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**Farming Investment Fund**

**Farming Transformation Fund**

**Water Management grant**

# Application form

**Please read the ‘How to fill in a Full Application’ guidance before completing this form.**

**Key things to remember:**

* **Your business will need to be registered with the Rural Payments Agency** and have a Single Business Identifier (SBI) number. Do not submit your application until you have one.
* Only submit an application if you have been invited to do so upon completing the online checker.
* Send the completed Word **application form** by email to [FTF@rpa.gov.uk](mailto:FTF@rpa.gov.uk) along with the completed Excel **application appendix**. We can’t accept scanned copies or PDF versions of these forms.
* You must submit all the supporting documents which apply to you as set out at the back of this form by email to [FTF@rpa.gov.uk](mailto:FTF@rpa.gov.uk).
* Complete all sections below.

## Section 1. 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **1.1** | DORA reference number |  | |
| **1.2** | Name of business/organisation as it appears on the Rural Payments System |  | |
| **1.3** | Single Business Identifier (SBI – 9 characters) |  | |
| **1.4** | Business/organisation address, including postcode |  | |
| **1.5** | Applicant name  (Title, first name, surname) |  | |
| **1.5a** | Gender | select the answer | |
| **1.6** | Email address |  | |
| **1.7** | Applicant mobile telephone number |  | |
| **1.8** | Business/organisation telephone number |  | |
| **1.9** | Have there been any changes to the applicant business details since you completed the initial application on the online checker?  (If ‘No’ proceed to question 1.10. If ‘Yes’ please explain below what they are and why they have occurred) | select the answer | |
| **1.9** additional information: | | | |
| **1.10** | Using the most recent financial accounts for your business / organisation, tell us your, turnover, balance sheet total and financial year end date  (You must provide the financial accounts for your business / organisation) | Turnover £: |  |
| Balance Sheet total £: |  |
| Date of Financial Year end date MM/YY: |  |
| **1.11** | Is the applicant business linked to any other business through shared ownership or control?  (If ‘No’, proceed to question 1.12) | select the answer | |
| **1.11a** | If ‘Yes’, provide the name of any linked businesses below  (You must provide latest financial accounts for all linked businesses) | | |
| **1.11a** additional information: | | | |
| **1.12** | Does the applicant business have any related, parent, subsidiary, partnership, joint venture businesses or operations based in Northern Ireland?  (If ‘No’, proceed to question 1.13) | select the answer | |
| **1.12a** If ‘Yes’, provide details of the business(es) or operation(s) below. | | | |
|  | **1.12a** additional information: |  | |
| **1.13** | Is the applicant business a member of a Fruit and Vegetable Producer Organisation (PO)?  (If ‘No’, proceed to question 1.14) | select the answer | |
| **1.13a** | If ‘Yes’, please provide the name of the PO: | | |
| **1.13a** additional information: | | | |
| **1.14** | 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 | |
| **1.14a** | If ‘Yes’ to any of the above, please provide details: | | |
| **1.14a** additional information: | | | |

## Section 2. Agent details

|  |  |  |
| --- | --- | --- |
| **2.1** | Have you used an agent, consultant or business manager to help send this application?  (If ‘Yes’, and you would like us to discuss the application with them on your behalf, please complete sections 2.2 to 2.7 below.  If ‘No’, please continue to Section 3) | select the answer |
| **2.2** | Name  (Title, first name, surname) |  |
| **2.3** | Agent’s business name |  |
| **2.4** | Agent’s address, including postcode |  |
| **2.5** | Contact email address |  |
| **2.6** | Contact mobile phone number |  |
| **2.7** | Contact landline phone number |  |

## Section 3. Business Details

|  |  |  |
| --- | --- | --- |
| **3.1** | Which of the following best represents the legal status of the business/organisation? | select the answer |
| **3.2** | Business Activity (select the option that best describes the main activities of the business from the list). | select the answer |
| **3.3** | Is this a new business or enterprise? | select the answer |
| **3.4** | Give the reference numbers that apply to the business in the boxes below  (Some or all may not apply to your business, if so please enter ‘N/A’) | |
| Companies House Certificate of Incorporation Reference Number |  |
| VAT Registration Number |  |
| Registered Charity Number |  |

