

<p>For office use only: Date Received:</p> <p>Project Ref:</p>

South East Woodland and Timber Fund Application Form



This application form requests information to check that:

- The project is eligible for funding
- The project costs and time-scales are achievable
- The business case for the project is fully justified and various options have been thought through

The questions are asked to help you be sure that your project is viable and to give the assessment panel relevant information so that they can make a decision on whether or not to give funding to the project.

Please look at the SEWTF Application Guide to help you complete this form as it gives you information on funding eligibility etc. The document can be downloaded from the FC website at <http://www.forestry.gov.uk/forestry/infd-77wchv>

If you have use of a computer, please use it to complete this application form (the answer boxes will automatically expand if you need to write more).

1. Project Title:

2. Applicant Details:

Name

Address

Post Code

Work Telephone No.

Fax No.

e-mail Address

Contact person

Position held

Contact details (if different to above)

Legal entity of Organisation e.g. Ltd company, business partnership etc. / Brief description of Business

<p>Your address MUST be in the South East Region.</p>	
	<p>Mobile:</p>

Application Form prepared by :

Signature :

Position Held :

Date :

3 DESCRIPTION OF PROJECT / INVESTMENT.

3.a Aims of the project Please describe what the project will do and how AND Why you think your project will increase your profits or will help to create other business, e.g. market research you have done or products that are difficult to get hold of, etc.

3.b Project / Investment Location (if different to application address)

Address and postcode / O S Ref if appropriate

Current use and ownership of the site (where relevant)

Address and postcode / O S Ref if appropriate

Current use and ownership of the site (where relevant)

3.c How will you achieve your aims and how will the grant help you? Please Explain: **i)** what is involved in your project, e.g. equipment to be purchased, marketing methods, associated training required, increase in workforce etc., **ii)** Why you need the grant.

N.B. Please see the document 'SEWTF Application Guide' for ineligible items for funding

3.d Please give project milestones, start dates and time-scales. NB. You must not start the project until your application has been approved and you have received, signed and returned the contract.

Project Milestones	Start Date	End Date

4. Information for Funding organisation. Please supply the following information for SEEDA and Regional Forestry Framework targets (Please see the document 'SEWTF Application Guide' for help).

4a

Ref. No	Information	Yes or No	If Yes, please give further explanation
SEEDA 3	Is this a new business	Y / N	
SEEDA 4	Will the investment directly improve your performance?	Y / N	In what way?
SEEDA 4.k	Will your business enter new supply chains as a result of the SEWTF funding?	Y / N	Which supply chains?

4b For the following indicators, please tell us how many people will be count for each of the next four years. If your application is successful, you will be asked for actual and revised figures each year.

Ref. No	Information	Year 1	Year 2	Year 3	Year 4
SEEDA 1.	No of jobs Created or Safeguarded Created: A job must be permanent (minimum of 1 year), paid, 30+ hours per week – NOT to include the manager of the funded project or re-located jobs. Safeguarded: Job existing when project was approved and forecast as risk – retained due to SEWTF funding				
SEEDA 6 -	No. of employees whose skills will be increased as a direct result of the SEWTF funding. (Minimum of 6 hours of skills training per person).				
SEEDA 6c	No. of employees who will undertake Work Based Training as a direct result of the SEWTF funding.				

4c For each of the Regional Forestry Framework outputs below Please circle **Y(es)** or **N(o)** to indicate whether or not your project deals with any of the statements below.

Ref No	Regional Forestry Framework Outputs	Addressed by Project
RFF 2.1	Encourages more people to visit and enjoy woodlands	Y / N
RFF 6.1	Supports new business ideas and enterprise in the woodland sector; added-value processing and marketing of local woodland products	Y / N
RFF 6.2	Promotes and supports existing markets for local woodland products, with plans to expand them	Y / N
RFF 6.3	Promotes an appropriate range of local woodland products among purchasers, with information on suppliers readily available.	Y / N
RFF 6.4	Develops further the market and the supply chain for woodfuel	Y / N
RFF 10.1	Recognises the needs of the woodland workforce and supports them within existing learning, skills and knowledge programmes	Y / N
RFF 11.1	Raises public awareness of the benefits of woodland management	Y / N
RFF 12.2	Improves co-operation and establishes communication within the forestry sector	Y / N

5. Key benefits of the project to its local area and the South East. Please give a brief explanation of how the counts given in 4b above will be achieved. Please also give more information about your project helps the Regional Forestry Framework Outputs in 4c above.

6. Partnership working: Explain how you are working with other organisations or individuals to carry out this project. (An aim of the SEWTF is to encourage collaborative working where appropriate)

7. Relevant experience: What experience do you have of making similar projects happen? (Please provide a short summary). If none, what plans do you have to learn, or buy in, these skills? (The SEWTF is keen to encourage training where new skills are needed)

8. Project Risks: What risks are there which might cause you a problem to make your project happen successfully (e.g. legal; economic; financial; technical; environmental; management and delivery); how will you try to prevent or limit them?. **N.B.** SEEDA may claim back the value of their investment if, for example, you run out of money, therefore it is in your interest to identify any business risks associated with your project and methods of minimising them.

9. Costs and Funding: This section asks for all the items you are asking grant for and wants to know how you are going to fund them. You will need to be able to cover the full expense of the project as the grant is not payable until you have receipts to prove that you have spent the money.
 A **Capital** cost relates to the purchase of an item of equipment etc.
 A **Revenue** cost relates to operating costs
 (Please see the document 'SEWTF Application Guide' for help on grant rates and match funding)

9.1 Description of Expenditure. Please supply 3 quotations for all expenditure for which funding is requested (or less if there are only 1 or 2 known suppliers of the equipment). A business plan may be requested for grant exceeding £10,000.	Capital Costs (£)	Revenue Costs (£)
TOTAL		

9.2 Funding Source NB Hire Purchase is not an accepted method of funding. The assessment panel needs to be confident that you have arrangements in place to purchase the items prior to claiming grant.	£	% of total package
Own cash or private loan		
Commercial loans or mortgages		
Other sources of grant aid		
In kind (not greater than 25% of project costs)		
Amount SEWTF grant requested		
Totals		

9.3 Funding Source status. Please give more information on the progress of any requests you have made for loans etc. If you have put some money as in-kind, please detail what this is for, what the in-kind contribution is and justify the claim.

9.4 de minimus status. Please advise the amount of public funding that you have received over the last 3 years and their source (total of 200,000 euros allowed over 3 years under de minimus state aid rules).

Awarding body	Amount (£)	Exemption Type

10 Project Options: What other ways have you considered to achieve your aim? Please describe these and explain how you made your decision (this will help you to check that you have looked at other options and that this is the best one for you).

11 Alternative Funding: If SEWTF funding were not available, what other ways do you have to carry out your project? e.g., could you reduce the size of your project.

12 Financial Sustainability Please explain how you are going to finance the ongoing maintenance of the equipment or service obtained through the SEWTF investment. (The SEWTF aims to support projects that are economically sustainable and will provide increased profitability for the applicant.)

If you have any questions, please phone the Forestry Framework Officer on 01420 23337.

When you have completed the form, please either:
email it to melanie.wallis@forestry.gsi.gov.uk

Or send it to the
Forestry Framework Officer
Forestry Commission
Alice Holt
Farnham
Surrey GU10 4LF

*** End of Application Form ***