

Woodlands and You: using the Welsh Government Woodland Estate for longer term projects and activities



Proposal Form 2

**PLEASE READ THE GUIDANCE NOTES
AS YOU COMPLETE THIS FORM**

You can get this publication in large print and other forms (e.g. Braille, audio tape) or arrange for a member of FCW staff to contact you:

Tel: 0300 068 0300 (lo-call rate)

Fax: 0300 068 0301

Email: fcwenquiries@forestry.gsi.gov.uk





Woodlands and you: using the Welsh Government Woodland Estate for longer term projects and activities

So, you or your organisation is planning a longer term project or activity in woodland managed on behalf of the Welsh Government by Forestry Commission Wales.

Before filling in this proposal form, please talk to your Local Forest District. Contact details are on the FCW website and at the back of this form.

We need you to give us details of what you are planning so that we can help you make the most of Wales' woodlands. We also need to make sure that any project is going to be safe and will not affect any other activities in our forests.

First of all you need to check that the woodland you are interested in is one managed by Forestry Commission Wales, you can check online here

<http://www.forestry.gov.uk/forestry/INFD-8A9FPS>

If you're doing this as an individual, community group or social enterprise, you'll find further information in the Guidance document. We have also provided example completed forms on our web pages.

If you're a commercial enterprise, you may need further help – please contact us using details at the back of this form.

Please give us as much information as you can so that we can come back to you with a decision as quickly as possible. You may not need to answer all the questions – read each one carefully to check.

PLEASE ENSURE YOU HAVE SPOKEN TO A MEMBER OF FCW STAFF IN YOUR LOCAL DISTRICT ABOUT YOUR PROJECT OR ACTIVITY *BEFORE* YOU FILL IN THIS FORM





1. Are you submitting this proposal as:	Yes	No
a. An individual – if yes, please answer questions 1 to 18, 26 & 27. Make sure you also sign the form in the box provided.		
b. A representative of an organisation, club or a business/enterprise – if yes, please answer all questions. Make sure you also sign the form in the box provided.		

2. Main contact details for this application Please give full details so that we are able to contact you should we need to.			
Name:		Position	
Address:		Tel	
		Mobile	
Postcode:		Email	
Website: (if you have one)			

Section 1: About your proposal

3. What do you want to do, and in which woodland?



4. Please tell us why you want to do this.

5. Do you have any evidence of support for your proposal from woodland users or communities near the woodland?



6. What stage is your project/activity idea at?

7. When will the project activity start? – If you know exact dates please tell us

Start	dd/mm/yyyy	Finish	dd/mm/yyyy
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8a. Will people have to pay to take part in your event or activity?

Yes		No		If yes, how much per person	£
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8b. How many volunteers will be helping on your project? – if you are not sure yet, please estimate

8c. Will you be harvesting and selling any product from the woodland?

Yes		No		What?	
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9. What key changes or differences is your project or activity going to make to the woodland and the local community?



10. How will this project/activity be resourced?

11. If you are planning to install any infrastructure – for example paths, buildings, gates, fences, stiles, sculptures - how would you maintain them over the life of your agreement with Forestry Commission Wales?



12. Describe briefly any projects or activities of any kind you've undertaken over the last 5 years, including any with Forestry Commission Wales, or in any other woodland.

If yes, please tell us where and provide contact details:

Location	
Contact Name	
Address	
Postcode	
Contact number	
Please confirm you are happy for us to contact this person	

13. What will be the environmental impact of your project and how will you manage this?



14. Will your project need any legal permissions, e.g. planning and /or environmental consent?

No legal permissions required

Legal permissions will be required

If legal permissions are required, please detail which ones:

15. What skills and experience do you or your organisation/enterprise (paid staff and volunteers) have to help you run the project/activity?



16. Will you be working with any partner organisations on this project or activity? Who are they and how you will work together?

17. Describe the links you or your organisation has with other local bodies or groups.



18. How do you/will you ensure that people from diverse backgrounds and all abilities are able to take part in the running of your organisation/enterprise and in the activities you manage?