## Section 4. Project overview

|  |  |  |
| --- | --- | --- |
| **4.1** | Project name (as provided on the Online Checker) |  |
| **4.2** | Project start date (date on which you intend to start the project and from which eligible expenditure will be incurred) | Click or tap to enter a date. |
| Project completion date (Date by which all project activity will be complete, all eligible costs invoiced and paid for and final claim submitted) | Click or tap to enter a date. |
| **4.3** | If the project is located at a different address to that at question 1.4, please give the location details, including postcode. |  |
| **4.4** | Tell us about your business.  What does your business do; how long has your business been trading; how has the project come about and why do you want to undertake the project; who will be involved in delivering or overseeing the project delivery and grant. (Try to use no more than 200 words in your answer) | |
| **4.4** additional information: | | |
| **4.5** | Tell us about your project.  What is your project; what are you going to buy and create with the grant funding; what will the project achieve. (Try to use no more than 200 words in your answer) | |
| **4.5** additional information: | | |

## Section 5. Project costs, funding and quotes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **5.1** | Total grant funded expenditure (£) net of VAT (Unless VAT is non recoverable) | |  | |
| **5.2** | Total grant funding sought (£) | |  | |
| **5.3** | Grant intervention rate requested (%) | |  | |
| **5.4** | Private match funding (£) | |  | |
| **5.4a** | Click the box(es) that apply to select the source(s) of your private match funding. If ‘other’, explain this below.  (You must provide evidence of the project ‘match funding’ you have identified and show us this is in place to start the project) | | own business funds |  |
| bank loan |  |
| overdraft |  |
| personal loan from family or friend |  |
| director’s loan |  |
| savings |  |
| other |  |
| **5.4a** additional information: | | | | |
| **5.5** | | Total non-grant funded expenditure (£) net of VAT (Unless VAT is non recoverable) |  | |
| **5.5a** | | How will you cover any non-grant funded costs? | | |
| **5.5a** additional information: | | | | |
| **5.6** | | Grant funding is paid in arrears. How will you make sure there is sufficient funding to pay the project costs before each grant claim is submitted? | | |
| **5.6** additional information: | | | | |
| **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) | | | |
| **5.7** additional information: | | | | |
| **5.8** | If you have provided less than the required number of quotes/references to catalogue listings/tenders for any of the project costs, please explain why and how you have assessed value for money (You must provide evidence) | | | |
| 5.8 additional information: | | | | |
| **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: | | | |
| 5.9a additional information: | | | | |
| **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 confirmation from the supplier of the second-hand item that meets our requirements) | | | |
| 5.10a additional information: | | | | |
| **5.11** | Have there been any changes to the project details or location of your project since you completed the Online Checker?  (If ‘No’, proceed to section 6) | | select the answer | |
| **5.11a** | If ‘Yes’, please explain below what they are and why they have occurred. | | | |
| 5.11a additional information: | | | | |

## Section 6. Other funding

|  |  |  |
| --- | --- | --- |
| **6.1** | Have you or the applicant business applied for or received any public sector funding for other water management activities or items, or for this project?  (if ‘No’, proceed to section 7) | select the answer |
| **6.1a** | If ‘Yes’, please complete the table below: | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Which organisation did you apply to?** | **If known, what is the name of the grant scheme or fund?** For example **LEADER** | **Details of the project funded or applied for** | **Amount of funding (£)** | **Date of funding award or expected decision** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Section 7. Permissions and consents

