



**Wildlife Trust for  
Beds, Cambs  
& Northants**

# **Farming for the Future (FftF) Grant Scheme Handbook 2023 - 2025**



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# 1. Scheme Overview

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## 1.1 Farming for the Future

Farming for the Future (FftF) is a project led by The Wildlife Trust BCN. We will work with farmers and landowners in the Northamptonshire to help restore and create meadow and wetland habitats as well as undertake vital capital improvements to tackle diffuse pollution and aid water quality.

The rivers and their surrounding habitats provide valuable homes to a range of wildlife such as dragonflies, birds and butterflies. Many meadows have been lost in the past, whilst remaining wetland habitats can be difficult to manage. This project will offer grant funding and specialist advice to create and restore habitats and tackle diffuse pollution.

## 1.2 The Objectives of Farming for the Future Grant Scheme

- Meadow and wetland habitats along the valley are restored or created to buffer and link up existing habitats.
- The surrounding landscape is improved for wildlife; wildflower field margins and well-maintained hedgerows soak up water, limit soil loss and absorb pollutants before they reach the river, protecting watercourses and the wider environment from point source and diffuse pollution from agriculture.
- Assist farm businesses with tackling diffuse pollution by providing grants to aid low cost infrastructure investments and provide advice on environmentally friendly farming.
- Improved access and interpretation to new and existing meadow and wetland sites.

The types of project which could qualify are;

- Arable reversion to meadow;
- Restoration of species poor pasture to meadow;
- Wetland restoration capital projects;
- Infrastructure projects to benefit water quality.

## 1.3 Contacts

For more information, please contact Bruce Gardiner (Wildlife Trust BCN)

**Tel:** 01604 774037 **Mob:** 07871 987381

**Email:** Bruce.Gardiner@wildlifebcn.org

**Address:** Wildlife Trust BCN, Lings House, Lings Way, Northampton, NN3 8BE (non-postal address)

## 2. How to Apply

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### 2.1 Grant Criteria

In order to apply for funding you must meet the following grant criteria

- Your land holding must be within or intersect the Farming for the Future Grant Scheme target area (see [Appendix 1](#))
- You must meet one or more of the objectives of the FftF Scheme (see [Part 1.2](#))
- You must display a minimum level of farming or conservation land management activity, as recognised by the project steering group

### 2.2 Who can apply?

The grant fund is available to all land owners undertaking farming and/or conservation land management activities within the FftF target area ([Appendix 1](#)).

### 2.3 How much can I claim?

The grant scheme will pay a fixed price per capital item, as described in [Section 3](#) of the handbook.

You can receive up to a maximum of **£5,000 for capital** items and up to **£10,000 for restoration** schemes. **The total amount of grant you can apply for is therefore £15,000.**

You are expected to contribute towards the cost of the work by an in-kind match contribution. This could be in the form of your own work on site, the provision and use of materials and/or machinery, or some self-funding. Effectively, the grant sum you receive covers 50% of the total cost of the work and future management, with the remaining 50% coming from sources such as those listed above.

### 2.4 Application Process

This handbook lists the items, measures and types of projects that FftF will fund ([Section 3](#)).

When you have decided on an item, measure or project you will need to submit an application form ([Appendix 2](#)) to the project steering group for consideration.

It is strongly recommended that you discuss your proposal with the FftF Land Adviser before submitting, as projects with their endorsement are more likely to be successful. The adviser will be able to support you with your application or you can complete the application process yourself.

You should supply a completed application form alongside a map which displays the farm boundary and site location of the item, measure or project.

Please take two or three photos of the site prior to and after completion of the work.

Please send all completed application forms to [Bruce.Gardiner@wildlifebcn.org](mailto:Bruce.Gardiner@wildlifebcn.org) (or request a postal address).

The application process runs between **January 2023** and **December 2025**.

## 2.5 How Applications will be Assessed

Applications submitted by email will be acknowledged via email within 5 working days of receipt. If you have submitted an application by post, please allow 7-10 working days for acknowledgement.

The project steering group (not the land adviser) who meet regularly four times a year will assess all applications. Applications can be submitted at any point in the year and will be assessed at the next steering group meeting.

Funding will be available each year and will be roughly distributed between each quarter, although this is at the discretion of the steering group.

All applicants will be informed of the success of their application within **two weeks** of the steering group meeting.

## 2.6 Grant Eligibility

- The grant will only be used to support the project specified in the application form
- Grants are not available to meet the cost of regulatory cross compliance, broken or damaged equipment or capital works that are already underway or funded from another source
- Grants cannot be used to deliver anything outlined within your Countryside Stewardship agreement
- The project - including delivery of its outputs and outcomes – will be completed and the grant claimed within the lifetime of the project
- **At least three** good quality photos of the project are submitted to the Wildlife Trust BCN for use in its own promotions.
- All applicants must meet state aid requirements
- Grants are available to landowners and tenants. Tenants must have landowner agreement and /or a written tenancy agreement for at least 5 years
- All capital items must have a minimum lifespan of 5 years
- All land management options must be managed as agreed for at least 5 years
- It is the responsibility of the applicant to obtain statutory consents for works and activities that the grant funding is being sought for such as;
  - Environment Agency flood defence consent
  - Planning permission
  - Natural England consent for works affecting a SSSI

## 3. What Grant Items, Measures or Projects are Available?

The table below outlines the items, measures and types of projects that are available through the FfTF grant scheme alongside a fixed unit cost or upper project cost limit. The objectives and specifications of each item, measure or project are outlined below.

The options listed are seen as priorities for the project but should not be seen as absolute. There are opportunities for farmers and landowners to suggest alternative measures or projects where there are clear benefits to wildlife or water quality.

