

**Grant Application Form for Westmorland and Furness Council’s Community Tree and Hedgerow Planting Scheme**

Version 1

Date issued: February 2025

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## Introduction

This application has 10 sections with all sections to be completed.

Please answer each question as clearly as possible.

The closing date for applications is: **10th March 2025**

If you have any further questions, please contact Briony Gray at [futuretrees@westmorlandandfurness.gov.uk](mailto:futuretrees@westmorlandandfurness.gov.uk)

## Fund Criteria

Your application should:

* Outline your proposal clearly.
* Have a focus on the sustainability of the project beyond the lifetime of the funding.
* Highlight any match funding. Although there are no requirements for match funding, those projects that can demonstrate an element of match/aligned funding will be prioritised.
* Demonstrate clear added value. The Fund will not support ‘business as usual’ including routine maintenance activities.
* Detail a start and completion date. Monies must be fully spent, and projects delivered by 31st March 2026. The Council does not have the facility to support projects that go beyond this deadline.

Your application will be assessed against the following criteria:

* Cost of your project and the cost per tree (50%)
* Sustainability of your project (25%)
* Community Involvement and Benefits (25%)

## Target Group(s)

Applications are welcomed from the following group and organisations:

* Schools
* Town and Parish Councils
* Voluntary and Community Groups
* Non-governmental organisations
* Businesses
* Registered Charitable Organisations
* If small groups are unable to reach the minimum grant amount of £2000, we will accept applications in partnership.

To be eligible for this funding the groups and organisations applying must:

* Have clear governance in operations (e.g., have a constitution, MoU).
* Have audited accounts and financial transparency.
* Have a bank or building society account in the name of your group or organisation with at least two unrelated signatories.
* Have proof of land ownership or written landowner permission (proof must be in the form of a Title Deed or Register).
* Be planting a minimum of 50 trees or 50 metres of hedgerow (this can be a combination e.g., 20 fruit trees and 30m of hedgerow).

We do not accept applications from:

* Individuals.
* Families.
* Private landowners and farmers (unless in partnership with the local community and a high level of community involvement can be evidenced)
  + Other funding opportunities for these groups are: [BN11: Planting new hedges - GOV.UK](https://www.gov.uk/countryside-stewardship-grants/planting-new-hedges-bn11) and [Funding Offer | Woodland Creation Grants | Raise: Cumbria Community Forest).](https://www.raisecumbria.co.uk/funding-offer)
* Groups that have no formal constitutions.

## Funding Available

Funding is only available for capital costs through this funding scheme**.** This can cover ground preparation, tree/hedgerow costs, and costs relating to planting and protection.

### Minimum and Maximum Grant Awards

We will only support applications that have a minimum of 50 trees or 50 metres of hedgerow to be planted. This can include a combination such as 20 trees and 30 metres of hedge. All trees planted through this scheme will contribute to the One Tree per Resident project, where one tree, or one metre of hedgerow, is to be planted for every resident in Westmorland and Furness.

The minimum amount of funding that you can apply for is £2000. We want to support as many planting schemes as possible through this scheme, if you are unable to meet the £2000 minimum fund we will accept applications in partnership.

## Timescales

Any applicant commencing project work prior to receipt of any grant funding will do so wholly at their own risk.

**All projects must be financially complete by** 31st March 2026 with outputs and outcomes achieved by 31st March 2026.

Projects that anticipate delivery beyond this date will not be supported.

## Section 1: Contact Details

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| **Section 1: Contact details** | | |
| **This section asks for the contact details of the applicant.** | | |
| **1.1** | **Name of main contact** | Click here to enter text. |
| **1.2** | **Email address** | Click here to enter text. |
| **1.3** | **Contact number** | Click here to enter text. |
| **1.4** | **Authorised Signatory and Title (e.g., Director, Trustee)** | Click here to enter text. |