|  |  |  |  |
| --- | --- | --- | --- |
| **7.1** | | Will the project take place on rented / leased or tenanted land or premises?  (If the project will take place on rented / leased / tenanted land or premises refer to the guidance and provide the required documents) | select the answer |
| **7.2** | | Is planning permission required for the project?  (If ‘secured’ or ‘applied for and expected to have by 31 December 2022’, answer question 7.2a before proceeding to question 7.4. You must provide a copy of the full planning consent along with the approved plans/drawings)  (If ‘Not needed’, proceed to question 7.3) | select the answer |
| **7.2a** | | Provide the name of the Local Planning Authority (LPA) that dealt with your application and the planning reference number.  (Also provide the name of the planning website) | |
| **7.2a** additional information: | | | |
| **7.3** | | If the project involves construction/expansion of a reservoir, construction of a pump house or installation of an underground main that crosses a public highway(s), please explain why planning permission is not required.  (You must provide evidence of your discussions with the LPA to support this) | |
| **7.3** additional information: | | | |
| **7.4** | If the project will construct a reservoir, do you have an abstraction licence?  (If ‘Yes’ provide details in the Full Application Appendix Water Management Details tab. You must provide a copy of the licence). If ‘No’, explain why below | | select the answer |
| **7.4** additional information: | | | |
| **7.5** | | Please list any other permissions / consents that are required for your project and when they will be obtained. | |
| **Permission / consent required** | | | **Date has been / due to be obtained** |
|  | | |  |
|  | | |  |
|  | | |  |

## Section 8 Selection criteria

The answers you give in this section will help us to determine whether 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** | **Theme Details and Outputs** | |
| Answer the questions in this section to provide additional information on the answers you give in the Water Management Details tab of the Full Application Appendix. | | |
| **8.1.1** | In the Water Management Details tab at Question 2a or 2b, have you selected ‘other’ as your answer to ‘Crop Type’?  (If ‘Yes’, name the crop(s) below). (If ‘No’ proceed to question 8.1.2). | select the answer |
| 8.1.1 | | |
| **8.1.2** | In the Water Management Details tab at Question 7, have you indicated that the project will involve working in collaboration with other businesses – either formally or informally? This includes supplying water to neighbouring farmers.  (If ‘Yes’, explain the nature of the collaboration/partnership below) (If No’, proceed to question 8.1.3)  (Where water will be supplied to other businesses you must provide evidence of support for the project) | select the answer |
| 8.1.2 | | |
| **8.1.3** | In the Water Management Details tab at Question 8, have you indicated that the project will positively impact a SSSI?  (If ‘Yes’ explain what the impact will be). (If ‘No’ proceed to question 8.1.4).  (Provide any evidence to support your answer) | select the answer |
| 8.1.3 | | |
| **8.1.4** | In the Water Management Details tab at Question 9, will any new jobs be created in the applicant business because of undertaking the project?  (If ‘Yes’ provide details of the new jobs below)  (If ‘No’ proceed to question 8.1.5) | select the answer |
| 8.1.4 | | |
| **8.1.5** | If any of your responses in the Water Management Details Tab in the Application Appendix need further clarification, please provide it below. | |
| 8.1.5 | | |

|  |  |
| --- | --- |
| **8.2** | **Need for the project** |
| **8.2.1 Rationale for the grant request** | |
| 1. Explain why grant funding is required to enable your project to proceed: | |
|  | |
| 1. Explain what options you have considered in arriving at your preferred project: | |
|  | |
| 1. Explain what will happen to the project and the delivery of the direct project outputs if grant funding was not offered: | |
|  | |

