



## **Free Trees for Town & Parish Councils Application form**

The South Warwickshire Town and Parish Council mapping survey identified the most common projects that they are looking to deliver. In particular, the survey identified the need for biodiversity initiatives including tree planting. To help them accomplish this, grant funding has been made available for Town and Parish Councils in the Stratford-on-Avon District Council area for the purchase of trees to plant on areas that correlate with the use of the land. The grant funding is for the cost of the trees only - planting of the trees will need to be funded by the Parish/Town Council.

Applications will next be approved on **Monday 23<sup>rd</sup> November 2026**.

### **The terms and conditions of participation in the scheme are as follows:**

The trees as listed on this application form must be:

- Species native to the UK.
- Purchased by March 2027, and planted between November 2026 and March 2027.
- Planted on public or publicly accessible land as detailed on this application form.
- Landowner consent must be obtained & evidenced.
- Trees must be maintained in a way that ensures the best chance of survival (to be guided by advice from the Woodland Trust ([Tree Planting Advice - Plant Trees - Woodland Trust](#))).
- The Parish/Town Council will need to purchase the trees and provide Stratford District Council with a valid receipt for the purchase cost of the trees listed on this application to enable the sum to be reimbursed. Invoice/receipts for the cost of the trees will need to be provided to [climate.emergency@stratford-dc.gov.uk](mailto:climate.emergency@stratford-dc.gov.uk) no later than 31<sup>st</sup> March 2027.
- Stratford District Council reserve the right to take photographs of the trees that have been purchased and planted as part of this scheme to use in future Council publications.

### **Following your Council's expression of interest in this scheme please can you:**

- Complete the application form in full and return the completed application form by e-mail to [climate.emergency@stratford-dc.gov.uk](mailto:climate.emergency@stratford-dc.gov.uk).

**Applications to the Scheme will close no later than Monday 18<sup>th</sup> January 2027. Applications will be considered on a first come, first served basis, therefore the Scheme may close earlier if the available funding allocated to the Scheme has already been distributed.**

<b>1</b>	<b>Parish/Town Council details and contact information</b>
1.1.	Name of Parish/Town Council: Address: Postcode: Tel: E-mail address: VAT Registration Number if applicable:
1.2.	Correspondence relating to this application should be sent to: Name: Job Title / Position in organisation: Telephone Number: E-mail:
1.3.	Please provide contact details for the person in your organisation who is responsible for financial matters. Name: Position: Tel No: E Mail:

<b>2</b>	<b>Project details</b>
2.1.	<p>Where will the trees be planted within Stratford-on-Avon District?</p> <p>Please include the site's address, and a map of the site.</p>
2.1.1.	<p>Who is the legal owner of the land?</p>
2.1.2.	<p>If the land is not owned by the applying Parish/Town Council, please can you confirm that</p> <ul style="list-style-type: none"><li>a) permission has been sought from the Landowner and</li><li>b) evidence the permission has been given by the legal landowner for the planting of the trees listed in 2.1.</li></ul>

2.2.	<p>Can you confirm that you are not seeking funding retrospectively for tree planting that is already underway, or has already taken place?</p> <p>YES/NO</p>
2.3.	<p>Can you confirm that the trees you are looking to plant will be purchased and planted by the end of March 2027?</p> <p>YES/NO</p>
2.4.	<p>Can you confirm that you are applying for no more than £10k of grant funding from this scheme?</p> <p>YES/NO</p>
2.5.	<p>Have you already secured, or will you be receiving, any grant funding towards this project from other funding sources?</p> <p>YES/NO</p>
2.6.	<p>If you answered yes to 2.5, how much funding are you looking to secure from elsewhere?</p>
2.7.	<p>To spend fund monies in excess of £2,500 with a single supplier you will need to secure three quotes, demonstrating that you are securing best value for money. Quotes must have been received within the last 12 months to be considered valid.</p> <p>Can you confirm that you will comply with the procurement conditions set out above when spending funds for the amounts as shown?</p> <p>Up to £2,500 – Direct award  Between £2,500 and £10,000 – 3 Quotes</p> <p>YES/NO</p> <p><b>NOTE: If you are requesting more than £2,500, you will also need to answer the additional questions in section 4.</b></p>



