



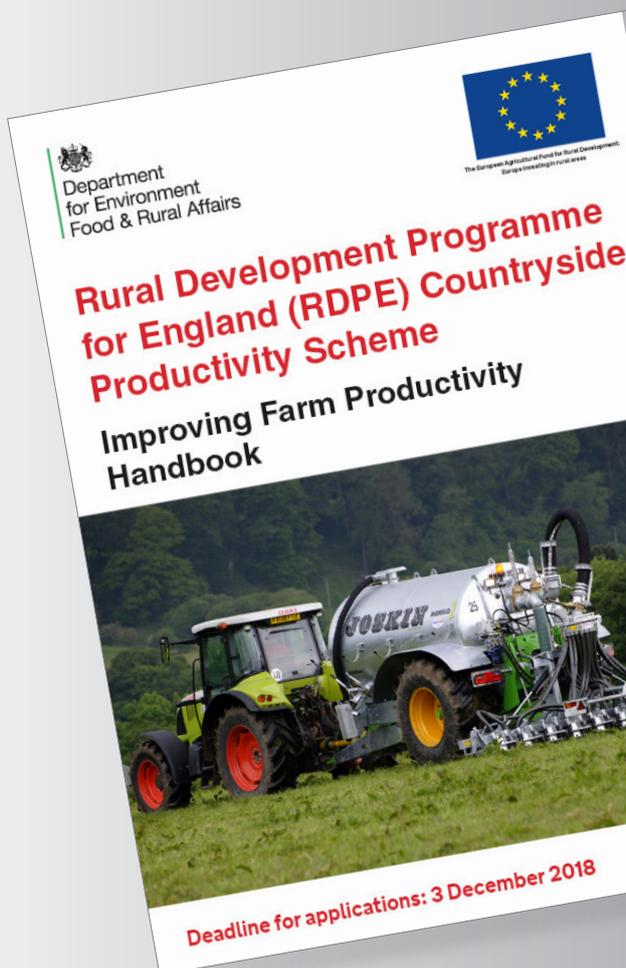
Department  
for Environment  
Food & Rural Affairs



The European Agricultural Fund for Rural Development:  
Europe investing in rural areas

# RDPE Countryside Productivity Scheme

## How to fill in an Improving Farm Productivity application



Rural Payments  
Agency

Rural Development Programme for England (RDPE) (2014–2020)  
RDPE Countryside Productivity Scheme

### Improving Farm productivity Application Form

Please read the 'How to fill in an improving farm productivity 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. Don't submit your application until you have one.
- Send the completed **Word application form** to us by email along with the completed **Excel application appendix**. We can't accept scanned copies or PDF versions of these forms.
- Send a signed paper copy of the application form to the office nearest to where your project is (you can find the address details in the RDPE Improving Farm Productivity handbook).
- You must submit all the supporting documents which apply to you as set out at the back of this form. You can submit these electronically or in hard copy format.
- Complete all sections below.

#### Section 1. Applicant overview

Please make sure the details here match those in Section 2 of the 'application details' tab in the application appendix.

1.1	Name of business/organisation	
1.2	Applicant name (Title, first name, surname)	
1.3	Email address	

**Deadline for applications: 3 December 2018**

# Top tips for applicants

Before you start your application, here are some important reminders...

## **Productivity**

The main aim of the RDPE Countryside Productivity scheme is to improve farming and forestry productivity. Tell us how your project will help do this.

## **Sell us your idea**

Explain really clearly what your project does and how it will benefit the economy. It's hard for us to justify giving you a grant if we don't understand your project.

## **Show us what the funding will mean to the success of the project**

We're obliged to invest public money carefully. We're looking for viable, growing businesses. If you can show us that your project is good value for money, and that you're planning to use the grant money to improve your project, you're more likely to get the grant.

## **Do the market research**

You have to show that there is real need for what you want to do or you're unlikely to get a grant.

# RDPE Countryside Productivity Scheme: How to fill in an Improving Farm Productivity application

Before you fill in the form, read the RDPE Improving Farm Productivity handbook. It explains:

- who can apply
- what the grant money can be used for
- what costs are eligible and ineligible
- how to apply
- how long the process will take

**You must make sure that your business is registered with the Rural Payments service and has a Single Business Identifier (SBI).** We won't be able to process your application without this. If you need more advice about how to get an SBI, please call RPA on 03000 200 301.

You will need to complete 2 forms to make your application:

- a Microsoft Word application form (see Part A for guidance on how to fill this in)
- a Microsoft Excel application appendix (see Part B for guidance on how to fill this in)

Make sure that you provide all your answers and information on the forms – there is no need to provide separate documents or a business plan containing your answers.

## **Improve your chances – explain things clearly.**

It will help your application if you explain your project clearly. Tell us exactly what you're doing, why it's good for your business, how and where you're doing it and who will benefit from it.

## **When to send your forms**

You can apply any time before 3 December 2018. If we haven't received both parts of your electronic application by then, we will reject it. (RPA does have the right to change that date – search 'RDPE Countryside Productivity' on GOV.UK to see if it has changed.)

## How to send your forms

You must email your forms to CPApps@rpa.gsi.gov.uk

Save your application form as a Microsoft Word document and your application appendix as a Microsoft Excel document in the 1997-2003.xls format.

Attach them to an email and send it from the email address you give us in Section 1 of the application form. If an agent or consultant sends the form for you, they must copy you into the email (using the email address you give us in Section 1).

Your completed Word application form must be printed and signed before you post it to the nearest address to your project as shown in the RDPE Improving Farm Productivity handbook. You can either email your supporting documents with your electronic application form and appendix or send them by post with your paper application form.

Please note that we can't accept electronic applications submitted in other formats other than Word and Excel. We won't accept hand written, scanned or PDF application forms.

We're unable to return any supporting documents so please send copies with your application and not originals.

## If you don't have Microsoft Excel

You can use free Open Office software to complete the application appendix – as long as you save it in the Microsoft Excel (.xls) format. To do this:

- select 'Save as' when saving the application form. The 'Save as' box will open
- select the format for the document in the 'Save as type' box. Select the format type – Microsoft Excel 97/2000/XP/2003 (.xls)
- click 'Save'.
- a dialog box may open asking you to 'Confirm file format'. If that happens, select 'Confirm'

# Part A: Filling in the Word application form

You must fill out every section on the form, unless the instructions say you can either type 'N/A' or move to the next question.

## Section 1 – Applicant overview

Please provide details of the business or organisation applying for the grant. If you're a sole trader, give us your details. If you're filling out this form on behalf of a bigger business or organisation, we'd normally expect you to be a director or partner.

Please make sure that the details you give here exactly match those you give at Section 2 in the 'Application Details' tab of the application appendix.

**Question 1.1:** Tell us the full name of your business or organisation. This is the name used on your annual financial accounts and/or your business bank account.