Code	Item, Measure or Project	Cost
FFF1	Meadow Creation	Maximum Grant: £10,000
FFF2	Meadow Restoration	Maximum Grant: £10,000
FFF3	Wetland Restoration	Maximum Grant: £10,000
FFF4	Pond Management	£250 – £500 per pond
FFF5	Scrape Creation	£2/m <sup>2</sup>
FFF6	Flower Rich Arable Margins	£500/ha
FFF7	Riparian Tree Planting and Coppicing	£1.30 per tree / £50 per coppice
FFF8	Watercourse and Habitat Fencing	£4-5/m
FFF9	Gateway Re-surfacing	£100 per gateway
FFF10	Livestock Drinkers	£220 per pump
FFF11	Hard Bases for Livestock Feeders	£110 per base
FFF12	In-ditch Wetlands	£250-500 depending on site/size
FFF13	Sediment Ponds or Traps	£10/m <sup>2</sup>
FFF14	Constructed Farm Wetlands (“Reedbeds in Yards”)	£5-25/m <sup>2</sup>
FFF15	Leaky Woody Dams	£460 per dam
FFF16	Public Access Improvements	Maximum Grant: £5,000
FFF17	Interpretation	Maximum Grant: £5,000
FFF18	Farmer Innovation	Maximum Grant: £5,000

**FFF1: Meadow Creation**

Objective: to create new meadow habitats on arable or non-grassland sites to provide a wildflower rich habitat that will buffer, link or provide a stepping stone for wildlife between other such habitats.

## Specifications:

- Sites must be agreed with the land adviser as suitable for meadow creation
- Soil testing must be done and submitted with the application – sites should have a P level of 5-25mg/l and the soils structure should not be compacted
- A native seed mix must be used. The mix and specification for sowing must be agreed with the land adviser
- A sterile seed bed must be prepared prior to sowing
- The meadow should be topped in the first year and weeds controlled
- Management should then be an annual hay cut and aftermath grazing where possible
- Where grazed the site should be suitably fenced and a water source provided

## Conditions:

- Habitat Fencing grant (FFF8) may be used in conjunction with this grant
- The site must be maintained as permanent grassland
- Add little or no fertiliser

Costs: Maximum Grant: £10,000.00

**FFF2: Meadow Restoration**

Objective: to restore meadow habitats on pasture or species poor grassland to provide a wildflower rich habitat that will buffer, link or provide a stepping stone for wildlife between other such habitats.

## Specifications:

- Sites must be agreed with the land adviser as suitable for meadow restoration
- Soil testing must be done and submitted with the application – sites should have a P level of 5-25mg/l and the soils structure should not be compacted
- A native seed mix must be used. The mix and specification for sowing must be agreed with the land adviser
- A pre-restoration botanical survey must be undertaken
- A suitable methodology should be agreed with the land adviser
- Any increase in weed burden should be controlled
- Management should then be an annual hay cut and aftermath grazing where possible

## Conditions:

- Habitat Fencing grant (FFF8) may be used in conjunction with this grant
- The site must be maintained as permanent grassland
- Add little or no fertiliser

Costs: Maximum Grant: £10,000.00



### FFF3: Wetland Restoration

Objective: to restore degraded wetland systems to improve habitats in order to benefit wildlife and improve water quality.

Specifications:

- Sites must be agreed with the land adviser as suitable for meadow restoration
- A pre-restoration botanical survey must be undertaken and an understanding of the hydrology of the site gained
- A suitable methodology should be agreed with the land adviser
- Work should be carried out during dry periods to avoid soil damage
- Potential options include;
  - Reinstate foot drains, gutters and drains to increase wetness of grassland
  - Scrub control within marshy habitats
  - Add sluices to control water levels
  - Creation of reed bed, marsh or wet grassland features
  - Raising / maintaining ditch levels in adjacent land

Conditions:

- Advice from the Environment Agency may be required for this item
- Allow the area to re-vegetate naturally

Costs: Maximum Grant: £10,000.00

### FFF4: Pond Management

Objective: to restore the wildlife value of on farm ponds.

Specifications:

- Undertake a pre-application assessment to identify any wildlife or archaeological interest
- Carry out the work within the dates determined by the above assessment
- Increase open water by removing selected in-water trees and up to three-quarters of woody cover from the pond margin (focussing on the southern side, so the pond receives morning sun over a larger area)
- Place cut vegetation far enough away from the top of the bank to prevent decaying material and run-off from falling in and polluting the pond
- Where appropriate re-profile to create shallow sloping margins

Conditions:

- Do not dispose of spoil on historic or archaeological features, or to form a mound or bank around the pond or to fill and level adjacent wet areas
- Do not use herbicides to control aquatic plants and bankside vegetation
- Allow the pond banks to re-vegetate naturally
- Maintain a grassland buffer strip around the pond

Costs: £250.00 - £500.00 per pond, depending on size

### FFF5: Scrape Creation

Objective: to provide areas of bare ground, designed to hold water in wet habitats or provide early successional areas in dry habitats to benefit birds and other wildlife.

#### Specifications:

- Sites must be agreed with the land adviser as suitable for scrape creation
- Scrapes can be re-dug where they have vegetated over
- New scrapes can be dug where suitable locations have been identified
- Undertake a pre-application assessment to identify any wildlife or archaeological interest and identify hydrology of the site
- Grade scrape from a few cm to 40-50 cm along a gentle slope and with an irregular margin
- Site away from hedgerows and trees

#### Conditions:

- Advice from the Environment Agency may be required for this item
- Avoid digging scrapes when ground nesting birds or particularly wet ground

Costs: £2.00 per square metre

### FFF6: Flower Rich Arable Margins

Objective: to create flower rich arable margins to buffer watercourses or hedgerows and provide habitat for pollinating insects.

