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| Tree Planting Grant Scheme 2023/24Application Form | Description: LLTNPA_logo_4C |

**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 and refer to** [**TPGS Guidance**](https://www.lochlomond-trossachs.org/wp-content/uploads/2023/08/TPGS-2023-24-Guidance.pdf)**. If you need advice about answering any of the questions, please contact the Nature & Land Use Team for support beforeyou 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*](mailto: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 consent to my personal details being retained 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@lochlomondtrossachs.org](mailto:info@lochlomondtrossachs.org)

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| **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** |  |
| **Community Development Trust / SCIO** |  |
| **Community Council** |  |
| **Commercial Business** |  |
| **School or School Representative Body** |  |
| **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  No** |
| **What are the general activities of your organisation** (if applicable)? |  |

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| **3. Your Project**  Please note, your application will be assessed against criteria in the [**TPGS Guidance**](https://www.lochlomond-trossachs.org/wp-content/uploads/2022/06/TPGS-2022-23-Guidance.pdf). on the website. |
| **3a. Please describe where the project will take place and provide a map and grid reference (contact us for further information if required).** |
| *(200 word limit)* |
| **3b. Please explain how this delivers on the priorities of the Tree Planting Grant Scheme.**  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. |
| *(200 word limit)* |
| **3c. Please describe the project including:**   * what you want to achieve (aims) * what you will do (objectives) * details of which species you plan to plant, how many and where they will go * how the trees will be protected * ongoing maintenance of the planted trees |
| *(200 word limit)* |
| **3d. When will the project take place?**   * please state the proposed start and finish month and year |
| *(200 word limit)* |

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| **4. Financial Information** | | | |
| 4a. Please provide a breakdown of the items and activities required for the project (please continue on a separate sheet if required) | | | |
| Item/Activity | | Standard cost per item(excluding VAT) £ | Standard cost per item **(including VAT) £** |
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| **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. Have you already applied for or secured funding from other sources?** | | | **Yes  No** |
| **If you answered yes to 4d, please state the funding source and amount, whether approved or awaiting approval.** | | | |
| **Funder** | **Sum Awaiting Approval (£)** | | **Sum Awarded (£)** |
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|  |  | |  |
| **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 | | | **£** |

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| **5. Documents supporting the project**  The type of supporting documents that you need to include will depend on the nature of the project. Please tick which documents you have enclosed (copies are acceptable)  \* required | |
| Project budget \* |  |
| Project plans, maps, drawings, photographs, specifications, etc. \* |  |
| Project timetable \* |  |
| Permission in writing from landowner \* |  |
| Copies of habitat surveys or consents |  |
| Written itemised quotes from contractors and/or suppliers (for items or activities not covered by standard costs e.g., orchard planting) |  |
| Constitution |  |
| Minutes of last AGM |  |
| Most recent audited accounts |  |

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| **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 demonstrated need (i.e., they can show us that they do not have their own funds to deliver the project).  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.*** | |
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| **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 | |

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| **7. Completion**  By signing below, you certify that the information provided in this application form is true, correct and complete to the best of your knowledge. |
| **Name of Contact Person/Applicant**  **Please type name here:**  **Role in Organisation (if applicable):**  **Date:** |
| **Name of Chair or Treasurer (for voluntary groups only)**  **Please type name here:**  **Role in Organisation:**  **Date:** |