



Working in
partnership with

HS2



BIODIVERSITY INVESTMENT FUND (BIF) STAGE 2 APPLICATION FORM

You should only complete this application form if your Stage 1 Application Form to the Biodiversity Investment Fund (BIF) was approved and you have been invited to submit a Stage 2 application.

Completing this Form:

Before completing this application form you must read the **BIF Guidance Notes and Application Help Notes**. Please click <https://hs2funds.org.uk/biodiversity-investment-fund-guidance> to take you to these documents. You must also refer to the feedback we provided in the decision letter for your Stage 1 application.

For further help on filling out this form, please contact Groundwork UK by emailing HS2BIF@groundwork.org.uk. You can find out about our other funding programmes by visiting the following website: <https://www.groundwork.org.uk/apply-for-a-grant/>

Questions marked with a * are mandatory, which is typically the majority of the questions.

SECTION 1 - ABOUT YOUR ORGANISATION

- **What is the name of your organisation (as it appears on your governance document)?**

- **What is the nature of your organisation? (Select one)**
 - Registered Charity
 - Local Authority
 - NDPB (Non-Departmental Public Body)

- **Do you have a Charity Registration number?**
Yes or No?
 - If you select yes, please add your charity registration number

- **Do you have a Company Registration number?**
Yes or No?
 - If you select yes, please add your company registration number

- **Does your organisation have public liability insurance?**
Yes or No?

- **Governance Document**
If there have been any changes since you submitted your Stage 1 application, please upload a copy of your organisation's governance document.
Please upload a copy of your organisation's governance document (please refer to Section 28 of the Biodiversity Investment Fund Guidance Document).

The following organisations do not have to provide a copy of these documents:

- **Local Authority** (county councils, metropolitan district councils, unitary authorities, district council and the London boroughs)

- **Local education authority or other public sector statutory bodies** (parish and town councils)

- **Have you previously received funding from HS2?**

Yes or No?

- If Yes, please confirm what funding you have received and confirm the Unique Reference Number of your application (if applicable)?

- **Are you working with a partner (or partners) to deliver this project?**

Yes or No?

- If yes, please confirm that you are the lead organisation (please note the application must be from the lead organisation) and have the authority to apply on behalf of the partners?
- If yes, please provide the name/s of the partner/s organisation/s (as it appears on their governing documents).
- If yes please confirm the nature of the partnership and advise if a partnership agreement is in place.
- If yes, please outline the partnership working arrangements and roles for both the application process and project delivery should your application be successful.

- **Please enter any contacts associated with this application. The main contact must be from the lead organisation. Please make sure to add at least one additional contact that can be responsible in the event of the Lead Applicant's absence. This contact should be a senior contact for your organisation (for example, Director, CEO, Treasurer, Company Secretary).**

One of your contacts must be a bank signatory. The exception to this is Local Authorities (county councils, metropolitan district councils, unitary authorities and district councils), other public sector statutory bodies (parish and town councils).

- **Please confirm which contact is one of your bank signatories.**

Add named person

SECTION 2 – ANNUAL ACCOUNT INFORMATION

- **If required, please upload a copy of your organisation's previous years accounts.**

The organisation name on your application must be the same name as the organisation name on your accounts. Please note, if you submit your application without uploading your accounts your application will not be assessed and will be returned to you as an incomplete application.

For more information, please refer to Question 27 to 29 of the 'Biodiversity Investment Fund Guidance Document'.

The following list of organisations are **NOT** required to submit accounts.

- **Local Authority** (county councils, metropolitan district councils, unitary authorities, district councils).
- **Local education authority or other public sector statutory bodies** (parish and town councils).

SECTION 3 – ORGANISATIONAL GOVERNANCE

- **How many people are on your Governing body / Committee / Management Board:**

You must have at least 3 unrelated or non-cohabiting members of your committee. For charities this would be trustees, for community interest companies this would be directors.

- **How many volunteers?**

- **How many paid staff?**

SECTION 4 - ABOUT YOUR PROJECT

- **Project Title**

- **Project Start Date**

- **Does the project need to start at a certain time in the year?**

For example a particular season? Yes or No

If you have selected yes, please provide details as to why your project needs to be implemented at a specific time of the year.

- **Project End Date**

This is when the project build/planting etc. will be complete. Once this work is complete then the long-term monitoring will begin.

- **Where is your project located?**

Please provide the full address (inc postcode) of the main site or venue where your proposed project will take place. If there is no postcode for the site, please provide the postcode of the nearest building. You must also provide a clear location plan with defined boundaries and co-ordinates.

