



Click here to enter text.



Rural Development Programme for England (2014 – 2020) LEADER Full Application

Project Name	
Name of Business / Organisation	
DORA Reference Number	

In order to apply your **business will need to be registered with the Rural Payments Agency**. Please see your invitation to Full Application for guidance on how to register. Please provide your Single Business Identifier (SBI) number below:

Single Business Identifier (SBI – 9 characters)	
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Your completed Full Application must be submitted in electronic format and you must send a signed hard copy to the address outlined in your invitation to Full Application. You must complete this Full Application form and the Full Application Annexes spreadsheet. You are also required to submit supporting documents applicable to your Project as set out at the back of this form.

In order to submit a Full Application you must first have received the formal notification that your outline application passed the initial assessment.

Before submitting a Full Application please ensure that you have read the LEADER Applicant Handbook (the Handbook) carefully.

We will use the information in this form and the supporting information you send us to carry out an appraisal of your Full Application.

Please note that the **Local Action Group (LAG)** will have sight of the contents of your application together with the appraisal of your Full Application.

FOR OFFICIAL USE ONLY	
Date Received – Electronic Copy	
Date Received – Hard Copy signed declaration	

1.0 Applicant Details

(a) Name: (Title, first name, surname)	
(b) Job Title, Position, Role in the Business / Organisation.	
(c) Contact address, including postcode.	
(d) Contact Email Address.	
(e) Contact Landline Phone Number.	
(f) Contact Mobile Phone Number.	

2.0 Agent / Consultant / Business Manager Details

If you are working with an Agent or Consultant or Business Manager and you would like us to discuss the application with them on your behalf, please provide details below.	
(a) Name: (Title, first name, surname)	
(b) Job Title, Position, Role in the Business / Organisation.	
(c) Contact address, including postcode.	
(d) Contact Email Address.	
(e) Contact Landline Phone Number.	
(f) Contact Mobile Phone Number.	

3.0 Alternative Contact

If you would like us to speak to another person within your organisation about this application while we are processing it please provide their contact details.

(a) Name: (Title, first name, surname)	
(b) Job Title, Position, Role in the Business / Organisation.	
(c) Contact address, including postcode.	
(d) Contact Email Address.	
(e) Contact Landline Phone Number.	
(f) Contact Mobile Phone Number.	

4.0 Business and Organisation Details

(a) Status of Organisation (sole trader, partnership, limited company, limited liability partnership, company limited by guarantee, charity, local authority, other). If other, please explain.							
(b) Business / Organisation Size. Please state whether the business is a micro, small medium or large sized enterprise. Please see the Handbook for business size definitions.							
(c) Are you (the Applicant) or your business linked with any other businesses, or is your business a subsidiary of a larger organisation? If 'Yes' please provide details of the linked business(es), including employee numbers, turnover and net assets. Refer to the Handbook for the definition of 'linked business'.							
(d) Number of Full Time Equivalent (FTE) employees Please see the Handbook for definition of FTE.							
(e) What is the main activity of your existing business? Please see list in the FA Guidance and in Question A10 the outline application form.							
(f) Company registration number (if applicable).							
(g) Charity registration number (if applicable).							
(h) VAT registration number (if applicable).							
(i) Gender of Applicant. <i>(please indicate the answer which applies)</i>	<table border="1"> <tr> <td>Male</td> <td>Female</td> <td>Prefer not to say</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Male	Female	Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Male	Female	Prefer not to say					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
(j) Age bracket of Applicant. <i>(please indicate the answer which applies)</i>	<table border="1"> <tr> <td>Under 40</td> <td>Over 40</td> <td>Prefer not to say</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Under 40	Over 40	Prefer not to say	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Under 40	Over 40	Prefer not to say					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

(k) If the project is located at a different address to that at question 1(c) please give the location details including its postcode?	
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(l) Will the project take place on rented / leased / tenanted land or premises? <i>(please indicate the answer which applies)</i> If 'your answer is "yes" please refer to the Handbook and provide us with the required documents.	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No				
<input type="checkbox"/>	<input type="checkbox"/>				

(m) Are you a member of a Producer Organisation? <i>(please indicate the answer which applies)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(n) If your answer is yes please give details of the name of the organisation and details of any funding received from it.		

