

Woodlands and You: using the Welsh Government Woodland Estate for longer term projects and activities



Proposal Form 2

**PLEASE READ THE GUIDANCE NOTES
AS YOU COMPLETE THIS FORM**

You can get this publication in large print and other forms (e.g. Braille, audio tape) or arrange for a member of FCW staff to contact you:

Tel: 0300 068 0300 (lo-call rate)

Fax: 0300 068 0301

Email: fcwenquiries@forestry.gsi.gov.uk



Woodlands and you: using the Welsh Government Woodland Estate for longer term projects and activities

So, you or your organisation is planning a longer term project or activity in woodland managed on behalf of the Welsh Government by Forestry Commission Wales.

Before filling in this proposal form, please talk to your Local Forest District. Contact details are on the FCW website and at the back of this form.

We need you to give us details of what you are planning so that we can help you make the most of Wales' woodlands. We also need to make sure that any project is going to be safe and will not affect any other activities in our forests.

First of all you need to check that the woodland you are interested in is one managed by Forestry Commission Wales, you can check online here

<http://www.forestry.gov.uk/forestry/INFD-8A9FPS>

If you're doing this as an individual, community group or social enterprise, you'll find further information in the Guidance document. We have also provided example completed forms on our web pages.

If you're a commercial enterprise, you may need further help – please contact us using details at the back of this form.

Please give us as much information as you can so that we can come back to you with a decision as quickly as possible. You may not need to answer all the questions – read each one carefully to check.

PLEASE ENSURE YOU HAVE SPOKEN TO A MEMBER OF FCW STAFF IN YOUR LOCAL DISTRICT ABOUT YOUR PROJECT OR ACTIVITY *BEFORE* YOU FILL IN THIS FORM





1. Are you submitting this proposal as:	Yes	No
a. An individual – if yes, please answer questions 1 to 18, 26 & 27. Make sure you also sign the form in the box provided.		
b. A representative of an organisation, club or a business/enterprise – if yes, please answer all questions. Make sure you also sign the form in the box provided.	✓	

2. Main contact details for this application Please give full details so that we are able to contact you should we need to.			
Name:	A.N Other	Position	Director
Address: Corner House Another Place Another Town		Tel	01234 556789
		Mobile	02345 678911
Postcode:	AB1C 2DE	Email	another@another.co.uk
Website: (if you have one)	www.another.co.uk		

Section 1: About your proposal

3. What do you want to do, and in which woodland?
<p>We are a social enterprise delivering rural skills training specifically to young offenders, funded by the Probation Service and a consortium of 3 County Councils. We would like to use Coed Unrhywle to deliver thinning and coppice training to groups of young offenders over the 4 year period of our funding.</p> <p>The woodland has historically been coppiced but is currently undermanaged. Coed Unrhywle is close to Another Town which has fairly good transport links to other towns nearby. The woodland is currently not used much by the local community, but this project could help deliver a well managed woodland that people could be encouraged to use. We understand that all the woodland management work will be specified in detail and agreed with the FCW.</p> <p>We use qualified trainers to deliver our courses. The courses are designed so that young offenders can join us at any given time and can stay either for the duration of their community sentence, or for longer should they express an interest. The young people gain OCN accreditation for the courses and modules they complete with us and these are transferable to other courses or apprenticeships. Several of our trainees have gone on to get employment in the woodland sector.</p> <p>We would also like to be able to sell the coppice as added value product thereby helping the young people gain business skills as well. We are a social enterprise and surplus is reinvested in other community development schemes. We recently funded a playground</p>



for the community of Unrhywle, built by the young offender team.

4. Please tell us why you want to do this.

This scheme is one that is supported by the probation service and has been shown to give very good results in preventing re-offending. Young people gain confidence, life skills and training for employment along with OCN qualifications. We have support from the 3 neighbouring County Councils who recognise this scheme as one that can deliver benefits to local people and the environment.

The probation service already supports similar schemes in other areas of Wales and England and is keen to support a similar one in Unrhywle as currently the only option for community sentences in this area is one that is not necessarily suited to the young people at risk of offending. Woodland and the green environment has been shown as one of the best places to deliver this type of course to this client group.

Although this particular scheme will be a new one for us, we are confident that we can deliver to a high standard. We employ trainers who are qualified to deliver woodland based OCN qualifications and are skilled at working with young people. We will be using hand tools only in the woodland and all groups will be accompanied by qualified trainers at all times.

