Claiming grants for Woodland Grant Scheme and Scottish Forestry Grants Scheme

How the payment process works

Once we have received your Woodland Grant Scheme or Scottish Forestry Grant Scheme claim for payment, we authorise it and send the required details automatically to SGRPID. They firstly check that the Business Reference Number (BRN) and Field Identifiers (FIDs) are recorded on their database and are linked.   If so, the payment data must pass a cross-check process against other claims on the area of land being claimed, before being forwarded for payment to our nominated account.

Claims failing this checking process

Many of our claims are failing at the first step – checking the BRN and FID. When this happens the claim cannot pass to the cross-check process until the problem is resolved. You may be able to make sure your claim immediately passes by following a few simple steps. *An important one is to ensure that you correctly enter the exact detail of the BRN and FIDs on any payment claim you submit to your local Conservancy office.*

Registering your land

1. Ensure that you have completed a Land and Business Change Form (LBCF) to register both your business and land (if you have not registered it before) and submit it to the relevant Area Office. If you need to register either, you can download the forms you need from this web page:
http://www.scotland.gov.uk/Resource/Doc/915/0058864.pdf
http://www.scotland.gov.uk/Resource/Doc/915/0057755.pdf   < Helpful hints here

2. Ensure that your submitted map is of the correct standard otherwise it will be difficult to map the appropriate areas accurately. For guidance about map standards, go to:
http://www.scotland.gov.uk/Topics/Rural/SRDP/RuralPriorities/HowItWorks/PrepareYourProposal/Appendices/Mapping

3. Please remember that SGRPID cannot map ineligible areas such as water, roads, buildings - do not include them within the boundary. If relevant, check with your tenant that the land in question has not already been registered by him/her.

4. Remember that if SGRPID discover a mapping boundary conflict, they will need to write to both parties to resolve this. This may delay any payment claim you make.

5. If you do need to register a new business, please ensure that SGRPID also receive the BACS (bank account) details of the account that the business wishes payments to go to. Please note that this account cannot be held in the name of an agent. The BACS form is at this web page:
http://www.scotland.gov.uk/Resource/Doc/915/0079001.pdf
http://www.scotland.gov.uk/Resource/Doc/915/0079006.pdf   < Helpful hints here

Common reasons why claims fail the BRN-FID validation

o *BRN not recognised.* Have you registered with SGRPID?

o *FID not linked to BRN.* Have you provided the correct FID and/or BRN detail?

o *FID does not exist in SGRPID database.* Have you provided the correct FID number?

o *Error with the FID number or wrong FID.* Have you provided the correct FID number?

o *The FID is linked to another BRN.* Has your tenant already registered the FID?

o *No BACS details.* Have you supplied them to SGRPID?

If you have any queries about your FID numbers, your BRN or BACS, please contact your local SGRPID Area Office .

If you have any other queries about your claim, please contact FCS Conservancy Office.