4	<b>Additional Questions for grant requests exceeding £2,500</b>
4.1	Are you looking to quantify the outcomes of your project (e.g. tree survival, growth rates, the increase in local biodiversity, the number of new species etc.)? If so, how are you planning to do this? (Max 150 words)
4.2	How will you monitor and manage your project as it is being delivered, and how will you measure your project's success as it is carried out? (Max 150 words)
4.3	Are you happy for SDC to work with you to create future press releases and social media content relating to your project?  YES/NO

<b>5</b>	<b>Signature of application</b>
5.1	<p>I confirm that I have read and understood the terms and conditions of participation in the scheme as set out on page 1 of this form:</p> <p>Name of applicant:</p> <p>Signature of applicant:</p> <p>Position held within Town/Parish Council:</p> <p>Date:</p>

<b>6</b>	<b>Parish/Town Council bank details:</b>
6.1	<p>Please provide the following:</p> <p>Bank sorting code: __ / __ / __</p> <p>8-digit Bank account number: _____</p> <p>Full name that the account is held in:</p> <p>Proof of these details may be requested by our finance team prior to grant funding being paid.</p>

## General Data Protection Regulation

To provide access to grant funding via these schemes it is necessary for us to collect and hold personal information about you. The following privacy notice will explain how we store and use this data in line with UK GDPR and the Data Protection Act 2018. **What personal data we may collect from you:**

- Basic details about you such as name, address, postcode, and relevant contact information, (telephone number and/or email address).
- Contact we have had with you, such as meetings, telephone calls.

### How we collect your personal information

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We collect personal data directly from you from several sources including but not limited to:

- Via an enquiry
- Through your application form
- Via telephone calls
- Via emails
- When you provide your details to us either online or offline
- When you engage with us on social media

We may also receive your personal data from our delivery partners or Government departments.

### How we will use the information we hold about you

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We will collect information about you (where applicable) to:

- Determine your eligibility under the relevant scheme.
- Refer you to other grant funding opportunities or schemes that are offered or approved by SDC.

### How the law allows us to use your information

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The legal basis for processing the data is:

- It is necessary for the performance of a task carried out in the public interest by the council or in the exercise of official authority vested in the council.
- Your consent, which you can withdraw at any time.

### How long we keep your personal information

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We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for seven years.

All information will be held securely and destroyed under confidential conditions.

### Your rights

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You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect. To request your records, you will need to contact and provide proof of identification to the

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Information Governance Team, Stratford on Avon District Council, Elizabeth House,  
Church Street,

Stratford upon Avon, Warwickshire, CV37 6HX or email [data.protection@stratford-dc.gov.uk](mailto:data.protection@stratford-dc.gov.uk) You also have a right to make a complaint about our handling of your personal data to the [Information Commissioner's Office](#). Please note that the Information Commissioner's Office will not usually consider complaints until the Council's own complaints procedure has already been exhausted.

**Providing accurate information**

It is important that we hold accurate and up to date information about you to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please tell us so that we can update your records.

**Further information**

If you have any questions or concerns about how your information is used, please contact the Climate Emergency inbox at [climate.emergency@stratford-dc.gov.uk](mailto:climate.emergency@stratford-dc.gov.uk) in the first instance.

You can also contact the Data Protection Officer at Stratford on Avon District Council, Elizabeth House, Church Street, Stratford upon Avon, Warwickshire, CV37 6HX or email [data.protection@stratford-dc.gov.uk](mailto:data.protection@stratford-dc.gov.uk)

More information about data protection and how it applies to you can be found on the [Information Commissioner's Office website](#).

I hereby declare that the information I have provided to Stratford-on-Avon District Council is true and accurate, and that it fairly reflects my organisation and prospects. I understand that any financial assistance provided will be repayable on demand or future payments not made if any information provided is found incorrect.

Name.....  
Position in your organisation.....  
Date.....