

STRATEGIC TIMBER TRANSPORT SCHEME (STTS)



For FC Use Only STTS Reference No.....

APPLICATION FORM
(Please refer to Application Guidance Notes if required)

Application checklist

	Yes	Attached
Region Timber Transport Project Officer consulted		
Support of RTTG sought and gained		
Letter of Support from RTTG*		
Application Fully Completed		
Location and detail maps included*		

Please ensure ALL boxes are filled in before application is sent

***NB Applications without specified maps and letter of support from RTTG chairman will not be accepted**

Part 1 - General

Project Information

<p>Name of Project:</p> <p><i>The name of your project</i></p>
<p>Project Period:</p> <p><i>This is the period from start to completion of the project (NB STTS will not accept any applications with completion dates after 28th February 2011)</i></p>
<p>Location of Project:</p> <p><i>Please give details of the Regional Timber Transport Group area within which the project will fall.</i></p> <p><i>Supporting information should include maps clearly indicating the project location, route to markets, and OS grid reference(s) if appropriate.</i></p> <p><i>NB Maps should be made using the FC Agreed Rout Map Browser (example maps attached see page 10 and 11) or to an equivalent standard. The link below can be used to access Forestry Commission Map Browser:</i></p> <p>http://maps.forestry.gov.uk/imf/imf.jsp?site=TTAR</p>

Summary of Project:
(100 words max)

This should be a brief summary of your project, and should include bullet points giving information on the measurable and significant outcomes and benefits of the project such as:

- *The length of any new roads being constructed (council / in-forest)*
- *The length of any roads being upgraded (council / in-forest)*
- *Any new bellmouths, passing places, drainage, bridges, culverts, walls etc that are being created or upgraded*
- *The amount of timber involved in either M³ or tonnes over the next 10 years.*
- *The area of landlocked forest / woodland involved*
- *The amount of lorry miles saved (if any)*
- *The size of the local communities (giving numbers of residents) that will benefit and any local businesses that will benefit*
- *Why the specific project is of a strategic benefit*
- *The amount of timber that will be removed from X village/town by the creation of route A to B and the number of residents in village/town X that will benefit*

NB in this section only give total amounts as a bullet point summary. All work specifications should also be given but as attached appendices.

Budget:

Budget Estimate: *The total costs of the project*

Strategic Timber Transport Scheme Support Requested: *The sum from the STTS*

Other Funding: *Other co-funding gained*

NB other co-funding will require details of each co-funders contribution and letters of intent to be included either with the application or subsequently

Disbursement Profile:

Year	Timber Transport Scheme	Other Funding	Total
2008/09	<i>Amount requested</i>	<i>Amount of co-funding</i>	<i>Sum of both</i>
2009/10	<i>Amount requested</i>	<i>Amount of co-funding</i>	<i>Sum of both</i>
2010/11	<i>Amount requested</i>	<i>Amount of co-funding</i>	<i>Sum of both</i>

Co-Financing Profile

Year	*Source(s) and Type**	*Value of Co-Finance
2008/09	<i>Who is giving co-funding and what is it</i>	<i>Amount of co-funding</i>
2009/10	<i>Who is giving co-funding and what is it</i>	<i>Amount of co-funding</i>
2010/11	<i>Who is giving co-funding and what is it</i>	<i>Amount of co-funding</i>

** Please specify each one separately*

***Cash or In-kind. If In-kind what format does this take and how has the value been derived*

The lead applicant would normally be the proposed implementation body for the project. Where the applicant differs from the implementation body, details of both should be included and the relationship between them set out in a Supporting Information paper appended to the application. This document should also include other details relevant to the application, such as the applicants latest Annual Report and Accounts.