Please note that if you belong to a Producer Organisation under the Fresh Fruit & Vegetables Aid Scheme you cannot receive LEADER grant towards any items that could also funded by that Producer Organisation.

5.0 Business Activity

If on your Outline Application you indicated that your main business activity involves Agriculture, Horticulture or Forestry you must complete the relevant section below.

Agriculture 5.1

Horticulture 5.2

Forestry 5.3

If your main business activity is anything else please move to section 6.0.

Farm Details	Please provide further details if the area given encompasses more than one unit or includes both tenanted and owned land.
Area of Farm (Hectares)	
Is the farm predominantly organic or conventional?	

<u>Agricultural Cropping</u>	Area
Crop	Hectares
E.g. Grass	20
TOTAL	

Livestock	Number
(average No. on holding at any one time)	
Bovine Animals	
Below 6 months	0
From 6 months to 2 years old	0
Male, 2 years old and over	0
Heifers, 2 years old and over	0
Dairy cows	0
Other cows, 2 years old and over	0
Sheep and Goats	0
Pigs	
Breeding sows weighing over 50 kg	0
Other pigs	0
Poultry	
Laying hens	0

5.2 HORTICULTURE

Farm Details	Please provide further details if the area given encompasses more than one unit or includes both tenanted and owned land.
Area of Nursery (Hectares)	
Is the Nursery predominantly organic or conventional?	

Field Grown Crops/ Plants	Area in Hectares	Protected Crops	Area in Hectares
TOTAL		TOTAL	

5.3 FORESTRY

5.3 (a) Woodland Details	Please provide further details if the area given encompasses more than one unit or includes both tenanted and owned land.	
Total area of woodland (Hectares)		
Total woodland owned		
Total woodland tenanted		
Contractor (if none of the above) - how many hectares do you manage / have contracts for		
If you are a timber processor is your processing capacity less than 10,000 cubic metres per annum		
5.3 (b) Do you have a current Forestry Commission approved woodland management plan for the woodland? <i>(please indicate the answer which applies)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.3 (c) Are the woodlands part of a current certification scheme? <i>(please indicate the answer which applies)</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

6.0 Previous Grant Funding

6 (a) Excluding Single Farm Payments and the Basic Payment Scheme please indicate below if you or your business has received any other European Funding since 2007.

(please indicate the answers which apply)

European Social Fund (ESF)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
European Regional Development Fund (ERDF)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
European Agricultural Fund for Rural Development (EAFRD)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Rural Development Programme for England (RDPE) including <ul style="list-style-type: none"> • Farming and Forestry Improvement Scheme (FFIS 1, 2 or 3) • Rural Economy Grant (REG) • Broadband Fund • LEADER 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Catchment Sensitive Farming	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Forestry Commission	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other	Yes <input type="checkbox"/>	No <input type="checkbox"/>

6 (b) Has the business previously received any other Public Sector Funding since 2007 from sources such as

- Local Authorities
- Regional Development Agency
- Business Link
- Objective 1

Yes

No

6 (c) If **yes** to any of the funds mentioned at 6a or 6b, please provide details below for each project you received European or Public funding towards. Please use one row per project.

Project reference number	Funding source or scheme name	Items funded or project details	Amount received (£)	Date of Funding award	Date project completed

6 (d) Have you, or are you intending to, apply to any other LAGs for funding towards this or any other Project? If so please provide details.

6 (e) Since the Outline Application was submitted have you or the business been involved in, or applied for any other public funded projects? If yes, please provide details.

Changes since the Outline Application

7 (e) If there have been any changes to the project since your Outline Application please explain here what they are and how they will enhance the project.