**Question 1.2:** Give your title, first name and surname.

**Question 1.3:** Please give the email address we should use to contact you if we have any queries about your application. This should be your email address and not the one for your agent or manager, which you can give in the 'Application Details' tab of the application appendix.

We'll use email as our main way of contacting you. Please provide an address that you check regularly.

## Section 2 – Project overview

**Question 2.1:** Please give the name of your project to be included in correspondence and in any publicity. This should be concise and clear, and preferably no more than 50 characters. Ideally, it should be your business name and 3 or 4 words describing the project for example A Smith and Son: purchase of robotic weeding equipment.

This should be the same as the project name you give at question 20 in the 'Application Details' tab of the application appendix.

**Question 2.2:** We want to understand how your business has developed and how and why the proposed project has been identified. What is the history to the business and how does this project fit within future plans?

If your business is not yet trading or has been trading for less than 2 years, explain the business structure and describe what stage it's at in terms of establishment and growth.

**Question 2.3:** Tell us more to help us understand the nature of the project. In a maximum of 500 words, please describe what the project is, what it will do and what it will achieve. Tell us exactly what you are going to do, buy, build, install or create with the grant funding.

The answer you give here should expand on the brief description of the project given at question 21 in the 'Application Details' tab of the application appendix.

### Section 3 – Project costs, funding and quotes

You should complete Tab B 'Costs & Suppliers' and Tab C 'Funding & Claims' in the application appendix before answering these questions. **Please make sure the figures match between the form and the spreadsheet.**

**Question 3.1:** Enter the total cost in £. This is the total eligible expenditure that you are applying for grant funding for and shouldn't include other costs that you have identified as 'non-grant funded expenditure' at 3.5. This should be the total net cost, unless your business is unable to reclaim full VAT and you wish to include VAT in your grant request. For further guidance on VAT, see question 3.7 below.

**Question 3.2:** Tell us how much grant you are applying for in £ (this should be to 2 decimal places for example £65,000.00). Remember the minimum grant you can apply for is £35,000.00.

**Question 3.3:** Enter the grant intervention rate you require in %. This will be calculated using total grant funding sought / total grant funded expenditure x 100. You must use a single intervention rate for all items listed on Tab C 'Funding & Claims' in the application appendix

**Question 3.4:** Enter the total amount of match funding required for the project in £ (grant funded expenditure only).

The maximum amount of public money in a project is limited by the maximum intervention rate as set out in the RDPE Improving Farm Productivity Applicant handbook. For example, if the maximum intervention rate is 40%, this can either be requested in full from RDPE, or 20% from RDPE and 20% from other public funds such as Big Lottery, Local Authority, other Government or European Grants. You must fund the remaining 60% of the project costs with private money, such as business savings or a bank loan.

**Question 3.5:** Enter the total cost in £. This is the expenditure that you're not applying for grant funding for but is still required as part of your project.

**Question 3.6:** There are 3 points you will need to explain here:

1. how you're proposing to fund the project costs not covered by grant (match funding)
2. how you'll cover any non-grant funded expenditure
3. how you'll make sure there is sufficient funding in place to pay the project costs in full before each grant claim is submitted, allowing time for it to be processed and paid. For example, is there capacity within your overdraft facility or normal business cash flow?

Describe the sources of all project funding you've secured or have conditional agreement for (subject to grant being awarded for the project).

You'll need to provide evidence of the match funding part (point 1 above) with your application. This could be an email, letter or copy of the commercial loan agreement to support this, which must show:

- where the funding is coming from (a named person or organisation)
- how much the funding is for
- that the amount is sufficient to fund the project
- who the funding is being offered to
- the date of the offer

If you're funding the project from other sources, such as savings, personal loans from family/friends, directors loans or cash reserves within the business you must also be able to demonstrate where it is coming from, how much it is for and that it is sufficient to help fund the project. For example, a bank or building society statement that shows the funds are available to the business would be acceptable evidence. If the funding for the project is part of a larger mortgage or loan, please explain how you'll be able to make use of this facility and demonstrate that there are sufficient funds available for the project.

Please remember that grant funding is paid in arrears and you must demonstrate that you have enough funding in place to fund the entire cost of the project until grant funding is received.

**Question 3.7:** Where VAT can be recovered from HMRC, it shouldn't be included in your project costs. If you've included VAT in your project costs please explain why it isn't recoverable. This would normally be if your business were not VAT registered.

If you are including VAT in your project costs and grant request, you'll need to provide a letter from HMRC or from a professionally qualified independent accountant to confirm that you aren't VAT registered or are making exempt supplies.

A professionally qualified accountant is defined as: a member of Chartered Institute of Management Accountants (CIMA) or Consultative Committee of Accountancy Bodies (CCAB) constituent bodies or Institute of Chartered Accountants in England and Wales

## How to fill in an Improving Farm Productivity application

(ICAEW), Association of Chartered Certified Accountants (ACCA), Chartered Institute of Public Finance and Accountancy (CIPFA), Institute of Chartered Accountants of Scotland (ICAS), and Chartered Accountants Ireland (CAI).

This table may help you decide whether you can include VAT in your project costs or not.

Status	Outcome
You are registered for VAT and making regular returns of VAT to HMRC	You will NOT be able to include VAT in your project costs or grant request because it is recoverable in full on VAT returns
You are not registered for VAT because your business is below the threshold for supplies	You will be able to include VAT in your project costs and grant request provided this status can be verified
You are not registered for VAT because you opted to join the Agricultural flat rate scheme instead	You will NOT be able to include VAT in your project costs or grant request because the flat rate scheme you have chosen to join is a simplification instead of registering for VAT. The terms of the scheme mean that you receive compensation for not being able to recover VAT paid by your business by retaining a Flat Rate Addition (FRA) added to sales invoices in respect of supplies made to VAT registered customers
You are registered for VAT but you have also opted to join a flat rate scheme	You will NOT be able to include VAT in your project costs or grant request because the flat rate scheme you have chosen to join is a simplification which compensates you for not being able to reclaim input VAT. In addition, you are able to reclaim input VAT on certain capital assets costing over £2,000 through your VAT returns
You are registered for VAT and making exempt supplies meaning that not all VAT paid can be recovered on returns of VAT to HMRC	You may be able to include SOME of the VAT in your project costs or grant request providing the extent to which your business cannot recover VAT can be verified

**Question 3.8:** You must provide the required number of quotes, tenders or references to catalogue listings for every item included in your application to show how you'll get best value for it.

You must provide details of all the evidence of costs on Tab B 'Costs and suppliers' in the application appendix. This table explains how many quotes, catalogue references and formal tenders are required, depending on the value of an item.

