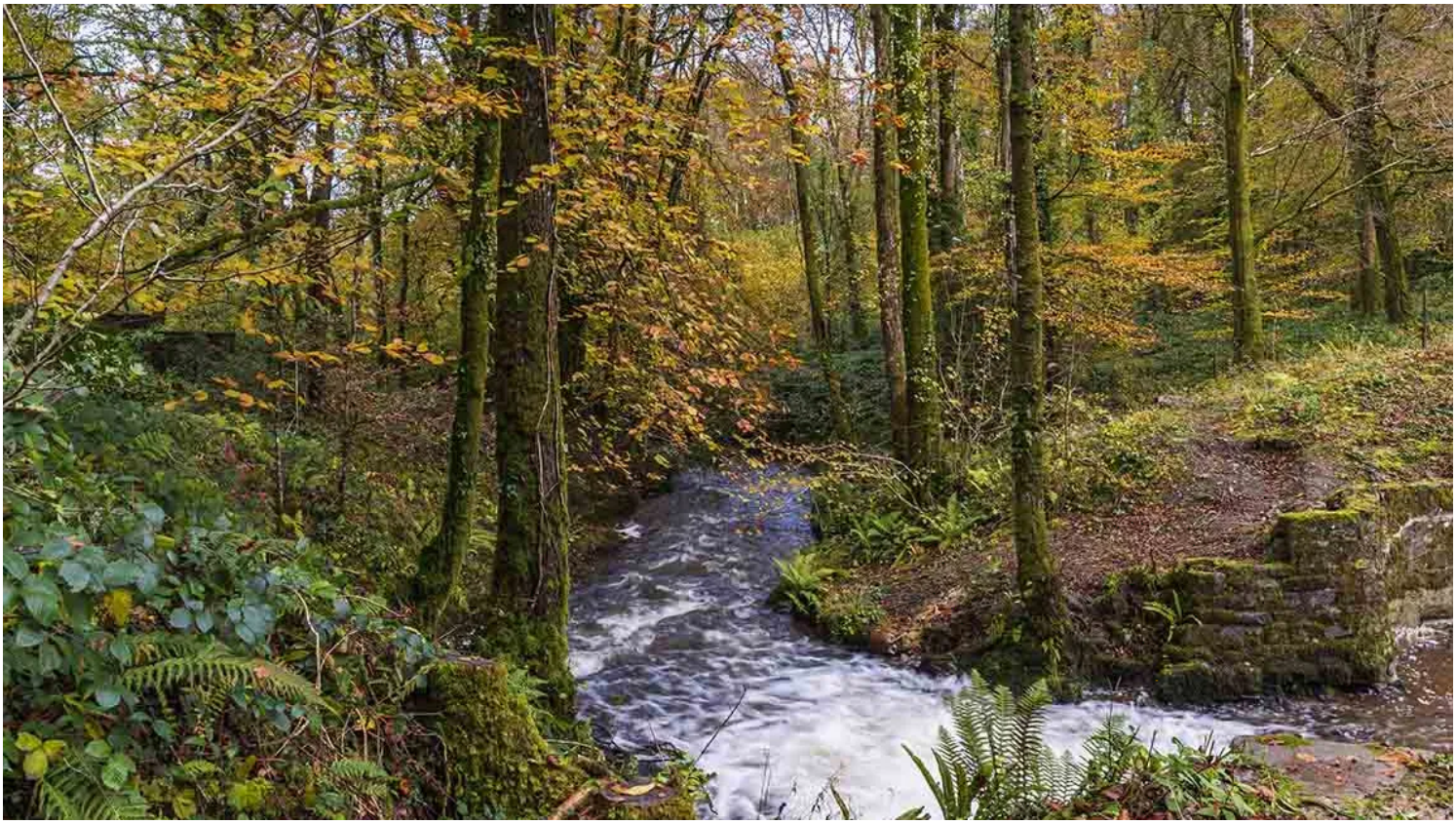

See all updates

A grant scheme intended to create, restore and enhance woodlands in Wales, as part of the Welsh Government's National Forest programme.

Page last updated: 22 August 2025.

## Important

The Woodland Investment Grant (round six) is no longer accepting applications.

**Explore our available funding.**

## Is this the right programme for you?

- Are you a landowner and/or have full management control of land in Wales?
- Are you looking to improve, manage or expand woodlands?
- Can your project promote community involvement? For example, through the planning and provision of footpaths, nature trails, or volunteering opportunities?

- Do you require a grant from £10,000 to £250,000?

If you answered yes to these questions, then The Woodland Investment Grant (TWIG) scheme is for you.

## Overview

The need to aid nature's recovery is urgent. Looking after nature and helping people to understand its importance has never been more relevant.

The Woodland Investment Grant (TWIG) is a programme for landowners to create woodlands for local communities to use and enjoy, **as part of the National Forest for Wales programme**.

### What is the National Forest for Wales?

The National Forest for Wales is led by the Welsh Government. It will create a network of woodlands and forests throughout Wales, under high quality management.

The National Forest will stretch the length and breadth of Wales, so that everyone can access it wherever they live. It includes both urban and rural areas and delivers a range of benefits to the environment, the economy and society:

- playing an important role in protecting nature and addressing biodiversity loss
- increasing locally grown timber production – allowing the local forestry industry to thrive, creating jobs and reducing reliance on imported timber
- supporting the health and wellbeing of communities – a working example of the Wellbeing of Future Generations Act

### Things you need to know

- You **must first submit a Project Enquiry**. You may then be invited to make a full application.
- There's a maximum of one TWIG application per organisation in this round.
- Your project must **not** start before we make a decision.
- We provide lots of good practice guidance. You can read the guidance that is relevant to you to help you develop and manage your project.
- Explore our position and advice on using artificial intelligence (AI) tools in your grant application.

### Webinar

We will be hosting a webinar for The Woodland Investment Grant (round six) on **Thursday 15th May, 10am – 11:30am**.

Book here

## What TWIG funds

TWIG is for landowners and/or those with full management control of land. Your grant will be used to enhance and expand existing woodlands and must have the potential to become part of the National Forest for Wales (find out more under How we assess your application).

These woodlands must be:

- well-managed
- accessible
- give local communities the opportunity to get involved

The scheme offers:

- grants of £10,000 to £250,000
- up to 100% funding
- up to two years to deliver the project
- capital and revenue funding
- large, ambitious and complex projects can use TWIG funding with other Welsh Government grants, as well as other sources of complimentary public and private funding
- a maximum of one TWIG application per organisation in this round
- support from National Forest for Wales liaison officers about the National Forest for Wales programme and how to demonstrate the outcomes

TWIG funds projects that:

- Restore and enhance woodlands in accordance with the National Forest for Wales outcomes
- Deliver accessible woodlands for all to enjoy
- Meet the needs of local people as a public space and contribute to ecosystem services within the local area. For example, addressing biodiversity loss and creating local jobs.
- Demonstrate multiple benefits spanning environmental, social, economic and cultural wellbeing
- Support climate change mitigation and adaptation
- Support tourism and the economy
- Support or deliver skills and training
- Consider UK Forestry Standard guidance and the Woodland Opportunity Map 2025 to identify low sensitivity areas for tree planting between 0.1 and 2 hectares.

We have a particular interest in projects:

- that aim to make inaccessible woodlands more inclusive and accessible to people
- that will enable connected nature networks across the length and breadth of Wales
- that include small areas of low risk tree planting

New plantings of up to 2 hectares will be supported under the TWIG programme. If you are planting trees, a single payment to cover three years of maintenance can be included in your grant application. In order to claim this money, you will be required to submit a detailed Woodland Management Plan for the site, on completion of the project (find out more under What happens after your project).

New plantings could be:

- expanding an existing woodland
- urban tree planting
- a corridor of hedgerow or woods to link two existing woodlands

- complex, ambitious planting projects that span two years (in conjunction with other grants – read more on the Welsh Government's Woodland Creation Grants)

Read more on new plantings and woodland expansion under Actions to take before you apply.

Improvements to existing woodland could be:

- the adoption of a woodland by the local community
- creating or improving community involvement in, and access to, a woodland
- thinning
- installation of footpaths
- maintenance of degraded access facilities in heavily-used community woodlands
- clearing to make an area accessible

For all projects, Woodland Management Plans are required. If these are not already in place, then the grant can cover the costs of preparing a detailed long-term management plan (find out more under Actions to take before you apply).

### Welsh language and acknowledgment

You must include the Welsh language in all aspects of your work. Tell us how you will promote and support the Welsh language and reflect the bilingual nature of Wales.

Make sure that translations are included in your project plan and project budget under the 'Other' costs category within the project costs section of the application.

For further information see our Welsh bilingual project guidance.

The Woodland Investment Grant (TWIG) is jointly funded by the Welsh Government's National Forest for Wales Programme and The National Lottery Heritage Fund. You will need to acknowledge your grant as set out in our how to acknowledge your Welsh Government grant guidance.

## Who can apply

The scheme is open to any landowners/managers including not-for-profit organisations and private owners. This is provided that you have the right permissions, licences and consents in place to undertake activity.

## What costs can you apply for?

This fund is mainly to carry out capital works. A maximum of 25% of each grant can be allocated to revenue spending. In addition, up to 10% of the capital element may be used for project planning and other direct project implementation costs.

It is important that you identify which of your project costs are capital and which are revenue. Applications can include any of the following:

### Capital costs

Capital spending is money that is spent on investment and things that will create growth in the future. Examples of acceptable capital costs are provided below. Please note that this is **not a definitive list** and all items of expenditure will be considered on a case-by-case basis:

- purchasing of trees, shrubs and other plants to create, expand or enhance woodland areas
- preparation of a site, such as surveys, fencing, clearing litter and removing invasive non-native species
- constructing accessible pathways and gates with a commitment to keep them open to the public and maintain them for at least 20 years, if not indefinitely
- creating nature/educational trails
- creating spaces for recreation and play
- creating spaces to support and view nature
- the cost of labour associated with the improvement and/or creation of the woodland area
- signage and interpretation
- benches/seating
- compostable toilets (applicants who are applying for compostable toilets should contact NRW for more advice as permits are often required)
- bike racks
- tools/small-scale equipment for use by members of the local community
- contractor-led work which requires larger equipment or specialised skills
- secure storage for tools, equipment and other items to aid community involvement in the woodland
- managing the disease of ash dieback, where work is essential for public safety. This should only be a small part of a larger project and where it is not a landowner's legal requirement to undertake.
- project delivery (for example, project planning, procurement of materials, financial management of the project) which is no more than 10% of the capital element
- Welsh language provision, such as costs of translation
- the costs of promoting the woodland to the wider community, such as printing leaflets
- tracks (only if clear evidence of need for public access)
- roads (only if clear evidence of need for public access)
- car park (only if clear evidence of need for public access)

For tracks, roads and car parks, applicants will need to evidence that they have first considered other options for public access to the woodland, such as walking, cycling and public transport. You must discount them with appropriate reasons. Having supporting evidence from local communities/groups of their need for this work will help with your application.

