**Application to become a Woodland Social Enterprise Centre of Excellence**

**To help you apply for the programme we have provided a word copy of the questions. Please note \* means this is a required field.**

**Thank you for applying to become a Centre of Excellence for your region.**

Please read the application **guidance notes found here** prior to applying.

Please note, this opportunity is reliant on a successful application to the Heritage Fund Green Recovery Challenge Fund by The Plunkett Foundation and our Woodland Social Enterprise Network Partners, a decision is expected from the funder by the 16th July 2021.

The application can be saved and re-started at any point. Please use the save button at the top of the form, under the title.

Initial assessments to create a shortlist of applicants will be made using the application form information and governing documents only. All other documents will be used to choose the final three woodland social enterprises.

**Closing: 9am Monday 21st June 2021**

**Responses to applicants: 5pm Wednesday 30th June 2021**

**Start date: 1st August 2021 (anticipated)**

**Programme end: 28th February 2023 (anticipated)**

**Eligibility Check**

To ensure applicants are suitable for this programme, please tick to confirm that: (all fields required)

* You are a woodland social enterprise.
* You have been trading for at least 3 years.
* You are based in England.
* You are committed to becoming a regional Centre of Excellence – a leader in the woodland social enterprise sector – a knowledge, inspiration and training centre that promotes and supports the setting up and development of woodland social enterprises.
* You are able to engage with the programme immediately (anticipated start date is 1st August 2021) – attend meetings (in person and online), undertake training, participate in promotional activity etc.
* You own the woodland you work in or have a lease that has at least 20 years left (from date of programme completion 31st March 2023) with the option to re-new, and will be able to provide evidence of ownership if your application is successful.
* You have a community/organisation bank/building society account, funding will not be paid into personal accounts.
* You will remain engaged in the programme until 31st March 2023.
* You have read the application guidance notes.

If you do not meet this criteria unfortunately you are ineligible to apply to become a Centre of Excellence. But, if the Woodland Social Enterprise Network proposal is successful you may be eligible for funded support, events and training and could apply for a small scale bursary. In the meantime, please stay in touch via the [Woodland Social Enterprise Network](https://www.facebook.com/groups/255974274851772) Facebook Group a peer to peer support group set up by the sector, and hosted by Plunkett.

If you are a community woodland (locally rooted, trading for the benefit of the community, accountable to the community and have broad community impact) then you may already be eligible for free business support. Please do not hesitate to contact us – info@plunkett.co.uk, 01993 810730 or via our [online enquiry form](https://plunkett.co.uk/form-general-contact/).

**The Form**

**Applicant Details** (all fields required)

* First name
* Surname
* Position in the organisation
* Email
* Phone

**Woodland Social Enterprise Details**

* Organisation trading name\*
* Organisation legal name\*
* Organisation address\*
	+ Street
	+ Town/city
	+ County
	+ Postcode
	+ Region
	+ Country
* Local Authority where the project will take place\*
* Constituency where the project will take place\*
* Please provide a six-digit Ordnance Survey grid reference number for the mid-point of your project area (for example: SK510072). If you are working on multiple sites, separate each grid reference with a semicolon (for example: SK510072, SX163777, TQ317842). Do not include any additional text with your grid references. \*
* If you have them please provide the following links:
	+ Website
	+ Facebook
	+ Twitter
	+ Instagram
* Please provide the details of your organisation’s directors, trustees, committee members. This information will be used to undertake anti-money laundering, insolvency, disqualifications and related party checks. (all fields required) \*
	+ First Name
	+ Surname
	+ Date of Birth
	+ Add more