Value of item or service	How to show value for money
£1,500 or less	2 quotes or references to 2 catalogue listings (including online suppliers)
> £1,501 to £10,000	3 quotes or references to 3 catalogue listings (including online suppliers)
> £10,001 - £50,000	3 quotes or 2 quotes and a reference to a catalogue listing (including online suppliers)
> £50,001 or more	3 quotes or 3 formal competitive tenders* where required

\*these are viewed as quotes that suppliers put together within an identified timeframe and that follow a detailed and itemised specification provided by the applicant

If you haven't provided the required number of quotes, references to catalogue listings or tenders for any item included in your project costs, please explain why. Are there no other suppliers available, either domestically or globally?

You also need to explain how you've assessed that the cost of the item represents value for money and provide evidence of this with your application.

All quotes or tenders **must:**

- come from different, independent suppliers who aren't linked to each other or to your business through shared ownership or control
- be sourced independently by you or your agent. A supplier can't source quotes from other suppliers on your behalf
- meet the detailed requirements set out below:
  - include a detailed and itemised breakdown of costs
  - include the supplier's business name, address (including postcode) and telephone number
  - be comparable with each other in terms of quality, size, quantity, units and specification for every item
  - have been obtained within the last 9 months and still be valid
  - be addressed to the applicant business or agent (containing the business name, business or project address, if different, and postcode). If the quote is addressed to your agent, it must clearly reference the project and its location

If the quotes or tenders don't meet the requirements shown above you may need to submit revised quotes or tenders that do. Ultimately, we may remove the item from consideration if valid quotes or tenders don't support it.

### **Cheapest quote**

We expect applicants to use the best value quote – that means getting the best value on the market and so you're expected to use the cheapest supplier for each project item. Where a more expensive quote has been selected, we'll base any grant on the value of the cheapest quote only. You can still use a more expensive supplier but will be expected to fund the difference in cost yourself.

**Questions 3.9 and 3.9a:** Choose 'Yes' or 'No' and explain whether you or your business is connected in any way or has an association with any of the businesses providing quotes for the project items.

If your answer is 'Yes', you must identify the suppliers and explain the connection. This includes links through ownership or any other association, for example the supplier business is owned by a family member or by an employee of your business.

It's important that you declare this to us. If you don't tell us about an association with a supplier we may refuse funding.

**Questions 3.10 and 3.10a:** Please choose 'Yes' or 'No' to tell us if your project includes any second hand items. If your answer is 'Yes', you must provide details of any project items that you intend to purchase second hand and why you wish to do this.

When you request quotes for the second hand item, you'll need to ask the supplier to confirm the following points (provide a copy of the email or letter with your application):

- detail of the origin of the item and if possible, confirmation that during the previous 7 years the item hasn't been purchased with public funding. If you can't get this confirmation from the supplier you should make your own enquiries and provide us with a declaration to confirm that to the best of your knowledge, the item hasn't previously been grant funded
- that the item meets health and safety legislation
- that the item doesn't cost more than the market value for new equipment
- that the item is operational and fit for the purpose of the project as described by you to them when you get the quote

You'll need to confirm that the item specification is equal to or better than a new equivalent version, that it meets the requirements of the project and is expected to last for the duration of any grant agreement that might be offered to you.

You'll also need to confirm that the description given to the supplier was consistent with the purpose for the project as set out in your application (supply the email you send to all prospective suppliers asking them to provide a quote that sets out what you want to use the equipment for).

If you can't obtain the supplier confirmation with the quote, you must explain why and tell us how you know that the item will meet the criteria as set out above. What other evidence do you have? Please bear in mind that if you don't provide confirmation from the supplier that meets these requirements before claiming any grant, we can't make payment.

If your second hand item is no longer available at the time we approve your application, you can ask to use a different supplier. You'll need to provide the confirmation from that supplier as set out above with the new quote.

You don't need to get 3 quotes for second hand items. You can submit 1 quote for the second hand item and 2 further quotes for new items as long as the item specifications are similar and the cost of the second hand item is cheaper than the cost of a new item.

### Section 4 – Permissions and consents

**Question 4.1:** Confirm here whether the project will take place on land or in premises that are rented, leased or tenanted by choosing 'Yes' or 'No'.

If your answer is 'Yes', you'll need to provide details of your rental, lease or tenancy agreement including end dates of the current agreement, where applicable.

You don't need to send us a copy of the whole agreement but we may ask for it in the future. We'll need to see a copy of the sections showing the property address, tenant and landlord signatures and the tenancy term for fixed term arrangements.

If your application is approved and a fixed term arrangement is in place but has less than 6 years to run, you'll need to provide evidence that a new agreement is in place and provide the above details when your current agreement ends.

If you have an oral tenancy agreement, you should provide written evidence from your landlord confirming that you have security of tenure for at least 6 years. If this is difficult to obtain, then evidence of rent payments and/or estate correspondence and/or other documentation such as subsidy claims to show that you've occupied the land/premises before 1 September 1995 will be acceptable.

**Question 4.2:** Choose 'Yes' or 'No' to tell us if planning permission is needed for your project. **DO NOT** submit your application until full planning consent is in place. We can't process your application without it and you must provide a copy of the permission document with your application to show this. You must make sure that the planning consent is consistent with the proposed end usage as set out in your application.

Please also provide a copy of the plans/drawings that were approved as part of the planning consent. We'll use these to confirm that the details shown on the plans match those in your application and that any specific requirements are met.

This is a competitive scheme and we can't assess applications or commit funds to projects that are dependent on planning permission to proceed.

**Question 4.2a:** We may need to check the planning documents and plans with those held on the Local Planning Authority (LPA) website. To help us do this, please give the name of the LPA that dealt with your application, the planning reference number and the name of the planning website where details of your application and consent can be viewed.

**Question 4.3:** We'd normally expect planning permission to be needed for all projects that involve installing slurry or digestate storage bags or multi stage digestate separation equipment. Where your project includes either or both of these but planning permission isn't needed, you must explain why and provide written confirmation (a letter or email) of this from your LPA.

**Question 4.4:** Use the table in the application form to list any other permissions or consents needed for your project. For example, these could include approval required from the Environment Agency (EA) to install slurry or digestate storage bags on your farm.

## Section 5 – Theme specific questions

**Question 5.1:** Choose the items you're applying for grant funding towards by clicking one or more of the boxes. The full lists of eligible items that can be funded by this grant are listed at pages 21 and 22 of the RDPE Improving Farm Productivity handbook.

If you're applying for grant funding towards a heat distribution network that is linked to an installation accredited under the Renewable Heat Incentive (RHI), you must consult Ofgem guidance. This is to make sure that your installation's accreditation and eligibility to receive payments are not negatively affected by your proposed project. Please contact Ofgem directly to discuss, if required.

If you're applying for grant funding towards a storage facility to be used with a Feed-in Tariff (FIT) or Renewables Obligation (RO) installation you must consult Ofgem guidance. This is to make sure that your installation's accreditation and eligibility to receive payments are not negatively affected by your proposed project. Please contact Ofgem directly to discuss, if required

Remember that if you are applying for slurry/digestate umbilical systems or tankers you must have, or be applying for, precision and low emission application equipment. If you are already using any of these items, you must provide evidence to show this.