#### Specifications:

- Create a sterile seedbed
- Broadcast seeds in warm and moist conditions; a mixture of perennial and annuals that provide pollen and nectar sources should be used
- Establish during late spring or Autumn
- Cut and remove vegetation in the late summer each year
- Control vigorous weeds through regular cutting in the first year

#### Conditions:

- Any margins created through the grant cannot be part of your EFA
- Create on arable land / temporary grassland
- Avoid creating on areas known as important arable weed sites

Costs: £500.00 per hectare

**FFF7: Riparian Tree Planting and Coppicing**

Objective: to create tree cover alongside watercourses to provide wildlife habitat and reduce diffuse pollution or coppicing bankside trees to increase longevity.

## Specifications:

- Agree planting scheme with land adviser including species to be used, planting density, means of protection and areas of open space
- Create suitable bare ground to plant trees into
- Supply, plant and weed young trees
- Restock failed trees if necessary
- Protect young trees with spirals (until no longer needed) and from grazing livestock
- Agree coppicing plan with the land adviser
- Coppice trees between September and March
- Angle cuts away from crown to allow water to run off
- Stack or remove coppiced material

## Conditions:

- Do not plant on existing meadow or wetland sites or sites of archaeological interest
- All planting must meet Forestry Commission regulations

Costs: £1.30 per planted tree  
£50.00 per coppiced tree

### FFF8: Watercourse and Habitat Fencing

Objective: to prevent erosion of riverbanks by livestock or to allow management of restored habitats.

Specifications:

- Fencing should be 1.5m from the top of the watercourse (bank line)
- Fencing must be stock-proof, fit for the purpose and fitted with permanent stakes
- The wire used must be appropriate for the livestock type
- All materials used must meet the [relevant British Standards](#)
- Access into sites should be considered and gates should be considered where necessary (see 'Costs' below)

Conditions:

- All fencing should comply with single farm payment regulations

Costs: Post & Wire fencing	£4.00 per metre
Sheep netting	£5.00 per metre
Permanent electric fencing	£5.00 per metre
Field Gate	£180.00 per gate

### FFF9: Gateway Resurfacing

Objective: to provide a strengthened surface in the field gateway, reducing the ponding on either side of the gateway.

Specifications:

- Excavate the full width of the gateway by the full length which the gate opens into the field when it is at 90 degrees
- Excavate to a minimum depth of 150mm or until there is a naturally occurring hard surface
- Remove the excavated soil from the gateway area
- Overlay the excavated area with a geotextile membrane, then fill with aggregate (hard core) to a minimum consolidated depth of 150mm

Conditions:

- Works carried out must meet the [relevant British Standards](#) - examine copies of the most up-to-date standards for guidance
- Do not place spoil on any historic or archaeological feature or wildlife area identified

Cost: £100.00 per gateway

### FFF10: Livestock Drinkers

Objective: to provide livestock with an alternative to drinking from watercourses. This option is mainly to be used in conjunction with FFF8, which will reduce bank erosion, sediment pollution and faecal contamination of watercourses.

Specifications:

- Install an animal-operated pasture pump
- Secure the pump to sturdy preserved timber
- Construct a hardstanding or stone area around the pump of at least 2m by 2m
- Use medium-density polyethylene pipework with an external diameter of at least 25mm

Conditions:

- Make sure that all the joints are made out of brass or plastic and ensure they are watertight
- Make sure that the pump meets [relevant British Standards](#) - examine copies of the most up-to-date standards

Costs: £220.00 per pump

### FFF11: Hard Bases for Livestock Feeders

Objective: to provide hard bases where livestock can stand when drinking and thereby reduce the risk of runoff and water pollution from mobilised sediments and organic manures.

Specification:

- Dig the soil to a depth of at least 150mm, or down to a naturally occurring hard surface
- Extend the dug area around the drinking trough to a width of at least 2.5m
- Lay a geotextile membrane over the area and fill with hard core.
- Compact the hard core to a depth of at least 150mm, making sure it is well compacted

Conditions:

- Make sure the base meets [relevant British Standards](#) - examine copies of the most up-to-date standards
- Do not place spoil on any historic or archaeological feature or wildlife area identified

Costs: £110.00 per base

### FFF12: In-ditch Wetlands

Objective: to widen and re-profile existing ditches to create areas where wetland vegetation can develop and slow the flow of water.

Specifications:

- Select ditches with a shallow gradient and without constant flow
- Gain specialist advice from the land adviser and agree methodology
- In-ditch barriers such as soil bunds with outflow pipes may be required
- Undertake work in dry conditions
- Allow wetland areas to re-vegetate naturally or plant with species typical of the local area
- More info from WWT [here](#) and EA [here](#)

Conditions:

- Ensure that all work meets [relevant British Standards](#) - examine copies of the most up-to-date standards for guidance
- Do not place spoil on any historic or archaeological feature or wildlife area identified
- You must own the land either side of the ditch
- Features should not be placed in natural watercourses or within 3m of the outfall

Costs: £250.00 – £500.00, depending on size

### FFF13: Sediment Ponds or Traps

Objective: to create an area that run-off from fields is able to pond, allowing sediment to settle out, reducing the risk of contamination to nearby watercourses.

Specifications:

- Agree specification and methodology with the land adviser
- Excavate to an appropriate depth, creating gently sloping banks
- Spread any excess soil thinly across the land, away from the excavated pond area
- Where possible create a small number of smaller ponds
- More info from WWT [here](#) and EA [here](#)

Conditions:

- Ensure that all work meets [relevant British Standards](#) - examine copies of the most up-to-date standards for guidance
- Do not place spoil on any historic or archaeological feature or wildlife area identified
- Advice from the Environment Agency may be required for this item

Costs: £10.00 per square metre

### FFF14: Constructed Farm Wetlands ("Reedbeds in Yards")

Objective: to create small 'constructed farm wetlands' to receive and treat lightly contaminated

water from around farmyards.

Specifications:

- Constructed farm wetlands provide specific solutions for specific circumstances
- Gain advice from the land adviser and agree specification and methodology
- More info from WWT [here](#) and EA [here](#)

Cost: £5.00 - £25.00 per square metre

### FFF15: Leaky Woody Dams

Objective: to slow the movement of water and help push flows onto the floodplain during floods. It will also allow sediment to settle out and reduce downstream flood risk.

