

**Farming in Protected Landscapes Programme**

**Application Form 2025/26**

Before you begin:

* Contact your local Farming in Protected Landscapes (FiPL) officers at Cannock Chase National Landscape using the details below:
	+ - Claire Geoghegan – claire.geoghegan@staffordshire.gov.uk
		- Karen Davies – karen.davies1@staffordshire.gov.uk

* Read and understand the application guidance. You can find more information in the ‘Guidance for Applicants’ available from the CCNL FiPL website

<https://www.cannock-chase.co.uk/get-involved/farming-in-protected-landscapes/>

The application form:

The application form is made up of a number of sections. Please ensure you fill in all the required sections.

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| **Required**  |
| Before you begin  | Consents and Permissions  |
| Section 1 | Applicant details |
| Section 2 | Project details |
| Section 3 | Project application  |
| Section 4 | Project costs |
| Section 5 (optional) | For collaborative farmer group applications only |
| Section 6 | Declaration and close of application |
| **Supporting documents**  |
| Annex A | Project costs table |
| Annex B | Not registered for VAT form |

**Before you begin**

Consents and Permissions

Before you apply for your project, you must make sure that you will be able to obtain all the consents and permissions required.

You are responsible for arranging all relevant consents, permissions, exemptions and written advice needed for your application. You will not be offered an agreement without all the necessary consents and permissions being in place.

To make sure you submit a valid application:

* identify the consents and permissions you need as soon as you start your
application. This will depend on any designations attached to the land included in the application and on the activities and items that you are applying for in your application. You can speak to your farm engagement officer for advice on this.
* contact relevant organisations for advice and consents, where required.
* be able to provide your Protected Landscape with the evidence needed to support your application.

You may be unaware of some of the consents and permissions you need until after you have received advice. You should talk to your farm engagement lead about the relevant organisations to contact for advice and to gain consent or permission.

Privacy

Please read the privacy statement and FIPL Privacy Notice attached to the end of this form, which details how the data you provide will be used, held and retained in accordance with the Data Protection Act 2018, and relevant retention schedules. By signing this application, you acknowledge that you have read, understood and agreed with the privacy statement and FiPL Privacy Notice as contained in Section 6 of this form.

If you have any questions, please contact your FiPL officer for further information.

**Section 1: Applicant details**

|  |
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| **Main contact**  |
| Full name  |  |
| Daytime telephone number |  |
| Email address  |  |
| Business name *If a collaborative application, please list the lead farmer (the contract holder's) name* |  |
| Position in business |  |
| Business / property address*If a collaborative application, please list the lead farmer (the contract holder's) address and postcode* |  |
| Business postcode |  |
| Website address (if applicable) |  |
| Is your land holding located in an area classified as a Severely Disadvantaged Area (SDA)?*Please tick*If a collaborative farmer group application, please state how many land holdings are in an SDA | Yes |  |
| No |  |
| Please state how many land holdings are in an SDA if this is a collaborative farmer group application |  |
| What is the size of your total land holding(s) in hectares? | ha |
| If this is a farmer group application, please list the size of the land holdings of all farms part of this application. | *Please insert new rows if necessary.* |
| ha |
| ha |
| ha |
| ha |
| ha |
| Which option best describes you?*Please tick.* | Landowner  |  |
| Tenant |  |
| Other (please state) |   |
| What are the main activities of your business? *Please tick all that apply* | Dairy |  |
| Sheep |  |
| Beef |  |
| Arable |  |
| Forestry  |  |
| Public access |  |
| Diversification  |  |
| Other (please state) |  |
| Have you or your business previously received funding from the Farming in Protected Landscapes programme? *Please tick yes or no*  | Yes |  |
| No |  |
| *Is yes, please specify the total amount of the FiPL grant(s) received and the project reference number(s).*  |
| To help us publicise the programme in the future, please tell us how you first heard about it.Please select one option only for our reporting purposes.*Please tick*  | Word of mouth |  |
| Protected Landscape website |  |
| Protected Landscape event |  |
| Social media |  |
| Defra Communications  |  |
| Other (please state)  |  |

