

Department of Agricultural, Environment and Rural Affairs

Tackling Rural Poverty and Social Isolation (TRPSI) Programme

Rural Business Development Grant Scheme

APPLICATION FORM

GUIDANCE NOTES ARE PROVIDED FOR EACH QUESTION. YOU SHOULD READ THESE CAREFULLY BEFORE ANSWERING THE QUESTIONS

General Data Protection Regulations (GDPR) - When you apply for Rural Business Development Capital Grant Scheme we will ask for some personal information because, for example, your personal email address or telephone number is used on the applicant organisation's behalf. When you provide this information it is processed in adherence with the GDPR, Data Protection Act 2018 as well as the scheme's Terms and Conditions to enable us to communicate with you about the application.

Only fully completed application forms submitted with the required documentation (as per checklist at end of application) will be considered. Any application submitted with missing information or incomplete questions will be deemed incomplete and subsequently rejected.

This grant scheme accepts application and claim documentation in electronic form. You must use the same email address throughout the process for submitting your application form and any Letter of Offer and claim documentation.

The closing date for receipt of applications is **12noon on Friday 11th September 2020**. Applications should be submitted to their local Council via the method listed in the guidance notes. **Applications submitted after this date/time will not be accepted.**

FOR OFFICIAL USE ONLY

Application Ref:	RBDS -	Acknowledged by:	
Date Received:		Time Received:	

Q1 Applicant Details

(a) **Name of Organisation:** _____

(b) **Organisation/Individual Contact Details:**

Contact name _____
Address _____
County _____
Post Code _____
Tel Number _____
Mobile Number _____
E Mail Address _____
Website _____

(c) **What term best describes your organisation (select 1 option)**

Sole Trader HMRC Self-Assessment Number _____

Limited Company Company Number _____

Business Partnership HMRC Self- Assessment Number for each partner:

Other Describe status and provide detail of business registration:

Q2 Business Overview

(a) **What date was your business established?** _____

(b) **If your business is located at a different address to Q1b, please provide your business address:**

(c) What sector does your business operate in?

Agriculture / Gardening		Automotive		Building / Construction	
Consultancy		Creative Industry		Food / Drink Manufacture	
IT / Communications		Leisure / Fitness		Manufacturing / Engineering	
Services - Animal / Equestrian		Services - Customer, Health and Personal Care		Services - Professional	
Restaurant / Café / Hospitality		Retail / Wholesale		Tourism	
Training / Coaching		Transport & Logistics		Other	
		Please State:			

(d) Provide an overview of your current business activities to include products / services offered, types of customers, method of sale and any export.

Maximum 500 Words

(e) Provide the number of employees involved in your business, including yourself:

	Male	Female		Male	Female
Permanent full-time*			Permanent part-time		
Temporary full-time			Temporary part-time		

*Full-time employee must work at least 30 hours per week

(f) What was your sales turnover last year?

Last financial year: £ _____

If you have been trading for less than 1 year, provide your sales to date: £ _____

(g) Has your business been impacted by COVID 19? YES NO

If yes, please provide an outline of the impact to include details of staff furloughed or temporarily laid off and impact on sales.

Q3 Project Details

(a) Project Title: _____


(b) Project Description: Describe your proposed project and detail any changes to your existing activity and any new business activities such as new product or services, new customers or markets that you intend to target or new methods of selling.

Maximum 500 Words



(c) Project Need: Describe the need for your project and outline your evidence of this need:

Maximum 500 Words



(d) Project Outcomes: Outline what the anticipated outcomes of implementing the project will be over the next 12months.

	Please provide <u>specific</u> detail on the impact this grant will have on your business in the relevant sections below
Sustaining existing or creating new employment	
Sustaining existing income levels or generating additional income as a result of proposed project	
Business recovery plans due to COVID 19	
Increased innovation in the market place or within the business (eg new product, services, markets entry, selling or delivery methods)	

(e) Management Strength: Outline your skills and experience to deliver the proposed project and sustain and develop your business. Please include details of any other external support you have received to set up or develop your business (eg Go for It Programme, business mentoring, management of previous grant aid etc)

Maximum 500 Words

Q4 Project Costs

(h) Is your business VAT registered?

