

Broadland District Council Community Tree Planting Grant

Application form

Eligibility checklist:

- ☐ The planting will take place in Broadland district
- ☐ The applicant is a town/parish council, voluntary/community group or a charity
- ☐ The tree planting meets our criteria – on publicly accessible land, plants whips (young trees) and has a suitable aftercare plan

Checklist

***Please do not submit this form until you are able to tick all of the boxes below. You will not be considered for a grant until you have returned all of the necessary information.**

- ☐ Completed application signed by two authorised signatories (electronic signatures are acceptable)
- ☐ Agreement to the conditions set out below
- ☐ Bank account details and email address for remittance advice
- ☐ Quotes for proposed tree planting; including tree purchasing, planting and aftercare
- ☐ A tree planting plan including a map demonstrating where the trees will be planted

Submitting your application

Send the completed application form and supporting documentation to the email address below. Please keep a copy of the application for yourself.

Email address:	environmentalstrategy@southnorfolkandbroadland.gov.uk
Postal address:	FAO Kirsty Burns, Broadland District Council, Horizon Centre, Peachman Way, Broadland Business Park, Norwich, NR7 0WF
Enquiries:	01603 430105

1) Contact details

Name of Organisation / Group	
Mailing Address	
Postcode	

Primary contact name	Second contact name
Position	Position
Daytime phone no	Daytime phone no
Email address	Email address
Web Address:	

2) About your organisation

***Please note that funding is only available for town/parish councils, charities, voluntary or community organisations.**

Which of the following best describes your organisation? (Please ✓ as applicable)			
A registered charity		Charity number →	
Company limited by guarantee		Company number →	
Voluntary Organisation			
Town/Parish council			
Other (please state)			

Do you have a constitution or governing document? (please provide a copy or link)	Yes		No	
Do you have an equal opportunities policy? (please provide a copy or link)	Yes		No	

3) About your project

If you require assistance completing this form please contact the Environmental Coordinator- Kirsty Burns **01603 430105**

environmentalstrategy@southnorfolkandbroadland.gov.uk

Describe the project you are asking us to fund

There are a number of measures that are eligible for a grant:

- ☐ Planting whips (saplings)
- ☐ Planting standards (larger, more established trees)
- ☐ Planting hedgerows
- ☐ Tree guards and fencing
- ☐ Labour costs associated with tree planting
- ☐ Aftercare costs to ensure high survival rates

Please provide more detail about your project - e.g. a description of the locations where the trees will be planted (verges, parks etc), the species mix, aftercare plans to ensure that a higher proportion of the trees survive

*Please note that projects that only plant larger trees are less likely to be funded as we are looking for projects that offer value for money in terms of numbers of trees planted. We are setting a maximum of 20% of costs on mature trees.

*We will not be able to fund projects that do not consider aftercare of the trees.

*We expect trees to be sourced from a reputable company that adheres to bio-security standards.

How will you engage the local community in this project?

e.g. community planting days, involving local schools/youth groups, improved environment for residents etc.

This funding cannot be used for projects that have already started, when will this project take place?

*This fund is for projects that take place in this Tree planting season – Nov '23 to March '24

The costs of your project

Please provide a breakdown of the total cost of this project including VAT if applicable.

Is your organisation able to claim back VAT?	Yes		No	
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If your organisation is able to claim back VAT then the grant will exclude VAT, if you cannot then the grant given will include VAT.

The maximum grant that we can offer is £1000.

How much money are you asking us for?	£
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Will the grant cover the total cost of the project?	Yes / No
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If no what is the total cost of the project?	£
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Breakdown of the where the Community Tree planting Grant will be spent:

ITEM	£ Costs
Total cost of the items listed above	£

Have you applied for additional funding from elsewhere for this project, or do you intend to apply for any?

Funder	£ Amount

Does this funding cover the total project cost?	Yes		No	
If no, how do you intend to meet this shortfall?				

4) Bank details

***Please note that this must be a bank account for the organisation applying for the grant and not for an individual.**

Group account name	
Bank/building society name	
Bank/building society address	
Postcode	

Sort Code							Account number								
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Does your account require two unrelated signatures for all transactions	Yes		No	
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5) Publicity

Where did you hear about the Council's Community tree planting Grant?	
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Please tell us how you will publicise your project: The Environmental Team may be able to help support your project

Is your local Councillor aware of your project?	Yes		No	
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6) Declaration

1. I am authorised to make the application on behalf of the above organisation.
2. I certify that the information in this application is correct.
3. If the information in the application changes in any way I will inform Broadland District Council immediately.
4. I give permission for Broadland District Council to record the information in this form electronically and to contact my organisation by phone, mail or email with information about this grant scheme.
5. I understand that the information given in this form will be made available upon request to members of the public and/or organisations. This would just relate to project details.
6. I agree to abide by the terms and conditions of the grant awarded as set out in the accompanying guidance and to the conditions that will be outlined in an offer letter.
7. I agree to participate in monitoring, auditing and evaluation related to these funds.

Declaration and Consent:

The information provided is to the best of my knowledge, and I understand that the details given in this application will be used solely for the purpose of the application.

Data and Privacy

Broadland District Council takes your privacy very seriously and provides the following information in compliance with data protection legislation.

Purpose for data processing

Under data protection legislation we lawfully process your personal information as part of the performance of our task as a public authority. We use your personal data for the purpose of determining your application and to contact you about your application, including contacting you about possible promotion of the scheme if you are successful.

In terms of retention, if your application is successful we will store your data until March 2024, at which point it will be destroyed. If your application is unsuccessful, we will retain your data until March 2024, at which point it will be destroyed.

Your rights

Under data protection legislation you have the right to request: access to, rectification, erasure, restriction, objection or portability of your personal data. You can find out more about these rights on our Data Protection Policy. These rights are not absolute and we will tell you if there is an applicable exception. If you have any concerns or questions about data protection contact the Data Protection Officer at dpo@southnorfolkandbroadland.gov.uk You also have the right to lodge a complaint with the regulator, The Information Commissioner's Office

Our signatures confirm acceptance of these conditions. Two signatures are required.

Organisation Chair, Clerk or Secretary

Signature (Please sign)		
Name (Please print)		Date

Committee Member or Councillor or Second representative

Signature (Please sign)		
Name (Please print)		Date