Section 2: about your group/organisation

Questions 19 - 25 do not have to be completed if you are applying as an individual

19. What sort of organisation, business or enterprise is it? *(Please include any*



registration numbers.)			
	Registration Number	Y	N
Private Limited Company			
Registered Charity			
Company Limited by Guarantee			
Industrial and Provident Society			
Community Interest Company			
Commercial Company			
Publically funded body (e.g. school, community or town council, Local Authority, University)			
Club, Institute or Association			
Other – please give details			

20. Name of your organisation or business/enterprise – as it appears on your governing document or set of rules, if you have these.

21. If your organisation, business or enterprise is part of a larger organisation, please tell us which one.

22. Please tell us when your organisation or business/enterprise was formed.

23. How is your organisation or enterprise managed?



24. How can people join your organisation/enterprise?

25. How many members does your organisation/club/enterprise currently have?

Section 3: supporting information

26. You will need Public Liability Insurance to the level of £5million. Please give details of all the relevant insurances you hold and their expiry dates.

27. If you have anything else to tell us in support of your proposal, or that you think we need to know, please tell us here.



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Please tick this box to confirm you are authorised by your organisation/enterprise to send this Project Proposal to us and that you understand our obligations under the Data Protection Act 1998, the Freedom of Information Act 2000 and the Equality Act 2010.	
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Name (please print)	
Date	
Signature	

Checklist: These documents/information need to be submitted with your application. Tick each box that is applicable and if you are unable to supply one or more at this time, please tell us why.

Copy of Governing Document <i>(constitution; rules; memorandum and articles of association etc)</i>		Names of committee members and details of their experience	
Business and/or project plan		Project budget and proposed funding sources	
Letters and evidence of support		Insurance certificates	
Equality and Diversity Statement		Environmental policy (if you have one)	
Relevant correspondence re. consents etc.		Map <i>1:25000 Explorer series with location marked</i>	
Risk Assessment			

If you are unable to supply any of these, please tell us why here:





Equality and Diversity – we would appreciate your answering these questions about your enterprise or organisation - they are, however, voluntary.

Gender: How many in your enterprise/organisation are				Male		Female	
We would prefer not to give genders							
<p>Disability: <i>Under the Equality Act 2010 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long term adverse effect on his/her ability to carry out normal day to day activities.</i></p> <p>How many members of your enterprise/organisation consider themselves to be disabled?</p>							
Yes			No				
We would prefer not to say							
How many in your enterprise/organisation are within these age groups:							
16-24			45-64				
25-44			65-75				
			75+				
We would prefer not to say							
Ethnic Group White: How many in your enterprise/organisation are							
Welsh			Irish				
British			Other				
Ethnic Group Mixed: How many in your enterprise/organisation are							
White & Black Caribbean			White & Black African				
White and Asian			Any other mixed background <i>(please specify)</i>				
Ethnic Group Asian or Asian British: How many in your enterprise/organisation are							
Indian			Pakistani				
Bangladeshi			Any other Asian background <i>(please specify)</i>				
Ethnic Group Black or Black British: How many in your enterprise/organisation are							
Caribbean			African				
Any other Black background <i>(please specify)</i>							
We would prefer not to give ethnic group							



Rhanbarthau Coedwig CCC FCW Forest Districts

Coed y Gororau Forest District

Powells Place
Powells Lane
Welshpool
Powys
SY21 7JY
03000 680146
welshpool@forestry.gsi.gov.uk

Coed y Gororau

Coed y Mynydd

Coed y Mynydd

Arran Road
Dolgellau
Gwynedd
LL40 1LW
0300 068 0254
Dolgellau@forestry.gsi.gov.uk

Llanymddyfri Forest District

Llanymddyfri Forest District
Llanfair Road
Llandoverly
Carmarthenshire
SA20 0AL
03000 680254
llanymddyfri3@forestry.gsi.gov.uk

Llanymddyfri

Coed y Cymoedd

Coed y Cymoedd Forest District

Resolven
Neath
SA11 4DR
0300 068 0214
Resolven@forestry.gsi.gov.uk

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