If yes, please provide the VAT registration number:

(i) Breakdown of costs:

Item	Net Cost (£)	VAT Amount (£)	Gross cost (£)	TRPSI Funding Applied for (£)*
Total Cost	£	£	£	£

*If you are VAT registered, TRPSI funding should be applied for against the Net cost. You do not need to complete the VAT and gross cost column. If you are not VAT registered, you should complete all columns and you may apply for funding against the gross cost. Grant request is 50% grant rate between £500 and up to £4,999.

(j) Please provide details of all sources of funding for the project:

Source of funding	Name of Funder	Current status of application	Total Amount applied for £
TRPSI Scheme (<i>this application</i>)	DAERA	Submitted	
Own resources – cash	Self		
Own resources – loans			
Other – please state			
TOTAL (<i>this should match the total cost listed above</i>)			£

(k) Please confirm that you can purchase the item(s) in full before claiming funding back against the item(s) Yes No

Q5 Project Timescales

To be eligible for grant aid, you must be able to complete your project in a short timeframe, between Letter of Offer issue (anticipated November 2020) and 26 February 2021. By 26 February, all works must be completed and onsite and must be fully paid and cleared the bank. Your claim for payment must be submitted to your local Council by 26 March 2021.

Please confirm if you can complete your project as described by 26 February 2021 and submit your claim by 26 March 2021:

Yes No

Q6 (a) Does your project involve any building works to your premises?

Yes No If no, please proceed to question 7.

(b) Is planning permission required for your project? Yes No

If required, this **must** be in place at the time of submitting your application for funding and a copy must be provided with your application form. The onus to ensure necessary statutory approvals are obtained and in place lies with the applicant.

(c) Is building control applicable?

(d) Do you own or lease the land /building in which the works are to be carried out?

Own land/building Lease, for minimum period of 5 years

Please note, that a 5 year lease is the minimum requirement for this project. Shorter lease periods cannot be considered for projects applying for building works to alter premises.

Q7 Would you like to be registered onto your local Councils Economic Development Database to be kept up to date with other relevant programmes and initiatives?

Yes No

CHECKLIST

Please ensure you have:	√
Filled in all parts of the form, including Annex A	
Provided copies of all specifications for items detailed at Annex A	
Provided copies of all quotations as detailed at Annex A	
A copy of most recent Bank / Building Society Statement for account used by the business	
Provided a copy of your 5 year (minimum) lease/ proof of ownership <i>(only for projects involving work to buildings / land)</i>	
Provided a copy of your full planning permission <i>(only for projects involving work to buildings / land and if required)</i>	
Provided additional pages, where appropriate.	

DECLARATION

(a) Application

- I declare that all of the information provided in this application and accompanying documents is true and correct.
- I confirm that I am age 18 or above.
- I confirm that the project detailed in the application has not commenced.
- I confirm that I can complete this project by 26 February 2021 and it will be paid and cleared through the bank account used by my business by 26 February 2021.

Signed by Applicant: _____

Print name: _____

Date: ___ / ___ / ___

Position held: _____

(b) De Minimis Aid Declaration

Financial Assistance awarded under the Rural Business Development Grant Pilot Scheme is classified as De Minimis Aid as set out in European Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid. If you have received other de minimis aid from Government Departments, Intertrade Ireland or Local Councils over the last 3 years this might impact on your eligibility to receive mentoring support.

The maximum amount of de minimis aid that an undertaking can receive within a 3 year fiscal period in the UK is €200,000. Where an undertaking is part of a group, linked either through limited companies or individual shareholders, the de minimis limit may apply to some or all of the combined group and not just individual undertakings.

