

Department of Agricultural Environment and Rural Affairs

Tackling Rural Poverty and Social Isolation (TRPSI) Programme

Rural Business Development Grant Pilot 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 Pilot 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.

The closing date for receipt of applications is **12noon on Wednesday 18th December 2019**. 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:

To Be Date Stamped on Receipt

Date / Time Received:		Application Ref:	RBDS -	
Acknowledged by:		Method of Delivery	Email	
			Hand/Post	

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) Provide an overview of your current business activities (Products / services offered, types of customers, any export)

Maximum 500 words

(d) Please 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

(e) What was your sales turnover last year?

Last financial year: £ _____

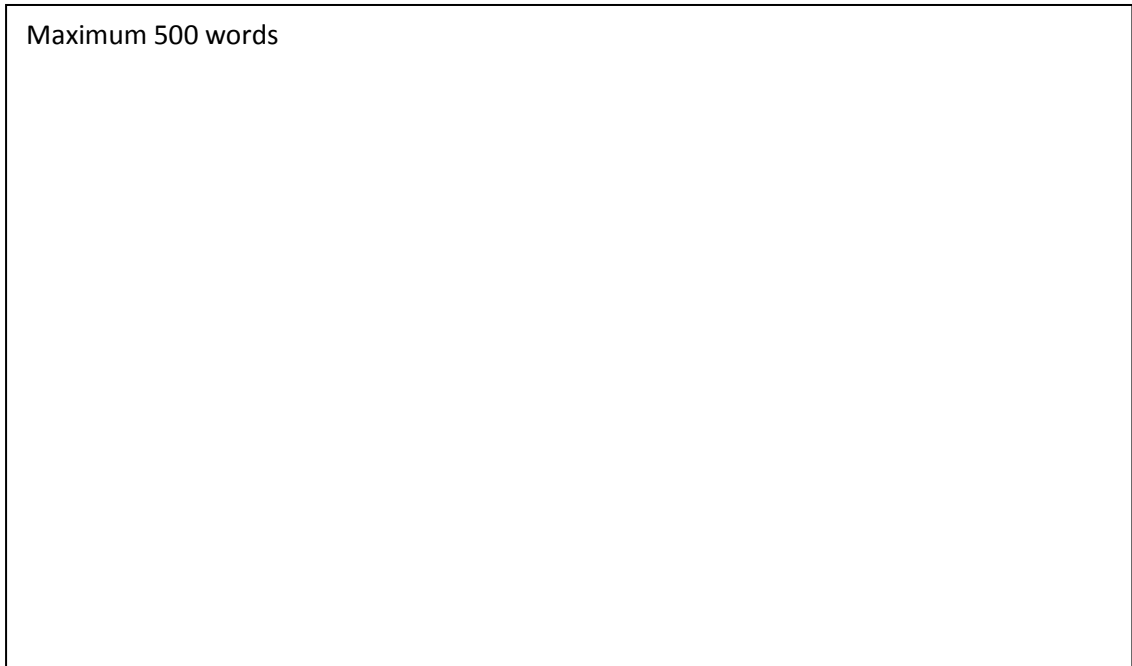
If you have been trading for less than 1 year, provide your sales to date: £ _____

