**01 May 2024 - 31 March 2025**

 **(Subject to budget availability)**

**APPLICATION FORM**

The application will be evaluated solely against the information submitted.

Details provided should be as accurate as possible as these will be used to form the conditions of any offer of financial assistance.

A separate application must be submitted for each project. **Applications must be completed in Arial font and size 12 only.**

Copies of this application form can also be made available on request in alternative formats including Braille, disc, audiocassette, large print (for those with vision difficulties) or minority languages (Tel: 028 9052 4497).

The completed application form must be submitted:

**by:** **4.00pm on 15 April 2024**

**to:** NIRFP Management Team

 by e-mail to agrifoodsupportbranch@daera-ni.gov.uk

**or:** by post

Department of Agriculture, Environment and Rural Affairs

 First Floor, Clare House

 303 Airport Road West

 Belfast

BT3 9ED

**Applications received after the closing deadline will not be considered for funding.**

**Applicant Details**

|  |  |
| --- | --- |
| **Project/Event Title**  |  |

|  |  |
| --- | --- |
| **Name of Organisation**(as per bank account) |  |

|  |  |
| --- | --- |
| **Postal address of****Organisation** |  |
| Postcode: |

|  |  |
| --- | --- |
| **Contact Name** |  |

|  |  |
| --- | --- |
| **E-mail address** |  |

|  |  |
| --- | --- |
| **Landline phone** |  |

|  |  |
| --- | --- |
| **Mobile phone** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Is your Organisation VAT Registered?**  | Yes | **[ ]**  | No | **[ ]**  |

|  |  |  |
| --- | --- | --- |
| **Applicant Category**Please mark the box(es) that best describes your Organisation.  | Formally constituted not-for-profit group with an NI membership/remit | **[ ]**  |
| Registered Charity with an NI membership/remit | **[ ]**  |
| Not-for-profit Regional Development Agency with an NI membership/remit | **[ ]**  |

**Section 1: Project Details**

**Project Category - Please mark the box(es) that best describes the project category.**

|  |  |
| --- | --- |
| Regional Fairs and Exhibitions. | **[ ]**  |
| Seminars/Workshops. | **[ ]**  |
| Information Programmes. | **[ ]**  |
| Generic Agri-Food Sector Promotional Campaign. | **[ ]**  |

**Project Food Element - Please mark the box(es) that best describes the food element within the project.**

|  |  |
| --- | --- |
| Exceeds minimum national and EU legal requirements/standards in relation to hygiene, traceability, animal welfare or sustainability. | **[ ]**  |
| Adheres to quality assurance schemes above the minimum legal requirements/standards. | **[ ]**  |
| Promotes EU Protected Food Name Scheme. | **[ ]**  |

**The information provided in the following questions will be used to form the conditions of any future offer of financial assistance. Please ensure that details provided are as accurate as possible.**

* 1. **Please complete the box below giving details of the proposed project.**

|  |  |
| --- | --- |
| **Project Title & Brief Description** |  |
| **Project Venue** |  |
| **Project Date(s)** |  |
| **Number of participating NI Food/Drinks Producers** |  |
| **Number of Expected Visitors/Attendees** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Has NIRFP funding been received for this project before?**  | Yes | **[ ]**  | No | **[ ]**  |
| **If YES, please mark the relevant categories and provide details on how does this project demonstrate significant additional enhancement over the previous Project?****Category options (Mark all that apply)**  |
| Development of new initiative | **[ ]**  |
| New products/sectors | **[ ]**  |
| New supply chain opportunities | **[ ]**  |
| Other | **[ ]**  |



**1.2 In the appropriate table(s) below, please provide details of the project items for which you seek financial support.**

***Please ensure projected costs for individual items within each category are as accurate as possible as these will be used to calculate any offer of support.***

***Please provide as detailed a breakdown of costs as possible.***

**\*Please note:**

If your organisation is VAT registered, please provide projected costs EXCLUDING VAT.

