Form 2

Department of Agriculture, Food and the Marine

APPLICATION FOR GRANT PAYMENT
NEIGHBOURWOOD SCHEME

Contract number		**FO number**	

APPLICANT DETAILS

Name(s)	
Company Name	
Address	
Telephone number	
E-mail address	

Ownership Details	Full Owner:☐ Part Owner:☐ Lessee ☐ Other ☐
Date Works Completed	
Felling Licence Number	

PROJECT DETAILS

Element (E)	Hectares (ha)
Neighbourwood Enhancement E1	
Neighbourwood Establishment E2	
Recreational Facilities E3	

Contract No.	

DETAILS OF CONTRACTORS USED

Contractor 1

Contractor Name	
Address	
Current eTax Clearance	Vat No/PPSN: _____Authorisation Code: _____

Contractor 2

Contractor Name	
Address	
Current eTax Clearance	Vat No/PPSN: _____Authorisation Code: _____

Contractor 3

Contractor Name	
Address	
Current eTax Clearance	Vat No/PPSN: _____Authorisation Code: _____

NAME AND ADDRESS OF COMPANY TO WHICH GRANT IS MANDATED

Company Name				
Address				
Valid Mandate signed and submitted by all Parties for the Grant payment	Yes		No	

MAINTENANCE CONTRACT

Is there a maintenance contract in place	**YES / NO** *Delete as appropriate*

For Completion by Applicant

Date Works Completed		
Are you registered for VAT?	**Yes** ☐ **No** ☐	**Reference Number**

Applicant Declaration and Undertaking

I hereby apply for the appropriate grant on the basis of the details set out in this form and the declarations and undertakings set out below.

I enclose the following documentation which is required in support of my claim:

- Location map
- Certified Species Map indicating *inter alia* the areas under each element for which grant drawdown is being applied for
- Biodiversity Map
- A separate statement of costs incurred under each element corresponding with those identified at Form 1 stage
- Invoices and receipts for all costs incurred
- Current Tax Clearance details provided for Applicant, Forester and all contractors involved in the work (PPSN and Authorisation Code)
- Provenance Certificates for all planting material used
- Proof of Ownership
- A valid Mandate (where appropriate)

I declare that:

- The details, which appear on this application are correct
- No inadmissible claim for payment has been or will be made by me under any other area-linked EU scheme for the area on which I now claim payment
- I am over 18 years old
- My tax affairs are in order and grant permission to the Forest Service to confirm tax compliance with the Revenue Commissioners (ROS On-Line).
- This is full and final claim.

I undertake

- To carry out such instructions on the management and upkeep of this plantation as are given to me by officers of the Department of Agriculture, Food and Marine
- To maintain and protect the plantation for a period of 20 years and comply with all conditions of the scheme
- To notify the Department in writing if I enter into a contract for sale of the plantation or if the ownership is transferred for any reason
- To notify the Department in writing if I change address
- To repay to the Department, if requested, all grants paid in respect of the plantation and facilities if I fail to meet the conditions of the scheme or if, on change of ownership, the new owner does not undertake to fulfil these obligations. I understand that the plantation is subject to the Forestry Act 2014, which controls the felling of trees.

Signature		**Date**	

Contract No.	

STATEMENT OF COSTS

1. NeighbourWood Establishment

Site preparation *(including drainage)*	**Operation** *(tick appropriate boxes)*	**Area (hectare / metre)**	**Cost (ex VAT)**
	Woody weed removal	ha	€
	Ripping	ha	€
	Mounding	ha	€
	Mole drainage	ha	€
	Ploughing	ha	€
	None (pit planting)	ha	€
Planting stock			
Planting		ha	€
Fertiliser		ha	€
Vegetation management	Year 0	ha	€
	Year 1	ha	€
	Year 2	ha	€
	Year 3	ha	€
Clearance of invasive species *(rhododendron, laurel etc)*		ha	€
Fencing	Stock – IS436	m	€
	Stock - Non IS	m	€
	Deer – IS 436	m	€
	Deer – Non IS	m	€
	Upgrade existing fencing	m	€
Firebreaks/Reservoir		m	€
Tree felling			€
Other operations (describe)	1.		
	2.		
	3.		
	4.		
	TOTAL	**ha**	€

