

Department of Environment, Food & Agriculture

Rheynn Chymmyltaght, Bee as Eirinys

Agriculture and Fisheries Grant Scheme 2016

Agricultural and Horticultural Production Businesses Investment Grants Application Form

Please refer to the Scheme Guidelines and Guidance Notes which tell you the rules and conditions of the Scheme, before you fill in this form. You can find this information on our website: www.qov.im/agandfishgrantscheme

For Official Use Only				
File Ref:				

Please write clearly in black ink and use BLOCK CAPITALS.	
1.1 Title	Mr / Mrs / Miss / Ms / Dr / Other:
1.2 Surname	
1.3 First Name(s)	
1.4 Business Name (if applicable)	
1.5 Address	
	Post Code
1.6 Applicant contact numbers	Home Mobile
	Business
1.7 Email	
1.8 Tax Reference Number	
1.9 What is your relationship to the business? (e.g. proprietor, director, partner, employee, landlord, agent etc.)	
If you are an agent and filling in this form on behalf of your client, please state you name here:	
1.10 Who is responsible for the day to day running of the business?	
1.11 What is this person's position in the business? (e.g. proprietor, director, partner, employee, landlord, etc.)	
1.12 Is this person a "qualified individual" under the terms of this	s Scheme? Yes No
1.13 YOUNG FARMERS / FISHERMEN - If you are applying for relevant Guidelines for information), you must only complete the the Scheme.	for enhanced payments for young applicants (please refer to the following statements if you, meet the required criteria specified in
I wish to apply to the Young Farmers / Fishermen Supplementary	y Payment (please tick this box):
My date of birth is as follows:	dd mm yyyy
Note: The Department may require documentary evidence of yo	our eligibility, including proof of age and identity (e.g. Passport or

Please ensure you put down as much information as possible.

Birth Certificate) and proof of ownership of the business and ownership/tenancy of land.

If you have any difficulties filling in this form please contact us on 685844 or agriculture@gov.im

Once you have completed this form, please return it to:

Section 2. Agricultural and Horticultural Investment Grants Please answer the following questions to provide an overview of the proposed improvement and the benefits to be gained. For improvements costing £15,000 and over, you will also need to complete a Business Case (see Form and Guidelines for Applicants). 2.1 AB Number 2.2 Does the business currently meet the minimum labour requirement? Yes No (Note : applications from businesses not currently meeting the minimum labour requirement must be accompanied by a development plan detailing how and when this requirement will be met) 2.3 If there has been any significant change to the scope, size or structure of your business since you last notified the Department which may affect the labour requirement figure, please use this space to provide details of the changes. Please use additional paper where necessary and attach to this form. 2.4 General **description** of the improvement (provide a summary of the work to be carried out / items to be purchased): PLEASE PROVIDE MAPS / PLANS OF WORK / FIELD NUMBERS 2.5 Address / location of the land where improvement is to be carried out (if different from details given in 1.5): 2.6 Please provide evidence of your local **route to market** (either via established marketing association, other processor or direct to end customer): 2.7 **Status** of applicant in respect of land where improvement is to carried out (i.e. tenant; owner occupier; landlord). months/years 2.8 If you are a tenant, please enter the period remaining on your tenancy agreement. 2.9 Planning Consent Number (enter N/A if no planning consent required). 2.10 Have you previously applied for financial assistance in respect of this Yes No improvement under this or any other Government Scheme? If the answer to the above is yes, please give details of any financial assistance received, approved or applied for. 2.11 Please complete the following section to provide details of the expenditure to be incurred on the proposed improvement (please refer to Section 5.1 if you need an additional table

Section Cost Basi which it Standard	Standard (S)	ndard (S) overall quantities/dimensions)	Actual Cost Items	Standard Cost Items			Total Estimated Cost	
qualifies	or Actual (A)		Name of Supplier or Contractor	No. of Cost per Unit Units		Cost per Unit		
					£	р	£	р

Section 3. Partial Budget

If your total expenditure is between £2,000 and £15,000 you will need to fill in this Section.	For a worked example, please
refer to Appendix III of the "Agricultural and Horticultural Production Businesses Guidelines for Applicants'	". For improvements costing
£15,000 and over, you do not need to fill in this Section, you will need to complete a Business Case instea	d.

A. EXTRA COSTS	
Total Extra Costs =	£ (A)
B. EXTRA INCOME	
B. EXTRA INCOME	
Total Extra Income =	£ (B)
C. COSTS REDUCED	
Total Costs Reduced =	£ (C)
D. INCOME REDUCED	
Total Income Reduced =	£ (D)
. 5 255 (1000000 =	
Net Annual Benefit of Investment = $(B+C) - (A+D) =$	£ (E)
Net Cost of Investment (after grant) =	
Return on Investment Percentage = $(E \div F) \times 100 =$	%

DECLARATION

Please read all of the following information.