Specifications:

- Construct the dam from logs large enough to span the water channel and out on to the floodplain, creating a stable and long-lasting structure
- Secure the dam in line with the requirements of the Environment Agency or Lead Local Flood Authority
- Align dams at right angles to channel banks to reduce bank scour
- Build dams to allow low flows to pass unimpeded at all times
- Build dams in series (minimum 3 dams) at a spacing between dams of about 5-7 times the width of the channel

Conditions:

- Make sure dams are not installed directly upstream of pinch points such as bridges or culverts
- Check and maintain dams to keep the structure effective

Cost: £460.00 per dam

**FFF16: Public Access Improvement**

Objective: to provide public access improvements to wildlife or prevent disturbance of sensitive wildlife areas.

Specifications:

- Sites must be agreed with the land adviser as suitable
- A suitable methodology should be agreed with the land adviser
- Options include gates, stiles, screening, footpaths improvements or viewing platforms
- Options reducing disturbance to overwintering and breeding birds will be prioritised

Conditions:

- No permanent changes can be made to existing Rights of Way

Costs: Maximum Grant: £5,000.00

**FFF17: Interpretation**

Objective: to provide signage or other improvements to better inform local people about local wildlife and land management initiatives.

Specification:

- Sites must be agreed with the land adviser as suitable
- Wording and siting should be agreed with the land adviser
- Options include interpretation panels, way markers, farm events and other interpretation methods

Costs: Maximum Grant: £5,000.00

**FFF18: Farmer Innovation**

Objective: to improve our water quality and wildlife habitats through methods not covered in options FFF1-17.

Specification:

- All farms operate differently and have unique challenges and opportunities. This farmer innovation grant item offers farmers an opportunity to suggest alternative or innovative options to improve water quality on their farm
- As per other items we will fund 50% of the project cost up to a maximum of £5,000.00

Conditions:



### Section 3

- We will not fund infrastructure directly linked to regulatory requirements

Costs: Maximum Grant: £5,000.00

## 4. Grant Guidance

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### 4.1 How to Claim

Payments will be made once the work has been completed and when we have received all of the below;

- Claim form ([appendix 3](#))
- Three Before and three after photos
- Any relevant invoices

Payments will be made via Bank transfers (BACS) or cheques.

The payment of the grant will be dependent on the submission of relevant records (e.g. receipted invoices) as detailed in the grant offer letter or subsequently agreed in writing with the applicant.

Grants are only paid in arrears, on successful completion of the project and adherence to the conditions. A case can be made with the application for the grant money to be paid in instalments, on completion of certain milestones of the project.

Claim forms must be submitted no later than three months after the completion of the work in order to receive payment.

### 4.2 Monitoring

Photos must be taken and submitted prior to and on completion of work.

All sites receiving grant money must be made available for survey work by the Wildlife Trust BCN staff and its volunteers for 5 years following implementation. We will contact you beforehand in order to arrange a visit to carry out our surveys.

### 4.3 Publicity

The Wildlife Trust BCN reserves the right to use any material submitted for publicity purposes.

### 4.4 Data Protection

Under the Data Protection Act 2018, we will process personal information relating to your organisation, officers and staff and any other people you refer to in your application, for:

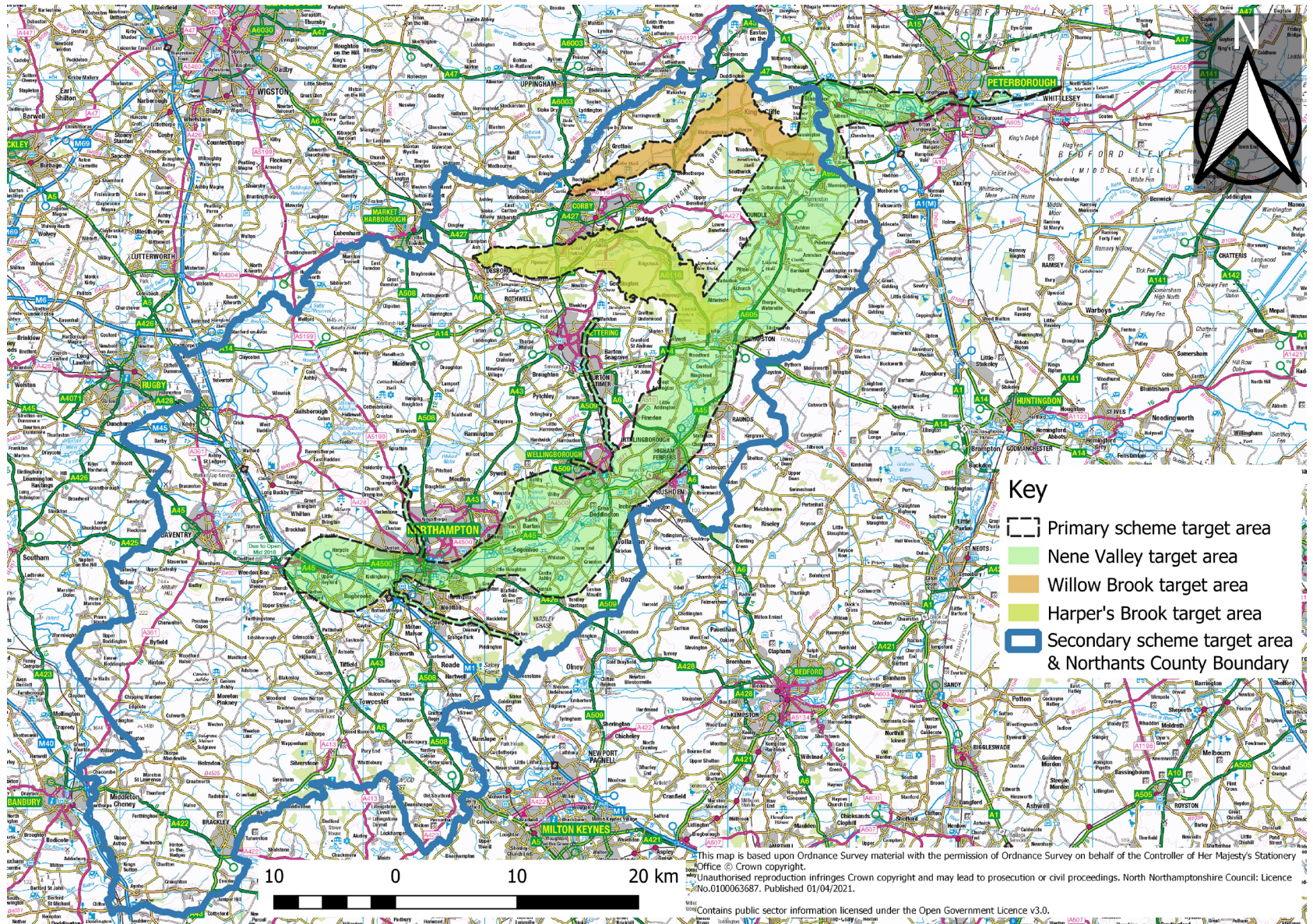
- Assessing your grant application and how we handle it;

