**Cumbria Coastal Community Forest**

**Trees for Climate Fund**

**Application Form**

Please ensure that you have read and understood the Guide to the Application Process before you complete this application form, available on [www.cumbria.gov.uk/planning-environment/CCCF.asp](http://www.cumbria.gov.uk/planning-environment/CCCF.asp). If completing this application form by hand, please write clearly using BLOCK CAPITALS.

**Part 1 – Applicant Details**

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| --- | --- | --- | --- | --- | --- |
| **Title:** |  | **First Name:** |  | **Surname:** |  |
| **Organisation:** |  | **Position:** |  | | |
| **Address:** |  | **Postcode:** |  | | |
| **Main Contact Number:** |  | **Secondary Contact Number:** |  | | |
| **Email:** |  | | | | |
| **Is this the address for correspondence about this application?** |  | **If no, please provide the correspondence address:** |  | | |

**Part 2 – Applicant Category**

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| **2.1 Please confirm the applicant status. Put a cross in one box only:** | **Personal** - You or your family own or lease the property, or hold it as a family trust, partnership or family farm.  **Voluntary** - An organisation funded by public subscription or a charitable trust or community organisation e.g. Woodland Trust, National Trust, Wildlife Trust, or Groundwork  **Public** - Government departments and their agencies e.g. Natural England, Defence Estates, Prison Service, Crown Estates (not including land personally owned by members of the Royal Family), Local and Unitary authorities, National Parks, local education and schools authorities.  **Business** - A company, forestry investor, business partnership, syndicate or pension fund  **Other** - please specify: |
| **2.2 Please provide any relevant reference numbers to help us identify you or your organisation:** | Registered Charity Number:  Company Registration Number:  Single Business Identifier:  VAT Registration Number:  Other: |
| **2.3 Please confirm the applicant type. Put a cross in one box only:** | **Landowner** - You are the legally registered owner of the property  **Leaseholder or tenant** - You are renting the property from a landlord under a lease agreement or tenancy agreement  **Trust** - There is a legal entity which has ownership or authority of the land, at the behest of the owner  **Please provide evidence of your ownership/tenancy/trust arrangement (see Part 10: Register of Supporting Evidence):** |

**Part 3 – Property Location**

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| **3.1 Please give details of the location of the work or project:** | Name of Property:  Ordnance Survey 6 fig Grid Ref: (e.g. XX123456):  Nearest town:  Local Authority District or County: |

**Part 4 - Agent or Woodland Manager’s Details**

Have you used an agent, consultant or business manager to complete this claim form? If yes, and you would like us to discuss the claim with them on your behalf, please complete the table below. If no, please continue to Part 5.

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| **Title:** |  | **First Name:** |  | **Surname:** |  |
| **Organisation:** |  | **Position:** |  | | |
| **Address:** |  | **Postcode:** |  | | |
| **Main Contact Number:** |  | **Secondary Contact Number:** |  | | |
| **Email:** |  | | | | |
| **Is this the address for correspondence about this application?** |  | **If no, please provide the correspondence address:** |  | | |

**Part 5 – Overview of project**

Please provide details about your woodland creation project in this section. You should include:

* Aims and objectives of the project
* Site description
* Project start and end date
* Approach to land preparation, planting, protection and maintenance
* Species selection
* Community engagement activities (if applicable)
* Location map (site boundary and proximity to nearest town)
* Site plan (to include planting areas, open space, location of infrastructure, annotations to describe different planting mixes and styles, site access)
* Constraints (if applicable)

As a guide, we expect your response to be in the order of 500-1000 words although this will depend on the complexity of your project. Please feel free to either extend this page, add supplementary pages as required or alternatively provide a separate Woodland Creation Plan in support of this application.

