



Farming Transformation Fund

Grant Funding Payment Claim Form

Important information about completing this form – please read

How to fill in the form and make a claim

Section 1 is pre-populated with information about your business and project. If any of these details are incorrect, please email GSClaims submission@rpa.gov.uk or call us on 03000 200 301 and select the option for the Farming Transformation Fund.

Section 2 is pre-populated and shows your approved budget.

Section 3 will need to be completed by the person(s) who signed the agreement. Alternatively, it must be completed by someone who has 'Full permissions' or permission to 'Make legal changes' for the business as detailed on the Rural Payments service.

To complete this section, enter your claim details in the table provided. You can only claim for items approved in your Grant Funding Agreement (GFA). This information has been taken from the quotes you provided in your application. Claims for ineligible or additional items may result in enforcement action such as withholding payment or reducing part or all of your grant.

The amount you wish to claim must be calculated as follows:

Your Eligible Expenditure (excluding VAT) multiplied by your Grant Rate (%).

If your GFA confirms you can claim VAT then do not exclude this from your calculation.

If you are submitting more than one invoice per Description of item, carry out this calculation on each related invoice and add all amounts together to make your claim amount.

If your claim is for an FETF item on an IFP project, please claim the standard cost for the item as per section 2 of your claim form or your GFA.

Section 4 please enter the amount you wish to claim by adding up the all the values you entered in the 'Amount you wish to claim' column of Section 3 – Detail of grant amount you wish to claim.

Annex 1 is the Progress Report. The first 2 columns have been pre-populated and you will need to complete the next 3 columns. If you state that any of your outputs are behind schedule, please explain why on the continuation sheet at Annex 3. You can find full details of your outputs in your GFA or latest variation.

Annex 2 is a template of an asset register if you do not have one. This needs to be completed for all items which receive grant funding. You should send an up to date asset register with each claim you make, including any relevant items on the claim. The asset register must be maintained for a minimum of 5 years from the final payment date as detailed at section 3.6 of the terms and conditions.

Please complete all columns under the 'Details of current asset' section of the table.

You should notify RPA in advance if you intend to dispose of any grant funded items and record them in the 'Details of disposed asset' section of the asset register. Please email GSClaimsSubmission@rpa.gov.uk or call us on 03000 200 301 and select the option for the Farming Transformation Fund.

Annex 3 will only need to be completed if you have stated in the Progress Report at Annex 1 that any of your outputs are behind schedule. If this is the case, please provide a full explanation in this section.

How to submit the form

- Please complete and return this form and supporting evidence by email to GSClaimsSubmission@rpa.gov.uk.
- You must make sure your details are correct and that you hold full or legal permissions in the Rural Payments service.
- Use the email address that is registered and verified for your SBI in the Rural Payments service.
- Use the subject heading '[DORA Reference] and [Claim Number] submission', for example, '123456 Claim 1 submission'
- Scan or photograph all supporting documentation and email to GSClaimsSubmission@rpa.gov.uk.
- If you are sending multiple emails, please confirm in the subject heading. For example, 1 of 3.
- If you have asked for any changes to your project, we must approve these before you claim. We will only pay for approved and eligible costs.

Use your GFA and the [Managing a successful Farming Transformation Fund project](#) guidance on GOV.UK to help fill in your claim.

Data Protection

For information on how we handle personal data, go to GOV.UK and search '[Rural Payments Agency personal information charter](#)'.

Section 1 – Claim Details

SBI

Enter SBI

Agreement holder:

Enter Agreement Holders Name

Project name:

Enter Project Name

DORA reference number:

Enter DORA Reference Number

Claim reference:

Enter Claim Reference Number

Claim number:

Enter Claim Number

Section 2 – Approved Grant Funding

The table is pre-populated and gives details of your approved grant funding.

The total grant awarded that you can claim against is **£enter grant amount.**

[illegible]

Section 3 – Detail of grant amount you wish to claim

| Description of item | Amount you wish to claim (£) | Number of invoices attached to support eligible costs | Number of bank statements attached to support invoice payments | Number of Photos attached to evidence spend and confirm serial numbers |
|---------------------------|------------------------------|-------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------------------|
| Enter description of item | | | | |
| Enter description of item | | | | |
| Enter description of item | | | | |
| Enter description of item | | | | |
| Enter description of item | | | | |
| Enter description of item | | | | |

Section 4 – Confirming your claim

I/we wish to claim the following amount of grant (£):

£

enter the amount in sterling, ie £10,000.00

Declaration

By submitting a claim form via email, you are signing up to the declaration and undertakings set out below.

I declare that:

- I have complied with and will continue to comply with my Grant Funding Agreement.
- I have checked the information in this form is correct and I accept full responsibility for it.
- I understand that under the terms of my Grant Funding Agreement, payment may be withheld and/or recovered if I have breached my Grant Funding Agreement.
- I am submitting invoices, records, accounts and other required evidence (for example photographs) relevant to this claim, and will keep copies of that evidence in accordance with my Grant Funding Agreement.

Warning: if you knowingly or recklessly make a false statement to obtain payments to yourself or others, you risk prosecution, termination of any resulting agreement, and recovery of any monies paid to you under the scheme. You may be excluded from this scheme and from other financial assistance under the Agriculture Act 2020 for up to two years.

Annex 1 – Progress Report

| Output / Project Specific Condition | Target completion date | In progress | Complete | Date completed |
|-------------------------------------|---------------------------|------------------|-------------------|-------------------------------|
| Enter conditions | Enter date eg. 01/01/2023 | Select an answer | Select an answer | Click or tap to enter a date. |
| Enter conditions | Enter date eg. 01/01/2023 | Select an answer | select the answer | Click or tap to enter a date. |
| Enter conditions | Enter date eg. 01/01/2023 | Select an answer | select the answer | Click or tap to enter a date. |
| Enter conditions | Enter date eg. 01/01/2023 | Select an answer | select the answer | Click or tap to enter a date. |
| Enter conditions | Enter date eg. 01/01/2023 | Select an answer | select the answer | Click or tap to enter a date. |
| Enter conditions | Enter date eg. 01/01/2023 | Select an answer | select the answer | Click or tap to enter a date. |
| Enter conditions | Enter date eg. 01/01/2023 | Select an answer | select the answer | Click or tap to enter a date. |
| Enter conditions | Enter date eg. 01/01/2023 | Select an answer | select the answer | Click or tap to enter a date. |
| Enter conditions | Enter date eg. 01/01/2023 | Select an answer | select the answer | Click or tap to enter a date. |

Annex 2 – Asset Register

Asset Register

DORA reference number

Enter DORA reference
number

| Details of Current asset | | | | | Details of disposed asset | | |
|--------------------------|-------------------|---------------|------------------------|-------------------|---------------------------|-------------------|---------------------------|
| Date asset purchased | Asset description | Serial number | Purchased price ex VAT | Location of asset | Date asset sold | Sale price ex VAT | Name and address of buyer |
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Annex 3 – Continuation Sheet

Add any additional information to support outputs that are behind schedule in your progress report into the free text box below – which will expand as you type.

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