APPLICATION FORM

**PLEASE USE THE NOTES THAT ARE ATTACHED WITH THIS FORM FOR GUIDANCE.**

If you are filling in the form electronically, simply click on the prompts and type. If you are handwriting this application and need more space, please continue onto extra paper where needed.

**Please make sure to send this completed application form (including any extra pages if handwriting) and your map to:**

[**Loot4fruit@lancashire.gov.uk**](mailto:Loot4fruit@lancashire.gov.uk)

or

**Treescapes Team, PO Box 78, County Hall, Fishergate, Preston, Lancashire, PR1 8XJ**

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| --- | --- | --- | --- |
| **SECTION 1**  Tell us all about your organisation | | | |
| 1.a **Name of Organisation** | Click or tap here to enter text. | | |
| 1.b **Address of Organisation** | Click or tap here to enter text. | | |
| 1.c **Postcode** | Click or tap here to enter text. | | |
| 1.d **Charity number**  (If applicable) | Click or tap here to enter text. | | |
| 1.e **VAT number**  (If applicable) | Click or tap here to enter text. | | |
| 1.f **Applicant Name**  (Lead contact) | Click or tap here to enter text. | | |
| 1.g **Role in organisation** | Click or tap here to enter text. | | |
| 1.h **Address**  (Main contact address of applicant if different than above) | Click or tap here to enter text. | | |
| 1.i **Postcode** | Click or tap here to enter text. | | |
| 1.j **Telephone** | Click or tap here to enter text. | | |
| 1.k **Email of lead contact** | Click or tap here to enter text. | | |
| 1.l **What does your organisation do?** | Click or tap here to enter text. | | |
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| **SECTION 2**  **Tell us about who you work with** | | | |
| 2.a **Who will be involved in delivering the project now and in the future? Try to be specific.**  Please list any partners or groups in your project and how they are helping | Click or tap here to enter text. | | |
| 2.b **Who will benefit from your orchard and how? Try to be specific.** | Click or tap here to enter text. | | |
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| **SECTION 3**  **Tell us about your project location and what you will be doing** | | | |
| 3.a **Have you created a map of your site?**  This visual map is an additional document and should be included as a separate attachment when returning this completed application. | *Your map can be* ***hand drawn or digital****.*  *It should be sent as an* ***additional document*** *to this application form.*  *Please show the following:*  Site boundary lines (in a different colour)  Scale  The estimated position of each tree  The point of entry by your group or the public (if your site has a gated entrance)  Orientation of North | | |
| 3.b **Where will your Orchard project take place?**  In addition to the map, please provide **one** of the following:   * [What3Words](https://what3words.com/payer.maps.down) * [Google Maps](https://www.google.co.uk/maps) (Easting, Northing) * [Grid reference](https://gridreferencefinder.com/)   Help is provided in the guidance on how to obtain these – if you need assistance with this please contact us. | Click or tap here to enter text. | | |
| 3.c **Who is the landowner and do you have their permission to carry out the project?** | *If you do not have permission, we cannot fund your project.*  Click or tap here to enter text. | | |
| 3.d **Public access: Can you confirm that the public will have access to the site and how often?**  If not, how can you demonstrate that the project will be of wider public benefit. | Click or tap here to enter text. | | |
| **Future proofing by growing resilience.**  We want to hear about how you will manage your trees in the future; from planting to fruit harvesting. | | | |
| 3.e **Tell us how you will ensure your trees get enough water –** the first three years are the most important. | Click or tap here to enter text. | | |
| 3.f **Are you using mulch? If so, will you be making your own or purchasing it?**  **If not, please tell us why.**  *If you are buying mulch, add this to section 4* | Click or tap here to enter text. | | |
| 3.g **What is your method to protect your trees from animals and control weeds?**  If you are using a strimmer or lawn mower, how are you making sure the tree won't be damaged? | Click or tap here to enter text. | | |
| 3.h **What will you do with the fruit? Do you have the equipment (like a fruit presser) or storage available to achieve your goals?** | Click or tap here to enter text. | | |
| 3.i **Explain how this project will bring benefit to the wider community and environment?**  Applications will be assessed for potential for positive contributions towards aspects like; health and wellbeing, nature, community cohesion, and education. | Click or tap here to enter text. | | |
| 3.j **How will this project create a legacy to the Kings Coronation?**  *See guidance notes for examples.* | Click or tap here to enter text. | | |
| 3.k **This is one-off funding; how will your project be sustained in the future?**  Please include:   * How long your group has been running for * Any relevant tools and equipment you have access too. * Links or partnerships with other projects | Click or tap here to enter text. | | |
| **Please continue extra sheets if needed.** | | | |
| **SECTION 4**  Use this space to detail how much will it cost | | | |
| 4.a **FUNDING: Please list what trees and protection you will be spending the funding on. You should seek at least two different supplier quotes, we may request evidence of this.**  Give as much detail as possible including tree type, size. We will not fund any **plastic** tree protection.  **Prices should include VAT**. Fruit trees usually are exempt from VAT.  **For inspiration on tree selection please refer to the Orchard CHEAT sheet** | | | |
| **Item** | **Detail** | | **Cost** |
| *Eg. Egremont Russet Apple trees - BR, MM106 semi-vigorous, light standard (8-10cm)* | *3* | | *3 x £39 = £117.00* |
| *Wooden Stakes* | *6* | | *6 x £3.99 = £23.94* |
| *Delivery of items* | *1* | | *£15.00* |
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| **TOTAL COST** | | | **£**Click or tap here to enter text. |
| 4.b **Total that you are requesting from us?**  *Total requested here* ***must include VAT****, we cannot make additional VAT payments after your grant has been approved.* | | | **£**Click or tap here to enter text. |
| 4.c **Do you have any further funding for other elements of the scheme not included here? ie paths, seats If so, who is it from and how much?** | | Click or tap here to enter text. | |
| 4.d **Where are you purchasing your trees from?** Please give name of business and address | | | |
| Click or tap here to enter text. | | | |
| 4.e **If applicable, please provide their Plant Healthy ID number?** | | | |
| Click or tap here to enter text. | | | |
| 4.f **Please tick the boxes below to confirm you have understood the following statements.** | | | |
| By ticking this box, I confirm that the orchard planting using this grant will not be used to generate profit by selling the fruit or cuttings from the fruit trees purchased. | | | |
| By ticking this box, I confirm that the orchard will not be double funded. | | | |
| 4.g **Where did you hear about to the Lancashire Coronation Community Orchard Fund?** | | | |
| Click or tap here to enter text. | | | |

