

Challenge Fund for the Management of Woodlands In and Around Towns (WIAT) and Forestry for People (F4P)

How to apply and general guidance.

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Section 1 Overview of both Challenge Funds and eligibility criteria.

Q1.1 What is the difference between the two Challenge Funds – Woods In and Around Towns (WIAT) and Forestry for People (F4P)?

The WIAT Challenge Fund is targeted at improving existing areas of woodland of at least 1ha in size within 1km of a settlement of at least 2000 people or more. The aim is to bring woodlands into sustainable management and improve recreation facilities by carrying out an agreed programme of work. Examples include silvicultural work and the construction of new or improved recreation facilities; typically these are normally referred to as “Capital” items, i.e. creating hard infrastructure and associated work.

The F4P Challenge Fund is intended to help groups realise the potential contribution of local woodlands to the health, learning and strengthening of communities. Examples of this might include setting up walking initiatives, natural play areas, establishment of volunteer groups, developing not for profit initiatives such as green gym etc.

The F4P Challenge fund is not suitable for land based expenditure i.e signs, paths, pruning etc Should this type of operation be required for the project please apply for this under the WIAT challenge fund or where appropriate under the SRDP RDC-RP's.

The minimum woodland size is 0.25ha and is available across Scotland where clear community support can be demonstrated. F4P is available on both private land and that of the Forestry Commission land.

Q1.2 What is meant by the term “*where clear community support can be demonstrated?*”

Community support is regarded as a very important feature of both WIAT and F4P applications to demonstrate both support and commitment to the proposals. Evidence of this consultation and support should be provided with your application. The level of community engagement should be proportionate to the scale and nature of work being proposed. Consultation with the Community Council or Community Planning Partnerships may be beneficial in some circumstances.

Q1.3 Can I apply for both Challenge Funds at the same time?

Yes, applications to both challenge funds are encouraged where the eligibility criteria for both are met.

The excel application form is constructed in such a way that you can apply for either or both challenge funds at the same time. You will still need to support both parts within your application text.

Q1.4 Will it be possible to get advice ahead of submitting an application?

Yes, You are strongly advised to contact a Woodland Officer prior to submitting your application. This potentially may save time and effort during the later stages of your application. www.forestry.gov.uk/forestry/HCOU-4U4J23

Alternatively you can contact a community woodland advisor of the Community Woodlands Association for advice on F4P applications. www.communitywoods.org

Q1.5 Is there a cut off date for submitting an application.

You can submit an application at any time of the year. Cut off dates for judging rounds will be published on our website. However incomplete applications or poor applications may be deferred by the Woodland Officer till the next available judging round.

Q1.6 Is amenity parkland eligible?

No, the application area must comprise at least 40% woodland. Areas linking woodland under the same ownership will potentially be considered for certain operations, relating, for example, to public access as this could benefit the public interest. Parkland would not normally be eligible. Seek advice from a Woodland Officer at an early stage if in any doubt.

Q1.7 Can several areas of woodland be amalgamated into one application?

Yes, although the minimum area of each woodland must be at least 0.25ha, and at least one woodland must be 1ha in size to meet the WIAT criteria.

Q1.8 Is the 1km threshold for WIAT a flexible criterion?

No, at least half of the eligible area must lie within 1km of an urban area, the WIAT area. The WIAT area is defined on GIS shape files and is available on the Forestry Commission (FC) website on the Land Information Search <http://www.forestry.gov.uk/forestry/infcd-645j4t>. Applicants can also contact their Woodland Officer who will be able to confirm eligibility.

Q1.9 At what point do recent woodland plantings become 'existing woodland', and therefore eligible areas under this grant?

Normally woodlands over 10 years of age would be eligible. Certain operations not already the subject of Forestry Commission Scotland grants may be considered eligible for younger woodlands (e.g. early respacing, the removal of fly-tipping and subsequent prevention measures, recreation works etc.)

Q1.10 Some WIAT Challenge Fund applications might comprise land in multiple ownership. Is it possible for adjacent owners to make a joint Challenge Fund application?

No, Each WIAT application must relate to an individual owner or Business Reference Number. However, if an overall management or access plan existed for larger areas or neighbouring properties, it would be very useful to show how the individual applications link together. The benefit attained by working in such partnerships would be taken into account when the individual applications are scored.