Lead Applicant (s): Please complete for all parties involved if applying for joint funding:	
Name:	<p>Name of lead applicant for all STTS correspondence</p> <p>NB To be eligible to receive grant aid the lead applicant must be “a legal entity” e.g. a registered company, local authority or public body. Please note that a credit check on the lead applicant may be required to assure deliverability.</p>

(Please tick appropriate box)

Registered Company	<input type="checkbox"/>	Local Authority	<input type="checkbox"/>	Public Body	<input type="checkbox"/>
Other: please specify	Please tick appropriate box above				

Address:	Address of contact for all STTS correspondence
Contact Person:	Contact person if different from lead applicant
Telephone No:	Tel number of contact for all STTS correspondence
Fax No:	Fax number of contact for all STTS correspondence
E-mail address:	E-mail address of contact for all STTS correspondence
Preferred method of contact:	If you would prefer not to be contact by e-mail please enter alternative here

NB preferred method of contact is e-mail; please specify other if required

Other Partners <i>(Please give details of any other Partners involved)</i>		
Name	Address	Contact Details

Part 2 – Project Description

Background: Project Description

This section is for any background information that the applicant feels will be of use by the Advisory Panel when considering their application. This could include information such as:

National and Regional strategic relevance.

A full description of what is proposed, why the project is being implemented at this time, what issues it is intended to address and what benefits it will deliver.

Also show how it relates to any local Agreed Routes Maps and Regional Timber Transport Plans as well as objectives and proposals for the future development of the industry.

Give a description of the scope and objectives of the project. Clarify the aims and anticipated outcomes of the project. Clarify if this is a single project or a section of a phased larger project with future strategic benefits.

This section can be as detailed as required.

Other information that may be considered could be:

- Traffic count information*
- Accident statistics*
- local residents opinions, incorporate population density/distribution etc*
- Historical timber data*
- Any other relevant information e.g. relevance to other business and specific traffic.*
- Evidence of deliverability*

NB Exclude any tables, plans, and figures etc these should be annexed as supporting information at the end of the application form

Measurable Targets and Outputs (<i>tied to key objectives</i>)	Date(s) to be completed
<p><i>This should be a bullet point list of the measurable Targets and Outputs that will be achieved by the project. These should be directly linked to the bullet points in the project summary above and the Key Objectives below.</i></p> <p><i>NB these will form the basis of a subsequent evaluation to monitor achievements against forecast for successful applications</i></p>	<p><i>Projected completion date of each should be listed</i></p>

<p>Quantify the benefits related to the key objectives of the Strategic Timber Transport Scheme (<i>Community and social benefits; Environmental benefits; Reduce damage and disruption to public roads, Improve access to landlocked forests</i>).</p>
<p><i>List and quantify the benefits and explain how they relate to the key objectives of the Strategic Timber Transport Scheme.</i></p> <p><i>This should be linked to the project summary and the Measurable Targets and Outputs listed above.</i></p>

<p>Implementation plan (<i>give outputs, times and who is responsible for their delivery and include Gantt Chart</i>)</p>
<p><i>This should be a bullet point list of how the project will be implemented including information on:</i></p> <ul style="list-style-type: none"> <i>• Who will deliver what, and by when</i> <i>• Who has ownership of the project</i> <i>• Who has responsibility for its implementation and operation</i> <i>• What contingency plans are in place in the event of slippage</i> <p><i>NB for larger projects over a number of years a Gantt Chart will be required</i></p>

- Please explain briefly how your proposal meets these criteria used in the assessment of each bid (see User Guidance Notes Appendix 1 for more details)

Fit with Essential Criteria	
<i>In this section explain clearly and concisely how the proposal meets the Assessment criteria in part 2 of the application form, referring to the guidance given in the Strategic Timber Transport Scheme User Guidance (Appendix I Assessment Criteria)</i>	
<i>Strategic Fit</i>	<i>This should give details of how the project fits within both the Regional and National transport strategies for Scotland</i>
<i>Need for Public Sector intervention</i>	<i>Give details of why there is a perceived need for public sector intervention and list any other sources of finance that have been sought and agreed</i>
<i>Lifetime viability / sustainability</i>	<i>Give details of how long the anticipated life-span of the project is and how will this be maintained and sustained over this life-span</i>
<i>Long-term benefits</i>	<i>Give details of the long-term social, community, environmental and any other benefits of the project</i>
<i>Deliverability</i>	<i>Give details of how the project will be delivered and whether the applicants / project managers have past experience of delivering similar projects</i>
<i>State Aid/competitive advantage</i>	<i>Give details of why the project does not confer a competitive advantage and will not be considered a state aid</i>
Fit with Other Scheme Criteria	
<i>Again, explain clearly and concisely how the proposed fully meets the Assessment criteria, again referring to the guidance given in the Strategic Timber Transport Scheme User Guidance (Appendix I Assessment Criteria. This should include details such as:</i>	
<ul style="list-style-type: none"> • <i>Benefits to the environment in terms of reduction in number of lorry miles and/or journeys</i> • <i>The extent of travel on less direct routes incurring additional miles but providing environmental, social and community benefits in terms of reduced congestion in built-up areas, improved access and fewer lorry miles on a public road.</i> 	
<i>Community and Social benefits</i>	
<i>Environmental benefits</i>	
<i>Reduced damage and disruption to public roads</i>	
<i>Improving access to landlocked forests</i>	
<i>Ability to deliver to programme</i>	

