



Agriculture and Fisheries Grant Scheme 2016

Food Business Development 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.gov.im/agandfishgrantscheme

For Official Use Only	
File Ref:	

Please write clearly in black ink and use BLOCK CAPITALS.

1.1 Title

1.2 Surname

1.3 First Name(s)

1.4 Business Name (if applicable)

1.5 Address

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 Scheme? Yes No

1.13 **YOUNG FARMERS / FISHERMEN** - If you are applying for enhanced payments for young applicants (please refer to the relevant Guidelines for information), you must only complete the following statements if you, meet the required criteria specified in the Scheme.
I wish to apply to the Young Farmers / Fishermen Supplementary Payment (please tick this box):

My date of birth is as follows:

Note: The Department may require documentary evidence of your eligibility, including proof of age and identity (e.g. Passport or Birth Certificate) and proof of ownership of the business and ownership/tenancy of land.

Please ensure you put down as much information as possible.
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:
**Department of Environment, Food and Agriculture, The Slieau Whallian, Foxdale Road,
St. Johns, IM4 3AS**

Section 2. Food Business Development Grants

Please answer the following questions to provide an overview of the proposed improvement and the benefits to be gained. For improvements costing £10,000 and over, you will also need to complete a Business Case (see Guidelines for Applicants).

2.1 Registered Food Business Number:

2.2 Company Registration Number / VAT Registration Number:

2.3 If there has been any significant change to the scope, size or structure of your business within the last year 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 what the proposed assistance will be used for (provide a summary of the project/work to be carried out / items to be purchased):

2.5 Address / location of the business where improvement is to be carried out (if different from details given in 1.5):

2.6 Provide evidence of your route to market (either via established marketing association, other processor or direct to end customer):

2.7 How long has your business been trading?

 months/years

2.8 Have you previously applied for financial assistance in respect of this improvement under this or any other Government Scheme?

Yes No

If the answer to the above is yes, please give details of any financial assistance received, approved or applied for.

2.9 Please complete the following section to provide details of the expenditure to be incurred on the proposed improvement

Section which it qualifies	Item of expenditure on which grant is applied for;	Total Cost	
		£	p

If you do not fill in all of the relevant sections the form may be returned back to you. Please refer to Section 5 for help on how to complete this part of the application form.

Section 3. Partial Budget

You 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 £10,000 and over, you will need to fill in this Section and accompany the application with a full Business Case and a marketing plan.

A. EXTRA COSTS

Total Extra Costs = £ **(A)**

B. EXTRA INCOME

Total Extra Income = £ **(B)**

C. COSTS REDUCED

Total Costs Reduced = £ **(C)**

D. INCOME REDUCED

Total Income Reduced = £ **(D)**

Net Annual Benefit of Investment = (B+C) – (A+D) = £ **(E)**

Net Cost of Investment (after grant) = £ **(F)**

Return on Investment Percentage = (E ÷ F) x 100 = %

Typically, this figure will be at least 10%.

Once you have completed this section, please go to Section 4.

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 declare that all work will be carried out in accordance with relevant Health & Safety legislation.
- 4.5 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.
- 4.6 I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and that any person who knowingly or recklessly makes a false statement, shall be guilty of an offence and be liable on summary conviction to a fine not exceeding £5,000. [Agriculture & Fisheries (Miscellaneous Provisions) Act 1998 Ch 7]. A false or misleading statement may also mean that approval may be revoked and any grant may be withheld or recovered with interest.
- 4.7 I/we confirm that I am an authorised person to make this application and that this business is trading lawfully and is not operating in contravention of any statutory requirement relating to this trade or business. The business' conduct (to the best of my knowledge) is not detrimental to the environment of the Isle of Man, nor is it likely to bring the Department into disrepute.
- 4.8 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.
- 4.9 I/we declare that I have disclosed to the Department the beneficial owners of the company/business.
- 4.10 I/we confirm that the business is conducted lawfully in the Island, and those jurisdictions in which it trades.
- 4.11 I/we confirm that no person involved in control of the company/business is disqualified for holding appointment as a director or a company secretary anywhere in the world; is the subject of outstanding executions in the Island; has criminal convictions whether imposed by a court in the Island or elsewhere for offences, which if committed in the Island are punishable with custody, regardless of the sentence actually imposed. (In determining whether a person has criminal convictions, any conviction which is spent for the purposes of the Rehabilitation of Offenders Act 2001 (or would be had the conviction occurred in the Island) must be disregarded.)
- 4.12 I/We agree to confirmatory checks being made to establish that I/the company have no outstanding statutory payments, such as I.T.I.P, Company Tax, National Insurance Contributions of V.A.T.
- 4.13 I/We give you permission for any checks to be made to ascertain if I/we are in receipt of benefits with the Department of Health Social Care and any other Government Departments, Statutory Boards, services or agencies relevant to the information given on this application form.
- 4.14 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.
- 4.15 I/We understand that the support offered by 3rd Party contractors through Department Scheme does not constitute advice. I/We acknowledge it is then up to the applicant to seek independent advice and/or make its own decisions.
- 4.16 I/We agree to supply future information if required for reports, employees numbers and other relevant financial information which relates to active contracts between the business and the Department, upon the request of the Department.

Continued on next page.

DECLARATION *continued*

- 4.17 I/We confirm that the business satisfies the probity requirements set out in this declaration and has an appropriate anti-bribery policy as required by section 10 of the Bribery Act 2013.
- 4.18 Acknowledge the Department may publish beneficiaries' information at its discretion.
- 4.19 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.

DATA PROTECTION

Please read the information before signing below.

- 4.20 The Department of Environment, Food and Agriculture (DEFA) is a controller for the purposes of the Data Protection Act 2018 and requires the information on this form to comply with its legal obligations under the Agriculture and Fisheries Grant Scheme 2016. Your personal information will be held by DEFA for the purposes of processing this application.
- 4.21 Some of the information you provide, such as your name, address and contact details may be shared within DEFA, other government departments, boards or offices for the purposes of statutory functions. We will only keep these details for six years, and in accordance with the Data Protection Act 2018. The personal information will then be deleted from our systems.
- 4.22 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/>
- 4.23 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/>
- 4.24 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

