

**Rural Development Programme 2014 – 2020
Farm Business Improvement Scheme - Capital Tier 1 (Tranche 2)**

APPLICATION FORM

Tranche 2 of Tier 1 the Farm Business Improvement Scheme – Capital (FBIS-C) will open for receipt of applications on
4th January 2018
and close at
4.00pm on 2nd February 2018.

Part or all of the information you provide will be held on computer. This information will be used for the administration of applications, producing monitoring returns and evaluation of scheme effectiveness. Delivery Agents of the Rural Development Programme 2014 - 2020 may share information with each other and Government Departments / Agencies to enable them to prevent fraudulent applications or for detecting crime and to co-ordinate processing of complementary applications.

The information you provide will be used in the assessment of your application.

Please check that you have completed every question in this application form.

Completed application forms should be returned to Countryside Services Ltd,
Farm Business Improvement Scheme - Capital – Tier 1, 97 Moy Road, Dungannon,
Co Tyrone, BT71 7DX. Applications must be received before the closing date.

If your application is successful, grant support will not be paid on any items purchased prior to the date of your Letter of Offer of grant support.

DAERA Fraud Hotline Number: Freephone 0808 100 2716



For Official Use Only:

Acknowledged by: _____

Date: ____/____/____ Application Reference Number: _____

Please read the Farm Business Improvement Scheme – Capital, Tier 1 (Tranche 2) Explanatory Booklet before you complete this application form. This, along with other relevant information, can be accessed at:

<https://www.daera-ni.gov.uk/articles/fbis-capital-scheme-tier-1>

1. **Applicant Details (Applicant must be registered with DAERA as a member of the farm business)**

(a) DAERA Category 1 Farm Business Identification Number (FBID)

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(b) Title: _____ (Mr / Mrs / Miss / Ms / Other please state)

Forename: _____ Surname: _____

(c) If your farm has a separate company or business name please provide this

Farm Business Name: _____

(d) Postal Address for correspondence:

Address line 1 _____

Address line 2 _____

Town _____

County _____

Postcode _____

(e) Contact telephone number: _____ (preferably mobile)

Email: _____

(f) Is the address at which the main farm business is located **different** from the postal address at 1d?

(Please tick appropriate box) Yes No

If **Yes**, please state the address at which the main farm business is located:

Address line 1 _____

Address line 2 _____

Town _____

County _____

Postcode _____

Documents required with your application

Your application will be deemed ineligible if this section is not completed

(a) **'Making it Safer' risk assessment certificate**

You must ensure that your name and DAERA Category 1 Farm Business ID are on your *Making it Safer* risk assessment certificate which is awarded after completing a *Making it Safer* risk assessment, for the certificate to be deemed valid. The *Making it Safer* risk assessment must have been completed on or after 01 December 2017. The content of your risk assessment will not affect your application. It can be accessed at www.farmsafenet.org/Safer.

Tick here to confirm that you have included your *Making it Safer* risk assessment certificate with this form.

(b) **Indication of Support Letter from a bank or other lending institution**

You must have received a Farm Business Improvement Scheme (Tranche 2) Indication of Support letter from your chosen bank or lending institution, which has been signed and dated by a representative of that bank or lending institution for your application to be considered as eligible. You do not need to actually borrow these funds but your chosen financial institution must confirm that you can access funds to complete your purchase including VAT. This Indication of Support Letter must have been completed and signed by the bank or lending institution on or after 11 December 2017. The DAERA template Indication of Support letter can be downloaded here:

<https://www.daera-ni.gov.uk/publications/daera-fbis-capital-indication-support>

Tick here to confirm that you have included your completed Indication of Support Letter with this application form.

Enter the amount of funds noted on your Indication of Support Letter £

This is the indicative maximum funding appetite value.

3. EU Grant Support and VAT Registration

(a) **Need for Grant Support**

If grant support is refused would the purchase? *(Please tick one box only)*

(i) Not go ahead (ii) Go ahead as planned

Projects which would go ahead without grant assistance will not be eligible.

(b) Other Funding

Has your farm business applied for or received any other grant assistance since 2007?