Q1.11 Many new towns have extensive areas of conifer woodlands, which are difficult to market for timber. Can operations for the uneconomic removal of conifers be included in applications for WIAT Challenge Funding?

Yes. It is recognised that the removal of conifers from many WIAT woodlands may not be commercially viable and that the cost of this management can be included in the WIAT Challenge Fund application.

Q1.12 Can school grounds be entered into a Challenge Fund application?

If the Challenge Fund eligibility criteria are met in consultation and agreement with local education authorities then it is possible that they may attract funding. Please also refer to the answer given to question 6.3.

Q1.13 Is a collection of private gardens eligible for Challenge Funding?

No. As free public access is a requirement of funding, private gardens are ineligible.

Q1.14 Are golf courses eligible to receive Challenge funding?

No, golf courses are ineligible.

Q1.15 Is land owned and managed by the Forestry Commission (FES) eligible to receive funding under the Challenge Funding?

Land owned by the Scottish Government and managed on its behalf by Forestry Commission Scotland (the national forest estate) is not eligible to receive WIAT Challenge Funding.

Applications for the F4P Challenge Fund may seek funding for activities taking place on national forest estate where clear community support can be demonstrated and agreement of the Forest District Manager has been attained.

Q1.16 Does all information need to be included in the initial application?

Yes, the application needs to include all operations, costs and relevant appendices this is essential. If these are not provided, the application will be returned. However we understand that on occasions it may take longer than expected to obtain relevant Business Reference Numbers (BRN) or Integrated Administration Control System (IACS) details so we will accept applications without these details on the understanding that they are in the process of being obtained. We cannot however offer a contract until this information is provided should your application be successful.

Q1.17 Could off site activities such as curriculum resource packs for schools be included as an eligible operation?

Yes. The F4P Challenge Fund could provide funding for educational visits, FEI and Forest Schools where the FEI eligibility criteria have been met. Please also refer to the answer given to question 6.3.

Q1.18 Is it possible for an applicant to access the map showing the location of WIAT eligible areas (1km around settlements of 2k) on the Internet?

Yes, this information is available on the FC website using the Land Information Search (LIS.) This interactive map clearly shows all eligible areas.

Q1.19 Are applications for WIAT and F4P funding subject to consultation?

Yes if the application includes felling, or if there are sensitivities or designations that require further investigation. However, we encourage applicants to consult all stakeholders as a matter of course during the process of working up the application and include evidence of this in their application.

Q1.20 Do I still need a felling licence for where I wish to fell trees as part of my application?

Yes. Please complete the Felling Licence Application Form and submit along with your WIAT application including two signed maps showing where the tree

felling will take place. Guidance and application forms can be found at <http://www.forestry.gov.uk/forestry/infd-5zgksi>

Q1.21 Can staff time be included in the application for WIAT / F4P Challenge Funding (e.g. for a ranger service)?

Staff time can only be funded in the following situations;

- Where you are a Charitable organisation and your staff can only be funded by the WIAT/F4P Challenge Funds or similar funding mechanisms.
- Where you are a community group wishing to employ staff to deliver the WIAT F4P project that you are applying for.
- Where you are a Local Authority and the proposed staff will be new and additional to your existing resources and will be used to specifically deliver the WIAT / F4P Project or elements of.

The allocation of time must be clearly linked with an output and we would require the timesheets of the relevant staff to be forwarded to support any claims

Q1.22 Do I need to publicise my award?

If your proposal is successful, and you receive funding for a project whose total costs exceeds €50,000 then, you must put up an explanatory plaque.

Where the total cost exceeds €500,000 the you must put up a billboard.

The plaques and billboards must include:

- A description of the project or operation
- The European flag, to standards detailed in **EU regs1974/2006 Annex VI section4**



- The statement 'The European Agricultural Fund for Rural Development: Europe investing in the Rural Areas'. This information shall take up at least 25% of the billboard or plaque.

Section 2 How to apply, Business Reference Number (BRN) Land Parcel Identifier (LPID) and IACs registration.

Q2.1 To apply for either or both Challenge Funds you will need to complete the following documents;

Application form (parts 1 and 2.)

WIAT and F4P excel application form (guidance on first sheet of file)

Maps to support your application (see mapping standards below)

Relevant appendices, including specifications, details of match funding, quotes & estimates

IACS map (SGRPID will have issued you with an IACS map during the registration process)

Q2.2 What appendices should be attached to my application?