## Revenue costs

Up to 25% of the value of your grant can be classified as revenue funding. Revenue funding can help with the overall cost of running the project. This includes costs that involve people and communities in the project delivery.

Revenue funding may be used for:

- Specialist advice/consultancy services. For example, for the preparation of a long term Forest Management Plan of 15–20 years.
- Events to promote the woodland scheme to the wider community, and to celebrate community achievements

- Additional hours for an existing volunteer co-ordinator to recruit, train and support volunteers to participate in delivering the woodland
- Volunteering good practice and expenses (in line with Wales Council for Voluntary Action guidance)
- Project promotion activity
- Full cost recovery (for organisations in the voluntary sector only)

### Ineligible costs

The following items are examples of costs, which are **not eligible** for TWIG. This is not a definitive list and all items of expenditure will be considered on a case-by-case basis:

- purchase of land
- cost of leasing land
- purchase of buildings
- projects solely removing/managing ash dieback
- re-stocking of trees on a site that has been felled
- work you are legally responsible for undertaking
- any physical work on site carried out before the authorised project start
- purchase of vehicles
- own labour and equipment costs (except through Full Cost Recovery)
- purchase of medium/large scale machinery and equipment. However, works which require medium/larger equipment and/or specialised skills (ie: not for use by local volunteers) **can be contracted** in and funded through this scheme.
- general office equipment and furniture

You **must** download and complete our cost template and submit this with your application.

## Application deadlines and key dates

The Project Enquiry is a mandatory step before proceeding to a full TWIG (round six) application.

We will use the information you provide to decide whether or not to invite you to submit a full application. An invitation to apply does not guarantee a grant from us in the future, but does indicate that we see potential in your initial proposals.

- **Project Enquiry deadline:** 12noon on 27 May 2025
- **Application deadline:** 12noon on 19 Aug 2025
- **Decisions will be made:** late October 2025
- **Your project completion date:** 31 December 2027

## Actions to take before you apply

**All applicants** should contact their region's Woodland Liaison Officer for advice because projects are funded through the National Forest programme and therefore must meet the National Forest for Wales outcomes. You must also get the necessary consents or permissions from local authority, Natural Resources Wales (NRW), or other bodies – such as Cadw – prior to submission of an application.

If you do not have all of your permissions/consents in place, you need to provide evidence that you have applied for the relevant permissions or consents.

Funding is only released once all permissions/consents have been granted, and **grants may be withdrawn if these are not received within six months of the grant award.**

### Woodland Expansion

We encourage you to include small scale, low risk tree planting of up to 2 hectares as part of your project. You should consider UK Forestry Standard guidance and the Woodland Opportunity Map 2025 to identify low sensitivity areas that you could include in your TWIG application for tree planting between 0.1 and 2 hectares.

Please note the map is also used for Welsh Government's Small Grants Woodland Creation Grant, you are not required to apply separately to the Small Grants Woodland Creation Grant to fund between 0.1 and 2 hectares of planting, as you can include this in your TWIG application.

All projects that involve **woodland creation over 2 hectares**, or under 2 hectares but not in low sensitivity area, will need to apply to the Welsh Government's Woodland Creation Planning Scheme **before** applying for TWIG grant funding.

The scheme offers grants between £1,000 and £5,000 to develop plans for new woodland creation, which can be used to apply for Welsh Government funding for up to five years.

### Woodland Management Plans

**All projects will need a Woodland Management Plan (WMP)** before project completion, which makes sure that:

- woodlands are managed to the principles of the UK Forestry Standard
- woodlands demonstrate delivery of the National Forest essential criteria of 'good quality, well designed and managed resilient woodlands'

If you have an existing Woodland Management Plan, you should submit this as part of your application.
If you do not have an existing Woodland Management Plan, you should include the costs to develop one within your application. You will need to send this to us before the project completes.

### Environmental impact assessments

Before you apply, **you must consider** if an environmental impact assessment (EIA) is required for your proposals. Please demonstrate that you have checked the relevant criteria and that the proposals do not fall within those specified types required for an EIA. If an Environmental Impact Assessment is required, please tell us the outcome or provide evidence that you have at least applied for one.

If environmental impact assessments are not required for your project, you must provide evidence for this.

## How we assess your application

When we assess your application we will consider how well your project meets the National Forest outcomes, as outlined below. You must meet the three essential outcomes required for this grant, as a minimum.

## National Forest outcomes

**1. Good quality, well-designed and managed resilient woodlands (essential)**

The UK Forestry Standard (UKFS) defines the approach to sustainable forest management. Their guidance applies to all woodland.

Visit the NRW website for further information and advice on managing and enhancing woodlands:

- guidance for woodland owners and managers
- get help to plant trees and create woodland

**2. Woodlands accessible to people (essential)**

Your project must improve the quality of existing woodlands. You will need long-term management plans in place to make the woodlands more welcoming, accessible and attractive to potential visitors. Funding may be used to create accessible footpaths and signage.

**3. Community involvement in woodlands (essential)**

Your project must have significant input from local people and you must tell us how you plan to do this.

Community involvement will help encourage people to use woodlands through the provision of footpaths, nature trails etc. Community involvement could also include:

- activities to involve people in the restoration and creation of the woodlands
- economic opportunities for local enterprise
- innovation and development
- educational activities
- management of the woodlands through the setting up of voluntary groups, school groups or new enterprises
- skills and training

**4. Connected woodlands (highly desirable)**

Connectivity in National Forest for Wales sites means enhancing existing woodland areas and creating new ones while considering how they link to other woodland sites and how this could benefit ecosystem resilience.

This outcome is primarily concerned with connecting woodlands to support nature but it could also include work to connect woodlands to people, for example:

- emotional connections to woodlands by helping people to take a real interest in their natural environment
- physical connections between woodlands, or to where people live, through footpaths, cycle paths or public transport

**5. Dynamic, multi-purpose woodlands and trees (highly desirable)**

Woodlands should be multi-purpose sites, benefitting people, nature and the wider environment.

As part of your application, you must provide evidence that the site is being used in diverse ways, or that this is being worked towards. You could include some or all of the following:

- recreation
- tourism
- educational/learning opportunities
- small and medium local level enterprises
- large-scale commercial timber harvesting, supplying more home-grown timber
- supporting biodiversity

We appreciate that not all sites will be appropriate for different uses, and may focus instead on doing just some of these things very well.

**6. Woodlands that demonstrate learning, research and innovation (highly desirable)**

National Forest woodlands should demonstrate what can be achieved with multi-purpose woodlands. This could involve:

- learning and building on the work of others
- testing new ways of working
- sharing innovation, research and learning with others

The evidence provided for this outcome can be broad. Examples may include demonstrating new and different ways of:

- delivering multi-purpose woodlands
- engaging local communities in development and management of the woodlands
- action to support biodiversity
- providing environmental ecosystem services, such as air and water quality, flood and drought protection
- ensuring resilience to future climate change
- providing educational opportunities, such as forest schools

Read more about the National Forest for Wales.

Visit our Application Questions: TWIG (round six) page for full details and download the necessary templates here as part of your application.

## Balancing criteria

If we receive more good quality applications than we can fund, we will prioritise projects which will:

- represent a geographical spread across Wales and across all previous rounds of TWIG funding
- provide a balanced mix of lead organisations

## Considering risk

When assessing your application, we will make a measured judgement on the potential risks to your project and current organisational risks – and we will look to see if you have identified these and told us how you will mitigate against them.

All projects will face threats and opportunities that you need to identify and manage. We want you to be realistic about the risks your project and organisation may face so that you are in a good position to manage and deliver the project successfully.

You should also carefully consider inflation and contingency costs within your application.

Inflation for capital projects is likely to remain high for the foreseeable future. You should account for inflation based on the project timescale, plus other factors such as materials used, labour demands and location.

You can access analysis and projections for inflation costs from sources such as the?Building Cost Information Service ?and consultancies including?Gardiner & Theobold Market Intelligence,?Turner & Townsend?and?Rider Levett Bucknall.

The types of risk and problems you should consider are:

- financial: for example, a reduced contribution from another funding source
- organisational: for example, a shortage of people with the skills you need or staff needed to work on other projects
- economic: for example, an unexpected rise in the cost of materials
- technical: for example, discovering unexpected and wide-ranging damp
- social: for example, negative responses to consultation or a lack of interest from your target audience
- management: for example, a significant change in the project team
- legal: for example, subsidy control, or changes in law that make the project impractical
- environmental: for example, difficulties in finding sources of timber from well managed forests

## How to apply

You **must** submit a Project Enquiry for your TWIG project. Please refer to our Project Enquiry help notes for more information on how to complete your form.

The deadline for Project Enquiries is **12noon on 27 May 2025**. To submit your Project Enquiry, visit our application portal and register an account (or login if you have applied before)

We will use the information you provide to decide whether or not to invite you to submit a full application. An invitation to apply does not guarantee a grant from us in the future, but does indicate that we see potential in your initial proposals.

If your Project Enquiry is successful, you must submit your full application by **12noon on 19 Aug 2025**. You can use this checklist to make sure you are ready to apply:

- I have read the TWIG application guidance and TWIG application help notes
- I have read the terms and conditions for this programme
- I have drawn up a project budget and checked my costings
- I have prepared all the mandatory supporting documents including a project plan, risk register and my organisation’s accounts

- I can meet the ownership requirement for any land I am working on
- I have any permissions or consents I need, for example a felling licence or planning permission
- I have planned how to evaluate my project
- I have planned how to acknowledge my grant

You're now ready to proceed to apply via our online service. **Please note that there is no dedicated TWIG Application Form**. You will need to follow our Application questions: TWIG (round six) help notes when completing your application form.

