

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



Proposal Form 2 – longer term projects and activities

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





Before filling in Proposal Form 2 - please talk to your Local Forest District. Contact details are below.

This Guidance Note will help you complete Proposal Form 2- for longer term activities and projects on the Welsh Government Woodland Estate. You need to submit your proposal at least 12 weeks before your planned start date.

**Rhanbarthau Coedwig CCC
FCW Forest Districts**

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Welshpool
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03000 680146
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Coed y Mynydd
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Llanymddyfri Forest District
Llanymddyfri Forest District
Llanfair Road
Llandoverly
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Coed y Cymoedd Forest District
Resolven
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Comisiwn Coedwigaeth Cymru
Forestry Commission Wales

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Question 1

Tell us who you are - a business, community group, a club or an individual? This information helps us understand who best within Forestry Commission Wales can help you through your application. Ticking the relevant box also tells you which questions you need to answer on the form.

Question 2

Please give us as much information as possible and check that your contact details are accurate – we may need to clarify something with you. The named individual will be the person on any legal agreement between you, your organisation, and Forestry Commission Wales, in any agreement on your activity or event.

Question 3

Please give details about your proposal – be as specific as possible. Tell us where the woodland is, give a grid reference if you can. Include things like anticipated numbers of people involved, any planned construction work or training courses. Tell us exactly what you want to use the woodland for. We will need to see a copy of your Business or Project plan if you have one, although at this stage it doesn't matter if you don't yet have one.

Question 4

Why is this particular proposal needed in your community, how will it help? What are the key issues for your area? Will your project or activity deliver benefits to the local community and to the people who live there? Who will benefit and how? Where do most of these people live? Will they be involved in the project?

Question 5

FCW needs to know whether your activity, event or project idea has community support. Have you discussed your ideas with other people and organisations, and do you have evidence of this - for example, letters, petitions, minutes of public meetings. Include copies with your completed form. Tell us about the people living in the community, local councils and key issues for the area.

Question 6

What stage are you at with your project or activity? Are you waiting to receive funding, ready to start or just beginning to plan? Tell us what still needs to be done and when you think you'll be ready to start – be as specific as you can. Tell us if you have a firm start date set.

Question 7

If you know exactly when you would like your project or activity to start and finish, then let us know. This will help us plan other woodland activity around your project. All



Forestry Commission Wales managed woodlands are working forests and are used by many different groups and individuals.

Question 8a

Is your project or activity going to generate income from admission or entry fees? If you don't know exactly how much, please give approximate values. We need this information as it will help us know how use of woodland is contributing to supporting local economies and enterprises

Question 8b

If you are going to be harvesting anything from the woodland and selling it on please tell us here. You may, for example, want to harvest willow to make into baskets or gather fungi to sell to local restaurants. We need to know about this activity as the type of legal agreement you need with us may be different.

Question 9

What are the benefits of your project or activity? They need to relate to one or more outcomes set out in *Woodlands for Wales*, the Welsh Government's strategy for woodlands and trees. You may also be helping to deliver other local or regional strategies – tell us about this too. Be as specific as possible. Some examples of how to link your project to *Woodlands for Wales* are in the [example completed forms](#) on our website.

Woodlands for Wales acknowledges the role that woodlands and trees can play in improving the lives of everyone in Wales, in sustaining the wider environment and in providing opportunities for people and communities. *In making your proposal for an activity, event or project, you'll need to demonstrate how you'll be helping to achieve one or more of its four key themes:*

Responding to Climate Change

- Welsh woodlands contribute to reducing the carbon footprint of Wales

Woodlands for People

- More communities benefit from woodlands and trees
- 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
- More people benefit from woodland related enterprises

Competitive and Integrated Forest Sector

- More Welsh grown timber is used in Wales
- The forest sector is better integrated and more competitive, supporting the Welsh economy
- Increased use of timber as a key renewable resource



- A thriving, skilled workforce in the forestry sector

Environmental Quality

- Woodland management achieves high standards of environmental stewardship
- Woodlands and trees of special conservation value are in favourable management
- Woodland biodiversity is supported and native woodland is in favourable management
- Woodlands and trees make a positive contribution to the special landscape character of Wales and to sites of heritage and cultural importance
- New and existing trees and woodland contribute to water and soil management

Question 10

How are you funding your project or activity? How will volunteers or employees deliver the project? If you have funding – or are still applying for funding - tell us who from and how much.

Question 11

If your project or activity involves physical works in the woodland - gates, signposts, stiles, sculpture, information boards and so on - how will you resource maintenance over the next 5 to 10 years? How will this be funded and who will be doing the work? If you have applied, or intend to apply, for this funding tell us who from.

Question 12

Describe the most relevant projects first, how they were funded and if they were successful. If you have worked with the Forestry Commission before, or in Forestry Commission managed woodland, please provide a contact name and address and confirm that you are happy for us to contact this person. Provide a contact for the most recent project first. Your application won't be affected if you haven't worked with us before, or done any other projects.

Question 13

Tell us what environmental impacts are likely from your project or activity. Very simply, this is any change, positive or negative, to land, ecosystems, and human health as a result of any action, for example cutting down vegetation may effect wildlife habitats or increased numbers of people may cause erosion and disturb wildlife. Please let us have any other relevant environmental information, such as an Environmental Statement, if you have one.

Question 14

Does your project need any legal - or other – consents? Will you need consent from adjoining landowners? Will you need planning consent? It's your responsibility to obtain all necessary planning and environmental consents and supply copies to us. If the relevant authority has said that consents are not needed, please submit copies of



relevant correspondence. Further environmental guidance can be found on the FCW website – see the ‘Forestry Regulations’ page under Grants and Regulations’.

