



Department
for Environment
Food & Rural Affairs



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

Rural Development Programme for England (RDPE)

Countryside Productivity Small Grant (CPSG) scheme Round 3

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Countryside Productivity Small Grant (CPSG) scheme – How it works

This section provides information about the main elements of the Countryside Productivity Small Grant (CPSG) scheme

1. Start by gathering your information – see the online portal and handbook for details. Check the items availability, to make sure you can get the item within the timescales of the scheme. Do not order or pay deposits of any sort for your items, until you have been successfully offered your Grant Funding Agreement (GFA).
2. Check that your details in the Rural Payments service are correct. If not, update these.
3. Submit your application using the online portal by noon on 4 November 2020. Applications cannot be submitted after this date.
4. If you receive an email stating that your application cannot be accepted, sign in to Rural Payments service, check and update your details and resubmit your application. You must do this before the application window closes.
5. Your application will be verified and scored. If your application is successful, a GFA offer will be emailed to you.
6. Once you have accepted your GFA, using the online acceptance portal, you can buy your capital items.
7. You must buy all your capital items in your GFA, meeting the specification(s) listed in Annex 3. If you don't, you will not be able to claim any grant.
8. Submit a single claim for all the items listed in your agreement to the required specification, together with all supporting documentation, to CPSGClaims@rpa.gov.uk. This should arrive no later than midnight on 31 May 2021.
9. If your claim is successful, you will be paid directly into your Rural Payments service registered bank account.

Key Changes

Item specifications

Specifications for some of the items have been updated to:

- give greater clarity
- reduce confusion on eligibility of equipment
- ease supply and demand
- address technological advancements

Items removed

Two items removed due to supply issues and advancement in technology:

- SG40 GPS linked to auto steer and implement control
- SG80 Hand held device for measuring nitrogen levels in crops including grass using light reflectance

Purchasing outside the UK

Guidance has been added to make sure you check with suppliers the country of origin, confirm the availability and expected delivery timescale are within the deadline, before you purchase the item. Do not order or pay deposits of any sort for your items, until you have been successfully offered a GFA.

Introduction

The CPSG provides investment towards specific items of equipment which will improve productivity and efficiency for farming and horticultural businesses. Read the guidance carefully to decide whether the items under this scheme meet the investment plans for your business, and if you qualify for support.

This handbook explains what Round 3 of the CPSG grant is for, who is eligible, how to apply and if successful, how to claim.

How the government manages these grants

The Rural Payments Agency (RPA) delivers the grants. Our role is to assess applications for grants, make offers for grant funding and make grant payments on behalf of Department for Environment, Food & Rural Affairs (Defra).

We may at any time and without notice, change the date that these grants close to applications.

Government confirms funding after the UK leaves the EU

The government has confirmed that projects agreed under the Rural Development Programme for England (RDPE) CPSG will be funded, provided they are good value for money and in line with domestic strategy priorities.

About Countryside Productivity Small Grant Scheme

Find out who can apply for the CPSG, what the grants are for and how much money is available.

Who can apply?

Farmers (including livestock, dairy, arable and horticultural sectors) can apply. If you are an agent applying on behalf of a farmer, you must make sure that you have the correct permissions in place in the Rural Payments service. For more information on permissions, see 'Things you need to know'. The following are not eligible to receive the grants:

- solely contracting businesses including those contract rearing animals¹
- non departmental public bodies
- local authorities
- Crown bodies

You must not apply for a grant for any items that you have already applied for² or received funding for under the Fruit and Vegetables Producer Organisation Operational Programme or any other RDPE grant. Examples of RDPE schemes are the RDPE Growth Programme, LEADER, Countryside Productivity, Farming Recovery Fund, Cumbria Countryside Access Fund and Countryside Stewardship.

Can I apply for Round 3 even if I applied in Round 1 and 2?

If you applied for Round 1 and 2, and your applications were successful, but did not reach the £12,000 maximum, you can apply in Round 3. However the grant value of your Round 3 application must be £3,000 or more. Therefore if you received more than £9,000 grant in total from Round 1 and 2, you will not be eligible to apply under Round 3.

¹ However, businesses whose main activity is farming but who also carry out some agricultural contracting work can apply.

² If you were rejected or have withdrawn from any of these schemes, you can still apply, provided you have not been excluded from participation in RDPE schemes.

If the grant value of your application is less than £3,000, your application will be rejected.

You may only proceed with one successful application per Round.

If your claim was rejected or withdrawn in Round 1 or 2, and you have not already purchased or placed a deposit on those items then you can reapply in Round 3.

I applied in Round 1 and 2:-	What can I apply for in Round 3?
Awarded and received a grant totaling £3,000 to £9,000	You are eligible to apply in Round 3
Awarded and received a total grant of £9,000.01 to £12,000	You are not eligible to apply in Round 3
Withdrawn from Round 1 or 2 at either application or claim stage	You can apply for a grant between £3,000 to £12,000 grant
Rejected in Round 1 or 2 at either application or claim stage	You can apply for a grant between £3,000 to £12,000 grant but not for any items you have already purchased

What the grants are for?

You can apply for funding towards specific items of equipment listed at Annex 3. Annex 4 provides a quick reference breakdown by sector.

