Future Woodlands Scotland

Grant Application process

The following information will help you work out if your project is eligible or not. Applications must be made on the Application Form which is available on the website. You will be required to sign a contract if your application is successful.

What kind of projects will be supported?

Future Woodlands Scotland is engaged in a range of activities related to the practice and demonstration of sustainable management of native woodland and related research. Projects which can demonstrate any of the following are a priority for support:

1. Researching, evaluating or demonstrating the contribution of sustainable forest projects to the mitigation of and adaptation to climate change;
2. Researching evaluating or demonstrating the contribution of native woods towards biodiversity;
3. Encouraging or supporting such research, dissemination of its results and the long-term maintenance and evaluation of relevant data;
4. Raising awareness of the contribution which sustainable management of native woodlands can make to environmental improvement, conservation of the natural heritage or the economic vitality of communities; and
5. Encouraging communication and collaboration among parties interested in achieving the foregoing.

There is no geographical limit for this activity within Scotland. Proposals located on the fourteen Scottish Forest Alliance are welcomed. It is incumbent on the applicant to ensure appropriate permission from landowners and insurance for the activity undertaken.

Who can apply?

Any organisation that can demonstrate they have the skills to carry out the proposed work can apply. Organisations can be local or national. Applications demonstrating a *partnership approach* to achieve common goals will prioritised.

What can the grants be used for?

Projects can last a maximum of three years and grants would normally be awarded for:

- Costs associated with researching, evaluating or demonstrating a relevant activity.
- Survey and monitoring
- Dissemination of relevant knowledge and raising awareness.
- Encouraging collaboration among interested parties.

Before work starts, projects must have the agreement of the landowner and also any statutory consent or permissions.

What the grants cannot be used for

- General appeals and circulars including contributions to endowment funds.
- Projects which are primarily or exclusively intended to promote political or religious beliefs.
- Work taking place outwith Scotland.
- Generic employment and training projects.
- Core revenue costs.
- Individual students or support organisations for personal study, travel or for expeditions, whether in the United Kingdom or abroad.

- Capital or maintenance costs of providing access or other site-based infrastructure.
- The purchase of buildings and/or land.
- Charities which collect funds for onward distribution to others.
- Umbrella groups which do not provide a direct service to individuals.

How much can the grants be for?

Grants up to £10,000 are available. Projects which can demonstrate at least 50% matched funding in place will be looked on favourably, but this is not essential.

- The whole project can be of any size and there is no defined maximum project cost.
- Grants which exceed 50% of one person's salary costs are unlikely to be awarded.
- Only one application can be made per year by any one applicant.

The funding will only be paid once match funding has been secured. Match-funding can include in-kind or volunteer support that directly relates to the project.

Interim invoices can be submitted and final payment will be made on the production of an end of grant report, to the satisfaction of Trustees.

Budgets

A completed Revenue and/or Capital Budget is required. It is important that you explain any funding already secured; where the funding is from, the amount and whether it is restricted to a particular piece of work or specific post. Please also detail any other projected income, i.e. from applications to other Trusts/Foundations and when you expect to receive a decision on these. Where you have a projected shortfall please also tell us how you expect to meet this.

A copy of your most recent independently examined/audited Accounts may be requested. If you are a newly registered charity or SCIO please provide confirmation of your registration along with a current bank statement and details of an independent referee.

If applying for funding towards the salary costs of a specified worker please provide a job description for the post. Please also tell us whether it is a new or existing post.

Legal and compliance

Please confirm that you have met all the legal, insurance and compliance requirements necessary for the undertaking of the work.

Claiming the Funding

If an application is approved, written confirmation of the funding award will be sent to the successful applicant. The Project can then be implemented. ***Payment will be made as detailed in the Grant Offer.*** This may include interim funding as agreed with the Trustees and final payment will be made on the production of an end of grant report, or as detailed in the Grant Offer, to the satisfaction of Trustees.

All funds should be acknowledged on receipt.

Applications

An application form can be accessed via the website. Completed applications should be returned to: Fiona Chalmers at info@futurewoodlands.org.uk

Trustees will consider applications at Trustee meetings in March and October, the deadlines for applications are the last day of February and September in any given year. Once received, your application

will be logged, and you will be sent an acknowledgement which will tell you the date of the meeting at which your application will be considered. Decisions will be forthcoming within two weeks of the meetings. If your application has been unsuccessful, we ask that you wait 12 months prior to reapplying.

For those approaching the end of an existing grant funded project it may be possible to apply for continuation funding. However, successful applicants must demonstrate delivery of the initial aims and objectives, all of which should be well documented within the appropriate end of project report. We may consider requests for continuation funding up to six months before this funding is due to expire.

End of grant report
An End of Grant report will be required prior to final payment so that the impacts of the projects can be recorded and shared. The End of Grant report will include:

- Results of the project compared to initial proposal, including achievements against targets.
- The impact of the project and potential to use the results in the future.
- What difference did the project make and what difference did the Future Woodlands Scotland contribution made.
- The results of any research, evaluation or other works carried out.
- Any substantial alterations to the project.
- The project timescale.
- Breakdown of project costs.

Overall, the report will evaluate the outcomes of the project and confirm what work was carried out. It will explain how objectives were met and will request a robust evaluation of the project. Photographs can also be submitted in the report.

Information and support
If you would like to discuss an idea or project, need support to develop your project, assistance with completion of the application form or have any other questions, please contact Fiona Chalmers on info@futurewoodlands.org.uk

Additional points to note

- If applying for funding which is not needed for some time we may place your application on hold until a later date. In such cases, we would, of course, advise you of this decision. This would similarly apply in cases where we consider it too early to take forward your application and require you to have more funding in place.
- Please refer to any funding you have previously received from Future Woodlands Scotland in your application.
- You may wish to provide additional documentation in direct support of your application. Where such documentation is substantial please do not provide this as a matter of course but refer to this in your application and supply on request.