**Section 2: Project details**

|  |
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| **Location of this project**You will need to ensure that you attach a map of the project to your application. The map will need to include the holding boundary and the location of the items/activity for which you are requesting funding.  |
| Location postcode (required)  |  |
| Please list the single Business Identifier (SBI) number of the holding and/or of the land involved in the application and the Parcel ID(s) of all the land involved in the application. Please state in RLR format (e.g., AB1234 5678). | SBI | Parcel ID - RLR |
| *Please insert new rows if necessary* |
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| **The land where this project is being delivered** |
| If this project will be delivered on a farm/land, please provide the area in hectares of the farm holding where the project activity will be delivered.  | ha |
| If this project will be delivered on land classified as Severely Disadvantaged Area (SDA), please state the area in hectares of the SDA land where the project activity will be delivered. | ha |
| **Double funding**A project cannot receive funding for activities or works that are already being funded by another Government scheme or programme as this would be double funding. This could include activities or work that you are applying for or have previously received funding from another Government scheme or programme. You also cannot receive funding for activities or works that are sold, or intended to be sold, for environmental credit schemes such as BNG. |
| Have you (or the owner or tenant of the land affected by the application) received or applied for any other funding for the same activities or works that you are applying for in this programme?*Please tick* | Yes |  |
| No |  |
| If yes, please provide details of the other scheme or programme. Your Protected Landscape will need to explore the reason for your response with you further. |
| Other funding Scheme(s)/ programme(s) type |  |
| Date(s) of other funding scheme/ programme*Start / Finish* |  |
| **Protected Sites**  |
| Will this project be delivered on a protected site, for example a SSSI?*Please tick* | Yes |  |
| No |  |
| If yes, please provide details of the site and protection. |
| Name of Site |  |
| Site reference (if known)  |  |
| Type of protection |  |

**Section 3: Project application**

|  |
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| **The project**  |
| Project title *e.g. Habitat creation and water quality improvement at Home Farm* |  |
| Please give a short description of this project, including bullet points where applicable*e.g. Planting 300m hedgerow with hedgerow trees, sow 30ha of wildflower meadow and restoration of 2 dew ponds* |  |
| Expected start date *(DD/MM/YYYY)* |  |
| Expected completion date *N.B. No later than 31/03/2026**(DD/MM/YYYY)* |  |
| **Project Outcomes**  |
| **Project summary** A description of this project.  |
| Please provide an overview of your project.Please tell us about your project ensuring that you cover all the activities that will be part of your project and each stage that will be taken for this project from start to finish. |  |
| What is the demand for this project and need for delivering it in the proposed location?  |  |
| What do you expect this project will achieve? |   |