4.h **How would you prefer to be contacted on the outcome of your application? Tick all that apply:**

**Email  Phone  Letter**

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| **Application Check List:**  Please make sure you have completed and sent us the following items for your application:  **This application form**  **A map** (see section 3) |

Thank you for taking the time to complete this form

**Please return completed applications to:**

[**Loot4fruit@lancashire.gov.uk**](mailto:Loot4fruit@lancashire.gov.uk)

***Data Protection:***

*In completing this form, you understand that Lancashire County Council has a requirement to process your personal data. It needs your data for the purposes of reviewing and progressing applications to the Lancashire Community Orchard Fund for Lancashire County Council, Blackburn with Darwen Unitary, and Blackpool Council.*

*Lancashire County Council will only ever process your personal data where it has a clear lawful basis for doing so in full compliance with data protection legislation - UK GDPR and The Data Protection Act (2018).*

*We will ensure the security and confidentiality of your personal data at all times.*

*For full details of how Lancashire County Council handles your personal data please see our privacy notice here:*

[*https://www.lancashire.gov.uk/council/transparency/access-to-information/service-and-project-specific-privacy-notices/planning-and-environment/*](https://www.lancashire.gov.uk/council/transparency/access-to-information/service-and-project-specific-privacy-notices/planning-and-environment/)

