

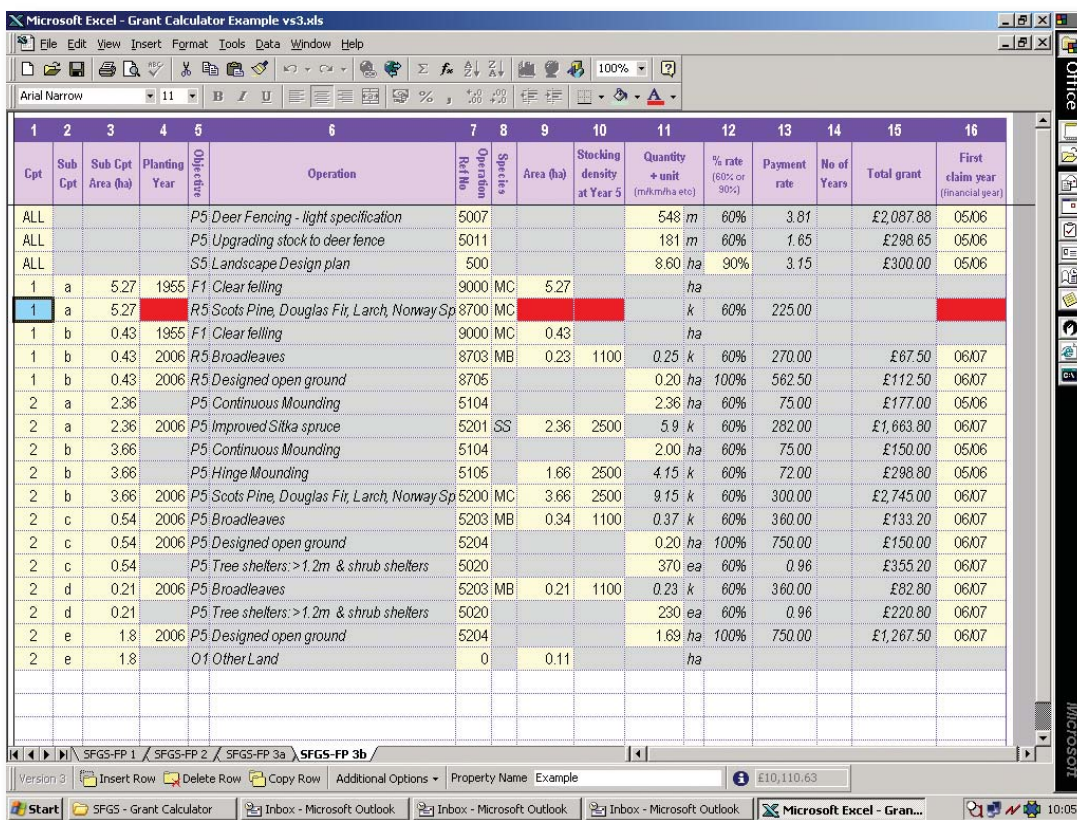
Scottish Forestry Grants Scheme Guidance Note for the Grant Calculator

Introduction

To help you apply for SFGS we have developed a Grant Calculator (GC) which works out the total grant for the operations you want to do. The GC is a customised Excel spreadsheet of the form SFGS/FP3 and also contains the suite of other application forms SFGS/FP1, 2 and 3a.

The key feature of the GC is that it is based on the unique reference number for the operation. This guidance note will help you complete the GC.

