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Rural Development Programme for England (2014 – 2020)

LEADER Programme

Full Application Form

Please read the LEADER Programme guide to completing a full application carefully before completing this form

Key things to remember:

- To submit a full application you must first have received the formal notification that your Expression of Interest (EOI) has been endorsed.
- **Your business will need to be registered with the Rural Payments Agency** and have a Single Business Identifier (SBI) number.
- Send the completed full application form to us by email along with the completed appendix spreadsheet. We cannot accept scanned copies or PDF versions of these forms.
- Send a signed hard copy of the application form to the address provided in the email from your LAG.
- You must submit all applicable supporting documents as set out at the back of this form. You can submit these electronically or in hard copy format.
- Please note that the LAG will have sight of the contents of your application together with the appraisal of your full application.
- Complete all sections below.

Section 1. LEADER Programme identification details

1.1	DORA reference number	
1.2	Project Name	
1.3	Local Action Group (LAG) name	
1.4	LEADER priority	

Section 2. Applicant details

Please provide the details of the business or organisation applying for the grant. The applicant is normally the owner, a director or partner named in the business accounts.

2.1	Name of business/organisation		
2.2	Single Business Identifier (SBI – 9 characters)		
2.3	Business/organisation address, including postcode		
2.4	Applicant name (Title, first name, surname)		
2.5	Role in business/organisation		
2.6	Applicant email address		
2.7	Applicant mobile phone number		
2.8	Business/organisation telephone number		
2.9	Have there been any changes to the applicant/business details since the expression of interest (EOI)? (If 'No', proceed to question 2.10)	select the answer	
2.9a	If 'Yes' please explain below what they are and why they have occurred:		
2.10	Is the applicant business linked to any other business through shared ownership or control? (if no, proceed to question 2.11)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.10a	If yes, provide details of the linked business(es) including employee numbers and the most recent turnover and net assets figures (you must provide latest financial accounts for all linked businesses)		

2.11	For private forestry holders only - do you have a current approved Woodland Management Plan for the woodland? (You must provide a copy of this with your application)	select the answer
2.12	Is the applicant business a member of a Fruit and Vegetable Producer Organisation (PO)? (if 'No', proceed to question 2.13)	select the answer
2.12a	If 'Yes', please provide the name of the PO: (Please note that if the applicant business is a member of a PO under the Fresh Fruit and Vegetables Aid Scheme, it cannot receive a LEADER Programme grant towards any items that are also being funded by the PO)	
2.13	Have any of the business principals been:	
	disqualified as a director?	select the answer
	listed on the individual insolvency register?	select the answer
	subject to bankruptcy proceedings?	select the answer
	subject to a county court judgement?	select the answer
2.13a	If 'Yes' to any of the above, please provide details:	

Section 3. Agent details

3.1	Have you used an agent, consultant or business manager to complete this application? If yes, and you would like us to discuss the application with them on your behalf, please complete sections 3.2 to 3.7 below. If no, please continue to section 4.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2	Name (Title, first name, surname)		
3.3	Agent's business name		
3.4	Agent's address, including postcode		

3.5	Contact email address	
3.6	Contact mobile phone number	
3.7	Contact landline phone number	

Section 4. Project overview

4.1	Project name	
4.2	If the project is located at a different address to that at question 2.3 please give the location details, including postcode	
4.3	If the project covers more than one LAG area, provide details of the other LAG(s)	
4.4	Describe the background to your business, how it has developed and how the need for the project has been identified:	
4.5	Provide a short summary of the project: (This should include details of what the project is, what will it do and what it is aiming to achieve) (500 words)	

Section 5. Project costs, funding and quotes

5.1	Total grant funded expenditure (£) net of VAT (unless VAT is non recoverable)	
5.2	Total LEADER grant funding sought (£)	
5.3	Grant intervention rate requested (%)	
5.4	Match funding (£)	
5.5	Total non-grant funded expenditure (£) net of VAT (unless VAT is non recoverable)	
5.6	Please detail the sources of your project funding and confirm whether it will be in place to start the project: (You must provide evidence of all of the funding you have identified including funding for any non-grant funded expenditure)	
5.7	If you have included irrecoverable VAT within your project costs and grant request please explain why: (You must provide evidence of your VAT status)	

5.8	If you have provided less than 3 quotes/references to catalogue listings/tenders for any of the project costs, please explain why and how you have assessed value for money:	
5.9	Do you or your business have any connection or association with any of the businesses providing quotes on the project costs? (If 'No', proceed to question 5.10)	select the answer
5.9a	If 'Yes', please identify the supplier and explain the association:	
5.10	Do you intend to purchase any of the project items second hand? (If 'No', proceed to question 5.11)	select the answer
5.10a	If 'Yes', please provide details and explain why you consider this to be appropriate: (You must provide a declaration from the supplier of the second hand item)	
5.11	Have there been any changes to the project details since the expression of interest (EOI)? (If 'No', proceed to question 6.1)	select the answer
5.11a	If 'yes' please explain below what they are and why they have occurred:	