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| **Protected Landscape Management Plan priorities**This project must contribute towards the management priorities of the Protected Landscape, Cannock Chase National Landscape. For guidance, please see the summary in the ‘Guidance for Applicants’ and read the Cannock Chase AONB Management Plan 2025-2030 before answering the following question, available at:<https://www.cannock-chase.co.uk/meet-the-team/publications/aonb-management-plan/> *Your Protected Landscape FiPL officers will provide further advice and guidance to help you complete this section.*  |
| How will this project contribute towards the local priorities / management plan of Cannock Chase National Landscape with reference to specific priorities?*Please tick the policy topics the project will address, providing a brief explanation where applicable.* |
| **Theme 1: Nature***A nature-rich heathy National Landscape, with a thriving and connected network of habitats that is alive with wildlife, both within and beyond its borders.* |
| * ***Objective: Action for nature recovery***
 |
| * N1 Protected sites
 |  | * N5 Invasive Non-Native Species (INNS)
 |  |
| * N2 Priority habitats
 |  | * N6 Deer
 |  |
| * N3 Priority species
 |  | * N7 Geodiversity
 |  |
| * N4 Wildlife-rich countryside
 |  |  |  |
| * ***Objective: A better-connected Chase***
 |
| * N8 Ecological networks
 |  | * N9 Integrated Land Management
 |  |
| * ***Objective: Improve environmental quality***
 |
| * N10 Water quality
 |  | * N12 Soil health
 |  |
| * N11 Air quality
 |  |  |  |
| *Explanation* |
| **Theme 2: Climate***A resilient National Landscape, adapted to cope with the impacts of climate change and net zero.* |
| * ***Objective: Lower greenhouse gas emissions***
 |
| * C1 Sustainable travel
 |  |  |  |
| * ***Objective: Sequester and store more carbon***
 |
| * C2 Land use change and management
 |  |  |  |
| * ***Objective: Adapting to climate change***
 |
| * C3 Improved resilience
 |  |  |  |
| *Explanation* |
| **Theme 3: People***An inclusive National Landscape, providing a quality experience in which people from all backgrounds and abilities value Cannock Chase as an important part of their lives and are empowered to care for it.* |
| * ***Objective: Recreation Management***
 |
| * PE1 Working together, strategically
 |  |  |  |
| * ***Objective: Treading lightly on the Chase***
 |
| * PE2 Avoiding impacts
 |  | * PE4 Recreation provision beyond the boundaries
 |  |
| * PE3 Changing perception and behaviours
 |  |  |  |
| * ***Objective: A high-quality visitor experience***
 |
| * PE5 Improving access
 |  | * PE6 Visitor infrastructure
 |  |
| * ***Objective: Inclusive and empowering***
 |
| * PE7 A landscape for everyone
 |  | * PE9 Empower communities
 |  |
| * PE8 Opportunities for volunteering
 |  |  |  |
| * ***Objective: Land-based economy***
 |
| * PE10 Rural skills
 |  |  |  |
| * ***Objective: Place attachment***
 |
| * PE11 A greater sense of place
 |  |  |  |
| *Explanation* |
| **Theme 4: Place***A welcoming National Landscape, whose local character, distinctiveness and sense of place are sustained and enhanced, providing multiple benefits for all.* |
| * ***Objective: Maintain landscape quality and distinctiveness***
 |
| * PL1 High standards of design in the built environment
 |  | * PL3 Farmland
 |  |
| * PL2 Woodland
 |  | * PL4 Other land uses
 |  |
| * ***Objective: Wilderness and tranquillity***
 |
| * PL5 Road traffic
 |  | * PL7 Dark Skies
 |  |
| * PL6 Overhead powerlines
 |  |  |  |
| * ***Objective: Enhance the setting of the Chase within its wider urban and rural landscape***
 |
| * PL8 Protecting views
 |  | * PL10 Strategic landscape links
 |  |
| * PL9 Softening the boundary
 |  |  |  |
| * ***Objective: Understanding the Chase’s historic environment***
 |
| * PL11 Improving knowledge of heritage
 |  |  |  |
| * ***Objective: Conserving the Chase’s historic environment***
 |
| * PL12 Improving the condition of heritage
 |  |  |  |
| * ***Objective: Connecting communities with the Chase’s history and culture***
 |
| * PL13 Inspire through the Chase’s history and culture
 |  |  |  |
| *Explanation* |

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| **National targets and outcomes**Your project may also contribute towards the following targets and outcomes: * [30by30 on land in England criteria](https://www.gov.uk/government/publications/criteria-for-30by30-on-land-in-england/30by30-on-land-in-england-confirmed-criteria-and-next-steps#confirmed-criteria-for-30by30-on-land-in-england)
* [Protected Landscapes Target and Outcomes framework](https://www.gov.uk/government/publications/protected-landscapes-targets-and-outcomes-framework/protected-landscapes-targets-and-outcomes-framework)

*Please complete this section if your project aims to meet any of these targets and outcomes. Your Protected Landscape will provide further advice and guidance to help you answer this section.*  |
| Total Area (ha) of proposed project activity applied for that will be contributing to the [30by30 criteria](https://www.gov.uk/government/publications/criteria-for-30by30-on-land-in-england/30by30-on-land-in-england-confirmed-criteria-and-next-steps#confirmed-criteria-for-30by30-on-land-in-england) |  |
| Contribution to the [Protected Landscapes Target and Outcomes framework](https://www.gov.uk/government/publications/protected-landscapes-targets-and-outcomes-framework/protected-landscapes-targets-and-outcomes-framework) *(list target number and its description that will be delivered by the proposed activity)* |  |

