

Tree Planting Grant Scheme 2021/22

Application Form



Your application will be assessed on the basis of the information you provide in this application form, so please answer all the relevant questions as comprehensively as possible. If you need advice about answering any of the questions, please contact the Nature & Land Use Team for support before you submit this form, email address below.

Please email the form, along with supporting information to landmanagement@lochlomond-trossachs.org. Please see the website for the current deadline.

The information you provide on this form will be used for the purpose of processing your application to the Tree Planting Grant Scheme. Your information will be processed by the National Park Authority in accordance with the Data Protection Act 2018. Submitted forms will be retained for 2 years, and successful applications will be retained for 10 years in accordance with our retention schedule. If you have any queries about your rights under data protection or about how we are using your personal data please email us at info@lochlomond-trossachs.org.

As a public authority we are subject to the terms of the Freedom of Information (Scotland) Act 2002 and may need to consider releasing information about your project should we receive a request for this information.

If you would like us to keep you informed of future grant schemes and other relevant projects for the next five years, please tick the box below to confirm that you consent to us retaining your personal details for this purpose.

By ticking this box I confirm that I am consenting to the retention of my personal details for the next five years for the purpose of contacting me with information about future grant schemes. I understand that I can request that my details be removed from your contact list at any time by sending an email to info@lochlomond-trossachs.org

1. About the Applicant	
Name of organisation, company or individual	
Contact person	
Contact person's role (e.g. Owner, Director, Treasurer, Agent)	
Address	
Telephone Number (mobile and landline)	
Email address	
Website URL if applicable	

2. What type of organisation are you (please tick box(es) as appropriate)

Land/Property owner or manager	<input type="checkbox"/>
Community Development Trust / SCIO	<input type="checkbox"/>
Community Council	<input type="checkbox"/>
Commercial Business	<input type="checkbox"/>
School or School Representative Body	<input type="checkbox"/>
Charity no. if applicable	
Company no. if applicable:	
Are you able to recover VAT on your proposal? If yes, please quote your VAT Registration Number	Yes <input type="checkbox"/> no <input type="checkbox"/>
What are the general activities of your organisation (if applicable)?	

3. Your Project

Please note, your application will be assessed against criteria in the Scheme Guidance on the website.

The main priorities are the enhancement of:

- Riparian tree cover
- Historic garden and designed landscapes
- TPOs and Conservation Areas
- Community space and public realm
- Integration into agricultural systems (Agroforestry)
- Individual tree features where they are threatened by Ash dieback (Chalara)
- Other biodiversity, climate or landscape benefit.

3a. Please describe where the project will take place (provide a map and grid reference if necessary)

(200 word limit)

3b. Please explain how this delivers on the priorities of the Tree Planting Grant Scheme? Please refer to [Scheme Guidance](#)

(200 word limit)

3c. Please describe the project including:

- what you want to achieve (aims)
- what you will do (objectives)
- planting plan
- including maintenance of the planted trees

(200 word limit)

3d. Please describe when you envisage the project will take place

- please identify start and finish month/year

(200 word limit)

4. Financial Information

4a. Please provide a breakdown of the outputs and specifications of the project (please continue on a separate sheet if required)

Item/Activity	Standard cost per item (excluding VAT) £	Standard cost per item (including VAT) £

4b. What is the total cost of your project?	£	£
4c. What value of Tree Planting Grant are you applying for? Minimum £800 – Maximum £3000		£
4d. Do you already have any funding in place for your project or have you applied for grants elsewhere		Yes <input type="checkbox"/> No <input type="checkbox"/>
If answering yes to 4d, who have you applied to and for how much?		
Funder	Sum Awaiting Approval (£)	Sum Awarded (£)
Total		
4e. Please tell us about any additional cash or in kind contributions towards your project		
Cash		£
In kind (e.g. volunteer time, goods or services)		£
Other		£
Total		£

5. Documents supporting the project

The type of supporting documents that you include will vary dependant on the nature of the project. Please tick which documents you have enclosed (copies are acceptable)

Constitution	<input type="checkbox"/>
Copies of permissions, warrants, habitat surveys or consents	<input type="checkbox"/>
Minutes of last AGM	<input type="checkbox"/>
Most recent audited accounts	<input type="checkbox"/>
Permission in writing from site owner	<input type="checkbox"/>
Project budget	<input type="checkbox"/>
Project plans, maps, drawings, photographs, specifications, etc.	<input type="checkbox"/>
Project timetable	<input type="checkbox"/>
Written itemised quotes from contractors and/or suppliers	<input type="checkbox"/>

6. Pre-funding applications only

In certain limited circumstances, up-front payments may be available to organisations including Charities, Community Councils and Voluntary Organisations where they can demonstrate that they have inadequate financial capacity to enable them to pay for works in advance and claim payment retrospectively.

If you wish to be considered for pre-funding please complete this section.

Accounting year end	(day/month/year)
Total income for the year	£
Total expenditure for the year	£
Surplus or deficit for the year	£
Total bank balance end	£
Total cash balance	£
Total ring-fenced or reserves balance	£
Please describe what your reserves are set aside for and indicate the relevant amount, e.g. £5,000 reserved for a specific project.	
Note: The National Park Authority will not normally pay an awarded grant in advance, whereas 'pre-funding' (i.e. award a grant before delivery and expenditure) may be appropriate in the case of voluntary sector bodies as long as they have demonstrated need (i.e. they can show us that they do not have their own funds to deliver the project).	

You may be asked for a copy of relevant documents such as :

- Your constitution
- Minutes of last AGM
- Most recent audited accounts
- Copy of latest bank statements
- Treasurer's Report from latest Board Meeting
- Or other documents appropriate to your situation

7. Completion

By entering your name below you confirm that you have authority to accept any grant offered, subject to conditions, and can repay the grant if required to do so, on behalf of the organisation.

Name of Contact Person/Applicant: Date:	Role in Organisation (if applicable)
For voluntary groups only: Name of Chair or Treasurer: Date:	Role in Organisation

Please email to landmanagement@lochlomond-trossachs.org