Please follow the steps below:

1. visit our application portal and log into your account
2. from the pull-down menu, please choose £10,000 to £250,000

## Supporting documents

You will need to provide relevant supporting documents, listed below, as part of the application process. Please visit our Application Questions: TWIG (round six) page for full details. You can download the necessary templates here as part of your application.

You must provide the following **mandatory** documents:

- a governing document (unless exempt)
- accounts information
- a project plan, including consents checklist, risk register and measuring success checklist
- a cost template
- land ownership documents (Land Registry or lease or Heads of Terms)
- a map of the site
- evidence of applications for permissions and consents

In addition to the mandatory documents, you may also include the following documents where applicable:

- a Woodland Management Plan (**mandatory** if already in place)
- partnership agreement (**mandatory** if you are working in a partnership)
- job descriptions (**mandatory** if you are creating new jobs or apprenticeships as part of your project)
- briefs for commissioned work (if applicable)
- calculations of Full Cost Recovery (if applicable)
- evidence of support, such as letters, emails or videos of support (optional)
- images of the site (optional)

## What happens after your project?

### Ongoing maintenance plans

If you are planting trees, a single payment to cover up to three years of maintenance post project completion can be included in your grant application. Maintenance payments are at a fixed rate of

Year 1: £400 per hectare of new planting

Year 2: £300 per hectare

Year 3: £250 per hectare

In order to claim this money, you are required to submit a detailed Woodland Management Plan for the site on completion of the project covering at least five years following the Project Completion Date. You will also need a letter confirming that the Maintenance Payments have been set aside for the subsequent three-year period, how these funds will be spent, and confirming the amount ringfenced for this work.

You can read more about Maintenance Payments in our Receiving your grant: TWIG £10,000 to £250,000 guidance.

### National Forest Status

If you are successful in receiving TWIG funding, you must apply for National Forest Status by the end of the grant.

## Legal and policy requirements

### Ownership

We expect you to own any land on which you spend the grant or have a lease that meets our requirements and to provide evidence of ownership, including an up-to-date office copy from the Land Registry showing that you own the land (or for unregistered land, the relevant deeds). These should be attached to your application.

You must own the freehold or have a lease with at least five years left to run after the Project Completion Date.

The Project Completion Date is the date we let you know that we have recorded the Project as complete.

All leases must meet the following requirements:

- we do not accept leases with break clauses (these give one or more parties to the lease the right to end the lease in certain circumstances)
- we do not accept leases with forfeiture on insolvency clauses (these give the landlord the right to end the lease if the tenant becomes insolvent)
- you must be able to sell on, sublet the whole or part, and mortgage your lease but if we award you a grant, you must first have our permission to do any of these

If the land your project involves is owned by a third party or multiple third parties we will usually expect the owner to become a joint grantee. In some situations, rather than make the owner a joint grantee, we may ask them to sign an additional letter agreeing to comply with any terms and conditions that relate to their property.

In this instance, a legal agreement should also be put in place between each land owner and the grantee. There is no prescribed form of agreement but we have specific requirements which should be included in any third party owner agreements.

At a minimum, the agreements should include the following:

- confirmation as to how the land is held (freehold or leasehold)
- a description of the property (including plans)
- covenants on the part of the owner to maintain the property and provide public access in accordance with the terms of the grant (as applicable)
- a provision that any onward disposal should be subject to the third party agreement
- confirmation that the agreement will last from the start of the work on the third party land until five years following the Project Completion Date

The agreements will need to be completed and in place before any grant monies are released for work on any land owned by a third party.

## Digital works

We have specific requirements for digital works produced as part of any project.

This covers anything you create in your project in a digital format that is designed to give access to heritage and/or help people engage with, and learn about, heritage.

For example, this could include photographs, text, software, web and app content, databases, 3D models, sound and video recordings. Items created in the management of the project, for example emails between team members and records of meetings, are not included in the requirement.

We ask you to share your digital outputs under an open licence. Our default open licence is CC-BY 4.0. This helps remove barriers to the use and reuse of funded works, enabling greater engagement with the UK's heritage. It also helps to ensure others give proper credit to your work.
Our regulations around digital works vary depending on grant size.

Read further guidance on producing digital materials as part of a project.

## Procurement

You must follow our procurement guidelines. As an overview, projects with any single goods, works or services worth more than £10,000 (excluding VAT), should get at least three competitive tenders/quotes. For all goods, works and services worth more than £50,000 (excluding VAT), you must provide proof of competitive tendering procedures.

Your proof should be a report on the tenders you have received, together with your decision on which to accept. You must give full reasons if you do not select the lowest tender. Depending on the nature of your organisation and project you may be required to comply with UK Procurement Legislation.

If a project partner is providing goods or services paid for through the grant, then you need to tell us why they have been chosen and why an open tender process is not appropriate. We will consider whether this is the best way to carry out your project and expect you to show value for money and meet any relevant legal requirements.

If you are unsure about your obligations, we advise you to take professional or legal advice. If you have already procured goods, works or services for the project that are worth more than £10,000, (excluding VAT), you will need to tell us how you did it. We cannot pay your grant if you have not followed the correct procedure.

## Staff recruitment

You must also openly advertise all project staff posts, with the following exceptions:

- You have a suitably qualified member of staff on your payroll that you are moving into a project post.
- You are extending the hours of a suitably qualified member of staff on your payroll so that they can work on the project. In this case we will fund the cost of the additional hours spent on the project and you will need to tell us about their role.

In these instances, you still need to provide a job description for the post that explains work the appointed staff member will carry out in the context of your project.

We are committed to ensuring that the heritage sector is inclusive and sustainable. You must use at least the Living Wage rate for all project staff. Please show evidence of budgeting for at least the Living Wage rates in your staff costs and budgets.

Procedures to recruit consultants and contractors must be fair and open and keep to the relevant equality legislation.

## Subsidy control

If your application is successful, it is important to remember our grant comes from public funds and is subject to the Subsidy Control Act 2022. We ask that you familiarise yourself with the key requirements.

A subsidy is where a public authority provides financial support from public money that gives an economic advantage to the recipient, where equivalent support could not have been obtained on market terms. The majority of our grants will either not be a subsidy or will be a lawful subsidy which meets the requirements of the Subsidy Control Act 2022.

As a public body it is our responsibility to make the final determination of whether your grant is a subsidy and/or apply relevant exemptions as necessary and our subsidy control assessment is an important part of the application process. In preparing your application you should consider whether any particular subsidy control exemption is required for your project. We will expect your grant to comply with the principles of the subsidy control regime including the Act and published Statutory Guidance. If you are unsure whether your project will satisfy the relevant requirements you should seek independent legal advice.

We reserve the right to impose further requirements and seek further information in this respect and we will expect you to provide us with any assistance we may reasonably require in completing a subsidy control assessment.

## Ash dieback and re-stocking

We will not consider applications for projects solely to remove or manage ash dieback.

Projects which have a small element of ash dieback – as part of a wider project to restore and enhance nature – may be considered. You will need to provide evidence that shows a gain to biodiversity and creation of resilient ecosystems.

The re-stocking of trees on a site that has been felled is not eligible for TWIG funding. Re-stocking is a legal requirement of felling licences and cannot be funded through this scheme. However, TWIG could fund the other parts of the project, such as footpaths, signage and seating.

## Managing your data

The Heritage Fund and Welsh Government will be joint data controllers for any personal data you provide in relation to your grant application or request for grant funding. We will process it in line with our public task and the official authority vested in us to prevent fraud and money laundering, and to verify identities.

Your personal and grant related data will be shared with another data controller, Welsh Government, and any contractor appointed by Welsh Government to undertake external evaluation of the National Forest programme to review the impact, performance and costs of the scheme. You will be informed when an external evaluation is taking place and will have the opportunity to opt out.

For more information about how your data will be processed under this grant programme, please see our privacy policy.

## Get in touch

If you have a question about TWIG, please contact natur@heritagefund.org.uk.

We understand that you may be disappointed with a decision.

There is no right to appeal for TWIG. We can only review our decision if you can make a formal complaint about how we have dealt with your application. We have a two-stage complaint process for this programme.

We will only be able to consider and investigate the complaint if you can demonstrate that:

- we did not follow the published procedures for assessing your application
- we have misunderstood a significant part of your application
- we did not take notice of relevant information

A formal complaint must be made in writing **within 10 working days** of receiving your application decision. You must send your complaint to: enquire@heritagefund.org.uk

We aim to acknowledge your complaint within three working days.

Your complaint will initially be reviewed by one of our Nation & Area Directors, who is independent of recommendation and decision panels for this fund.

We aim to communicate a decision within 15 working days from when you submitted your complaint.

For assistance, contact our Customer Services Team on 020 7591 6044 or email enquire@heritagefund.org.uk.

## Guidance updates

We will regularly review this guidance and respond to user feedback. We reserve the right to make changes as required. We will communicate any changes as quickly as possible via this webpage.

# Project Enquiry: The Woodland Investment Grant (round six)

06/05/2025

See all updates

Submit a Project Enquiry before you apply for a TWIG (round six) grant from £10,000 to £250,000.

Page last updated: 20 June 2025.

The Project Enquiry is a **mandatory** step before proceeding to a full TWIG (round six) application.

We will use the information you provide to decide whether or not to invite you to submit a full application. An invitation to apply does not guarantee a grant from us in the future, but does indicate that we see potential in your initial proposals.

You must submit your Project Enquiry **by 12noon on 27 May 2025**.

## Before submitting

- Please refer to the programme's application guidance.
- Explore our position and advice on using artificial intelligence (AI) tools in your Project Enquiry.

## Project Enquiry questions

You can see the Project Enquiry questions here.

### Have you spoken to anyone at the Heritage Fund about your idea?

If so, tell us their name. Tell us also if you have spoken to a National Forest for Wales Liaison Officer about your project.

### What is the need for this project?

What is the need for this project in supporting the aims of The Woodland Investment Grant programme? Is there a particular risk to the site(s)?

Tell us about any consultation you have done with your local community or project partners.

You have 200 words.

### Describe what you will do during the project.

Include any tasks you have to do to achieve the project goal. For example, describe what specific actions you will undertake in the restoration of woodland.

Tell us what stage you are at in planning the project, for example if you have completed an Environmental Impact Assessment, or if you have identified and applied for relevant permissions and consents.

