

# **Forestry grant scheme: online application guidance**

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**March 2015 v1.0**

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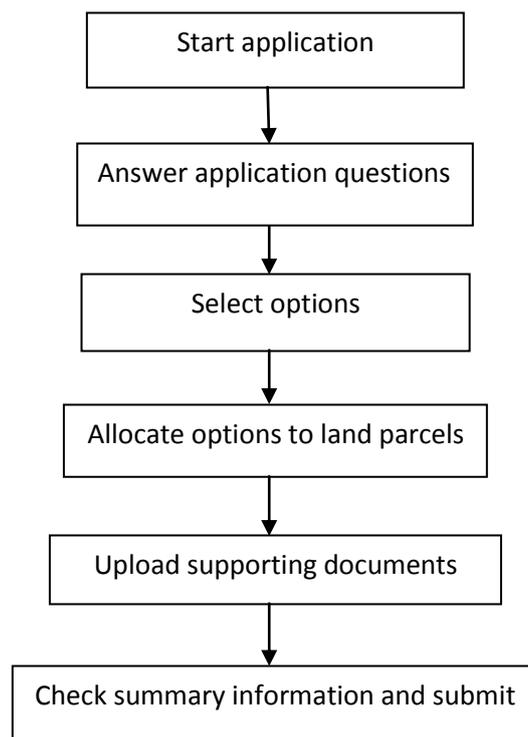
## Forestry Grant Scheme (FGS) online application process

All FGS Applications are made online. Before you get to the point of beginning your online FGS application, you should:

- consult the guidance for individual options
- consider any issues over designated sites, ancient monuments or water catchment areas including any consultation with SNH, SEPA, HS
- consider what options and capital items are required
- complete any supporting information such as templates, maps etc as detailed in the guidance
- start an online application

To be able to complete an online application, you must register on the new Rural Payments and Services system to get access. Agents must be mandated to start and submit an FGS application on behalf of your business.

The application system is designed as 'linear process' which means you progress through each section, one at-a-time.



It is possible to move back and forward through the sections prior to submission.

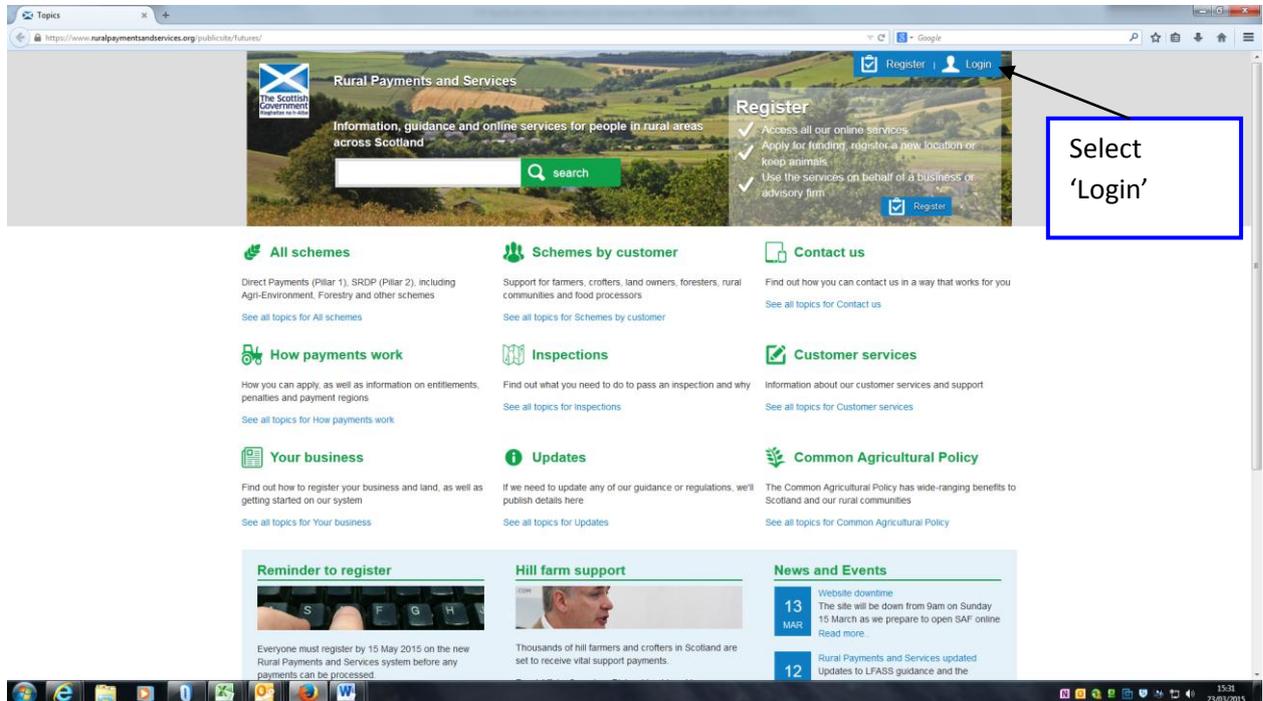
### **Browser functions**

**Please do not use the browser buttons, such as the back button when you are using the system as unsaved details will be lost. Use the buttons on the application, such as 'Save and continue' or 'Save and close'. See Appendix 4 for more hints and tips.**

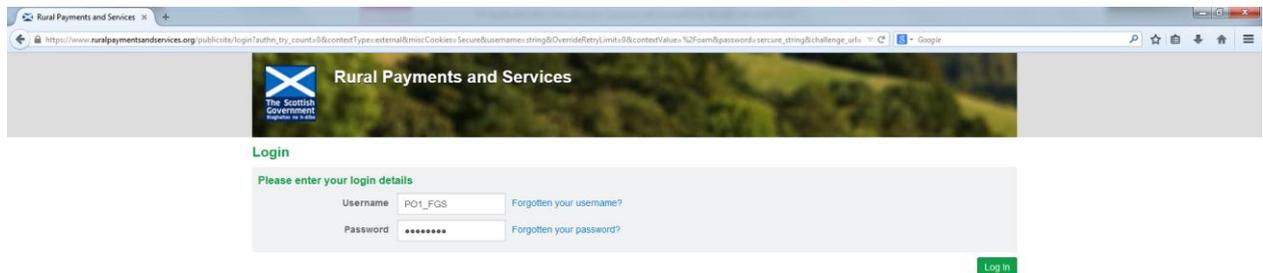
The following pages provide a description of how to submit an online FGS application.

## How to log in

Open the Rural Payments and Services website. You must have registered to use the new website before you will be able to login. Once registered, please select 'Login'

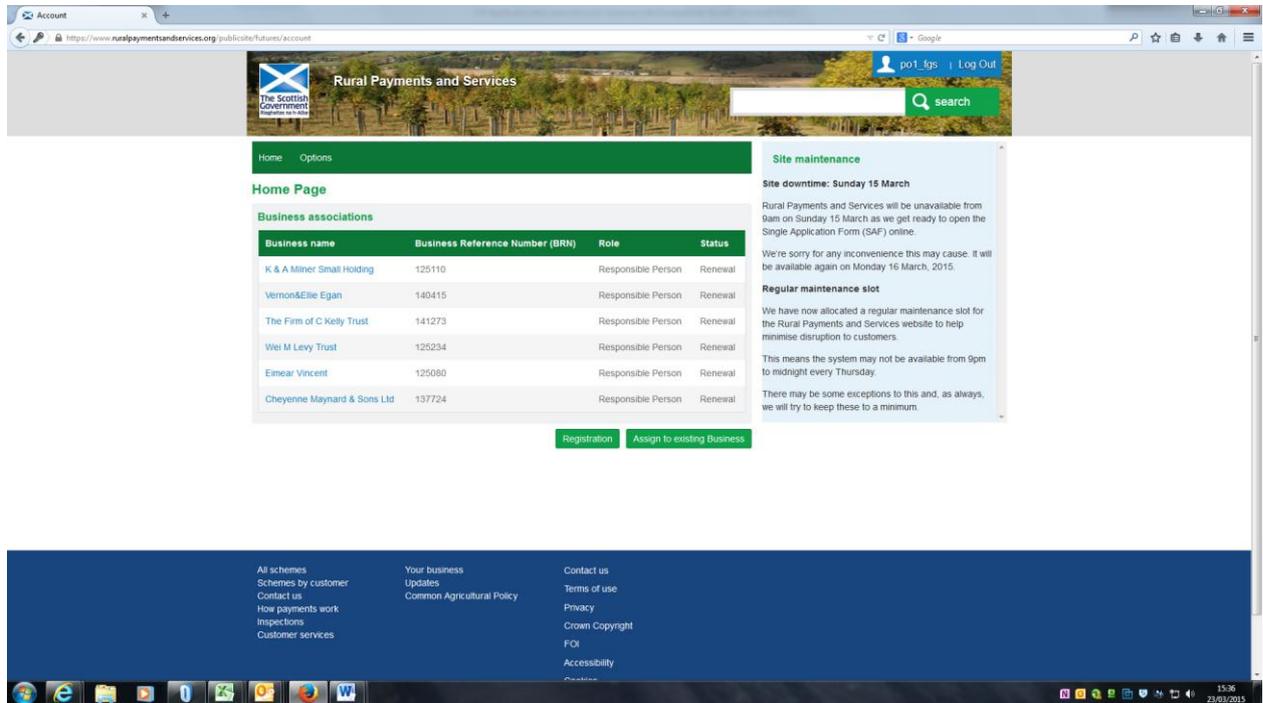


Enter your Username and Password and select Login

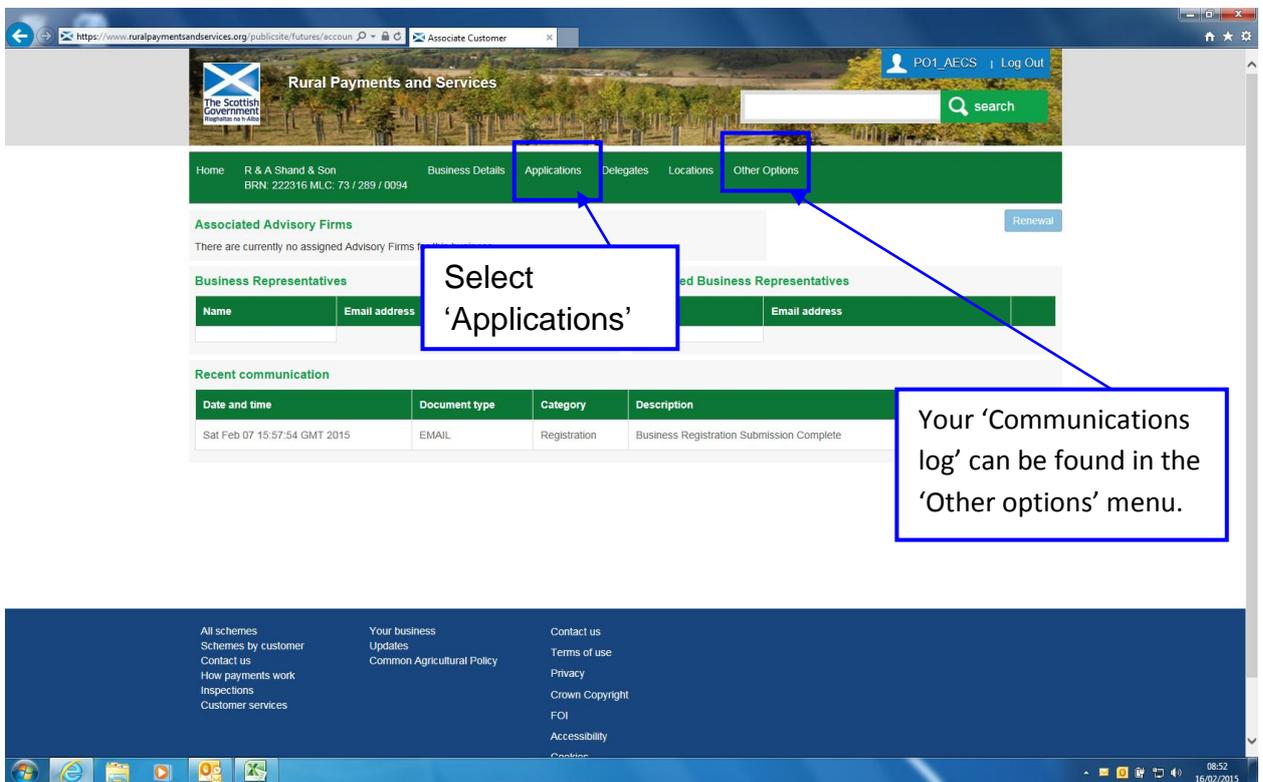


## Forestry Grant Scheme (FGS): Online application submission – guidance for customers

If you are an agent/advisory firm a list of businesses that you are mandated to will display. If you don't have an agent/advisory firm you will be taken directly to the next screen. Agents/advisory firms should select the business that you wish to make the application for.