All these items have been identified following consultation with industry groups and suppliers as helping achieve improvements in either:

- technical efficiency
- animal health and welfare
- resource efficiency or
- nutrient management

If the equipment you want is not on the list of eligible items

If the equipment you want is not listed at Annex 3, or does not meet the minimum specifications, it is not eligible under this scheme. If you buy any other items not on the list at the same time as buying items that you will claim for then, ask your supplier to invoice you for these non-eligible items separately. It may take us longer to process your claim if these are included with your claim invoices.

How much money can you apply for?

The grants are 40% of the standard costs listed in Annex 3 for a minimum grant of £3,000, up to a maximum of £12,000.

Applicants in Cornwall or the Isles of Scilly can receive up to 50% of the eligible costs in the application. We will use the location postcodes provided to check that you are eligible for the higher grant rate.

The standard cost for each item in Annex 3 is the actual fixed price which we will pay grant towards. For example, if the standard cost is £7,500, even if the actual amount you pay is only £7,000, you will receive 40% of £7,500 (or 50% if you are located in Cornwall).

Important - By midnight on 31 May 2021, you must have:

- bought all the items
- paid for in full (payment must have left your bank account)
- installed all items applied for, and
- submitted a single claim

All items bought must meet the minimum specifications shown in Annex 3. Only brand new items can be funded through the CPSG. Ex-demo, second hand and 'try before you buy' items are not eligible for this scheme. If you claim for these items, your whole claim will be rejected. You cannot use part exchange of goods or invoice credits as evidence of payment. Payment for goods claimed under this scheme must be made in full for the value of the goods shown on the invoice.

If the part exchange is against non-grant funded items, ask the supplier to invoice these separately.

You must also make sure that none of the items in your application are replacements, covered by an insurance claim.

There is no need for you to provide quotes for any item.

The standard cost is net of VAT. There is no option to claim extra VAT if you are not eligible to reclaim it.

You can buy an item that exceeds the specification, but you will only receive a grant based on the standard cost.

If the piece of equipment meets the specification of more than one item, you can only apply for grant on one of the items. For example, if you buy a yield monitoring device, which also has variable rate control functionality, you can only apply for either SG41 Yield Monitoring or SG42 Variable Rate Controller, not both.

Other project funding

The remainder of the project costs must be paid for with money from private sources like savings, bank loan or credit card. Items paid for by hire purchase or lease purchase are not eligible. If you claim for these items, your whole claim will be rejected.

You can't fund the remainder of your project costs with other EU or UK public funds such as other grants.

Things you need to know

Find out how to register and make sure your business details are correct on the Rural Payments system and the application process

Rural Payments service

Before applying, you must be registered in the Rural Payment service and make sure that your business details are up to date. The details in the Rural Payments service must exactly match your details in the application portal.

When you register for Rural Payments service, you must first verify your identity. Do this online with [GOV.UK Verify](#) – as this gives you simple, trusted and secure access to all public services.

If you have any difficulties in registering through [GOV.UK Verify](#), please call our helpline on 03000 200 301 and select the options to speak to the Rural Payments team. Only use this option if your query is about accessing the Rural Payments service. If your query is about eligible items, you should select the option for the Countryside Productivity Small Grants team.

You must have a Single Business Identifier (SBI) number and Customer Reference Number (CRN). We won't be able to process your application without these.

You will normally have a main SBI and a CRN if you get other payments from us, like the Basic Payment Scheme. You will find these on any letters you have had from us.

Please see our YouTube clip on [how to find your CRN number](#), using Verify.

If you are not registered on Verify, please call the helpline on 03000 200 301 and select the options to speak to the Rural Payments team who can advise you of your CRN.

You must also make sure that your Rural Payments service record is up-to-date for your:

- email address
- business name
- business postcode
- full name
- permissions

All of the above details you input into the portal must exactly match what is on Rural Payments. If your details do not match, your application will not be accepted.

For information on how we handle personal data, go to GOV.UK and search '[Rural Payments Agency personal information charter](#)'.

Permissions

You can give other people access to your business in the Rural Payments service. There are different levels of permission depending on what you want them to be able to do. You can only do this if you have full permission yourself and the other person is also registered.

You must have permission to 'Make legal changes' or 'Full permissions'. This is linked to the CRN number.

If you are an agent applying on behalf of a client, you must:

- use your own CRN number
- have permission to make legal changes for the business in the Rural Payments service

View	Amend	Make legal changes	Full permissions
View business details View people associated with the business	All permissions in View Business Details Amend business contact details	All permissions in Amend Business Details Amend controlled information, such as business name Add someone to the business Add and amend accountable people Confirm business details Amend bank account details Make young/new farmer declaration	All permissions in Make Legal Changes Business Details Give permissions on business

You can find guidance on [updating your details in the Rural Payment service](#) on GOV.UK.

Bank Account

For the business to receive rural grants and payments, you will need to register bank account details. You can only do this over the phone – call us on 03000 200 301 and choose the ‘bank’ option. For security reasons, we will not call you and ask for bank details. If we do need to contact you, you will be asked to call the helpline on 03000 200 301.

Match funding

If your application is approved, you must have sufficient funds to pay for the items in advance of receiving your grant payment as this is paid in arrears.

State aid

For the purpose of the CPSG Round 3 grant, this funding is not restricted by Industrial de minimis.