You have 200 words.

## Do you have a title for the project?

You must include the prefix #COED6 in your project title.

For example, #COED6 Woodland Restoration.

If invited to submit a full application, you can change your title but must still include the prefix.

## Tell us about the heritage of the project.

For this programme, heritage refers to the site(s) the project will work on. Tell us:

- Where will the work take place?
- Who owns/manages the site(s)?
- What is the current condition of the woodland?
- Why is the site important? (for both biodiversity/wildlife and people).

You have 100 words.

## Please outline how your project will respond to our four investment principles.

Tell us how you will meet the National Forest outcomes. For the TWIG programme, by meeting the three essential National Forest outcomes and any of the highly desirable outcomes that are relevant to your project, you are naturally meeting one or more of our investment principles. We have indicated below how the National Forest Outcomes align with the investment principles.

Saving heritage (essential): Explain how your project will result in good quality, well-designed and managed resilient woodlands (National Forest outcome 1).

Protecting the environment (highly desirable): Explain how your project will restore connectivity between woodland sites or support biodiversity (National Forest outcome 4), and how the actions you will take will mitigate the impacts of climate change.

Inclusion, access and participation (essential): Explain how your project will make woodlands more welcoming, accessible and attractive to visitors. How will communities be actively involved in the project? (National Forest outcomes 2 and 3).

Organisational sustainability (highly desirable): Explain how your project will a create multi-purpose site, for example being used for both recreation and local level enterprises. (National Forest outcome 5). Does your project include any elements that demonstrate learning, research and innovation? (National Forest outcome 6).

You have 300 words.

## Who will be involved in the project?

Tell us about who will run the project, any partnerships and if people will volunteer on the project.

You have 100 words.

### How long do you think the project will take?

Tell us an estimated start and end date. Note that projects cannot start before November 2025 and must conclude by 31 December 2027, including evaluation and reporting.

You have 50 words.

### How much is the project likely to cost?

If you know, tell us about the most important costs, split into capital and revenue costs. These costs can be estimated.

You have 200 words.

### How much funding are you planning to apply for from us?

£[enter amount]

## How to submit

When you are ready, please complete the questions on our online service by 12noon on **27 May 2025**.

Before submitting, you will need to register an account for yourself and for the organisation you are applying for, or log in if you already have an account.

## Hearing back from us

Once you have submitted an enquiry we will contact you in June to let you know the outcome. If your enquiry is successful, you will be invited to make a full application by the deadline of 12noon on **19 August 2025**.

## Guidance updates

We will regularly review this guidance and respond to user feedback. We reserve the right to make changes as required. We will communicate any changes as quickly as possible via this webpage.

# Application questions: The Woodland Investment Grant (round six)

06/05/2025

See all updates

Questions from our National Lottery Heritage Grants £10,000 to £250,000 application.

Before you can apply for a TWIG grant of £10,000 to £250,000, you **must submit** a Project Enquiry to tell us about your idea. If you are successful, we will invite you to apply. After you are invited to apply, you will have until 12noon on 19

August 2025 to submit an application.

You must use this guide to assist you in completing an online application form for a TWIG (found six) £10,000 to £250,000 grant.

Use this guidance to:

- see what questions appear in the application
- get guidance on how best to answer the application questions
- get guidance on how to fit the TWIG Programme criteria into our standard application form

Each question has a word limit; however, you don't need to reach this. Only include the information we ask for that is relevant to your project.

Explore our position and advice on using artificial intelligence (AI) tools in your grant application.

**Important:** The National Lottery Heritage Fund uses the same forms across a variety of programmes that we deliver. When completing your application form, you must follow the guidance below as some questions need to be answered differently for this programme. You should not use the help icons embedded in the online form as they do not relate to this funding.

## About your vision

### Describe what your organisation would like to achieve through your project.

We will use your answer to tell people about your project, including our decision makers.

Tell us what you hope to achieve and what you hope the legacy of your project will be.

For your TWIG application, please tell us:

- what you will be spending the funding on (in general). There is additional space for a full budget later on in the application form.
- how you think your project will contribute to the development of the National Forest network
- how have you referenced UK Forestry Standards (UKFS), and how they impact on your proposal
- how individuals and communities will be supported to become involved
- how the work proposed will deliver multiple benefits spanning environmental, social, economic and cultural wellbeing

[Text field – 150 words]

## About your heritage focus

### Tell us about the heritage you will focus on as part of this project.

Provide a description of the land you will work on as it is today. You should include information such as: the location, the size of the site, the current condition of the site, who manages it, any important or protected species or features, current uses and levels of community involvement.

Do not use this section to tell us about your project, or about what will happen during your project. We will ask you about this later in the application.

[Text field – 500 words]

## Is this heritage at risk?

If yes, explain why the heritage is under threat, how it is currently managed, and what actions have been taken (if any) to minimise the risk.

Please consider: is nature (habitats and species) at risk on the site and/or in your local area and how this project will help.

[Text field – 500 words]

## About your project

### What is the title of your project?

Give us a title or name we can refer to your project by.

Please start your project title/name with the prefix #COED6. For example, #COED6 Beddgelert or #COED6 Bangor Woodland Creation.

This helps us to correctly identify your application, and failure to do this could mean your application misses the deadline.

This will be seen by our decision makers, and if your application is successful, will be used in any public posts made about your project and will be published on our website. Make sure you choose a title that you are happy for a wide range of people to see.

We encourage you to keep your title short and descriptive.

[Text input – 255 characters]

### When will your project happen?

Give us a timeframe for your project. This can be an estimate.

You should receive a decision on your TWIG application in October 2025. For this round of the TWIG Programme, your project must be completed by 31 December 2027. This includes all final reporting and evaluation.

### Where is your project taking place?

If your project is taking place at more than one site, tell us the address where most of your project will take place.

- the same place as my organisation address [Tick box]
- somewhere else [Tick box]

If somewhere else:

### Tell us your project's address.

[Enter postcode > select an address > edit selected address details]

We understand that you might not have a postcode. Tell us the closest postcode to your project's location.

### Do you want to add a grid reference?

Add a grid reference if your project is taking place across a large area, at more than one site or in a place which is difficult to find using a postcode. For example, a monument in a remote location or a certain area within a larger landscape.

Grid references are used to find an exact location on a map. They can look different depending on which part of the United Kingdom they refer to. In Wales, grid references usually look like this: SJ33889035

For a more accurate result, you should use grid references with 8 or 10 numbers. You can find grid references for the sites or areas involved in your project by using a tool like the OS Grid Reference Finder.

- No, we do not want to add a grid reference [Tick box]
- Yes, we want to add a grid reference [Tick box]

If yes: Add a grid reference [Text field – 20 characters]

If you would like to add another grid reference, you will be able to add more on the next page.

Further information:

Provide more information about the grid reference. For example, the name of the site or a description of the area it covers.

[Text field – 50 words]

### Have you received any advice from us about this project?

You should answer Yes to this question and include any feedback you received from the Heritage Fund on your Project Enquiry.

[Text field – 500 words]

### Have you received any advice from anyone else about this project?

You should answer Yes to this question. Tell us any advice you have received from Natural Resources Wales, Llais y Goedwig, Cadw, County Council Countryside Service or other relevant organisations in your locality.

In particular, tell us about any support you have received from NRW Woodland liaison officers about the National Forest for Wales programme and how this advice has informed your plans.

Tell us if you have received any other specialist advice about your project.

This could include:

- any consultation you have done with your local community and those who will be involved in your project
- any pre-application advice on planning such as from your local authority or an archaeologist
- advice about how to address wellbeing for your project participants, such as from a charity or local group who can provide support which is relevant to their lived experience

[Text field – 500 words]

## Tell us what you will do during your project.

Provide an overview of what you will do during your project.

For example, describe any:

- actions you will be undertaking to restore woodland
- activities that you will be doing
- events that you will be hosting
- plans or resources that you will be creating

This helps us to understand what your project is all about.

Your project plan should provide more detailed information about each element of your project.

Small scale, low risk tree planting of up to 2 hectares is encouraged as part of your project. You should consider UK Forestry Standard guidance and the Woodland Opportunity Map 2025 to identify low sensitivity areas that you could include in your TWIG application for tree planting between 0.1 and 2 hectares.

All projects that involve **woodland creation over 2 hectares**, or under 2 hectares but not in low sensitivity area, will need to apply to the Welsh Government's Woodland Creation Planning Scheme **before** applying for TWIG grant funding.

All projects will need a Woodland Management Plan (WMP), which makes sure that:

- woodlands are managed to the principles of the UK Forestry Standard.
- woodlands demonstrate delivery of the National Forest essential criteria of 'good quality, well designed and managed resilient woodlands'

If you have an existing Woodland Management Plan, you should submit this as part of your application.

If you do not have an existing Woodland Management Plan, you should include the costs to develop one within your application. You will need to send this to us before the project completes.

[Text field – 500 words]

### Will capital works be part of your project?

You should answer Yes to this question. Please detail the work and costs involved remembering that a maximum of 25% of this grant is revenue funding. In addition, up to 10% of the capital element may be used for project planning and other direct project implementation costs.

Capital works are defined as works that create or improve an asset. These can include physical works to landscapes, nature and buildings, repair, conservation, new build, digitisation and digital outputs of all kinds.

Examples of capital work include:

- tree planting
- constructing accessible pathways
- installing interpretation panels

By digital outputs we mean anything created in a digital format with our funding, which is designed to give access to heritage or to help people engage with and learn about heritage. For example, environmental surveys, educational materials and digital display content. Your digital outputs might include:

- photographs, sound and video recordings
- electronic documents and databases
- website and app content
- software and code
- 3D models

If digital outputs are a part of your project and other people or organisations have ownership or intellectual property rights, you will need to tell us about this.

The TWIG programme is for landowners and/or those with full management control of land, so it is important you tell us who owns the heritage.

If your organisation owns the heritage, tell us:

- if your organisation has the freehold of the building or land, or own the heritage items outright
- if your organisation has the lease of the building or land and how many years are left to run on the lease
- if your organisation has, or is planning to take out, a mortgage or other loans secured on the building or land, or heritage item. If so, give us details of the lender and the amount of the mortgage or loan. If you have one, upload an ownership document.

