

Seed Sourcing Grant Application Form

Background and information about the grant can be found on the [Seed Sourcing Grant gov.uk page](https://www.gov.uk/seed-sourcing-grant).

Guidance on completing your Seed Sourcing Grant (SSG) application can be found on the [Seed Sourcing Grant Application Form page](#). Please read the 'How to complete your application guidance' and the 'Eligible species and activities' page 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 their location(s).

Forms must be submitted to ssg@forestrycommission.gov.uk by **11:55pm on Tuesday 19th August 2025**.

We will notify applicants of their SSG funding decision by Tuesday 30th September 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 will lead to your application being rejected.

If there are multiple organisations associated with the proposed project, please nominate an applicant organisation in Part 1, 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 organisation. They will become 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 ssg@forestrycommission.gov.uk.

Part 1: Application Details

Applicant Details

Legal name of applicant organisation¹:		
Lead applicant full name²:		
Lead applicant position:		
Please provide <u>one</u> of the following: (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:		
How many employees does your organisation have?	<input type="checkbox"/>	Under 250 employees
	<input type="checkbox"/>	Over 250 employees
Business type:	<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
If other, please specify:		
Telephone number:		
Email:		

¹ 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.

² 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.

Postal address:		
Postcode:		
Country:		
Where did you hear about this grant?	<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
If other, please specify:		

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.

Eligibility Criteria	Eligibility Question	YES	NO
1) Scope - 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?		
2) Applicant organisation – To be eligible for funding, the applicant organisation 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?		
3) Species and activities - The project proposal must only be for species and associated activities on the SSG Eligible Species and Activities page .	Does your project proposal only cover eligible species and associated activities?		
4) FRM category - Activities must be involve or result in one of the following eligible FRM categories: <ul style="list-style-type: none"> - Source-identified, Indigenous Source-identified, Selected and Tested seed stands - Qualified and Tested seed orchards See gov.uk guidance for specific requirements for native/naturalised and non-native species.	Are your proposed activities associated with one of the eligible FRM categories?		
5) Location – funding is only available for seed stands or seed orchards located in England.	Are you applying for funding for a seed stand or seed orchard located in England?		

6) 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?			
7) Budget - Proposals must have a minimum total cost of £2,000. Funded project costs must not exceed £75,000 in any given financial year. A full list of eligible project costs is set out in the SSG gov.uk guidance.	Is the requested project funding within the eligible expenditure limits and for eligible costs only?			
8) Timescales - Proposals should clearly define outputs which will be delivered by March 2026, but may span up to a maximum of three financial years (to March 2028). All project activities must be completed and evidence of spend provided by 27 th March of the financial year(s) in which funding has been applied for (2025/6, 2026/27 and/or 2027/28).	Will the eligible project activities be completed and evidence of spend provided by 27 th March of the financial year(s) in which funding has been applied for (2025/6, 2026/27 and/or 2027/28)?			
Eligibility Criteria	Eligibility Question	N/A	YES	NO
9) Delivering multiple projects - If project team member(s) are part of multiple successful bids, the Lead Applicant must ensure that sub-contractors are able to deliver on all bids and they must not have applied for funding for the same piece of work more than once.	If you or your project team are part of multiple successful bids, would you be able to successfully deliver all projects if necessary?			
	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?			
10) 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 – Project Details

Project Summary and Objectives

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. (250 words max.)

Funding period

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

- ☐ 2025/26 (activities complete by 27 March 2026)
- ☐ 2026/27 (activities complete by 27 March 2027)
- ☐ 2027/28 (activities complete by 27 March 2028)

Register of UK Basic Materials

If you are applying to manage basic material that is 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 seed stands and/or seed orchards will be located or managed (where known). 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'.

FY 2025/26 (October 2025 – 27th March 2026)

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FY 2026/27 (April 2026 – 27th March 2027)

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FY 2027/28 (April 2027 – 27th March 2028)

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Outputs

What outputs will result from the completion of the funded activities and when do you expect these to occur? Please include, where relevant:

- which species your project will 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 include quantifiable milestones where possible. For example, 'Approximately 350 wild cherry grafts produced by March 2026'.