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| **5.1 Project Overview** |
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| **5.2 Site Plan** |
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| **5.3 Site Map** |
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**Part 6 – Project Costs**

6.1 Please provide a detailed breakdown of the project costs and the spend profile associated with this work.

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| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Total** | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Land Preparation |  |  |  |  |  |  |
| Tree Planting |  |  |  |  |  |  |
| Fencing/ infrastructure |  |  |  |  |  |  |
| Beat Up (Planting & Trees) |  |  |  |  |  |  |
| Weed Control |  |  |  |  |  |  |
| General Maintenance |  |  |  |  |  |  |
| Community engagement |  |  |  |  |  |  |
| Other (e.g., income foregone) |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

Additional evidence may be required to confirm that the costs outlined above may be claimed under the Trees for Climate Grant. Please answer the questions below and provide any supporting evidence where necessary.

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| **6.2 Please confirm the basis of the above costings:** | Forestry Commission Standard Costs  References to Catalogue Listings  Quotes  Other, please specify:  **Where possible, please supply a more detailed breakdown of your costs in support of this application (see Part 10: Register of Supporting Evidence).** |
| **6.3 Do the above costings include VAT?** | Yes  No |
| **6.4 Do you intend to reclaim VAT as part of this grant application?** | Yes  No  **If the answer to this question is yes, please provide supporting evidence justifying why this is necessary (see Part 10: Register of Supporting Evidence).** |
| **6.5 Are you likely to require support to cashflow this project?** | Yes  No  **If the answer to this question is yes, please provide supporting evidence justifying why this is necessary (see Part 10: Register of Supporting Evidence).** |

**Part 7 – Milestones**

Please identify the key milestones which should demonstrate that the project is deliverable within the timescales identified. **Please add more milestones as necessary.**

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| **Milestone Description** | **Approximate Date** |
| Project Start |  |
| Planting Start |  |
| Planting Completed |  |
| Year 1 Inspection |  |
| Year 3 Inspection |  |
| Project End Date *(10 years after planting completed)* |  |

**Part 8 – Regulatory Checks**

The information in this section is required to determine whether you meet the requirements of the Environmental Impact Assessment (Forestry) Regulations (England and Wales) 1999. Those projects that are likely to have a significant effect on the environment will require Consent from the Forestry Commission before they can go ahead. Even if your project is unlikely to have a significant effect, you may still need to apply to the Forestry Commission to notify them of your plans, or for an opinion.

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| **8.1 Is the intention of your project to create a woodland of over 0.5ha, with >20% canopy cover of species of tree likely to exceed 5m in height?** | Yes  No  **If the answer to this question is yes, EIA screening of the project will be required by the Forestry Commission to check there is no significant negative environmental impact.**  **If the answer to this question is no, EIA screening is not required however you should still complete the checklist of key actions in relation to your forestry project. See:** [**https://www.gov.uk/guidance/forestry-project-checks-all-projects**](https://www.gov.uk/guidance/forestry-project-checks-all-projects)**.** |
| **8.2 Have you started dialogue with the Forestry Commission Local Woodland Officer regarding your woodland creation proposals?** | Yes  No  **See:** [**https://www.gov.uk/government/organisations/forestry-commission/about/access-and-opening#Woodland-Creation-Officer**](https://www.gov.uk/government/organisations/forestry-commission/about/access-and-opening#Woodland-Creation-Officer)**.** |
| **8.3 Is your afforestation proposal on the public register?** | Yes  No  **See:** [**https://www.gov.uk/guidance/consultation-and-the-public-registers**](https://www.gov.uk/guidance/consultation-and-the-public-registers)**.** |
| **8.4 Have you submitted, or do you intend to submit, a ‘Stage 1’ EIA application to Notify, or apply for the Opinion of, the Forestry Commission?** | Yes  No  **See:** [**https://www.gov.uk/guidance/environmental-impact-assessments-for-woodland#application-forms**](https://www.gov.uk/guidance/environmental-impact-assessments-for-woodland#application-forms)**.** |
| **8.5 Have you submitted, or do you intend to submit, a ‘Stage 2’ EIA application for Consent from the Forestry Commission?** | Yes  No  **See:** [**https://www.gov.uk/guidance/environmental-impact-assessments-for-woodland#application-forms**](https://www.gov.uk/guidance/environmental-impact-assessments-for-woodland#application-forms)**.** |