**Your Woodland Social Enterprise** (all fields required)

* Date established\*
* Legal structure\*
	+ No legal identity
	+ Charitable Incorporated Organisation
	+ Co-operative Society (IPS Co-operative)
	+ Community Benefit Society (IPS Bencom)
	+ Community Interest Company (By Shares) Large Membership
	+ Community Interest Company (By Shares) Small Membership
	+ Community Interest Company (By Guarantee) Large Membership
	+ Community Interest Company (By Guarantee) Small Membership
	+ Company Limited by Guarantee
	+ Company Limited by Shares
	+ Scottish Charitable Incorporated Organisation
	+ Trust
	+ Unincorporated Association
	+ Other, please specify
* Is the woodland you use? \*
	+ Owned by your organisation
		- When did you purchase the land? \*
	+ Leased by your organisation
		- When did you lease begin? \*
		- When will your lease end? \*
		- Is there an option to renew? \*
* Please provide a brief summary covering your organisations aims and objectives. (300 words) \*
* Please outline your trading/enterprising activities (how you generate income). (200 words) \*
* Please tell us about social benefit activities – please include information on the community you serve/who your beneficiaries are. (200 words) \*
* On average how many people benefit/use your site per month (approximately)? (number only figure) \*
* Please tell us about the heritage in your project and why it is important to your organisation and community? This could be cultural and/or physical. (200 words) \*
* Is the heritage considered to be at risk? \*
	+ Yes
		- Please explain why you consider the heritage to be at risk and how. Please describe your evidence base. (150 words) \*
	+ No
* Does the land/heritage on which you are situated have any formal designation? (Please select all that apply from the list) \*
	+ No
	+ Area of Outstanding Natural Beauty (AONB) or National Scenic Area (NSA)
	+ National Park
	+ National Nature Reserve
	+ Ramsar site
	+ Regionally Important Geological and Geomorphological Site (RIGS)
	+ Special Area of Conservation (SAC) or e-SAC
	+ Special Protection Areas (SPA)
	+ Registered Park or Garden
	+ Site of Special Scientific Interest
	+ Local Nature Reserve
	+ World Heritage Site
	+ Other
		- Please provide details. \*

**Becoming a Centre of Excellence** (all fields required)

* What activities do you currently do to support others to create or develop a woodland social enterprise, and how you support/promote the wider woodland social enterprise sector? (300 words) \*
* What activities would you like to do in the future to support the woodland social enterprise sector, and how will becoming a Centre of Excellence will enable you to achieve your goals? (300 words) \*
* Tell us why your organisation should be chosen to become a Centre of Excellence? (300 words) \*

**Funding** (all fields required)

* Please explain the activities that you would like to undertake using the £10,000 grant. Please justify your spending, why should these activities be funded, what will you gain from undertaking these activities? (300 words) \*
* Please provide an indicative budget for what you would spend the £10,000 grant on to make you a Centre of Excellence – this could cover staff costs, training of staff, facility improvement etc. (Provide a table for responses – see MTAP bursaries) \*

|  |  |  |
| --- | --- | --- |
| **Item #** | **Item Description** | **Estimated Cost (£)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **TOTAL** | **£** |

* Will you be undertaking any capital work as part of your project? \*
	+ Yes
	+ No
* Would you need planning permission, agreements, consents, licenses or design work to be in place/undertaken to deliver your proposed activity? \*
	+ Yes
		- Is this already secured? \*
			* Yes
			* No
				+ Please outline what you require and the timescale associated with the activity/ies. (150 words)
	+ No

**Opportunities** (all fields required)

* How many full time equivalent (FTE) jobs (including paid work placements/apprenticeships) do you currently provide? (number only figure) \*
* How many FTE volunteer positions do you currently provide? (number only figure) \*
* Will becoming a Centre of Excellence, and participating in the Woodland Social Enterprise Network programme, enable you to create or retain jobs? \*
	+ Yes, new jobs
		- How many FTE? (number only figure)
	+ Yes, retain jobs
		- How many FTE? (number only figure)
	+ No
* Will becoming a Centre of Excellence, and participating in the Woodland Social Enterprise Network programme, enable you to create or retains volunteer positions? \*
	+ Yes, new volunteer positions
		- How many FTE? (number only figure)
	+ Yes, retain volunteer positions
		- How many FTE? (number only figure)
	+ No
* Please describe how becoming a COE will bring benefit to more disadvantaged groups within your community, and how you will alleviate your communities needs/issues (these could be social, economic or environmental) (300 words) \*

**More about your Woodland Social Enterprise**

* Please provide any additional relevant information about your organisation. (200 words)

**Attachments** (all fields required)

* Business plan/visioning document/strategy \*
* Financial report/accounts \*
* Impact report (if available) or a document that outlines the impact your organisation has made of the past 1-5 years
* Governing documents (model rules, articles, constitution)\*
* Employers liability insurance
* Public liability insurance\*