You must provide specifications to support all of the operations applied for within the excel application form in column 2, these should be cross referenced with the excel spreadsheet and maps. These must be clear, either in drawn format or clearly described. Reference specifications are available on our website at <http://www.forestry.gov.uk/forestry/infid-7epeed>

Supporting information may include photographs, summary text, letters of support, etc

One of the appendices should provide the detail of the match funding for each of the claim years together with evidence of award.

Q2.3 What does “IACS registration” “LPID” and “BRN” mean?

Scottish Government Rural Payments and Inspections Directorate (SGRPID) maintain a map based register of all land in Scotland receiving grant through the Scottish Government. This is known as the Integrated Administration Control System (IACS.) Each parcel of land is mapped and identified by a Land Parcel Identifier – LPID (this was previously known as a field identifier – FID) All areas of woodland receiving grant under the WIAT Challenge fund must be IACS registered and an IACS map identifying the LPID where work is taking place must be attached as part of your application.

Applicants for both WIAT and F4P Challenge funds must also have a Business Reference Number (BRN) also issued by SGRPID.

Further guidance is available at –

<http://www.scotland.gov.uk/Topics/Rural/SRDP/RuralPriorities/HowItWorks/HowtoApply>

Section 3 Mapping standards

The maps that you provide form an integral part of your application and will be used as part of your contract.

Q3.1 What sort of map should I use?

Your application maps must be based on up-to-date Ordnance Survey (OS) maps. You must use originals or good quality copies. We will accept paper copies produced from GIS or digital mapping systems if the information is clear and accurate.

Large scale mapping covering the whole of Scotland is available from Ordnance Survey in various hard-copy and digital formats under the product titles OS Landplan or OS Siteplan. These products allow you to define your needs and maps can be produced site-centred regardless of National Grid sheet edges and at any size between A4 and AO further information can be found at <http://www.ordnancesurvey.co.uk/oswebsite/>

Q3.2 Where can I get a map?

Landplan and Siteplan maps are obtainable directly from the Ordnance Survey's Mapping and Data Centres – Ordnance Survey's retail outlets (see www.ordnancesurvey.co.uk for a full list of outlets).

For more details on Landplan, Siteplan and other conventional OS products contact your nearest OS Mapping and Data Centre or telephone Ordnance Survey Customer Information on 08456 05 05 05.

If you are producing maps from your own geographic information system (GIS) or digital mapping software you should make sure that plots are based on up-to-date Ordnance Survey MasterMap data or 1:10,000 scale raster data (www.ordnancesurvey.co.uk provides details of these products).

Q3.3 What about copyright?

Any organisation or person wanting to copy Ordnance Survey based maps for their own business or private use must either be licensed by the Ordnance Survey, or apply for permission each time a copy is required and keep to the terms of that permission.

It is the responsibility of the applicant (or the agent acting on his/her behalf) to ensure that any copyright responsibilities are met. The Ordnance Survey provides licences to many bodies (e.g. local authorities, various professional organisations and business firms, etc) and to individual customers who have a regular need to copy OS material.

To apply for a licence or for further information contact Ordnance Survey Customer Information on 08456 05 05 05.

Q3.4 What should I show on the application map?

Your maps must be marked clearly and accurately and be consistent with your application details as shown on the excel application form. Where relevant, the quantities on which we pay grant will be based on the quantities measured from your map(s).

Please note that we will return any applications where the map does not meet the required standards

Before submitting your map please check that:

- It is based on an up-to-date OS map (preferably OS MasterMap);
- It is 1:10,000 or 1:5,000 scale (you should use 1:2,500 or 1:1,250 scale for areas less than 2 hectares);
- The scale is marked clearly on the map;
- The grid lines with grid numbers are shown clearly;
- At least two horizontal and two vertical grid lines are shown;
- Any detail must not be hidden by folds, labels or marks.

What details should I show on the map?

- The name of your property (as on your application details);
- The scale of the map;
- OS grid reference of the centre of your application area;
- The access point to each block of woodland;
- The location and type of any operations which form part of the proposal, these must cross-refer to the excel application form.
- Protected areas and special features:
 - Way-leaves, power lines, pipelines, etc
 - Water supplies and water courses
 - Archaeological sites

Q3.5 How should the details be shown?