If a partner organisation owns the heritage, tell us:

- the name of the partner organisation
- if the project partner has the freehold of the building or land, or own outright the heritage items

- if the project partner has the lease of the building or land and how many years are left to run on the lease
- if the project partner has, or is planning to take out, a mortgage or other loans secured on the building or land, or heritage item
- if so, give us details of the lender and the amount of the mortgage or loan

We expect you to own any land on which you spend the grant or have a lease that meets our requirements and to provide evidence of ownership, including an up-to-date office copy from the Land Registry showing that you own the land (or for unregistered land, the relevant deeds). These should be uploaded to your application now.

[Text field – 500 words]

Upload ownership document.

[Choose file]

If you select 'Yes, capital works will be part of your project', you will also need to answer these next five questions:

### Do you need any permission to carry out the capital works?

You should answer Yes to this question. It is expected that all applicants will get the necessary consents or permissions from their local authority, Natural Resources Wales (NRW), or other bodies such as Cadw prior to submission of an application.

If you do not have all of your permissions/consents in place, you need to provide evidence that you have applied for the relevant permissions or consents in your supporting documents.

Examples of what might need permission:

- agreement from the owner of a heritage asset
- access rights from a landowner
- felling licenses
- protected species licenses
- planning permission or General Permitted Development Orders (GDPO) for tracks, roads, compostable toilets

### Has a condition survey taken place in the last five years?

Before you apply, you must consider if an Environmental Impact Assessment (EIA) is required for your proposals. Demonstrate that you have checked the relevant criteria and evidence that the proposals do not fall within those specified types required for an EIA.

If an Environmental Impact Assessment is required, please tell us the outcome or provide evidence in your supporting documents that you have applied for one.

Tell us about any ecological or archaeological surveys that have been completed on the land that are not covered by your Environmental Impact Assessment.

[Text field – 500 words]

## Are there any legal conditions, restrictions or covenants associated with the heritage which may affect your project?

Tell us if the register of title or other ownership documents contain any restrictions or limitation on its use or ownership, or if it requires any consents for any dealings. If so, you will need to give us the full details and evidence that these are satisfied.

This could include:

- a Restrictive Covenant limiting the type of use for the land or property
- a restriction giving another party a right to be notified of any dealing or state conditions that would need to be resolved before the property is sold

Answer:

No, there are no legal conditions, restrictions or covenants associated with the heritage [Tick box]

Yes, there are legal conditions, restrictions or covenants associated with the heritage [Tick box]

If yes: Tell us more about any legal conditions, restrictions or covenants associated with the heritage which may affect your project

[Text field – 500 words]

I am not sure if there are any legal conditions, restrictions or covenants associated with the heritage [Tick box]

## Is this heritage on the at Risk Register?

Please answer No to this question.

## Will you be creating any digital works as part of your project?

By digital outputs we mean anything created in a digital format with our funding, which is designed to give access to heritage or to help people engage with and learn about heritage.

Tell us if you will be creating any digital outputs as part of your project. The digital outputs you create will need to meet our digital requirements, and be available, accessible and open. You can read more about our digital requirements on our website.

Your digital outputs might include:

- photographs, sound and video recordings
- electronic documents and databases
- website and app content
- software and code
- 3D models

Answer:

No, we are not creating any digital works [Tick box]

Yes, we will be creating digital works [Tick box]

If yes: Tell us how you will make sure these digital works meet our digital requirements.

[Text field - 500 words]

### Will you be acquiring any buildings, land or heritage items as part of your project?

Please answer No to this question. Acquisition of land is not permitted under this scheme.

### Our funding is subject to the Subsidy Control Act 2022. Tell us whether you consider the funding applied for to be a Subsidy within the Act and any advice you may have taken.

If your application is successful, it is important to remember our grant comes from public funds and may be subject to the Subsidy Control Act 2022.

Find out more about subsidy control in the Legal and policy requirements section of the programme guidance.

[Text field – 500 words]

### How will you maintain the benefits of your project and meet any related costs?

Tell us how you will manage the benefits of your project after the funding ends.

This is where you describe how you will manage the site in the future, for example, if you will keep employing staff to help maintain it.

Tell us how you will make sure any plans for the future are owned and delivered for the community, by the community.

If you have an existing Woodland Management Plan, you should submit this as part of your application.

If you do not have an existing Woodland Management Plan, you should include the costs to develop one within your application. You will need to send this to us before the project completes.

Remember: if you are planting trees, we can make a single maintenance payment at project completion to cover tree maintenance for three years post-project. Maintenance payments are at a fixed rate of:

Year 1: £400 per hectare of new planting

Year 2: £300 per hectare

Year 3: £250 per hectare

[Text field – 500 words]

## About the need for your project

## Why does your project need to happen?

This fund is competitive and you will need to explain why this project needs to happen now.

For example:

- Are there particular development pressures on the land?
- Is there a one-off opportunity to re-connect isolated woodlands?
- Has the community been eager to improve or create a woodland in their area?
- Are there barriers to participation in your community which this project addresses?

[Text field – 500 words]

## Is there a specific community your project is dedicated to serving? Select any that apply.

Please select from the list below to reflect who your project will support. Choose any and all that apply, or choose ‘none of the above’ if this does not apply to your project.

If you choose the option ‘specific groups who are not included already’, please tell us more about these groups or communities.

If you are working with vulnerable people as part of your project, you will need to have safe-guarding policies and practices in place. You should also ensure that wellbeing for project staff, participants and visitors is considered throughout your project.

You should make reasonable adjustments to the way you deliver your project or services so that everyone can participate.

- Communities experiencing ethnic or racial inequity, discrimination or inequality [Tick box]
- Faith communities [Tick box]
- People who have migrated and/or have experience of the immigration system [Tick box]
- d/Deaf, disabled, blind, partially sighted and/or neurodivergent people [Tick box]
- Older people (65 and over) [Tick box]
- Younger people (under 25) [Tick box]
- Women and girls [Tick box]
- LGBTQ+ people [Tick box]
- People who are educationally or economically disadvantaged [Tick box]
- Specific groups that are not included already [Tick box]
- None of the above [Tick box]

## Who else have you approached about funding your project?

Tell us about any other funding:

- you have secured to help towards the cost of your project
- you are planning to apply for to support this project
- you will raise through fundraising or crowdsourcing

Tell us if you have raised any non-cash contributions to help you deliver your project.

While we can fund the total cost of a project, you should explain why you are not able to raise any other funding from either your own resources or other sources.

[Text field – 500 words]

## Our investment principles

Our four investment principles will guide all our grant decision making under our 10-year strategy, Heritage 2033.

Our investment principles are:

- saving heritage
- protecting the environment
- inclusion, access and participation
- organisational sustainability

For the TWIG programme we have matched the investment principles to the National Forest outcomes. Tell us how you meet the three essential National Forest outcomes and any of the highly desirable outcomes by following the guidance below. You need only complete those sections that are relevant to your project.

Further detail on the National Forest outcomes can be found in the 'How we assess your application' section of the TWIG application guidance.

### Explain how your project will save heritage.

Explain how your project will result in good quality, well-designed and managed resilient woodlands (National Forest outcome 1).

[Text field – 500 words]

### Explain how your project will protect the environment.

Explain how your project will restore connectivity between woodland sites or support biodiversity (National Forest outcome 4), and how the actions you will take will mitigate the impacts of climate change.

[Text field – 500 words]

### Explain how your project will increase inclusion, access and participation.

Explain how your project will make woodlands more welcoming, accessible and attractive to visitors. How will communities be actively involved in the project? (National Forest outcomes 2 & 3).

[Text field – 500 words]

### Explain how your project will improve your organisational sustainability.

Explain how your project will create multi-purpose sites, for example being used for both recreation and local level enterprises (National Forest outcome 5). Does your project include any elements that demonstrate learning, research and innovation? (National Forest outcome 6). Include plans for supporting or delivering skills and training here.

[Text field – 500 words]

# Delivering your project

## How is your organisation best placed to deliver this project?

Tell us why specifically your organisation should run this project.

This may include:

- any experience your organisation has in running similar projects
- staff and/or Board members and Trustees' knowledge and skills
- your organisation's capacity to deliver the project at the same time as your usual work
- your connections with other relevant projects or organisations

[Text field – 500 words]

## How will you manage running your project?

Tell us how your project will be managed day to day and about the people involved.

This should include telling us:

- who will make decisions, the experience of the people involved and their roles in the project
- about staff posts, apprentices, traineeships, or any other paid opportunities, that your project will create
- about any volunteering opportunities your project will create. Volunteers are people who give up their time for free to help deliver your project
- if you are moving an existing staff member into a post created by this project or are extending the hours of an existing staff member to work on the project, tell us how they are qualified for the role

Remember, you must openly advertise all new staff posts, unless you are moving an existing staff member into a post created by this project or are extending the hours of an existing staff member to work on the project.

[Text field – 500 words]

## Will your project be delivered by a partnership?

If Yes, tell us who your partners are, the nature of your partnerships and how you will work together.

If you are working with any other organisations to carry out your project, we would like to see your partnership agreement. If you have one, you will be able to upload it here.

This document should outline all partner's roles and responsibilities and should be signed by all parties. This agreement should reflect the needs of your project and you may need to seek independent advice.

You do not need to provide a partnership agreement unless another organisation is delivering a significant part of your project.

[Text field – 500 words]

### How will you evaluate your project?

You must evaluate your project and provide a written evaluation report once you finish your project.

You will need to create an evaluation plan at the start of your project. This will be an outline of how you are going to collect data to measure, analyse and understand what you are doing and ultimately to provide evidence about what your project has achieved.

Tell us who will carry out your evaluation. This could be staff within your organisation or an individual or organisation who you will need to employ. You should provide a brief for this work as a supporting document.

We would expect to see costs for your evaluation included in your project costs.

[Text field – 500 words]

### Will any of your project take place in Wales?

Answer Yes. Your project must take place within Wales to be eligible for the TWIG programme.

You must include the Welsh language in all aspects of your work.

Tell us how you will use the Welsh language in your project, and make sure that this information is included in your project budget and plan. Please include budget for translation costs under the 'Other' costs category in the project costs section.

[Text field – 500 words]

### Tell us about any key challenges or potential risks to your project that you have identified.

We know that all projects face challenges and risks. Tell us about the challenges or risks you have identified, which could have an impact on your project.