FY 2025/26 (October 2025 – 27th March 2026)

FY 2026/27 (April 2026 – 27th March 2027)

FY 2027/28 (April 2027 – 27th March 2028)

Long Term Outcomes

What do you expect the outcomes of the funding will be beyond the funding period? What volume of seed do you expect to be brought to market annually? Please include quantifiable milestones where possible.

Part 3 – Assessment Questions

Question 1: Approach and Rationale (20%)

- a) Outline the rationale for your project, including how it will enhance the quality, quantity, and/or diversity of English seed stands and orchards.
- b) Outline the approach you are taking to your project and why.

For projects identifying seed stands of native or naturalised species, explain how you plan to assess whether potential stands are indigenous.

For projects planting seed stands and orchards, explain your approach to selecting the origin and genetic diversity of the basic materials, including target numbers of individuals/populations/propagules to be sampled.

Please see the [SSG Eligible Species and Activities page](#) for recommendations on approaches to each eligible activity.

(250 words max.)

Question 2: Sector Capacity (20%)

- a) To what extent will the proposed activity increase the quality, quantity and/or diversity of seed available for tree planting across England?
- b) How and when will the proposed activities benefit the market? For example, when will the seed stand or orchard become productive for seed collections and how do you plan on ensuring seed is collected and brought to market?

(250 words max.)

Question 3: Longevity (10%)

- a) How will you ensure that the proposed activity will be used for seed collection in the future? For example, how do you plan on maintaining the seed stand or orchard after the project delivery window, and how you will ensure a newly planted stand gets used for seed collections once it is mature?

(250 words max.)

Question 4: Team, Resources, and Track Record (10%)

- a) Who will be working on the project, what will their roles be and what relevant expertise and experience do they have? This should include internal staff as well as partners and sub-contractors.
- b) Provide details of any external partners or sub-contractors who will be involved in the project.
- c) What is your organisation's track record in delivering similar projects?
- d) What resources, equipment, and facilities are required for the proposed activities and how you will access them?

(250 words max.)

Question 5: Deliverability (10%)

- a) How will you manage the project effectively? Are there any tools or mechanisms that you will use to ensure a successful outcome?
- b) What are the main milestones and proposed timescales for the project, and how do you plan to meet these?

You may include a Gantt chart with your application. If so, please refer to it in your answer.

(250 words max.)

Question 6: Risks (10%)

- a) What are the main risks and uncertainties of the project, including any technical, commercial, managerial, and environmental risks?
- b) How will these risks be mitigated?

Highlight the most significant risks. You may include a risk register with your application. If so, please refer to it in your answer.
(250 words max.)

Question 7: Additionality (10%)

- a) What impact would public funding have on this project?
- b) What is the likelihood that it would go ahead without funding?

(250 words max.)

Question 8: Costs and Value for Money (10%)

- 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) Justify any sub-contractor costs and why they are critical to the project
- d) Will any financial contributions (match funding) be made by the lead or partnering organisations? Match funding is not a requirement for the SSG.
- e) If you have received, applied for, or intend to apply for any other government funds, declare it here. You must also declare if the land where any stands or orchards will be planted or managed is subject to any other government funded grant agreement (e.g., England Woodland Creation Offer or Countryside Stewardship).

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 panel will also use your Finance Spreadsheet to 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.)

Part 4: 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 [Seed Sourcing Grant Application Form page](#).

Part 5: 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 aim to notify all applicants of funding decisions by 30th September 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 SSG application process is available on gov.uk.

Part 6: 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 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 process also use your personal 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, 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 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.

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 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.	<input type="checkbox"/>
2.	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"/>
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.	<input type="checkbox"/>
4.	The Lead Applicant agrees to read, and sign and fully comply with all obligations detailed in the Terms and Conditions.	<input type="checkbox"/>
5.	The Lead Applicant agrees to comply with the Government Grant Recipient Code of Conduct .	<input type="checkbox"/>
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.	<input type="checkbox"/>
7.	The Lead Applicant confirms that no collusion has taken place with government employees associated with this grant.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>

Part 9: Communication and ensuring open and fair process

The SSG team will maintain communications 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 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:

- a SSG Application Form (completed and signed);
- a SSG Finances Spreadsheet;
- map(s) showing location of seed stands and/or seed orchards if applicable;
- evidence of financial viability if applicable

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