- Handling the terms of our grant;
- Sharing information with our specialists and monitors in order to organise monitoring visits and feedback data;
- Keeping you informed of our work;
- Producing relevant case studies and reports;
- Other legal or regulatory purposes or other purposes reasonably related to making grants.

We will keep a secure electronic record of the personal details you provide on your FftF Grant Application Form and FftF Claim Form for five years after completion of the works for monitoring purposes ([see part 4.2](#)) and to meet the first five bullet points described above. Your data may therefore be shared with the Wildlife Trust BCN staff and its volunteers in order to achieve this. After the five years have elapsed, your personal details will be permanently removed from this record.

Regarding the final point above, data relating to payments will be retained for seven years after the relevant financial year, in line with HMRC Requirements. Therefore, FftF Grant Application Forms or FftF Grant Claim Forms received will be saved electronically in a secure folder for the same time period and permanently deleted seven years from completion of the works.

In order to assess applications at steering group meetings, the first two pages containing personal information will be removed and then emailed (physical copies will be scanned and emailed) prior to the steering group meeting. Application forms of unsuccessful applicants will be kept for the duration of the funded project.





## Farming for the Future (FtF) Grant Application Form

*Please return this application form to:*

**[Bruce.Gardiner@wildlifebcn.org](mailto:Bruce.Gardiner@wildlifebcn.org)**

(a postal address can be supplied upon request)

If you have any questions regarding the completion of this form please do not hesitate to contact Bruce Gardiner (**Email:** [Bruce.Gardiner@wildlifebcn.org](mailto:Bruce.Gardiner@wildlifebcn.org), **Tel:** 01604 774037, **Mob:** 07871 987381).

*We will use the data supplied in your application form to administer your application. For more details on how we use your data see [www.wildlifebcn.org/privacy](http://www.wildlifebcn.org/privacy).*

### Section A: Applicant Details

#### *Main Applicant*

Title (Mr, Ms etc.):	
Surname:	
Forename:	
Address:	
Postcode:	
Home Telephone:	
Mobile Telephone:	
Email address:	

*Are you the:* Tenant  Landlord

Owner  Farm Manager

Other (please specify): \_\_\_\_\_

*Will you have management control of the land for which you'd like to receive grant funding for a minimum of 5 years after the completion of the work?*

Yes  No\*

\*Please provide the date your tenancy, license or farming agreement expires: \_\_\_\_\_

*Second Applicant (if applicable)*

Title (Mr, Ms etc.):	
Surname:	
Forename:	
Address:	
Postcode:	
Home Telephone:	
Mobile Telephone:	
Email address:	

*Are you the:* Tenant  Landlord   
Owner  Farm Manager   
Other (please specify): \_\_\_\_\_

*Have you met, or been in contact, with anyone from Nenescape, the RNRP or The Wildlife Trust BCN to discuss your application for this grant prior to submission?*

Yes\*  No

\* Who was this?

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**Section B: Project Details**

*Please provide a short summary of the changes you would like to make to your farm:*

- *how this will help restore or create meadow and wetland habitats, or tackle diffuse pollution to aid water quality:*

*Is the land proposed for funding within the Nenescape FftF Grant Scheme boundary (see Appendix 1 of the FftF Grant Scheme Handbook)?*

Yes

No\*

\*Please specify total area outside of the boundary and highlight this area on the farm map or sketch submitted with your application (see Section C: Location and Costs of Selected Options):

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*(please continue on another sheet if necessary)*

Please tick the items, measures and types of project you would like to apply for:

Code	Item, measure or project	Cost	Please tick (✓)
FFF1	Meadow Creation	Maximum Grant: £10,000	
FFF2	Meadow Restoration	Maximum Grant: £10,000	
FFF3	Wetland Restoration	Maximum Grant: £10,000	
FFF4	Pond Management	£250 – £500 per pond	
FFF5	Scrape Creation	£2/m <sup>2</sup>	
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FFF8	Watercourse and Habitat Fencing	£4-5/m	
FFF9	Gateway Re-surfacing	£100 per gateway	
FFF10	Livestock Drinkers	£220 per pump	
FFF11	Hard Bases for Livestock Feeders	£110 per base	
FFF12	In-ditch Wetlands	£250-500 depending on site/size	
FFF13	Sediment Ponds or Traps	£10/m <sup>2</sup>	
FFF14	Constructed Farm Wetlands ("Reedbeds in Yards")	£5-25/m <sup>2</sup>	
FFF15	Leaky Woody Dams	£460 per dam	
FFF16	Public Access Improvements	Maximum Grant: £5,000	
FFF17	Interpretation	Maximum Grant: £5,000	
FFF18	Farmer Innovation	Maximum Grant: £5,000	

Please provide a start and finish date for the project, with a timetable of how each element will be delivered, and by whom. This will help us know when we can expect your claim.