Select 'Applications' from the menu.



## Manage my applications

After clicking 'Applications' a list of all the applications you have submitted or have in draft is shown. If you have not started any applications yet, you will only see the 'Start Application' drop-down. Select the application that you are ready to draft from the dropdown, for example 'Forestry Grant Scheme'

The screenshot shows the 'Rural Payments and Services' website. The 'Applications' section features a 'Start Application' dropdown menu with a 'Start' button. Below this is a table of 'Your applications' with columns for application type, name, status, last updated by, last updated at, and actions (Resume, Delete). A 'Forestry Grant Scheme Application' section is also visible, listing applications like 'FGS Mary 2' and 'FGS1Mary'. A 'Help' icon (question mark) is present next to the 'Resume' button for the 'FGS Mary 2' application. A footer menu contains links for 'All schemes', 'Your business', and 'Contact us'.

**To start a new application, select the application type from the 'Start Application' drop-down and then click on 'Start'**

**To continue drafting an application that is already started select 'Resume'**

**Tips on how to fill in your application can be found by clicking the question marks available throughout the application**

## Application start page

Essential information about what is required to complete the application is displayed on this page. Some hints and tips about screen navigation are also provided here. We recommend you read the details here before the 'application name' is entered and 'control of the land' confirmed.

The screenshot shows the 'Your Forestry Grant Scheme Application' page on the Rural Payments and Services website. The page is titled 'Your Forestry Grant Scheme Application' and includes a section 'What you will need'. Under 'Completing an application', it states: 'Before you complete an online application make sure that you understand the basic requirements of the scheme. Full guidance on the Rural Development - Forestry Grant Scheme (FGS) and its relevant options can be found at <https://www.ruralpayments.org/publicsite/futures/topics/all-schemes/forestry-grant-scheme/>. In order to complete this application you will need to: answer application questions about the land and business; provide details of any other businesses you collaborate with; select the options you wish to undertake; answer questions relating to these options; provide Land Parcel details; and you'll also need to provide any supporting documentation, including a map. A 'Guidance on completion' section follows, explaining the application flow and providing instructions on how to handle errors and land registration. The 'Registering land' section states: 'In order for the application to be processed completely, the land entered on the application must be registered with us. You can do this by completing a PF06 Land Maintenance Form. If you need more information about this, contact your local RPID area office. Please enter a name for your application to allow you to easily refer to it in future. Please choose a name you have not used before.' Below this is a form with an 'Application Name' field, a checkbox labeled 'I confirm the applicant or business occupies and has control over the land, as either the owner, secure tenant or by other legal requirement', and a 'Start Application' button. Annotations with arrows point to the 'Application Name' field, the checkbox, and the 'Start Application' button. A footer menu contains links for 'All schemes', 'Schemes by customer', 'Contact us', 'How payments work', 'Inspections', 'Customer services', 'Your business', 'Updates', 'Common Agricultural Policy', 'Contact us', 'Terms of use', 'Privacy', 'Crown Copyright', 'FOI', 'Accessibility', and 'Cookies'. The website logo 'Rural Payments and Services' is in the bottom right corner of the page.

Enter a name for the application. The name must be unique, be relevant to the application for ease of reference, and cannot be used on another application

It can only contain letters and numbers, it won't accept special characters

Check the box to confirm land occupancy

Click on 'Start application'

## Application information

A list of questions about the application will be shown

The screenshot shows the 'FGS Application Information' form. At the top, there is a green header with 'Home' and user details 'R & A Shand & Son' and 'BRN: 222316 MLC: 73/289/0094'. Below this is the 'FGS Application Information' title and a question: 'Please answer the following additional questions about your application.' The form contains several questions with radio buttons and text input fields. A sidebar on the right titled 'Your application sections' lists: 'Application Information', 'Select Options', 'Allocate Options', 'Supporting Documents', 'Validation Errors', and 'Summary'. Two callout boxes are present: one pointing to the 'Summary' link in the sidebar with the text 'Use these links to navigate quickly back and forward to other screens within the application', and another pointing to the 'Save and continue' button at the bottom with the text 'The recommended way to progress through the application is to press save and continue when you complete each screen as validation runs using this method, giving you early warning if errors exist'. The Windows taskbar is visible at the bottom.

All the questions must be answered. Depending on the answer to some of the questions, more questions will appear. See appendix 1 for details of all the application questions that may be asked.

Once all the questions have been answered, click 'Save and continue' or 'Save and close'.

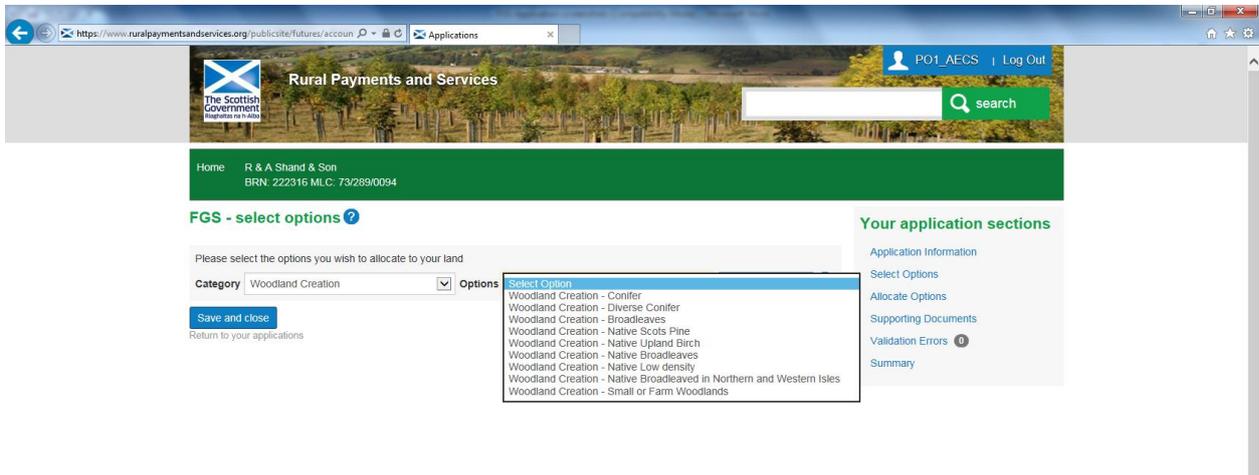
- 'Save and continue' carries out validation to make sure the format of the answers are correct and that all answers have been given. If no errors occur, the details are saved and the application moves to the next stage. If errors occur they must be sorted and then 'save and continue' selected again to revalidate, save and move to the next stage
- 'Save and close' carries out validation to make sure the format of answers is correct. If incorrect, the errors must be sorted before the application can save and close. If no errors occur, but some answers have still to be provided, the application can still save and close. Answers already provided will be retained. 'Save and close' will return the applicant to the manage my applications screen

'Save and continue' and 'Save and close' work in the same way throughout the application.

**Note: Sometimes, the system takes a minute or two to save if there is a lot of validation to carry out. Please be patient as clicking on ‘save’ again can result in system errors.**

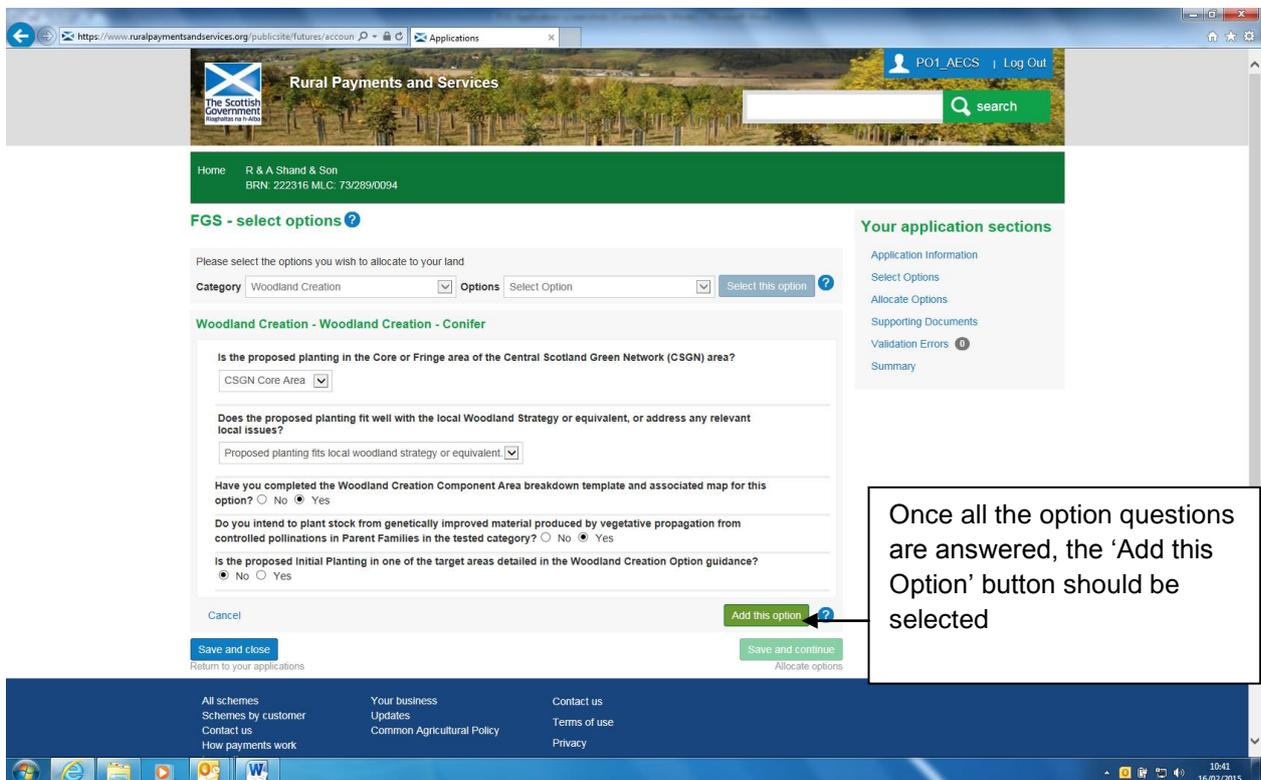
## Select options

This is where options are selected and any questions regarding the options are answered. The first step is to select a category, see Appendix 2 for details on what the categories are. Then the list of options are displayed for the category selected, as shown below.



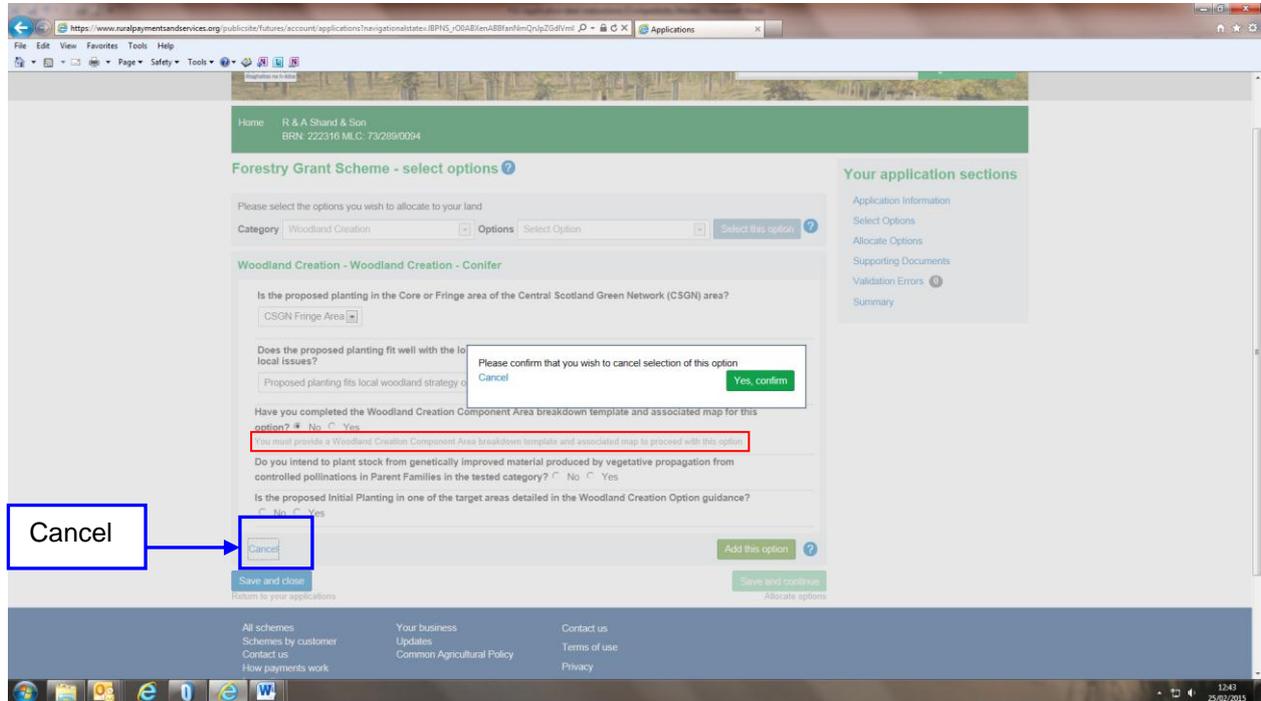
An option should be selected from the list, then click on 'Select this option'. Some option questions display. In this example the Woodland Creation – Conifer option is selected.