<i>Partnership and leverage</i>	
<i>Economic sustainability</i>	
Open Access	<p>Any road infrastructure supported through this scheme must be open to use by the general public as provided for under the Land Reform (Scotland) Act 2003, which establishes statutory rights of responsible access.</p>
<p>Justification & Value for Money (Please explain how your costs have been arrived at and why the level of funding sought is both necessary and good value)</p>	
<p>[Use additional sheets as required]</p> <p>This section should explain how the proposal achieves the project's objectives most cost-effectively or with greater benefits, and give other considerations as to why the project should be given priority.</p> <p>Also explain:</p> <ul style="list-style-type: none"> • How your costs have been arrived at • Why you consider the level of funding sought to be necessary • Justify why it is good value for the level of financial support you are seeking • Why the proposal is considered to be of regional significance • Demonstrate the project is affordable and viable on an ongoing basis • That co-funding is available, not only for the initial capital costs, but to meet ongoing operating and maintenance costs <p>NB 1 For larger projects over £300,000, a cost-benefit analysis setting out the comparative costs and benefits of different project options, showing that the Preferred Option has the highest Net Present Value, will be required.</p> <p>NB 2 This section also needs to show how any cost overruns in project implementation will be funded</p>	

Part 3 – Project Expenditure and STTS Grant Claim Profile

Eligible items/ activities	1 April 2009 - 30 Sept 2009		1 Oct 2009 - 31 March 2010		1 April 2010 - 30 Sept 2010		1 Oct 2010 – 28 Feb 2011		TOTALS	
	Expenditure	STTS Grant claimed	Expenditure	STTS Grant claimed	Expenditure	STTS Grant claimed	Expenditure	STTS Grant claimed	Expenditure	STTS Grant claimed
Capital Items										
Equipment										
Land Acquisition										
Access Right Acquisition										
Forest Road Construction										
Forest Road Guarantee (if appropriate)										
Public Road Upgrading										
Other (e.g. Bridges)										
Total Capital Costs										
Ongoing Revenue										
Project Officer Costs										
Equipment Leasing Costs										
Depreciation										
Administration										
Other										
Total Ongoing Revenue										
Management Costs										
Management Costs										
Other										
Total Management Costs										
Grand Total										

Part 4 - Declaration and signature

Please read and sign the declaration below:

I/We agree to any disclosure and exchange of information about my/our participation in the Scheme with other organisations or consultants which the Forestry Commission considers necessary for the administration, monitoring and evaluation of the Strategic Timber Transport Scheme (STTS).

I/We agree that information about my/our participation in the Scheme, including that contained in the application, contract or undertakings and any other relevant documentation, including the amounts of grant may be made available to the public.

I/We have read and understood the contents of the relevant STTS User Guidance and accept full responsibility for the answers given in this Application Form.