How the Grant Calculator works



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Cpt	Sub Cpt	Sub Cpt Area (ha)	Planting Year	Objective	Operation	Operation Ref No	Species	Area (ha)	Stocking density at Year 5	Quantity + unit (m/m/ha etc)	% rate (60% or 80%)	Payment rate	No of Years	Total grant	First claim year (financial year)
ALL				P5	Deer Fencing - light specification	5007				548 m	60%	3.81		£2,087.88	05/06
ALL				P5	Upgrading stock to deer fence	5011				181 m	60%	1.65		£298.65	05/06
ALL				S5	Landscape Design plan	500				8.60 ha	90%	3.15		£300.00	05/06
1	a	5.27	1955	F1	Clear felling	9000	MC	5.27		ha					
1	a	5.27		R5	Scots Pine, Douglas Fir, Larch, Norway Sp	8700	MC			k	60%	225.00			
1	b	0.43	1955	F1	Clear felling	9000	MC	0.43		ha					
1	b	0.43	2006	R5	Broadleaves	8705	MB	0.23	1100	0.25 k	60%	270.00		£67.50	06/07
1	b	0.43	2006	R5	Designed open ground	8705				0.20 ha	100%	562.50		£112.50	06/07
2	a	2.36		P5	Continuous Mounding	5104				2.36 ha	60%	75.00		£177.00	05/06
2	a	2.36	2006	P5	Improved Sitka spruce	5201	SS	2.36	2500	5.9 k	60%	282.00		£1,663.80	06/07
2	b	3.66		P5	Continuous Mounding	5104				2.00 ha	60%	75.00		£150.00	05/06
2	b	3.66		P5	Hinge Mounding	5105		1.66	2500	4.15 k	60%	72.00		£298.80	05/06
2	b	3.66	2006	P5	Scots Pine, Douglas Fir, Larch, Norway Sp	5200	MC	3.66	2500	9.15 k	60%	300.00		£2,745.00	06/07
2	c	0.54	2006	P5	Broadleaves	5203	MB	0.34	1100	0.37 k	60%	360.00		£133.20	06/07
2	c	0.54	2006	P5	Designed open ground	5204				0.20 ha	100%	750.00		£150.00	06/07
2	c	0.54		P5	Tree shelters > 1.2m & shrub shelters	5020				370 ea	60%	0.96		£355.20	06/07
2	d	0.21	2006	P5	Broadleaves	5203	MB	0.21	1100	0.23 k	60%	360.00		£82.80	06/07
2	d	0.21		P5	Tree shelters > 1.2m & shrub shelters	5020				230 ea	60%	0.96		£220.80	06/07
2	e	1.8	2006	P5	Designed open ground	5204				1.69 ha	100%	750.00		£1,267.50	06/07
2	e	1.8		O1	Other Land	0		0.11		ha					

Cells

As you use the GC, you will find that cells in the excel spreadsheet will turn different colours. These colours will guide you through the spreadsheet.

Colour	Description
Yellow:	You are required to enter data into yellow cells.
Grey:	Please do not enter data into grey cells as they will be filled automatically. If you try, you will get a message telling you that the cell is 'password protected'.
Blue:	When you click on yellow cells they will turn blue to denote that this is the current cell to be completed.
Red:	Any cells that require data and that you have not populated will be highlighted in red. It is essential that these are completed. If they remain uncompleted a message will appear when you try to save the sheet.

Forms with incomplete data will normally be returned to you and may cause a delay in your application.

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Bottom Toolbar

The toolbar at the bottom of the spreadsheet will allow you to:

- **Insert Row** – place cursor on any cell of the row where you want to insert and click on ‘Insert Row’ in toolbar.
- **Delete Row** – place cursor on any cell on the row you want to delete and click on ‘Delete Row’ in toolbar.
- **Copy Row** – place cursor on any cell on the row you want to copy and click ‘Copy Row’ in toolbar.

Additional Options

Within the ‘Additional Options’ the following functions are available:

- **Sort Data Rows:** By clicking on the selected option available, the entered lines within the grant calculator can be presented in different ‘sort’ orders. You can return to the original order at any time prior to saving the document.
- **Copy Spreadsheet:** This function allows you to copy the entire spreadsheet onto another workbook for your own analysis. The copy cannot be accepted by FC Scotland as an application.
- **Summarise Spreadsheet:** This displays a cashflow breakdown for each of the financial years. This can also be activated by pressing the ‘blue information’ icon on the bottom toolbar next to the grant total.

