

National Forest Land Scheme

Application form for the
recognition of Non-
Governmental
Organisations in the
Sponsored Sale of
Surplus Land

Application Form

Introduction

Please read the relevant parts of the National Forest Land Scheme Guidance before completing this form. See www.forestry.gov.uk/nfls for the guidance and further information.

Please answer all the questions. You can attach additional information as extra sheets or electronic documents. Please be specific. When answering the questions do not repeat any information you have already given, simply refer to an earlier answer or attached document.

You can complete this form electronically but you must print it off and send us a signed form. If you have completed the form electronically, please also send us an electronic copy. You can choose to send your supporting documents as electronic documents only.

Please return the completed form and supporting documentation to:

National Forest Land Scheme Team
Forestry Commission Scotland
231 Corstorphine Road
Edinburgh
EH12 7AT

E-mail: fcscotland@forestry.gsi.gov.uk

You will receive an e-mail within 7 days acknowledging receipt of your application. We may need to ask you for more information during the application process.

1. About your organisation		
1.1 Name of your organisation		
Full postal address for your organisation		
Address		
Postcode		
Telephone	Fax	
E-mail		
Your organisation's website		
1.2 Title and full name of the main contact in your organisation		
Title	First Name	Surname
Position held in your organisation		
Address for correspondence, if different from the organisation address		
Address		
Postcode		
Telephone		
E-mail		
1.3 Title and full name of the Chairperson or Chief Executive of your organisation		
Title	First Name	Surname
Address for correspondence, if different from the main contact address		
Address		
Postcode		
Telephone		
E-mail		

1.4 What is the purpose of your organisation

Briefly explain the main purpose of your organisation, and what activities and services you undertake. 100 words maximum.

2. Criterion A: Delivery of public benefit

The objectives of your organisation must be to deliver public benefit. These objectives should deliver the outcomes of the Scottish Forestry Strategy

2.1 Please tell us what public benefits your organisation delivers and how these relate to the outcomes of the Scottish Forestry Strategy. 100 words maximum

3. Criterion B: Sustainable development

The objectives of your organisation must be consistent with the principles of sustainable development as set out by the Scottish Government. Sustainable development requires an integrated long-term approach to economic, social and environmental issues. See www.scotland.gov.uk for further information.

3.1 Please tell us how your organisation satisfies the principles of sustainable development. 100 words maximum.

4. Criterion C: Delivery of public benefits

Your organisation must demonstrate that it has the capacity to deliver the public benefits set out in the organisation's objectives. Having a track record is an important but not necessarily mandatory factor in satisfying this criterion.

4.1 Show us that your organisation has the capacity to deliver the public benefits set out in 2.1. 100 words maximum

5. Criterion D: A fair and equitable constitution

The NGO must have a fair and equitable constitution and structures to ensure good governance. Factors that are relevant for consideration of this criterion include:

- whether the NGO is a membership organisation;
- the number of members and the number of voting members;
- accountability to members and whether the members have overall control of the organisation;
- whether the NGO is a company limited by guarantee; and
- generally, private or family applications will not be eligible.

5.1 What type of organisation are you? eg company limited by guarantee, unincorporated association.

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5.2 When was your organisation formally established? If your organisation is a company please provide the Certificate of Incorporation.

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5.3 Please enclose a copy of your organisation's constitution eg Memorandum and Articles of Association, set of rules. Please tell us which documents you are enclosing.

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5.4 If your organisation has charitable status please provide your registered Charity Number and enclose a copy of your letter of recognition.

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5.5 Is your organisation a membership organisation?

Yes – please tick	No – please tick
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If yes, how many voting members does your organisation have?

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5.6 Do the members have overall control of the organisation?

Yes – please tick	No – please tick
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If no, please tell us who has control of the organisation

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5.7 How many members does your management committee, Board of Directors or equivalent have?

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5.8 Please provide any further relevant information or documents

6. Criterion E: No opportunity for private gain

The constitution of your organisation must provide that:

- there is no opportunity for private gain;
- any surplus assets or funds must be applied solely for the public benefit objectives set out in the constitution; and
- if wound up, your organisation's constitution must make provision for its assets to pass to another organisation with similar public benefit aims and whose constitution restricts the distribution of income and assets among members .

6.1 Please tell us which clauses in your constitution satisfy the requirements of this criterion and provide any further relevant information or documents.

Finishing Your Application

Applicant Signature

An Office Bearer of the applicant organisation should sign this declaration. It must be a different person to the main contact given in Section 1.

Part of the information that you give us will be held electronically. It will be used for administering and analysing applications.

I declare that:

The information given in this application and in any other documentation that supports this application is accurate.

Title	First Name	Surname
Position held in your organisation		
Date	Signature	

Contact

The National Forest Land Scheme Team
Forestry Commission Scotland
National Office
231 Corstorphine Road
Edinburgh
EH12 7AT

Tel: 0131 334 0303

Fax: 0131 314 6152

E-mail: fcscotland@forestry.gsi.gov.uk

Web: www.forestry.gov.uk/scotland