



# Agriculture and Fisheries Grant Scheme

## Knowledge and Innovation Grants

### Guidelines for Applicants

## August 2016

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## **DISCLAIMER**

*The information contained in these guidelines is intended to assist applicants in assessing their eligibility when completing an application for financial assistance. The Department of Environment Food and Agriculture (DEFA) does not guarantee the accuracy of information contained herein, as policy varies from time to time. The Department is not bound by this general guidance document. Completion of an application does not contractually bind the Department to grant assistance. The scheme is discretionary and any decision to provide assistance for a specific application will be based on its merits.*

## **WHO CAN APPLY?**

An application may be made by any individual or an individual on behalf of a group who wish to travel off the Island in order to attend training sessions/courses, seminars, conferences or similar with a view to improving their understanding of their sector of the industry. Individuals must work in agriculture, horticulture, food production or fisheries activities or be employed by a recognised industry body on the Island.

A group must consist of individuals representing at least 3 registered businesses or recognised industry bodies and they must travel together.

An application must be made on the correct form and be accompanied by original quotes for the relevant expenses.

Recognised industry body: Is a Partnership, Company and Limited Company which is registered with DEFA

or

a group of persons which represents the interests of the agricultural, fisheries or food industry, or a sector of it, have a membership of at least 20 people and, to the satisfaction of the Department, operates in an open and transparent manner.

## **How to apply/ the information you will need to submit**

If you would like to discuss what is on offer and how the Financial Assistance Scheme can help your business as part of your business plan, feel free to contact us before submitting an application. In order to apply, we require a completed [application form](#) signed by a director or principal on behalf of the business. The form will ask you to list the expenditure for which grant assistance is being sought.

The application form is available at <https://www.gov.im/agandfishgrantscheme> . Alternatively please contact the Department of Environment Food and Agriculture on +44 (0) 1624 685844 or by email [agriculture@gov.im](mailto:agriculture@gov.im). Please read the Terms and Conditions thoroughly before submitting an application to the Department. Terms and Conditions are available from the website or from the Department. Send your completed application form and supporting documentation to: DEFA, Agriculture Directorate, Thie Slieau Whallian, St Johns, IM4 3AS.

**Please note: Grant assistance cannot be considered retrospectively for items of expenditure which have already been purchased.**

For applications over £2k of total expenditure a short business plan will be required Where applications exceed £15k of total expenditure some or all of the following may be required:

- Background and current/proposed location of the company
- CV's and relevant experience of the management team
- Company details: date of registration, shareholders (to include percentages of shares owned), directors, beneficial owners etc. and links to other businesses
- The business model, long and short term objectives. Key customers and confirmed orders
- Staff structure including numbers of employees, types of jobs, wage rates
- Information on premises – owned, leased, rented and area. If rented or leased, details of landowners and annual costs
- Marketing plan: specifically, whether customers are off-island or on-island
- Financial information: copies of the audited accounts for the last 3 years (if applicable), forward financial forecasts for the next 3 years, including profit and loss together with narrative of explanation. Cash flow forecasts for 3 years to be supplied if assistance requested is over £100,000 and assumptions used
- List of all items of expenditure on which assistance is being requested together with cost (net of VAT) and a narrative of explanation
- Application Summary that links the business plan, financial statements, marketing plan and application together to show clearly 'at a glance' how the potential assistance will benefit the business and the Island
- Any other material fact that could have an adverse impact on the business

**Please note:**

- Neither a preliminary discussion nor presentation should be considered a substitute for a properly supported application;
- The Scheme may reserve the right approve applications on the basis that they meet the assessment criteria as detailed at appendix 3. Multiple items on a single application form may be split into their logical component parts and assessed as such.
- The available budget will determine the number of applications approved.

**How will i know if my application has been successful?**

The Department will endeavour to notify applicants within twenty working days of receiving a fully completed application or twenty working days of the closure of the Scheme window as appropriate

- Successful applicants will receive an 'Approval Document' detailing the agreed timescale for support from the Department.

Unsuccessful applicants will be informed of the reasons for that decision by letter. [Please see 'Right of Appeal']. Rejected applications will not be held over for the following round - applicants must reapply.

**Accepting the offer**

If the offer of financial assistance is accepted the terms and conditions should be signed and returned to the Department. This will have to be done before any application for payment can be considered. The offer of financial assistance must be accepted by the applicant within 10 working days of issue. The assistance must then be claimed within a period of one year from the date the grant is approved. Upon application to the Department this period may be extended. If, for business reasons you are unable to take up an offer of assistance, re-applications may be considered.

Read the Terms & Conditions of an offer carefully, as they may include significant restrictions. Standard Terms and Conditions are usually for a 3, 5, 10 or 15 year period. The

Department may impose conditions in addition to those included in the Standard Terms and Conditions.

### **Terms and conditions**

Once a formal approval has been received the applicant must sign and return the terms and conditions to the DEFA. This offer of financial assistance must be accepted by the applicant within 10 working days of issue. Once this has been done the applicant may make claims for payment. The offer of assistance is valid for one year and claims must be submitted within that time. Upon application to the Department this period may be extended. If, for business reasons you are unable to take up an offer of assistance, re-applications may be considered.