The external edge of the application boundary should be marked using a continuous coloured line drawn as thinly and clearly as possible.

Woodland operations should be identified using different coloured lines or identifying marks.

Please use a map key to help us identify different features. This should be cross-referenced with the Excel Application form.

You need only supply one copy of your map(s) with your application. However, if the map is complex and difficult to interpret, you may need to use more than one map to ensure the details are clear (e.g. one map showing the woodland boundaries, one showing the proposed access facilities or one showing silvicultural operations).

If you do decide to use more than one map, it is important that you ensure that the details are consistent between these maps.

Q3.6 For WIAT applications how do I cross reference my planned operations with the IACS map?

Area based operations i.e thinning, removal of invasive weeds, brashing etc should be recorded against each individual LPID's where they take place. This LPID number should be entered into the excel application form. You should make sure that the area of operations applied for do not exceed the LPID area.

For linear measurements such as Paths or Fencing these should be recorded against one LPID that would logically be the starting point of that operation. For example if a path starts at a access gate record the LPID where this gate enters the woodland.

Section 4 VAT, Match funding, funding levels and receipts.

Q4.1 We are Not VAT registered, can we claim for costs plus VAT?

If you are not VAT registered you can claim for costs plus VAT however you will need to make this very clear in your application that this is what you are doing and you will need to retain supporting information on your VAT status. To assist you, there is a VAT registration Status Declaration Form, primarily used for SRDP Rural Priorities, that you can get verified by HMRC. [VAT Registration Status Declaration Form](#)

Match Funding contribution should be calculated on the gross costs.

Q4.2 What is Match Funding?

The European Union sets out maximum "intervention" rates for grant aid. These levels are set out below. Match funding is sourced by the applicant to cover the cost of the project over and above the grant aid from the Challenge fund.

Q4.3 What are the levels of intervention rates?

The maximum intervention rates vary according to the Challenge Fund applied for as follows;

WIAT Challenge Fund; 75% FCS contribution to project costs.

WIAT Challenge Fund Priority Area; 90% FCS contribution to project costs (at least half the woodland is within the priority area).

A map of the WIAT priority area is available on the Forestry Commission (FC) website on the Land Information Search: <http://www.forestry.gov.uk/forestry/infd->

645j4t. Applicants can also contact their Woodland Officer who will be able to confirm eligibility.

F4P Challenge Fund;

Up to 90% FCS contribution where the project cost is up to £5,000

Up to 75% FCS contribution where the project cost is up to £20,000

Up to 50% FCS contribution where the project cost is up to or exceeding £70,000

Higher levels of match funding may be an advantage.

Q4.4 Are there any restrictions on where match funding (non-FCS funding) comes from?

You cannot use match funding from other European Union (EU) sources including:

- Other Scotland Rural Development Programme (SRDP) funds, e.g. RDC-RP's, LEADER,
- European Social Fund (ESF), e.g. Highlands and Islands Partnership Programme,
- European Regional Development (ERDF),
- LIFE,
- Interreg.

Further guidance can be obtained on the SRDP website.

Q4.5 Can I get advice on sources of funding?

Yes, Woodland Officers, Community Woodland Association, (CWA) Scottish Community Volunteer Organisation (SCVO) will be able to provide advice on funding.

www.forestry.gov.uk/forestry/HCOU-4U4J23

www.communitywoods.org

www.scvo.org.uk

Q4.6 How do I show evidence of match funding?

The total of match funding must be shown in the excel application form and detailed in an appendix attached to the application. This must include copies of letters of award.

Q4.7 I haven't as yet secured Match Funding but expect to do so once my Challenge Fund application is judged successful, is this a problem?

We understand that on occasions it is easier to obtain match funding for projects on the back of a successful Challenge Fund award. In these instances we would expect that you indicate the match funding amount that has been applied for within the excel spreadsheet and provide supporting documentation to show this.

Should your Challenge Fund application be successful our letter of award will be conditional upon you securing this match funding.

Once Match funding has been confirmed you should send through copies of the award to us, to allow your contract to be produced.

Q4.8 Is there any requirement to provide receipts or evidence of quotes / tenders to support WIAT and F4P costs?