- 4.1 I have read the Scheme Guidelines concerning this Scheme and relating to this application, I understand and will comply with all the conditions set out in the Agriculture and Fisheries Grant Scheme 2016 (as amended).
- 4.2 Where items are of a capital nature, I accept that I am responsible for the design, erection and completion and for their subsequent performance, durability and safety.
- 4.3 I have obtained all necessary consents, including planning permission and owner's/landlord's consent where appropriate.
- 4.4 I understand that acceptance of this application does not in any way signify that the project is eligible for support or that funding has been approved towards it.
- 4.5 I/we on behalf of the company, am/are authorised by the company and hereby apply for Government assistance as described above. I/we declare that the information given in this application is correct and that the business undertakes to comply with the terms and conditions and to execute any undertaking or further document which may be required.
- I/We acknowledge that if this application for financial assistance is successful, the financial assistance or part of it (at the Department's discretion) may become repayable in a number of circumstances including if this application or any supporting documentation relevant thereto is shown to have been false, misleading or inaccurate in any material respect.
- 4.7 The Department is subject to the Freedom of Information Act 2015 and other obligations under law which requires 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 the information. I/we confirm that the business is conducted lawfully in the Island, and those jurisdictions in which it trades.

DATA PROTECTION

Please read the information before signing below.

- 4.8 The Department of Environment, Food & Agriculture (DEFA) is a controller for the purposes of the Data Protection Act 2018 and requires the information on this form in the public interest on the basis of the Agriculture and Fisheries Grant Scheme 2016.
- 4.9 Your personal information will be held by DEFA for the purposes of processing this application and we will keep these details for six years, after which it will be deleted from our records.
- 4.10 You may request erasure, restriction or amendment of your details at any time if you no longer wish us to process your application. Full details of how and why DEFA processes your personal information are contained in our privacy policy https://www.gov.im/about-this-site/terms-and-conditions/privacy-policy/
- 4.11 You have the right to lodge a complaint with the Information Commissioner (IC) if you think the Department is acting outside of the Data Protection Act 2018. The IC can be contacted here https://www.inforights.im/
- 4.12 The Data Protection Officer can be contacted on 686781 or by email at DPO-DEFA@gov.im

I have read and understand the Scheme Guidance, the Declaration and the Data Protection information and I confirm that I wish to proceed with the application on this basis.					
Signature of Applicant					
Print Name					

Date

5.1 Additional table for proposed expenditure relating to the improvement if required

which it		Item of expenditure on which grant is applied for (including overall quantities/dimensions)	Actual Cost Items	Standard Cost Items		Cost				
qualifies	or Actual (A)		Name of Supplier or Contractor	No. of Units	Cost per Unit		Units Cost per Unit			
					£	р	£	р		

5.2 AGRICULTURAL AND HORTICULTURAL GRANTS - Further information

- a. The maximum amount of grant payable will be determined by any approval given to the costs identified (no grant will be paid in respect of any works or improvements carried out without prior approval).
- b. Where an item has no Standard Cost a quote must be supplied that demonstrates the Actual Cost being applied for. Failure to do so will result in the application being rejected.
- c. Where the Actual Cost will be in excess of £2,000 you will need to obtain two independent quotations and submit these with your application. Please list only the details for the preferred supplier. The Department will not restrict your choice of supplier or contractor but may restrict approval to the lower quote(s) only.
- d. Applications for support toward total expenditure of over £2,000 must have a completed partial budget business case (cost benefit analysis) in Section 3.
- e. For proposed improvements costing £15,000 and over, you are required to complete a Business Case (providing the financial position of the business and the benefits to be obtained from the improvement) and a health plan, energy audit or nutrient management plan as appropriate.

5.3 Assistance on filling in Section 2

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use ado	litional pap	er where neces	rary and atta	h to this form.					
2.4 Gu	eral desc i	iption of the	improvement	(provide a summ	nory of the w	ork to be carried ou	t/items to	be purchased)	
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Use Section 2.4 to put as much information on your improvement as possible.

You need to fill in all the relevant columns that apply to your items of expenditure in Section 2.11. This depends on whether you have actual or standard cost items, referring to the larger image below follow these instructions:

ALL ITEMS OF EXPENDITURE

Fill in areas a, b, c and g.

ACTUAL COST ITEMS

STANDARD COST ITEMS

Fill in areas e and f. Fill in areas e and f.

You need to refer to Appendix I - "Rates of Support" in the 'Agricultural and Horticultural Production Businesses Guidelines for Applicants' to fill this in e.g. for a mobile sheep handing facility you would input 1/08.

	Section which it qualifies	Cost Basis - Standard (S) or Actual (A)	Item of expenditure on which grant is applied for (including overall quantities/dimensions)	overall quantities/dimensions) Name of Supplier or N		Standard Cost Items No. of Cost per Unit Units		Name of Supplier or No. of Cost per Unit		Total Es Co	
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