

## **Forestry Commission East England**

### **ADDITIONAL INFORMATION**

#### **The Forest School Application Process**

Within this pack you should find all the necessary forms that will allow you to formulate and submit an application to us. Each pack contains forms EWGS1, Map Order Form, FS WIG application form and FS WIG Guidance Notes. Please read the additional information below which may explain the process further.

#### ***Grant Maps***

We would strongly urge you to order your maps as soon as the area, which is to be the subject of the application, has been clearly identified. The Forestry Commission will supply these free of charge but you must apply using the FC map request form provided on the website or within this grant information pack.

Please note that in order to acquire an acceptable map, it is essential that a rough map of the area of coverage required accompanies the application. This will allow us to pinpoint the area of coverage that you require.

We need to be shown the boundary of the woodland, school premises, or offices on the map in red ink, where the main activities of the grant will be carried out under your application proposal. When the FC map is sent to you, you must mark on the appropriate area using red ink and submit the map to us.

Please visit [www.forestry.gov.uk/forestry/INFD-6D8HXR](http://www.forestry.gov.uk/forestry/INFD-6D8HXR) for full details on how to order maps.

#### ***Grant Application Forms***

Please refer to

***FC EWGS 1:*** Please follow the Guidance Notes for completing the EWGS 1 form concerning the details of the applicant who will be responsible for the site/ wood/ authority etc. The applicant should be the person or persons that you intend to sign the contract agreement. If your application is on behalf of a school, it is usual for the Head Teacher or a Governor to sign the documents.

***East England Forest School EWGS form:*** Please follow the Challenge Guidance Notes for the criteria on which your application will be judged. Please endeavour to provide all of this information when making your application and show how links are made with sustainability of each site.

***Forest Schools Costs:*** We have listed some of the work items that the grant will help towards. You will need to obtain your own cost for each item when making the application.

**Applications for the Forest School Woodland Improvement Grant must be received by:  
29<sup>th</sup> January 2010**

If you require guidance and assistance whilst completing your application, please contact us at the address below:

**Submit full applications** (FC EWGS 1, East England Forest School EWGS form and map) to:

Forestry Commission  
East England Region  
Santon Downham  
Brandon  
Suffolk  
IP27 0TJ

Tel: 01842 815544

Email: [east.fce@forestry.gsi.gov.uk](mailto:east.fce@forestry.gsi.gov.uk)

**Internet Access:**

General information on Forest Education Initiative and the Forest School can be obtained from the following websites

[www.foresteducation.org](http://www.foresteducation.org)

[www.foresteducation.org/forest\\_schools.php](http://www.foresteducation.org/forest_schools.php)

[www.forest-schools-east.org](http://www.forest-schools-east.org)

The East England Region of the Forestry Commission also has its own webpage and details of the Forest School Challenge Grant can be found and further details can be downloaded from this site, which also has links to the application form, guidance notes, standard costs and map request form:  
[www.forestry.gov.uk/eastengland](http://www.forestry.gov.uk/eastengland)