The option questions must all be answered. Once the option questions are answered, the 'Add this option' button should be selected. See Appendix 3 for details of the option questions.



## Forestry Grant Scheme (FGS): Online application submission – guidance for customers

If any of the answers make the option ineligible, a message will display below the answer to advise. To remove the option from the application select 'Cancel'. A pop-up will display asking for confirmation.



Where no errors existed and where the option is added the following screen will show.

The option selected, can be removed, by selecting the deselect button

Answers to the option questions can be changed, by selecting the edit button

If another option is to be added to the application, it can be selected on this screen. The category box will contain the category previously selected. If you need to change the category, choose from the drop-down. As more options are added this screen will expand to show all the options under the 'Your selected options' heading.

To advance to the next screen the 'Save and continue' button should be selected.

## Allocate options to land

Once all the options that are to be contained on the application have been selected, the next step is to allocate these options to land.

All the locations/holdings linked to the BRN are contained in the 'Select location' drop-down. The main location code is the default display but if more locations are linked to the BRN they can be selected from the dropdown. In this example only one location code is linked to the BRN.

By clicking on the 'Select land' drop-down, all the Land Parcels (LPIDs) linked to the selected location code display. Only valid, active LPIDs display. A LPID should be selected from the list before clicking on the 'Allocate options to this land' button.

Home R & A Shand & Son  
BRN: 222316 MLC: 73/289/0094

### Forestry Grant Scheme - allocate options to land ?

Select location: 73/289/0094 Select land: [Select land]  
ND/14548/63223  
ND/14780/63383  
ND/14780/62913  
ND/14832/63094  
ND/14897/62608  
ND/15010/62969  
ND/15070/62968  
ND/15098/63094  
ND/15118/63338  
ND/15151/62734  
ND/15377/63550  
ND/15424/63110  
ND/15428/62927  
ND/15431/63307  
ND/15699/63577  
ND/15950/63629

Allocate options to this land Add new land ?

Save and close  
Return to your applications

Save and continue  
Supporting Documents

Your application sections  
Application Information  
Select Options  
Allocate Options  
Supporting Documents

If the LPID is not contained in the list as a Land change form has been submitted, but hasn't been dealt with yet, the 'Add new land' link can be selected to enter a grid reference as a temporary measure

Once an LPID is selected and the 'Allocate Options to this land' button clicked, the screen expands. The option that has to be allocated to the LPID should be selected from the 'Options' drop-down. The 'Options' drop-down will only contain the options that were selected previously on the 'Select options' screen.

Home R & A Shand & Son  
BRN: 222316 MLC: 73/289/0094

### Forestry Grant Scheme - allocate options to land ?

Select location: 73/289/0094 Select land: ND/14548/63223 Allocate options to this land Add new land ?

Your application sections  
Application Information  
Select Options  
Allocate Options  
Supporting Documents

Land Parcel ?

PERMANENT 73/289/0094 ND/14548/63223

Gross Area: 9.02 hectares

Options: [Select Option]  
Woodland Creation - Conifer

Cancel Add this option

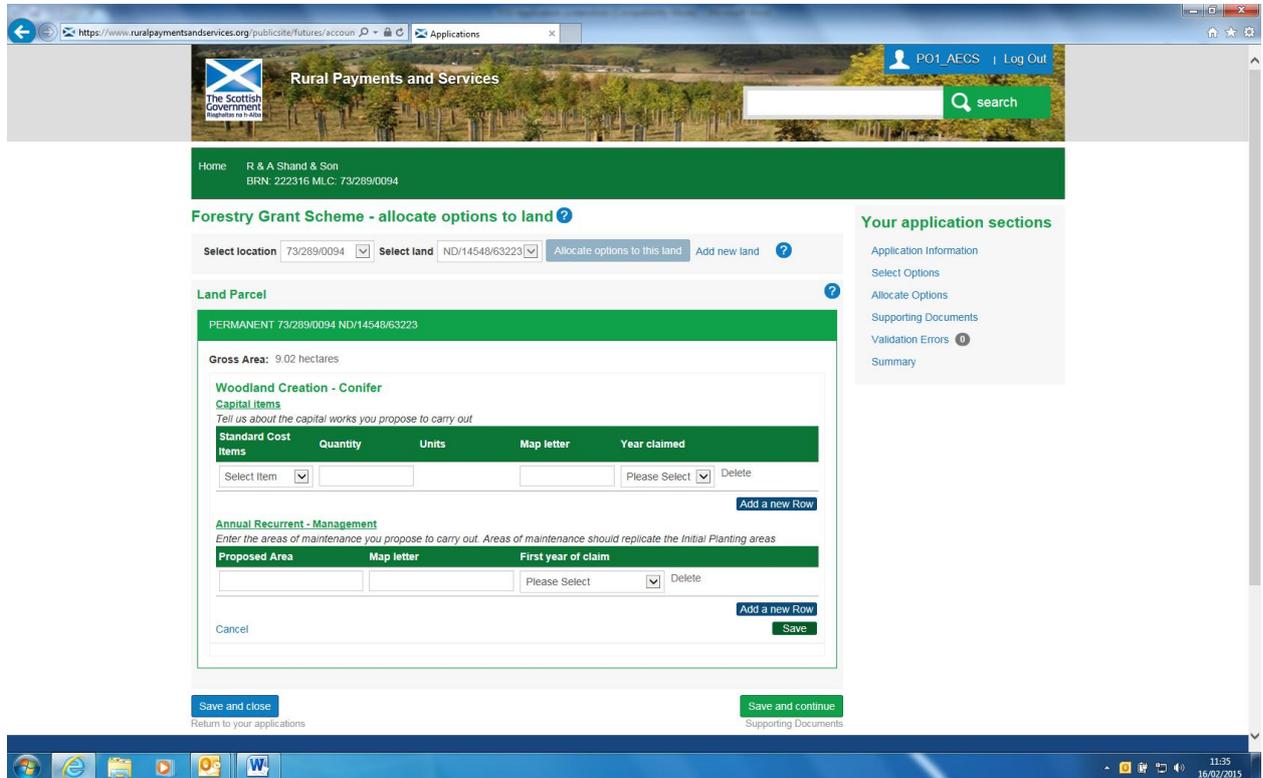
Save and close  
Return to your applications

Save and continue  
Supporting Documents

Select the option and press the 'Add this option' button

All Schemes Schemes by customer  
Your Business Updates  
Contact us

The screen expands further to display the ‘Capital’ and ‘Annual Recurrent’ tables that require to be completed for the option selected. If an option is a capital only option, no annual recurrent table will display (Woodland Improvement Grants). If an option is an annual recurrent only option, no capital item table will display (Sustainable Management of Forests options).



The details requested on the capital and annual recurrent tables differ depending on the option selected. You can enter one row at a time. To add another row of detail select the ‘Add a new row’ button. You can delete a row that has been entered incorrectly but if it is the only row of detail left on the Annual Recurrent or capital table you must overwrite the information as ‘delete’ will not work.

Note: If actual costs are available on the option a separate table will display for Actual Cost items.

Detail should be selected/entered in each column. Most options require a quantity, map letter and claim year entered along with the name of any capital items. Make sure you enter the same map letter for capital and annual recurrent management where it is the same area such as for initial planting and maintenance.

**Forestry Grant Scheme - allocate options to land**

Select location: 73/289/0094 | Select land: ND/14780/63383 | Allocate options to this land | Add new land

**Land Parcel**  
PERMANENT 73/289/0094 ND/14780/63383  
Gross Area: 8.78 hectares

**Woodland Creation - Conifer**  
Capital items  
Tell us about the capital works you propose to carry out

Standard Cost Items	Quantity	Units	Map letter	Year claimed	
Initial Planting	5	Area in Hectares	1AA	2015	Delete
Improved Vegi	2	Area in Hectares	1AA	2015	Delete
CSGN Core ar	5	Area in Hectares	1AA	2015	Delete
Stock Fence	500	Length in Metres	B-C	2015	Delete
Gate for stock	2	Number of Units	D	2015	Delete

Add a new Row

**Annual Recurrent - Management**  
Enter the areas of maintenance you propose to carry out. Areas of maintenance should replicate the Initial Planting areas

Proposed Area	Map letter	First year of claim	
5	1AA	2016	Delete

Add a new Row | Save

Save and close | Save and continue

**Your application sections**

To delete an invalid entry, select delete to delete the row. Note: If only one row of Annual Recurrent detail exists it cannot be deleted but can be overwritten

To add another capital item select 'Add a new row.' The same boxes will appear for completion

To add another Annual recurrent row select 'Add a new row'

Once the tables are completed, save should be selected. On selecting Save, validation runs, if errors exist they will display. If no errors the following screen displays.

Home | Eimear Vincent | BRN: 125080 MLC: 83/544/0162

**Forestry Grant Scheme - allocate options to land**

Select location: 83/544/0162 | Select land: NS/60583/51506 | Allocate options to this land | Add new land

**PERMANENT 83/544/0162 NS/60583/51506**  
Gross Area: 7.01 hectares  
Woodland Creation - Conifer | 3 Standard Cost Capital items have been added | Edit | Remove

Options: Select Option | Add this option

Remove all options from this Land Parcel

Save and close | Save and continue

Finish allocation for this Land Parcel

The 'Options' and 'Add this Option' button don't display if no other options were selected on the application

If several options have been added to a single LPID, they can all be removed at once by selecting the 'Remove all options from this land parcel' link

The option that was allocated to the LPID displays with a summary of the detail entered. The details can be edited or removed from here

If more than one option was selected previously, they will be available in the Options dropdown and can be added to this LPID. If another option is to be added to the LPID, select it and click on 'Add this option'

If all options that are to be allocated to the LPID have been completed, select the 'Finish allocation' for this Land Parcel button

Once all the annual recurrent and/or capital item details have been added to a single Land Parcel (LPID), the 'Finish allocation for this land parcel' button should be selected. Validation will run on the single LPID, if errors display they should be fixed, or if none, another LPID can be selected to allocate options to. Alternatively the 'Save and continue' button can be selected, where further validation is carried out over all the LPIDs selected on the application.

