

# Tree Production Capital Grant

## Application Form

Background and information about the grant can be found on the [Tree Production Capital Grant \(TPCG\) gov.uk](https://www.gov.uk/tree-production-capital-grant) page.

Guidance on completing your 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. Applicants who have been trading as a tree or tree seed producer for 1 year or less will also need to submit a business plan.

Forms must be submitted to [tpcg@forestrycommission.gov.uk](mailto:tpcg@forestrycommission.gov.uk) **by 23:55 on Wednesday 25 June 2025.**

We will notify applicants of their TPCG funding decision by Wednesday 6 August 2025.

You must answer all questions on the application form. Incomplete applications will be returned. Please keep within stated word limits. Any information exceeding word limits may not be evaluated. Applications must be written in English and costs given 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 an applicant organisation, with whom all correspondence should be conducted. The applicant 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 applicant organisation will become the grant recipient. They will be the sole agreement holder and 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](mailto:tpcg@forestrycommission.gov.uk)

## Part 1: Application Details

### Applicant Details

<b>Legal name of applicant organisation:<sup>1</sup></b>		
<b>Lead applicant full name:<sup>2</sup></b>		
<b>Lead applicant position:</b>		
<b>Please provide <u>one</u> of the following</b> (if you have a Company Registration Number or Charity Number, please provide that)		
1. Company Registration Number:		
2. Charity Number:		
3. VAT Registration Number:		
4. Unique Taxpayer Reference:		
<b>How many employees does your organisation have?</b>	<input type="checkbox"/>	Under 250 employees
	<input type="checkbox"/>	Over 250 employees
<b>Business type:</b>	<input type="checkbox"/>	Private limited company, public limited company
	<input type="checkbox"/>	Charitable company, registered charity, CIC
	<input type="checkbox"/>	Sole trader, self-employed or private individual
	<input type="checkbox"/>	Trust, charitable trust, community group
	<input type="checkbox"/>	Local Authority
	<input type="checkbox"/>	Public body
	<input type="checkbox"/>	Educational institution
	<input type="checkbox"/>	Other
<b>If other, please specify:</b>		
<b>Telephone number:</b>		
<b>Email:</b>		

<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.

<sup>2</sup> The lead applicant must be authorised to sign and submit this application on behalf of their organisation. They will be the primary point of contact during the application process.

<b>Postal address:</b>		
<b>Postcode:</b>		
<b>Country:</b>		
<b>Where did you hear about this grant?</b>	<input type="checkbox"/>	FC eAlert
	<input type="checkbox"/>	Social media
	<input type="checkbox"/>	Press article
	<input type="checkbox"/>	Web search
	<input type="checkbox"/>	Word of mouth
	<input type="checkbox"/>	FC staff member
	<input type="checkbox"/>	Can't remember
	<input type="checkbox"/>	Other
<b>If other, please specify:</b>		

## Your Tree or Tree Seed Production

<b>How many years have you been trading as a tree or tree seed producer?</b>	<input type="checkbox"/>	1 year or less
	<input type="checkbox"/>	1 year or less, but have been producing other plants or seed for longer
	<input type="checkbox"/>	More than 1 year
<b>What type of product do you produce/aim to produce?</b> (Tick all that apply)	<input type="checkbox"/>	Saplings / whips
	<input type="checkbox"/>	Standards
	<input type="checkbox"/>	Tree seed
<b>Tree producers only:</b>		
<b>What type of growing system do you use?</b> (Tick both if applicable)	<input type="checkbox"/>	Field grown (bare root/root balled)
	<input type="checkbox"/>	Cell and/or container grown
<b>Which type of species do you produce/aim to produce?</b> (Tick those that make up at least 10% of your tree production)	<input type="checkbox"/>	Native hedging species (e.g., Hawthorn, Blackthorn)
	<input type="checkbox"/>	Native tree species (e.g., Silver birch, Bird cherry, Hornbeam, Scots pine)
	<input type="checkbox"/>	Commercial conifers (e.g., Sitka spruce, Douglas fir)
	<input type="checkbox"/>	Edible fruit/nut trees (e.g., varieties of Apple, Walnut, Plum)
	<input type="checkbox"/>	Alternative broadleaves (e.g., Red oak, Black walnut, Italian alder)
	<input type="checkbox"/>	Alternative conifers (e.g., Coast redwood, Lawson's cypress)

<b>How do you source/plan to source your tree seed?</b>	<input type="checkbox"/>	Buy it in
	<input type="checkbox"/>	Collect own
	<input type="checkbox"/>	Mix of both
<b>Is your organisation Plant Healthy Certified?</b>	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No
	<input type="checkbox"/>	No, but have begun the certification process
<b>Do you consider yourself to be a Community Tree Nursery?</b>	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No

## Project Details

<b>Describe your project (100 words max):</b>		
Will all the items/activities you are applying for be used exclusively for the production of trees or tree seed?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No
If you answered 'no' above, please explain which items/activities will be used for other purposes, what these purposes are, and how much (%) they will be used for production of trees or tree seed.		

