

GSA BIOSPHERE & AYRSHIRE TREE PLANTING PROGRAMME

APPLICATION FORM

Section 1: Applicant Information

Landowner Name	<input type="text"/>
Land Manager Name, if different from Landowner	<input type="text"/>
Organisation Name, if applicable	<input type="text"/>
Contact Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone Number (Landline)	<input type="text"/>
Telephone Number (Mobile)	<input type="text"/>
Email	<input type="text"/>



Section 2: Project Details

A. Site Name

B. Please provide a brief description of what you want the tree planting project to achieve.

Include details in terms of landscape, conservation or amenity gain, etc. For example: Oak trees will be planted in field margins to replace dying Ash trees or a mix of Crab apple and Field maple trees will be planted around the farm in field corners as long term wildlife habitat. Fruit trees will be planted within the school grounds as an amenity resource.

C. Do you own the land proposed for planting and if not, do you have the landowner's permission?

Yes

No

If you are not the landowner, please include a letter from the landowner, granting permission.

D. Please describe the site currently. Please include any information about the presence of services such as gas lines, water pipes, or electricity or telephone cables. Please also include any information about existing planning restrictions or site designations, such as those relating to archaeology or deep peat.

For example: a small area of agriculturally improved grassland, an arable field boundary, etc.

E. Please indicate the approximate size of the planting area. Note that the maximum eligible size is 0.6 acres or 0.25 ha (50mx 50m):

For example: Xm x Ym



F. Please state the different types of work you will be undertaking. For example, details about numbers of trees planted (species, numbers, locations), type of protection, etc. This must match the Project Costs table below. Please explain how you will water the trees in the case of drought.

G. Do you foresee the need for pesticides or herbicides? If so, please explain why and how you would do that.

Yes No

H. Is the land already entered in an agri-environment scheme, such as the Scottish Rural Development Programme (SRDP)?

Yes No

If so, please provide agri-environment scheme details:

I. Who will be responsible for maintaining the trees, including weeding, for the first 5 years?

Section 3: Site Information

J. Please include a 6-figure grid reference for the planting site and show this point clearly on a map.

(e.g. NS328078)

K. Please include a map of the proposed project and planting site. If there are any service lines, pipes or cables, please indicate their general location.

L. Please include at least one photograph of the proposed planting site.

M. If planting is proposed within 5 metres of the end of a public road or highway or might impair road safety, please include approval for the planting from South or East Ayrshire Council.

Section 4. Estimates of Planting Project Costs

Project Costs				Total excl. VAT (£)	VAT (£)	Total incl. VAT (£)
Trees						
Species name (common and Latin)	Size	Quantity	Price each incl. VAT			
VAT free Items		Quantity	Price each excl. VAT			
Delivery Costs (enter Cost inc. VAT for automatic calculation)						
Trees Subtotal						
Protection (tree guards, stakes, etc)						
Type	Size	Quantity	Price each incl. VAT			
Delivery Costs (enter Cost inc. VAT for automatic calculation)						
Protection Subtotal						
Fencing (no creosote)						
Type	Length (m)	Height	Price / metre			
Delivery Costs (enter Cost inc. VAT for automatic calculation)						
Fencing Subtotal						

continue on additional page if required

Site preparation (community groups only eligible)			
Type of work & cost/hr or day (enter Cost inc. VAT for automatic calculation)	Total excl. VAT	VAT (£)	Total incl.
Site Prep Subtotal			
Labour (community groups only eligible)			
Tree planting: cost/hr/day (enter Cost inc. VAT for automatic calculation)			
Fencing: cost/hr/day (enter Cost inc. VAT for automatic calculation)			
Labour Subtotal			

continue on additional page if required

Trees Subtotal			
Protection Subtotal			
Fencing Subtotal			
Site Preparation Subtotal			
Labour Subtotal			
Total			

N. Are you eligible to reclaim VAT? Yes No

Section 5. Additional Project Funding

Funding/In-kind Source (Private/community)	Cash	In-kind service or material	Amount
TOTAL			

NOTES ON COMPLETION

Please ensure you have completed the application form properly. Failure to complete the application form in an acceptable manner with all relevant information may necessitate a resubmission and delay your application being processed.

COMPLIANCE CHECKS

It is the applicant's responsibility to check that there are no planning (or other) restrictions on the ground being planned (such as felling licences or existing grant conditions such as SRDP) and that services are not being affected. Such service restrictions could include water, drainage, electricity, telephone, gas, roadway sight lines, archaeology, and any existing planning conditions.

TERMS AND CONDITIONS

- The project is supported by South Ayrshire Council, Scottish Forestry, the Woodland Trust, Land Energy and the Galloway & Southern Ayrshire UNESCO Biosphere. Any publicity about the project will acknowledge this.
- Any work connected with this application must not be started until I have received a written offer of financial assistance from GSA Biosphere.
- Work must be completed by the deadline set out in the offer letter.
- All work must be completed to an acceptable standard as determined by the GSA Biosphere & Ayrshire Tree Planting Programme Steering Group and as set out in the Tree Planting Guide.
- I will be responsible for subsequent maintenance of the works for at least 5 years.
- I will keep all correspondence and records for 5 years after the planting work is completed.
- Before receiving any payment from the grant scheme, I must supply the completed (pro-forma) claim form, detailing exactly the work I have carried out and the costs involved. This claim form must be supported with the relevant copy invoices from suppliers and contractors showing expenditure. Photographs of completed tree planting sites are also required.
- I understand that failure to comply with any of the above terms and conditions may render my application invalid and that the funding bodies reserve the right to withhold any monies which were previously offered.
- I agree to make the site available for occasional organised audit visits and 'education or demonstration' visits by prior arrangement.
- I declare that to the best of my knowledge, the information which I have supplied in this application form is accurate and correct.
- Reimbursement will be made by bank transfer within 30 days of submittal of a complete claims form.

Signature(s) of person(s) responsible
for adherence to scheme terms and
conditions

Print name

Date

Normally the project applicant/landowner

ADDITIONAL INFORMATION

APPLICATION INSTRUCTIONS

Please email this completed form, along with maps and photograph(s) to:
antoine@gsabiosphere.org.uk

The application, including all attachments, should not exceed 20MB in total. Alternatively, print off and post the completed form and accompanying documents to:

Galloway and Southern Ayrshire Biosphere Partnership
attention: Tree Planting Programme
37 Queen Street
Newton Stewart
DG8 6JR

DATA PROTECTION

We will use the information you give us to assess your application and administer any grant we may award you. This information may also be used to analyse our own grant awarding criteria and for our own research purposes. We reserve the right to circulate tree planting statistics and information to other parties for the purposes of the above.

DOCUMENTS CHECKLIST:

Map, indicating:

Planting location

Service lines, pipes, or cables, if relevant

At least one photograph of the proposed planting site

If applicable, a letter from landowner granting permission to plant trees

If applicable, an approval letter from your local council if planting within 5 meters of a public road or highway or in a location that might impair road safety