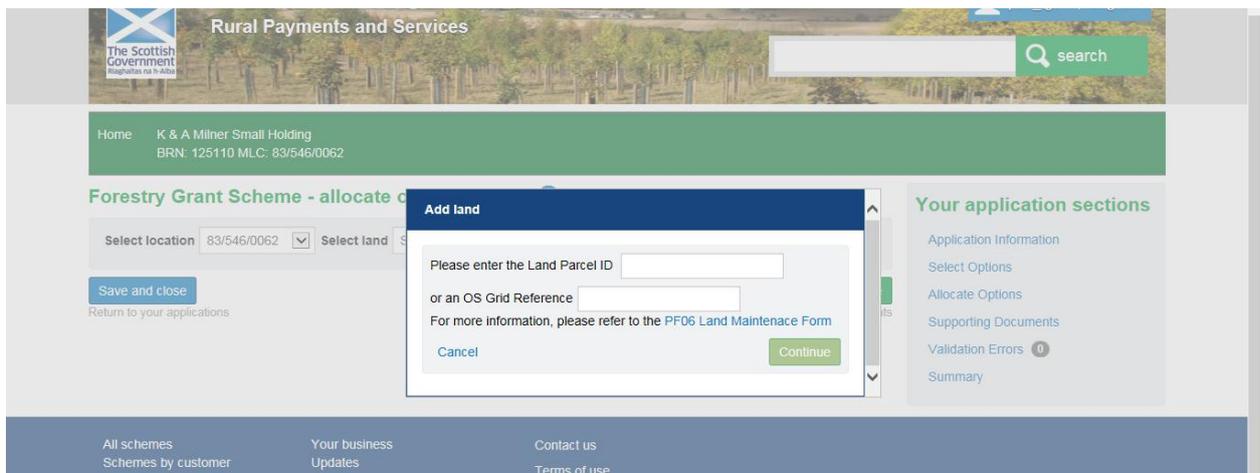
## Add new land on the ‘Allocate options to land’ screen

If the Select Land drop-down does not contain the Land Parcel that the proposed work is to be carried out in, the ‘Add New Land’ link should be selected. This could be for several reasons, some of which are:

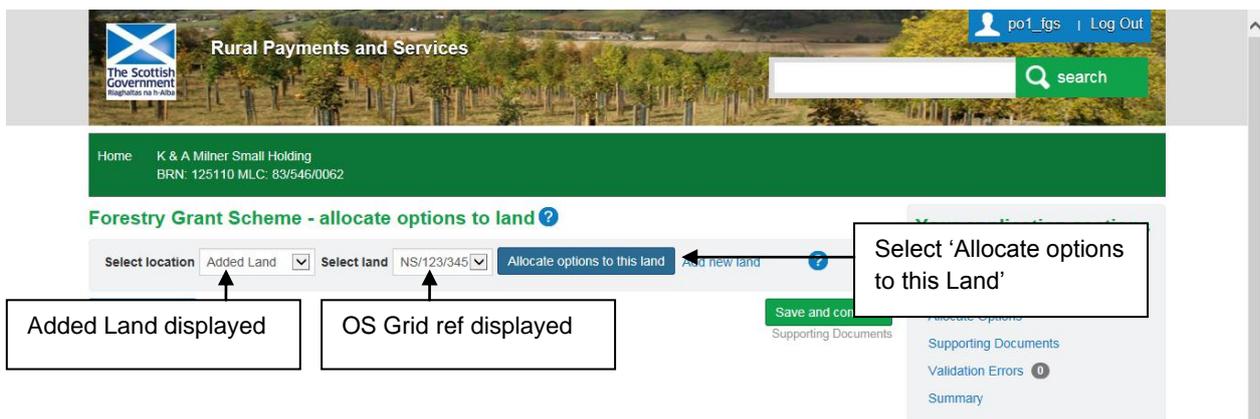
- land parcels are in the process of being re-mapped but the new Land Parcels have not been allocated yet
- land parcels have been purchased but the transfer of land on our system is still in progress
- a Land Maintenance and/or Registering a Business form is still to be submitted
- option does not require a Land Parcel identifier
- applicant does not hold the land permanently but has a contractual license or agreement that allows them access to the land to carry out the work

### Enter a Grid reference

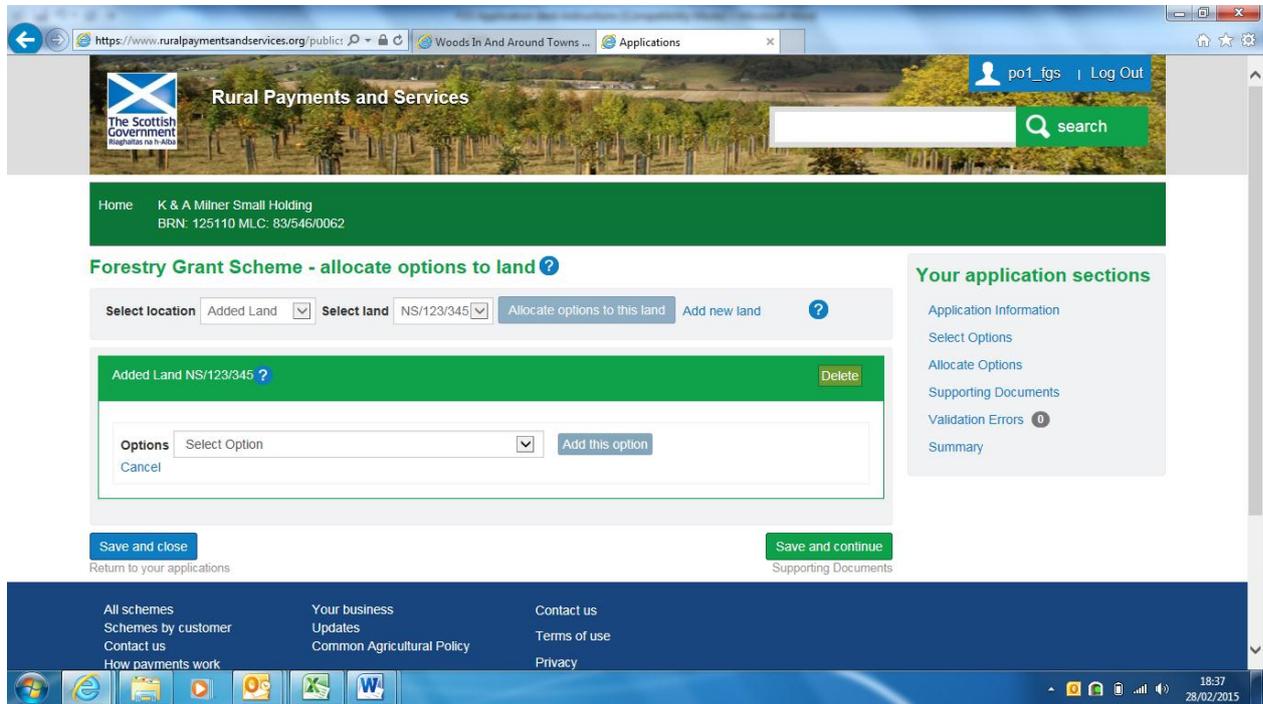
Please enter an OS grid reference in the box indicated for this. The OS grid ref should be in the format XX/123/456. Please ignore the Land Parcel ID box as validation will not let you submit if you use a LPID here.



After clicking ‘continue’, the OS grid reference will be inserted on the ‘select land’ list. The location code list will contain a new entry called ‘added land’.



To allocate options to the ‘added land’ select ‘allocate options to this land’. From now on the normal process described under the ‘Allocate options to land’ section can be followed.



**Note:** Adding new land to the application **only** allows you to submit your application, it does not register the added land. **If the option requires a land parcel to be entered on it, a valid land parcel must be registered before a contract can be issued.** If the land change has been instigated by you, a [PF06 - Land Maintenance Form](#) to move land or have a new LPID registered, must be completed, submitted and processed by RPID before a contract can be issued.

## Supporting documents screen

Each option has a supporting document requirement as do some capital items. Those that can be determined by the system will be listed on the 'Supporting documents' screen.

Each document listed on the supporting document screen must be supplied. Other documentation not listed can also be supplied if it is relevant to the application, however, there is **no document type for 'other'** so as a workaround you will need to select one of the pre-defined document types for your application, and even though it does not match the type of document you are uploading. Please use the description text box to tell us what the document type actually is. Documents can be:

- uploaded electronically
- emailed to the Conservancy office. Where only paper versions exist they can be sent to the Conservancy for upload
- If provided already for another application, this can be indicated. In the 'Comments' box please tell us which application it was provided for, so that it can be located easily

As a general rule, documentation should be uploaded electronically where possible. If there is a system issue, documents should be emailed to the Conservancy. Scanning should be avoided unless absolutely essential where only a paper version exists.

**Once an application is submitted you will not be able to upload any more documents to the application. If required, please email the documents to your Conservancy office and they will upload them on your behalf once the next phase of the project is launched.**

# Forestry Grant Scheme (FGS): Online application submission – guidance for customers

**Supporting Documents**

According to what you have told us so far, you need to supply the following supporting documents:

**Supporting information for Scheme Option: Woodland Creation - Conifer**

Please provide the following supporting information:  
 Woodland Creation Supporting Information  
 Map  
 Woodland Creation Component Area Breakdown Table  
 You can provide supporting information electronically.

All documents are uploaded (either as part of this application or previously)  
 Other documents will be provided later through post or directly to area office (Please provide comments below other)  
 Comments (Max 100 Characters)  
 Hard copies will be sent to the Conservancy office to upload on my behalf

**Proof of secure tenancy**

Please provide the following supporting information: for ownership or lease of the area proposed for management.  
 Contractual License(s)  
 You can provide supporting information electronically.

All documents are uploaded (either as part of this application or previously)  
 Other documents will be provided later through post or directly to area office (Please provide comments below other)  
 Comments (Max 100 Characters)

**Uploaded documents**

[View all supporting documents](#) [Upload new document](#) [Save and Continue](#)

**Step 2 -** Once the document is uploaded, check the box against the relevant supporting document that has been supplied, or, tell us that you will provide it later

**Step 1 -** To upload a document click on 'Upload new document' and follow the instructions on the screenshot below

**Supporting documents**

I have a virus scanner installed on my computer

**Category** Forestry Grant Scheme

**Reference** FGS Mary Test 2

**Document type** Please select

**Brief description**

**Click the 'Files on my computer' button to access the folders in your computer. Locate the document that has to be uploaded and click on open. The document name will appear here**

**Check the virus scanner box**

**Select the document type**

**Enter a description**

**Select 'Upload new document'. You may have to select this button twice**

After completing all the detail on the Supporting documents upload popup, shown above, the 'Upload new document' button should be selected. It may look like the button is disabled, but if so just click on it twice and the document should upload.

If the upload is successful a message will display and the document will be shown at the bottom of the screen under the 'Uploaded documents' section.

# Forestry Grant Scheme (FGS): Online application submission – guidance for customers

If the supporting information has been uploaded check the first 'radio button'. If, providing it later, check the second 'radio button'

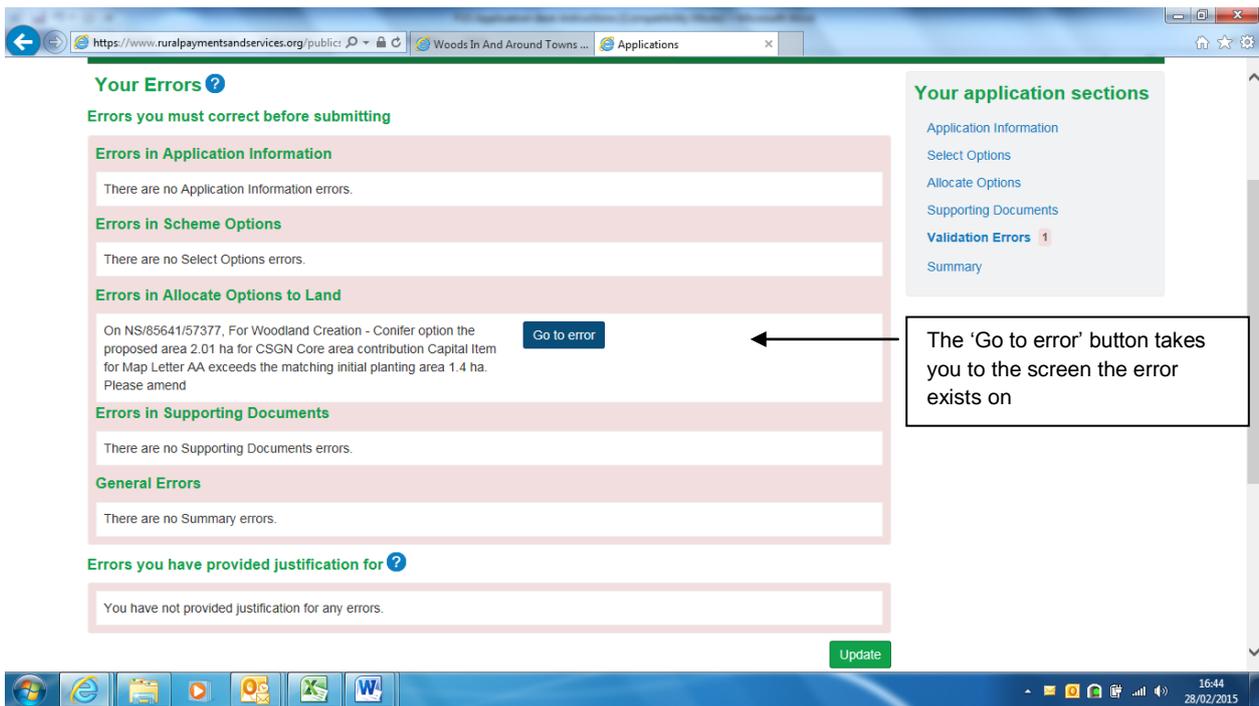
Uploaded documents display here

Date provided	Category	Reference	Order description	Document type
28/03/2015	Forestry Grant Scheme	TEST MARY 18 MARCH 15	Application map	FGS Overview.docx

## Validation Error Screen

As well as validation errors appearing at the top of the page they occur on, in a pink banner, there is a Validation error screen where all errors for the application display. In this example only one error exists. You can return to the page the error occurs on by selecting the 'Go to error' button beside the error message.

If the error comes under the 'General Error' heading, the system is unable to direct you to the screen it occurs on. Select one of the links on the righthand side of the screen to go to fix errors in the 'General Error' section.



**Note** – Some errors allow you to provide a justification for ignoring the error. The error may be displayed on the screen where it occurred but, you can only provide justification on this validation error screen. If a justification drop-down box does not show on the above screen then the error does not allow you to provide justification for it.