To allow us to determine whether awarding this grant will breach this limit, please complete the table below that details the date and value of any de minimis aid the company has received during your last 3 fiscal (accounting) years. Where the Company is part of a group, please complete the table for all group companies.

Please note that it is your responsibility to check whether the support you have received was classed as 'de minimis' aid. If in doubt, please check with whoever provided you with the support.

Has the company (or any company within the Group if applicable) received any form of public support or grant that was classed as de minimis in the last 3 years?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes', please provide detail in the table below:-				
Date support/grant funding awarded	Funding body	Purpose / Scheme	Amount	
			Total	
What is the date of the end of your accounting (fiscal) year (dd/mm)?				
Declaration I confirm that: <ul style="list-style-type: none"> • The details provided on this form are current and accurate to the best of my knowledge. • The company is solvent and no distress or execution has been levied against it. • I understand that completion of this form neither entitles nor requires me to take part in any business support scheme in the future. 				
Signed on behalf of applicant			Print Name	
Position			Date	

Data Protection and Freedom of Information Issues

DAERA and our delivery agents take data protection and freedom of information issues seriously. We take care to ensure that any personal information supplied is dealt with in a way which complies with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, DAERA may also use it for other legitimate purposes in line with the Data Protection Act 2018 and Freedom of Information legislation. These include:

- Occupational health and welfare;
- Completion of statistics;
- Disclosure to other organisations when required by law to do so;
- Disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 where such disclosure is in the public interest;
- The prevention and detection of fraud or maladministration (e.g. The Comptroller & Auditor General and HM Revenue & Customs).

For further details on your privacy see the [DAERA Privacy Statement \(www.daera-ri.gov.uk/daera-privacy-statement\)](http://www.daera-ri.gov.uk/daera-privacy-statement)

WARNING

To knowingly or recklessly make a false statement to obtain aid for yourself or anyone else, will lead to disqualification, liability to refund of any aid already paid and possible prosecution.

The information provided on this form may be made available to other Departments/Agencies for the purposes of preventing and detecting crime.

DAERA FRAUD HOTLINE 0808 1002716

The Rural Business Development Grant Scheme is funded by the Department of Agriculture, Environment and Rural Affairs (DAERA) as part of the Tackling Rural Poverty and Social Isolation (TRPSI) Programme.

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The Rural Business Development Grant Pilot Scheme is funded by the Department of Agriculture, Environment and Rural Affairs as part of the Tackling Rural Poverty and Social Isolation Programme.

The Scheme is being administered by local Councils.



Evidence of Value

Annex A

Please use this form to provide detail of the quotes that you have obtained in respect of the individual items you wish to purchase. You must also submit the specification and quotes with your application. An example has been provided in the first line. Continue on a separate sheet if necessary.

ITEM	ESTIMATED COSTS – QUOTES RECEIVED				PREFERRED SUPPLIER	COST
	Supplier 1	Quote	Supplier 2	Quote		
Example: Printer, Model XYZ Windows 10	ABC Printers Ltd	£205.12	Printers R Us	£210	ABC Printers Ltd	£205.12

Please note:

- At least 2 quotes from 2 separate suppliers should be sought for each item. You or a business that you are an owner/partner/director of, are excluded from quoting for a project that you may be offered funding for. If quotations are being sought from a member of your family or extended family then the relationship must be advised to the Council prior to any procurement activity and declared in writing on the procurement documentation. In these cases you are required to provide 3 quotes i.e. 2 independent quotes in addition to the family member quote.
- Quotes should be 'like-for-like' and a detailed specification for each item must be provided, which may state the make and model for equipment.
- Email quotes are acceptable and should include any covering email.
- Quotes must be dated prior to close of call and contain the supplier's name.
- Internet searches should be saved as a print screen or printed and scanned and sent with your application – we will not accept website addresses / links to websites. The submission must clearly show the website used and the cost of the item.
- The lowest quotation should be selected with corresponding costs detailed on the application form. Please note that DAERA will reimburse at the cost of the lowest quotation.