Yes, we suggest you adopt a two-stage approach whereby you use realistic estimates to support your application and then, if your application is successful following judging, you confirm these estimates by providing us with evidence of two quotes either for each item or for packages of work. Alternatively you may wish to obtain the two quotes/tenders before submission, which is also acceptable.

Further guidance on obtaining quotations can be found at <http://www.scotland.gov.uk/Topics/Rural/SRDP/RuralPriorities/HowItWorks/PrepareYourProposal/Appendices/QuotesandEstimates> and we strongly recommend that you visit this website.

You must provide receipts with all claims which detail all the expenditure associated with the claim item. Further guidance on claims can be found at <http://www.scotland.gov.uk/Topics/Rural/SRDP/RuralPriorities/HowItWorks/ClaimsPayments/InvoiceReceipts>

Again we strongly advise that you visit this website on a regular basis to ensure that you have the most up to date information.

Q4.9 If my Challenge Fund application is successful and the quoted / tendered costs are greater than the estimates set out in the approved application, will the funding be adjusted accordingly?

No. The original application should be based on realistic information. The amount of funding cannot be increased over the level approved by the judging panel. If the actual quotation / tender costs are lower than the estimated costs detailed in your application, then the funding amount will be reduced accordingly. The results of the quotation / tender must be made available and discussed with Conservancy staff to agree the final contract amount.

Q 4.10 Can existing staff and volunteers be counted as match funding?

Existing staff time or contributions in kind are **not** eligible to be considered as match funding.

Volunteer time can be counted at a rate of £50 per volunteer per day. The number of volunteer days has to be realistic and should be discussed with your Woodland Officer. The use of volunteers must be clearly detailed in the supporting appendix that details the match funding.

Volunteer costs cannot be included in the main body of the excel spreadsheet but should be shown within the supporting documentation.

Please discuss this with your woodland officer for further clarification on how best to show this within your application.

Q4.11 Could costs typically associated with overheads such as supervision, project management fees, Health and Safety considerations, public liability insurance, machine storage etc be included?

Yes, these types of cost associated with an approved contract would be recognised as valid and should be detailed on the excel application form.

Q4.12 Can contingencies, profit, anticipated work and costs associated with the submission of your application be included as part of the Challenge Fund application?

No, these are all ineligible costs.

Q4.13 Will bids to either Challenge Fund be capped or limited?

No, judging will be based on public benefit and best value for money, however the judging panel may decide to add conditions to any offers of grant made, that may include the removal of certain items within your application.

Section 5 Surveys & Management plans.

Q5.1 Are the costs of producing Management Plans eligible?

Yes, these are eligible costs under both Challenge Funds. A management plan is a requirement for the WIAT Challenge Fund and must be produced early in the process to set out how the woodland area will be managed and improved. The Challenge Fund would contribute towards the production of a new plan or modification and updating of an existing plan.

Q5.2 If you have a two-stage application, (i.e. stage one for the production of a management plan and stage two an application for subsequent operations), would the approval of the management plan guarantee funding of the second stage?

No, both applications will need to be judged separately.

Q5.3 If the Local Authority has a woodland strategy, could this feed into individual applications?

Yes. The presence of a woodland strategy would facilitate a more strategic approach to the identification of woodlands that would offer the greatest range of public benefits.

Section 6 Community Engagement, Health and Education Projects.

Q6.1 Is local Community Consultation essential?

Yes, Community engagement is regarded as a very important feature of both WIAT and F4P applications to demonstrate both support and commitment to the proposals. Evidence of this consultation and support should be provided with your application. The level of community engagement should be proportionate to the scale and nature of work being proposed.

Q6.2 Can grant payment be made to a Community Group?

Yes, although the Community Group must have registered their business activity with SGRPID and be allocated a BRN. In line with all rural payments only one payment account per BRN will receive payment. You must consider this aspect when setting up your project. Further guidance on registering your business can be found at -

<http://www.scotland.gov.uk/Topics/Rural/SRD/ RuralPriorities/HowItWorks/HowtoApply>

Q6.3 Can F4P applications include projects to promote the use of woodlands for education?

Yes, an applicant should align their proposals to tie in with the local Forest Education Initiative (FEI) cluster and obtain support from this group if one exists. If a local FEI group does not exist, guidance on education projects can be obtained from FCS Education advisors and the FEI website

www.foresteducation.org.uk

Projects should align their educational outputs to the curriculum for Excellence if it applies to the target group.