Section 6. Other funding

6.1	Have you or the applicant business applied for or received any public sector or European funds since the EOI was submitted? (if 'No', proceed to section 7)		select the answer		
6.1a	If 'Yes', please complete the table below:				
Source of funding	Was/is this De minimis?	Details of the project funded or applied for	Amount of funding (£)	Date of funding award or expected decision	End date of project (if applicable)

Section 7. Permissions and licences

7.1	Will the project take place on rented / leased / tenanted land or premises? (If 'Yes', refer to the guidance and provide the required documents)	select the answer
7.2	Is planning permission required for the project? (if 'No', proceed to question 7.2b)	select the answer
7.2a	If 'Yes', please complete the table below:	
Local Authority name		Date of approval/date expected
7.2b	If the project involves building work or change of use of existing buildings please explain why planning permission is not required: (you must provide evidence of this)	
7.2c	Please list any other permissions or licences that are required for your project and when they will be obtained:	
Permission / Licence Required		Date due to be obtained

Section 8. Selection criteria

The answers you give in this section will help us to determine whether or not your application is successful. The 'How to complete a full application' document contains specific guidance on each question below and explains what we expect your answer to contain.

8.1	Strategic fit and priorities
Explain how the project delivers against one or more of the LEADER priorities	

8.2	Value for money
8.2.1 Job creation resulting from the project	
Provide details of any new jobs to be created in the applicant business as a result of undertaking the project: (The number of FTE jobs created should correspond with the totals in the FA appendix spreadsheet at Tab E)	

8.2.2 Direct outputs resulting from the project	
Where the project will achieve direct outputs other than job creation, please explain your rationale and assumptions below: (The outputs resulting from your project should be listed in the FA appendix spreadsheet at Tabs D and E)	
8.2.3 Wider outcomes resulting from the project	
Provide details of any indirect outputs, benefits or wider outcomes to the rural/local economy that will be achieved as a result of undertaking the project:	
8.3	Need for the project
8.3.1 Rationale for the grant request	
a) Explain why grant funding is required to enable your project to proceed:	
b) Explain what options you have considered in arriving at your preferred project:	
c) Explain what will happen to the project and the delivery of the direct project outputs if grant funding was not offered:	
8.3.2 Market need and demand	
a) Describe the market need for your project and explain what research has been undertaken to support this:	
b) Identify your target market(s):	
8.3.3 Ability to supply	
a) Explain how you will meet the need and demand for your project as set out above:	
b) Explain how you will communicate the new / improved product / service to your target market(s):	
8.3.4 Competition and displacement	

a) Provide full details of any other businesses offering the same or similar services or products as proposed by your project:
b) Explain what impact your project will have on the competitor businesses identified above:

8.4	Financial health and projections
a) Explain how the proposed project will impact financially on your existing business operations:	
b) If you are a new business or self-employed, explain your financial capacity to successfully deliver the project:	
c) Provide the rationale and key financial assumptions used to complete the cash flow projections in the FA appendix spreadsheet at Tab A:	

8.5	Cross cutting themes - environmental, equality and diversity impacts
a) Explain how you have considered the environmental impacts associated with the project:	
b) The LAG is required to ensure that the projects it supports do not unfairly disadvantage anybody in terms of ethnicity, disability, age, gender, religious beliefs, marital status, gender reassignment and sexual orientation. Explain how you have considered any equality and diversity impacts associated with the project:	

8.6	Delivery and sustainability		
8.6.1 Project delivery			
Explain how you will ensure that the project is successfully delivered:			
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 will take to manage or mitigate them:			
Risks description	Probability (chance) of risk occurring (high, medium, low)	Impact of risk (high, medium or low)	Planned action to manage or mitigate against the risk or impact
	select the answer	select the answer	

	select the answer	select the answer	
	select the answer	select the answer	
	select the answer	select the answer	

8.6.2 Exit strategy and future sustainability

Explain how your business will continue to deliver and sustain its service / provision after the grant funding ends:

Declarations and signatures

Please read the declarations and sign in the relevant space below, then complete the supporting documents checklist to ensure that you provide all of the information required to assess your application.

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 the LEADER Programme Delivery Team 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.

Where I am signing the application as an officer, partner or director authorised to do so, I will provide a copy of the authorisation to the LEADER Programme Delivery Team on request.

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 such as a limited company;
 - i) all partners or directors of the incorporated body; or
 - ii) a partner or director of the incorporated body who is authorised to sign on behalf of the incorporated body; or
- c) where the application is being signed on behalf on an unincorporated body:
 - i) all partners, trustees or an officer of an unincorporated body; or
 - ii) a partner, trustee or officer who is authorised to sign on behalf of the unincorporated body.