- **If your proposed project takes place across a number of sites or venues,** please provide the full address(es) and postcode(s) for the additional sites (or postcode of the nearest building) and a clear location plan with defined boundaries and co-ordinates if anything has changed since you submitted your Stage 1 application.

- **Please can you state how your project relates to / is associated with either temporary or permanent disruption from the construction of Phase 2a of HS2. (Word Count 350)**

- **How many kilometres from the nearest point of the HS2 route or off route related work sites, will the project be taking place? (Select one)**

Less Than a Kilometre (0.6 miles)	
1-2 Kilometres (0.6 - 1.2 miles)	
2-5 Kilometres (1.2 - 3.1 miles)	
5-10 Kilometres (3.1 – 6.2 miles)	
10-20 Kilometres (6.2 - 12.4 miles)	
20+ Kilometres (More Than 12.4 miles)	

SECTION 5 – ABOUT YOUR PROJECT (CONTINUED)

The Biodiversity Investment Fund primary outcome is:

To improve biodiversity along the line of the Phase 2a route through the restoration of existing habitat and/or the creation of new habitat.

- **Please describe your project and identify what benefits to biodiversity you plan to achieve in order to meet the primary outcome of the Fund.**

This could be an aim to restore existing habitat through maintenance activities or to create new habitat to establishment or a combination of both. [Word Count 750](#)

- **Which types of habitats do you primarily expect to benefit? Please include if any of these have been identified as priority habitats / habitats of principal importance (HPI).**

- Fresh Water
- Grassland
- Heathland/Moorland
- Wetland
- Woodland
- Other

- **If you have selected Other, please advise which other types of habitat you expect to benefit. [Word Count 250](#)**

- **Will the project result in benefits to specific species (plant and/or animal)? If yes please state if any of these qualify as priority species under the UK’s Biodiversity Action Plan (UK BAP) or are species of principal importance.** [Word Count 250](#)
- **Please upload a copy of your Ecological Assessment and Management Plan (EAMP).**
- **If the project includes the restoration of a habitat, which is legally protected please provide additional details.**
This could include Sites of Special Scientific Interest, Local Nature Reserves, if sites are listed as important at a local level as Local Wildlife Sites (LWS) or if notable species are identified. [Word Count 200](#)
- **Please can you confirm your plans for apportioning the Biodiversity Units gained as a result of your project (e.g. between partners in addition to HS2, if they are all contributing financially).**
[Word Count 250](#)
- **Secondary outcomes.**
What is (are) the secondary outcome(s) of your project? Please tick all that apply.
 - Improved Local Environment (other than Biodiversity enhancement)
 - Enhanced Natural and Built Heritage
 - Improved Health and Wellbeing
 - Improved Community Network
 - Improved Sustainability
 - Enhanced Education and Training
- **Contribution to secondary outcomes**
For each secondary outcome that you have selected above, please tell us how your project will contribute to bringing about these changes. Please include details about the need for these changes, how they will be delivered and achieved, and how they will be sustainable or provide a lasting legacy. Please refer to the Application Help Notes for more information about what you should include.
 - Improved Local Environment (other than biodiversity enhancement) [Word Count 250](#)
 - Enhanced Natural and Built Heritage [Word Count 250](#)
 - Improved Health and Wellbeing [Word Count 250](#)
 - Improved Community Network [Word Count 250](#)
 - Improved Sustainability [Word Count 250](#)
 - Enhanced Education and Training [Word Count 250](#)
- **Please upload any letters or statements of support that you have received for your project.**
Attach documents

SECTION 6 - FINANCE DETAILS

- **Are you requesting funding for Capital, Revenue or Both? Please select one of the options below.**

Capital	
Revenue	
Capital and Revenue	

- **How much funding is being requested from BIF in total (£)?**

Please refer to your Stage 1 decision letter. The amount you request must be the same as stated in this letter. If there is any change, you must contact Groundwork.

- **What is the total cost of your project (£)?**

- **Is your organisation able to reclaim VAT?**

Yes or No

If you have answered Yes – please answer the following:

- **Please confirm that VAT has not been included in your budget breakdown by ticking the box.**
- **If you are VAT registered, what is your VAT Registration Number?**

If you have answered No, please answer the following:

- **Please confirm that you have included VAT in your budget breakdown by ticking the box.**

- **Will your project include any match funding?**

Yes or No

If you have answered No move to the next question.

If you have answered Yes – please answer the following


- **How much match funding will be contributed to this project?**
- **Is the match funding secure?**
- Yes or No
- **Please upload evidence of any secured match funding here. Alternatively if match funding has not yet been secured please upload a fundraising and contingency plan.**



- **Please provide a full breakdown of the costs associated with your project.**


Each budget line must show how much is being requested from BIF, how much is being funded through match funding and the total cost.