The grant is awarded under Article 17(3) of Regulation (EU) No. 1305/2013 of the European Parliament and of the Council of 17 December 2013 by virtue of an exemption to the state aid rules provided in Article 81 of that Regulation.

Application process

You should apply using the online portal on the Countryside Productivity page on GOV.UK. This will be live between 7 October 2020 and midday 4 November 2020. Applications will not be accepted once the portal has closed.

You need to be registered in the Rural Payments service and check that the email address in your 'Business details' is used regularly by your business. All correspondence about your application will use this email address.

After you submit your application, you will receive an automatic email receipt from us with a unique 6 digit reference number. Please keep a note of this number and use it in all future correspondence about your application.

If you lose your 6 digit reference number

Please use your SBI number and Business name to contact us.

Correspondence

Add CPSGEnquiries@rpa.gov.uk to your trusted senders list, and remember to check your spam and junk mail folders.

Please contact us at CPSGEnquiries@rpa.gov.uk, or call 03000 200 301 and follow the options for the Countryside Productivity Small Grant scheme.

If you have made a mistake on the portal or need to make any changes

If you submit your application and realise you have made a mistake, you will not be able to make any changes.

However, if the application window is still open, you can submit a new application.

If we receive more than one application from a business in a particular round (based on the SBI number provided), we will only consider the most recent application.

Withdrawing an application after the application has closed

You can withdraw your application at any time. Please email CPSGClaims@rpa.gov.uk to confirm this and tell us your unique 6 digit reference number.

Grant terms and conditions

The offer of a grant is subject to the terms and conditions set out in:

- Annex 1 of this handbook (scheme specific conditions of grant), and
- Annex 2 of this handbook (CPSG terms and conditions)

Failure to meet the requirements of any relevant legislation or the terms and conditions of the grant could result in the grant being terminated and / or the recovery of grant already paid.

How to apply

This section explains how to submit your online application, what information you will need and what happens after we receive your application

How to submit your online application

Apply for the CPSG by filling in the application form in the online portal on the Countryside Productivity page on GOV.UK.

Before starting the application, read through the guidance in this handbook carefully. You will also need your business details to hand, (as registered in the Rural Payments service) to help you complete your application.

Please do not submit an application unless you are serious about purchasing the items if you are awarded a grant. This may prevent others from being successful in securing a grant.

If you have any queries or are having difficulties using the online application, email CPSGEnquiries@rpa.gov.uk or call us on 03000 200301 and follow the options for the Countryside Productivity Small Grant scheme. We may, in exceptional circumstances be able to supply an alternative means of application.

Please complete all relevant questions and do not move away from the webpage or close the internet browser until you have submitted your application. You won't be able to save and return to your application later. Your online application should take no more than 10-15 minutes to complete.

Only use the 'next' and 'back' buttons shown at the bottom of the page in green to navigate through the application. Do not use your browser back button.

If you enter information which is incorrect or in the wrong format, a prompt will appear telling you how to correct this. You won't be able to move to the next page until you have filled in all the mandatory information.

Please see our YouTube clip on [how to apply online](#).

Gathering your information

You will need the following information before going on the portal (tick list):

- your Customer Reference Number (CRN)
- your Single Business Identifier (SBI) Number
- the email address listed in the Rural Payments service
- your correspondence email address if different to that registered in the Rural Payments service
- your business name in the Rural Payments service
- the postcode and address for your business in the Rural Payments service
- to make sure you have permission to make Legal changes or Full permissions for the business in the Rural Payments service
- the amount of land in hectares of any holdings you farm, associated with your SBI
- the number of animals you keep, which species, sex and age
- your County Parish Holding (CPH) number if you keep animals
- the number of people you employ
- if you received previous CPSG Round 1 and 2 funding, the amount received

Submit your application

To start your application click the '**Apply now**' button.

To make sure you are a genuine user / a human visitor and in order to prevent automated spam submissions, you must tick the box before you can continue with your application.

Click '**Next**'.

Please provide details on this page of the total previous CPSG grants received.

Has the farm business received grant funding from previous rounds of the Countryside Productivity Small Grant scheme?

Confirm by either selecting 'Yes' or 'No'

If 'Yes', how much grant funding have you received in previous rounds? Confirm the amount of grant received. This will then calculate the amount of grant you are eligible to apply for.

We will check the amount you have entered is correct against our records.

Click '**Next**'.

Please provide details on this page of the person completing the application. This information will be used to identify you as a RPA customer.

If the information provided does not match the information registered with us, your application will be rejected.

Are you an agent applying on behalf of your customer?

Confirm by selecting 'Yes' or 'No' from the list.

If you enter No, to using an agent, enter your Customer Reference Number (CRN) - as registered in the Rural Payments service. This is the unique 10 digit individual identifier that you were given when you registered in the Rural Payments service.

Please see our YouTube clip on [how to find your CRN number](#) using Verify.

If you are not registered on Verify, please call the helpline on 03000 200 301 and select the options to speak to the Rural Payments team.

Read the guidance on [updating details in the Rural Payments service](#) on GOV.UK.

Email address - as registered in the Rural Payments service: Enter and confirm the email address registered in the Rural Payments service. This must be the same email address. Emails must follow the standard format XXXX@XXX.XXX.