5. Do you have any evidence of support for your proposal from woodland users or communities near the woodland?

We have financial support from the 3 County Councils and the Probation Service. We also have in principle support from the 5 community councils surrounding the woods. Currently the wood is not used by the local communities as it is difficult to access and is undermanaged, but we have anecdotal evidence to indicate that they would welcome work in the woodland to make it more accessible. I have enclosed letters of support from the 3 County Councils, the probation service, the community councils and minutes from a public meeting held by the community council of Unrhywle where this proposal was discussed.

6. What stage is your project/activity idea at?

After discussion and negotiation with local Forestry Commission Officers over a period of some months, and visits to the woodland to assess where the work might best take place, we applied for and secured funding for a four year project, with a target of 200 young offenders per year. We have sourced and secured in principle agreement from 5 woodland skills tutors to work for us on a freelance basis. We have in principle agreement from the Probation Service to begin sending young offenders to our scheme as soon as we have secured agreement to use the woodland.



7. When will the project activity start? – If you know exact dates please tell us					
Start	01/09/2011	Finish	31/08/15		
8a. Will people have to pay to take part in your event or activity?					
Yes		No	✓	If yes, how much per person	£
8b. Will you be harvesting and selling any product from the woodland?					
Yes	✓	No		What?	coppice

9. What key changes or differences is your project or activity going to make to the woodland and the local community?	
<p>There are many changes that this type of project can make both for the people taking part and for the environment. In the first instance young people will carry out their sentence learning new skills in a local, green environment. They will get an accredited qualification that they can take away with them. From this they will gain health benefits from working outside; they will benefit educationally from learning new practical skills and they will also gain self confidence and the ability to work in groups, leadership skills and learn about business management, adding value to basic products and woodland management. The woodland itself will be brought into management over time (as agreed with FCW) and this will result in better quality timber, improved habitats and improved access for local people to use the woodland should they wish to.</p> <p>These benefits will help deliver the following Woodlands for Wales outcomes, as detailed in the guidance documents:</p> <ul style="list-style-type: none"> • More people enjoy the life-long learning benefits of woodlands and their products • More people live healthier lives as a result of their use and enjoyment of woodlands • A thriving, skilled workforce in the forestry sector • Woodland biodiversity is supported and native woodland is in favourable management 	

10. How will this project/activity be resourced?	
<p>Four year funding is secured from the Probation Service and the 3 county councils. This provides enough income to pay our staff, employ trainers, give OCN accreditation to young people, provide mentoring into further training and employment and the overheads for our business. Further income will be generated from adding value to the coppiced material and selling it locally – bean poles, hurdles, hand tool handles and baskets being the main product.</p>	
11. If you are planning to install any infrastructure – for example paths, buildings, gates, fences, stiles, sculptures - how would you maintain them over the life of your agreement with Forestry Commission Wales?	
<p>We are not planning to install permanent infrastructure, we will need to erect a rain shelter but this will not be a permanent structure, more of a rain cover that we can</p>	



move around the woodland to where we are working. Access will be improved and created, but these will just be cleared routes, not surfaced paths.

12. Describe briefly any projects or activities of any kind you've undertaken over the last 5 years, including any with Forestry Commission Wales, or in any other woodland.

We develop and deliver community based projects in the Unrhywle area, specifically to benefit the communities involved. Over the last 5 years we have delivered a variety of training initiatives aimed at getting young people into work in the area. These have been delivered through local companies hosting trainees, but with the costs of this paid for through ourselves. Approximately 34% of these young people have since gained full time employment with a further 30% going onto further training. To date we have not delivered anything using woodland, and therefore will be employing trainers qualified in woodland management.

We have worked with Communities First and the Unrhywle Association of Voluntary Organisations. We also work with the local comprehensive school delivering some of their vocational curriculum, and we have specialised in delivering to young people at risk of exclusion.

The details for our most recent project are below:

If yes, please tell us where and provide contact details:

Location	Unrhywle Comprehensive School
Contact Name	Mr. A. Non
Address	Unrhywle Street
Postcode	AB21 2DE
Contact number	01234 567891
Please confirm you are happy for us to contact this person ✓	

13. What will be the environmental impact of your project and how will you manage this?

All environmental impacts on the woodland will be positive ones – the woodland will be brought into management in a traditional, non intrusive way and all work will be agreed in advance with FCW. Ditches and fences can be restored and green areas will be created to provide a variety of habitats. We have consulted with old maps of the area which show the woodland having paths and glades within it. There are no streams or rivers within the woodland, although there is a boggy area to the east side boundary which may be suitable for a pond. We will take advice on this from FCW wildlife officers and conservationists.