To provide justification, select a reason from the justification dropdown and click the 'Update' button at the bottom of the screen. The error and the justification provided will move to the bottom of the screen under the 'Errors you have provided justification for' section.

**Note 2** – On returning to the screen an error has occurred on, a pink banner displays at the top of that screen with the error message displayed. Once you correct the entry that has caused the error and select 'save' the error message in the pink banner may not disappear. To make sure the error is resolved, select 'Finish allocation for this Land Parcel' and then select 'save and continue'. If the error is fixed, it will then clear from the screen it occurred on and takes you to the next screen

## Ways to resolve the most common errors

An example of an error message that displays when the gross area of an LPID is exceeded is:

- for Land Parcel XX/11111/22222 the total proposed area of options in this application and any previous contracts on this Land parcel is 10 ha which exceeds the Gross Area of 9 ha. Two or more options cannot overlap and will need to be reduced to clear the error

Reasons why you might get this error are below with tips on how to fix them

- the FGS application area entered for the LPID is greater than the LPID's gross area. If so, you need to reduce the proposed area on the options on the LPID
- the FGS application contains incompatible options within the same LPID. If so, the incompatible options should be removed
- the FGS application contains activities that are incompatible with any other legacy scheme contracts within the same LPID. If so, identify which of the legacy contracts contain the incompatible elements and remove the FGS application areas that overlap with the legacy incompatible options

If you get a message like the one below:

Example message – 'On LPID XX/11111/22222 for the Woodland Creation Conifer option the proposed area 1 ha for the Initial planting capital Item for Map Letter A does not have a corresponding annual recurrent maintenance area. Please amend either the maintenance or initial planting area so that they both match'

Tips on how to fix this:

- check to make sure that the initial planting and annual recurrent area match and if not make them match
- check to ensure that the initial planting capital item has been selected on the Land Parcel and if not, select it, and enter the same area and map letter as the annual recurrent maintenance
- check to ensure that the annual recurrent maintenance has been selected on the Land Parcel and if not select it and enter the same area and map letter as the initial planting
- check to ensure that the map letter entered on the initial planting area is the same as the map letter entered for the annual recurrent maintenance. If not, the system thinks there are 2 different areas. You should change the map letter on the initial planting to match the map letter for the annual recurrent maintenance

**Note:** The same type of error displays for other items that don't match, these can be sorted in the same ways as mentioned in the bullet points above.

## Summary screen

This screen builds up as the application is completed. The Draft Schedule of Works can be accessed from this screen. Each section of the application must be completed before the application can be submitted. The number of options allocated on the 'allocate options' section must balance with the the number of options shown on the 'options' section. All supporting documents must be provided and no errors can exist before the Submit button will become available.

The screenshot shows the 'Forestry Grant Scheme - summary' page. At the top, it says 'Here is a summary of the information you have provided'. The 'Application Name' is 'FGS Mary Test 2'. A pink banner states: 'The following sections must be completed before you can submit your application: Allocate Options, Supporting Documents, Validation Errors'. A sidebar on the right lists 'Your application sections' with links for 'Application Information', 'Select Options', 'Allocate Options', 'Supporting Documents', 'Validation Errors 1', and 'Summary'. A 'Submit your application' button is visible at the bottom right, next to a checkbox for 'I have read and understood the declarations and undertakings'. A 'Schedule of Works' button is also present. A footer contains navigation links for 'All schemes', 'Your business', and 'Contact us'.

**Pink banner indicates that there are still sections to complete before the application can be submitted**

**Use the above links to navigate back to the screen that is yet to be completed**

**'Submit your application' button is not enabled until every section is completed and the declarations and undertakings box is checked**

If the Schedule of works (SoW) button is selected a SoW will be created which can be opened or saved. The system automatically saves the SoW to your Communications log where it can be accessed at a later date.

Example summary screen for a completed application.

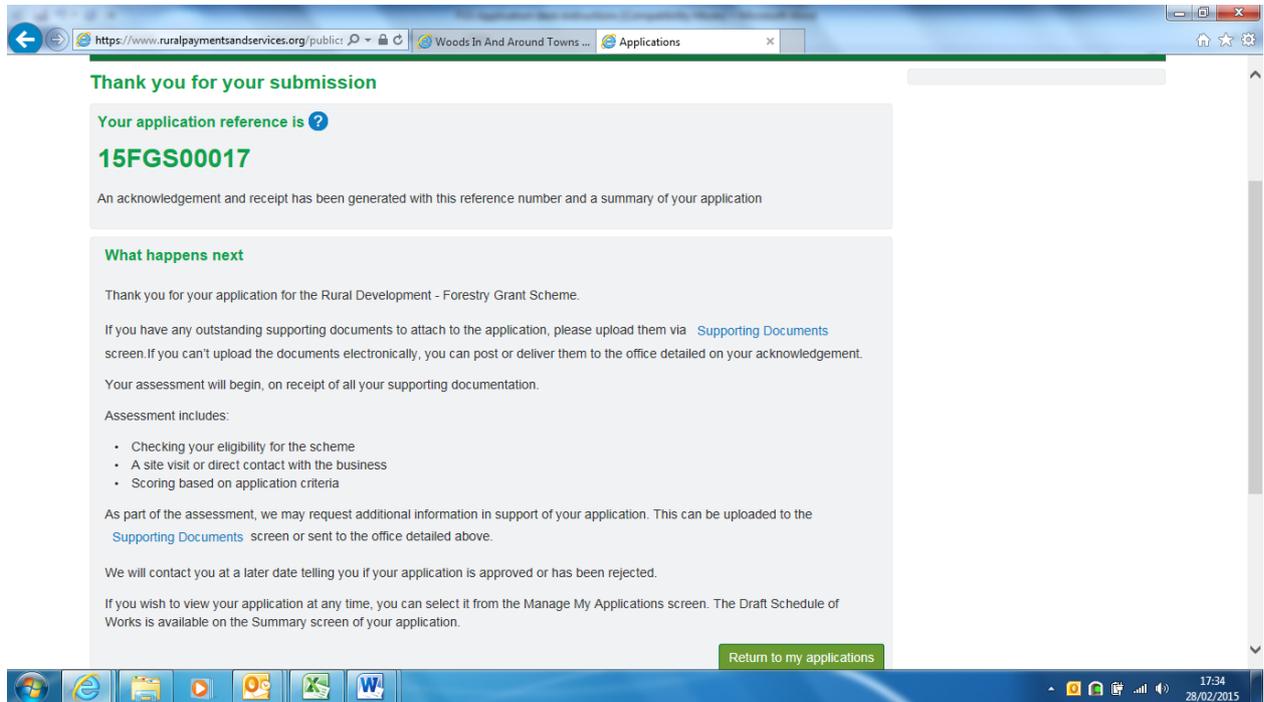
The screenshot shows the 'Forestry Grant Scheme - summary' page. At the top, there is a green navigation bar with 'Home', 'K & A Milner Small Holding', and 'BRN: 125110 MLC: 83/546/0062'. Below this, the page title is 'Forestry Grant Scheme - summary' with a help icon. A message states: 'Here is a summary of the information you have provided'. The 'Application Name' is 'FGS Mary Test 2'. The main content area is divided into several sections, each with a green header and a 'Last updated by user po1\_fgs at 17:22 on 28/02/2015' timestamp: 'Application Information' (You have answered 9 application question), 'Options' (You have selected 1 options: Sustainable Management of Forests - Native Woodlands), 'Allocate options' (You have allocated 1 options to land), 'Supporting Documents' (All supporting documents have been provided.), and 'Errors'. Below these sections is a 'Schedule of Works' section with a help icon and a checkbox: 'I have read and understood the declarations and undertakings'. At the bottom left is a 'Save and close' button (Return to your applications) and at the bottom right is a green 'Submit your application' button. A callout box on the right points to the 'Submit your application' button, stating: 'Submit your application' button is enabled as all sections are completed and the declarations and undertakings box is checked.

On selecting the 'Submit your application' button the following pop-up displays.

The screenshot shows the 'FGS Submission Confirmation' pop-up dialog box overlaid on the summary screen. The dialog has a blue header and contains the text: 'Are you sure you want to submit your application? You will not be able to change your information once you have submitted it.' There are two buttons: 'Cancel' and 'Yes, submit my application'. Two callout boxes provide instructions: one points to the 'Cancel' button with the text 'Select 'cancel' if you are not ready to submit the application', and another points to the 'Yes, submit my application' button with the text 'Select 'Yes, submit my application' to submit'. The background shows the 'Options' and 'Allocate options' sections of the summary screen.

A receipt is displayed which includes the application reference number

The receipt text will be changed in due course as it currently states that any outstanding documents can be uploaded via the Supporting Documents screen, however, once submitted you are unable to upload further documentation. Any outstanding documents can be emailed to your local Conservancy or alternatively they can be delivered or posted there.

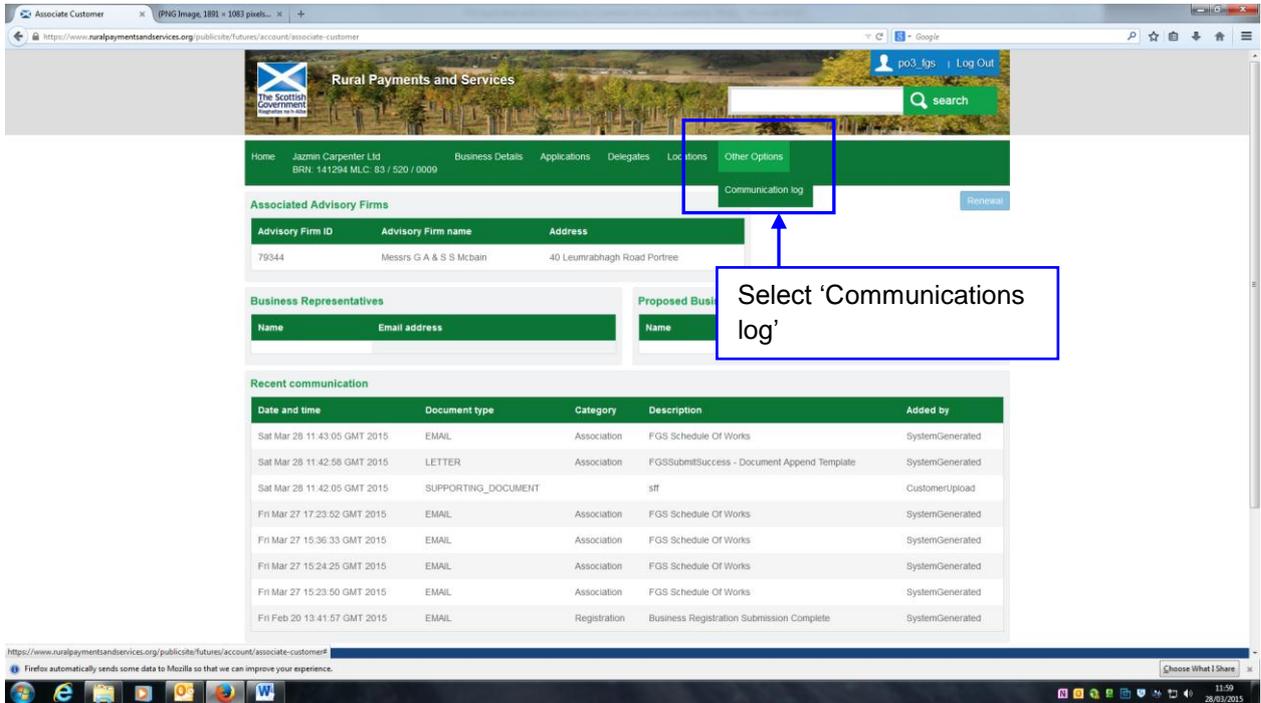


An acknowledgement letter is also created which can be accessed through your Communications log.