[NB: Unless otherwise agreed in writing, your project must be fully completed within 12 months of the date of your grant offer. You must submit your claim no later than 3 months after completion of work in order to receive payment (see 'Payment Arrangements' in Section 4 - Terms and Conditions in the FftF Grant Handbook)].

<u>Project element</u>	<u>Start date</u>	<u>Finish date</u>	<u>Contact</u>

(please continue on another sheet if necessary)



**Section C: Location and Costs of Selected Options**

*Please complete the table below with the options you have chosen:*

<b>FFF Option Code (see Section B)</b>	<b>Total Amount of Grant Applied for (£)</b>	<b>Location (please indicate on farm map or use 10 digit National Grid References)</b>	<b>Applicant Investment (in kind contribution) for Project/Item</b>
<i>e.g. FFF5 Scrape Creation</i>	<i>e.g. 200m<sup>2</sup> created @ £2/m<sup>2</sup> = £400</i>	<i>e.g. SP 80212 63823</i>	<i>e.g. 10 hours labour time, etc.</i>

*(please continue on another sheet if necessary)*

**Section 5**  
**Appendix 2 – Grant Application Form**

*Please enclose a farm map or sketch indicating the location and types of works for your project.*

*Enclosed:*

Yes  No

*Please enclose photos of the area you will be working on for your project.*

*Enclosed:*

Yes  No

*If applicable, please enclose any other supporting documentation that is requested in the option specification (e.g. soil testing).*

*Enclosed:*

Yes  No  N/A

*Please enclose quote(s) obtained in order to execute the works as per paragraph 14 in the Terms and Conditions (Appendix 4).*

*Enclosed:*

Yes  No

*If the FftF Grant Scheme is not sufficient to implement the whole of your project, how would you fund the balance? You can simply provide a short statement.*

**Section D: Consents and Permissions**

**I accept (✓)**

*As per paragraph 2 in Appendix 4 - Terms and Conditions in the Grant Scheme Handbook, I accept that I am responsible for obtaining any of the following in order to complete the project: building consent, planning permission, conservation area consent, felling licence, listed building consent, highways agreements, landowners permission, neighbour consultations/agreements, appropriate ecclesiastical consent, TPO consent, approval of Natural England (for SSSI's) and the Environment Agency (for floodplain works).*

*As per paragraph 13 in Appendix 4 – Terms and Conditions in the Grant Scheme Handbook, I accept that I am responsible for ensuring that any work undertaken, either by myself or contractors, as part of delivering this project complies with any relevant health and safety regulations and insurance requirements.*

**I understand (✓)**

*By submitting this application I understand that my data will be stored and used by The Wildlife Trust BCN as set out in Section 4. Grant Guidance of the Grant Scheme Handbook.*

*I would like to be kept informed about the wider Farming for the Future project by (tick all that apply):*

- Post*
- Email*
- Telephone*

**Section E: Declaration**

- I/We declare that all the information supplied to The Wildlife Trust BCN and provided on this application form and relevant accompanying paperwork is correct to the best of my knowledge and that nothing which may affect this project has been withheld.
- I/We declare that the Terms and Conditions (Appendix 4) of the Nenescape Farming for the Future Grant Scheme have been read and unconditionally accepted.

***Main Applicant***

*Signed:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Name (please print):* \_\_\_\_\_

***Second Applicant (if applicable)***

*Signed:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Name (please print):* \_\_\_\_\_

Once complete, please email your application and supporting documents (e.g. farm map, etc.) to:

**Bruce.Gardiner@wildlifebcn.org**

*(A postal address can be provided upon request)*

**Section F: Personal Checklist**

*This checklist is provided for your own personal benefit to assist you in the completion of this application form.*

Section		Completed?	Notes
<b>A</b>	Applicant Details		
<b>B</b>	Project Details		
<b>C</b>	Location and Costs of Selected Options		
	Farm Map or Sketch		
	Photos		
	Additional documentation (if applicable)		
	Quotes Obtained		
<b>D</b>	Consents and Permissions		
<b>E</b>	Declaration		



## Farming for the Future (FtF) Grant Claim Form

*To claim for work completed as part of your FtF Grant Scheme agreement, please complete the appropriate sections below and supply associated invoices.*

<b>Grant Reference</b> (this will be found on your letter of acceptance)	<b>Name of Claimant</b>

Action/Option (continue on extra sheet if necessary)	Grant Agreed (£)	Grant Claimed (£)	In-kind contribution (e.g. “2 skilled workers with tractor and trailer for 3 days”, “remainder of invoice for fencing”, etc.)
<b>TOTAL</b>			

*BACS details (if payment is to be made by cheque, put name in ‘Account Name’ box):*

Account Name (or cheque payable to)	Account Number	Sort Code

*I claim for the above work at the following site:*

\_\_\_\_\_

*I have enclosed:*      *Photos of completed works\**       *Invoices\**       *(\*required)*

*Signed:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Name (please print):* \_\_\_\_\_

Please email your form to **Bruce.Gardiner@wildlifebcn.org**. A postal address can be provided upon

*We will use the data supplied in your claim form to administer your application. For more details on how we use your data see [www.wildlifebcn.org/privacy](http://www.wildlifebcn.org/privacy).*



## Farming for the Future (FtF) Grant Claim Form – Extra Sheet

Action/Option	Grant Agreed (£)	Grant Claimed (£)	In-kind contribution (e.g. “2 skilled workers with tractor and trailer for 3 days”, “remainder of invoice for fencing”, etc.)