**Question 5.2:** Tell us if you're applying for an electrical battery storage system and if you are, complete questions 5.2a-e.

**Question 5.2a:** Tell us what type of electrical battery you're applying for, for example, lithium ion or lead acid. What is the storage capacity of the battery in kWh? You can usually find this information on the quote for the battery or in guidance from the manufacturer.

**Question 5.2b:** Tell us the total power output from all battery storage installations (proposed and any existing ones). You can determine this by adding together the maximum power output from all inverters (stated in the inverter specifications).

**Question 5.2c:** You must already have a renewable energy system in place if you are applying for this equipment (unless you are not connected to the Grid, in which case please contact us for advice). What is the annual generation capacity of the system in kWh? You can usually find this information on your 'MCS installation certificate' that was issued when you registered for the Feed-in Tariff (FIT). You will need to send us a copy of this with your application.

**Question 5.2d:** Tell us your farms current annual electrical usage in kWh. This should include usage for the whole business, including any diversified activities, such as holiday letting units on site.

Fill in each box a) to c) to tell us:

- a) the total amount of electricity bought in annually (you will find this on your annual electricity usage statement issued by your electricity supplier)
- b) the amount of electricity generated on site, which can be found on your Feed-In Tariff (FIT) breakdown statement
- c) the amount of 'electricity exported', which can also be found on your FIT breakdown statement

Then calculate the total annual electricity used on your farm by adding a) and b) together and deducting c).

**Question 5.2e and 5.2e (i):** Choose 'Yes' or 'No' to tell whether you have any periods of peak demand during a 24 hour period.

If you select 'Yes', identify what this is for and during what periods of the day it occurs. For example, you might be a dairy enterprise operating the parlour between 6-9am every morning and 5-8pm each evening.

**Question 5.3:** Choose 'Yes' or 'No' to tell us whether you'll introduce any new processes, techniques or equipment to your business as a result of the project.

If you select 'Yes', identify what they are and explain how they'll improve the productivity of your business. What difference will they make?

**Question 5.4:** Choose 'Yes' or 'No' to tell us whether the project involves working in partnership or collaboration with another business or group of businesses.

If you select 'Yes', provide full details of what the arrangement is and if any formal or informal agreements are or will be put in place. Tell us who the other businesses are and what their relationship is with your business and with the project.

## Section 6 – Selection criteria

The information that you provide in this section will be assessed to see how well your project meets the criteria for the Improving Farm Productivity grant. It's important that

you answer each question as fully and clearly as possible so we can understand exactly how your project meets each criterion.

**Question 6.1.1:** There are 2 parts to this question and you'll need to answer both.

a) Environmental impacts.

Applicants should make sure that the project activity doesn't have adverse effects on the environment. Possible negative impacts should be minimised and any positive impacts should be enhanced wherever possible. Explain how any impacts have been taken into account in the design and delivery of the project.

Identify any environmental benefits that the project will deliver, achieve, and explain how any positive impacts will be maximised. For example, positive environment impacts resulting from the use of energy efficiency equipment could include reduction in usage of mains electricity and more efficient use of any renewable energy produced on farm. This would lead to enhanced environmental resilience of your farming operation through reduced carbon emissions, reducing the impact of climate change.

The use of robotics may enable chemicals to be applied more accurately or could optimise crop picking and result in less wastage.

Slurry and digestate management equipment could result in more accurate applications. This could reduce the risk of pollution through over application and minimise the use of artificial fertilisers.

Negative environmental impacts could include visual impact (using slurry bags and separators), significant increases in traffic, pollution (including noise and dust) and impacts on wildlife habitats and biodiversity.

Describe what actions will be taken to mitigate or minimise these impacts for example, tree planting to screen development, environmental or natural habitat enhancements, using an on-site renewable energy source (such as solar panels or wind turbines) to power equipment, offsetting environmental areas, road improvements etc.

b) Equality and diversity impacts.

Explain how you've considered any equality and diversity impacts and how they've been taken into account in the design and delivery of the project. What steps have you taken to understand the potential impact, both positive and negative, of the project on different equality groups including race, gender, age and disability? Equality should be integrated into all aspects of project planning, development and implementation.

**Question 6.2:** The number of outputs, jobs and wider outcomes that you describe at 6.2.1 and 6.2.2 should match the details you enter onto Tab D 'Project Milestones' and Tab E 'CP Outputs' in the application appendix.

We must make sure that any grant we offer achieves value for money. Your answers to this section will help us assess this. Projects that don't create any outputs or outcomes or won't offer value for money won't be supported.

Please explain how you have determined the number and type of outputs that the project will achieve. How have you decided that the type and number of outputs are relevant and appropriate for the project?

**Be realistic in your forecasts, as we'll expect to see evidence that all outputs, benefits or wider outcomes you propose have been achieved. Where evidence isn't available or where a project fails to deliver agreed outputs and results, repayment or withdrawal of grant may be considered.**

**Question 6.2.1:** Outputs are the actual and real benefits that will result from your project which are used to show its success – you must be able to measure them. Examples of standard outputs from an improving farm productivity project include:

- number of new jobs created
- increase or decrease in the wage bill
- Number of new techniques (new piece of technology or process introduced to the business)

Where you'll create Full Time Equivalent (FTE)\* jobs in your business as a direct result of the project, explain what each role is and the skill level of that role. For example, what qualifications, skills and training are required to carry out the role? Explain how you've decided that these qualifications and skills are needed for that particular role. Tell us when you expect the job will be filled.

\*1 FTE is a minimum of 30 hours per week. For example, a person working 15 hours a week would be 0.5FTE and a person working 30 hours a week for 3 months would be 0.25FTE. FTEs include business partners and directors.

Please provide the current baseline situation in the application appendix and your forecast targets should build on these figures. Provide annual targets on a year by year basis, not cumulatively.

**Question 6.2.2:** As well as scheme specific outputs listed above, the project may deliver additional measurable outputs, benefits or wider outcomes to yours and other businesses or the rural or local economy. Please describe the additional project specific outputs or wider benefits and explain how they can be directly attributed to your project. **These should be listed on Tab D – Project Milestones.**

Examples of additional project specific outputs are:

- reduction in use of mains electricity (kWh)
- increased capacity to use renewable energy (kWh)
- reduction in use of artificial fertiliser per annum (tonnes)
- reduction in crop wastage per annum (tonnes)
- increased turnover per annum (£)
- increased net profit per annum (£)
- increased marketable yield per hectare (tonnes)
- reduction of input costs per annum (£)

Wider outcomes might include jobs, expenditure or income resulting outside of your business, for example, job creation within a business that will benefit from increased demand from your business.