Do you want to use an alternative correspondence email address?: Confirm if you wish to use an alternative correspondence email to that provided above, by selecting 'Yes' or 'No' from the list. Emails must follow the standard format XXXX@XXX.XXX.

Correspondence email (if different to above): Enter and confirm the email address you wish us to send any correspondence to.

If you enter 'Yes', you are confirming you are an agent.

An agent applying on behalf of a farm business, should provide your own:-

- agent Customer Reference Number (CRN) - as registered in the Rural Payments service: enter and confirm your CRN, the unique 10 digit individual identifier that you were given when you registered in the Rural Payments service.
- agent email address - as registered in the Rural Payments service: enter and confirm the email address registered in the Rural Payments service. This email must match what is registered to the CRN in the Rural Payments service and will be used in all correspondence for this application.

You must have permission to make legal changes or have full permissions for the business. If you are unsure whether you have the correct permission, you can check by signing in to the Rural Payments service.

Click '**Next**'.

Please provide details of the business applying for the grant. These must be the details already registered for the farm business in the Rural Payments service.

Single Business Identifier (SBI): Enter and confirm the main 9 digit SBI number that you were given when you registered in the Rural Payments service.

Name of business: Tell us the full name of your business. This is the name used on your annual financial accounts and/or your business bank account and must match the business name registered in the Rural Payments service.

Postcode of business: Tell us the postcode of your business address. This should be a valid UK postcode, be entered in capitals and using the standard format LLN NLL.

You must make sure that the main SBI, CRN and business details registered in the Rural Payments service exactly match with the main SBI, CRN, applicant business name, and postcode entered on the application. If they don't, please update them as we won't be able to process your application and it will be rejected.

Click '**Next**'.

Please select your title from the list and give us your first name and surname. For RDPE monitoring purposes, we have to ask your gender and age range, but this has no bearing on your application. If you'd prefer not to give us this information, select 'prefer not to say' from the lists.

Click 'Next'.

Please give the full postal address of your business and provide at least one phone number.

Click '**Next**'.

Confirm if your grant requested items will be located and operated in Cornwall or the Isles of Scilly, by selecting 'Yes' or 'No' from the list. If you select 'Yes', we'll check the location of project postcode in your application so you can qualify for the 10% uplift to funding. If we cannot verify your location as being in Cornwall or the Isles of Scilly, your grant offer will be reduced to 40% if grant funding is offered. Postcodes will be verified using the information held on the [Defra mapping system](#) on magic.gov.uk.

Confirm if the grant funded items will be located and operated at the same business address provided in the previous section, by selecting 'Yes' or 'No'.

If you select 'No', you will need to give us the main UK postcode(s) of where the grant requested items will be located and operated. Enter the postcode in capital letters, using the standard format LLN NLL.

Click '**Next**'.

Business type: Choose the best fit for your type of business from the list.

Business activity: Choose the best fit for the type of activity carried out by your business from the list.

Click '**Next**'.

Business size: Please tell us the size of your business. This will depend 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. 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 (This is 'total assets' only.)
Micro	Fewer than 10 and	€2m (about £1.6million or less)
Small	Fewer than 50 and	€10m (about £8.5million or less)
Medium	Fewer than 250 and	€50m (about £42.5million or less) annual turnover OR €43m (about £36.5million or less) annual balance sheet total

Number of Employees: please tell us the number of FTE employees your business has. If the partners or directors of your business receive a salary, you should include these in your total. Please enter a zero '0' if you don't have any employees.

Click '**Next**'.

We will need some details about the land you farm.

Enter the amount of land in hectares of any holdings you farm, associated with your SBI. These details can be approximate if you are unsure of the exact areas.

Click '**Next**'.

Over the next 7 screens, you will need to select the equipment you want grant funding for, by choosing from the items in the list.

The application is split into the following item categories:

- cattle equipment
- sheep equipment
- pig equipment
- general livestock equipment
- precision farming equipment
- resource management equipment
- other general equipment

To start adding items, select the item you want to request from the list. If you want more than one of the same item, type the number of units in the 'quantity' box.

You can add additional items in each category by clicking on the 'Add item' button at the bottom of each page. For some items, there are restrictions on the number you can buy. See Annex 3 for details.

To remove an item from your application, click the 'Remove item' button to the right of the item you wish to remove.

To move to the next category of items, click '**Next**'.

You can only apply for the items listed in Annex 3 which meet the minimum specification. There have been a number of changes made to the specifications since Round 2 to make them as clear as possible. Some equipment eligible in previous rounds may not be eligible in this round. Please read Annex 3 carefully before completing your application.

When you select an item, the 'Total cost' field will show the standard cost for that item. The 'Total grant amount' field will show the amount of funding you can receive for that item. These costs cannot be changed and you must be able to fund the remainder of the costs yourself.

You will be able to see the sub-total of the items as you add them to your application in the calculator on the right hand side of the page.

You cannot apply for less than £3,000 or more than £12,000 of grant. If your application is approved, you must buy, pay for in full, install and submit a single claim for all of the items in your application by midnight on 31 May 2021 to receive your grant.

If you do not buy and install all of the items you applied for, your whole claim will be rejected.

When you have entered all the items you wish to purchase, click '**Next**'

If you have applied for animal items over the next two screens you will need to provide us with animal numbers.

Enter details of the bovine animals you keep.

