



Department
for Environment
Food & Rural Affairs

Countryside Productivity Small Grant

Hints and tips

This document was archived on 15 March 2018

Countryside Productivity Small Grant hints and tips when completing your online application

When filling in your form remember....

<p>Your details in the application form must be the same as the details held in the Rural Payments service</p>	<p>We use the email, Single Business Identifier (SBI), Customer Reference Number (CRN), permissions and business details registered in Rural Payments to make sure that you can legally apply for this grant on behalf of the business. As you have registered these details in Rural Payments using the GOV.UK Verify process, the details you give us on your application form must be the same.</p> <p>We also need to make sure that we have the correct contact details, for data protection purposes.</p> <p>You must check your Rural Payments record before you apply, to make sure the details are up to date.</p> <p>Remember – check that the details you have added to your application form match the details in Rural Payments</p>
<p>That your Customer Reference Number (CRN) is not the same as a Firm Reference Number (FRN)</p>	<p>The CRN is used to identify you as an individual. The FRN is used for firm details that are not required for this application.</p>

If you need to find....

<p>How to update Rural Payments</p>	<p>Guidance on updating details in Rural Payments can be found at www.gov.uk.</p>
<p>Your Customer Reference Number (CRN) number</p>	<p>This would have been sent to you when you first registered in Rural Payments. If you can't find it, you need to log into Rural Payments and then go into 'your business' and then click 'view and amend personal details'. The number will be shown on that page.</p>

If you have received a letter advising that your application didn't match Rural Payments remember to....

Check your details	Look at both Rural Payments and your application and ensure your email, Single Business Identifier (SBI), Customer Reference Number (CRN), permissions, address and business details match.
Reapply	Re-enter your application on the CP Small Grant Online Portal by the closing date of midday 14 March 2018.

What to do if....

Your actual purchase cost is less than the 'Standard Cost'	<p>The standard cost for each item is the actual fixed price which we'll pay grant towards. The amount won't change should the item be bought at a cheaper price, provided the item purchased meets the minimum specification set out in the handbook.</p> <p>Standard costs have been carefully researched and verified and it is unlikely that a significantly cheaper item will meet the minimum required specification. If you buy any item that doesn't meet the specification, no grant will be paid.</p>
You have applied for LEADER funding but want to apply under this scheme	Withdraw your application under LEADER and then submit an application under CP Small Grant. Please remember that there is no guarantee that you will be successful and you will have to meet all of the requirements set out in the applicant handbook.
You can't meet the minimum grant spend	<p>Don't purchase items that you will not use.</p> <p>All applicants sign up to the terms and conditions of the grant by submitting an application.</p> <p>We may ask for photos of the items purchased. It's important that you provide them if asked.</p> <p>Items must be available at an inspection or site visit to ensure that they are on site and fully working.</p> <p>If you are unable to evidence this, the claim will be rejected or grant recovered.</p>
You wish to buy one piece of equipment that does the job of two	<p>You can't purchase one piece of equipment which meets two specifications and claim for both items. We have set specifications and have established standard costs for all the items listed in this round of the small grant scheme.</p> <p>If the piece of equipment you want to purchase combines the functionality of several items listed at</p>

	Annex 3 to the handbook, you can only consider the piece of equipment as one of those items and only apply for that item. The other functions will be considered as taking the piece of equipment to a higher specification.
You decide not to buy all the items you have applied for	<p>If this is before the closing date, you can submit a new application and your old one will be automatically withdrawn.</p> <p>If after the closing date you are made an offer of grant, you must purchase all of the items in your application or you will not receive any grant.</p>
You buy an item which has additional features	You are able to purchase an item which is of a higher specification and is more expensive providing the item meets the minimum specification at Annex 3. However, the grant will only be calculated on the standard cost for that item and you will need to cover the cost difference yourself.

Agents applying on behalf of clients...

If your business address is in Rural Payments rather than your customer's, email cpsgenquiries@rpa.gsi.gov.uk with the customer's address

You should put your own Customer Reference Number (CRN) and email address on the application form, followed by the address of the applicant business.

Where this doesn't match the address details in Rural Payments (as you have entered your own address on there), it will be picked up by us during our checks and will be accepted.

However, if you have entered your own address in Rural Payments and also provide your own address on the application form, we will contact you so you can provide the applicant's address. If the application is successful, all invoices must be addressed to the applicant business.