Please note if there are significant changes to your project you may be required to submit a revised Outline Application before proceeding

8.0 Selection Criteria

8.1 Strategic Fit

8.1(a) Which of the LEADER Priorities are you applying for Grant support under?

8.1(b) What direct contribution does the project makes towards the LEADER aims of achieving jobs and economic growth?

(Direct contributions are those things within the control the applicant business you should therefore include things such as new jobs which will be created, increases in turnover etc.)

8.1(c) What are the indirect benefits of your project to the Rural Economy?

(Indirect benefits are those outwith the immediate control of the applicant business e.g a new tourist attraction may attract a number of new visitors to the area that in turn will benefit other indigenous residents such as shops, hotels etc)

8.2 The need for LEADER Funding

8.2 (a) Explain what will happen to the project and the delivery of the outputs listed later in question 8.4(f) in each of the following 3 scenarios:

(i) If the project did not receive grant funding.

(ii) If the level of grant funding was reduced below what you are applying for.

(iii) If there was a delay in grant funding being awarded.

8.2 (b) What is the minimum amount of LEADER grant required to deliver the project and achieve all the outputs you have listed at 8.4 (f)? What other sources of funding have you considered and why is LEADER grant required?

8.2 (c) Explain which alternative options you have considered in arriving at your preferred project? For example alternative project designs, funding packages, premises and location, timescales.

8.2 (d) Please explain what market research has been done into your product/ proposed product/building design, the conclusions of the research and how this has influenced the final design of your project

8.2 (e) If your project involves the sale of a product or service explain what research has been undertaken into the market/demand for that product or service . Explain how your project will address the findings of your market reseach. In your answer you should include any specific evidence you have from potential customers eg letters of intent or forward orders.

8.2 (f) If applicable please provide assurance that you have the ability to supply the product, eg are you confident you can source the necessary inputs, do you have evidence of this from your input suppliers.

8.3 Financial Performance

8.3 (a) Please explain how the proposed project will impact financially on your existing business operations and how this will be handled.

8.3 (b) Please detail the sources of your match funding and provide confirmation that this is in place to start the project. You should provide evidence of all of the match funding you have identified with this Full Application form.

8.3 (c) As part of your application please complete the Full Application Annex which includes tables for you to itemise your costs, suppliers, output and cash flow forecast projections. In the box below please detail the key assumptions used in the development of your budget and projections and the research completed to prepare it.

8.3 (d) Have there been any changes to the status of the business applying for the grant since the last audited accounts were produced. For example has the legal status of the business changed, have any partners or directors changed etc.

8.3 (e) Have any of the business principals been;		
disqualified as director;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
listed on the individual insolvency register;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
subject to bankruptcy proceedings;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
subject to a county court judgement;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answer 'yes' to any part of this question please provide details.		

If you are applying for a grant under the Farm Productivity priorities a and b please move straight to question 8.4 'Value for Money'. If you are applying under any other LEADER Priority you must answer questions 8.3(f), 8.3(g) and 8.3(h).

Marketing your Project

8.3 (f) How will you communicate the new / improved product / service to your customer groups? Such as websites, social media, brochures or fliers etc.
8.3 (g) What extra resource will you dedicate to promoting the project?
8.3 (h) How often will you review your marketing technique and how will you look to improve your actions to better promote the project such as adjusting your pricing strategy, communication plan etc?

8.4 Value for Money

8.4 (a) What impact will your project have on other businesses offering the same or similar services. For example where are your nearest competitors and why is what you will offer different to what is already available?

Please refer to the Handbook to check what the correct documentary evidence is and number of quotations required for each of the items you have listed in Annex B of Form 006a. .

8.4 (b) If the evidence you have provided differs from that required by the Handbook please explain why?

8.4 (c) If your preferred supplier for any of the costs is not the cheapest quote, please explain your reasons for the choice of supplier.