Q3 Project Details

(a) Project Title: _____

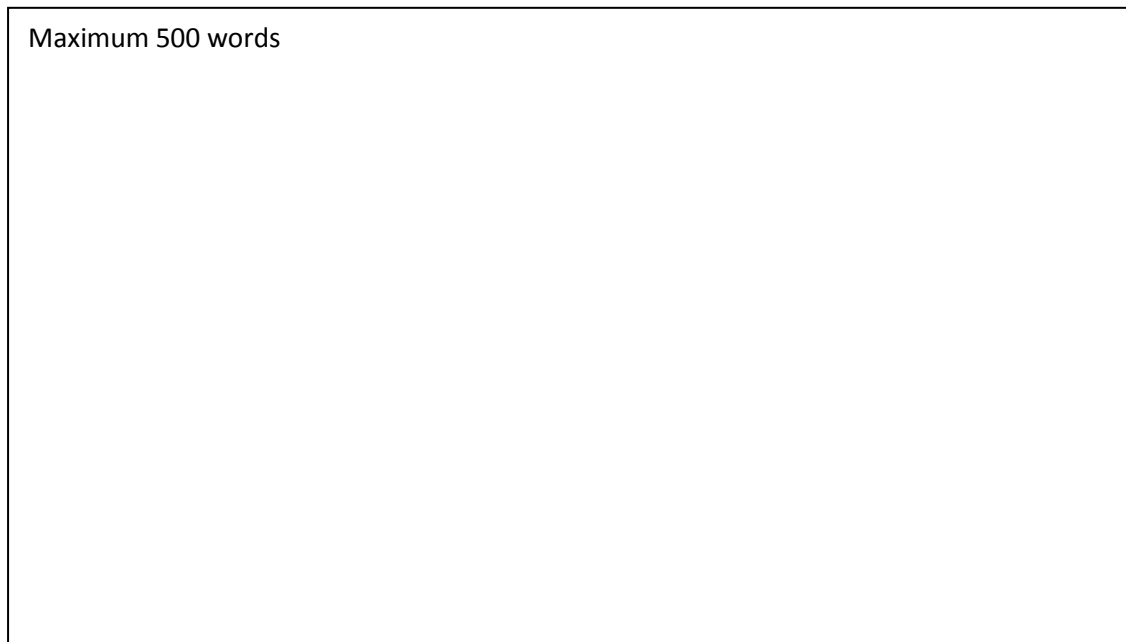
(b) Project Description: Please describe your project and detail any new business activities, customers or markets that you intend to target.

Maximum 500 words



(c) Please describe the need for your project:

Maximum 500 words



(d) The focus of this grant scheme is to sustain existing rural businesses, and support business growth, improve business efficiency and promote innovation in businesses. Please tell us what the anticipated outcomes of implementing the project will be over the next 12 months. Please complete all boxes that apply to your business/project:

	Please tick if appropriate	Please provide specific detail on the impact this grant will have on your business in the relevant sections below
Existing jobs will be sustained		
New jobs will be created		
Sales turnover will increase		
Business will be more efficient		
Increased innovation in the market place		
Increased innovation in my business		
Export sales outside of NI will commence/ increase		

(e) What skills and experience do you have which are relevant to your project or 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 etc)

Maximum 500 words

Q4 Project Costs

(a) Is your business VAT registered? YES / NO

If yes, please provide the VAT registration number:

(b) 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. Maximum grant request is 50% grant rate up to £4,999.

(c) 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 (this should match the total cost listed above)			£

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

Q5 Previous Funding

(a) Have you / your business been awarded any other grant assistance within the last four years, eg NI Rural Development Programme or Invest NI?

YES NO

If **YES**, please provide the following information:

Name of Funding Programme	Date of Letter of Offer	Date of Receipt of Grant	Amount of Grant Received

Please note that you must also complete the De-Minimis Aid Declaration at the end of this application form.

Q6 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 mid-February 2020) and 31st March 2020. By 31st March, 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 28th April 2020.

Please confirm if you can complete your project as described by 31st March 2020 and submit your claim by 28th April 2020:

Yes No

Q 7 (a) Does your project involve any building works to your premises?

Yes No If no, please proceed to question 8.

(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? N/A / GRANTED / APPLIED FOR / STILL TO APPLY

(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.

Q8 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 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 31st March 2020 and it will be paid and cleared through the bank account used by my business by 31st March 2020.

Signed by Applicant: _____

Print name: _____

Date: ___ / ___ / ___

Position held: _____

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;
- 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 \(www.daera-ni.gov.uk/daera-privacy-statement\)](http://www.daera-ni.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 Pilot 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 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 actual 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 the supply of goods, services or works to a project that you may be offered funding for.
- If quotations are being sought, or provided from any 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. two independent quotes in addition to the family member quote to provide sufficient comparison of costs under the reasonableness of costs rules within the programme.
- Quotes should be ‘like-for-like’; particularly where items are specific e.g. laptop / IT / machinery etc. **Quotations for the same make and model of products must be provided.** 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 printed off and sent with your application – we will not accept website addresses / links to websites.
- 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.