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| **Programme outcomes** There are several outcomes that this programme is aiming to deliver on, across four key themes: Climate, Nature, People and Place. The project must deliver against at least one of the programme outcomes. You can find out more about the themes and outcomes in the accompanying ‘Guidance for Applicants’.  |
| Please indicate the outcomes that the project will deliver against and how they will be delivered. |
|  |
| **Theme** | **FiPL programme outcomes**  | The FiPL programme has a series of outcomes it seeks to achieve (as detailed in the second column). The majority of projects will not deliver for every theme and outcome. For the themes that are relevant to your project, you must make clear which outcomes the project will deliver against.**Fill in the relevant boxes with details of the project activities.** **You will need to make clear:*** **What is the activity**
* **How it will deliver the outcome**
 |
| **Climate** | **C1**: More carbon is stored and / or sequestered |  |
| **C2**: Flood risk has been reduced |  |
| **C3**: Better understanding among farmers, land managers and the public as to what different habitats and land uses can deliver for carbon storage and reduced carbon emissions |  |
| **C4**: The landscape is more resilient to climate change |  |
| **Nature**  | **N1**: There is a greater area of wildlife rich habitat |  |
| **N2**: There is greater connectivity between habitats |  |
| **N3**: Existing habitat is better managed for biodiversity |  |
| **N4**: There is an increase in biodiversity |  |
| **People** | **PE1**: There are more opportunities for people to explore, enjoy and understand the landscape |  |
| **PE2**: There are increased opportunities for more diverse audiences to explore, enjoy and understand the landscape |  |
| **PE3**: There is greater public engagement in land management, for example through volunteering |  |
| **Place**  | **PL1**: The quality and character of the landscape is reinforced or enhanced |  |
| **PL2**: Historic structures and features are conserved, enhanced or interpreted more effectively |  |
| **PL3**: There is an increase in the resilience of nature friendly sustainable farm businesses, which in turn contributes to a more thriving local economy |  |

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| **Ability to deliver**  |
| Who will be involved in delivering the project? Please explain how they will contribute to the project’s delivery. |  |
| How will you ensure that the project delivers to your anticipated timeframe and within each financial year? Please list and make clear the timeframe and steps you will need to take to achieve your key milestones and successfully deliver your project.  |  |
| Tell us how you will baseline your starting point and how you plan to measure the progress the project is making against its intended FiPL outputs/outcomes. |  |
| **Sustainability and legacy of projects**  |
| What will happen to the project once the funding ends?Describe how the project will: * have a lasting positive impact for the Protected Landscape and others
* continue for the longer term
* increase the sustainable resilience of your farm
 |  |
| **Evaluation**In submitting this application, you confirm that you will work with your local Protected Landscape team to participate in a proportionate project evaluation and, if required, feed into programme evaluation led by the programme external evaluation team**You may choose to opt out of the evaluation at any time by contacting your Protected Landscapes office.** |

**Section 4: Project costs**

**Please complete Annex A – Project Cost Spreadsheet.**

**You must discuss the project and seek support from your Farming in Protected Landscapes officer before completing this section.**

|  |
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| **Project costs and funding**  |
| **Quotes** |
| If any of your project costs are based on an actual cost basis, please list the quote(s) you have or the sources of benchmarked cost(s) in the Application Template Annex A. You must include copies of the quote(s) / benchmarked cost(s) with your application. Where an activity has a CS equivalent, costs must be at the same payment rate and the same intervention rate. Please ensure you make clear why the chosen specification and costs are necessary to achieve the project outcomes. Funding will be based on the lowest quote. Where the chosen supplier of a product or service is not the cheapest available, please also provide a clear explanation as to why you have opted for the higher quotation.*For further information on the requirements for quotes, please refer to the Guidance for Applicants.* |
| **Match funding**  |
| If this project includes any match funding, please describe what this is and attach details including value, terms and source(s) of funding with your application.Please note match funding in the programme refers to third party funding only and does not include your own funds or contribution to the project.The total value of the match funding should be entered in both Annex A and the Project Funding Summary table in this application template. |
| **VAT** |
| If you are able to reclaim VAT from HMRC, please exclude VAT from the figures given in this project costs section and Annex A. If you are not VAT registered, you will be able to include VAT in the project costs and your grant request, but you must complete Annex B (Not Registered for VAT Form) and include as part of your application. |
| Are you VAT registered? | Yes |  | No |  |
| If yes, please state your VAT number. |  |
| **Project funding summary** You must ensure you complete Annex A to provide a full account of your costs to accompany your application. To note: “Match Funding” applies to third party funding only and does not include any contribution of your own funds to the project. |
| **Description** | **2025/26 Project Total (£)** |
| Total Applicant Contribution to Project (£) |  |
| Total Match Funding (£) |  |
| Total FiPL Grant Request (£) |  |
| **Total Project Cost (£)** |  |