Applicant name

Date

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Applicant signature

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Applicant name

Date

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Applicant signature

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Applicant name

Date

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Applicant signature

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Applicant name

Date

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Applicant signature

To ensure that we can continue to improve the effectiveness of our services and schemes we provide, we may wish to contact you in the future. Please indicate whether you would be happy to be contacted by us or a third party working on our behalf.

Yes

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 knowingly 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 reviews 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 Accountable Body or its agents over this project you must enter the details at section 3, consent and sign the following declaration:

I the undersigned, hereby authorise the person named at question 3.2 on the application form to act on my/our behalf to liaise with the Accountable Body and its agents over any future correspondence concerning this application and for all correspondence to be copied to the address provided in section 3.

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.

Please note that we will not return any documents so please provide copies.

Please read the guidance on 'How to complete a full application' for more details on the supporting documents.

Document	Supporting Notes	Click to confirm it is included	Applicant's comments
Full application appendix spreadsheet	<p>You must complete all tabs in the spreadsheet:</p> <ul style="list-style-type: none"> Application details Tab A – Cash Flow Forecast Tab B – Costs & Suppliers Tab C – Funding & Claims Tab D – Project Milestones Tab E – LEADER Outputs 	<input type="checkbox"/>	
Full application supplementary information form	<p>If you were invited to submit a full application following an endorsed Outline Application (not an Expression of Interest), you must complete the supplementary details form to provide additional details that were not included on the Outline Application form.</p> <p>If you completed an Expression of Interest form, this additional information is not required, as it was included in the EOI questions.</p>	<input type="checkbox"/>	

<p><u>For the applicant business:</u> Last two or three consecutive and most recent years of full statutory audited / unaudited accounts</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>Make sure your accounts are full sets. All pages are required, including profit and loss, balance sheet, cover, title and notes pages.</p>	<input type="checkbox"/>	
<p><u>For any linked businesses:</u> Last two or three consecutive and most recent years of full statutory audited / unaudited accounts for any linked businesses</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>Make sure your accounts are full sets as shown above.</p> <p>If the applicant business is part of a group of companies (parent or subsidiary) please provide consolidated group accounts as well.</p>	<input type="checkbox"/>	
<p><u>For new businesses or self-employed applicants:</u> Latest tax returns, management accounts or an opening statement from an accountant that includes expected income and operating expenses</p>	<p>New business are those that have been trading for less than 2 years and do not have a set of accounts reporting at least 12 months trading performance.</p> <p>Self-employed applicants may not produce formal business accounts.</p>	<input type="checkbox"/>	

<p>Appropriate consents and permissions:</p> <ul style="list-style-type: none"> • Copy of full planning permission or • Evidence that planning is not required • Tenancy agreement information • Environmental consents • Listed building consents • Any other licences or consents required for the project 	<p>Tenancy information must include the sections from the tenancy agreement containing the property address, tenant, landlord, signatures and for fixed term agreements, the tenancy term.</p>	<input type="checkbox"/>	
<p>Confirmation and evidence of match funding from each funder</p>	<p>The evidence must show who is providing the funding, whether it is confirmed (or the timescale for obtaining confirmation), the amount of funding, who it is being offered to and that it is in relation to the project.</p>	<input type="checkbox"/>	
<p>3 quotes, references to catalogue listings or formal tenders for each item of expenditure</p>	<p>Each of these will be checked to ensure they comply with the requirements set out in the LEADER 'How to complete a full application' guidance.</p> <p>If tenders are proposed or have been obtained, provide the specification of works that has been compiled by a professionally qualified external consultant, for example a Quantity Surveyor.</p>	<input type="checkbox"/>	
<p>For any second hand item – a confirmation from the supplier</p>	<p>Please see the guidance on 'How to complete a full application' for specific details of the requirements.</p>	<input type="checkbox"/>	

If applicable, proof of irrecoverable VAT on eligible costs	You will need to provide evidence of the VAT status of the business that confirms that you are not VAT registered or are making exempt supplies (confirmation letter from a professionally qualified independent accountant)	<input type="checkbox"/>	
Evidence of support for the project	For example, this will be letters of support or forward orders from existing/potential customers and trade industry organisations where their support is linked and of benefit to the project.	<input type="checkbox"/>	
Evidence of need and demand for the project	Feasibility studies, market research, marketing plan or publicity plan	<input type="checkbox"/>	
A copy of your Equality and/or Diversity Policy	Please submit this if your business has one	<input type="checkbox"/>	
Woodland Management Plan	You must provide a copy of your Woodland Management Plan approved by the Forestry Commission if you are a woodland owner and are applying for funding under the Forestry LEADER Priority.	<input type="checkbox"/>	