(Please tick appropriate box)

Yes No

If **Yes**, please state, if possible, the programme(s) under which the grant was awarded:

(c) VAT Registration

If your farm business is VAT registered, you cannot apply for grant support on the VAT element of the item being purchased.

(d) Is your farm business VAT registered? Yes No

If **Yes**, please go to Generational Renewal, Educational Attainment and EU Monitoring at Q4.

If **No**, do you wish to apply for grant support on the VAT element of the items being purchased?

Yes No

4. Generational Renewal, Educational Attainment and EU Monitoring

(a) Generational Renewal

On 03 January 2018 was the **applicant** 40 years of age or younger?

(Please tick appropriate box)

Yes No

If yes, please enter the applicant date of birth here

(b) Educational Attainment

Does the **applicant** hold at least a Level II qualification in agriculture or horticulture?

(Please tick appropriate box)

Yes No

If yes, please enter the applicant Level II qualification(s) here _____

Upon request and if applicable, the original birth certificate, driving licence or passport and the qualification certificate of this person must be made available for inspection to verify the details at (a) & (b). You may include copies of these documents along with your application if you wish.

(c) **Monitoring Information**

We are required to collect information that will allow us to monitor where and how the Farm Business Improvement Scheme - Capital will impact on farming communities.

You must answer all of the following questions:

(d) Which one of the following farm types best describe your main farming activity?
(Please tick one box only)

Field Crops (arable)	Non-Organic	<input type="checkbox"/>	Organic	<input type="checkbox"/>
Horticulture	Non-Organic	<input type="checkbox"/>	Organic	<input type="checkbox"/>
Other Permanent Crops (excluding grass)	Non-Organic	<input type="checkbox"/>	Organic	<input type="checkbox"/>
Milk	Non-Organic	<input type="checkbox"/>	Organic	<input type="checkbox"/>
Grazing Livestock	Non-Organic	<input type="checkbox"/>	Organic	<input type="checkbox"/>
Pigs	Non-Organic	<input type="checkbox"/>	Organic	<input type="checkbox"/>
Poultry	Non-Organic	<input type="checkbox"/>	Organic	<input type="checkbox"/>
Mixed (Crops & Livestock)	Non-Organic	<input type="checkbox"/>	Organic	<input type="checkbox"/>

(e) Please give details of the status of your farm business?
(Please tick one box only)

Sole Trader (owner occupied)	<input type="checkbox"/>	Limited Company	<input type="checkbox"/>
Business Partnership	<input type="checkbox"/>	Co –operative	<input type="checkbox"/>
Other <i>(please describe)</i>	_____		

(f) Gender of applicant seeking grant support: Male Female

(g) Age of applicant seeking grant support:
Younger than 25 25 to 39 40 to 64 65 and older

(h) What is your area farmed including conacre, broken down by land type?

Severely Disadvantaged Area (SDA)	_____ Hectares
Disadvantaged Area (DA)	_____ Hectares
Lowland (LL)	_____ Hectares
Total	_____ Hectares

5. Project & Business Plan Details

Total Financial support for FBIS Tier 1 applications cannot exceed £12000.00 and cannot be below £2000.00, before applying the Value for Money criterion. If you were successful under FBIS – Capital Tier 1, Tranche 1, any payment made or due to you for eligible expenditure under Tranche 1, plus any amount you apply for under Tranche 2 must not exceed £12,000.00. The total of any grant paid under Tranche 1 and grant sought under Tranche 2, after the Value for Money selection criterion is applied must not exceed £12,000.

- (a) Please see the Farm Business Improvement Scheme - Capital, Tier 1 (Tranche 2) List of Eligible Items for item code, maximum unit amount of grant support payable per item and, where applicable, minimum quantity to be purchased.

