

# Guidance Notes for completing a **FORESTRY GRANT SCHEME** **Standard Costs Capital Items Claim Form:**

Please submit your claim form and all the supporting information to the Forestry Commission Scotland office that administered your FGS application

## INTRODUCTION

This short note gives general guidance on completing claims for Standard Costs Capital Items awarded under the Forestry Grant Scheme.

## VARIATIONS / AMENDMENTS

Any variations to your approved works, including the years you wish to claim grant, must be notified to Forestry Commission Scotland **before** they are carried out. The variations will be considered in relation to the original approved contract and the general aims and rules of the FGS.

## NOTES ON CLAIM FORM SECTIONS

### SECTION 1: Personal/business/organisation details

All details on this section must match those on the contract that confirms the award of grant.

### SECTION 2: Supporting Documentation

Please detail all supporting documentation you are submitting with this claim. Remember that these must be the originals which we can return if requested.

Please refer to the How to Claim section in each of the FGS Option guidance pages on the internet for confirmation of the documents and maps you must supply for each option.

### SECTION 3: Declaration and signature

Please read the notes on the claim form and sign and date your declaration. The claim form will be returned if it is not signed and dated.

#### SECTION 4: Standard Costs Capital items Claimed

This is where you confirm the activities completed and the units used and where you declare the costs you wish to claim.

- **Capital activity / item description** – Please enter the capital activity as named on your contract's Schedule of Works.
- **LPID (Land Parcel ID)** – Your activity must be broken down by the LPID (as per your Schedule of Works spreadsheet that is appended to your contract).

The exception to this is when you are claiming grant for successfully completing one of the Woodland Improvement Grant (WIG) planning grants. If you are applying for the Long Term Forest Plan, Forest Plan Renewal, Woodlands In and Around Towns (WIAT) Urban Woodland Management Plan, Woodland Grazing Plan and/or Deer Management Plan you do not need to breakdown your claimed area into individual Land Parcels (LPIDs) in the table above. Instead, you should make your claim on one line by entering the total area you are claiming. **NOTE:** The area **must** match the total area for this option in your contract, otherwise you are required to breakdown the detail by LPID so we can identify the differences to your contract.

For the Long Term Forest Plan, Forest Plan renewal grants, please enter two lines to show the different rates awarded, depending upon the total hectares of your forest.

For example:       Line 1: 200 ha at £20/ha and  
                          Line 2: 150 ha at £5/ha.

- **Map Letter** – the Location where the capital activity was carried out which must match with those in the Schedule of Works spreadsheet that is appended to your contract.
- **Document Reference** – You must use the reference number or name you gave your type of supporting documentation at section 2 so that we can match up your documents to the activities claimed for.
- **Total Units Claimed** – Please list the actual units you used for the activity as confirmed in your supporting documents. You cannot claim for more units than agreed in your Schedule of Works spreadsheet that is appended to your contract. We may verify the units you claim by visiting the site, so please ensure the units are exactly measured/counted.
- **Contract Payment Rate** – Please enter the payment rate as detailed in your Schedule of Works spreadsheet that is appended to your contract.
- **Amount Claimed** – Please enter your declaration of the amount of grant you are claiming for each entry and please ensure you total this up at the end of the table. (Please note these cannot be greater than the contracted amount). You must supply these calculations as this is what your payment will be based upon.

#### **Differences between units approved in your contract and the units you have claimed –**

This section allows you to detail and provide an explanation where there are differences between the actual units used and the units approved in your contract for activities you are claiming for. **Please note that failure to supply a required explanation may mean that the claim is returned to you**