8.4 (d) Is the business applying for the grant connected with any of the businesses providing quotes on the project costs? If yes, please identify who and how they are connected.

8.4 (e) Total Grant Funding sought (£).	
Total Project Value (£) net of VAT amount unless the VAT is non recoverable.	
Private Match Funding (£).	
Intervention Rate requested (%).	

8.4 (f) Please complete the separate Annex (Tab C) and summarise the output 'Totals' here

Output	Project Totals	
Jobs Created		All Projects
Wage Bill		
New Products		
Number of Businesses Benefiting		Farm Productivity and Forestry Projects only
New Techniques		Farm Productivity Only
Reduction of NH3 (ammonia) being released into the environment (in tonnes)		
Reduction of SO2 (sulphur) being released into the environment (in tonnes)		
Area (Ha) concerned with investments for saving water		
Additional Number of Day Visitors		Rural Tourism Only
Additional Number of Night Visitors		
Rural Population Benefitting		Provision of Rural Services and Culture / Heritage Projects Only

8.4 (g) Where your project creates new jobs please list the job roles, the number of FTE jobs created under each role and the skill level of the jobs in each role and whether or not they are seasonal. You need to explain your rationale for the skill level of each job related to the job role.

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8.4 (h) Please describe what evidence you will collect to demonstrate the outputs of the project have been achieved and how will you report this to us. Describe the audit trail / monitoring / evaluation plan and timescales you will put in place to capture, collate, report and store your evidence and who will be responsible for this.

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8.4 (i) If this is a multi LAG project please estimate the % of outputs that would be achieved from each LAG area.

LAG Area	%

8.4 (j) Please describe any additional benefits, outcomes and outputs to those above that your project will provide to the LAG area including how and when they will be delivered.

8.5 Environmental Sustainability and Equality and Diversity Impacts

8.5 (a) How does the project maximise its positive environmental impacts ?

8.5 (b) How does the the project mitigate against any potential negative environmental impacts?

8.5 (c) What (if any) are the main risks to the project from climate change impacts? How will you safeguard the project from the impacts you have identified? For example, will you adopt air cooling systems to reduce the impact of temperature extremes, adopt water efficiency practises to reduce the impact of water scarcity, adjust project operations to better suit seasonality, landscape designing to reduce the impact of high water levels and high winds, etc?

8.5 (d) Where your project involves building works, please explain what sustainable and environmental building assessment / certifications, such as BREEAM, will be incorporated into the project. If you have concluded to not include a sustainable and environmental assessment for your building, please explain which assessments you have considered and why they are not applicable / suitable.

8.5 (e) The LAG is required to ensure that the projects it supports do not unfairly disadvantage anybody in terms of ethnicity, disability, agegender, religious beliefs, marital status, gender reassignment and sexual orientation . Please explain how your project will comply with these requirements.

8.5 (f) Who are the project beneficiaries and where will they be located?

8.5 (g) How will your business continue to deliver and improve its service / provision after the grant funding ends. Who will be responsible for ensuring future outputs are achieved after grant funding has ended?

8.6. Delivery Approach

8.6 (a) Who will manage, run and monitor the project?

Your answer should include the steps being undertaken to ensure the resources, skills, responsibilities and experience are available for all stages of the project including after the grant funding has ended. What previous experience do you and the team have of managing this type of project?

Planning Reference Number	
Date of Decision	
8.8(d) If Planning Permission is required and has not yet been granted please indicate when the decision is expected to be obtained and, if relevant, the Local Authority reference number?	
8.8 (e) Please list all other permissions or licences that are required and when they will be obtained?	
Permission Required	Date expected

8.9 Project Risks and Issues

8.9 (a) Please complete the table below by listing the main risks to the success of this project that you have considered and provide details of the steps that you are taking to mitigate them.			
Risks Description	Probability (chance) of risk occurring (high, medium, low)	Impact of risk (high, medium or low)	Planned Action to Mitigate against the risk or impact

8.9 (b) Grant funding is paid in arrears. Please explain how the business will manage its cash flow prior to grant being claimed and throughout the project.