Your risk register should provide more detailed information about these challenges or risks and how you will manage these.

We would expect to see contingency within your project costs to help manage these identified challenges or risks.

[Text field – 500 words]

## Project costs

### Tell us how much it will cost to deliver your project

You should include all costs relating to your project.

Please refer to the ‘What costs can you apply for?’ section of the TWIG application guidance. Remember that a maximum of 25% of this grant can be used for revenue funding. In addition, up to 10% of the capital element may be used for project planning and other direct project implementation costs.

Include costs for Welsh translation, evaluation, acknowledgement, contingency and post-project Maintenance costs if planting trees.

Please also fill out and upload the TWIG Programme Cost template found on the TWIG templates page. This document is mandatory and will provide a more detailed breakdown of revenue and capital costs which is required with your application.

You will need to add a new cost for each separate project cost.

For example, if you are recruiting three new staff members to manage your project, you will need to add three different new staff costs.

Each cost will need to have its own description and amount.

If you are claiming VAT on any of your project costs, make sure it cannot be reclaimed through other sources first. We cannot cover the costs of VAT that you can reclaim.

If your VAT status changes during your project we will reduce our contribution to the costs where you have been able to claim back the VAT.

### Are you getting any cash contributions to support your project?

Cash contributions are other funds you expect to receive towards the cost of your project. This includes any cash contribution from your own organisation.

If yes: Upload evidence. This could be a letter confirming the offer or a copy of bank statements showing the funds in your account.

### Are you getting any non-cash contributions to support your project?

Non-cash contributions are things that you need for your project that you do not have to pay for.

For example, the use of a room in a local business or materials being donated by a local company.

Provide an estimate of how much this would have cost if your project had to pay for it.

## Supporting documents

You will need to provide relevant supporting documents, detailed below, as part of the application process. Please download and complete the necessary templates here as part of your application.

You must provide the following mandatory documents:

- a governing document (unless exempt)
- accounts information
- a project plan, including consents checklist, risk register and measuring success checklist
- a cost template
- land ownership documents (Land Registry or lease or Heads of Terms)
- a map of the site
- evidence of applications for permissions and consents

In addition to the mandatory documents, you may also include the following documents where applicable:

- a Woodland Management Plan (**mandatory** if already in place)
- partnership agreement (**mandatory** if you are working in a partnership)
- job descriptions (**mandatory** if you are creating new jobs or apprenticeships as part of your project)
- briefs for commissioned work (if applicable)
- calculations of Full Cost Recovery (if applicable)
- evidence of support, such as letters, emails or videos of support (optional)
- images of the site (optional)

**Important:** Our TWIG programme uses our standard application form, and you will need to upload some of your supporting documents under the 'Evidence of support' section. You can upload up to six documents under this section. Please ensure you use clearly labelled file names.

## Accounts

Upload your organisation's accounts.

You must provide your most recently audited or accountant verified accounts.

Accounts need to be:

- in the legal name of your organisation
- dated
- signed with a handwritten signature. This does not include digital signatures
- include the title of the person who is signing them. This person must be a director, trustee, accountant, or other senior figure in your organisation

If your organisation's accounts are older than 18 months, you must also provide three months of your most recent bank statements. This should be the three months before the date you submit your application.

If your organisation was set up less than 14 months ago and does not have a set of audited accounts, you must provide your last three bank statements or a letter from your bank confirming that your organisation has opened a bank account.

We do not need to see your accounts if you are a public organisation, for example a local authority or university.

Upload your accounts [Choose file]

## Project plan, including consents checklist, risk register and measuring success checklist

For the TWIG programme, we have combined the project plan, consents checklist, measuring success checklist and risk register into one document for you to complete and submit. You should download this document from our templates page and submit the completed document with your application.

### Project Plan

The project plan should provide detailed information about the tasks you outlined in your application.

For each task, make it SMART:

- specific
- measurable
- achievable
- realistic
- time-related

### Setting out your project plan

We recommend that your project?plan?is in?chronological order. This is where you tell us about the?things that your project will do and produce. Tell us?what your project outputs will be and who will be involved. Include numbers?where you can.

The project plan should focus on the tasks that must be completed to make the project a success. You should include all the key activities and milestones you hope to achieve.

When filled in, the table should give you and your?colleagues a realistic?plan?for carrying out your project.?However, we understand that the?plan?is likely to?change and improve as your project develops.

We will ask you to collect data throughout your project to measure the success of your plans and ask you to reflect on them in your project evaluation.

Upload your project plan, including consents checklist and risk register. This should be downloaded and completed from our templates page.

### Consents checklist and Measuring Success checklist

For the TWIG programme, we require you to provide details on the necessary consents or permissions you need for your project from local authority, Natural Resources Wales (NRW), or other bodies such as Cadw. If these consents or permissions are not in place, you need to provide evidence that you have applied for them in your supporting documents.

The Measuring Success checklist will help us evaluate progress towards National Forest targets. Please complete the information on this tab.

### Risk Register

A risk register is a document, usually set out as a table, that lists all the risks identified by an organisation and prioritised in order of importance.

We know all projects face challenges and risks. We will want to see what risks you have considered, the impact the risk would have on your project and how you would plan to manage each risk.

For each risk, outline:

- the nature of the risk, for example technical, market, financial, economic, management, legal
- a description of the risk
- the chance of the risk happening, using a percentage value or low, medium or high grading
- the impact the risk could have on project costs, time and quality of the project
- the overall effect the risk may have on project delivery
- how you would manage with the risk

Upload your project plan and risk register [Choose files]

## Job descriptions

Upload job descriptions for any new staff or apprentices (if applicable)

If you plan to recruit new staff or apprentices to help you deliver your project, you need to provide a job description for each new post. If you are moving a current member of staff into a project role, or extending their hours to support the project, you still need to provide a job description.

Each job description should include the proposed salary and working hours.

Upload any job descriptions [Choose file]

## Briefs

Upload briefs for any commissioned work (if applicable)

Briefs describe any work you plan to commission during your project.

If you are commissioning work, for example from an ecologist, then you should provide a brief. The brief should describe the works, how long they will take, and how much they will cost.

You can find a template brief on our website.

Upload any briefs for work [Choose file]

## Full cost recovery

Upload calculations for full cost recovery (if applicable)

If you have included full cost recovery as a cost heading in your project costs, you must provide a document that shows how you have calculated this.

Costs should be proportionate to the time or resources used for your project. We can also cover a proportion of the cost of an existing member of staff, as long as they are not working exclusively on the funded project in a new post.

Upload your full cost recovery calculation [Choose file]

### Images

Upload project images (if applicable)

Provide up to six images that help illustrate your project.

This could include:

- an image of a map of the area showing the locations involved in your project, if it is taking place across more than one place or across a large area

Please make sure you have all the permissions required to share these with us, as we may use these to tell people about your project, including our decision makers. We might also use any images you send us to promote your project publicly.

Upload any images [Choose file]

### Evidence of support

Please use this section to upload any additional TWIG specific supporting documents. Mandatory documents you should upload here include:

- cost template
- a Woodland Management Plan (**mandatory** if already in place)
- evidence of permissions and consents (e.g. Environmental Impact Assessment, felling licenses, planning permissions). If these are not in place, attach evidence that you have applied for them.

You can upload up to six additional documents.

Upload any evidence of support [Choose file]

## Check your answers

You will be shown a summary of all your answers.

You will also have the option to go back and change an answer if needed.

### Confirm declaration

You will be asked to read and agree with our declaration.

Now that you’re happy with your application, you are ready to apply for funding.

We run qualitative user research to help us to develop our products and services. This could be from a 20-minute survey to a two-hour interview.

Tick this box if you would like to be involved in our research, or find out more. [Tick box]

We may contact you from time to time to keep you informed about the work of The National Lottery Heritage Fund.

Tick this box if you wish to be kept informed of our work [Tick box]

I have read and agreed with the declaration. [Tick box]

## Declaration

a) Data Protection

We are committed to being as open and transparent as possible. This includes being clear about how we assess and make decisions on our grants and how we will use your application form and other documents you give us. We follow all data protection laws and regulations that are applicable and in force from time to time (the 'Data Protection legislation'). As defined by the Data Protection legislation the Trustees of the National Heritage Memorial Fund (who administer the National Lottery Heritage Fund) is a data controller. Our Privacy Policy contains additional information including contact information for our Data Protection Officer. It can be found on the National Lottery Heritage Fund website.

As part of the application process we will collect your name, contact information and position at the organisation you represent as well as any additional personal information you supply about you or others involved in your project. We may share this information with one of the consultants on our Register of Support Services if they are appointed to help support you on your project. We do not transfer your data to any third parties based outside of the EU.

We may use your application form and other documents you give us, and the data contained within:

- To decide whether to give you a grant.
- To provide copies to other individuals or organisations who are helping us to assess, monitor and evaluate grants.
- To share information with organisations and individuals working with us with a legitimate interest in National Lottery applications and grants or specific funding programmes.
- To hold in a database and use for statistical purposes.
- If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and in the publications or websites of relevant Government departments and any partner organisations who have funded the activity with us.
- If we offer you a grant, you will support our work to demonstrate the value of heritage by contributing (when asked) to publicity activities during the period we provide funding for and participating in activities to share learning, for which we may put other grantees in contact with you. This may include sharing your information and any subsequent publicity with third party partner distributors.

b) Freedom of Information

As a public organisation we are subject to the Freedom of Information Act 2000 and Environmental Information Regulations 2004 which give the public a right of access to the information that we hold, unless any exemptions apply.

This includes any recorded information provided to us by our applicants and grantees.

When you complete the Declaration at the end of the application form, you are confirming that you have no objection to us releasing the application form and any other information you provide to us to anyone who asks to see them once your application has completed the assessment process. If there is any information that you don't want made publicly available, please explain your reasons below:

[Text box]

If we receive a request for information we will always consult you first and will take your comments into account and will apply the exemptions in the Freedom of Information Act 2000 and Environmental Information Regulations 2004. However, the decision to release or withhold your information is our decision and we will not be responsible for any loss or damage you suffer as a result of our meeting these responsibilities.

- I confirm that the organisation named on this application has given me the authority to complete this application on its behalf.
- I confirm that the activity in the application falls within the purposes and legal powers of the organisation.
- I confirm that the organisation has the power, if awarded a grant, to accept and pay back the grant.
- I confirm that, as far as I know, the information in this application is true and correct.
- I consent to my personal data being used as described and understand that should the requirement change from that described I will be informed at the earliest convenience.