All young people and trainers will help us undertake an environmental audit of the woodland to identify wildlife and biodiversity at the start of each course, so will all be aware of any issues.

If we are granted permission to carry out this project in the woodland we would



appreciate a meeting with relevant FC officers on site so that we can be made aware of any issues that we have failed to identify on our attached environmental statement.

We will manage any environmental issues that arise during the project by involving our trainers who are qualified in woodland management, and we will also seek advice from FCW and from other relevant bodies. Should any issue be raised, work will stop in that area of the woodland until the issue is resolved. Should any habitat, wildlife or biodiversity issues be identified the relevant authority will be informed and advice sought.

We have enclosed our Environmental Statement.

14. Will your project need any legal permissions, e.g. planning and /or environmental consent?

No legal permissions required	<input checked="" type="checkbox"/>	Legal permissions will be required	<input type="checkbox"/>
-------------------------------	-------------------------------------	------------------------------------	--------------------------

If legal permissions are required, please detail which ones:

15. What skills and experience do you or your organisation/enterprise (paid staff and volunteers) have to help you run the project/activity?

Our staff bring a wide range of experience to our work. All are employed by us on a part time basis and most remain in other paid employment, which ranges from banking, building and teaching to marketing and management. Our full-time paid Manager comes from a background in management of social enterprises (Dwr Cymru) and our admin officer comes from an arts background. The trainers/tutors who we will employ to deliver this scheme are all qualified woodland managers with added qualifications to teach woodland related skills. Our main tutor is qualified to write and award OCN qualifications. Our volunteer Company Directors guide the overall management of the organisation and bring a range of skills and knowledge – see attached list of Directors.

16. Will you be working with any partner organisations on this project or activity? Who are they and how you will work together?

Not in any formal partnership in terms of delivery, but as stated above we are funded by outside organisations to deliver this project. As part of this funding we have agreed to monitor and evaluate this project and provide regular reports to both the Probation service and the County Councils.

17. Describe the links you or your organisation has with other local bodies or groups.

Three of our Directors are also community councillors (one in each of 3 different communities) in the locality and a fourth is a county councillor. This allows us to



communicate effectively within the communities around the woodland and to learn about community issues and needs that arise. We attend Communities First meetings on a regular basis and have been invited to sit on the Local Access Forum. We also sit on the community/probation service liaison group that was set up last year. We regularly hold community meetings and give presentations and information about our work and projects to a wide range of community based groups and organisations. We are open to all from the local communities should they wish to become members, which is free of charge. We offer volunteering opportunities on an ad hoc basis and try to employ local people and contractors where possible.

18. How do you/will you ensure that people from diverse backgrounds and all abilities are able to take part in the running of your organisation/enterprise and in the activities you manage?

All people living in the 3 local communities (Unrhywle, Rhywlearall and Unrhywbeth) are eligible to join Unrhywle Environmental Training. We do not discriminate providing people live within these communities. We advertise events and meetings as widely as possible bi-lingually. We have held community consultation exercises to ensure we meet the wider community needs and are planning a community planning exercise with the local community councils, which will allow everyone who wants to the opportunity to contribute to ideas for community projects that we can invest in, develop and/or deliver

We have given presentations about our work and its benefits to local schools, the probation service, Merched y Wawr, Age Concern, Community and County Councils and MenCap over the last year and plan to revisit these groups regularly (see business plan).

We work with Communities First and the local voluntary groups to ensure we reach as many diverse groups and people as possible and we ensure that we regularly review our approach to addressing equality and diversity issues in our communities.

Section 2: about your group/organisation

Questions 19 - 25 do not have to be completed if you are applying as an individual

19. What sort of organisation, business or enterprise is it? (Please include any registration numbers.)

	Registration Number	Y	N
Sole Trader			
Private Limited Company			
Registered Charity			
Company Limited by Guarantee			
Industrial and Provident Society			
Community Interest Company	123456789	✓	
Commercial Company			



Publicly funded body (e.g. school, community or town council, Local Authority, University)		
Club, Institute or Association		
Other – please give details		

20. Name of your organisation or business/enterprise – as it appears on your governing document or set of rules, if you have these.