|  |  |
| --- | --- |
| **8.3** | **Financial health and projections** |
| 1. Explain the forecasts you have entered in the Financial Impact tab of the application appendix and the assumptions you have used to calculate your forecasts. | |
|  | |
| 1. If you are an existing business, consider the project costs and income. Explain how the delivery of the project will impact financially on your existing business operations and once the project is operational. | |
|  | |
| 1. If you are a new business or self-employed, consider the project costs and income. Explain your financial capacity to successfully deliver the project. | |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **8.4** | **Project delivery** | | | |
| The table below lists possible risks that could impact upon the successful delivery  of your project.  Complete all columns in the table. Explain what you will do mitigate against the risk occurring and what steps you would take to keep the project on track if the risk does occur. | | | | |
| **Risks description** | | 1. **Chance of risk occurring** | 1. **Impact of risk** | 1. **Planned action to manage or mitigate against the risk or impact** |
| Delays or changes to project funding | | select the answer | select the answer |  |
| Unforeseen additional costs | | select the answer | select the answer |  |
| Delays to the project due to weather conditions | | select the answer | select the answer |  |
| The need to address any safety factors for the project | | select the answer | select the answer |  |
| Delays or difficulties with suppliers, contractors, labour or materials | | select the answer | select the answer |  |
| Lack of expertise in the business to deliver the project | | select the answer | select the answer |  |
| Excavation work reveals archaeological finds | | select the answer | select the answer |  |
| Excavation work reveals unsuitable soil structure | | select the answer | select the answer |  |
| Changes to the team managing the project and grant | | select the answer | select the answer |  |
|  | | select the answer | select the answer |  |
|  | | select the answer | select the answer |  |
|  | | select the answer | select the answer |  |

## Information and Evaluation

|  |  |  |  |
| --- | --- | --- | --- |
| **9.1** | **Project delivery** | | |
| 9.1.1 | | To ensure that we can continue to improve the effectiveness of the 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 use or a third party working on our behalf | select the answer |

**Please read the declaration and enter your details in the space below, then complete the supporting documents checklist to make sure that you provide all of the information needed to assess your application.**

## Declarations and signatures

|  |
| --- |
| **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 Rural Payments Agency straight away.  I understand that any information I supply may be used by public bodies or their appointed agents in connection with the Farming Transformation Fund and that I may be contacted from time to time, whether or not my application is successful.  I confirm that I am an eligible applicant as detailed in the Farming Transformation Fund Water Management Manual.  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 Farming Transformation Fund.  I understand that my business may be inspected, and I agree to give access, cooperate and provide any help needed. 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 RPA 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 make sure the information provided in this application is accurate.  I understand that if I knowingly make a false representation to obtain grant aid for myself or anyone else, I risk prosecution, the recovery of all grant payments, and exclusion from other schemes operated by the RPA  I understand that my 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 I submit in my application.  I declare that the monies from this grant will not be used to cross-subsidise any related, linked, parent, subsidiary, partnership, joint venture businesses or operations based in Northern Ireland. Funds from this grant will solely be used for the purposes of England business operations only.   |  | | --- | | **The declaration must be completed and submitted by someone holding 'Full' or 'Make Legal Changes' permission on the Rural Payments Service.**  By submitting and agreeing to the submission of the application form, you’ll be agreeing to the declaration.  When completing your declaration, you should be aware than in some cases grant support may be refused or withdrawn in full.  These are when RPA determine that:   * a serious non-compliance by the grant beneficiary has occurred * the grant beneficiary has provided false evidence * the grant beneficiary has failed to provide the necessary information due to   negligence  The withdrawal of grant support may be applied for the calendar year of notification plus the following calendar year. Support may also be refused for other grant schemes. Grant beneficiaries will be notified and will be able to query it if they don’t agree. | |  |  |  |  | | --- | --- | | **Applicant name** |  | | **Rural Payments email address** |  | | **Customer Reference Number (CRN)** |  | | **Date** |  |   **Important Information**  You should not start project activity, or enter into 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 make the project ineligible for support.  If you know 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. 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**  The Department for Environment, Food and Rural Affairs (Defra) is the data controller for personal data you give to RPA. For information on how we handle personal data go to [www.gov.uk](file://EARTH.GSI.GOV.UK/USER/SHARED/GROUP/CRM/Customer%20Comms%20Requirements%20Briefs/2021/21-001%20to%2021-099/21-068%20Farming%20Investment%20Fund/004%20FTF/6.%20FTF%20FA%20form%20%26%20appendix/Artwork/www.gov.uk) and search ‘Rural Payments Agency 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 Farming Transformation Fund 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 Farming Transformation Fund. 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 (for example, delivery partners) as part of your application, you must make sure that you tell those third parties about how you use this information and tell 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 anonymously.  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 RPA over this project you must enter complete the following declaration:   |  | | --- | | I authorise the person named at Section 2 to act on my/our behalf to liaise with the Rural Payments Agency over any future correspondence concerning this application and for all correspondence to be copied to the address provided in Section 2 of the application form. | |   **Applicant name Date**   |  |  | | --- | --- | |  |  | |