### Application submission

Your application has been submitted!

### What happens next?

1. We will send you an email soon with a project reference number.
2. We will check your application and the information provided, to make sure we have everything we need to assess your application. This will include checking you have provided all the appropriate supporting documents.
3. We may contact you to request more information or documents if needed.
4. We will check your application and once we have everything we need to assess your application, we will let you know our decision in late October 2025.

## Guidance updates

We will regularly review this guidance and respond to user feedback. We reserve the right to make changes as required. We will communicate any changes as quickly as possible via this webpage.

# Templates: The Woodland Investment Grant (round six)

06/05/2025

See all updates

Use these templates to help prepare your application to The Woodland Investment Grant (round six).

| Attachment | Size |
| --- | --- |
| FILE<br>View Cost template as FILE(7.1 KB) | 7.1 KB |
| XLSX<br>View Templed cynllun prosiect, gan gynnwys rhestr wirio caniatâdau, cofrestr risgiau a rhestr wirio i fesur llwyddiant as XLSX(27.34 KB) | 27.34 KB |
| XLSX<br>View Project plan, including consents checklist, risk register and measuring success checklist template as XLSX(30.46 KB) | 30.46 KB |
| FILE<br>View Templed dadansoddiad cost as FILE(7.43 KB) | 7.43 KB |

# Receiving your grant: The Woodland Investment Grant (round six)

See all updates

This guidance sets out how you will receive your grant. It also explains what we expect of you before, during and after receiving it.

## Introduction

The Woodland Investment Grant (TWIG) is a programme for landowners to create woodlands for local communities to use and enjoy, as part of the Welsh Government's National Forest initiative. It is jointly funded by the Welsh Government and The National Lottery Heritage Fund.

After you have been awarded a grant, it is important to understand the next steps you must take. The funding you will receive is public money from the Welsh Government and National Lottery players, and it is important that it is managed in an accountable way.

By reading and understanding the requirements outlined in this guidance, your completed application, the application guidance and the terms and conditions (including our definitions), you can make sure that your project will be compliant with our requirements.

If, after reading these documents, you have outstanding questions or concerns, please get in touch for further support. Your first point of contact with The National Lottery Heritage Fund is your Grant in Aid Manager.
Additional guidance is also available in the funding and good practice guidance sections of the website.

## Project timeline

1. give us more information about your project before you can agree to your grant
2. agree to your terms of grant within **six months** of the date you received the email inviting you to do so
3. deliver your project activity
4. submit completion report and project evaluation before the Grant Expiry Date of 31 December 2027
5. comply with agreed terms for the duration of your grant contract

## Give us more project information

Once we have told you that you have been awarded a grant, you will be able to sign into your account and give us more information about your project. This will include questions about:

- jobs and training opportunities which will be supported through your project
- any volunteers or visitors your project might have
- your project's environmental impact
- how you will acknowledge and promote your grant

These questions are not part of your application – your answers will not affect your grant award. We ask these questions to help gather data on the impact of our funding. We collect evidence from across our portfolio to help inform our practice and how we deliver our strategy.

To help you to answer these additional questions about your project, read the Give us more project information guidance and questions.

You will need to complete this task before you can agree to the terms of your grant and start your project.

## Agreeing to the terms and conditions

Once you have given us more information about your project, you will receive an email inviting you to sign into your online account to check and agree your project details, and to agree to and sign the terms and conditions of your grant.

To agree to the grant, you will need to:

- check the details we have about your project are correct
- send us any new evidence for your project, for example cash contributions, permissions or licenses
- tell us if there are any significant changes to your project since you submitted your application, for example changes to project partnerships or cash contributions
- tell us details of two legal signatories for your organisation, so we can send them a link to download, read, sign and upload the terms and conditions. If you are a legal signatory for your organisation, you will be taken directly to the terms and conditions process at this stage without the need for an email.
- download, read and sign the terms and conditions

You will also need to send us, if applicable:

- proof of property ownership including, for example, up-to-date copies of the Land Registry title register (with plan), leases and evidence of any existing mortgages. If the name on these ownership documents does not exactly match your organisation name, let us know before you agree to the terms and conditions so we can update it.
- an updated project plan and risk register if there are substantial changes to your project since you applied for your grant
- a project cashflow forecast, showing when you expect to receive any cash contributions and grant payments
- a project management structure and methods for choosing consultants, contractors and suppliers

Before we can process your terms and conditions, you will need to, if applicable:

- have secured all cash contributions, statutory permissions and any necessary licences
- met our ownership requirements

You must submit this information within six months of receiving the email.

While we have a standard contract for most projects, we may vary our processes and terms depending on the specific circumstances of your project. If applicable, you will be told about any additional terms at this stage.

Once we have processed the information you have provided, we will confirm this to you in an email. You can then start work on your project. You should not start any work on your project until you have our written permission to do so. If you do start any work before receiving this permission, it is at your own risk.

## How we will pay your grant

After you have agreed to the terms of grant, you will be asked to sign into your online account to provide your bank details.

Once you have provided your bank details and they have been verified by us, the first payment is processed and 50% of the grant is paid into the bank account for which you provided details.

After you have spent the first 50% of your project costs, you will be able to submit an online payment request for the next 30% of your grant. You must provide evidence to demonstrate how the first 50% of your project costs were spent.

We will pay the remaining 20% of your grant in arrears once you have spent all of your project costs. You must submit a final payment request and evidence to demonstrate how the previous payment of 30% of your grant and this final 20% were spent. You must also provide the completion report, evaluation and evidence of acknowledging the grant as agreed in your contract.

Once you have made your final payment request, we will not accept any further requests for payments from you. You should therefore agree your final accounts with your contractors and suppliers before you apply for the final grant payment.

We aim to release all grant payments within 10 working days of receiving a payment request and the required supporting documents.

If you spend less than your agreed costs and your project completes under budget, you will need to return to us any funds from your National Lottery grant that have been paid to you and have not been spent. We will agree with you the amount to be returned as part of completing your project.

## Maintenance payments for delivery of Woodland Management Plans

We will require formal acknowledgement and commitment to your obligations in relation to the delivery, management and maintenance of the woodland beyond the project lifetime (for a period of five years) as set out in the Woodland Management Plan which should be in place before your project completes.

If you are planting trees, a single payment to cover up to three years of maintenance post project completion will be paid where this was included in your application. Maintenance payments are at a fixed rate of:

- Year 1: £400 per hectare
- Year 2: £300 per hectare
- Year 3: £250 per hectare

You should ringfence money for this purpose throughout your project up to the amount agreed and claim this sum at project completion. This should not exceed the amount requested in your application.

On project completion you will need to send us a signed letter from a senior member of staff with budgetary oversight (e.g. Finance Director or equivalent) confirming that the maintenance payments have been set aside for the subsequent three-year period, how these funds will be spent, and confirming the amount ringfenced for this work before we can pay the final payment of your grant. An accompanying bank statement should be submitted to evidence this.

At the end of the three-year period we may require evidence that the maintenance payments have been spent as set out in your Forest Management Plan.

We expect you to keep records of invoices, receipts to evidence this expenditure and may call upon you to send us the evidence for verification.

As with all other project costs, your grant payments will reflect your agreed grant percentage. For example, if your grant percentage is 100% and you put aside £5,000, your grant payment will be £5,000. If your grant percentage is 85% and you put aside £5,000, your grant payment will be £4,250.

## Completing your project

You must complete your project and submit a completion report before the Grant Expiry Date of 31 December 2027. We may also request additional updates on your progress during the lifetime of your project. We will let you know the frequency that best supports you and reflects the risk of the project.

As part of updating us on your project and at completion, we will ask you questions to help us gather data about the impact of our funding. This will include questions about:

- jobs, apprenticeships and training opportunities created as a result of your project
- any volunteers you had and the hours they spent supporting your project
- people who benefitted from your project, such as visitors

You should make sure to follow good practice and keep records throughout your project to help you answer these questions. For example, logging any training staff have undertaken as a result of your project or the number of hours volunteers have spent supporting your project.

You will be given a grant expiry date based on the project timescale that you identified in your application. You must complete your project and send us your completion report by the grant expiry date.

The length of time which your grant contract terms apply **depends on the core activities** carried out in your project.

For **activity** based projects, for example an exhibition or an event with no digital outputs or capital works, the terms and conditions end on the project completion date.

For projects creating **digital** outputs, for example the creation of a website, the terms and conditions apply until five years after the project completion date. If the lead applicant is a private owner of heritage, the terms will apply for five years from the project completion date.

For **capital** based projects, for example new building or restoration works, the terms apply until five years after the project completion date. If you are a private individual or for-profit commercial organisation the terms and conditions will apply for 10 years after the project completion date.

When we have received all the necessary documentation to record your project as complete, we will confirm this with you. This will be known as the project completion date.

By complete we mean:

- your project is finished, and you have achieved your approved purposes
- you have appropriately acknowledged your grant as set out in our how to acknowledge your Welsh Government grant guidance
- you have evaluated your project and submitted a completion report and Measuring Success checklist
- you have submitted a letter confirming that the Maintenance Payments have been set aside for the subsequent three-year period, how these funds will be spent, and confirming the amount ringfenced for this work.
- you have submitted an updated/ final Woodland Management Plan.
- you can supply high resolution digital photographs documenting your project
- if your project involved capital works, you have provided a practical completion certificate
- if applicable, you have listed the project's digital outputs and provided the web address (URL) of the website or websites where they can be accessed

We will continue to keep in contact with you at intervals after the project is completed, including through our customer surveys and participation in evaluations of the National Forest for Wales programme.

## Working with us

We encourage you to keep in touch with us, so we can hear about the things you are achieving throughout your project.

While it is not always possible for us to visit or meet the organisations we fund, please invite us to key project events and openings and we will aim to send a representative where possible.

We understand that problems or significant issues can arise during a project. This could include any issues within your organisation, changes to project costs, serious delays, failure to achieve your approved purposes or deliver against our investment principles. You must get in touch with us as soon as possible, so that we can respond and support you as appropriate.

We expect you to respond promptly to any requests for information and to discuss any substantial changes to your project with us. We will keep you updated about any changes to National Lottery or Welsh Government grant policy or practice that may impact your funding.