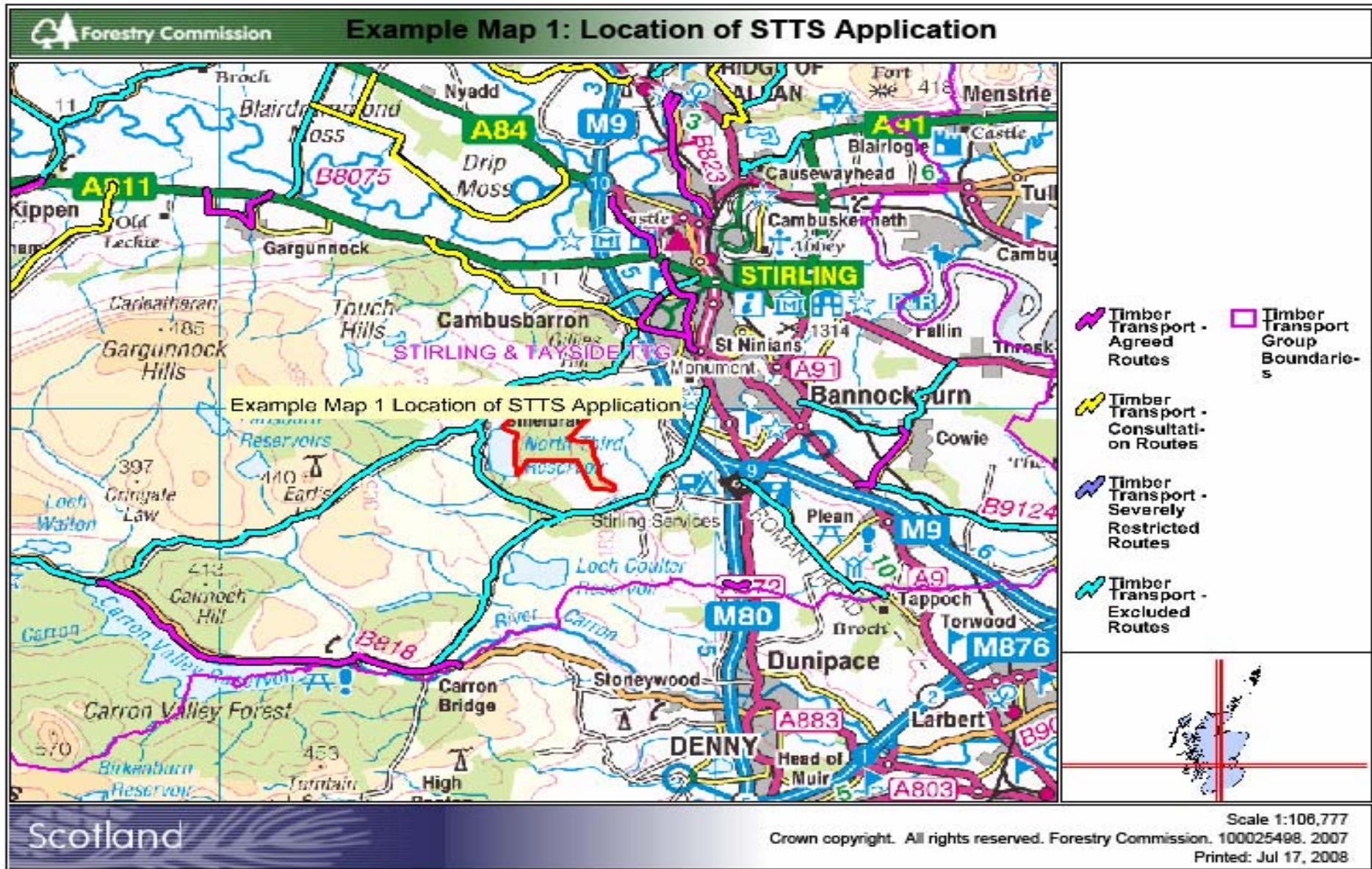
I/We confirm that to the best of my knowledge there are no legal or other restrictions affecting the land proposals that would prevent the work or maintenance from being completed.

I/We agree to inform you if grant aid from another public body or bodies is either approved, or is being sought in relation to STTS work grant aided by us.

As main applicant I confirm that I am authorised to complete and sign the application form and any subsequent contract on behalf of all of the members of the group or business.

Signature	
BLOCK CAPITALS:	Date:.....
For and on behalf of Lead Applicant	

Example of Maps required supporting an STTS Application (Location Map)



Example of Maps required supporting an STTS Application (Detail Map)