How to complete the Grant Calculator

To complete the GC please use the following steps:

Step	Description
1	Download the most up to date version of the GC from our website (www.forestry.gov.uk/forestry/infd-64zj5h). Please note that you should not open the GC from the internet but download and save it to your PC. Open the excel spreadsheet and click on ‘enables macros’. For more recent versions of Excel, the sheet will open automatically.
2	Enter ‘Property Name’ in the bottom toolbar and press return key. This must be the same as you have used on the other application forms.
3	For some operations we require details to be recorded against the scheme, rather than a specific sub-compartment. These are referred to as ‘whole scheme’ operations and generally affect two or more sub-compartments but may not affect all sub-compartments. You can see a full list of these activities in Section 9 of the SFGS Applicants Booklet. This means that you should enter these once in each application by putting ‘ALL’ in the compartment column (Column 1). You still need to indicate on your application map where these operations are being carried out. For all other operations a compartment number and sub-compartment letter should be entered.
4	In column 2 enter the sub-compartment letter.
5	In column 3 enter the sub-compartment area in hectares to two decimal places.
6	Enter the Operation reference number in column 7 as found in the SFGS Standard Costs (February 2005) document available from our web page or from the SFGS Applicant Booklet.
7	For Establishment operations and those operations that involve removing trees (felling, respacing, etc) you will have to enter the planting year in column 4. The planting year is the year that: <ul style="list-style-type: none"> • The trees were planted; or • The trees are to be planted; or • The year that you expect sufficient regeneration to have occurred (normally year 5).
8	For Establishment operations (with the exception of Open Ground) and those operations that involve removing trees you will have to enter the tree species in column 8. A table will automatically be produced providing abbreviations of appropriate species should the correct abbreviation not be entered.
9	For certain Establishment and Ground Preparation operations, the areas and stocking densities should be entered in columns 9 and 10. The area cannot be greater than entered in column 3. The stocking density must be at least the minimum density required at year 5 as detailed in the SFGS Applicants Booklet.
10	The quantity of work should be entered in column 11. When we assess your application we will accurately check these measurements from your accompanying map. Area quantities cannot be greater than an area entered in column 3.

Step	Description
11	For those operations where 90% rate is an option and is to be applied for, you will be guided to change the rate from 60% to 90% at column 12.
12	For Deer Control (Operation reference number 200), Predator Control (333 and 443) and Community Involvement (800 and 801) you will be asked to enter the actual rate as agreed with the local FC Scotland Conservancy Office. The maximum amounts allowed under the grant rules have been built into the sheet. You should enter the cost once the appropriate 60% or 90% rate has been applied.
13	If you will be carrying out Deer Control (Operation reference number 200) over the same area in consecutive years, please enter the total number of years (In mostcases this will be 10) that you will be carrying out the work. The total grant in column 15 will be for the number of years stated.
14	Enter the financial year (1st April to 31st March) in which you will claim grant. Use the format 05/06 (1st April 2005 to 31st March 2006). For example, entering 5 will default data to 05/06. If you are applying for Deer Control, or if you are establishing a new woodland by planting, enter the first year that you will claim grant.
15	Save the file before closing using the Property name as the file name.
16	Once you have completed your application, please e-mail the completed SFGS/FP3b to your local Conservancy office or send a copy on a CD or disk. Please do not forget to send a signed copy of the other application forms and all application maps to the appropriate Conservancy office by post.
17	Other Land. Areas of non-grant aided land within the scheme boundary should be identified on the spreadsheet by entering it as 'other land' using reference 'o' in column 7 (ie zero, not the letter O). The inclusion of 'other land' helps to explain the proposals.

WIAT Challenge Fund

The GC can also be used for applying for the WIAT Challenge Fund.

The WIAT Challenge Fund offers money in addition to the normal SFGS grants. This additional money is available as a 'top-up'.

Where funding from other sources is also available this should be taken into account for the 'top-up' and only the net amount required from FC Scotland be entered into the GC. Where funding is available from other sources the amounts should be described as part of the application text.

Top-up existing SFGS operations

- Enter the SFGS operations as normal and the calculator will calculate the grant total.
- Enter 'WIAT' into column 1 in the next line, and then enter the operation code (column 7) as before. You will then be taken straight to the grant total column and you can enter the amount for that financial year that you believe is required in addition to the SFGS total.
- This amount, together with your written justifications, will be the basis of the FC Scotland's judging and approval of your application.