Add the average number of animals you keep on your farm in each category. If you don't keep any animals in a particular category, leave the field blank.

Click '**Next**'.

Enter the details of other animals you keep.

Add the average number of animals you keep on your farm in each category. If you don't keep any animals in a particular category, leave the field blank. We need animal details to make sure you meet the eligibility criteria. For example, if you are buying items for cattle, you must be a cattle farmer.

Click '**Next**'.

If you have applied for livestock items you will need to enter livestock details and a County Parish Holding (CPH) number where you record animal movements, using the format, for example 08/123/4567. If applying for livestock related items and you currently keep no animals, please explain why in the comments box.

This information will be checked against the information we hold in the Rural Payments service, Animal Movement Licensing System (AMLS) and Cattle Tracing System (CTS) to check that you are a farmer.

Click '**Next**'.

Please check all the details on the summary of your application so far are correct, including applicant and business details and the list of items you are requesting grant funding towards.

The summary will show the total grant amount you can claim if your application is successful.

Click '**Next**' for the declaration.

To continue to improve the success of our schemes, we may want to contact you in the future. If you are happy for us to do this using the contact details provided in your application, please select 'Yes' from the list. If you'd prefer us not to contact you, select 'No'.

Please read the declaration carefully and tick the box to confirm you agree with the terms and conditions in Annexes 1 and 2 of this handbook, before clicking the 'submit' button.

In some cases, grant support may be refused in full. This may happen if we find that:

- a serious non-compliance by the applicant / grant beneficiary has occurred
- the applicant / grant beneficiary has provided false evidence
- the applicant / grant beneficiary has not provided the necessary information due to negligence

If your application of grant support is refused in full, this may apply in the calendar year of notification, plus the following calendar year. Support may also be refused for other RDPE schemes. We will notify applicants / grant beneficiaries and they will have the right of appeal against such a decision.

Click '**Next**'.

A confirmation screen will show your unique 6 digit reference number. Please make a note of it as we will use this when we contact you about your application.

Select the option to print a copy of the summary page from your application and keep a copy for your records. This will be your only opportunity to do this.

Once completed, you can close the webpage.

See Annex 5 for more CPSG Hints and Tips.

The earlier you submit your application, the more chance you have to correct any errors and resubmit your application.

What happens after you submit your application?

You will receive an automatic email from CPSGEnquiries@rpa.gov.uk with your unique 6 digit reference number.

If you don't receive an email within a few minutes, please check your junk or spam email folders. If an email does not arrive, it is possible that we haven't received your application. If this is the case, you will need to complete and submit a new application.

Verification check

We will assess all applications using the information you provide, to check that both you and your application are eligible.

We will complete an initial verification check and where possible, will tell you, that your application has not been accepted, before the closure of the portal, if the information provided doesn't match that in the Rural Payments service.

If your application is not accepted

If the details you provide do not match those in the Rural Payments service, your application cannot be accepted. This will be because:

- the CRN is not linked to the SBI number
- the email address does not match
- the postcode does not match
- the business name does not match
- you or your agent do not have the correct permissions
- the amount of previous Round 1 and 2 funding does not match our records

If you submit your application before the closing date, we will tell you before the closure of the portal if the information provided doesn't match that in the Rural Payments service. You can then re-enter your application on the CPSG Online Portal by the closing date of midday 4 November 2020.

If the portal is closed and we can't verify the details from your application against Rural Payments, you will be given 5 working days to email the correct information to us. You can make no other changes to your application.

Application scoring

Once the portal has closed, the items in your application will be scored, based on how much they meet the following criteria:

- technical efficiency
- animal health and welfare
- health and safety
- resource efficiency

When will I hear about my application?

We will decide as soon as possible after the closing date of the application window. We can't give updates on individual applications until they have all been assessed and scored.

You must not order, buy or pay a deposit (even if refundable), for any of the items in your application before you receive confirmation that your application has been approved. This will make your application and claim ineligible.

If your request for a grant is approved

If your application is approved, we will email you a Grant Funding Agreement (GFA) confirming your grant award and a claim form template. If you wish to accept your GFA, you will need to log into the acceptance portal to confirm your decision. You will then be able to order or buy your items straight away.

Please order your items as soon as you receive confirmation your application has been approved. This allows manufacturers time to deliver your items in time for you to claim for them by the deadline of 31 May 2021.

The list of items in the GFA cannot be changed and all the items selected must be purchased if you wish to proceed with your claim. You must buy, pay for in full (with the funds having left your bank account), install and claim for all items by midnight on 31 May 2021. If you do not buy and install all of the items you applied for, your whole claim will be rejected.

You must keep accurate records of all spend (receipts and invoices) on which you wish to claim grant as you will need these to scan and submit with your claim.

If your application is rejected

If your application is rejected, we will send you an email to tell you why. This could be because:

- your application did not meet the minimum score threshold for the round
- we could not verify the link between the CRN and SBI number you provided, using the information held in the Rural Payments service
- we could not verify the email address or postcode or business name you provided and it/they did not match those registered in the Rural Payments service
- we could not verify your agent was authorised to submit an application on your behalf and the details did not match those registered in the Rural Payments service
- you've received funding for one or more of the items in your application under a Fruit and Vegetables Producer Organisation Operational Programme or another RDPE scheme including LEADER
- you are not a farmer or horticultural business

You can appeal against our decision in a limited number of circumstances. Read the '[How to appeal](#)' section of our [Complaints procedure page](#) on GOV.UK.