## Section 2: Your Organisation

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| **Section 2: Your organisation** | | | | | |
| **This section asks for the details of your organisation.** | | | | | |
| **2.1** | **Full and correct name of your organisation** | Click here to enter text. | | | |
| **2.2** | **Organisation address including postcode.** | Click here to enter text. | | | |
| Click here to enter text. | | | |
| Click here to enter text. | | | |
| **2.3** | **Type of organisation** | Choose an item. | | | |
| **2.4** | **If “other” please add detail** | Click here to enter text. | | | |
| **2.5** | **Is your organisation VAT registered?** | Choose an item. | | | |
| If you selected Parish Council as your organisation type, please skip forward to **Question 2.7** | | | | | |
| 2.6.1 | Charity registration number (if applicable) | Click here to enter text. | | | |
| 2.6.2 | What does your organisation do?  (50 words maximum) | Click here to enter text. | | | |
| 2.6.3 | How much is the yearly membership fee? (If applicable) | Click here to enter text. | | | |
| 2.6.4 | Please attach the governance documents of your organisation to this application form (e.g., constitution, terms of reference, or proof of a formalised structure) | | | | ☐ |
| **2.7** | **Have you applied for a grant previously for similar activity or projects?**  This may include funding from the legacy councils of South Lakeland District Council, Eden District Council, Barrow Borough Council and Cumbria County Council, as well as other funding bodies | Choose an item. | | | |
| If you **have** **not** applied for a grant previously, please skip forward to **Question 2.9** | | | | | |
| 2.8 | If you have applied for grants previously, please provide more details: | Name of project | Amount applied for | Successful or Unsuccessful | |
| Click here to enter text. | Click here to enter text. | Choose an item. | |
| Click here to enter text. | Click here to enter text. | Choose an item. | |
| Click here to enter text. | Click here to enter text. | Choose an item. | |
| Click here to enter text. | | | |
| **2.9** | **Is your organisation the accountable body for the project?** | Choose an item. | | | |
| 2.9.1 | If no, who is the accountable body for the project? | Click here to enter text. | | | |
| **2.10** | **Will the project take place wholly within Westmorland and Furness?** | Choose an item. | | | |
| **2.10.1** | If no, please give details | Click here to enter text. | | | |
| **2.11** | **Any declaration of interests?** | Click here to enter text. | | | |

## Section 3: Your Project

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| **Section 3: Your Project** | | | | | | | | | |
| **This section asks for information about your project.** | | | | | | | | | |
| **3.1** | **Project Title**  **(15 words maximum)** | | Click here to enter text. | | | | | | |
| **3.2** | **Amount of grant requested** | | Click here to enter text. | | | | | | |
| **3.3** | **What is the full cost of your project?** | | Click here to enter text. | | | | | | |
| **3.4** | **Please describe precisely what your project will deliver and list its outputs and outcomes.**   * For example: * Number of trees planted. * Metres of hedgerow planted. * Tree species to be planted. * Protection required for your planting scheme and why. * The location of your project. * Community involvement in your project. * Management plans for your trees/hedges. | | Click here to enter text. | | | | | | |
| **3.5** | **Why is this project needed?** | | Click here to enter text. | | | | | | |
| **3.6** | **If available, please attach a community / area plan or local survey that demonstrates there is a need for your project** | | | | | | | | NA |
| **3.7** | **Has your project undertaken any stakeholder engagement/ consultation, or will it do so prior to the delivery of the project? If yes, please give details.** | | Click here to enter text. | | | | | | |
| **3.8** | **How will low carbon and sustainability be built into the design and delivery of your project? Detail the positive and negative impacts that your project will have on the environment (e.g., travel, energy, nature, waste). How will you mitigate any negative impacts?** | | Click here to enter text. | | | | | | |
| **3.9** | **How will inclusivity and equality be built into the design and delivery of your project?** | | Click here to enter text. | | | | | | |
| **3.10** | **What alternative options have been considered, and why is your project the most appropriate solution?** | | Click here to enter text. | | | | | | |
| **3.11** | **Are there ongoing maintenance costs and how will you cover them?** (Note that maintenance costs are not covered by this grant so a maintenance plan is advised). | | Click here to enter text. | | | | | | |
| **3.12** | **What are the main risks to the project?** | | **Risk** | | **Mitigation** | | **Notes** | | |
| Click here to enter text. | | Click here to enter text. | | Click here to enter text. | | |
| Click here to enter text. | | Click here to enter text. | | Click here to enter text. | | |
| Click here to enter text. | | Click here to enter text. | | Click here to enter text. | | |
| **3.13** | **What other sources of funding have you applied for this or similar projects? Please state if they have been successful and be clear which funding is match funding for this project** | **Source of funding** | | **Amount applied for** | | **Successful, unsuccessful, or pending** | | **If pending, please provide decision date** | |
| Click here to enter text. | | Click here to enter text. | | Choose an item. | | Click here to enter a date. | |
| Click here to enter text. | | Click here to enter text. | | Choose an item. | | Click here to enter a date. | |
| Click here to enter text. | | Click here to enter text. | | Choose an item. | | Click here to enter a date. | |
| Click here to enter text. | | | | | | | |

## Section 4: Priorities

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| Section 4: Priorities | | |
| **This section asks how your project will support and contribute to our funding priorities.** | | |
| **4.1** | **How will your project contribute to improving natural habitats in your local community?** | Click here to enter text. |
| **4.2** | **How will your project increase tree numbers within the Westmorland and Furness footprint, contributing to the One Tree per Resident project?** | Click here to enter text. |
| **4.3** | **How does your project deliver longer-term benefits to your community?** | Click here to enter text. |
| **4.4** | **What is your long-term plan for management and maintenance of the project to ensure it is sustainable and successful?** | Click here to enter text. |