## 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
<b>(1) Scope</b> – This grant is designed to increase the resilience and productivity of the UK's tree production sector enabling a reliable supply of diverse, biosecure, and high-quality trees to England.	Is your project within scope?		
<b>(2) Project Status</b> – The Forestry Commission is unable to fund retrospective work on projects.	Can you confirm that your application does not seek funding for work already carried out, or to be carried out before any grant agreement is signed?		
<b>(3) Budget</b> – Funding is available for 50% of project costs up to a maximum 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 TPCG gov.uk page.	Can you confirm that the requested project funding is within the eligible expenditure limits and is for eligible costs only?		
<b>(4) Timescales</b> – Projects must complete within the 2025/26 financial year. All project activities must be completed and evidence of spend provided by 27 <sup>th</sup> March 2026.	Please confirm that eligible project activities will be completed and evidence of spend provided by 27 <sup>th</sup> March 2026.		
<b>(5) 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.	Please confirm acceptance of the Terms and Conditions.		

## Part 2: Assessment Questions

### Question 1: Productivity (25%)

- a) How will the project affect the efficiency of your tree or tree seed production?
- b) To what extent will the investments reduce your use of inputs (for example, labour, water, chemicals, seed, energy)?
- c) Will the investments lead to an increase in your production or production capacity? If so, complete box e) to show the estimated increase.
- d) To what extent will the investments lead to improvements in the quality of tree or tree seed you can produce (for example increased germinability of seed, improved root systems, more vigorous plants)?

Please try to quantify the estimated impacts wherever possible. For example, % increase in the speed of a process, number of staff needed for a process before and after investment, or % improvement in the germination rate of seed. If expected improvements are dependent on external factors, please make these clear. (300 words max.)

e) If you expect an increase in your annual production capacity as a result of your proposed investments please give the estimated increase in annual production capacity at the time of project completion (this can be a range if necessary).

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

## Question 2: Resilience (12.5%)

- a) How will the project improve the resilience of your organisation and its tree or tree seed production? This may include resilience to pests and disease (biosecurity), weather, or market changes.
- b) If you are not Plant Healthy certified, please outline the measures you take to minimise biosecurity risks in your operations. If you are working towards Plant Healthy certification, please explain where you are in the process and when you expect to become certified.

(250 words max.)

### Question 3: Diversity (12.5%)

- a) What effect will the project have on the diversity of trees or tree seed you can produce? Outline the species or provenances the project will support the production of.

Diversity may include genetic diversity or diversity of species.  
(250 words max.)



### Question 4: Environmental Sustainability (12.5%)

- a) What impact will the project have on the environmental sustainability of your tree or tree seed production?
- b) Are there adverse environmental impacts that could arise from the project? If so, please explain how you would mitigate these.
- c) How does your nursery minimise the adverse environmental impacts of its operations?
- d) If you grow in cells or containers, do you use peat-free growing media? If not, do you have plans to use peat-free growing media in future?

Consider factors such as waste, carbon emissions, water use, chemical use or soil health.

Machines with high consumption of fossil fuels are unlikely to be considered environmentally sustainable by the evaluation panel.

(250 words max.)

### Question 5: Value for Money

- a) How have you ensured your proposed project is good value for money?
- b) How have you estimated your costs and what you have done to ensure best value for money?
- c) What is 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.
- d) If you expect to increase your production capacity, have you identified a market for the additional trees or tree seed that you plan to produce?

Examples of how you may ensure good value for money include weighing up different options, getting quotes from multiple suppliers, or contributing some of your own resources to the project.

The evaluation panel will use your Finance Spreadsheet to help score this question. Panel members will be subject matter experts with a good knowledge of standard costs within the sector, which they will use to assess the evidence provided for this question.

(250 words max.)

**Question 6: Team, Resources and Track Record (12.5%)**

- a) Who will be working on the project, what will their roles be and what relevant expertise and experience do they have?
- b) What previous experience does your team have producing trees or tree seed? If you do not have previous experience in tree or tree seed production, please outline any related experience or how you plan to develop your skills and knowledge.
- c) Are there additional resources, equipment or facilities needed to successfully implement the project? How will they be accessed or procured?