How to claim your grant

This section explains how to claim your grant, what evidence you need to submit with your claim and what happens next.

How to claim your grant

Your grant will be paid in a single instalment after you have paid for in full (with the funds having left your bank account), taken delivery (and installed if required) all of the items on your approved application. They need to be fully operational, and you should have submitted a completed claim template (with supporting eligibility evidence) and eligibility checks have been made.

Please submit the following with your claim (tick list):

- a completed claim and declaration template - you will have received the claim template with your GFA email
- copies of the invoices (requirements are detailed below)
- copies of your payment evidence - bank statement or business credit card statement to prove the items have been paid in full (requirements are detailed below)
- photographic evidence, showing the equipment in situ and operational, for each item (requirements are detailed below)

These should be either photographed or scanned and emailed to CPSGClaims@rpa.gov.uk by midnight on 31 May 2021. The email must be submitted from the email address registered in the Rural Payments service. If you are unable to send electronic copies of your invoices or statements, please contact us for a postal address to send them to.

All correspondence about your CPSG claim will be sent from CPSGClaims@rpa.gov.uk. You should add this email address to your trusted senders list and remember to check your spam and junk mail folders.

Invoices

To be accepted, invoice(s) must:

- individually describe each item in full
- breakdown of the cost of each item
- detail the manufacturer's make and model of the item purchased
- ideally quote the relevant SG item code from Annex 3 of this handbook against the item purchased
- be addressed to the same individual or business as detailed in the GFA email
- show the supplier's name, address, VAT number and date
- be from a supplier who is not part of, or linked in any way to your business
- not include your own labour charges
- not include hire purchase, lease purchase or part exchange items

See Annex 5 for an example invoice.

We will only pay grant for those items that we agreed to fund, based on your original application. If the invoice includes additional items that are not part of your CPSG application, you must clearly itemise and highlight the items you are claiming for.

Invoices must be paid in full and the payment must have left your bank account before you claim your grant funding. If you have made a payment to a supplier that covers more than one invoice, you need to provide copies of all the invoices included in the payment.

Your payments are eligible where they:

- are listed in your GFA email
- meet the minimum specification set out in Annex 3 of this handbook
- are incurred after the date of the GFA email
- are for items which have been fully paid for by your business. This means payment for the items is shown on your business bank account statement or on your business credit card statement
- are for items that have been delivered, installed and are in use by your business
- are at the location(s) stated in your application
- are for new items only - ex-demo, second hand, part exchange and 'try before you buy' items are not eligible.

See Annex 5 for more CPSG Hints and Tips.

Payment evidence

You will need to send us copies of your bank statement or business credit card statement so that we can check all invoices have been paid in full by your business. For cheque or BACS payments, the cheque number or transfer reference should be visible on the statement. Acceptable evidence includes screen shots from an online account showing payment details and bank logos, or a certified report printed from a banking system.

You can blank out other personal information that isn't needed, but bank statements must still clearly show:

- bank's name and logo
- account holder name in full
- account number
- account balance – opening and closing balance of the bank statement period
- sort code
- transaction date
- transaction type (including payee ref/cheque number)
- transaction amount

See Annex 5 for an example of a bank statement.

If other payments were included in the BACS transaction, we will need to see the full audit trail including the BACS statement and copies of any other invoices.

You must not make cash payments for any grant funded items as you will be unable to provide a satisfactory audit trail and we will not be able to pay any of your grant.

If you pay for any items with a credit card, the items must be purchased from your business credit card, not a personal account or a different business account. The credit card statement(s) must show that all invoices for grant related items have been paid in full by your business.

If any other credit card is used, there must be evidence to show that the item is transferred to your ownership before a claim is made.

If you pay for an item through a buying group, please provide evidence to show you have paid the intermediary (Buying Group). The intermediary must also evidence that payment has been made to the supplier. This can either be an email from the supplier or a supplier statement i.e. there must be evidence to show that you have paid the intermediary, and the intermediary has paid the supplier.

If you pay for an item on account, please ask your supplier to raise a separate invoice and take separate payment for the CPSG item to help with the invoice validation of the eligible spend.

You won't be able to use lease purchase or hire purchase to buy any of the items in your application as your business will need to have fully paid for all items (with the funds having left your bank account) and own the items outright. It is your responsibility to provide information securely. If you wish to password protect email attached documents, you should contact us before sending. That way, we can confirm the method being used is acceptable. We will store your information securely for 7 years as per the terms and conditions of grant. This is in line with our [document retention policy](#).

Photographs

Your claim must be supported with photographs of each item which must:

- show the item specification, in situ and working on your farm (not a representation of the item from a supplier)
- be clear, in focus, in colour and clearly show the capital item, and with no other objects in front of the item
- include make and model number, to show the eligibility of the items against the specifications in Annex 3
- not be smaller than 600 x 400 pixels and ideally the image file size no larger than 400 KB
- clearly demonstrate the layout of the system (for Handling Systems (SG1/2/27/28/31))

Avoid taking photos which identify individuals including employees unless you have obtained their permission to share their personal information with us. Contact us for more information.

