



Farming Recovery Fund - Application Form

Closing Date: 1 April 2016 (17:00hrs)

Rural Development Program for England (RDPE)

Notes

- 1) Fill in this application form and the 'Project Costs and Funding Request' spreadsheet.
 - 2) Save the documents with a filename of 'FRF Application – your business name' (for example, 'FRF Application – Smithfield Farm'). You should also use this as the email subject line when you send it to us.
 - 3) Email your completed application, and any relevant supporting evidence to: frf@rpa.gsi.gov.uk.
 - 4) Print a paper copy of this form, sign and send with any relevant supporting evidence to: Rural Payments Agency, C/O Environment Agency, Ghyll Mount, Gillan Way, Penrith, Cumbria, CA11 9BP.
- If you can't send this form by e-mail, please print all parts and send it to us by recorded post to the address above, along with any relevant evidence to support your application. Your application isn't complete until we have received all parts of it.

Section 1: Applicant's business details

Your
title

Your first
name

VAT
number

Your surname

Name of business/organisation:

Type of business/organisation (sole trader, partnership, limited company etc.)

Single Business Identifier (SBI) Number:

Business activity

Arable

Horticulture

Poultry

Livestock

Dairy

Describe your main business activities.

Business address (for correspondence)

County

Postcode

Contact telephone number (please give a landline and/or a mobile):

Landline:

Mobile:

Email:

Section 1a:

If you are NOT the business owner, but are acting on their behalf please provide your details below.

Your
title

Your first
name

VAT
number

Business address (for correspondence)

County

Postcode

Landline:

Mobile:

Email:

Yes No

Should all correspondence for this project be copied to this address?

Section 2: Details of the flood damage and where it has occurred

In the box below, please give a short description of the extent and nature of the flood damage to your land, where it has occurred and how this has affected the agricultural production potential of your whole farm. The description should show the wider impact across the farm as a result of access or stock proofing damage.

Date damage occurred:

You must provide a map that shows the land parcels (including their parcel references) which have been affected by flooding and where the damage has occurred.

This document was archived
on 27 September 2016

Please provide the address where the flood damage has occurred and where the recovery activity will take place: *(If different from address in Section 1)*

County

Postcode

Yes No

Will the recovery activity be located on rented land or premises?

If yes, please provide details of the tenancy agreement below - including the current end date. Where applicable you should include the landlord's permission for the activity to proceed.

In the box below, please give details if you have also applied for any other public sector funding to support the recovery activities you are undertaking.

Yes No

Is any of the affected land designated as a Site of Special Scientific Interest (SSSI)?

If yes what is the name of the SSSI?

Yes No

Is any of your affected land in a Catchment Sensitive Farming Area?

This document was archived
on 27 September 2016

If you receive funding or have any form of management agreement with Natural England, Forestry Commission or Environment Agency please tell us in the table below. For example: Countryside Stewardship, Environmental Stewardship, ESA Scheme, Habitat Scheme, England Woodland Grant Scheme - if yes please give agreement numbers in the space below.

Scheme / agreement type	Agreement number

Please give details of any other designations on your holding which may impact on the recovery activity.

Section 3: Funding requested

Please complete the 'Project Costs and Funding Request' to tell us what recovery activities you would like funding for. Please complete numbers 1-3 below as appropriate.

Please note the minimum grant request is £500 and the maximum grant request is £20,000.

1. Works carried out by others, e.g. contractors	£
2. Works using reference costs	£
3. Works using standard costs	£
Total	£

If your application is successful, when do you expect to submit your claim?

Section 4: What evidence to send with your application

Below is a list of the evidence you need to send us with your application. If you don't include these with your application, we may not be able to accept it.

You must provide:

Photos of damage, and any other supporting documentation available such as recent photos showing item/area prior to the flood damage, agronomist report etc.

A completed Project Costs & Funding Request

Maps showing the area where damage has occurred, which land parcels are affected and what their parcel references are.

Copies of all relevant insurance documents if applicable (refer to Customer Guidance notes).

You may also need to provide:

Three quotes for each item of expenditure from Table 1 (quotes are not required for Table 2 or Table 3 items).

Copies of relevant consents / permissions e.g. landlord's permission, planning permission and if required Natural England derogation.

Section 5: Declaration and undertakings

This declaration must be printed and signed by the applicant.

Once completed it must be posted with any supporting documents to **FRF, Rural Payments Agency, C/O Environment Agency, Ghyll Mount, Gillan Way, Penrith, Cumbria, CA11 9BP** by the closing date of **5pm on 1 April 2016**.

Applicant's Declaration

I confirm that, to the best of my knowledge and belief, all of the information contained in this application is true and correct and I accept full responsibility for it. I understand that, should this application be successful, I will be required to supply additional information. If there is any change to the information I have provided, I will notify the 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 from time to time, whether or not my application is successful.

I confirm that I am a farmer as defined in Article 4 of Council Regulations (EU) 1307/2013, and as referred to in the Farming Recovery Fund Customer 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 holding may be inspected and I agree to give access, cooperate and provide such assistance as is required. I confirm that I have disclosed all details of my farming business interests and those held by any other 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 my being compliant with the terms of that Agreement.

This declaration must be signed by:

- a) the applicant(s) in his or her or their personal capacity or;
- b) where the declaration is being signed on behalf of an incorporated body;
 - i) all partners or director of the incorporated body;
 - ii) a partner or director of the incorporated body who is authorised to sign on behalf of the incorporated body.

Applicant's name

Date (dd/mm/yyyy)

Applicant's signature

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. We will only allow retrospective applications if the remedial activity took place between 5th December 2015 and 18th December 2015.

If you knowingly or recklessly make a false statement to obtain grant aid for yourself or anyone else you risk prosecution, the recovery of all grant payments, an additional financial penalty and exclusion from other schemes operated by the RPA/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.

You also need to ensure you have secured any necessary Natural England and Environment Agency consents and permissions BEFORE undertaking any work, this includes, Agri-Environment derogations and consent.

Privacy Policy

Your information will be stored and processed in accordance with the Data Protection Act 1998 (DPA). Detra 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. The 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 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.

Agent Authorisation

If you wish an agent or business manager to act on your behalf in respect of communication with the RPA over this project you must consent and sign the following declaration:

I the undersigned, hereby authorise the person named at section 1a on the application form and whose name is confirmed below to act on my/our behalf to liaise with the RPA over any future correspondence concerning this application for all correspondence to be copied to the address provided in Part B.

Applicant's name

Date (dd/mm/yyyy)

Applicant's signature

The Applicant & Project Details and Declaration (Part 1) are the only parts of the Application Form that must be printed off and signed by one of the owners of the business, or one Director in the case of limited companies and posted to the address given in the Customer Guidance.

Your application will not be considered complete until we have received both the electronic copy of the Application Form and a signed paper copy of Part 1 of the Form along with the required supplementary information. Please note that any forms submitted after any published deadlines will be returned.

For internal RPA use only:

Application Reference:

Receipt Stamp:

