation Panel comprising Forestry Commission staff and external experts from the forestry sector will assess and score it in accordance with the criteria in the associated guidance document. We will notify all applicants of funding decisions by **Friday 16<sup>th</sup> June 2023**, with successful projects starting shortly thereafter.

## Part 5 – 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 after either final payment of Grant, the last financial transaction, or after the application if withdrawn or rejected.

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 6 – 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 7 – 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 any costs and liabilities of submitting this application are to be borne by Applicant, regardless of the outcome of the award.
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](#).
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 Innovation Fund.
8. The lead applicant confirms that all activities undertaken as part of their project supported by this Innovation Fund 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 8 - Communication and Ensuring Open and Fair Process

The TPIF 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, contact will be made once a month
- carry out project evaluation to better understand the impacts of the work funded

If you wish to clarify anything about the application requirements or process, please email [tpif@forestrycommission.gov.uk](mailto:tpif@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 9 – Authorisation

I confirm that I have read and understood the guidance, rules and Terms and Conditions relating to the Tree Production Innovation Fund, 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.

<b>Signature</b>		<b>Date</b>	
<b>Print Name</b>			

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

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