## Section 5: Project Plan

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| **Section 5: Project Plan** | | | |
| **If your bid is successful, the information that you provide here will be used in a legal agreement with Westmorland and Furness Council.** | | | |
| **5.1** | **When will your project start?** | Click here to enter a date. | |
| **5.2** | **When will your project be completed?** | Click here to enter a date. | |
| **5.3** | **If awarded, what exactly will the grant pay for?** | Please note that if you are procuring or purchasing any part of the services or goods covered by the Project using grant funding this will need to be done in accordance with the Council’s procurement rules in the Contract Procedure Rules [[Westmorland and Furness Council Constitution](https://www.westmorlandandfurness.gov.uk/sites/default/files/2023-04/WF%20Constitution%20-%20LJ%20%2019042023%20FINAL.pdf)] or a comparable process which requires a competitive process | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Projected Expenditure(Please include volunteer time and **in-kind donations** of materials as a cost in your expenditure) | | | | | | **Item Description** | **Amount** | **Cost excluding VAT** | **VAT** | **Total including VAT** | |  |  | £ | £ | £ | |  |  | £ | £ | £ | |  |  | £ | £ | £ | |  |  | £ | £ | £ | |  |  | £ | £ | £ | |  |  | £ | £ | £ | |  |  | | | | | | |
| **5.4** | **What are the key milestones in your project?** | **Stage or task** | **Date of completion** |
| Click here to enter text. | Click here to enter a date. |
| Click here to enter text. | Click here to enter a date. |
| Click here to enter text. | Click here to enter a date. |
| **5.5** | **How will you evaluate and demonstrate that your project has been successful?**    The council will monitor project performance during the project, and you will be asked to provide more information after the project has completed. | Click here to enter text. | |

## Section 6: Anti-Fraud and Corruption Policy

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| **Section 6: Anti-Fraud and Corruption Policy** | | |
| Westmorland and Furness Anti-Fraud and Corruption Policy can be viewed here. <https://www.westmorlandandfurness.gov.uk/your-council/data-protection-and-privacy/privacy-notice/how-we-use-data>    We expect those organisations that have been awarded grants to have similar standards in place to create an anti-fraud culture and maintain high ethical standards in the administration of public funds. | | |
| **Our organisation is aware of the contents of Westmorland and Furness Anti-Fraud and Corruption Policy and adopts similar standards.** | **Yes** ☐ | **No** ☐ |

## Section 7: Bank Details

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| **Section 7: Bank Details** | | |
| **7.1** | **Please provide details of your organisation’s Bank/ Building Society:** | |
| Account Name | | Click here to enter text. |
| Account Number | | Click here to enter text. |
| Sort Code | | Click here to enter text. |
| **The above details will be used for grant payment purposes if your application is successful, subject to a legal agreement.** | | |

## Section 8: Essential Information and Attachments

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| **Section 8: Essential information and attachments** | | |
| **This section is a reminder to attach all essential documents to the application.** | | |
| **8.1** | **Please attach your organisation’s annual accounts and bank statement** | ☐ |
| **8.2** | **Please attach your organisation’s constitution, terms of reference, or proof of a formalised structure** | ☐ |
| **8.3** | **Please attach a map of your proposed planting site.** | ☐ |
| **8.4** | **Please attach your proof of land ownership in the form of a title deed or register** | ☐ |
| **8.5** | **If you are not the landowner permission is required please fill out the section 8.5.** If you are the landowner, please proceed to section 9. |  |
| 8.5.1 | Please attach proof of any permission or consent to carry out this work (e.g., letter or email) | ☐ |
| 8.5.2 | If you don’t have permission or consent, how will you secure this before the project starts?  If you are not able to secure permissions before the project starts, please indicate when this milestone will be achieved. | Click here to enter text. |
| 8.6 | Additional Information. |  |

## Section 9: Agreement

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| **Section 9: Agreement** |
| Westmorland and Furness Council takes its responsibilities under the UK General Data Protection Regulation (UKGDPR)/Data Protection Act 2018 seriously.   Any personal or sensitive data provided on this application form will be:     * used for clearly identified legal/business purposes. * stored securely. * disposed of in accordance with Section 8.1.18/8.1.19 of the council’s Retention and Disposal Schedule: <https://www.cumbria.gov.uk/eLibrary/Content/Internet/536/647/1964/3974110512.xlsx>     Further information can be found in the Council’s Privacy Notice: <https://www.westmorlandandfurness.gov.uk/your-council/data-protection-and-privacy/privacy-notice> |
| Signed:    Click here to enter text.    Date:     Click here to enter a date.    Name in block capitals:    Click here to enter text.    Position in Organisation:    Click here to enter text. |

## Section 10: Returning Your Application

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| **Section 10: Returning your application** |
| **Closing Date:**  Please ensure your application is received at our offices by **the 10th March 2025.** Applications received after this date **cannot** be considered for grant funding.    **Please email your completed application form with supporting papers to:**[**futuretrees@westmorlandandfurness.gov.uk**](mailto:futuretrees@westmorlandandfurness.gov.uk) **using the subject “community planting grant”** and the name of your organisation.    Or return to:  Climate and Natural Environment, FAO Briony Gray  Westmorland and Furness Council  South Lakeland House  Lowther Street,  Kendal,  LA9 4DQ |

**END OF FORM**