***Please only complete this section if this is a collaborative farmer group (a group of farmers) application*.**

**Section 5 – Collaborative farmer group applications**

In order to progress your collaborative group application, you will need to have or secure a partnership agreement (s) with all participants in the project’s collaborative farmer group and yourself/your organisation (the third party). You must enclose a copy of the partnership agreement (s) for the application to continue.

|  |
| --- |
| **Please select one of the following options to outline why you are applying on behalf of the collaborative farmer group.** *Please tick.*Where the application references ‘you’ that will apply to who is completing the application on behalf of the collaborate group. |
| I am the lead applicant, part of the collaborative farmer group and acting on their behalf. I will be distributing the resources to the group, managing the application process and reporting on the progress of the project. |  |
| I am a third party, not part of the collaborative farmer group but acting on their behalf as the applicant. The third party will distribute the resources to the group, manage the application process and report on the progress of the project. |  |
| Please state the names and roles of those within the collaborative farm group delivering the applied for project:  |
| **Name** | **Project role** |
|  |  |
|  |  |
|  |  |
|  |  |
| *Please insert new rows where necessary* |  |

If your group has a constitution, please email / include this with your application.

**Section 6: Declaration and close of application**

I declare that the information given in this application is correct to the best of my knowledge, and that if any of the information changes, I will inform the Cannock Chase National Landscape Partnership immediately.

I confirm that I have the necessary land management control or approval, as stipulated in the guidance for applicants, to be able to fulfil the requirements of all activities applied for in this application.

I confirm that I have full authority and capacity to represent and bind the applicant(s) and business named at Section 1 ‘Applicant details’.

Full Name:

Position:

Signed:

Date:

**Privacy Statement**

In submitting your application and declaring the information in your application correct, you consent to the Cannock Chase National Landscape Partnership sharing any information provided to the Department for Environment, Food and Rural Affairs (Defra) – including their arm’s length bodies, the CCNL FiPL Local Assessment Panel, Rural Payments Agency, Natural England, and Forestry Commission – for the monitoring of the programme and to complete dual funding check processes.

With respect to the processing of Your personal data, Cannock Chase National Landscape Partnership, Defra and its arm’s length bodies will implement and maintain appropriate technical and organisational measures to ensure a level of security appropriate to that risk, including, as appropriate, the measures referred to in Article 32(1) (a), (b), (c) and (d) of the retained EU law version of the General Data Protection Regulation (Regulation (EU) 2016/679), transposed into UK Law by the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019).

The purpose of this Privacy Statement is to inform you of the use that will be made of your personal data, as required by the Data Protection Act 2018.

The appropriate authority in England is the data controller in respect of any personal data that you provide when you complete this form. In this case, this is Staffordshire County Council (acting on behalf of the Cannock Chase AONB NL partnership) and the Data Protection Officer contact is infogov@staffordshire.gov.uk.

Please see the separate FIPL Privacy Notice (attached to the end of this form) for further information relating to the FiPL Programme.