Wider benefits might include impacts across other aspects of your business, for example, having greater energy security can aid longer-term business planning that moves away from reliance on mains electricity.

**Question 6.3.1:** There are 3 parts to this question and you need to answer each one.

- a) Tell us why the project needs grant funding for it to go ahead. You must provide a detailed rationale to justify the support of public funding. Explain how the project will deliver additional activity over and above what would otherwise be delivered.

We can't support projects that we consider will take place anyway without grant funding and you must show that the grant contribution to a project will enable it to go ahead.

- b) Explain what other options you've considered before deciding upon the proposed project.

Did you look at alternative project designs, funding packages, or location, timescales or scaling back other planned projects? For example, did you consider other sources of commercial funding? Explain who you have contacted to ask about funding. Explain why full funding for the project hasn't been secured and why the project requires grant support for it to proceed as proposed in the application.

- c) Tell us what will happen to the project and the delivery of the direct project outputs if grant funding wasn't offered.

How would this impact on project timescales, specification, and forecast achievement of outputs? For example, would the project go ahead but on a slower timescale? Would any of the outputs be delivered or would they be delivered over a longer timescale? Identify which specific project outputs would be affected.

**Projects that do not provide a reasonable and justified rationale for funding will not be supported.**

**Question 6.3.2:** This is a 2-part question and you need to answer both parts.

- a) Explain here why the project is needed. Why are you investing in robotic, energy efficiency or slurry/digestate management equipment? Why are you installing wavelength specific LED lighting?
- b) Will undertaking this project impact on any of your competitors or the wider markets you operate in? What impact would it have? We must make sure that your project won't have a negative impact on other producers in the UK.

**Question 6.4:** This is a 2-part question and you need to answer both parts.

We need to understand how the proposed project will impact financially on your existing business and the capacity within your business to manage this.

You'll need to fill in Tab A 'Cash flow forecast' on the application appendix to provide quarterly cash flow forecasts for the duration of the project (from when a grant is offered until your final grant claim is submitted). You'll also need to fill in Tab A1 'Financial Impact' to show the impact of the project on your future costs and income.

- a) Explain here the key assumptions you have used to complete the 2 tabs as set out above. How will you manage your cash flow to fund the existing business and the proposed project activity? You must make sure that your forecasts are realistic and achievable for the business.

Are there any relevant financial issues relating to the applicant business and the underlying business accounts you've submitted with the full application that you think we should be aware of?

- b) If you're a new business (haven't started trading yet or have been trading for less than 2 years), explain how you've the financial capacity to successfully deliver the project. This will need to be evidenced by at least one of the following supporting documents:
- latest tax returns, or
  - an opening statement from a professionally qualified independent accountant (see guidance at 3.7) that includes planned financing (loans or equity invested into the business), expected income and operating expenses, or
  - draft financial statements or management accounts showing financial performance during the early period of trading

**Projects that we consider will put the business at significant financial risk won't be supported.**

**Question 6.5:** Projects need to be managed within design, budget and timescale constraints. Fill in the table in the application form to identify the main risks to the project that you've considered might happen.

'Risks' are defined as events that are or could be foreseeable. Assess the chance of the risk occurring and its likely impact should it happen. Explain how you'll manage the risk or mitigate against it. Examples of risks that could affect the successful delivery of your project are:

- delays or changes to project funding
- delays to the project due to weather conditions
- delays or difficulties with contractors/suppliers
- robotic technology leading to possible performance issues (during initial set up stages)
- lack of expertise in the business to deliver the project

## Declarations

Please read this section and make sure that you're in agreement with and can meet the requirements set out in it. All business owners, partners or company directors must sign the declaration unless the main applicant or signatory is authorised to sign the form on their behalf. In this case, you must make sure the person who signs the declaration has the authority to do so as we may ask to see evidence of this.

Please make sure that the copy of the application form you post to us has original signatures on it and not scans or copies.

By submitting and/or agreeing to the submission of the application form, you'll be agreeing to the declaration. Please remember to sign the agent authorisation section if you want them to act on your behalf and liaise with us regarding your application.

When signing your declaration, you need to be aware that in certain scenarios 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 Rural Development schemes. Grant beneficiaries will be notified and will have the right of appeal against such a decision.

## Supporting documents checklist

All supporting documents that you need to send us to support your application are listed at the back of the application form. You need to review this list and click the box to confirm you've included the document with your application. There is a comments box for you to provide an explanation if necessary.

If we don't receive all of the supporting documents needed for your project, we won't be able to assess it. This may affect your project timescales.

If you don't provide these documents when we ask for them from you or they don't meet our requirements, your application may be rejected.

Please make sure your supporting documents meet the following requirements:

### **Application appendix spreadsheet**

Detailed instructions on how to fill in the application appendix are set out at Part B below. This must be fully completed and saved in the correct format.

### **Applicant business accounts**

We require the last 3 consecutive and most recent years of full audited or unaudited accounts.

You must make sure that you send a full set of accounts, including profit and loss, balance sheet and the cover, title and introduction pages. Include the pages that disclose all the Notes to the Accounts if there are any. Don't send 'abbreviated accounts' as these won't be accepted.

Please use the comments box on the application form to tell us if your business accounts don't meet these requirements. For example, some small businesses may not produce full sets of accounts but we'd still expect to see a profit and loss and balance sheet summary.

Please note that we can't accept 'Abridged Accounts' from small or micro companies and Limited Liability Partnerships (LLPs) as they don't contain fundamental information on turnover that we need to assess eligibility and financial viability. If you produce 'Abridged Accounts' you must provide a statement to accompany them which discloses turnover, cost of sales/direct costs and gross profit for the 3 most recent accounting periods. This statement must be endorsed by an independent and suitably qualified accountant.

### **New businesses or self-employed sole trader applicants**

If you don't have a set of accounts reporting at least 12 months trading performance, you'll need to provide your latest tax returns or management or draft accounts or an opening statement from an independent accountant that includes expected income and operating expenses.

### **Consents and permissions**

If your project needs planning permission, you must make sure that planning consent is granted before submitting your application and provide a copy of the full consent document (including plans) with your application. If planning isn't required, provide written evidence from your Local Planning Authority (LPA) that confirms this.

If you're a tenant, include the relevant sections from your agreement as set out on the form. If you've obtained any other consents or permissions for your project, forward copies to us.

### **Plans/drawings**

If you're installing slurry/digestate storage bags, you'll need to send us copies of the plans/drawings that have been approved by your LPA as part of your planning permission.

If you're applying for a heat distribution network, you'll need to provide a clear plan or drawing that shows the proposed distribution network.

### **Evidence of project funding**

You must provide evidence that match funding is in place or will be in place to cover the cost of the project not funded by grant.

This is required for each funder and the evidence must show who is providing the funding (a named person or organisation), the amount of funding being offered or

indicated, that it is sufficient to fund the full project costs, who it is being offered to and the date of the offer.