**Declarations & Keeping in Touch**

**Declarations**

* I understand that the Woodland Social Enterprise Network programme, of which the Centre of Excellence are a part, will only run if Plunkett Foundation’s application to the Heritage Fund is successful.
* I declare that to the best of my knowledge and belief, the information given on this application form and in any supporting material is correct.
* I certify that I have the authority to act on behalf of this organisation and that this application has been approved by the trustees/directors or members of the management committee.
* I understand on signing this declaration that the organisation I represent complies with the eligibility criteria set out at the start of this application and will adhere to the deadlines and engage with the activities proposed.
* Groups working with children, young people and vulnerable adults: I declare that we have an appropriate safeguarding children, young people and vulnerable adult’s policy and that we have read and follow the [Charity Commission guidance](https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees).

**Privacy and Data protection**

* Plunkett Foundation and its programme partners will use the information you have provided on this form to make a decision about the suitability of your organisation for the programme. The information provided will be held on our secure CRM systems which are based within the European Economic Area. We take the security and privacy of the information you provide seriously and individuals have a number of rights under data protection legislation, if you wish to find out more about how we process your information, please find our privacy policy [here](https://plunkett.co.uk/privacy/).
* The Plunkett Foundation is the Data Controllers in respect of the information submitted in this form.
* Confidential information you provide, such as commercially sensitive data, will not be made public in any way, except as required by law.
* We may use non-sensitive data about awarded grants, including statistical data about applications, to promote the programme.

Signed \*

Full name \*

Date \*

**Find out more about the Woodland Social Enterprise Network partners:**

Please tick below if you would like to be contacted by any of the Woodland Social Enterprise Network partners. The contact details of the organisation and applicant will be passed to any organisation you tick.

* Community Woodland Association
* Grown in Britain
* Forest Research
* Forestry Commission
* Locality
* Llais y Goedwig
* Plunkett Foundation
* Shared Assets
* Small Woods

**Become a Community Business Network Member or Plunkett Supporter Member**

Membership is the cornerstone of our work at the Plunkett Foundation. The strength of our network of community business members, partners and supporters cannot be underestimated – without our members, we would not be able to represent the interests of rural communities and champion community ownership across the UK with the media, funders, policy makers, and other stakeholders. Find out about Plunkett Membership [here](https://plunkett.co.uk/become-a-member/).

* If you are a community business, would you like to find out more about the benefits community woodlands can receive by becoming a member of [Plunkett's Community Business Network](https://plunkettcommunity.co.uk/)?
	+ Yes, please contact me to tell me more.
* If you an individual or organisation that share Plunkett’s values would you like to find out more about becoming a Support Member?
	+ Yes, please contact me to tell me more.

**Thank you!**

Thank you for applying to become a woodland social enterprise Centre of Excellence. We will contact you by the 30th June 2021 with a response to your application. Feedback will not be provided to unsuccessful applicants.

Download a copy of your application here. If successful you will be required to fill in monitoring reports, some of which will ask you to respond to answers provided in this application. Please therefore retain a copy of your application for future use.

If you have any queries, concerns or comments please contact info@plunkett.co.uk or call 01993 810730.

**Automated Email Response**

Thank you for applying to become a woodland social enterprise Centre of Excellence. We will contact you by the 30th June 2021 with a response to your application.

If you are a community woodland (locally rooted, trading for the benefit of the community, accountable to the community and have broad community impact) then Plunkett may already be able to provide free business support. Please do not hesitate to contact us – info@plunkett.co.uk, 01993 810730 or via our [online enquiry form](https://plunkett.co.uk/form-general-contact/).

All woodland social enterprises are invited to join the Facebook Group – [Woodland Social Enterprise Network](https://www.facebook.com/groups/255974274851772) a peer to peer support group set up by the sector, and hosted by Plunkett.

Join us and become a Plunkett Member. Find out more about Plunkett Community Business Network Membership and Plunkett Supporter Membership [here](https://plunkett.co.uk/become-a-member/).

If you have any queries, concerns or comments please contact info@plunkett.co.uk or call 01993 810730.