In order to process a claim for payment the Department will contact Isle of Man Treasury with regard to National Insurance, ITIP, Income Tax, VAT Payments and other outstanding Government debts. To prevent any delay in processing claims, please ensure that all payments are current and up to date.

Support under the Agriculture and Fisheries Grant Scheme will not be paid retrospectively. Standard terms and conditions are applied to all offers of financial assistance usually for either a three, five, ten or fifteen year period. They are intended to protect Government's investment so that if for example, a company ceases to trade within the period of the conditions or stops using the supported assets for the purpose intended, then all or part of the assistance received may be repayable. There are a number of scenarios that would trigger a default under the standard terms and conditions so it is very important that they are read and understood before signing acceptance of the offer of financial assistance. The DEFA may also impose further more specific conditions depending on the individual applicant's circumstances. In the case of new start-up businesses the payment of assistance may be linked to performance and tied into the business plan submitted as part of the application for assistance.

### **Public disclosure of financial assistance paid**

The applicant should be aware that the details of all financial assistance paid out under the AFGS will be published in an annual report prepared by the DEFA which will also be laid before Tynwald the Isle of Man's Parliament. They are therefore, not confidential to the company concerned. Applicants should also be aware that parliamentary questions may be raised on applicants.

### **RIGHT OF APPEAL**

- (1) A person may, within 28 days of the date of notification of a decision under this Scheme, request in writing that the Department review the decision, stating the grounds on which the review is requested.
- (2) In the first instance, the application shall be reviewed by an officer of the Department who has had no involvement in the original application; this is known as a Stage 1 appeal.
- (3) Stage 1 appeal decisions are to be made and notified to the applicant within 30 days of the date the review request was received.
- (4) Following notification of the outcome of the review, if an applicant considers that the grounds for appeal have not been addressed, he or she may apply in writing to the Department requesting that the matter be referred to the Appeals Committee ("the Committee"). This is known as a Stage 2 appeal.

- (5) A stage 2 appeal shall be heard and a recommendation made by the Committee within 90 days from the date a request for a Stage 2 appeal is received.
- (6) Applicants may opt to have either a written or oral Stage 2 appeal.
- (7) In the case of a written appeal, the appeal request document and all other relevant paperwork, including the review paperwork, shall be considered by the Committee in advance of the meeting without the appellant present.
- (8) In the case of an oral appeal the appellant shall receive all the paperwork which is to be considered by the Committee in advance of the appeal hearing and he or she will be invited to attend part of the meeting.
- (9) During the oral hearing the appellant shall be extended the opportunity to present his or her case and respond to the Committee's questions. Appellants may be accompanied and may wish to appoint someone to represent them.
- (10) Once the appeal hearing is complete, the appellant and anyone accompanying him or her shall leave the meeting and the Committee shall deliberate on the matter.
- (11) The Committee must send a recommendation to the Minister of the Department for consideration and final decision. The Minister must make the decision within 28 days from receipt of the Committee's recommendation, however, where an appeal is particularly complex, a further period of consideration may be required and the appellant shall be notified of this in writing.
- (12) The Department shall provide the appellant with written notification of the Minister's decision within 28 days of the date of the decision being made.
- (13) For the purposes of this Scheme, the Committee shall be convened by the Department as required and shall consist of an industry representative, a Department representative who has not been involved in the original decision or the review and an independent person who has appropriate knowledge of the subject area.
- (14) The Department shall seek nominees to the Committee and maintain a list of those nominees along with a reference to their particular area of expertise. This list shall be available for inspection upon request.
- (15) The Committee when dealing with a Stage 2 appeal must —
  - (a) work within the parameters of the Scheme;
  - (b) not award compensation; and
  - (c) make objective and evidenced recommendations in line with the Scheme specifications.

### **COSTS OF AN APPEAL**

- (1) An application for a Stage 2 appeal shall incur a cost of £300, payable when the appeal is submitted.

Any charge for an appeal under paragraph (1) shall be refunded where that appeal is successful.

## APPENDIX 1- Grant rates

### KNOWLEDGE AND INNOVATION GRANTS

<i>Type of vocational training, skills development and knowledge transfer</i>
<b>1. Workshop</b>
<b>2. Training Course</b>
<b>3. Off-Island visit</b>
<b>4. Coaching/mentoring</b>

### Rates of support

Purpose of trip	Rate of support when travelling alone	Rate of support when travelling as part of a group
	Rate of support	
Personal development only	up to 20%	up to 40%
Wider community benefit	up to 40%	up to 60%
Considered likely to lead to innovation in the IOM	up to 60%	up to 80%

**“Wider community benefit”** will be determined by the findings of the trip being made available either via a public presentation or published report, or where the applicant is a post holder for a recognised industry body.

### Eligibility

In order to be eligible an applicant must make no more than 3 trips per annum; each trip having a minimum cost of £100/individual, leading to a minimum grant of at least £100/individual.

The maximum grant is £750/person/financial year.

Eligible expenses will include:

1. Reasonable travel costs,
2. Entry fees to events,
3. Reasonable overnight expenses,
4. Conference costs,
5. Training fees.