Unrhywle Environmental Training

21. If your organisation, business or enterprise is part of a larger organisation, please tell us which one.

N/A

22. Please tell us when your organisation or business/enterprise was formed.

2001

23. How is your organisation or enterprise managed?

We have 6 Directors, a manager, an administration officer and employ between 5 and 10 qualified trainers on a free lance basis. We have community membership which currently stands at 35, although not everyone attends every meeting. Our manager is the line manager for the admin officer and the trainers and, in conjunction with the Directors, prepares our business plan and funding applications. She is also responsible for the day to day delivery of the business plan (I have enclosed a copy of this).

All meetings are minuted and we would be happy for you to see these if needed.

24. How can people join your organisation/enterprise?

People who live in the 3 local communities can join Unrhywle environmental training, the only proviso is that they live locally. There is no charge for membership, and we offer volunteering opportunities on an ad hoc basis, depending on what projects we are working on and delivering. If a person wants to volunteer on a project of ours we do ask that they become members first as then they will be covered by our insurance policy.



25. How many members does your organisation/club/enterprise currently have?	35
--	-----------

Section 3: supporting information

26. You will need Public Liability Insurance to the level of £5million. Please give details of all the relevant insurances you hold and their expiry dates.

We are insured with Anyold Insurers, our current insurance certificate is enclosed. It expires on the 12/12/12.

27. If you have anything else to tell us in support of your proposal, or that you think we need to know, please tell us here.

Please tick this box to confirm you are authorised by your organisation/enterprise to send this Project Proposal to us and that you understand our obligations under the Data Protection Act 1998, the Freedom of Information Act 2000 and the Equality Act 2010.	✓
---	---

Name (please print)	A.N.Other
Date	13/06/2011
Signature	

Checklist: These documents/information need to be submitted with your application. Tick each box that is applicable and if you are unable to supply one or more at this time, please tell us why.

Copy of Governing Document <i>(constitution; rules; memorandum and articles of association etc)</i>	✓	Names of committee members and details of their experience	✓
Business and/or project plan	✓	Project budget and proposed funding sources	✓
Letters and evidence of support	✓	Insurance certificates	✓
Equality and Diversity Statement	✓	Environmental policy (if you have one)	



Relevant correspondence re. consents etc.	✓	Map 1:25000 Explorer series with location marked	✓
Risk Assessment	✓		
If you are unable to supply any of these, please tell us why here:			

EXAMPLE COPY



Equality and Diversity – we would appreciate your answering these questions about your enterprise or organisation - they are, however, voluntary.

Gender: How many in your enterprise/organisation are					Male	21	Female	14
We would prefer not to give genders								
Disability: <i>Under the Equality Act 2010 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long term adverse effect on his/her ability to carry out normal day to day activities.</i>								
How many members of your enterprise/organisation consider themselves to be disabled?								
Yes	2	No						
We would prefer not to say								
How many in your enterprise/organisation are within these age groups:								
16-24	2	45-64	14					
25-44	14	65-75	5					
		75+						
We would prefer not to say								
Ethnic Group White: How many in your enterprise/organisation are								
Welsh		Irish						
British	32	Other						
Ethnic Group Mixed: How many in your enterprise/organisation are								
White & Black Caribbean		White & Black African						
White and Asian	1	Any other mixed background (<i>please specify</i>)						
Ethnic Group Asian or Asian British: How many in your enterprise/organisation are								
Indian	2	Pakistani						
Bangladeshi		Any other Asian background (<i>please specify</i>)						
Ethnic Group Black or Black British: How many in your enterprise/organisation are								
Caribbean		African						
Any other Black background (<i>please specify</i>)								
We would prefer not to give ethnic group								



Rhanbarthau Coedwig CCC FCW Forest Districts

Coed y Gororau Forest District

Powells Place
Powells Lane
Welshpool
Powys
SY21 7JY
03000 680146
welshpool@forestry.gsi.gov.uk

Coed y Gororau

Coed y Mynydd

Coed y Mynydd

Arran Road
Dolgellau
Gwynedd
LL40 1LW
0300 068 0254
Dolgellau@forestry.gsi.gov.uk

Llanymddyfri Forest District

Llanymddyfri Forest District
Llanfair Road
Llandoverly
Carmarthenshire
SA20 0AL
03000 680254
llanymddyfri3@forestry.gsi.gov.uk

Llanymddyfri

Coed y Cymoedd

Coed y Cymoedd Forest District

Resolven
Neath
SA11 4DR
0300 068 0214
Resolven@forestry.gsi.gov.uk

This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's Stationary Office © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Forestry Commission OS Licence Number 100025496 2010