Other Operations

The WIAT challenge fund also allows you to claim grant against 'additional' operations, activities that are not included in the SFGS list of Standard Costs.

- Decide which Stewardship objective best represented the operations you wish to carry out.
- Enter 'WIAT' into column 1 and then enter the WIAT code that represents your chosen objective:

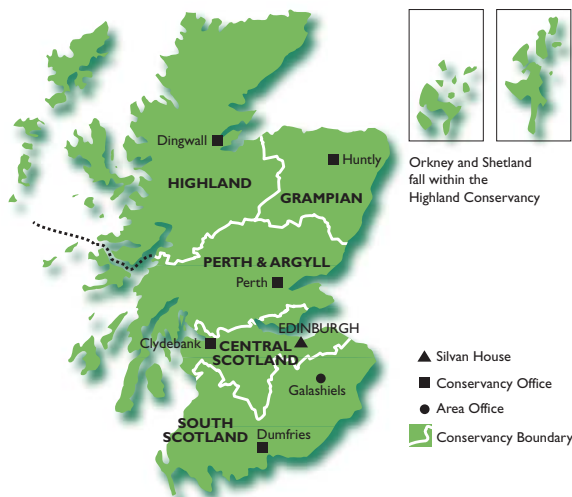
Objective: S1	Op ref number: 190	Objective: S5	Op ref number: 590
Objective: S3	Op ref number: 390	Objective: S6	Op ref number: 690
Objective: S4	Op ref number: 490	Objective: S7	Op ref number: 790

- You will then be taken to the cell where you can overwrite with a brief description of the actual works/activity/costs you wish to apply for.
- You will then be taken straight to the grant total column and you can enter the amount for that financial year that you believe is required.
- This amount, together with your written justifications, will be the basis of the FC Scotland's judging and approval of your application.

Scottish Forestry Grants Scheme Guidance Note for the Grant Calculator

Where to send the Completed Grant Calculator

Please e-mail the completed GC to your local FC Scotland Conservancy office:



Forestry Commission Scotland

Silvan House, 231 Corstorphine Road
Edinburgh EH12 7AT
Tel: 0131 314 6156
Fax: 0131 314 6152
Email: fcscotland@forestry.gsi.gov.uk
Web: www.forestry.gov.uk

Director Scotland: Bob McIntosh
Head of Grants and Licences: James Ogilvie

Conservancies

Highland Conservancy

'Woodlands', Fodderty Way
Dingwall IV15 9XB
Tel: 01349 862144
Fax: 01349 866624
Email: highland.cons@forestry.gsi.gov.uk
Conservator: Bob Dunsmore

Grampian Conservancy

Ordiquhill, Portsoy Road
Huntly AB54 4SJ
Tel: 01466 794542
Fax: 01466 794986
Email: grampian.cons@forestry.gsi.gov.uk
Conservator: John Risby

Perth & Argyll Conservancy

Algo Business Centre, Glenearn Road
Perth PH2 0NJ
Tel: 01738 442830
Fax: 01738 441787
Email: panda.cons@forestry.gsi.gov.uk
Conservator: Syd House

Central Scotland Conservancy

1 North Avenue, Clydebank Business Park
Clydebank G81 2DR
Tel: 0141 941 2611
Fax: 0141 941 2125
Email: centralscotland.cons@forestry.gsi.gov.uk
Conservator: Keith Wishart

From June 2005:

*Bothwell House, Hamilton Business Park,
Caird Park, Hamilton ML3 0QA
Tel & Fax: TBA*

South Scotland Conservancy

11 Church Crescent, Dumfries DG1 1DF
Tel: 01387 256111
Fax: 01387 257888
Email: southscotland.cons@forestry.gsi.gov.uk
Conservator: John Dougan

From May 2005:

*55/57 Moffat Road, Dumfries DG1 1NP
Tel: 01387 272440
Fax: 01387 251491*

South Scotland Conservancy Area Office

North Wheatlands Mill
Wheatlands Road
Galashiels TD1 2HQ
Tel: 01896 750222
Fax: 01896 751286



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