*We will use the data supplied in your claim form to administer your grant payment(s). For more details on how we use your data see [www.wildlifebcn.org/privacy](http://www.wildlifebcn.org/privacy).*



# Terms and Conditions

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As you will appreciate, such funding is being made available to you subject to specific terms and conditions regarding (inter alia) the claiming of grant money and progress reporting. These terms and conditions will form the basis for any grant letter sent out.

In the circumstances, if you accept our offer of funding, your grant letter will constitute a funding agreement between The Wildlife Trust BCN and yourself from the date of acceptance until 5 years hence.

## Interpretation

1. In this letter, except where the context requires otherwise: -

“**the Funding Period**” means the period commencing on the date of acceptance and terminating 5 years hence;

“**the Grant Recipient**” means the individual applying for the grant, which having accepted the offer of grant, is responsible for receiving, expending and accounting for all amounts paid under this funding agreement;

“**the Project**” means the project known;

“**you**” or “**your**” means the Grant Recipient;

“**we**” or “**us**” means The Wildlife Trust BCN.

## Offer of Grant

2. The grant is made available on the basis that all required consents for the project have been received. These consents may include (where appropriate): building consent, planning permission, conservation area consent, felling licence, listed building consent, highways agreements, landowners permission, neighbour consultations/agreements, appropriate ecclesiastical consent, TPO consent, approval of Natural England (for SSSI's) and the Environment Agency (for floodplain works). Details of these must be supplied if requested.
3. We offer to pay grant to the Grant Recipient for expenditure on the Project, subject to the Grant Recipient making satisfactory progress with the implementation of the Project and complying with the grant terms and conditions set out in this letter.
4. The maximum amount of grant payable for the Funding Period is £5,000 for capital items and £10,000 for restoration schemes, bringing the total amount of grant





payable to £15,000. If total project costs exceed this maximum amount of grant, the Grant Recipient will find the balance required to bring the Project to a successful conclusion.

### **Eligible Expenditure**

5. Eligible expenditure consists of payments made by the Grant Recipient for the implementation of the Project. However, expenditure on any of the items or for any of the purposes specified in paragraph 13 will not qualify as eligible expenditure.
6. For the purpose of defining the time of payments, a payment is made by the Grant Recipient when (and only when) money passes out of the Grant Recipient's control.

(Money will be assumed to have passed out of the Grant Recipient's control at the moment when a letter is posted to a supplier containing a cheque, or an electronic instruction is sent to a bank to make a payment by direct credit or bank transfer.)

### **Payment Arrangements**

7. The Grant Recipient will submit a claim no later than 3 months after completion. No money will be paid for any expense incurred after that date.
8. All claims for payment of grant must be signed by the Applicant or by a person notified in advance as having full delegated authority to sign applications on behalf of the Applicant.
9. In order for us to process the payment of your claim you need to list all the relevant information and keep copies of your invoices for proof for audit. This claim form (included) will need to be completed before any payment is made and should match the expenditure information included in your grant application.
10. Provide BACS details to The Wildlife Trust BCN where possible.

### **Monitoring Progress**

11. The report submitted with the claim for the payment should summarise the work carried out under the Project and the success of the Project by reference to the certificates of completion and rectification of any defects issues for the Project. Provide digital photographs of before and after shots of the project work where appropriate.



### **Financial Controls**

12. The Grant Recipient must: -
- (a) agree in advance with us any significant changes to the Project;
  - (b) at any reasonable time for inspection by us or anyone acting on our behalf, maintain and operate effectively all relevant monitoring and financial management systems, in order to control expenditure and ensure that the costs of implementing the Project are properly incurred and can be clearly identified;
  - (c) ensure that the Project architect or other consultants appointed for the Project competently perform all services relating to the monitoring, control and certification of works and expenditure;
  - (d) keep a record of all expenditure funded wholly or partly by grant, and retain all accounting records relating to that expenditure for a period of at least five years after the end of the funding period. Accounting records include accounts, deeds, writings and documents on paper or in electronic form. The Grant Recipient must make these available if requested to do so by us or by the district auditor.

### **Ineligible Expenditure**

13. No grant will be paid for any of the following purposes or items of expenditure: -
- (a) activities of a political or exclusively religious nature;
  - (b) expenditure financed from other central or local government source or from European Community funds;
  - (c) depreciation, amortisation or impairment of fixed assets;
  - (d) input VAT recoverable by the Grant Recipient from H.M. Revenue & Customs;
  - (e) payments made before the announcement of approval in principle;
  - (f) payments made in advance of need;
  - (g) interest payments or service charge payments for finance leases;
  - (h) bad debts to a part related to employees of the accountable body (note: see accounting standard FRS8 for the definition of a "part related");
  - (i) statutory fines and penalties;



- (j) entertainment costs.

### **Value for Money and Procurement Requirements**

14. The Grant Recipient must secure best value for money in all transactions for the procurement or purchase of works, goods and services. You must obtain quotes for the execution or supply of all works, goods and services. Where the cost is £10,000 or more, you should obtain three written tenders. If we require you to do so, you must provide documentary evidence of compliance with this condition.
15. If the Grant Recipient follows a single tender procedure, for example, where the value of a contract is below £10,000 or there is only one provider capable of executing or supplying the works, goods or services concerned, you must keep a record of the reasons why you considered that procedure to be appropriate.
16. In accepting this offer of grant, the Grant Recipient warrants that these procedures and requirements, whichever may be appropriate, have been followed in awarding all contracts already entered into for the Project.

### **Limitation of Liability**

17. The Wildlife Trust BCN accepts no liability for any consequences that may result from the Grant Recipient participating in the grant scheme, the use of the Grant, or from withdrawal of the Grant. The Grant Recipient shall indemnify and hold harmless the Wildlife Trust BCN, its employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of the actions and/or omissions of the Grant Recipient in relation to the grant scheme, the non-fulfilment of obligations of the Grant Recipient under this Agreement or its obligations to third parties.

