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**SOCIAL FARMING CAPITAL GRANT SCHEME 2020**

**Application Form**

**You are advised to read the Scheme Guidance Notes carefully before completing this Application Form.**

*You will only be eligible to apply to the Social Farming Capital Grant Scheme if:*

* You have been **involved in Social Farming\***
* You are involved in farming activities
* You have registered to complete the Social Farming Standards prior to or on the date of submission of your application
* You can complete your project by **31 December 2020** and claim your grant by **26 February 2021**.

*\** You have been involved in Social Farming either through **delivery** after 1 July 2013 **or** have attended Social Farming-related **training** after 1 July 2013 **or** have **registered** your interest with Rural Support’s Social Farming Support Service before 1 July 2020.

**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.**

Fully completed Application Forms **AND** supporting documentation must be submitted electronically to: [socialfarming.grant@daera-ni.gov.uk](mailto:socialfarming.grant@daera-ni.gov.uk) by **4pm on Friday 28 August 2020.**

**Applications received after this date / time will NOT be accepted.**

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**For Official Use Only:**

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| **Application Ref:** | **SFGS – 20 -** | **Acknowledged by: (Initials)** |  |
| **Date Received:** |  | **Time Received:** |  |

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| **Section 1 - Applicant Details** |

* 1. **Title/Forename/Surname of Head of Holding in Farm Business:**
  2. **Are there any other persons associated with this Application and Social Farming on your farm? If so, please provide details here.**

* 1. **Correspondence Address:**

Postcode:

* 1. **Farm Business Address (If different from above):**

Postcode:

* 1. **Telephone Landline:** **Mobile**:
  2. **E-mail Address:**
  3. **Farm Business ID:**

*The name listed at 1.1 must correspond with that registered against the Farm Business ID. If successful, the grant award will be issued to the Head of Holding*

* 1. **Is your business VAT registered? YES / NO**

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If yes, please provide the VAT registration number:

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| **Section 2 – About your Project** |

* 1. **Have you delivered Social Farming services after** **1 July 2013?\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **YES** |  |  | **NO** |

If you answered ‘**Yes’** please provide details and dates of the service you provided:

* 1. **Have you received Social Farming related training after** **1 July 2013?\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **YES** |  |  | **NO** |

If you answered ‘**Yes’** please provide details and dates of the training you completed:

**2.3 Have you registered your interest in Social Farming with Rural Support’s Social Farming Support Service before 1 July 2020?\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **YES** |  |  | **NO** |

**2.4 Have you registered to complete the Social Farming Standards?**

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| --- | --- | --- | --- | --- |
|  | **YES** |  |  | **NO** |

***\*Your application will be deemed ineligible if you have not ticked ‘YES’ to at least one of the above questions (2.1 – 2.3) AND ‘YES’ to 2.4.***

**2.5** **(a)** **Why are you involved or would like to be involved in Social Farming?**

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**(b) What experience do you have specific to or related to Social Farming?**

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**2.6** **Please describe your proposed project and what you would use the grant for?**

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* 1. **What benefit would this** **grant support bring to Social Farming delivery on your farm**

**and how it would help you achieve the Social Farming Standards?**

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**2.8 Please confirm the area of land in acres available for Social Farming activities**.

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**2.9 Please describe your farm enterprise.**

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**2.10 Has your proposed project already started?**

*(If your project has already started, your application will be deemed ineligible)*

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| --- | --- | --- | --- | --- |
|  | **YES** |  |  | **NO** |

**2.11** **Can this project be completed by 31 December 2020 and grant claimed by 26 February 2021?**

*(You must be able to have paid all your relevant costs through your farm business bank account by 31 December 2020 and submit your claim by 26 February 2021)*

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|  | **YES** |  |  | **NO** |

**2.12 Has your farm business received any other grant support in the last three years?**

*(Do not include payments associated with Area-Based Schemes or Agri-Environment Schemes)*

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|  | **YES** |  |  | **NO** |

If yes, please provide details for the grant(s) received including date awarded, amount paid and funder.