Q6.4 Can F4P applications include projects to promote the use of woodlands for Health?

Applications should align their proposals to tie in with the Woods for Health Strategy and Health Programme Plan 2006-08, which centres on a desire to strengthen the contribution that woodlands can make to health improvement. Applicants should demonstrate how their application could improve health and wellbeing. Key priorities include tackling health inequalities, promoting physical activity and supporting positive mental health and wellbeing initiatives

in woodland settings. Engaging new users groups to support social inclusion and diversity, guidance on sample projects can be found at the following links.

<http://www.forestry.gov.uk/forestry/INFD-76ACWC>
www.forestry.gov.uk/scotland

Where possible applications should include connectivity between education and health initiatives to benefit the local population. In addition you should try to integrate evaluation to help build new evidence and / or extend the existing evidence in relation to health and education.

Section 7 Scoring and Judging your application.

Q 7.1 How will the applications be scored?

Each application will be subject to a scoring system and assessed by a judging panel. Members of this panel are drawn from all over Scotland, one from each of the Regional Forestry Forums, plus representatives from FC Scotland. The panel will convene twice per year and will judge both Challenge Funds at the same time.

Grants will be awarded to those proposals that best meet the aims of the fund, which offer best value for money and maximise public benefits.

The Social Outcomes through investment in Forestry Tool (SIFT) will be used to inform the judging process.

Applications for the F4P Challenge Fund with total project costs less than £5,000 will be scored by Conservancy staff and submitted to the judging panel for approval.

Q7.2 When will my application be judged?

This will depend on when we receive your application and the information it contains (ref Q1.5). We will undertake an initial assessment to determine what judging round your application will be assessed in and will notify you accordingly.

Q7.3 What is SIFT and what does it stand for?

Social outcomes through Investment in Forestry Tool (SIFT) is a decision support tool developed by Forestry Commission Scotland. It uses a Geographic Information System that enables us to prioritise potential investments in woodland creation and woodland management for social outcomes (i.e. outcomes affecting communities

Q7.4 Will an unsuccessful applicant be able to view the completed score sheet to determine the reason for the unsuccessful bid?

No, the decision of the judges is final and there will be no appeals process for unsuccessful bids. However, unsuccessful applicants will receive verbal feedback.

Section 8 Award of contracts and claiming grant.

Q8.1 How will my contract be approved?

For applications that are successful at the judging process a contract for signature will be prepared. This can only be completed once the Conservancy is in receipt of all supporting information i.e quotes, tenders match funding evidence etc.

This contract will include the details of your application as appendices, including the excel application form. Forestry Commission Scotland will issue the documents under the Scottish Rural Development Plan.

Q8.2 What are the timescales for contract production?

This depends on the timely submission of supporting information as referred to in 8.1 above and clarification of any conditional approvals given by the judges. Once this supporting information is received, we can produce a contract relatively easily.

However, as we cannot allow the timescale for receiving supporting information to go on indefinitely, we have set a limit of 5 months from notification of award to completion of this process. . Failure to complete the process within this timescale will result in the funding will be withdrawn.

Q8.3 How do I claim my grant?

You should submit a claim form together with a copy of the approved excel application form appendix highlighting the work you have completed to the required standard and wish to be paid for. This must also include original certified receipts, invoices, bank statements and other supporting information for all claimed items (please refer to Q4.8 for further details).

It is strongly recommended that this supporting information is provided in a clear and easy to read format and is clearly cross-referenced against the items being claimed for. Failure to do this may result in delays to the processing of your claim or rejection of your claim.

Q8.4 Value Added Tax and Non-VAT registered applicants

If your business is VAT registered, you may only claim grant assistance for the cost, net of VAT.

If your business is not VAT registered, grant assistance can be paid on the total cost, inclusive of VAT.

It is your own responsibility to ascertain what VAT costs can be reclaimed. You are advised to discuss this with your accountant prior to submitting a claim. It is in your own interest to retain proof from HMRC of your VAT registration status along with any claim which includes VAT. You may be asked to produce such evidence by auditors of the Forestry Challenge Fund Scheme.

Q8.5 Is there a deadline for grant claim submissions?