Question 15

What skills and experience do you and members of your group/organisation have that will help deliver this project or activity? Tell us about relevant qualifications or experience, and if you are going to employ people, how you will ensure they are competent and qualified to do the work. For example, if you are employing contractors make sure you obtain references and/or evidence of membership of professional bodies or organisations.

Question 16

If you will be working in a formal partnership or a more informal arrangement with other groups or organisations tell us who they are and what their involvement will be.

Question 17

How has your group or organisation developed – and maintained - links to other local bodies or groups? These could be community or town councils, community groups, local voluntary organisations or local businesses.

Question 18

It is important that your project and organisation is accessible to people from diverse backgrounds and abilities. Give practical examples of how you will be accessible to all and encourage diverse membership. You will also need to supply your Equality and Diversity Statement as a supporting document.

Section 2: about your group/organisation

You do not have to complete these questions if you are making an application as an individual.

Question 19

Please tick the relevant box and give us the registered charity or company numbers. If you are unsure, check the Governing Documents of your organisation or talk to your local County Voluntary Council (see the Supporting Organisations list for details).

Definitions:

Private Company Limited by shares	An incorporated company whose shareholders have ‘limited liability’ - its shares may not be offered to the general public, unlike those of a public limited company. The liability of the shareholders to creditors of the company is limited to the capital
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	originally invested, i.e. the nominal value of the shares. Governing Document – <i>Memorandum and Articles of Association</i>
Registered charity	Most charities with an annual income over £5,000 have to register with the Charity Commission. Although charities with an income of £5,000 or less (and some others) don't have to register, they have to abide by charity law. Almost all are regulated by the Commission. Governing Document – <i>Constitution, Trust Deed, Articles of Association (if also a Company)</i>
Company limited by guarantee	An incorporated company without share capital – its members are normally only liable to the extent which they have undertaken to 'guarantee' them - usually a nominal amount, e.g. £5. Governing Document – <i>Memorandum and Articles of Association</i>
Industrial and Provident Society	Limited liability companies set up for community benefit registered (since 1.12.01) by the Mutual Societies Registration section of the Financial Services Authority in England, Wales and Scotland. Governing Document – <i>Rules</i>
Community Interest Company (CIC)	CICs are a type of limited company operating for the benefit of the community rather than the benefit of the company owners. A CIC cannot run for the personal gain of a one person, or group of people. CICs can be limited by shares, or by guarantee, and have a statutory "Asset Lock" to prevent the assets and profits being distributed, except as permitted by legislation. Governing Document – <i>Memorandum and Articles of Association</i>
Commercial Company	Privately owned company set up to generate profit for the benefit of its owner(s). Governing Document – <i>Memorandum and Articles of Association</i>
Public Body	Local Authority, School, Community or Town Council
Club, Institute or Association	Guides, Scouts, W.I, football clubs... These may be a registered Charity or a Company by Guarantee, or have a 'Constitution' or 'Rules' that set out aims, structure and management.
Sole Trader	Type of business entity that is owned and run by one individual and in which there is no legal distinction between the owner and the business.



	The owner receives all profits (subject to taxation specific to the business) and has unlimited responsibility for all losses and debts'
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Question 20

We need to know who we are working with and the full name of your organisation will help us.

Question 21

If your organisation is part of a larger one please tell us the name of the parent organisation

Question 22

Tell us when your organisation, business or enterprise started – if you're not sure, tell us the year or approximately when it started. You will be helping us to find out how many new or recently formed groups are interested in using woodland. It will also explain why some of the information we ask for may not be readily available to you.

Question 23

Give details of any committee and/or line management structure and tell us how many Trustees/Directors you currently have, if relevant.

Question 24

How can people can join your organisation. Can anyone join, or is it restricted? Is there a charge to join, or is it free? How are people made aware of how they can join, or be part of, your organisation?

Question 25

If you are a school, tell us how many teachers/governors you have.

Section 3: supporting information

Question 26

You will need Public Liability Insurance to the value of £5 million and when the project proceeds we will need copies of any relevant certificates.

Question 27

Tell us anything else you think we should know about your project or activity. Don't worry if you have nothing else to say at this stage.



Finally...

Please tick the box to indicate you are authorised by your organisation to submit your application to us. Please make sure you print your name, date and sign in the boxes provided.

Please also tick which method you are using to return the form to us – by email, by post or by hand to your local office.



Equality and Diversity

Forestry Commission Wales is committed to promoting equality of opportunity for everyone in the services it provides and in enabling access to and activity in the woodlands it manages. The information you give will be used to improve the way in which we do this. The information is collected for monitoring purposes only and will have no bearing at all on how your application is dealt with. The monitoring information will be stored in such a way that no individual will be identifiable.

Collecting this information is part of our statutory duty under the Equality Act 2010 and will be processed in compliance with the Data Protection Act 1998.

Completing this section is entirely voluntary. Data Protection

We will use the information you give us on the project proposal form and supporting documents during assessment and for the life of any project subsequently developed for evaluation purposes, for our own research and in the compilation of case studies. We may give copies of this information to individuals and organisations we consult when evaluating our Corporate Programmes and the Wales Woodland Strategy. These organisations may include external evaluators, Welsh Government staff, FCW colleagues throughout the UK and other interested individuals and organisations. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Freedom of Information

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, project managers, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions, although we may consult with you first. If you think that information you are providing may be exempt from release, you should let us know when you apply.