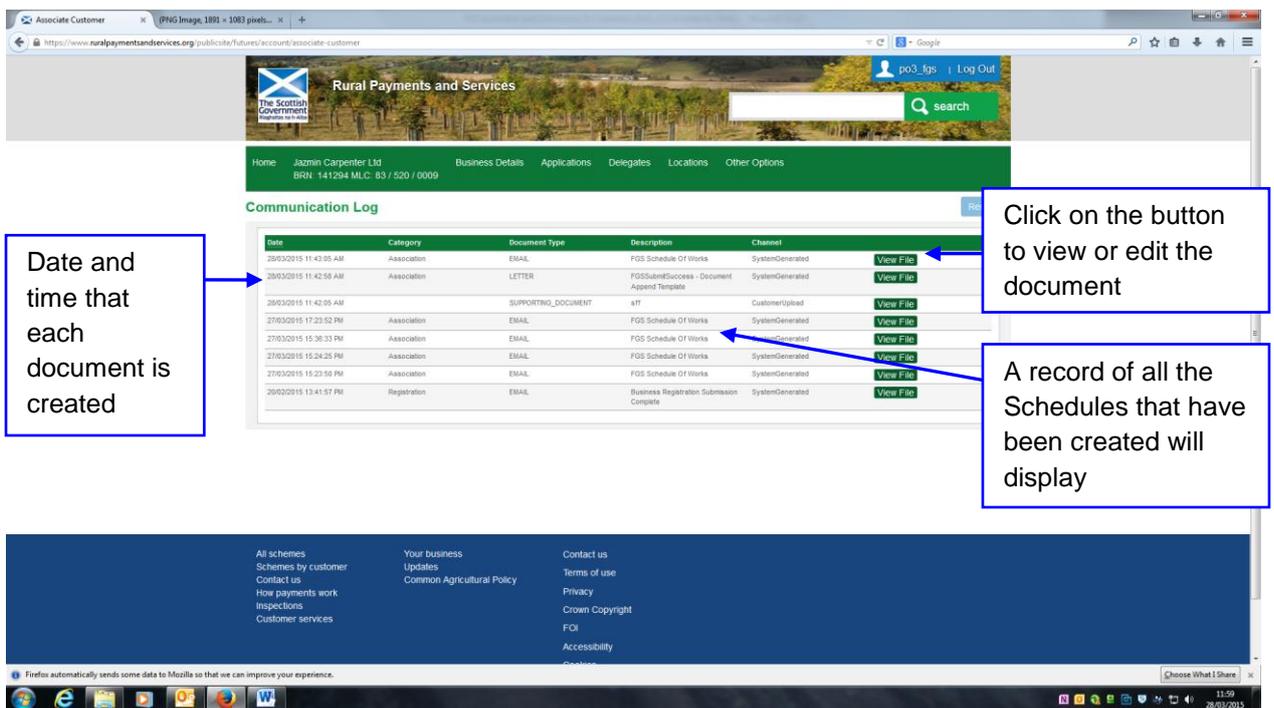
## Communications Log

All communications created by the system are stored on your communications log, such as the acknowledgement letter, emails, or the Schedule of Works.

To access the Communications log click on the 'Other Options' menu



A record of your communications with, or from us is contained on this log.



## Context Sensitive Help

Context sensitive help is available by clicking on the blue question marks dotted about each screen. This is not a replacement for the guidance/desk instructions but gives some hints and tips as you progress through the application.

The screenshot displays the 'Forestry Grant Scheme - allocate options to land' page. At the top, there is a header for 'Rural Payments and Services' with the Scottish Government logo and a search bar. Below this, a green navigation bar shows the user's name 'R & A Shand & Son' and their BRN. The main content area is titled 'Forestry Grant Scheme - allocate options to land' and includes a 'Select location' dropdown (73/289/0094) and a 'Select land' dropdown (ND/14548/63223). A 'Land Parcel' section shows 'PERMANENT 73/289/0094 ND/14548/63223' with a 'Gross Area' of 9.02 hectares and a 'Total Proposed Area' of 0.0. A table lists 'Woodland Creation - Conifer' with 4 Standard Cost Capital Items. A context-sensitive help popup is open, titled 'How do I select the option(s) to be carried out on this Land Parcel?', providing instructions on selecting options from a picklist. The footer contains navigation links for 'All schemes', 'Your business', and 'Contact us'. The system tray at the bottom shows the date and time as 12:34 on 16/02/2015.

## Appendix 1 – Questions contained on the application information screen

The table below provides the questions which you must answer before moving to the next section of the application. The answer to some questions will dynamically produce supplementary question(s).

Q1	Will the work benefit any designated site features on a Site of Special Scientific Interest (SSSI), Special Protection Area (SPA), Special Areas of Conservation (SAC)?	Answers are yes or no  If answer is yes Q1a and Q1b will be displayed and we will require the name of the SSSI, SPA or SAC and which features will benefit
Q1a	What is the name of the SSSI, SPA, or SAC?	Free text to be entered
Q1b	Please tell us which features will benefit	Free text to be entered
Q2	Is this application as a result of a Forestry Co-operation Project?	Answers are yes or no  If answer is yes, Q2a will be displayed and we will require the reference number of the Forestry Co-operation Project
Q2a	Please give the Forestry Co-operation Project Reference Number?	Free text to be entered
Q3	Is the proposed work in this application in collaboration with any other business?	Answers are yes or no  If answer is yes, Q3a and Q3b will be displayed and we will require the Business Reference Number(s) of the businesses(s) with which you are collaborating. We also ask for the application ID of the application you are collaborating with, but if the collaborator hasn't applied yet this can be left blank

Q3a	What is the Business Reference Number of the business you are collaborating with?	Free text to be entered  Note that validation errors will be raised if you use your own BRN, or if the BRN is not valid or if the format is not correct
Q3b	What is the application ID of the business you are collaborating with?	The application ID(s) of the applications you are collaborating with should be given  This question is optional to answer at the submission stage but we will need the information to allow us to confirm the collaborative approach during the assessment of the application
Q4	Is the area proposed for management:  a) owned b) held under a secure tenancy c) held under contractual license	This question is being asked so that we can ensure we have evidence of your right to carry out the work on the land.  We will be updating this question to include a response for crofters – in the meantime, if a crofter is applying they should select the (b) response.
Q5	Are you applying for Woodland Creation in this application?	Answers are yes or no  If answered yes, Q5a displays
Q5a	Are you a public body?	Answers are yes or no
Q6	Please tell us: how many full-time employees in agriculture will be safeguarded through the work in the proposed contract?	An answer must be given but it is acceptable to enter 0  Note: The question text mentions agriculture, but it should say forestry. We expect this to be sorted at a later date. Please answer the question as if it says forestry

Q7	How many full time employees in agriculture will be created through the project?	<p>An answer must be given but it is acceptable to enter 0</p> <p>Note: The question text mentions agriculture, but it should say forestry. We expect this to be sorted at a later date. Please answer the question as if it says forestry</p>
Q8	How many temporary full time employees in agriculture will be created through the project?	<p>An answer must be given but it is acceptable to enter 0</p> <p>Note: The question text mentions agriculture, but it should say forestry. We expect this to be sorted at a later date. Please answer the question as if it says forestry</p>
Q9	Is grant funding essential for the project to take place?	<p>Answers are yes or no</p> <p>If answer is no then Q9a will be displayed</p>
Q9a	<p>Will the grant funding enable the project to:</p> <p>a) be undertaken at a larger scale</p> <p>OR</p> <p>b) include new outputs or services that would not otherwise have happened</p> <p>OR</p> <p>c) be carried out to a higher standard than would otherwise be affordable</p> <p>OR</p> <p>d) be carried out at alternative sites and/or occur sooner than planned</p>	<p>If one of the responses here is not selected you will be unable to take the application forward</p>

	OR  e) deliver to more beneficiaries?	
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## Appendix 2 – Select options: option categories

We have grouped the options under categories to reduce the number of options shown at one time, so that selection of individual options is easier.

The categories and options are:

Category	Option name	Option Code  (this is for info only, it doesn't display on the 'select options' screen)
Woodland Creation	Woodland Creation - Conifer	FGS081-01
	Woodland Creation – Diverse Conifer	FGS081-02
	Woodland Creation - Broadleaves	FGS081-03
	Woodland Creation – Native Scots Pine	FGS081-04
	Woodland Creation Conifer – Native Upland Birch	FGS081-05
	Woodland Creation Conifer – Native Broadleaves	FGS081-06
	Woodland Creation Conifer – Native	FGS081-07

	Low Density	
	Woodland Creation Conifer – Native Broadleaved in Northern and Western Isles	FGS081-08
	Woodland Creation Conifer – Small or Farm Woodlands	FGS081-09
Woodland Improvement Grant	Woodland Improvement Grant – Long Term Forest Plan	FGS085-01
	Woodland Improvement Grant -Forest Plan Renewal	FGS085-02
	Woodland Improvement Grant – Woodland Grazing Management Plan	FGS085-03
	Woodland Improvement Grant – WIAT Urban Woodland Management Plan	FGS085-04
	Woodland Improvement Grant – Deer Management Plan	FGS085-05
	Woodland Improvement Grant – Habitats & Species	FGS085-06
	Woodland Improvement Grant - Restructuring Regeneration	FGS085-07
	Woodland Improvement Grant – Woods in and around Towns (WIAT)	FGS085-08
	Woodland Improvement Grant – Low Impact Silvicultural Systems (LISS)	FGS085-09
Sustainable Management of Forests	Sustainable Management of Forests – Native Woodlands	FGS151-01
	Sustainable Management of Forests – Livestock Exclusion	FGS151-02
	Sustainable Management of Forests – Woodland Grazing	FGS151-03
	Sustainable Management of Forests - Low Impact Silvicultural Systems (LISS)	FGS151-04
	Sustainable Management of Forests –	FGS151-05

	Rural Woods	
	Sustainable Management of Forests – Public Access – Woods in and around Towns	FGS151-06
	Sustainable Management of Forests – Species Conservation – Grey Squirrel Control	FGS151-07
	Sustainable Management of Forests - Species Conservation – Predator Control for Capercaillie and Black Grouse	FGS151-08
	Sustainable Management of Forests – Reducing Deer Impact	FGS151-09
Agroforestry	Agroforestry – 400 trees/ha  <b>Please note that although contained in the system, this grant will not be open until 2016.</b>	FGS082-01
	Agroforestry – 200 trees/ha  <b>Please note that although contained in the system, this option will not be open until 2016.</b>	FGS082-02
Tree Health	Tree Health	FGS084-01
Forest Infrastructure	Forest Infrastructure  <b>Please note that although contained in the system, this grant will not be open until 2016.</b>	FGS043-01
Harvesting & Processing	Harvesting and Processing  <b>Please note that although contained in the system, this grant will not be open until 2016.</b>	FGS086-01
Forestry Co-operation	Forestry Co-operation  <b>Please note that although contained in the system, this grant will not be open until 2016.</b>	FGS165-01

## Appendix 3 – Select options: option questions

The table below provides the option questions which applicants/agents must answer before moving to the next section of the application. The answer to some questions will dynamically produce supplementary question(s) and the answer to some questions will make the option ineligible.

Option name	Question No.	Question	Answers
Woodland Creation - Conifer	Q1	Is the proposed planting in the Core or Fringe area of the Central Scotland Green Network (CSGN) area?	Drop down menu providing three available answers: a) CSGN Core Area b) CSGN Fringe Area c) neither Area
Woodland Creation - Conifer	Q2	Does the proposed planting fit well with the local Woodland Strategy or equivalent, or address any relevant local issues?	Drop down menu providing three available answers:  a) proposed planting fits local woodland strategy or equivalent b) proposed planting addresses relevant local issues c) neither  If answered b) Q2a is displayed If answered c) The option is ineligible
Woodland Creation - Conifer	Q2a	Have you a letter of endorsement to verify that the proposed planting addresses relevant local issues?	Yes or no  If answered 'No', the option is ineligible
Woodland Creation - Conifer	Q3	Have you completed the Woodland Creation Component Area breakdown template and associated map for this option?	Yes or no  If answered 'No', the option is ineligible
Woodland Creation - Conifer	Q4	Do you intend to plant stock from genetically improved material produced by vegetative propagation from controlled pollinations in 'Parent Families' in the tested category?	Yes/no
Woodland Creation - Conifer	Q5	Is the proposed Initial Planting in one of the target areas detailed in the Woodland Creation Option guidance?	Yes/no If yes, Question 5a displays. Note: Details of the target areas are contained on the option guidance. Only the target areas covered in the guidance are eligible for the additional payment rate

Woodland Creation - Conifer	Q5a	What is the name of the Target area?	Free text field
Woodland Creation – Diverse Conifer	See above	This option has the same questions as the Woodland Creation – Conifer option, except question 4 which is not required for the Diverse Conifer option	
Woodland Creation - Broadleaves	See above	This option has the same questions as the Woodland Creation – Conifer option, except question 4 which is not required for the Broadleaves option	
Woodland Creation – Native Scots Pine	Q1	Does the proposed planting fit well with the local Woodland Strategy or equivalent, or address any relevant local issues?	Drop down menu providing three available answers:  a) Proposed planting fits local woodland strategy or equivalent. b) Proposed planting addresses relevant local issues. c) neither  If answered b) Q1a is displayed If answered c) the option is ineligible
Woodland Creation – Native Scots Pine	Q1a	Have you a letter of endorsement to verify that the proposed planting addresses relevant local issues?	Yes or no If answered 'No', the option is ineligible
Woodland Creation – Native Scots Pine	Q2	Have you completed the Woodland Creation Component Area breakdown template and associated map for this option?	Yes or no If answered 'No', the option is ineligible
Woodland Creation – Native Scots Pine	Q3	Are you located within the range of the Pinewood Zone or within the Caledonian Pinewood buffer zones?	Yes or no If answered 'No', the option is ineligible
Woodland Creation – Native Scots Pine	Q4	Is the proposed Initial Planting in one of the target areas detailed in the Woodland Creation Option guidance?	Yes/No If yes, Question 4a displays Note: Details of the target areas are contained on the option guidance. Only the target areas covered in the guidance are eligible for the additional payment rate