1. NeighbourWood Enhancement

Site preparation *(including drainage)*	**Operation** *(tick appropriate boxes)*	**Area (hectare / metre)**	**Cost (ex VAT)**
	Ground preparation	ha	€
	Ground vegetation removal	ha	€
	Cleaning/spraying	ha	€
	Clearance of invasive species	ha	€
Planting stock			
Fertiliser		ha	€
Maintenance, *including vegetation management*		ha	€
Tree felling			€
Planting			
Fencing / Tree Protection	Stock – IS436	m	€
	Stock - Non IS	m	€
	Deer – IS 436	m	€
	Deer – Non IS	m	€
	Upgrade existing fencing	m	€
Preparation of NeighbourWood Plan		m	€
Woodland edge management			
Other operations (describe)	1.		
	2.		
	3.		
	4.		
TOTAL		**ha**	€

2. NeighbourWood Facilities

Description of facilities		**ha**	**Cost (ex VAT)**
1.			**€**
2.			**€**
3.			**€**
4.			**€**
TOTAL		**ha**	**€**

STATEMENT OF COSTS

Summary

Description of facilities		Total ha	Total Cost (ex VAT)
1.	NeighbourWood Establishment		€
2.	NeighbourWood enhancement		€
3.	NeighbourWood Facilities		€
	TOTAL	ha	€

PLOT DETAILS

Plot no.	Claimed area (ha)	Land Use Type	Species	Species area (ha)	Mixture Type	Est. Yield Class	Excl. area (ha)	Excl. Type	Plant size (cm)	Stocking rate (ha)
TOTAL										

DECLARATION BY APPROVED FORESTER

- I declare that I am a Registered Forester on the Department's Register of Foresters and that I am entitled on the basis of my registration to submit this NeighbourWood Scheme application.
- I declare that this application fulfils the necessary criteria as set out in the NeighbourWood Scheme (June 2015) and the Forestry Standards and Procedures Manual 2014-2020.
- I declare that the details in this claim and the works carried out meet the conditions set out in the NeighbourWood Scheme (June 2015) document, and are in accordance with the conditions of the approval granted by the Forest Service.
- I accept that any false information provided may make this application/approval invalid in whole or part.
- I declare that my tax affairs are in order and grant permission to the Forest Service to confirm tax compliance with the Revenue Commissioners (ROS On-Line).
- This is a full and final claim.

Signature of NWS Participating Forester	
Address	
Date of Field Assessment	☐☐ ☐☐ ☐☐☐☐
Date of Report	☐☐ ☐☐ ☐☐☐☐

DECLARATION BY BENEFICIARY

"I/We understand that in accordance with the *European Union Guidelines for State aid in the agriculture and forestry sector and in rural areas 2014 – 2020*, data of beneficiaries of funding under the Forestry Programme 2014 – 2020 will be published and may be processed by auditing and investigating bodies of the European Union. This information will be published on the Department's website and will include the full text of the notified aid scheme and its implementing provisions, the granting authority, the names of the individual beneficiaries, the scheme type and amount of aid granted to each beneficiary, the region at Nomenclature of Territorial Units for Statistics level II in which the beneficiary is located and the principal economic sector in which the beneficiary has its activities, at NACE group level (Statistical classification of economic activities in the European Community). This will only apply to beneficiaries where the cumulative aid amount granted at financial approval is greater than €60,000 for beneficiaries active in the primary agriculture production and €500,000 for others for the amount of aid granted at the time of financial approval discounted at the rate at the time. Such information will be published after the granting decision has been taken and will be kept for at least 10 years and shall be available for the general public without restrictions. These records must be maintained for 10 years from the date of award of the aid and must be provided to the Commission upon request.

