Please give the details of the main contact in the business or organisation applying for the grant. This is normally a director or partner.

Section 1. LEP details

You will find all of this information in the LEP Directory in the RDPE Growth handbook

Local Enterprise Partnership (LEP) area where your project will be located

(Select from the list)

Type of grant

(Select from the list)

Call reference number

Section 2. Applicant details

Title

First name

Surname

Gender

(Select from the list)

Role in business/organisation

Business/organisation address and contact details

Name of business/organisation

Email address

Mobile phone

Landline phone

POSTCODE

TOWN/CITY

COUNTY

Section 3. Business/organisation details

Please give the details of the main contact in the business or organisation applying for the grant. This is normally a director or partner.

This is the main way we will contact you

(This is the main way we will contact you)

Key things to remember:

1. Expressions of Interest (EOI) must be submitted by email, as a Microsoft Excel attachment only. We cannot accept this form in any other format, such as PDF or hard copy.
2. Email the completed form to growthapps@rpa.gsi.gov.uk
3. If you are applying as an individual, please provide the EOI for the business you are applying on behalf of.
4. You can submit your application at any time before the deadline.

Please read the RDPE Growth handbook guidance carefully before completing this form: search ‘RDPE Growth’ on GOV.UK

Complete all the questions in the form – you can only skip a question if the instructions say so.

Expression of Interest Form


On 31 May 2018 Growth Programme calls closed to submission of new Expressions of Interest. Please do not use this form.

6 Please provide your Single Business Identifier (SBI) number if you are registered with Rural Payments. (Read the RDPE Growth handbook for guidance. The business name and address details we hold for this SBI must match those in questions 4 and 5 above)

If you do not have an SBI number, go straight to question 7.

Single Business Identifier __________________________ (SBI - 9 characters)

7 Which of the following best represents the legal status of the business/organisation? (Select from the list)

8 Business/organisation size (Read the RDPE Growth handbook to see how to calculate the size of your business. Select from the list)

9 Number of employees (Full-time equivalent (FTE)) (Read the RPDE Growth handbook to see how to calculate how many FTE employees you have)

10 Business activity (Please select the option that best describes the main activities of the business from the list)

Is this a new business or enterprise?

11 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

Registered Charity Number

VAT Registration Number

12 Age bracket of applicant __________________________ (Select from the list)

13 Complete the table below using the most recent financial accounts for your business/organisation. (New businesses should leave this section blank)

<table>
<thead>
<tr>
<th>Business financial year end date</th>
<th>Turnover (£)</th>
<th>Balance sheet total (£)</th>
</tr>
</thead>
</table>

14 Are you or your business linked to any other business? (Read the RDPE Growth handbook for the definition of a linked business. Select from the list)

If 'Yes', please provide details of the linked business(es) including details of the number of employees, turnover and net assets.

<table>
<thead>
<tr>
<th>Name of business</th>
<th>How is the business linked</th>
<th>Total FTEs in linked business</th>
<th>Turnover of linked business (£)</th>
<th>Balance sheet total of linked business (£)</th>
</tr>
</thead>
</table>

15 Are you a farming, horticultural or forestry business? (select from the list)

If 'Yes', please complete this section (if 'No' go straight to question 16)

a) Agriculture

Area of farm (Hectares)

Livestock

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bovine animals</td>
<td>(Give the average number on the farm at any one time)</td>
</tr>
<tr>
<td>Below 6 months</td>
<td></td>
</tr>
<tr>
<td>From 6 months to 2 years old</td>
<td></td>
</tr>
<tr>
<td>Male, 2 years old and over</td>
<td></td>
</tr>
<tr>
<td>Heifers, 2 years old and over</td>
<td></td>
</tr>
<tr>
<td>Dairy cows</td>
<td></td>
</tr>
<tr>
<td>Other cows, 2 years old and over</td>
<td></td>
</tr>
<tr>
<td>Sheep and goats</td>
<td></td>
</tr>
<tr>
<td>Pigs</td>
<td></td>
</tr>
<tr>
<td>Breeding sows weighing over 50 kg</td>
<td></td>
</tr>
<tr>
<td>Other pigs</td>
<td></td>
</tr>
<tr>
<td>Poultry</td>
<td></td>
</tr>
<tr>
<td>Laying hens</td>
<td></td>
</tr>
<tr>
<td>Other poultry</td>
<td></td>
</tr>
<tr>
<td>Equine Animals</td>
<td></td>
</tr>
<tr>
<td>6 months old and over</td>
<td></td>
</tr>
</tbody>
</table>