If your organisation is not VAT registered, please complete the VAT declaration at Annex 1 and provide projected costs INCLUDING VAT.

| **CATEGORY 1 REGIONAL FAIRS/EXHIBIITONS** |
| --- |
| **Project Items Eligible for Funding Under Category 1** | **Details of Item(s)** **Requiring Financial Support**  | **Projected****Cost (£)\*** |
| Event Publicity |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Hire of venue and hire of space for general display |  |  |
|  |  |
|  |  |
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|  |  |
|  |  |
|  |  |
|  |  |
| Participation fees |  |  |
|  |  |
|  |  |
|  |  |
| Travel costs (media/food writers) |  |  |
|  |  |
|  |  |
| **TOTAL** |  |

| **CATEGORY 2 SEMINARS/WORKSHOPS** |
| --- |
| **Project Items Eligible for Funding Under Category 2** | **Details of Item(s)** **Requiring Financial Support** | **Projected****Cost (£)\*** |
| Hire of venue |  |  |
|  |  |
|  |  |
|  |  |
| Organising costs |  |  |
|  |  |
|  |  |
|  |  |
| Presenters |  |  |
|  |  |
|  |  |
|  |  |
| Provision of invitations  |  |  |
|  |  |
|  |  |
|  |  |
| Compilation and distribution of educational/informational material to producers |  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

| **CATEGORY 3 INFORMATION PROGRAMMES** |
| --- |
| **Project Items Eligible for Funding Under Category 3** | **Details of Item(s)** **Requiring Financial Support**  | **Projected****Cost (£)\*** |
| Production and distribution of factual information material |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Dissemination of scientific knowledge and factual information on quality schemes (as defined in Appendix 1 of Guidance notes) and generic agricultural products. |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

| **CATEGORY 4 GENERIC PROMOTIONAL CAMPAIGN** |
| --- |
| **Project Items Eligible for Funding Under Category 4** | **Details of Item(s)** **Requiring Financial Support**  | **Projected****Cost (£)\*** |
| Moving Media (TV & Online) |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Campaign Media (Audio & Print) |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Platform Costs (all formats) |  |  |
|  |  |
|  |  |
|  |  |
| Generic Campaign Materials (toolkits) |  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

**1.3 Please list below the NI agri-food industry sector(s) (e.g. Dairy, Beef, Pigs etc)**

**included within the Project.**



**1.4 How will this project generate additional money into the area?**

For example, where visitors/participants come from.



**1.5 Outline how the quality of the regional food products within the application exceeds that of competitors.**



**Section 2: Aims and Objectives**

**2.1 Describe how your project meets the programme objective:**

* ***Assisting the NI agri-food industry develop and expand profitable and sustainable markets.***

|  |  |
| --- | --- |
| **Delivery measure** | **Delivery target** |
| Value of additional sales generated. |  |
| Number of profitable sustainable markets developed/expanded from buyers/other producers. |  |



**2.2. Provide information on how your project meets the programme objective:**

* ***Assisting the development of a sustainable and thriving rural economy by raising the profile of quality NI food*.**

|  |  |
| --- | --- |
| **Delivery measure** | **Delivery target** |
| Number of rural producers. |  |
| Number and type of agricultural products. |  |
| PR generated - traditional print methods. |  |
| PR generated - consumer reach from digital media publicity. |  |
| Number of visitors. |  |



**2.3 Describe how your project meets the programme objective**

* ***Increasing integration and efficiency within the NI agri-food supply chain through enhanced co-operation and communication between/within sectors*.**

**Outline the benefits of linking with others in the supply chain.**



 **If you have specific examples include details in the boxes provided:**

|  |  |
| --- | --- |
| **Delivery measure** | **Delivery target** |
| How many other producers are you cooperating with as part of this project.  |  |
| As part of a supply chain group, qualify the savings made as part of this project (e.g. savings on logistics & distribution). |  |
| How many new suppliers/contacts will be made as part of this project. |  |
| How many new buyer leads will be made as part of this project. |  |

**Section 3: Project Funding**

**Financial assistance will be offered to eligible applications that best meet the aims and objectives of the NIRFP and deliver value for money.**

**Financial assistance for Categories 1-3 will be to a maximum of 40% of eligible expenditure and for Category 4 will be to a maximum of 80% of eligible expenditure.**

