

Application Form

Woods into Management Forestry Innovation Funds

The Woods into Management Forestry Innovation Funds (WIMFIF) were developed to support the England Tree Planting Programme (ETPP) with the aim to support innovative projects that encourage more woods to be brought into active management.

Around 41% of our current woodlands are not actively managed, which can have a negative impact on the biodiversity they contain. By increasing the area of woodlands in active management, these funds aim to restore vulnerable woodland habitats and help woodlands adapt to a changing climate and recover from the impacts of pests and diseases. Through the WIMFIF, grant funding will be made available to stimulate the development and testing of new ideas that can help improve the ecological condition of woodlands, and their resilience to climate change, via increased demand for wood and increased levels of woodland management.

Applicants can apply to the following funds under WIMFIF:

- Regional Woodland Restoration Funds
- Timber in Construction Innovation Fund
- Temporary Infrastructure Innovation Fund
- Routes to Market for Ash Timber Innovation Fund

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 WIMFIF. Projects may be costed at up to a maximum of £100K in any given financial year (23/24 and 24/25).

Applicants should be submitted to the Forestry Commission by **23.55 on Monday 15th May 2023**. To submit an application, please complete this form and associated Finance Spreadsheet and submit it to WIMFIF@forestrycommission.gov.uk before the closing date. Notification of success will be made to all applicants by Thursday 22nd June 2023.

Applicants must answer all questions on the Application Form for your application to be eligible; incomplete applications will not be considered. 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 may lead to your application being rejected.

Part 1 - Application Details

WIMFIF Funding Stream¹:	
Title of Proposed Project:	
Name of applicant organisation²:	
Forename:	
Surname:	
Position:	
Company or Charity Number:	
Landline telephone number:	
Mobile telephone number:	
Email:	
Postal address:	
Postcode:	
Country:	

¹ In 2023, four funding streams are available under the WIMFIF. These are: "Timber in Construction", "Temporary Infrastructure", "Routes to Market for Ash Timber" and "Regional Woodland Restoration". If making an application to the Regional Woodland Restoration Innovation Fund, please also indicate which regional fund you would like to apply for from the following: "North-West and West Midlands (NWWM)", "Yorkshire and North-East (YNE)", "East of England and East Midlands (EEM)", "South-East and London (SEL)" and "South-West (SW)". If you would like to apply for more than one funding stream, please use a separate application form for each of your proposals.

² 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

Project Summary

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

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.

Eligibility Criteria	Eligibility Question	YES	NO
1) Scope – The scope of each stream is as defined in the Invitation to Apply.	Is your project within scope?		
2) Innovation - This grant supports the development of technologies or approaches that are not currently used within the forestry and construction sectors in England.	Is your technology/ approach currently unused in forestry or construction in England?		
3) Programme Scope – WIMFIF 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?		
4) Project Status – 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?		
5) Additionality - 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?		
6) Project Lead - The Lead Applicant must be an individual, registered company, academic, research, third	Can you confirm that the Lead Applicant meets eligible organisation requirements?		

<p>sector or community organisation based in the UK.</p>			
<p>7) Location of Fieldwork – The majority of fieldwork (60%) must be undertaken in England, or as stated in the Invitation to Apply.</p>	<p>Can you confirm that the majority of fieldwork will take place as stated in the Invitation to Apply?</p>		
<p>8) Budget - Proposals, whether standalone or multi-year, must have a minimum total cost of £20K to be eligible for funding under the WIMFIF. Projects may be costed at up to a maximum of £100K 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>9) Timescales - Projects can span up to two financial years, ending 27th March 2025. All project activities must 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>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>10) Risk-Benefit Sharing - 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 Commission. Summaries of project outputs and outcomes are expected to be shared within the forestry press and project teams are not</p>	<p>Have you accounted for risk-benefit sharing in the cost of your application?</p>		

permitted to include profit in the eligible project.				
Eligibility Criteria	Eligibility Question	N/A	YES	NO
<p>11) Delivering multiple projects</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>a) 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) 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>12) Terms and conditions</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>	Please confirm acceptance of the Terms and Conditions.			

Part 2 – Assessment Questions

Question 1: Approach and Innovation

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

Question 2: 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 3: Impact of Project

What impact will the project have? Explain how your proposal will help to achieve the objectives of the grant to which you are applying. (250 words max)

Question 4: Project Management

How will you manage the project effectively? In support of the responses to this question, applicants may submit a supplementary Gantt chart or equivalent outlining key activities, milestones, and deliverables with their application. (250 words max)

Question 5: Risks

What are the main risks for this project and how will they be mitigated? (250 words max)

Question 6: Additionality

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

Question 7: Costs and Value for Money

How much will the project cost and how does it represent value for money for the team 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 – 27th March 2024)

FY 2024/25 (April 2024 – 27th 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 – 27th March 2024)

FY 2024/25 (April 2024 – 27th 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 **Monday 15th 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 16th 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 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 WIMFIF 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 WIMFIF@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.

Signature		Date	
Print Name			

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

We do not accept typed signatures.

Completed applications should be sent to: WIMFIF@forestrycommission.gov.uk