**Part 9 – Stakeholders**

This application should demonstrate how views and perceived negative effects have been addressed and/or how the project has been adapted to capture opportunities to improve it. Please record the individuals and organisations who have been contacted regarding the project; record date contacted, date of response and brief description of views presented.

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| **Individual or organisation** | **Date contacted** | **Date feedback received** | **Outline of response** |
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**Part 10 – Register of supporting evidence**

If you are providing any further evidence in support of this application, please record the evidence provided and attach it to your application.

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| **Document title** | **Brief description of supporting evidence** |
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**Part 11 – Declarations**

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| **6.1 Declarations** | **Please tick** |
| To the best of my knowledge and belief, the information given in this application is accurate and complete. |  |
| I recognise that it is my responsibility to obtain all necessary permissions in relation to this woodland creation proposal (e.g., landlord’s permission, Consent from the Forestry Commission, permission from local stakeholders etc.). |  |
| I have declared details of anything, or person, connected with this grant application that may impact on any part of this grant application. |  |
| I have enclosed all relevant information that supports the project to which this application refers e.g., Woodland Creation Plan, evidence to support any request to cashflow the project, evidence to support claims for income foregone. |  |
| I am not receiving any other public sector grant funding which may affect my eligibility for this grant (Note: planting schemes supported by Trees for Climate Grants are compatible with the Basic Payment Scheme). |  |
| I understand that use of an agent will not limit my responsibility to comply with the terms of the grant funding agreement, nor does it affect my personal responsibility to ensure the accuracy of the information provided in this application. |  |
| I understand that if my application is successful, I will be required to enter into a grant funding agreement, and payment of any grant funding will be conditional on compliance with the terms of that agreement. |  |
| I understand that any information I supply may be used by public bodies or their appointed agents in connection with the Trees for Climate Grant for England and that I may be contacted from time to time, irrespective of whether my application is successful. |  |
| I confirm I have, or can obtain, appropriate insurance cover (e.g. Public Liability Insurance) for the activities associated with delivery of this project. |  |
| I confirm I have not, or shall not, commit any Prohibited Act including bribery, fraud or corruption. |  |
| I understand I may be requested to participate in, and co-operate with, promotional activities for the Cumbria Coastal Community Forest in relation to this project. |  |
| I understand I may be required to provide additional information as part of this application process. |  |

**Part 12 – Signatures**

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| **Name of Applicant:** |  |
| **Date:** |  |
| **Signature of Applicant:** |  |
| **Date:** |  |

**Please sign and return this application form**: by email to [communityforest@cumbria.gov.uk](mailto:communityforest@cumbria.gov.uk), or by post to Cumbria Coastal Community Forest, Economic Programmes Team, West Cumbria House, Jubilee Road, Workington, CA14 4HB.

**Data Protection:** Please refer to the Privacy Notice which accompanies this form which can be found on the Cumbria County Council website: <https://www.cumbria.gov.uk/planning-environment/CCCF.asp>

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| **Please tell us how you found out about the Cumbria Coastal Community Forest:** |  |

**OFFICE USE ONLY**

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| --- | --- |
| **Cumbria County Council** |  |
| **Date application received:** |  |
| **Date application acknowledged:** |  |
| **Date Due Diligence checks completed:** | Yes  No |

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| --- | --- |
| **Cumbria Woodlands** |  |
| **Has information about this project been updated on Monday.com?** | Yes  No |
| **Has this project been added to the public register?** | Yes  No |
| **Has Defra been notified if the site is more than 6 miles from the Community Forest boundary?** | Yes  No |