Any staff costs must be shown as separate lines in your budget along with rates of pay, number of hours etc. included in the description.

Please complete the budget table.

 Expand

Budget heading		Cost	Total
 Item 1	Amount requested from BIF	<input type="text" value="£0.00"/>	£0.00
	Match Funding	<input type="text" value="£0.00"/>	£0.00
	Total Cost	£0.00	£0.00
 Item 2	Amount requested from BIF	<input type="text" value="£0.00"/>	£0.00
	Match Funding	<input type="text" value="£0.00"/>	£0.00
	Total Cost	£0.00	£0.00
Grand Total	Amount requested from BIF	£0.00	£0.00
	Match Funding	£0.00	£0.00
	Total Cost	£0.00	£0.00

 Expand

Add A New Item

- **Do you have security of tenure for the land you are proposing to deliver the project on?**

Please note you must provide documents for all sites your project involves.

Yes or No

If you have answered Yes:

Please upload a copy of your freehold or leasehold document if you did not provide one at Stage 1 or there have been any changes since submitting your Stage 1 application

If you have answered No, please answer the following question:

Please upload a completed Landowner Permission form and upload a copy of the landowner's freehold document if you did not provide one at Stage 1 or there have been any changes since submitting your Stage 1 application

- **Do you have a licence for the land you are proposing to deliver the project on?**

Yes or No

If you have answered No, please go to the next question.

If you have answered Yes:

Please upload a copy of the licence if you did not provide one at Stage 1 or there have been any changes since submitting your Stage 1 application

- **If you are purchasing land as part of your project, please let us know what the process is and any progress you have made.**
- **If you have any capital works to buildings as part of your project (e.g. installing bat roosts) please upload a completed Landowner Permission Form if you did not provide one at Stage 1 or there have been any changes since submitting your Stage 1 application.**
- **Do you have any further information that may help us assess your application?** [Word Count 250](#)
- **Please upload any other documents which you feel are relevant to your application.**

SECTION 7 - DECLARATION:

Freedom of Information:

As HS2 Ltd is a Public Body we have to comply with The Freedom of Information Act 2000. The Act gives members of the public the right to request any information that we hold. This includes information received from organisations such as:

- grant applicants
- grant holders
- contractors
- people making a complaint

Some information is exempt from The Act, such as personal details. If information is requested under the Freedom of Information Act we will release it. If you think that information you are providing may be exempt from release, you should let us know when you apply.

Please tick the box below to confirm your understanding of Freedom of Information.

Data Protection:

As HS2 Ltd is a Public Body, we must comply with the General Data Protection Regulations and the Data Protection Act 2018. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act. We will use the information you give us on the application form and in supporting documents for:

- assessing applications
- monitoring grants

- evaluating the way our funding programmes work and the effect they have
- reporting statistics to Government

We may also give copies of this information to individuals and organisations such as:

- Accountants, auditors and external evaluators
- Other organisations or groups involved in delivering the project
- Other government departments
- Other organisations and individuals with a legitimate interest in HS2 applications and grants
- Other organisations for the prevention and detection of fraud

Groundwork UK and its agents act as scheme administrator and data processor on behalf of HS2 Ltd and will store information you provide on a secure database. We will use the information you give us on the application form and supporting documents during assessment and for the life of any grant we award you, to administer and analyse grants and for our own research. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations. We may share information with HS2 Ltd, Government departments, and other organisations with an interest in the programme. If successful, all bank account details information and bank signatories data provided by you will be stored on our secure system and is for our internal due diligence checks only, and will not be shared with any other parties.

Please tick the box below to confirm your understanding of Data Protection.

Counter Fraud:

HS2 Ltd takes its role in preventing and detecting fraud very seriously and we take a zero tolerance approach to those who seek to commit an act of fraud or corruption or bribery against us.

We might use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit card reference or fraud prevention agency, which may keep a record of that information. It is the responsibility of the organisation applying to ensure all information contained in the application is accurate. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will use fraud prevention agencies to prevent fraud and money laundering. If you are a company this will include the names of the Company Directors at the time of the fraud. You must inform all Directors, Trustees and Committee members of this notice.

We investigate all allegations of fraud in accordance with our Counter Fraud Strategy which includes both criminal and civil prosecutions.

Please tick the box below to confirm your understanding of Counterfraud.

Insert Name and Position

Print Name _____

Position in Group _____

- **Please tick this box to confirm you have provided all of the documents requested in section 27 of the Guidance Document. Your application will not be considered without the appropriate documents being provided.**
- **By ticking this box I accept all of the above statements and I certify that all of the information I have put in this application is true and to the best of my knowledge.**