If you're not using commercial funding for the project, such as a bank loan or an overdraft, you must provide other evidence of your match funding. This could be a copy of your latest business bank statement for example, that shows there is sufficient cash in place or a copy of a statement for a savings account you intend to use.

Grant is paid in arrears in agreed stages and we expect you to make a maximum of 3 claims over the course of the project. You must show that you can bankroll the project and that you have sufficient funds to pay for the project costs until you get the grant payments.

If you buy an item for the project using lease or hire purchase, you must own the item outright before you can claim any money towards it. This means that before you claim any grant you must have paid all of the instalments and show that the title has passed to you.

### **Quotes or other evidence of costs**

Refer to the table at 3.8 to see how many quotes/references to catalogue listings/ tenders you need to provide for every project item. This also shows the requirements that the quotes you submit must meet.

The quotes, references to catalogue listings or formal tenders must prove that you'll get the best value when buying goods and services that you intend to claim for as part of the project.

All quotes, catalogue listings and tenders must be genuine and sourced from legitimate suppliers who are actively trading. Checks will be carried out to make sure that quotes, catalogue listings and tenders submitted to support an application have not been fabricated or manipulated in any way.

RPA will also check that there has been no collusion between suppliers or between the applicant or your agent and suppliers in relation to submission of supporting quotes or tenders.

Any attempt made to provide false or misleading information to RPA could lead to prosecution.

If the supplier is VAT registered and will be charging VAT, you must provide the suppliers VAT number if it is not on the quote.

If the supplier is a Limited Company, you must provide the company registration number if it's not on the quote. There is a space on Tab B 'Costs and Suppliers' in the full application appendix for you to use for this purpose.

We compare all quotes in £ sterling, so if you're providing quotes in another currency please convert these to £ sterling in your application. You can use this website for the conversion: InforEuro - Budget

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm)

Any fees, including non-sterling transaction fees, are not eligible for grant funding so you need to exclude these from the value being converted to £ sterling.

We expect the majority of applicants to be able to provide 3 quotes for each project item. For large scale and complex projects where you're proposing to use a formal tender process you must provide:

- a detailed estimate of costs with explanation of the basis for these with independent evidence, for example a fully specified and costed project plan compiled by a chartered Quantity Surveyor or person of similar professional standing
- the basis of any assumptions used

If you're proposing to use a formal tendering process, we recommend that you contact RPA to discuss this to make sure this is appropriate for your project and its timescales.

Any references to a catalogue listing must be sent as printouts or photocopies, and they should include:

- the date on which it was printed or copied
- the item description and the price
- the name of the company or catalogue
- the page number or webpage

### **Second hand items**

If you're proposing to purchase any project items second hand, you must get confirmation from the supplier of that item and send it to us with the quote. This must cover all of the points set out at 3.10.

### **Irrecoverable VAT**

Refer to the table at 3.7 to check whether you're able to include irrecoverable VAT in your project costs. If you think that you can, you must send us a letter from HMRC or an independent professionally qualified accountant that shows your VAT status and confirms that your business can't recover the VAT you've included in the project costs.

### **Photographs and serial numbers of existing equipment**

If you're applying for a piece of equipment that must have additional items included with it but you already have that item, you must send us clear photographs, along with their serial numbers. These will be checked during any future inspections.

### **MCS installation certificate**

If you're applying for an electrical battery storage system, you must send us a copy of your MCS Installation Certificate that was issued to you when you applied for the Feed-in-Tariff (FIT) accreditation.

### **Annual statement of electricity usage**

If you're applying for an electrical battery storage system, you must send us a copy of

your most recent electricity usage statements for your farm business that is issued by your energy provider annually.

### **Feed-In Tariff (FIT) breakdown statement**

**If you're applying for an electrical battery storage system, you must send us a copy of your FIT breakdown statement.**

### **Letter from Ofgem**

If you're applying for an electrical battery storage system, you must send us confirmation from Ofgem that your project will not affect your FIT accreditation.

### **Preliminary accreditation from Ofgem**

If you're applying for a heat distribution network linking to an existing RHI installation, you must send us preliminary accreditation from Ofgem for the changes to your system.

## **PART B: Filling in the Excel application appendix**

This is a Microsoft Excel spreadsheet that you must complete in full and send to us as an Excel attachment with your application email. There are 7 tabs for you to fill in:

- Application details
- A - Cash Flow Forecast
- B - Costs & Suppliers
- C - Funding & Claims
- D - Project Milestones
- E - CP Outputs

You should fill in each tab in the order shown above as the information you provide will feed into and prepopulate the data in other tabs.

### **Application details**

Please make sure that you answer every question. We won't be able to process your application without all of the information.

### **Section 1 - Theme details**

Tell us that you are applying for an improving farm productivity grant by selecting it from the list.

### **Section 2 – Applicant details**

Please give us the details of the main contact for this application. This should be the owner, a director or partner named in the business accounts. The applicant name you

give here must match that given at Question 1.2 in the application form.

We have to ask your gender and age range to meet EU rules. If you don't want to tell us, choose 'Prefer not to disclose' from the list.

## Section 3 – Business/organisation details

**Question 4:** Please tell us the full name of your business or organisation. This must match your business bank account and/or the business name shown on the annual financial accounts. The business name you give here must match that given at Question 1.1 in the application form.

**Question 5:** Please give the full address of your business or organisation. If the business has more than 1 address, give the postal address – we'll use this if we need to post anything to you.

### Email address

We will use email as our main way of contacting you. Please provide an email address that you check regularly.

The contact email address you provide here must match that given at Question 1.3 in the application form. The email address should be for you and not for your agent or manager, which you can give at Question 19.

**Question 6:** Tell us your Single Business Identifier (SBI) number. You must make sure that the SBI number and business details registered on the Rural Payments system match with the SBI number, applicant business name, address and postcode entered on the application form. If they don't, we won't be able to process your application.

**Question 7:** Choose the best fit for your type of business from the list.

**Questions 8 and 9:** The size of the business depends on the number of full-time equivalent (FTE)\* employees it has and its financial performance.

Anyone who works a minimum of 30 hours per week counts as 1 FTE employee. A person working 30 hours a week for 3 months of the year would be a 0.25 FTE employee. FTEs include business partners and directors. If a business partner or director works more than 30 hours per week they still count as 1 FTE employee. Use the table below to calculate the size of your business:

Business size	Number of FTE employees		Annual turnover or balance sheet total*
Micro	Fewer than 10	and	€2m (about £1.7million or less)
Small	Fewer than 50	and	€10m (about £8.5million or less)

Business size	Number of FTE employees		Annual turnover or balance sheet total*
Medium	Fewer than 250	and	€50m (about £42.5million or less) annual turnover <b>OR</b> €43m (about £36.5million or less) annual balance sheet total

\*This is 'total assets' only. For more guidance, please visit [http://ec.europa.eu/regional\\_policy/sources/conferences/state-aid/sme/smedefinitionguide\\_en.pdf](http://ec.europa.eu/regional_policy/sources/conferences/state-aid/sme/smedefinitionguide_en.pdf)

**Question 10:** What does your business do? Select the best fit for your business activity from the list.

New business? Select 'Yes' if your business has been trading for less than 2 years, or if you're not trading yet.

