

Checklist

Checklist for Woodfuel WIG 'Timber' grant applications

Ngage Solutions can only process properly made, complete applications. We can only begin processing when all of the required information has been provided. Specific guidance on making a Woodfuel WIG application can be found in document EWGS5a – which can be downloaded [here](#).

In addition to the documents below, you must ensure that:

- your woodland is entered onto the Rural Land Registry;
- you are registered with the RPA and
- your enterprise has a Single Business Identifier (See Operations Note 19 – which can be downloaded [here](#)).

To be considered a complete application, you will need to supply the following documents:

Document:	✓
<p>Form EWGS1: Each applicant must complete form EWGS1. This can be downloaded from here. (Guidance on completing your application is contained in the EWGS1 Guidance document which you can download here.)</p> <p>You must include information about any other funding that you have received in the last three years that has been described as being subject to the <i>de minimis</i> regulations. (This does NOT include SFPS and ELS payments but will include HLS payments for access or conservation of buildings only.)</p>	
If a tenant; please supply a letter from the landlord stating their consent to your proposals.	
If you are an agent intending to sign a grant contract on behalf of an applicant you must supply a completed Agent Authorisation Form . This can be downloaded from here .	
In addition to the general grant application form EWGS1 above, you will need to complete and supply EWGS5 . EWGS5 can be downloaded from	

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here.	
You should complete and supply a ' WIG Timber calculator ' spreadsheet, completed to include the work you propose to undertake. The Calculator can be downloaded from here . NB, you will need to supply a separate Calculator for each claim year.	
VAT: You need to tell us whether you can reclaim VAT or not. This is done on form EWGS5b, which can be downloaded from here .	
Ordnance Survey MasterMap® : You must supply an up to date MasterMap® annotated as described in section 4 of EWGS1 Guidance document . You can obtain a suitable map base from the Commission by visiting the website, here . The map(s) must show: <ul style="list-style-type: none"> • The boundary of the eligible woodland areas that the grant will apply to (i.e. the compartment(s) or whole woodland that is considered to be under-managed and which will be harvested as a result of the proposals); • Details of the works proposed – e.g. numbers of sample plots or relascope sweeps for each compartment. 	
Photographs: Please provide photographs showing the current condition of compartments which you wish to bring into management, together with a simple map showing the position from which the photographs were taken.	
Woodland Management Plan: You must supply a copy of your FC approved woodland management plan. (If you do not have a current, approved plan we will not be able to accept your application.)	

Your completed application should be emailed to

mike.furness@ngagesolutions.co.uk

For any queries about your application's eligibility, or the process that we will follow, please call Mike Furness on 01494 568970 or 07795 515 413.

Alternatively, you can email your query to the above address.



This grant scheme is supported with European Union and Defra funding.



Working on behalf of the Forestry Commission