The information that you provide will be used by Staffordshire County Council (acting on behalf of the Cannock Chase NL Partnership) in its duties to conserve and enhance the natural beauty of Cannock Chase NL under Part IV, sections 84, 85 and 89 of the Countryside and Rights of Way Act (CRoW) Act 2000. Specifically, the information you provide will be used to implement, monitor and administer the Defra funded Farming in Protected Landscapes Programme (2021 – 2026). We will retain your information until Staffordshire County Council’s (acting on behalf of the Cannock Chase NL Partnership) responsibilities for the Farming in Protected Landscapes Programme have ended, and as specified by the Defra Data Retention Policy whereby all information submitted as part of the 2025/26 project application, verification and claim procedure shall be retained for 7 years upon receipt of materials or upon project completion, whichever is later.

For more information on how we collect, store and process your data, please see Staffordshire County Council’s privacy pages: <https://www.staffordshire.gov.uk/Your-council-and-democracy/Privacy-notices/Privacy-notice.aspx>

**What to do next?**

Please check that you have completed all sections of the application form, and have attached a map, photographs, Annex G (Project Costs Spreadsheet) and relevant permissions to this form. You can use the attached Application Checklist to ensure your application is complete.

You must sign and date your application form before it can be processed.

If you have added an electronic signature to the declaration, **please submit your application by email to the FiPL team officers**:

Claire Geoghegan – claire.geoghegan@staffordshire.gov.uk

or

Karen Davies – karen.davies1@staffordshire.gov.uk

Alternatively, if you cannot add an electronic signature you should **print, sign and send the application by postal mail** to:

Claire Geoghegan / Karen Davies

Farming in Protected Landscape Team officers,

Cannock Chase National Landscape Partnership

1 Staffordshire Place,

Stafford,

ST16 2LP

**Application checklist**

**Eligibility**

To be eligible to apply you must make sure that:

* You meet the definition of an eligible applicant as detailed in the Guidance for Applicants
* The project that you are applying for is not going to be paying for works that you have already started
* That no elements of your project on which you are applying for grant for are part of an insurance claim
* That your project has no works covered by a requirement or condition of planning permission
* That you are not applying for a grant for any items that you have already received, are applying for elsewhere, or are receiving public funding for
* That you are happy to participate in a proportionate project evaluation and if required feed into programme evaluation led by the programme external evaluation team (you can speak to your FiPL officer about what this means).
* You have the necessary land management control as stipulated in the guidance for applicants.

**What to include with your application**

We want your project to have every chance of success. In addition to the application form, the following information is useful for assessing your application. If you can submit this information with your application form it will support the assessment process.

* ***‘***Before’ imagesof your project highlighting what you would like to change (if applicable).
* Land Management Plan - if you have a plan for your holding this shows how your project fits in with your site management. Normally land management plans set out how you will maintain your project.
* Business Plan- if you have a plan for your business this shows how your project fits in with your wider business and how your project will contribute to its sustainability. If your project has commercial gain a business plan will help us assess the need for a grant, and the grant amount we can offer.

You will find a checklist below to support your application. Please make sure you have included the items listed, where appropriate.

**Checklist**

You can tick items off this checklist if you know you have included them in your application.

☐ A project map which highlights areas where your project will take place

☐ A selection of ‘before’ photographs that help illustrate your project

☐ A countersignature or written consent if you do not have full management control or approval for the land and activities in your application

☐ Copy of any permissions and consents already secured

☐ Completed Annex A: Project Cost Spreadsheet (available to download online)

☐ Quotes to support your costs

☐ Evidence of any match funding including value, terms and source(s) of funding

☐ Completed ‘Not registered for VAT form’ (at the end of the application form), if applicable

☐ A bank account in which you would want to be paid for the project

☐ A land management plan if you have one

☐ A business plan if you have one

☐ A copy of your collaborative group’s partnership agreement, if applicable

# A yellow rectangular object with a black background  Description automatically generated**Cannock Chase National Landscape**

# **Farming in Protected Landscapes (FiPL)**

# **Privacy Notice**

## **Why we collect data**

The purpose of the Farming in Protected Landscapes (FiPL) is part of Defra’s Agriculture Transition Plan to enable farmers and land managers to provide benefits for nature, climate, people and place, while supporting the management priorities of the Protected Landscape, Cannock Chase National Landscape, and by contributing towards other targets and outcomes such as 30by30 on land in England criteria and the Protected Landscapes Target and Outcomes Framework.