Woodland Creation – Native Scots Pine	Q4a	What is the name of the Target area?	Free text field
Woodland Creation – Native Upland Birch	See Conifer option	This option has the same questions as the Woodland Creation – Conifer option, except question 4 which is not required for the Native Upland Birch option	
Woodland Creation – Native Broadleaves	See Conifer option	This option has the same questions as the Woodland Creation – Conifer option, except question 4 which is not required for the Native Broadleaves option	
Woodland Creation – Native Low Density	Q1	Does the proposed planting fit well with the local Woodland Strategy or equivalent, or address any relevant local issues?	Drop down menu providing three available answers:  a) Proposed planting fits local woodland strategy or equivalent. b) Proposed planting addresses relevant local issues. c) neither  If answered b), Q1a is displayed If answered c) the option is ineligible
Woodland Creation – Native Low Density	Q1a	Have you a letter of endorsement to verify that the proposed planting addresses relevant local issues?	Yes or no If answered 'No', the option is ineligible
Woodland Creation – Native Low Density	Q2	Have you completed the Woodland Creation Component Area breakdown template and associated map for this option?	Yes or no If answered 'No', the option is ineligible
Woodland Creation – Native Low Density	Q3	Are you applying for another Woodland Creation Option on this application?	Yes or no Answers have a bearing on the maximum area for this option. See option guidance for more details
Woodland Creation – Native Low Density	Q4	Is the proposed Initial Planting in one of the target areas detailed in the Woodland Creation Option guidance?	Yes/no If Yes, Question 4a displays Note: Details of the target areas are contained on the option guidance. Only the target areas covered in the guidance are eligible for the additional payment rate
Woodland Creation –	Q4a	What is the name of the Target area?	Free text field

Native Low Density			
Woodland Creation – Native Broadleaved in Northern and Western Isles	Q1	Are you applying to plant in either Northern Isles or Western Isles?	Drop down menu providing three available answers: a) Northern Isles b) Western Isles c) neither Area  If c) is selected the option is ineligible
Woodland Creation – Native Broadleaved in Northern and Western Isles	Q2	Does the proposed planting fit well with the local Woodland Strategy or equivalent, or address any relevant local issues?	Drop down menu providing three available answers:  a) Proposed planting fits local woodland strategy or equivalent b) Proposed planting addresses relevant local issues c) neither  If answered b), Q2a is displayed  If answered c) The option is ineligible
Woodland Creation – Native Broadleaved in Northern and Western Isles	Q2a	Have you a letter of endorsement to verify that the proposed planting addresses relevant local issues?	Yes or no If answered 'No', the option is ineligible
Woodland Creation – Native Broadleaved in Northern and Western Isles	Q3	Have you completed the Woodland Creation Component Area breakdown template and associated map for this option?	Yes or no If answered 'No', the option is ineligible
Woodland Creation – Native Broadleaved in Northern and Western Isles	Q4	Is the proposed Initial Planting in one of the target areas detailed in the Woodland Creation Option guidance?	Yes/no If Yes, Question 4a displays Note: Details of the target areas are contained on the option guidance. Only the target areas covered in the guidance are eligible for the additional payment rate
Woodland Creation – Native Broadleaved in Northern and Western Isles	Q4a	What is the name of the Target area?	Free text field
Woodland Creation – Small or Farm Woodlands	See Conifer option	This option has the same questions as the Woodland Creation – Conifer option, except question 4 which is not	

		required for the Small or Farm Woodlands option	
Woodland Improvement Grant – Long Term Forest Plan	Q1	Have you got an approved Forest Plan which has or is about to expire?	Yes/no If Yes, this option is ineligible, it is the Forest Plan Renewal option which should be selected
Woodland Improvement Grant – Long Term Forest Plan	Q2	Will any of the following habitats benefit from your application - Ancient Native, Native, Broadleaved, Conifer Woodland; Plantations on Ancient Woodland Site; Designated Site SSSI/SAC; Inventory of Gardens and Designed Landscape; Non-woodland habitat?	Yes/no If yes, answer Q2a If no, answer Q2b
Woodland Improvement Grant – Long Term Forest Plan	Q2a	Please indicate which Habitats will benefit from your application?	Select one or more of the following: <ul style="list-style-type: none"> <li>• conifer woodland</li> <li>• broadleaved woodland</li> <li>• native woodland</li> <li>• ancient native woodland</li> <li>• plantations on ancient woodland site</li> <li>• inventory of gardens and designed landscape</li> <li>• non-woodland habitat ie, lowland raised bog</li> <li>• designated site SSSI/SAC</li> </ul>
Woodland Improvement Grant – Long Term Forest Plan	Q2b	Please list the other habitats that will benefit from your application?	Free text field
Woodland Improvement Grant – Long Term Forest Plan	Q3	Will any of the following species benefit from your application - black grouse; capercaillie; chequered skipper butterfly; juniper; pearl-bordered fritillary; red squirrel?	Yes/no If yes, answer Q3a If no, answer Q3b
Woodland Improvement Grant – Long Term Forest Plan	Q3a	Please indicate which species will benefit from your application?	Select one or more of the following: <ul style="list-style-type: none"> <li>• capercaillie</li> <li>• black grouse</li> <li>• red squirrel</li> <li>• pearl-bordered fritillary</li> <li>• chequered skipper butterfly</li> <li>• juniper</li> </ul>

Woodland Improvement Grant – Long Term Forest Plan	Q3b	Please list the other species, that will benefit your application	Free text field
Woodland Improvement Grant -Forest Plan Renewal	See Long Term Forest Plan option	This option has the same questions as the Woodland Improvement Grant – Long Term Forest Plan option	Note: The answer to Q1 has different behaviour under this option. If answered No on this option, the Forest Plan renewal option is ineligible, it is the the Long Term Forest Plan option which should be selected
Woodland Improvement Grant – Woodland Grazing Management Plan	Q1	Do you have prior agreement with FCS or SNH that your woodland is appropriate for this option	Yes/no If no, the option is ineligible
Woodland Improvement Grant – WIAT Urban Woodland Management Plan	Q1	Is at least 50% of your area to be covered by the management plan within 1km of a community of at least 2000 people	Yes/no If no, the option is ineligible
Woodland Improvement Grant – WIAT Urban Woodland Management Plan	Q2	What is the Gross area covered by your WIAT Urban Woodland Management Plan?	Numeric field
Woodland Improvement Grant – WIAT Urban Woodland Management Plan	Q3	Does your WIAT Urban Woodland Management Plan include areas of woodland less than 10 years old?	Yes/no  If yes, display Q3a
Woodland Improvement Grant – WIAT Urban Woodland Management Plan	Q3a	What is the area of woodland less than 10 years old included in your WIAT Urban Woodland Management Plan?	Numeric field
Woodland Improvement Grant – WIAT Urban Woodland Management	Q4	Does your woodland appear on the National Forest Inventory as any category except cloud or uncertain?	Yes/no Note: Woodland areas greater than 10 years old must appear on the National Forest Inventory as any category except cloud or uncertain.

Plan			
Woodland Improvement Grant – WIAT Urban Woodland Management Plan	Q5	Is there free and unhindered public access to the entire woodland?	Yes/no If no, the option is ineligible
Woodland Improvement Grant – Deer Management Plan	Q1	Do you have an approved Forest Plan or Management Plan in support of this option?	Yes/no If no, the option is ineligible
Woodland Improvement Grant – Deer Management Plan	Q2	Please provide the reference number for the approved Forest Plan or Management Plan	Mixture of alpha and numeric characters
Woodland Improvement Grant – Habitats & Species	Q1	Do you have an approved Forest Plan or Management Plan which covers the proposed works under this option??	Yes/no If No, the option is ineligible
Woodland Improvement Grant – Habitats & Species	Q2	Please provide the reference number for the approved Forest Plan or Management Plan	Mixture of alpha and numeric characters
Woodland Improvement Grant – Habitats & Species	Q3	Do you propose to carry out capital works to support the Sustainable Management of Forests - Woodland Grazing option?	Yes/no
Woodland Improvement Grant – Habitats & Species	Q4	Will any of the following habitats benefit from your application - Ancient Native, Native, Broadleaved, Conifer Woodland; Plantations on Ancient Woodland Site; Designated Site SSSI/SAC; Inventory of Gardens and Designed Landscape; Non-woodland habitat?	Yes/no  If yes, answer Q4a If no, answer Q4b
Woodland Improvement Grant – Habitats & Species	Q4a	Please indicate which Habitats will benefit from your application?	Select one or more of the following:- <ul style="list-style-type: none"> <li>• conifer woodland</li> <li>• broadleaved woodland</li> <li>• native woodland</li> <li>• ancient native woodland</li> <li>• plantations on ancient woodland site</li> </ul>

			<ul style="list-style-type: none"> <li>• inventory of gardens and designed landscape</li> <li>• non-woodland habitat ie, lowland raised bog</li> <li>• designated site SSSI/SAC</li> </ul>
Woodland Improvement Grant – Habitats & Species	Q4b	Please list the other habitats that will benefit from your application?	Free text field
Woodland Improvement Grant – Habitats & Species	Q5	Will any of the following species benefit from your application - black grouse; capercaillie; chequered skipper butterfly; juniper; pearl-bordered fritillary; red squirrel?	Yes/no If yes, answer Q3a If no, answer Q3b
Woodland Improvement Grant – Habitats & Species	Q5a	Please indicate which species will benefit from your application?	Select one or more of the following: <ul style="list-style-type: none"> <li>• capercaillie</li> <li>• black grouse</li> <li>• red squirrel</li> <li>• pearl-bordered fritillary</li> <li>• chequered skipper butterfly</li> <li>• juniper</li> </ul>
Woodland Improvement Grant – Habitats & Species	Q5b	Please list the other species, that will benefit your application	Free text field
Woodland Improvement Grant - Restructuring Regeneration	Q1	Do you have an Approved Forest Plan or Management Plan with Felling Licence in support of this option?	Yes/no If no, the option is ineligible
Woodland Improvement Grant - Restructuring Regeneration	Q2	Please provide the reference number for the approved Forest Plan or Felling Licence?	Mixture of alpha and numeric characters
Woodland Improvement Grant - Restructuring Regeneration	Q3	Have FCS identified your Forest Plan or felling Licence as delivering UKFS or delivering diversity and resilience?	List of values (LOV) <ul style="list-style-type: none"> <li>a) delivering UKFS</li> <li>b) delivering diversity or resilience</li> <li>c) not delivering UKFS or diversity and resilience</li> <li>d) I don't know</li> </ul> <p>If c) the option is ineligible If d) applicant/agent to ask FCS to assess the current forest plan or felling licence to determine if it delivers UKFS or diversity and resilience, before this</p>

			option can be selected
Woodland Improvement Grant - Restructuring Regeneration	Q4	Do you intend to plant stock from genetically improved material produced by vegetative propagation from controlled pollinations in 'Parent Families' in the tested category?	Yes/no
Woodland Improvement Grant – Woods in and around Towns (WIAT)	Q1	Do you have an approved WIAT Urban Woodland Management Plan in support of this option?	Yes/no If no, the option is ineligible
Woodland Improvement Grant – Woods in and around Towns (WIAT)	Q2	Please provide the reference number for the approved WIAT Urban Woodland Management Plan	Mixture of alpha numeric characters
Woodland Improvement Grant – Woods in and around Towns (WIAT)	Q3	What is the WIAT Urban Woodland Management Plan approval date?	Date format
Woodland Improvement Grant – Low Impact Silvicultural Systems (LISS)	Q1	Are you applying for the Sustainable Management of Forests Low Impact Silviculture (SMF) Option in this application, or on a previous application approved in or after 2015?	List of Values: a) in this application b) in a previous application which was approved after March 2015 c) have not applied for the SMF-LISS option under a Forestry Grant Scheme application  If c) the option is ineligible
Woodland Improvement Grant – Low Impact Silvicultural Systems (LISS)	Q1a	Please provide the reference number for the approved contract including the SMF-LISS Option?	Mixture of alpha numeric characters
Sustainable Management of Forests – Native Woodlands	Q1	Do you have an approved Forest Plan or Management Plan in support of this option?	Yes/no If no, the option is ineligible
Sustainable Management	Q2	Please provide the reference number for the	Mixture of alpha numeric characters

of Forests – Native Woodlands		approved Forest Plan or Management Plan	
Sustainable Management of Forests – Native Woodlands	Q3	What is the Forest Plan/Management Plan approval date?	Date format
Sustainable Management of Forests – Native Woodlands	Q4	Are you applying for the Sustainable Management of Forests Species Conservation Reducing Deer Impact Option in this application, or have it approved on a previous application?	List of Values: a) SMF-Deer in this application b) SMF-Deer approved in a previous application c) don't have SMF-Deer  If a) or b), this option is ineligible
Sustainable Management of Forests – Native Woodlands	Q5	Will any of the following woodland types benefit from your application - ancient woodland; plantations on ancient woodlands site; designated site SSSI/SAC; lowland mixed deciduous; native pinewood; scrub; upland birch, mixed ash, oak; wet woodland?	Yes/no  If yes, display Q5a If no, display Q5b
Sustainable Management of Forests – Native Woodlands	Q5a	Please indicate which woodland types will benefit from your application?	Select one or more of the following:-  <ul style="list-style-type: none"> <li>• upland birch</li> <li>• upland oak</li> <li>• upland mixed ash</li> <li>• lowland mixed deciduous</li> <li>• native pinewood</li> <li>• ancient woodland site</li> <li>• plantations on ancient woodland site</li> <li>• wet woodland</li> <li>• scrub (blackthorn, hawthorn juniper, montane willow)</li> <li>• designated site SSSI/SAC</li> </ul>
Sustainable Management of Forests – Native Woodlands	Q5b	Please list the other woodland types that will benefit from your application?	Free text
Sustainable Management of Forests –	Q1	Do you have an approved Forest Plan or Management Plan in	Yes/no  If no, the option is ineligible

