

Tree Production Capital Grant Application Form

This application form is for the Tree Production Capital Grant (TPCG).

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

Guidance on completing your Tree Production Capital Grant (TPCG) application can be found on the [Tree Production Capital Grant Application Form](#) page. Please read this before completing your application.

To apply, please complete a TPCG application form and finance spreadsheet. Forms must be submitted to tpcg@forestrycommission.gov.uk **by 23:55 on 30th January 2024**.

We will notify applicants of their TPCG funding decision by Friday 8th 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 may lead to your application being rejected.

If there are multiple organisations associated with the proposed project, please nominate a lead organisation, 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 tpcg@forestrycommission.gov.uk.

Part 1: Application Detail

| | |
|--|--|
| Name of applicant organisation¹: | |
| Forename: | |
| Surname: | |
| Position: | |
| Company or charity number: | |
| Landline telephone number: | |
| Mobile telephone number: | |
| Email: | |
| Postal address: | |
| Postcode: | |
| Country: | |

| |
|---|
| <p>Description of Project</p> <p>Please list the item(s) and/or activities that you are seeking funding for:</p> |
| |

¹Please 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.

Eligibility Criteria

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

| Eligibility Criteria | Eligibility Question | Yes | No |
|---|--|------------|-----------|
| (1) Scope – This grant is designed to support UK-based organisations to enhance the quality, quantity, diversity and/or biosecurity of trees or tree seed supply in England. | Is your project within scope? | | |
| (2) 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? | | |
| (3) Budget – Funding is available for 50% of project costs up to a maximum disbursement of £175k. Proposals must have a minimum total cost of £10k to be eligible for funding. A full list of eligible project costs is set out in the Application Guidance. | Can you confirm that the requested project funding is within the eligible expenditure limits and is for eligible costs only? | | |
| (4) Timescales – Projects must complete within the 2024/25 financial year. All project activities must be completed and evidence of spend provided by 27 th March 2025. | Please confirm that eligible project activities will be completed and evidence of spend provided by 27 th March 2025. | | |
| (5) Terms and Conditions – 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. | Please confirm acceptance of the Terms and Conditions. | | |

Part 2: Assessment Questions

Question 1: Capacity

What effect will the project have on your production capacity? How will it contribute to increasing England's supply of domestically grown trees? Please be quantitative wherever possible. If you purchase plants to grow on, please identify the source of these (i.e., UK grown or imported).
(300 words max.)

Estimated increase in annual production capacity, as a result of the proposed investments, at the time of project completion.

Please give the total increase and type of product. For example, '50,000 saplings', '2000 standards', or '50kg of seed'.

Question 2: Diversity

What effect will the project have on the diversity of species you produce? Be specific – which species will the project support the production of?

(250 words max.)

Question 3: Productivity

How will the project affect the efficiency of your tree or seed production?

(250 words max.)

Question 4: Resilience

How will the project improve the resilience of your organisation and its tree or seed production? This may include resilience to pests and disease (biosecurity), weather, or market changes.

(250 words max.)

Question 5: Value for Money

How much will the different elements of the project cost and how does this represent good value for money for the Forestry Commission and the taxpayer?

Please identify the source of your match funding. If you have received, applied for, or intend to apply for any other government funds, please declare it here.

(250 words max.)

Question 6: Sustainability

How will the project impact on the environmental sustainability of your tree or seed production and the wider environment? Are there adverse environmental impacts that could arise from the project?

(250 words max.)

Question 7: Team, Resources and Track Record

Who is in the project team, and what expertise and experience do they have? Please include:

- (i) Your previous experience producing seed or saplings, or other related experience.
- (ii) The roles, skills, and relevant experience of members of staff in relation to the project.
- (iii) Any additional resources, equipment or facilities needed to successfully implement the project and how they will be accessed.

(250 words max.)

Question 8: Deliverability

How will you manage the project to effectively deliver the proposed outputs and benefits? Please include:

- (i) A timeline for the project, showing when work will be carried out/items will be delivered. You may attach this as a separate document.
- (ii) Details of any suppliers/contractors that have been approached for quotes or estimates of delivery times.
- (iii) Any risks you have identified and how you plan to mitigate these.

Please note that this round of funding is for the 2024/25 financial year only. All project work **must** be completed between 1st April 2024 and 27th March 2025.

(300 words max.)

Part 3: Finances

You must complete and submit a finances spreadsheet providing full details of all costs involved in your project that you are seeking funding for.

The template for this can be found on the [Tree Production Capital Grant Application Form](#) page.

Part 4: How we process your application

Once we receive your application by 23:55 on 30 January 2024, 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 8 March 2024, with successful projects starting from 1st April 2024.

Part 5: 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 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 and release of information

Intellectual property shall remain with the grant recipients, but the scope of the project and a summary of the outcomes and outputs shall be made publicly available on the Forestry Commission website and in trade press.

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 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 the 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 8: Communication and ensuring open and fair process

The TPCG 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 tpcg@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

Part 9: Authorisation

I confirm that I have read and understood the guidance, rules and Terms and Conditions relating to the Tree Production Capital 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: tpcg@forestrycommission.gov.uk