(250 words max.)

### Question 7: Deliverability (12.5%)

- a) How will you manage the project to effectively deliver the benefits of the investments?
- b) Have you contacted suppliers/contractors for quotes or estimates of delivery times?
- c) When will each piece of work be carried out and each item be delivered? You may attach a Gantt chart or timeline as a separate document. If you do, please refer to it in your response.
- d) What risks have you identified and how do you plan to mitigate these?
- e) If you have been trading as a tree or tree seed producer for 1 year or less, you must also provide a business plan to support your application demonstrating your objectives, strategies and forecasts. You can find guidance on writing a business plan on [gov.uk](https://gov.uk).

Please note that this round of funding is for the 2025/26 financial year only. All project work must be completed between the start of your funding agreement and 27 March 2026. In your response you should demonstrate how you will ensure the project is delivered in this time period.

(300 words max.)

## Part 3: Finances

You must complete and submit a finance spreadsheet providing full details of all costs involved 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, an Evaluation Panel comprising Forestry Commission staff and experts from the forestry sector will assess and score each question. We will notify all applicants of funding decisions by 6<sup>th</sup> August 2025. Successful applicants will be issued with a grant agreement and will be able to start as soon as they have signed and returned this to the Forestry Commission.

A diagram outlining the TPCG application process is available on [gov.uk](#).

## Part 5: Privacy notice

### **Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)**

#### **Data protection**

Please read the below statements and ensure you understand how the Forestry Commission (FC) will handle any personal 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 any personal information relevant to them.

The FC will use the 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 process your personal data, 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, referring to external technical experts where appropriate.

The FC may, on the basis of its legitimate interest, contact the Lead Applicant and Project Representative(s) in connection with occasional research about the sector and events and resources related to tree and tree seed production.

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.

### **Release of information**

As a public authority the FC is subject to the provisions in the Environmental Information Regulations 2004 and Freedom of Information Act 2000. This may result in the disclosure of information you provide to us including the applicant details, grant recipient organisation, type of grant and grant value. However, we 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 information on the assistance it has given on its own or other Government websites.

Details of the organisation, and the value and timing of grants applied for will be entered onto the Government Grant Information System and the UK Subsidy Database.

The Forestry Commission may carry out checks on each application using a variety of government tools including the Cabinet Office's automated grants due diligence tool called 'Spotlight' and Bank Account Verification software. As part of due diligence process, the Forestry Commission may share details of the organisations involved in applications with other parts of government.

### **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 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.**

<b>1.</b>	The Lead Applicant understands that this grant can only be used to cover agreed eligible expenditure.	<input type="checkbox"/>
<b>2.</b>	The Lead Applicant understands that any costs and liabilities of submitting this application are to be borne by the Applicant Organisation, regardless of the outcome of the award.	<input type="checkbox"/>
<b>3.</b>	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 <a href="#">here</a> . If a conviction has been made, the Forestry Commission may choose to contact the Lead Applicant and/or eliminate the bid from the process.	<input type="checkbox"/>
<b>4.</b>	The Lead Applicant agrees to read, and sign and fully comply with all obligations detailed in the Terms and Conditions.	<input type="checkbox"/>
<b>5.</b>	The Lead Applicant agrees to comply with the <a href="#">Government Grant Recipient Code of Conduct</a> .	<input type="checkbox"/>
<b>6.</b>	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.	<input type="checkbox"/>
<b>7.</b>	The Lead Applicant confirms that no collusion has taken place with government employees associated with this grant.	<input type="checkbox"/>
<b>8.</b>	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.	<input type="checkbox"/>
<b>9.</b>	Where relevant, the Lead Applicant confirms that any claims of match funding secured to assist with furthering the project outcomes are true and correct.	<input type="checkbox"/>
<b>10.</b>	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.	<input type="checkbox"/>

## Part 8: Communication and ensuring open and fair process

The TPCG team will communicate with the Lead Applicant 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](mailto:tpcg@forestrycommission.gov.uk). If we receive a request for clarification which is 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 some requests, as this is a competitive bid process.

Applicants must submit:

- a TPCG Application Form (completed and signed);
- a TPCG Finance Spreadsheet;
- a business plan (only applicants who have been trading as a tree or tree seed producer for 1 year or less);
- evidence of financial viability if applicable



## 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](mailto:tpcg@forestrycommission.gov.uk)