Livestock Exclusion		support of this option?	
Sustainable Management of Forests – Livestock Exclusion	Q2	Please provide the reference number for the approved Forest Plan or Management Plan	Mixture of alpha numeric characters
Sustainable Management of Forests – Livestock Exclusion	Q3	What is the Forest Plan/Management Plan approval date?	Date format
Sustainable Management of Forests – Woodland Grazing	Q1	Do you have an approved Woodland Grazing Plan in support of the area proposed under this option?	Yes/no If no, the option is ineligible
Sustainable Management of Forests – Woodland Grazing	Q2	Please provide the reference number for the approved Woodland Grazing Plan	Mixture of alpha numeric characters
Sustainable Management of Forests - Low Impact Silvicultural Systems (LISS)	Q1	Do you have an approved Forest Plan or Management Plan in support of this option?	Yes/no If no, the option is ineligible
Sustainable Management of Forests - Low Impact Silvicultural Systems (LISS)	Q2	Please provide the reference number for the approved Forest Plan or Management Plan	Mixture of alpha numeric characters
Sustainable Management of Forests - Low Impact Silvicultural Systems (LISS)	Q3	What is the Forest Plan/Management Plan approval date?	Date format
Sustainable Management of Forests - Low Impact	Q4	Are you applying for the Sustainable Management of Forests Species Conservation Reducing	List of Values: a) SMF-Deer in this application b) SMF-Deer approved in a previous

Silvicultural Systems (LISS)		Deer Impact Option in this application, or was it approved on a previous application?	application c) don't have SMF-Deer  If a) or b) selected then this option is ineligible
Sustainable Management of Forests - Low Impact Silvicultural Systems (LISS)	Q5	Is the proposed area under this option ranked moderate or good according to FC Note 40?	Yes/no  If no, this option is ineligible
Sustainable Management of Forests - Low Impact Silvicultural Systems (LISS)	Q6	Does the woodland area under this option contain trees that are of seed bearing age for the species concerned?	Yes/no  If no, the option is ineligible
Sustainable Management of Forests – Rural Woods	See the SMF – Livestock Exclusion option	This option has the same questions as the Sustainable Management of Forests – Livestock Exclusion option	
Sustainable Management of Forests – Public Access – Woods in and around Towns	Q1	Do you have an approved WIAT Urban Woodland Management Plan in support of this option?	Yes/no  If no, the option is ineligible
Sustainable Management of Forests – Public Access – Woods in and around Towns	Q2	Please provide the reference number for the approved WIAT Urban Woodland Management Plan	Mixture of alpha numeric characters
Sustainable Management of Forests – Public Access – Woods in and around	Q3	What is the WIAT Urban Woodland Management Plan approval date?	Date format

Towns			
Sustainable Management of Forests – Species Conservation – Grey Squirrel Control	Q1	Do you have an approved Forest Plan or Management Plan in support of this option?	Yes/no If no, the option is ineligible
Sustainable Management of Forests – Species Conservation – Grey Squirrel Control	Q2	Please provide the reference number for the approved Forest Plan or Management Plan	Mixture of alpha numeric characters
Sustainable Management of Forests – Species Conservation – Grey Squirrel Control	Q3	What is the Forest Plan/Management Plan approval date?	Date format
Sustainable Management of Forests – Species Conservation – Grey Squirrel Control	Q4.	Is the proposed area within one of the priority areas identified in the revised Scottish Red Squirrel strategy (to be published in 2015)?	Yes/no If no, the option is ineligible
Sustainable Management of Forests – Species Conservation – Grey Squirrel Control	Q5.	Is there evidence of grey squirrels in or around the proposed area?	Yes/no If no, the option is ineligible
Sustainable Management of Forests - Species	Q1	Do you have an approved Forest Plan or Management Plan in support of this option?	Yes/no If no, the option is ineligible

Conservation – Predator Control for Capercaillie and Black Grouse			
Sustainable Management of Forests - Species Conservation – Predator Control for Capercaillie and Black Grouse	Q2	Please provide the reference number for the approved Forest Plan or Management Plan	Mixture of alpha numeric characters
Sustainable Management of Forests - Species Conservation – Predator Control for Capercaillie and Black Grouse	Q3	What is the Forest Plan/Management Plan approval date?	Date format
Sustainable Management of Forests - Species Conservation – Predator Control for Capercaillie and Black Grouse	Q4.	Is the proposed area within core Capercaillie or Black Grouse Areas or areas that reflect current distribution?	Yes/no  If no, the option is ineligible
Sustainable Management of Forests - Species Conservation – Predator Control for Capercaillie and Black Grouse	Q5.	Does the proposed area contain active leks, or else does it adjoin a site with active leks where control would be complementary?	Yes/no  If no, the option is ineligible

Grouse			
Sustainable Management of Forests - Species Conservation – Predator Control for Capercaillie and Black Grouse	Q6.	Have you applied for the Black Grouse option on agricultural land under your control on a separate application?	Yes/no If yes, display Q6a
Sustainable Management of Forests - Species Conservation – Predator Control for Capercaillie and Black Grouse	Q6a	Please provide the reference number of your separate application?	Mixture of alpha numeric characters
Sustainable Management of Forests – Reducing Deer Impact	Q1	Do you have an approved Forest Plan or Management Plan in support of this option?	Yes/no If no, the option is ineligible
Sustainable Management of Forests – Reducing Deer Impact	Q2	Please provide the reference number for the approved Forest Plan or Management Plan	Mixture of alpha numeric characters
Sustainable Management of Forests – Reducing Deer Impact	Q3	What is the Forest Plan/Management Plan approval date?	Date format
Sustainable Management of Forests – Reducing Deer Impact	Q4	Do you have an approved Deer Management Plan approved in or after 2015 in support of this option?	Yes/no If yes, display Q4a
Sustainable Management of Forests –	Q4a	Please provide the reference number for the approved Deer Management Plan	Mixture of alpha numeric characters

Reducing Deer Impact			
Sustainable Management of Forests – Reducing Deer Impact	Q5	Are you applying for or have you approval for the Sustainable Management of Forests (SMF) - Native Woodlands Option or the Sustainable Management of Forests (SMF) - Low Impact Silvicultural Systems (LISS) Option, on the same area of land as this option.	One or more can be selected from the following list:- a) SMF - Native Woodlands Option b) SMF - LISS Option c) neither Option  If answered a) or b), this option is ineligible
Agroforestry – 400 trees/ha <i>(Not open until 2016)</i>	Q1	Is the proposed area in Permanent Grassland Pasture?	Yes/no  If no, the option is ineligible
Agroforestry – 400 trees/ha <i>(Not open until 2016)</i>	Q2	Are you only going to graze sheep on the proposed area?	Yes/no  If no, the option is ineligible
Agroforestry – 200 trees/ha <i>(Not open until 2016)</i>	Q1	Is the proposed area in Permanent Grassland Pasture?	Yes/no  If no, the option is ineligible
Agroforestry – 200 trees/ha <i>(Not open until 2016)</i>	Q2	Are you only going to graze sheep on the proposed area?	Yes/no  If no, the option is ineligible
Tree Health	Q1	Has the proposed area been affected by any of the following?	Multiple selection of the items below (one or more can be selected)  a) chalara fraxinea b) phytophthora ramorum c) endemic pest which is not on the UK Plant Health Register  If answered c), this option is ineligible
Tree Health	Q2	Is the proposed area within any of the following?	Drop down menu providing two available answers:  a) a recognised area requiring control b) an area with a Statutory Plant Health Notice served on it? c) the management zone d) neither a, b or c  If answered d), this option is ineligible
Tree Health	Q3	Are you, or have you a FCS Approved Agent that will carry out the work	Yes/no

		under this option?	
Forest Infrastructure <i>(Not open until 2016)</i>	Q1	Do you have an approved Forest Plan or Management Plan in support of this option?	Yes/no If no, the option is ineligible
Forest Infrastructure <i>(Not open until 2016)</i>	Q2	Please provide the reference number for the approved Forest Plan or Management Plan	Mixture of alpha numeric characters
Forest Infrastructure <i>(Not open until 2016)</i>	Q3	What is the Forest Plan/Management Plan approval date?	Date format
Forest Infrastructure <i>(Not open until 2016)</i>	Q4	Have you received funding, or in the process of applying for funding, from the Scottish Timber Transport Fund?	Yes/no If Yes, this option is ineligible
Harvesting & Processing <i>(Not open until 2016)</i>	Q1	Have you completed the Business Case template for this option as detailed in the guidance?	Yes/no If no, this option is ineligible
Forestry Co-operation	Q1	Have you completed a Project Outline template?	Yes/no If no, this option is ineligible

## Appendix 4 – Some hints and tips on system usability

- 1. How to remove a row of standard cost capital items if only one row is entered -**  
If you want to remove a row of standard cost capital you can use the “delete” function to remove the whole row. However, if there is only one row of standard cost capital this function is not enabled – you can:

- click the ‘Add a new Row’ button – a new blank row will appear,
- the delete function will be available on both rows and you can remove the row which you want to delete.

Alternatively

- remove the entries from the ‘quantity’ and ‘map letter’ boxes
- set the entry in the Standard Cost Items box to ‘Select Item’
- set the entry in the ‘Year Claimed’ to select year.

- 2. Display of Validation Error Messages** – Where errors exist, messages are displayed in a pink banner at the top of the screen that the error exists on, as well as displaying on the Validation Errors screen.

Sometimes when you correct the information which caused the error, the error message remains on the pink banner until you select ‘save and continue’ or access the summary screen.

- 3. Uploading Supporting Documents** – If you press ‘upload new document’ on the supporting documents screen and then complete all the detail requested on the ‘Supporting documents’ pop-up box, the ‘Upload new document’ button at the bottom of the pop-up should be enabled. However, if it isn’t, just click on it twice and the document will upload.
- 4. Submission Success screen – supporting documents link** – Once you have submitted your application you will be presented with the submission success screen which may inform you that outstanding documents can be uploaded via the Supporting Documents screen.

This function is not currently available and any supporting documents you have not uploaded as part of your application must be sent to your local office by email or alternatively be posted or hand delivered.

- 5. Web based navigation** – As this is a web based application which includes validations within its internal navigation, it is important to remember that you should not use browser navigation as you may lose information that you have entered on the application.

What we mean by browser navigation is the back and forward keys, save icon, etc.

- 6. Communications Log** – Every time you press the Schedule of Works (SoW) button on the application summary screen a new SoW will be created and stored in your communications log showing the date and time it was created. In addition, you will receive an email to tell you that. If you want to view a previously created SoW you can access it through your communications log.

- 7. How to add a land parcel that is not contained in the list on the 'Allocate options to land' screen** – If the 'Select Land' drop-down does not contain the Land Parcel that the proposed work is to be carried out in, the 'Add New Land' link should be selected. Please enter an OS grid reference in the box indicated for this. The OS grid ref should be in the format XX/123/456. You must ignore the Land Parcel ID box as validation will not let you submit if you add a land parcel.