**Question 11:** Please provide these numbers if your business has them – if not, type 'N/A' in the boxes.

**Question 12:** Are you a livestock, dairy or arable farmer or a horticultural producer? Choose 'Yes' or 'No' from the list. If you answer 'No', go to question 13. Read the 'Who can apply' section of the RDPE Improving Farm Productivity handbook to see if your business is eligible to apply.

If you answered 'Yes', question 12 is divided into 4 sections that are specific to each sector:

- a) Agriculture
- b) Horticulture
- c) Private forest holder
- d) Forestry contractor

**Fill in all the sections that apply to your business.**

**Question 13:** Please tell us if your business is part of a Fruit and Vegetable Producer Organisation (PO) by choosing 'Yes' or 'No'. If 'Yes', please provide the name of the PO. For more information about these, search 'producer organisation for growers' on GOV.UK.

If your business is receiving funds from the Fruit and Vegetable Aid Scheme for this project, we won't be able to offer a Countryside Productivity grant.

**Question 14:** Please tell us if this question applies to any of the business principals (business owner, partner or director) by choosing 'Yes' or 'No'. If you answer 'Yes' to this question, please give details. Please note that a 'Yes' answer won't automatically exclude you from receiving grant funding.

**Question 15:** Please tell us if you or your business has received any public sector or European funding since 2007 and if you or your business have received or applied for

any public sector or European funding for your project. Choose 'Yes' or 'No'.

If your answer is 'Yes' to either one of the above points, use the table in the form to provide details of the funding. This should include details of any other grant applications you've made and not yet heard the outcome.

**This does not include Single Payment Scheme or Basic Payment Scheme payments.**

This does include funding from public sector organisations like your local authority, Big Lottery, levy board funds or other Government grants.

It also includes EU funding, such as from:

- European Social Fund (ESF)
- European Regional Development Fund (ERDF)
- European Agricultural Fund for Rural Development (EAFRD)
- European Agricultural Guidance and Guarantee Fund (EAGGF)
- Rural Development Programme for England (RDPE)
- England Rural Development Programme (ERDP)
- Catchment Sensitive Farming (CSF)
- Forestry Commission
- LEADER
- Growth Programme

**Deminimis.** You'll know if a previous grant was awarded under industrial deminimis because it will say so on your grant agreement, or in other paperwork relating to that funding.

## Section 4 – Agent details

Please choose 'Yes' or 'No' from the list for question 16. If someone else (like an agent, consultant or business manager) has helped fill in the form for you, give their full details here. You'll also need to make sure that you sign the declaration to authorise their involvement in the application process. You don't have to use an agent to apply.

## Section 5 – Project details

**Question 20:** Please give the name of your project that will be included in correspondence and in any publicity. This should be concise and clear, and ideally no more than 50 characters. For example, A Smith and Son: purchase of robotic weeding equipment. The project name you give here must match that given at Question 2.1 in the application form.

**Question 21:** Provide a short description of your project. For example, 'I intend to install

a 500kw battery storage system to better utilise the renewable solar energy produced on the farm. This will include purchase of lead acid batteries and two inverters. The system will also allow top up from mains electricity during winter months using off peak electricity. The system will assist in reducing the cost of electricity to my dairy unit, improving profitability of the farm business”.

**Question 22:** Tell us where the project will be located.

For question 22c, you can find out if your project is in one of the following areas by reading these web pages:

- nitrate vulnerable zones <https://www.gov.uk/guidance/nutrient-management-nitrate-vulnerable-zones>
- Site of Special Scientific Interest <https://www.gov.uk/guidance/protected-areas-sites-of-special-scientific-interest>
- catchment sensitive farming areas <https://www.gov.uk/guidance/catchment-sensitive-farming-reduce-agricultural-water-pollution>

**Question 23:** This table will automatically populate from the data in the Project Cost Summary table in Tab C ‘Funding & Claims’. When you’ve filled in Tab C, make sure the table at this question is correct.

**Question 24:** We need to know your proposed project timescales – enter the start date of the project (which is the date you intend to start work on your project and start incurring eligible costs) and the completion date (which is the date you’ll have completed your project, incurred all costs and have submitted your final grant claim).

When considering the project timescales, please be realistic in how long the project will take. This is a common area where applicants underestimate the project timescales. However, you should aim for your project to be finished and paid for, and all grant claims submitted and paid, by **31 December 2020**.

**Question 25:** Please let us know if you’re willing to be contacted in the future. This will help us improve the services and schemes we provide.

**Question 26:** Tell us the office location that you sent your signed paper copy application and any supporting documents to. This will help us to match up your electronic and paper copy documents quickly.

## Declarations

Please read this section and make sure that you are in agreement with and can meet the requirements set out in it. By submitting and/or agreeing to the submission of the application appendix spreadsheet, you’ll be agreeing to the declaration.

**Make sure that you have signed the application form declaration before submitting it. If you don’t do this, your application won’t be accepted.**

### Tab A – Cash Flow Forecast

We need you to provide detailed forecasts so we can assess the financial impact the project will have on your business.

You should fill in a quarterly cash flow forecast for the period of project delivery (while you are completing the works and incurring and expending the grant related costs).

Make sure that all cash flowing into the business is shown under the 'Receipts' heading, including forecast sales and income, grant receipt, other funding and any other income.

Then fill in the table to show all cash flowing out of the business under the 'Payments' heading, including project costs and all direct costs (labour and purchases etc.) and indirect costs for running the business (utilities and services, salaries, repairs and maintenance, loan repayments etc.).

If your application is for a standalone project for a new business, the projections should only relate to the new business being created that will deliver the project.

For an existing business, the projections should show the cash flow for the complete business, including the project. However to help us understand the impact of the project on the wider business cash flow, identify the project only projections at Question 6.4a of the application form so we can see the impact on your wider finances.

### Tab A1 – Financial Impact.

We need to understand how the purchase of the equipment will financially benefit your business in the future.

Fill in this table, which is split into 4 sections. When filling it in, think of the impact your project will have in each of these areas. Below are some examples of the detail we would expect to see:

Total financial impact = £12,000 per annum:

#### Cost saved as a result of this investment

- reduced labour cost of manually weeding organic crop – saving per annum of £20,000

#### Additional income as a result of this investment

- Increased crop yield as a result of improved weed control – extra income of £2,000 per annum

#### Additional cost as a result of this investment

- Annual interest payment on loan to purchase robotic weeder – extra cost of £8,000 per annum
- Cost to operate weeder including fuel and labour – extra cost of £2,000 per annum

## Income lost as a result of this investment

N/A

### Tab B – Costs & Suppliers

For each item of project expenditure, give the supplier's name, the quoted amount (both excluding and including VAT) and the supplier's VAT number and company registration number (where applicable).