### **Income and Other Contributions**

18. In determining the amount of grant he is prepared to offer for the Project, The Wildlife Trust BCN has taken account of such estimates of income, contributions and other grants towards the costs of the Project as given in the project documentation. If at any time during or after the Funding Period the Project generates any income or there are any contributions or grants to the project, the Grant Recipient must notify us as soon as possible and state the amounts received or to be received.
19. It is likely that we will allow the Grant Recipient to retain the amount notified. Otherwise, the Grant Recipient must pay the amount notified (or such part of it as is necessary for the repayment of all grant received under the funding agreement) to us. If all grant is repaid under these circumstances, the funding agreement will be discharged upon repayment.



### **Capital Receipts**

20. If the Grant Recipient disposes of any asset acquired, enhanced or constructed using grant paid under this funding agreement, you must give us notice of the disposal. We will either require the receipts to be repaid or require that the receipts are reinvested.

Where we ask that the receipt is repaid, the Grant Recipient will pay to us the whole or such part as we may specify of the disposal proceeds.

### **Conflicts of Interest and Financial or Other Irregularities**

21. Employees of the Grant Recipient and any other persons consulted about the Project must be careful to avoid conflicts of interest. The Grant Recipient must set up formal procedures to require all such persons to declare any personal or financial interest in any matter concerning the Project and to be excluded from any discussion or decision-making relating to the matter concerned.
22. If the Grant Recipient has any grounds for suspecting financial irregularity in the use of grant, you must notify us immediately, explain what steps are being taken to investigate the suspicion, and keep us informed about the progress of the investigation. For these purposes “financial irregularity” includes fraud or other impropriety, mismanagement, and the use of grant for purposes other than those for which it has been provided.

### **Risk of Flooding**

23. The Grant Recipient must ensure that: -
- (a) the Project has been designed having regard to Planning Policy Guidance 25 (“Development and Flood Risk”);
  - (b) an assessment of flood risk and the run off implications of the Project proposals appropriate to the scale and nature of the project works and the risks involved have been undertaken (Note: guidance on the content of flood risk assessments is contained in Appendix F of Planning Policy Guidance 25); and
24. The Grant Recipient must: -
- (a) ensure that the Project is implemented and maintained in compliance with the National Planning Policy Framework (2012); and
  - (b) consult the Environment Agency immediately on any potential risk of flooding to the Project, or on any impact that the Project may have on the risk of flooding.



### **Land Contamination**

25. The Grant Recipient must ensure that: -
- (a) the Project takes account of advice in the National Planning Policy Framework (“*Conserving and enhancing the natural environment*”) and
  - (b) the potential for contamination and any risks arising are properly assessed and that the development incorporates any necessary remediation and subsequent management measures to deal with those risks.

### **Breach of Conditions and Withholding or Recovering Grant**

26. If the Grant Recipient fails to comply with any of the terms and conditions of grant set out in this funding agreement, or if any of the events mentioned in paragraph 27 occurs, we may reduce, suspend, or withhold grant, or require all or any part of the grant to be repaid. The Grant Recipient will repay any amount required to be repaid under this condition within 30 days of receiving the demand for such repayment.
27. The events referred to in paragraph 26 are as follows: -
- (a) the Grant Recipient is failing or has failed to make satisfactory progress in implementing the Project;
  - (b) whether through delay, poor project management or otherwise, the costs of the Project escalating or seem likely to escalate to an extent that, in our opinion, is unacceptable;
  - (c) the Grant Recipient fails to submit grant claims in time;
  - (d) it appears to us that other circumstances have arisen or events have occurred which are likely to affect the Grant Recipient’s ability to complete the Project in a satisfactory manner;
  - (e) the Grant Recipient makes any significant change to the Project without our approval or, where an unapproved change can be reversed, fails to reverse it if asked by us to do so;
  - (f) in support of the application for grant funding or in a claim for payment or other communication concerning this funding agreement, the Grant Recipient or anyone on your behalf has provided, or provides, information that is in any material respect incorrect, incomplete or otherwise misleading;
  - (g) a report from the district auditor is unsatisfactory because it contains an adverse opinion, a qualified opinion or a disclaimer of opinion;



- (h) the Grant Recipient takes inadequate measures to investigate and resolve any reported irregularity;
  - (i) an overpayment is made under this funding agreement or any amount is paid in error;
  - (j) it appears to us that the Grant Recipient no longer requires grant assistance with the Project.
28. It is hoped that most difficulties encountered by the Grant recipient can be overcome with our advice and support. In the event that it becomes necessary to take steps to enforce the terms and conditions of this funding agreement, we will write to you giving particulars of our concerns about the Project or of any breach of a term or condition of this grant offer letter.
29. Within a reasonable time, depending on the severity of the problem and in any event not later than 30 days, you must take steps to address our concerns or rectify the breach. You may consult us or agree with us an action plan for resolving the problem. If we are not satisfied with steps taken to address our concerns or rectify the breach, or if the breach cannot be rectified, we may take steps to reduce, suspend or withhold grant payments, or to recover grant already paid.

### **Publicity, Copyright and Sharing Good Practice**

30. The Grant Recipient must give appropriate publicity to the support received for the Project from the Nenescape Landscape Partnership. In acknowledging Nenescape's contribution, the Grant Recipient must comply with the branding guidelines for the Nenescape project, and must use the Nenescape logo on communications relating to the Project. This includes (but is not limited to) all leaflets, information boards, websites and publications. This Nenescape input into the Project must be acknowledged by these means throughout the duration of the Project.
31. The Grant Recipient must also give appropriate publicity to the support received for the Project from the Heritage Lottery Fund via The Wildlife Trust BCN. In acknowledging Heritage Lottery Fund contribution, the grant recipient must comply with any guidance on publicity provided by Heritage Lottery Fund.
32. We may share any information, know-how, system or process learned from the Project with any person or body that has responsibility for a similar scheme, and is within the public sector or is to be given support from public funds. The Grant Recipient agrees that such a person or body may share and use freely all such information, know-how, system or process for their own purposes.