I/We understand that all personal data will be processed in accordance with the Data Protection Acts 1988 and 2018 and the General Data Protection Regulation (GDPR)".

Beneficiary/s Signature/s		**Date**	

The General Data Protection Regulation (GDPR) came into force in the European Union from 25th May, 2018. GDPR affects the way businesses and organisations; such as Department of Agriculture, Food and the Marine (DAFM), process the personal data of EU Citizens. GDPR will give individuals greater control over how their data is collected and processed.

A comprehensive guide to GDPR and how it affects the processing of personal information by the Department is included in Appendix I to this document.

Appendix I

DATA PROTECTION NOTICE

- The Department of Agriculture, Food and the Marine may use personal data already held on record in order to process applications for Forestry Schemes and licences. This data may include data previously collected by the Department in respect of another scheme or data submitted as part of a licensing process. The data is required for the processing of payments, assessment of eligibility under a scheme and facilitating the monitoring of compliance with scheme requirements. The use of data already held by the Department avoids the need for applicants to re-submit data and thereby facilitates prompt processing of applications for payment.
- Forest Service schemes and licences are implemented and processed under the following legislation:
  - Forestry Act, 2014;
  - Forestry Regulations, 2017 (SI Number 191/2017), as amended;
  - Commission Regulation (EU) No 1407/2013 on the application of articles 107 and 108 of the Treaty on the Functioning of the European Union with regard to de minimis aid (Official Journal L:2013:352I).
  - Destructive Insects and Pests Acts, 1958 and 1991, No. 11 of 1958 & No. 4 of 1991;
  - European Communities (Marketing of Forest Reproductive Material) Regulations, 2002 (SI Number 618/2002),
  - European Communities (Phytosanitary Measures) Regulations 2004 (SI Number 578/2004)
  - European Communities (Control of Organisms Harmful to Plants and Plant Products) Regulations 2004 (SI Number 894/2004)
  - European Union (Timber and Timber Products) (Placing on the Market) Regulations 2014 (SI Number 316/2014)
  - European Union (FLEGT Licensing Scheme for Imports of Timber) Regulations, 2015 (SI Number 251/2015).
- Data provided to Forestry Division of the Department are accessed by the Department's Accounts Division in order to facilitate the making of payments to you. The Department is also obliged by law to provide information concerning applicants in response to requests received from the office of the Revenue Commissioners, An Garda Sìochána and other bodies in accordance with current Data Protection legislation. The Department does not transfer personal data in relation to forestry schemes outside the EU.
- The data collected for the purpose of processing payments will be held by the Department for as long as there is a business need to do so in line with the purpose(s) for which the data was collected. After this time, the data will be marked for destruction and destroyed in accordance with internal guidelines or guidelines for destruction set out by the National Archives Office or associated permissions received from that Office.

- The data protection rights of each individual have been further enhanced by the introduction of the General Data Protection Regulation (GDPR) that comes into effect on the 25 May 2018. Rights for individuals under the GDPR include a right to:

    A. Access their personal data;

    B. Correct or rectify their personal data;

    C. Have information erased;

    D. Restriction of processing;

    E. Object or withdraw consent to processing;

    F. Data portability;

    G. Make a complaint to the Data Protection Commissioner's Office.

- The Department's Data Protection Unit may be contacted by post or email as follows:

    Data Protection Unit
    Department of Agriculture, Food and the Marine
    Pavilion A, Grattan Business Park
    Dublin Road, Portlaoise
    Co. Laois
    Email: data.protection@agriculture.gov.ie

- All information relating to Data Protection rights pertaining to the Department and the Department's clients can be found on the Department's Data Protection website page: www.agriculture.gov.ie (under customer service) or go directly to www.agriculture/dataprotection.gov.ie.