You must show all costs that are being included in your grant application. Wherever possible, group the costs into sub headings, for example building costs, ground works, processing equipment etc.

You'll need to provide these details for each supplier, starting with your preferred supplier and moving to the right to complete each row for the second and third suppliers.

You should also fill in the table under the main project expenditure lines to show any non-grant funded project expenditure that you'll incur. This is project spend that is critical to the project but you aren't seeking grant support for as it is ineligible for grant.

### Tab C – Funding & Claims

Much of the information in this tab will be automatically transferred from the detail you provided in Tab B. The first thing you must do is indicate whether you're including irrecoverable VAT in your project costs. Enter Y/N into the box on line 4. This will mean the correct costs are transferred in from Tab B.

Then enter the grant rate to calculate the grant, for example if you are requesting grant funding at 40%, enter 40 into the grant rate box. **Don't use a % sign.** Once you've entered the grant rate, the total grant amount requested will automatically calculate.

The non-grant funded expenditure will automatically show from the table you completed in Tab B. Once you've entered the grant rate for each item, check the **project cost summary** table to make sure all details are correct.

You should then complete the claims table at the right of the tab. You'll need to put up to 3 claim dates on line 7 (overtyping the red **Date**) and put the eligible cost that you intend to include in each claim for every item. The grant amount will automatically calculate and the totals for each claim will be calculated at the bottom of the table. As you allocate each item of expenditure to a claim, the figure in column N to the right of the claims table will show **£0.00**. Expenditure remaining to be allocated to claims will remain in **red**.

When forecasting your claims, consider when you'll have incurred the cost and paid the invoice in full. You can submit just 1 or 2 claims if needed for your project. Some costs, such as building works, may be incurred over a longer period of time and you may receive interim invoices as the works are completed. In this situation, you may wish to

submit 2 or 3 claims against 1 item.

For the majority of costs and for any capital equipment, it is likely that you'll receive 1 invoice and so will then claim for the full cost after the item has been received, installed and paid for in full.

We won't normally pay grant on a deposit until the item is fully installed and operational, however, there may be some instances where a large deposit must be paid at the point of ordering, for example, and you are not able to wait until the item is installed and operational before claiming grant on it. If you do need to claim a deposit payment, it shouldn't be more than 40% of the value of the item and it should be clearly set out in your claim schedule.

Once you've filled in the costs and claims table and checked to make sure that the project cost summary is correct, you should scroll down to check that the claim table at the bottom of the tab is also correct. This should accurately show when you intend to submit each claim, the total expenditure included in each claim and the grant amount you intend to claim.

If you have more than 1 claim, you must make sure that the final claim is at least 15% of the total grant amount being requested.

### **Tab D – Project Milestones**

Fill in the table on this tab with the key project milestones/stages for the implementation of the project and the full dates (for example, 3 March 2018) they have been or are expected to be achieved. Examples might include:

- the date the order for new equipment needs to be in place
- installation on site
- recruitment of new employees
- key deliverable project specific outputs (including any that are not listed on the Tab E – CP Outputs) and
- dates payments are complete

The project milestones should show the key steps of your project delivery – what you'll need to do and when.

### **Tab E – CP Outputs**

The table on this tab lists all project outputs we expect projects to meet under the Countryside Productivity scheme. You'll need to provide details only for the outputs that refer to improving farm productivity grants and your particular project.

Enter the start and end dates for the baseline year (current position) in lines 9 and 10 at column C followed by the start and end dates for the 3 years following project completion date (the date you gave at Question 25 in the Application Details tab).

Then move down the table and fill in each line to show the outputs your project will achieve in each year, starting with the 'number of businesses supported'. You don't need to enter information in the greyed out boxes.

For type of support, investment and business – you’ll need to select an option from the lists.

For the rest of the outputs, enter the numbers of each one that you expect to achieve in each of the 3 forecast years. Make sure you don’t enter cumulative figures into the table; the outputs should be the increase that you intend to achieve over the previous year. The current baseline should also be shown in column C.

The total outputs achieved for the project will be automatically calculated in column G to the right of the table. To the right of this, there are 2 boxes that will automatically calculate the grant amount per job created and the average wage per job. You can check these totals to make sure the increase in wage bill corresponds with the number of new jobs being created by the project.

**Remember to tell us about any additional outputs that your project will achieve in the Project Milestones table at Tab D.**

The table below shows definitions of some of the outputs and the evidence you’ll need to collect to evidence you’ve achieved them:

Output	Definition	Evidence required
<p>Number of FTE jobs created</p>	<p>A job created is a new, permanent, paid full time equivalent (FTE) job that will be created as a direct result of the project. The job must not have existed with that employer in the UK prior to the project being carried out. A job ‘safeguarded’ by the project does not count as a job created.</p> <p>A ‘permanent’ job means it will be in place for at least 1 year from the point at which it is filled.</p> <p>‘FTE’ means the job must be a minimum of 30 hrs per week. Part time jobs should be calculated on a pro-rata basis e.g. 1 part time job working 15 hrs a week counts at 0.5 FTE.</p> <p>Voluntary work cannot be counted as a job created, but self-employment can be.</p> <p>Seasonal jobs may be counted where this is normal practice for an industry, the job must exist for a minimum of 4 weeks per annum, and are counted on a pro-rata basis. e.g. 1 seasonal job in place for 4 weeks would equate to 0.08 FTE.</p> <p>A job is considered to have been created once the post is advertised.</p>	<p>Written confirmation from a senior member of staff from the supported business confirming the creation of a post as a result of the support provided. This should include details of its start date, duration and number of hours.</p>
<p>Wage bill</p>	<p>The increase (or decrease) of a wage bill to a business receiving grant funding to a project. This should have a direct relation to the jobs created if there is an increase in the wage bill.</p> <p>The wage bill should include the cost of salaries, employer pension and national insurance contributions wherever possible.</p>	<p>Business accounts should be sent to show us the increase or decrease in the wage bill along with other accounting records showing the total employment costs for the business. This may also include payslips of new employees.</p>
<p>Number of new techniques</p>	<p>A new technique is a new piece of technology or process introduced into the business.</p>	<p>The application form, claims and site visits will show us if a new technique has been created for the business.</p>

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This document is also available on our website at <http://www.gov.uk/rpa/countryside-productivity-scheme>

Any enquiries regarding this document should be sent to us at:  
[Webmaster.rpa@rpa.gsi.gov.uk](mailto:Webmaster.rpa@rpa.gsi.gov.uk)  
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