If you are unable to send electronic copies, please contact CPSGClaims@rpa.gov.uk or call us on 03000 200 301 and select the options for the Countryside Productivity Small Grant scheme.

Installation and Operating manuals

As part of the claim process, you may be asked to provide a copy of the installation and operating manual for items you have purchased to help verify the item is eligible. You should provide these in an electronic format.

Claim deadlines

Your claim must be submitted by midnight on 31 May 2021 or your grant award will be withdrawn.

If you have any other queries when preparing your claim, please contact CPSGClaims@rpa.gov.uk or call us on 03000 200 301 and select the options for the Countryside Productivity Small Grant scheme.

Withdrawing your claim

You can withdraw your claim at any time unless:

- you have already been told about an error in the claim
- you have been inspected (or receive advance warning of an inspection)
- an inspection reveals a breach of the rules

If you wish to withdraw your claim, please email your request to CPSGClaims@rpa.gov.uk as soon as possible, telling us your reasons for withdrawal. You should include your unique 6 digit reference number.

Payment of your grant

Grant funding is paid directly into the bank account attached to your business's main SBI number registered in the Rural Payments service.

It is your responsibility to make sure a valid and active bank account for your business has been added to the main SBI before sending us your claim evidence. Failure to do so will result in your claim payment being delayed. If you need to add a bank account to your main SBI, contact the helpline on 03000 200 301 and follow the options for the Rural Payments team.

We aim to pay your complete claim within 30 working days of receipt of your claim evidence. If there are any issues, it may take longer. You may need to account for this if it will affect the cash flow of your project or business.

Inspections

Your claim for grant funding may be selected for inspection before the grant payment is made, or up to five years after this date.

All the details in your application, your claim and the declarations you make when submitting your application and items will be checked at inspection. This will include a check on the dates on which the items were bought, who the invoice or invoices were made out to and the specification of the equipment.

Reductions and penalties

If you breach the terms of your GFA, the terms and conditions set out in Annex 1 and 2 of this guidance, or you do not meet the relevant eligibility criteria for this scheme, your payments may be reduced or withheld. Any grant previously paid may be recovered and additional penalties may be applied.

Incorrect claim

You must make sure that you only claim for eligible equipment from the approved list in Annex 3.

You must buy items that meet the required specification and the invoices you submit must be clearly itemised and dated.

You must claim for all of the items applied for, and they must all have been bought after the date the approval email was sent to you.

Your claim will be considered incorrect and will be rejected if:

- you have not bought all of the items listed in the application
- you buy any items of the wrong kind or which do not meet the minimum specification
- you have ordered or bought items before the GFA was sent to you
- the payment for the items on your claim has either not left your bank account before you claim, or is not listed on your credit card statement before you claim
- the supporting evidence that you provide with your claim does not meet the requirements set out in this handbook
- you made cash payments for any of the items
- you used lease purchase or hire purchase
- you bought ex-demo, second hand, part exchange and 'try before you buy' items
- the photographs provided do not show each item as per the minimum specification, in situ and working on your farm

If any part of your claim is incorrect, none of the grant will be paid.

After you receive your grant

Items purchased with grant funding must be kept in situ, operational and in good repair. They must be used for the same purpose as set out in the original application, for five years from the date of the grant payment. We may recover some or all of the grant if you breach the grant funding agreement during this period.

You should record the items on the business's asset register and keep it for a minimum of five years from the date your claim is paid. You should also keep copies of any relevant documentation during this period. This includes original invoices, receipts and bank statements.

You must allow officials from RPA, Defra, National Audit Office and the European Commission and their representatives to inspect the equipment at any reasonable time within the five year period from the date of the final payment of your grant.

You must tell us in advance of:

- replacing or upgrading any of the grant funded items
- any changes in the ownership of the business that applied for grant
- any changes in the ownership of the grant funded items
- the business or grant funded enterprise/activity ceasing to trade or fundamentally changing the nature of its activities

If any grant funded assets are sold, become redundant, or will no longer be used for the purpose for which they were grant funded, the grant will be recovered pro-rata. This will be effective for five years from the date of your grant payment.

If the business changes ownership, the item can either transfer to the new owner or the grant can be repaid to us. Contact us for more advice.

All invoices, receipts, and accounts and any other relevant documents relating to the grant must be kept for at least seven years from the date of the final payment. This is a HM Revenue and Customs (HMRC) requirement. If you have any other queries, please contact CPSGClaims@rpa.gov.uk or call us on 03000 200 301 and select the options for the Countryside Productivity Small Grant scheme.

Publicity requirements

Once you receive your grant, you must meet the publicity requirements to display the European Union (EU) logo and publicise information about the funding you have received. You must still meet these requirements even though we formally left the EU on 31 January 2020. The EU logo and a reference to support from the European Agricultural Fund for Rural Development (EAFRD): "Europe Investing in rural areas", as well as a reference to Defra must be shown on:

- electronic materials (including websites)
- printed material and publications, such as newsletters and posters
- media and public relations material
- events, conferences, seminars and workshop material
- printed or electronic material for beneficiaries/participants
- descriptions of activity on websites

Please see europa.eu for details of the correct logo to use. Search for '[EUROPA – Resources for writers and publishers](#)' and choose 'EU flag'. The logo should be placed in a prominent position on all materials.

Your grant will be recovered if you do not meet this requirement.