Column A Item Code	Column B Quantity	Column C Total maximum grant allowed (Maximum grant allowed per item multiplied by the quantity sought) (£)

- (b) **Total maximum grant available for items in column (C)***

Minimum of £2,000 but must not exceed £12,000

£

- (c) **Total grant sought**

(This may be between 80% and 100% of the value of 5 (b) above)

£

Please enter the maximum eligible amount of grant which you are requesting for the combined total of your items. This may be between 80% and 100% of the value of 5 (b) above, based on proposed lower project costs. This reduction will be applied equally across all selected items. 1.95 marks will be awarded for each 1.00% of grant sought below the maximum grant allowed up to a maximum of 39 marks. The total of any grant paid under Tranche 1 and grant sought under Tranche 2, after the Value for Money selection criterion is applied, must not exceed £12,000 otherwise the application will be deemed ineligible. Refer to the scheme explanatory booklet for more information. Please note if any item requested is not subsequently purchased, a financial penalty may be imposed as per Article 35 of Commission Regulation 640/2014. It may also affect any future applications to the Scheme

Note: If section 5 (c) is not completed then it will be assumed that you wish to claim the maximum eligible grant available for all of your listed items in section 5 (a).

For office use only: Eligible VAT amount if applicable

(d) Potential Project Benefits

Please note the item code beside the potential benefits you expect each item selected in section 5(a) to bring to your farm business overall. This does not affect the scoring of your application.

Column A	Column B	Column C	Column D	Column E
Item code	Annual time saved (hours)	Estimated Annual Cost saved (£)	Estimated extra Annual Income generated (£)	Estimated payback (years)

(e) Rank the Potential Project Benefits

Please rank the Potential Benefits below in order of importance from 1-9 with one being the most important.

Column A	Column B
Potential benefit	Main benefits of proposed purchases
Time saved	
Energy saved	
Improve business viability	
Increased product quality	
Increased yield/growth	
Increase production/output	
Supply chain integration	
Access new markets	
Money saved	

DECLARATION

- I declare that to the best of my knowledge all information provided is true and complete;
- I declare that I am actively farming;
- I will notify DAERA of any other grant support sought or received for this application;
- I confirm that I have read and understood the scheme requirements, including information on potential penalties, as set out in the Farm Business Improvement Scheme - Capital, Tier 1 (Tranche 2) Explanatory Booklet.

If successful

- I declare that the project will comply with all relevant EU and National legislation;
- I declare that any grant support awarded will be used for the project intended;
- I agree that I will comply with periodic requests for information by DAERA or its Agents;
- I confirm that I will make pre-project investment and post-project investment farm business accounts, produced and verified by a professionally qualified accountant, available to DAERA or its Agents for monitoring and evaluation purposes, if requested;
- I agree that if any item on my Letter of Offer is not subsequently purchased, a penalty may be applied to my claim and it may affect any future applications to the Scheme; and
- I declare that any planning permissions, statutory licenses or control permissions that are required in order to complete this project have been granted by the relevant authority at the time of submission of this application.

FRAUD WARNING

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

DAERA will take every possible step to identify and pursue all attempted fraudulent claims and pay only where eligibility can be confirmed beyond reasonable doubt.

DAERA Fraud Hotline Number: – FREEPHONE 0808 100 2716

Signed: _____

Date: _____

DATA DISCLOSURE

DAERA takes data protection and freedom of information issues seriously. It takes care to ensure that any personal information supplied to it is dealt with in a way which complies with the requirements of the Data Protection Act 1998. 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 1998 and Freedom of Information legislation. These include:

- Administration of the Common Agricultural Policy and other aid schemes;
- The production and safety of food;
- Management of land and other environmental controls;

- Animal health and welfare;
- Occupational health and welfare;
- The protection of public funds and the prevention and detection of fraud or maladministration;
- Compilation of statistics;
- Disclosure to other organisations when required to do so; and
- Disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 where such disclosure is in the public interest.

WARNING

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Copies of this document can be made available, on request, in alternative formats for example in large print, Braille, disc, audiocassette (for those with vision difficulties).

For copies please contact:

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Co Tyrone
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The Farm Business Improvement Scheme – Capital (FBIS-C) Tier 1 (Tranche 2) is part of the overarching Farm Business Improvement Scheme. It is funded by the European Agricultural Fund for Rural Development (EAFRD) and the Department of Agriculture, Environment and Rural Affairs (DAERA) under Measure 4 (Business Investment Scheme) of the Rural Development Programme (RDP) 2014 -2020.