We collect personal data from applicants in order to assess eligibility for funding and to administer the scheme.

## **What data we collect**

* Name
* Position held
* Business Name (or Lead Farmer Contact Name if a collaborative application)
* Business Address / Postcode (or Applicant Address or Lead Farmer Contract Name’s address / postcode if collaborative )
* Telephone number
* Email address
* Website Address (If applicable)
* Legal status of your organisation and registration number (if applicable)
* Whether VAT registered
* Bank details
* Project Location Address /Postcode and land identification numbers (Single Business Identifier, or similar)
* Project Details including timeframes, are of land held and included within the project, business activities and management plans (is applicable)
* Details of active or previously received funding from FiPL or Defra, and/or match funding associated with the application
* Details of any additional consents or permission required for eligibility to the scheme
* Photographs & videos of the project / activities
* Details of invoices and contractors
* Details around staff and volunteer time
* Details of events or activities
* Public attendance at events
* Audited accounts, including proof of payments

## **How we collect data**

Data will be collected from you either electronically or paper versions via:

* Application form
* Not Registered for VAT form
* Email
* Grant Acceptance Form / Onward Agreement
* Project Claim form(s)
* Project reports

## **How we use and share your personal data**

We will use the information you supply to us in your application to stay in touch during the grant period, administer the grant scheme and report to Defra.

Information provided on the application form and accompanying documentation will be used to assess the eligibility and awarding of a grant by internal / external consultees, as well as senior members of the Cannock Chase National Landscape team, and/or the Local Assessment Panel depending on the value of funding under review, as described in the ‘Guidance for Applicants’.

We may email you to keep you informed of promotional material relating to the FiPL programme and our work e.g. news, events and activities. We will only do this with your consent and you will be given the opportunity to opt out if you do not wish to receive this at a later date.

Should the opportunity arise, information you provide to us on your application form may be shared with prospective applicants if we believe they could benefit from good practice and lessons learnt. You will be asked for consent before any personal information is shared.

Any photographs or film provided by the project may be used on social media or in promotional material for the National Landscape. Consent must be gained from any individuals present in these photographs/film by the project applicant before they are sent to the National Landscape.

In accordance with Defra funding transparency regulations, details including the name of your organisation or business, general location (including on a map), project description, start / end dates and project award will be available to view on the Cannock Chase National Landscape FiPL webpages.

## **How we look after your data**

Under the General Data Protection Regulations, we have a legal duty to protect any information that we hold about you. We take measures to safeguard your data and apply security standards and controls to prevent any unauthorised access to it. Information which you have provided to Cannock Chase National Landscape Partnership will be stored securely. It will only be used for the purpose(s) stated when the information was collected. Data will be kept securely for the periods of time outlined in the FiPL programme Application Form 2025/26 Privacy Statement.

## **What are your rights?**

Under the GDPR you, as the Data Subject, you have the right to:

* + [access the information we hold about you](https://www.staffordshire.gov.uk/Your-council-and-democracy/Request-and-access-information/Your-personal-information/Request-personal-information.aspx). This information is usually provided free of charge, but we may charge depending on the administrative costs of providing the information. You have the right to request this in machine-readable form so that it can, if required, be transferred to a third party.
	+ request that we rectify any information about you that is incorrect. Simple inaccuracies, such as address changes will be made. Depending on the purpose for processing, records (including statements and opinions) may not be changed. However, there may be the option for you to provide a supplementary statement which will be added to the file.
	+ request that records we hold about you are erased.
	+ restrict processing of the information we hold about you if you have an objection to that processing, whilst your objection is investigated.
	+ request that any information that you have provided to us is given back to you in a format that you can give to another service provider if required.
	+ object to processing of your personal information including automated decision making and profiling.
	+ Make a complaint to a supervisory authority if you are not satisfied with how the information held about you has been handled.

Please visit the Staffordshire County Council website for our full Privacy Notice

<https://www.staffordshire.gov.uk/Your-council-and-democracy/Privacy-notices/Privacy-notice.aspx>