8.9 (c) Please explain how the business will meet any wider costs incurred in delivering the project.

9.0 Other Information

9.1 Please tell us here of any other activity, arrangement, situation or person associated with you or your business that may impact on or cause a conflict of interest worthy of noting between your business and your grant application and project.

10.0 Declaration & Signature

Applicant's Declaration

I confirm that, to the best of my knowledge and belief, all of the information contained in this application is true and correct and I accept full responsibility for it. I understand that, should this application be successful, I will be required to supply additional information. If there is any change to the information I have provided, I will notify Rural Payments Agency without delay.

I understand that any information I supply may be used by public bodies or their appointed agents in connection with the Rural Development Programme for England and that I may be contacted from time to time, whether or not my application is successful.

If applicable, I confirm that I am a farmer as defined in Article 4 of Council Regulations (EC) 1307/2013, and as referred to in the BPS Guidance.

I am aware of the conditions that apply to this application and have complied with them. I declare that I have read, understood and complied with all of the relevant guidance information relating to the Rural Development Programme for England.

I understand that my business may be inspected and I agree to give access, cooperate and provide such assistance as is required. I confirm that I have disclosed details of all business interests held by any members of this business.

I have declared details of any thing or person connected with my business (including employees) and this grant application that may impact on or cause a conflict between my business and any part of this grant application.

I understand that if my application is successful, I will be required to enter into a grant funding agreement, and

payment of any grant funding will be conditional on compliance with the terms of that agreement.

I recognise that it is my responsibility to obtain all necessary permissions from my landlord and in signing this application confirm that I have done so.

I understand that use of an agent will not limit my responsibility to comply with the terms of that agreement, nor does it affect my personal responsibility to ensure the accuracy of the information provided in this application.

This declaration must be signed by:

- a) the applicant(s) in his or her or their personal capacity or;
- b) where the declaration is being signed on behalf of an incorporated body;
 - i) all partners or director of the incorporated body;
 - ii) a partner or director of the incorporated body who is authorised to sign on behalf of the incorporated body.

Applicant Name

Date

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Applicant Signature

Important Information

You should not commence project activity, or enter in to any legal contracts, including the ordering or purchasing of any equipment or services, before your application has been formally approved and you have entered into a grant funding agreement. Any expenditure incurred before the approval date is at your own risk and may render the project ineligible for support.

If you know or recklessly make a false statement to obtain grant aid for yourself or anyone else you risk prosecution, the recovery of all grant payments, an additional financial penalty and exclusion from other schemes operated by the RPA/EU. By submitting this form you are confirming that you have read and agree with the above declarations and you consent to us processing the information that we collect from you in accordance with our Privacy Policy.

Privacy Policy

Your information will be stored and processed in accordance with the Data Protection Act 1998 (DPA). Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. For more information visit our Web site at <https://www.gov.uk/government/organisations/rural-payments-agency/about/personal-information-charter>.

We are subject to the Freedom of Information Act 2000 and other obligations under law which require us to act transparently and which grant certain rights of access to the public to information held by us. This means that, whilst we will respect the sensitivity of the information you provide, there may be legal requirements which oblige us to disclose this information.

We will use the information you provide to administer, process and assess your application for funding under the Rural Development Programme for England and to administer any funding if your application is successful. We may publish details about this application on our website (this may include all or some of the project and applicant details).

Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide may also be shared with other government departments, agencies and third parties appointed in connection with the administration of the Rural Development Programme for England. Such organisations may use this information to contact you for occasional customer research aimed at improving the delivery of this programme.

Your information may also be shared with other government departments and agencies for the purpose of fraud prevention. The application and evaluation of grant funding is also subject to audit and review by internal auditors who may need to access the information you submit in your application.