**Management Fee up to a maximum of 10% of total eligible project costs may also be requested.**

|  |  |
| --- | --- |
| **Total eligible cost of project****NB.** VAT registered organisations should provide the total excluding VAT. Non VAT registered organisations should provide the total including VAT. | **£** |

|  |  |
| --- | --- |
| **financial assistance requested** | **£** |

|  |  |
| --- | --- |
| **Management fee, if applicable** | **£** |

**4.1 Outline below what activities are included in your management fee.**



**4.2 Detail below all other funding\* sought for this project (Government &
non- Government).**

| **Funding Body** | **Item** | **Amount** | **FundingConfirmedY/N** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 ***\* Funding is defined as financial assistance drawn down from organisations other than the applicant.***

**Section 5: Declaration by Applicant**

* I declare that the information contained in this application is true to the best of my knowledge and belief.
* I confirm that I have read and understood the guidance notes accompanying this application form, and that I am authorised to sign this application.
* I confirm that all communications for this project should be channelled through the contact person detailed on the cover page of this application.
* I declare that the project will comply with relevant Northern Ireland and EU legislation on equal opportunities.
* I undertake to seek approval from Department of Agriculture, Environment and Rural Affairs (DAERA), in writing, in advance of carrying out any variations to this project.
* I undertake to notify DAERA of any other application for funding for this project.
* I confirm that no claim for grant aid will be sought until invoices have been paid in full.
* I undertake to provide any further information as may be required by DAERA.

|  |  |
| --- | --- |
| **Signed** |  |
| **Name in Block Capitals** |  |
| **Organisation** |  |
| **Position held** |  |
| **Date** |  |

**WARNING**

**To knowingly or recklessly make a false statement to obtain aid for yourself or anyone else, will lead to disqualification, liability to refund 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.**

**FRAUD HOTLINE 0808 1002716**

**DATA PROTECTION AND FREEDOM OF INFORMATION ISSUES**

The Department of Agriculture, Environment and Rural Affairs (DAERA) takes data protection, freedom of information and environmental information issues seriously. It takes care to ensure that any personal information received from you is dealt with in a way which complies with the requirements of the Data Protection Act 2018 and General Data Protection Regulations. This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, the Department is under a duty to protect the public funds it administers, and to this end may use the information you have provided for this purpose. It may also share this information with other bodies responsible for law enforcement, taxation and revenue collection and the audit or administration of public funds, in order to prevent and detect crime.

In addition, the Department may also use it for other legitimate purposes in line with the Data Protection Act 2018 and General Data Protection Regulations, Freedom of Information Act 2000 and Environmental Information Regulations 2004.

We will retain your data only for as long as necessary to comply with legislation, and/or where there is a business need to do so (i.e. for the administration of your application and/or payment). Your data will be kept in line with our Retention and Disposal Schedule.

You can find an up-to-date version of this notice on the DAERA website at: https://www.daera-ni.gov.uk/publications/daera-privacy-statement-document.

You can also contact the DAERA Data Protection Officer should you require further information (contact details given below).

**DAERA Data Protection Officer**

Telephone: **028 7744 2350**

Email: **dataprotectionofficer@daera-ni.gov.uk**

**Annex 1**

**VAT Declaration**

Grant claimed under the Northern Ireland Regional Food Programme must normally be based on expenditure net of VAT. If however, the applicant body is **not** registered for VAT, grant may be claimed on gross expenditure. Completion of the declaration below (indicating that the applicant organisation is **not** VAT registered) will allow us to pay grant on the gross expenditure of this project.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare that, the applicant organisation for grant on this project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 is **not** registered for Value Added Tax (VAT) because:

(a) the organisation is not eligible to register; or

(b) the organisation has decided NOT to apply for voluntary registration.

Furthermore, I declare that the organisation does **not** have any application outstanding for the purposes of VAT, and has not claimed and will not claim deduction or repayment as input tax for any amounts of VAT included in the price paid or expected to pay for goods, services or other expenditure related to this project.

I understand that when examining the above-mentioned claim, DAERA may liaise with HMRC regarding the organisation’s VAT registration status, and I have no objection to any such enquiry.

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Name** |  |
| **Position** |  |
| **Signed** |  |
| **Date** |  |