## Supporting Documents Checklist

Where applicable, you must submit the following documents with your application.

Read the guidance on ‘How to fill in a Full Application’ for more details on the supporting documents.

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | **Supporting notes** | **Click to confirm it is included** | **Applicant’s comments** |
| Application appendix | You must complete all tabs in the spreadsheet:  Water Management Details  Tab A – Financial Impact  Tab B – Costs & Suppliers  Tab C – Funding & Claims  Tab D – Project Milestones  Tab E – Water Outputs |  |  |
| For the applicant business:  Last 3 consecutive and most recent years of fullstatutory audited / unaudited accounts | Make sure your accounts are full sets. All pages are required, including profit and loss, balance sheet, cover, title and notes pages. |  |  |
| For any linked businesses:  Last three consecutive and most recent years of fullstatutory audited / unaudited accounts for any linked businesses | Make sure the accounts are full sets as shown above  If the applicant business is part of a group of companies (parent or subsidiary) please provide consolidated group accounts as well |  |  |
| For new businesses or self-employed applicants:  Latest tax returns, management accounts or an opening statement from an accountant that includes expected income and operating expenses | New businesses 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.  Self-employed applicants may not produce formal business accounts. |  |  |
| Appropriate consents and permissions:   * Copy of full planning permission **or** * Evidence that planning is not required * Tenancy agreement information * Any other consents required for the project | You must make sure that you have full planning consent for your project before submitting your application. Please see the guidance on ‘How to complete a Full Application’ guidance for the theme you are applying for at Question 7.2 for specific details of the requirements.  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. |  |  |
| Confirmation and evidence of project funding from each funder | 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. |  |  |
| The required number of quotes, references to catalogue listings or formal tenders for each item of expenditure | Each of these will be checked to make sure they meet the requirements set out in the ‘How to complete a Full Application’ guidance for the theme you are applying for.  If tenders have been obtained, provide a detailed specification of works that has been compiled by a professionally qualified external consultant, for example a Quantity Surveyor. |  |  |
| For any second hand item – confirmation from the supplier | Please see the guidance on ‘How to complete a Full Application’ guidance for the theme you are applying for at Question 5.10 for specific details of the requirements. |  |  |
| 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). |  |  |
| Water abstraction licence | You must make sure that you have the necessary Environment Agency (EA) abstraction approval for your project before submitting your application. Please see the guidance on ‘How to complete a Full Application’ guidance for the theme you are applying for at Question 7.4 for specific details of the requirements. |  |  |
| Plans/drawings  Copies of the final versions of plans/drawings for your reservoir as approved by the Local Planning Authority  **and/or**  A plan/drawing of the existing and proposed irrigation system | Make sure that these are the final approved versions, they are clear and either have dimensions shown or a scale provided to determine dimensions from the drawing. |  |  |
| Details and draft agreement between parties where a joint venture is proposed | If your project involves formal collaboration between two or more parties you need to provide a draft agreement, the heads of terms, and a letter or email of support from each business. We may ask to see a copy of the full and final signed agreement. |  |  |
| Letter(s) of support from any third parties where water is to be supplied to other growers | If you propose to work in collaboration with other businesses or supply water to other growers, you need to provide a letter or email of support from each business. This should be dated, provide contact details for the business, provide the name of each party, set out the agreement details and the term of the agreement. |  |  |