If you supply personal information relating to third parties (e.g. delivery partners) as part of your application, you must ensure that you inform those third parties about how you use this information and inform them that this information will be passed to and processed by us as set out in this policy.

You may be asked to supply some sensitive personal data as part of your application such as information about racial or ethnic origin, political opinion, religious beliefs, trade union membership, physical or mental health, criminal offences or proceedings. We will only use this information for the purpose of processing your application and for statistical analysis. If it is shared with other government bodies for the purpose of statistical analysis, it will be shared on an anonymised basis.

We will not hold your information for longer than is necessary. We will hold the majority of your information for three years after the programme closure (currently expected to be 2023), unless we have a legitimate reason to hold this for longer, for instance in defending any legal proceedings brought by any person or body in relation to your application or any funding we have provided, or as required by law or any relevant code of practice.

If any information that we hold about you is, or becomes, inaccurate or incomplete, please tell us and we will correct it.

Agent Authorisation

If you wish an agent or business manager to act on your behalf in respect of communication with the RPA over this project you must enter the details at section 2, consent and sign the following declaration:

I the undersigned, hereby authorise the person named at question 2.0 on the application form to act on my/our behalf to liaise with the Rural Payments Agency over any future correspondence concerning this application and for all correspondence to be copied to the address provided in question 2.0.

Applicant Name

Date

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Applicant Signature

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Supporting Documents Checklist

Where applicable, please submit the following documents with your Full Application. Where possible, please submit each document in electronic format and in hard copy.

Please note that we will not return any documents submitted with your Full Application so please provide copies.

Document	Supporting Notes	Applicant's comments
<p>Last two or three consecutive and most recent years of full statutory audited / unaudited accounts (including those for any linked company)</p>	<p>For applications for grants of less than £35,000, copies of financial accounts are needed for the last two years. For applications for grants over £35,000, copies are needed for the last three years.</p> <p>Ensure your accounts are full sets. All pages are required, including cover, title and notes pages. For new businesses please send draft accounts, latest tax returns, arrangement accounts or an opening statement from an accountant that includes expected income and operating expenses. For small businesses that do not have full accounts then please submit tax returns.</p>	
<p>Appropriate consents and permissions</p>	<ul style="list-style-type: none"> • Landlord consent • Copy of full planning permission document • Environmental consents • Listed building consents <p>If planning permission is not required for the project and the proposed project involves building work of any kind or change of use, a signed letter/email (including contacts details) from the Local Authority must be provided showing that planning permission for the project is not required.</p>	

Document	Supporting Notes	Applicant's comments
Confirmation and evidence of private match funding from each funder	Confirmed match funding must be in place prior to the submission of the Full Application.	
Full Application Annex	<ul style="list-style-type: none"> • Costs and timescale for expenditure • Cash flow forecast as explained in the guidance • Outputs 	
The relevant confirmation of project cost i.e. quotes, references to catalogue listings or formal tenders	These must be independent, like for like and competitive. Please see Handbook for further explanation.	
Second hand equipment evidence (where applicable)	Please see the Handbook for specific details of the requirements.	
Plans / drawings / pre project photographs / Computer Generated Images (CGI) / specifications for the project	Ensure that any plans / drawings submitted to support the application are clearly labelled so that an independent person can understand their relation to the project.	
If applicable, proof of irrecoverable VAT on eligible costs	Please supply proof of irrecoverable VAT on eligible costs (confirmation letter from HMRC that you are not VAT registered)	
Feasibility studies, research, supporting case studies	Please provide copies of relevant documentation to support the need, demand for your project and if applicable to your project, a marketing plan	
Evidence of support for the project	For example, this will be letters of support from potential customers and trade industry organisations where their support is linked and of benefit to the project.	

Document	Supporting Notes	Applicant's comments
Proof of tenancy	Please see Handbook for specific details of the requirements.	
Other	Any other key, relevant, documents you consider should be submitted.	