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| **Section 3 – Funding your Project** |

**3.1 What is the estimated total cost of the project?**

Grant aid must be used to complete **capital works** and/or provide **capital** equipment for the benefit of Social Farming service users and the farm enterprise to help achieve the Social Farming Standards. If you are modifying a building or structure, we may ask you forproof of ownership or leasing arrangements. Note that second-hand equipment is not eligible.

You must provide a minimum of 2 quotes/price-checks for each item involved in your project and these quotes must be submitted with your application. **Please ensure you complete Annex A highlighting the preferred quotation/ supplier(s).**

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| **ITEMS** | **Cost**  **£** | **Grant Sought**  **£** |
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|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |  |

*Please add in additional lines if necessary*

**3.2 Please explain how you intend to fund your project.**

The Social Farming Capital Grant Scheme can provide up to **50% of the total capital costs** associated with your project. **Grants from £500, up to a maximum of £4,999** are available. Match funding must be in the form of a ‘cash’ contribution. Labour or ‘in-kind’ contributions **cannot** be accepted. Grants are payable on completion of your project. **No** advance payments are available. This grant cannot be used to ‘match’ another funder’s project.

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| **Source of Funding** | **Amount (£)** |
| Social Farming Capital Grant Scheme 2020 |  |
| Please describe how you will finance your contribution: |  |
| **Total Cost of Project** |  |

**Section 4 – Additional information**

* 1. **Please provide any other information which you consider relevant to your** **application relating to you or your business and / or the project.**

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| **Item** | **costs – quotes received** | | | | **Preferred Supplier** | **Cost** |
| Supplier 1 | Quote | Supplier 2 | Quote |
| *Poly Tunnel*  *(10ft x 20ft)* | *Acme Garden Supplies* | *£405.12* | *XYZ Garden Centre* | *£400.95* | *XYZ Garden Centre* | *£400.95* |
| *Installation of access ramp* | *Joe Bloggs Building Ltd* | *£1,500* | *AJ White Construction* | *£2,000* | *Joe Bloggs Building Ltd* | *£1,500* |
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**Evidence of Value for Money 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 or capital works to be completed. An example has been provided in the first 2 lines. Continue on a separate sheet if necessary.

NB:

* At least 2 quotes from 2 separate suppliers should be sought for each item.
* Quotes should be ‘like-for-like’, particularly where items are specific, quotations for the same make and model of products must be provided.
* Written quotes should be addressed to you, the applicant.
* Email quotes are acceptable and should include any covering email.
* Internet searches should be saved as a screen print or printed and scanned and emailed 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.
* Quotes must be dated prior to the close of call and contain the supplier’s name.
* The lowest quotation should be selected with corresponding costs detailed on the application form. Please note that DAERA will only reimburse the cost of the lowest quotation.

**CHECKLIST (Please tick √)**

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| Have you read and understood the Scheme Guidance Notes? |  | Have you filled in all parts of the form, including Annex A? |  |
| Are you sure this project can be completed by **31 December 2020** and grant claimed **by 26 February 2021?** | | |  |
| **The following documents must be attached to your application:** | | | |
| Quotations as detailed in Annex A (above) |  | Additional pages, where appropriate |  |

### DECLARATION

**DECLARATION BY THE APPLICANT(S)**

I declare that all the information provided in this application and accompanying documentation is true and correct.

**Head of Holding**

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| --- | --- |
| **Electronic Signature:** | **Date:** |
| **Name:**  **(block caps)** |  |

**Associated Applicant (if relevant)**

|  |  |
| --- | --- |
| **Electronic Signature:** | **Date:** |
| **Name:**  **(block caps)** |  |

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| **Closing Date for receipt of completed application forms is:**  **4pm on 28 August 2020**  **No LATE or INCOMPLETE applications will be accepted.** |

## Data Protection and Freedom of Information Issues

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| 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;     - Compilation 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](https://www.daera-ni.gov.uk/daera-privacy-statement) ([www.daera-ni.gov.uk/daera-privacy-statement](http://www.daera-ni.gov.uk/daera-privacy-statement)) |

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| 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 Social Farming Capital Grant Scheme is funded by the**

**Department of Agriculture, Environment and Rural Affairs (DAERA) as part of its**

**Tackling Rural Poverty and Social Isolation (TRPSI) Programme.**