Agricultural cropping

<table>
<thead>
<tr>
<th>Crop</th>
<th>Area in hectares</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grass</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

On 31 May 2018 Growth Programme calls closed to submission of new Expressions of Interest. Please do not use this form.
b) Horticulture
Area of nursery (Hectares)

<table>
<thead>
<tr>
<th>Field grown crops/plants</th>
<th>Area in hectares</th>
<th>Protected crops</th>
<th>Area in hectares</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>0.0</td>
<td>TOTAL</td>
<td>0.0</td>
</tr>
</tbody>
</table>

c) Forestry
Area of woodland (Hectares)

16 Fruit and Vegetable Producer Organisation (PO) (Is your business part of a recognised fruit and vegetable Producer Organisation? Select from the list)

If ‘Yes’, please confirm the name of the PO in the box below

17 Previous grant funding received

Have you received any public sector funds since 2007? (Read the RDPE Growth handbook to check what this includes).

If ‘Yes’, please provide the name of the fund of any previous and existing public and European funded projects that you or your business have received. This does not include Single Payment Scheme or Basic Payment Scheme payments.

<table>
<thead>
<tr>
<th>Source of funding</th>
<th>Was this industrial De minimis?</th>
<th>Details of the project funded</th>
<th>Amount of funding (£)</th>
<th>Date of funding award</th>
<th>End date of project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Example: The project was to construct a new carrot grading facility which included building works and machinery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 4. Agent details

18 Is an agent, consultant or a business manager completing this on behalf of the business? (Select from the list)

If ‘Yes’ please provide the agent, consultant or business manager details below:

19 Title
First name
Surname

20 Agent’s business name

21 Agent address and contact details

TOWN/CITY
COUNTY (Select from the list)
POSTCODE (Capitals only and a maximum of 8 characters - use this format: AB12 3YZ)

Landline phone
Mobile phone
Email address

On 31 May 2018 Growth Programme calls closed to submission of new Expressions of Interest. Please do not use this form.
Section 5. Project details

22 Project name

23 Brief project description / summary

What is the project? (Ideally, keep to a maximum 50 words) Please start with ‘This Project will…’

24 Location/address for the project

a) Location of the project

Will the project be located at a specific postcode? (Select from the list)

If ‘Yes’ move to 24(b). If ‘No’ please explain why in the box below and move to 24(c).

b) If you answer ‘Yes’ to the question above, 24(a), is the location of the project at the same address as at A5? (Select from the list)

If ‘No’ please provide your project address and postcode below.

[Fields for TOWN/CITY, COUNTY, POSTCODE filled in with information]

(c) Specific designations of the project location

Is the project located in one of the following? (Select from the list) Please do not leave the boxes blank.

Nitrate Vulnerable Zone (NVZ) - Farm businesses only

Site of Special Scientific Interest (SSSI)

Catchment Sensitive Farming Area (CSF) - Farm businesses only

Food Enterprise Zone

On 31 May 2018 Growth Programme calls closed to submission of new Expressions of Interest.

Please do not use this form.
### Project costs

Indicate the types of costs included in the total project expenditure in the table below. All costs should be net of VAT unless you are including irrecoverable VAT in your eligible project costs.

<table>
<thead>
<tr>
<th>Type of cost</th>
<th>Grant rate %</th>
<th>Eligible project expenditure</th>
<th>Date expenditure will be incurred</th>
<th>Grant requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant funded project costs</td>
<td></td>
<td></td>
<td></td>
<td>£0.00</td>
</tr>
<tr>
<td>Non grant project costs</td>
<td></td>
<td></td>
<td></td>
<td>£0.00</td>
</tr>
</tbody>
</table>

The figures below are automatically calculated when the project costs and grant requested figures are input above. Please check that they meet the minimum and maximum requirements for the call for applications.

