

# Seed Sourcing Grant Application Form

This application form is for the Seed Sourcing Grant (SSG).

Background and information about the grant can be found on the [Seed Sourcing Grant gov.uk page](#).

Guidance on completing your Seed Sourcing Grant (SSG) application can be found on the [Seed Sourcing Grant Application Form page](#). Please read this before completing your application.

To apply, please complete a SSG application form and finance spreadsheet. If you are applying to manage or plant a Seed Stand and/or Orchard (Eligible activities 1, 3 or 4), please also submit a map showing the location(s) of the Seed Stands and/or Orchards. Forms must be submitted to [ssg@forestrycommission.gov.uk](mailto:ssg@forestrycommission.gov.uk) by **23:55 on Tuesday 13<sup>th</sup> February 2024**.

We will notify applicants of their SSG funding decision by Friday 22<sup>nd</sup> March 2024.

You 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.

If there are multiple organisations associated with the proposed project, please nominate a lead organisation in Part 1, with whom all correspondence should be conducted. The lead organisation 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 organisation will become the sole agreement holder and will be the sole recipient of grant funding upon receipt of valid claims.

If you have any questions about the application process or need the form in a different format, please contact [ssg@forestrycommission.gov.uk](mailto:ssg@forestrycommission.gov.uk).

## Part 1 – Application Details

<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>	

## 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>
<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.	Is your project within scope?		
<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.	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?		

<sup>1</sup>Please give the legal name of the organisation to whom grant payments would be made. If this is different to how you are known publicly, include the public facing name in brackets.

<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>	<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>		
<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 Seed Stands</li> <li>- Selected and Tested Seed Stands</li> <li>- Qualified and Tested Seed Orchards</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>	<p>Are your proposed activities associated with one of the eligible FRM categories?</p>		
<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 must have a minimum total cost of £2,000 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. A full list of eligible project costs is set out in the 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> – Projects must complete within the 2024/25 financial year. All project activities must be completed and evidence of spend provided by 27th March 2025.</p>	<p>Will the eligible project activities be completed and evidence of spend (invoices/timesheets) provided by 27<sup>th</sup> March 2025?</p>			
<p><b>Eligibility Criteria</b></p>	<p><b>Eligibility Question</b></p>	<p><b>N/A</b></p>	<p><b>YES</b></p>	<p><b>NO</b></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 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, would you be able to successfully deliver all projects if necessary?</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 – Project Details

### Project Summary

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. (100 words max.)

### 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".

## Land Ownership

If applicable, please give details about the land on which any resulting Seed Stands and/or Seed Orchards will be located. Please attach a map of the site highlighting where the Seed Stands and/or Seed Orchards will be located as part of your application. If you do not own the land on which resulting seed sources are located, please provide evidence that the landowner is supportive of your proposal and outline how sharing of benefits from transfer of plant material will be managed (e.g., by a draft material transfer agreement).

## Funded Activities

Please list your proposed activities. For example, 'Installation of deer fencing' or 'Collection of scions from 30 plus trees'

## 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 include, where relevant:

- what species will your project cover
- what category of FRM your project will result in. The eligible FRM categories are Source-identified (SI) Seed Stands, Selected and Tested Seed Stands, and Qualified and Tested Seed Orchards
- how many Seed Stands or Orchards your project will result in being planted, managed or registered
- the estimated number of trees, if you are planting a new Seed Stand or Orchard
- the area of Seed Stand or Orchard that you will plant or manage

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? What volume of seed do you expect to be brought to market annually? Please identify quantifiable milestones where possible.

## Part 3 – Assessment Questions

### Question 1: Species Seed Strategies (20%)

How will the proposed activities implement any of the 21 priority [Tree Seed Species 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.

For projects related to planting Seed Stands and Orchards please explain your approach to selecting the origin and genetic diversity of the basic materials, including numbers of individuals/populations/propagules to be sampled. (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? How and when will the proposed activities benefit the market? For example, when the Seed Stand or Orchard will become productive for seed collections and how you plan on ensuring seed is collected and brought to market. (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? Please also include any sub-contractors who will be working on the project. (250 words max.)

### Question 5: Deliverability (10%)

How will you manage the project effectively and deliver to proposed timescales? What approach will you take? You may include a Gantt chart with your application. If so, please refer to it in your answer.

Please note that this round of funding is for the 2024/25 financial year only. All project work **must** be completed between 1<sup>st</sup> April 2024 and 27<sup>th</sup> March 2025. (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 have received, applied for, or intend to apply for any other government funds, please declare it here. 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 4 – Finances

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

## Part 5 – How we process your application

Once we receive your application 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 Friday 22<sup>nd</sup> March 2024, with successful projects starting from 1<sup>st</sup> April 2024.

## 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:

- 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](#).
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 a fair and open process
- 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 a fair and open process. 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.
- Map(s) showing location of Seed Stands and/or Seed Orchards if applicable.

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## 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 person signing this section must match the Lead Applicant named in Part 1 of this form.

The Forestry Commission is only able to accept digital e-signatures or 'wet' signatures. We cannot accept typed signatures.

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