You cannot change the approved purposes of your project without our prior written agreement. If you would like us to consider any changes to your approved purposes you must send us written details of the reasons for the request and explain how it will affect:

- the quality of your project
- the cost of your project
- the time you need to complete your project
- the future viability of your project

We may then re-assess the project or take any other action we consider necessary. It may be determined that we give permission for the change only if you agree to additional terms and conditions as required.

Any changes that are agreed with us must be in writing and should also be reported in your project updates and/or completion report as applicable.

If you need to make minor budgetary changes and move funds between the cost headings you provided in your application in order to achieve your approved purposes, you can report on this in your project update. Please note that costs should not be moved between the capital and revenue split as outlined in the programme application guidance. You must demonstrate how these changes helped you to deliver your project.

You must get in touch with us in advance if you want to propose any substantial changes to these cost headings and for any major spending of your contingency budget.

If we agree to any changes to your Project, your local office will write to you via email confirming the changes offered. You will need to confirm you accept this by replying to the email within five working days.

## Project updates

When agreeing to the terms and conditions of your grant, we will let you know how many project updates we expect you to provide during the delivery of your project.

Using these updates, we will monitor the progress of your project to confirm that it is delivering the project as detailed in your application and the approved purposes set out in your grant contract.

Your project updates should include:

- photographs showing the progress of your project (mandatory)
- a record of activities or events that you have arranged (mandatory)
- job descriptions/details of recruitment (mandatory if applicable)
- procurement reports (mandatory if applicable)
- progress in reaching key milestones, for example appointment of contractors or staff
- issues arising so that we can respond and support you as appropriate

You will need to sign into your online account and select the project you would like to provide an update for.

You will then need to answer a series of questions to provide an update on how your project is progressing.
Once you have provided this information and uploaded any supporting evidence, you will be able to submit your project update.

You will also be able to submit a payment request if needed.

## Providing evidence of expenditure

You must provide invoices for all expenditure over £500. All invoices submitted to us should be for eligible works towards the project we have agreed to fund. They should also be clear, readable and not damaged or tampered with.

The invoice should be addressed to the organisation submitting the payment request.

Invoices must have:

- an invoice number
- the date they were raised
- the date payment is expected and the payment terms
- how payment is made and to who
- company details, including name, address, email address, telephone number, company number, VAT registration number (if VAT registered)
- a description of the services provided
- the gross (without VAT), VAT amount if VAT registered and the net (total) amount due

You may provide a separate table detailing costs under £500, including this total as one line of expenditure in your payment request.

Salary costs should be evidenced by providing payslips or a letter signed by a member of your organisation with financial authority.

All grant funds spent on the project should be reported against the cost headings in your application.
We cannot cover the costs of VAT that you can reclaim. It is your responsibility to seek appropriate advice about reclaiming VAT.

If your VAT status changes during your project we will reduce our contribution to the costs where you have managed to claim back the VAT.

## Promoting your grant

The Woodland Investment Grant (TWIG) is jointly funded by the Welsh Government's National Forest for Wales Programme and The National Lottery Heritage Fund.

Promoting and acknowledging the Welsh Government and The National Lottery Heritage Fund is a condition of the grant contract. You can find out more about our minimum requirements for acknowledgement on our website. Examples of imaginative things that projects have done can be found on our website.

You must acknowledge your grant publicly as soon as your project starts by displaying The National Lottery / Welsh Government partnership logo.

You must also make sure you include The National Lottery/ Welsh Government partnership logo on any information you produce about your project, for example, on public consultation or fundraising information or materials. You must also include the logo on all designs or plans you produce, on all specialist reports or surveys, and on all tender documents or

job adverts that are funded by your grant. Please refer to our website for more information.

If you do not comply with our acknowledgment guidelines we reserve the right to stop making payments and to request repayment of some or all of your grant.

If you need any help or have any questions about acknowledging your grant, please get in touch with us.

It is important to publicise your grant award to local media so that the public know where their money is being spent. We will publish the fact that you have been awarded a grant on our website within 20 days of your grant being awarded.

We can assist you with queries about publicity and the media.

## Managing your data

The Heritage Fund and Welsh Government will be joint data controllers for any personal data you provide in relation to your grant application or request for grant funding. We will process it in line with our public task and the official authority vested in us to prevent fraud and money laundering, and to verify identities.

Your personal and grant related data will be shared with another data controller, Welsh Government, and any contractor appointed by Welsh Government to undertake external evaluation of the National Forest programme to review the impact, performance and costs of the scheme. You will be informed when an external evaluation is taking place and will have the opportunity to opt out.

For more information about how your data will be processed under this grant programme, please see our privacy policy.

## Guidance updates

We will regularly review this guidance and respond to user feedback. We reserve the right to make changes as required. We will communicate any changes as quickly as possible via this webpage.

# FAQs: The Woodland Investment Grant (round six)

See all updates

Answers to questions raised by attendees during a pre-application webinar for The Woodland Investment Grant (round six), held on Thursday 15 May 2025.

Attendees at the webinar raised a series of questions, which we have answered below.

The answers to several questions raised can also be found by reading the guidance.

## General/Eligibility

### Can you apply if you are already part of the National Forest?

Yes.

### Can you apply if you have received TWIG funding before?

Yes.

### Would woodlands with no public access be considered if the project involved the community in other ways (for example workshop days, guided wildlife walks, volunteer management days)?

A key part of the National Forest programme is delivering accessibility to woodland across Wales for all to enjoy. For TWIG, the 'Woodlands Accessible to people' outcome is an essential outcome and so your project should consider how it will meet that outcome. You can include targeted and managed activities such as workshops and guided walks, but you should consider the frequency and long-term sustainability of these events and if the level of public access is commensurate to the grant request.

### Could an organisation apply for a grant and also be the landowner for the area of another application being made by another organisation?

Yes, but the landowner would need to be tied into the grant contract. If work across both projects is taking place in the same area you will need to ensure there is no duplication of work. You should consider if it's more appropriate to apply as a partnership for one project, particularly if there are opportunities for improved woodland connectivity.

### Would this grant count as a subsidy?

You are advised to get independent advice on subsidy control in relation to your project, but it is unlikely the grant would be considered a subsidy. Find out more about subsidy control in the Legal and policy requirements section of the programme guidance.

### Can we put in a Project Enquiry which includes more than one site?

Yes, projects can involve more than one site if there is a clear rationale for including them, for example a plan to improve connectivity and access between two woodlands. Applications should not include a number of disparate sites.

### If you are applying for multiple woodlands, is there a limit of distance for connectivity?

There is no set distance for connectivity between sites, but we would advise you to consider the rationale for the different sites you are focusing on.

### We are exploring a National Lottery Heritage Grant bid for another project not related to this grant. Would we be able to apply for both?

You can apply for both TWIG funding and National Lottery Heritage Grants, but you must ensure they are for separate projects. You should not apply to both funds for the same project.

## Buildings

### Would refurbishing an existing building to repurpose as a classroom or community use space be acceptable?

We can support costs for smaller scale building work to support project activities, but this should not form the majority of your project costs.

## Jobs/Salaries/Training

### Can TWIG pay for salaries?

Yes, funding can pay for salaries of new staff, but not for existing staff members unless you are extending the hours of a part-time member of staff to work on the project.

### Can skills training (for example chainsaw courses) be funded?

Yes, training for both staff and volunteers to support capital work and activities can be included.

## Costs

### Would a subcontractor come under the 25% revenue or capital cost?

It depends on what work the contractor is undertaking. If it is physical works on site it would be classed as capital costs. A subcontractor working on project promotion or evaluation would be classed as revenue.

## Licenses/Permissions

### Would any funded management plan include a felling licence or does this need to be applied for independently?

The Woodland Management plan should set out how the site will be managed going forward. A felling licence would need to be applied for separately.

### If we need, for example, a felling licence for some of the project work, can we start on other elements of the project while waiting for the permission?

You should not start work before we give you permission to do so. In most cases, you will be required to secure all consents before starting. If invited to apply, we recommend applying for all necessary consents and permissions as early as you can to reduce delays.

## Full cost recovery

### What does 'Full cost recovery' mean?

If you are an organisation in the voluntary sector (for example, you might have a board of trustees and be funded by grants and donations), we can cover a proportion of your organisation's overheads through full cost recovery.

Full cost recovery means securing funding for all the costs involved in running a project. This means that you can request funding for direct project costs as well as a proportionate share of your organisation's fixed costs. This may include costs that partly support the project but also support other projects or activities that your organisation provides, such as salaries of staff working across projects in administration, management, HR, or fundraising, office costs such as rent or utilities and legal or audit fees.

Recognised guidance on calculating the full cost recovery amount that applies to your project is available from organisations such as The National Lottery Community Fund.

# Planting

### Would replanting storm damaged plantations (under 2 hectares) with deciduous woodland as part of creating an area of accessible woodland be eligible for funding?

No this is not an eligible cost . We can't fund restocking of sites.

### Is there an agreed species list of what trees can be planted?

We don't provide species lists. However, the National Forest Programme can supply one if your project is awarded with funding.

### Is there an agreed list of nurseries we can purchase trees from?

No, we don't provide lists of approved nurseries, contractors or suppliers.

### Does urban tree planting include street trees, with planting pits etc?

TWIG is a programme focused on woodlands. You must make sure that your project meets at least the three essential National Forest outcomes. Tree planting could include work to improve the connectivity of sites (such as a corridor of hedgerow or trees), so if a small amount of street planting would fit with that aspect, it could be eligible as part of a wider project that meets the National Forest outcomes.

### Can costs be included for tackling of Invasive Non-Native Species (INNS)?

Yes, you can include the cost of controlling INNS as part of your TWIG project.

### Could we include understorey planting/enhancement with native plants?

Yes, understorey planting with native plants could be part of woodland enhancement works. We recommend that you get in touch with your Woodland Liaison Officer to discuss the suitability of this work.

### Do you have a minimum area/size threshold for planting new woodland?

No, there is no minimum size for new planting.

### Low sensitivity requirement: what if your site is up to 2 hectares and has a mixture of low sensitivity and areas of higher sensitivity?

Any areas of planting which are not considered low sensitivity will be subject to the requirement to apply to the Welsh Government’s Woodland Creation Planning Scheme. If you’re unsure, contact your Woodland Liaison Officer.