- **Total project costs**: £0.00
- **Total grant funded project costs**: £0.00
- **Total grant request**: £0.00
- **Total intervention rate %**: 0.0%

### VAT

Do you intend to include VAT within your project costs and grant request? (Select from the list)

- If yes, please explain why. Read the ‘How to Apply’ guidance on whether you can include VAT.

### Project match funding

Explain where other non-grant funding will come from (own funds, bank loan, private loan, overdraft etc.).

### Key dates

Complete the table with the key dates for your project. Read the RDPE Growth handbook for guidance.

- **Full application submission date**: (Date when you will submit your full application if your EOI is successful)
- **Project start date**: (Date on which you intend to start the project and from which eligible expenditure will be incurred)
- **Project completion date**: (Date by which all project activity will be complete, all eligible costs will have been invoiced and paid for and final claim submitted)
Section 6. The business case

29 Aim and objectives for your business
What will the project do for your business? What will it achieve? (Ideally, keep to a maximum 100 words)

Section 7. Justification

31 Need and demand
Describe the need for your project (ideally, in less than 500 words). What is the market opportunity for your business/organisation? Provide details of any other businesses offering the same or similar services or products as proposed by your project within your market area. Explain why your project will generate new trade, and not displace customers from these businesses.

Section 8. Outputs

32 List the outputs the project will deliver in its first 3 years following completion. (Overtype the examples below).

<table>
<thead>
<tr>
<th>Output</th>
<th>Total</th>
<th>Explain your outputs and how you have calculated them</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example - increase in turnover</td>
<td>£100,000</td>
<td></td>
</tr>
<tr>
<td>Example - number of FTE jobs created</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Example - number of new products generated</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
Section 9. Planning permission

33 If your project needs planning permission to proceed, please complete the table below to show the status of your planning permission.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes/No/NA (Select from the list)</th>
<th>Comments (include dates, planning reference number and Local Authority name if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is planning permission required for your project?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you submitted your planning application? (If not, give the date when you will submit your planning application in the comments box)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has your planning application been approved?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 10. Confidential Information

34 Tell us here if there is any information in this EOI that you wish to keep confidential from the LEP Area ESIF Sub-Committee and explain the reason why. Please note that we as a public body are bound by the Freedom of Information Act and may have to disclose information if requested.

35 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 us or a third party working on our behalf. (select from the list)

Declarations

Applicant’s Declaration

By submitting and/or agreeing to the submission of this application I hereby agree to the following 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 am required to provide additional information. If there is any change to the information I have provided, I will notify Rural Payments Agency without delay.

I understand that any information I supply may be used by public bodies or their appointed agents in connection with the Rural Development Programme for England and that I may be contacted at any time to discuss whether or not my application is successful.

If applicable, I confirm that I am a farmer as defined in Article 4 of Council Regulations (EC) 1307/2013, and as referred to in the BPS Guidance.

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 Rural Development Programme for England.

I understand that my business may be inspected and I agree to give access, cooperate and provide such assistance as is required. I confirm that I have disclosed details of all business interests held by any members of this business.

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 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 ensure the accuracy of the information provided in this application. I authorise the person(s) listed at section A19 to liaise with RPA regarding this application and to be copied in on any correspondence relating to this application.

Important Information

You should not commence 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 render the project ineligible for support.

If you know or believe you have made 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/EU. 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
Your information will be stored and processed in accordance with the Data Protection Act 1998 (DPA). Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. For more information visit our Web site at https://www.gov.uk/government/organisations/rural-payments-agency/about/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 Rural Development Programme for England 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 Rural Development Programme for England. 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 and application and evaluation of grant funding is also subject to audit and review by both internal auditors who may need to access the information you submit in your application.

If you supply personal information relating to third parties (e.g. delivery partners) as part of your application, you must ensure that you inform those third parties about how you use this information and inform 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 any other government bodies for the purpose of statistical analysis, it will be shared on an anonymised basis.

We will not hold your information for longer than is necessary. We hold the majority of your information for a minimum of 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.

On 31 May 2018 Growth Programme calls closed to submission of new Expressions of Interest. Please do not use this form.