You can only make a capital claim once you have completed the work, and in the year that you have said you will carry out this work in your contract.

The claim year for capital items will run from 1 January to 31 December, for example, claims for capital items which are scheduled, according to the approved contract, for 2010, must be submitted between 1 January 2010 and 31 December 2010.

Payments for capital items will be made on a continuous basis throughout the year, as soon as possible after receipt of a valid claim and in any case within 3 months of receipt of a valid claim.

You will need to schedule works to ensure that it is financially viable to deliver them within the correct claim year. Claimants should also schedule their claims in such a way that they will be able to supply all the relevant supporting documents within the timeframe, including any provided by a third party.

Q8.6 How do I evidence spend associated with Staff Time?

For staff time (see Q2.1 for eligibility) you must provide evidence of the costs associated with that person. This would normally include Payslips or Payroll reports certified by Finance Director or equivalent, bank statements and in some cases evidence of the Full Cost Recovery Model used, again certified by Finance Director or Equivalent. In addition Certified Timesheets indicating hours worked against the project for each member of staff should be provided.

Q8.7 Can Contract Retentions be included in the claim?

No, retentions cannot be included in the claim as this amount has not been spent by the beneficiary. It can only be included within the claim if the retention is paid and can be evidenced, usually 12 months after the work has been completed.

Section 9 Monitoring and Evaluation

Q9.1 How do I carry out the monitoring and evaluation?

Part two of the application form contains 4 Questions that must be completed using no more than 250 words per question.

Questions 1 and 2 ask you to describe the project and your proposed outcomes.

Question 3 asks you to set out the indicators you will measure. Question 4 asks you to state when you will measure your chosen indicators. As a minimum, these should be measured before work begins to give a baseline and after work has completed to demonstrate the impact of your project.

The indicators being used to monitor the delivery of the Forestry Challenge Funds include:

- Number of community-based groups supported to get involved in owning or managing woodlands;
- Number of partner organisations involved;
- Number of schools supported to get involved in woodland based learning activities;
- Number of adults supported to get involved in an organised learning activity linked with woodland;
- Number of adults supported to visit a woodland;
- Number of formal volunteer days associated with woodland; and
- Number of new visitors using woodland for recreation including physical activity and relaxation.

Other indicators that you might wish to measure comprise:

- Number of referrals from Health professionals;
- Reports of anti-social behaviour;
- Visitor perception of the woodland; and/or
- Actual time spent within woodland.

FCS, as a public body, has a responsibility to ensure that its functions and services (including grant-aid) help to combat social exclusion and

discrimination by proactively engaging with groups from the 6 strands of diversity (i.e. faith, race, age, gender, disability and sexual orientation).

To measure performance against this objective it would be helpful to record not just total numbers of participants, but also information on the background of people you are encouraging to use woodlands. (An example template to record social diversity information can be download from: <http://www.forestry.gov.uk/website/forestry.nsf/byunique/infd-7djf9c>).

Summary data on the type of participants should be reported in the final evaluation report. Please note that the cost of obtaining this information can be included as part of your application (see Q3).

Further guidance is available on the Monitoring and Evaluation section of the FCS website.

Q9.2 What is the purpose of carrying out monitoring and evaluation?

The purpose is to explain the project and the issues the applicant is attempting to resolve. This requires the applicant to identify and measure a set of indicators before the work begins and towards the end of project completion.

Each report will be published on the Forestry Commission website and, over time, will develop into a body of evidence about how to manage woods to deliver benefits to people.

Q9.3 What does the final evaluation report need to contain?

The final evaluation report should be an overall summary of what has happened during the project and what has been achieved in terms of the outcomes proposed in Part 2 of your original application.

A standard evaluation form is available at:
<http://www.forestry.gov.uk/forestry/infd-7epeed>.

All applicants must complete and return this form. For larger-scale projects (e.g. those projects with a contribution of greater than £50,000 from the WIAT Challenge Fund and greater than £10,000 from the F4P Challenge Fund) a more comprehensive report should be appended - that report to be restricted to 10 sides of A4.

Q9.4 Can the costs of carrying out the monitoring and evaluation be included in the Challenge Fund application?

Yes, these are eligible costs.

We have developed a evaluation framework that can be found at <http://www.forestry.gov.uk/forestry/infd-7djf9c> that may assist you in developing your evaluation protocols.