The requirements are set out in Annex III at 2.1 and 2.1 of Regulation (EU) No. 808/2014] which is available here: [Annex III at 2.1 and 2.2 of Regulation \(EU\) No. 808/2014](#) and [Annex III of Regulation \(EU\) No. 2016/669](#) on the EUR-Lex site.

Annex 1: Scheme specific conditions of grant

This annex lists the conditions your business must meet to qualify for the grant.

1. The scheme specific conditions are to:
2. keep your business details and contact information in the Rural Payments service up-to-date
3. keep your business bank details in the Rural Payments service up-to-date
4. meet any statutory and regulatory obligations including in respect of health and safety, employment, hygiene, environmental management and protection, and animal health and welfare that apply during the time of this investment
5. tell us of any other application for grant towards purchase of the items in your application
6. make sure that none of the items covered by the application are replacements covered by an insurance claim
7. keep items in your ownership for at least five years from the date of the final grant payment and associated paper work for seven years
8. not secure credit or finance against any items included in your application
9. read, understand and agree to the Countryside Productivity Terms and Conditions shown at Annex 2 of this handbook
10. submit one single claim for all items by midnight on 31 May 2021, after the items have been installed and are in working order
11. purchase items which meet the minimum specification as set out in Annex 3
12. keep accurate records of all spend (receipts, invoices and bank statements - scan and submit these with your claim)
13. submit photographs with your claim to prove the item meets the specification, is in situ and in working order

Annex 2: CPSG Terms and conditions

This annex details the terms and conditions of the CPSG scheme

Parties

(1) The Secretary of State for Environment, Food and Rural Affairs of Nobel House, 17 Smith Square, London, SW1P 3JR, acting through the Rural Payments Agency, whose principal address is at North Gate House, 21-23 Valpy Street, Reading, RG1 1AF (the Authority).

(2) The Beneficiary identified in the Grant Funding Agreement sent to the successful applicant pursuant to the Guidance (the Beneficiary)

Background

(A) The Authority has agreed to pay the Grant to the Beneficiary for the purpose of delivering the Project (buying the agreed items), subject to the terms and conditions set out below, in the remainder of the Guidance, and in the Grant Funding Agreement.

(B) The Authority is a delivery body responsible for managing the Countryside Productivity, the scheme under which the Grant is paid, which forms part of the wider RDPE. The Authority is also the accredited paying agency for the RDPE pursuant to Article 65(2) (b) of Regulation (EU) No 1305/2013 and fulfils both delivery body and paying agency functions for the Countryside Productivity Scheme.

(C) These terms and conditions apply to all Beneficiaries receiving a Grant under the Countryside Productivity scheme and should be read in conjunction with the details of the Project set out in the Grant Funding Agreement, which are individual to the Beneficiary. These terms and conditions, Annex 1 of the Guidance and the Grant Funding Agreement together form the agreement between the Authority and the Beneficiary (“the Agreement”).

(D) Further information and guidance are set out in the remainder of the Guidance. The Beneficiary must familiarise itself with the Guidance and ensure that it complies with all relevant requirements as a condition of receiving the Grant.

(E) In the event of any conflict between these terms and conditions, the remainder of the Guidance, and the Grant Funding Agreement, these terms and conditions shall prevail, followed by the Grant Funding Agreement, and then the remainder of the Guidance.

(F) The Managing Authority has overall responsibility for the RDPE and may directly enforce any terms of the Agreement against the Beneficiary in accordance with clause 28.2.

1. Definitions and interpretation

In the Agreement the following terms shall have the following meanings:

Application: the application for the Grant submitted by the Beneficiary containing details of the proposed Project (including any documentation submitted by the Beneficiary in support of the Application)

Claim Form Template: the claim email submitted by the Beneficiary for payment of the Grant

Countryside Productivity or the Scheme: Countryside Productivity, a scheme which is run by the Rural Payments Agency on behalf of the Managing Authority, implementing measures under Title III of Regulation (EU) No 1305/2013 to achieve the priorities for rural development set out in that regulation

EAFRD: the European Agricultural Fund for Rural Development, which funds rural development under the Common Agricultural Policy (and jointly funds the RDPE, together with the Managing Authority)

End Date: the date on which the Agreement comes to an end, being five years after the date of payment

Grant: the sum to be paid to the Beneficiary under the Agreement for the purpose of delivering the Project

Grant Funding Agreement: the Grant Funding Agreement sent to the Beneficiary in accordance with the Guidance, and which describes the Grant to be paid to the Beneficiary and the Project to be undertaken

Guidance: the “Countryside Productivity Small Grant Scheme Round 3 Handbook” of which these terms and conditions form a part, and which

sets out additional requirements and further information and guidance for Beneficiaries, as described in clause 5

Intellectual Property Rights: all patents, copyrights and design rights (whether registered or not) and all applications for any of the foregoing and all rights of confidence and know-how however arising for their full term and any renewals and extensions

Managing Authority: the Department for Environment, Food and Rural Affairs, which has overall responsibility for the RDPE pursuant to Article 65(2) (a) of Regulation (EU) No 1305/2013

Project: the work (investment) to be undertaken by the Beneficiary (as set out in the Application and in the Grant Funding Agreement)

RDPE: the Rural Development Programme for England (2014-2020), which is jointly funded by the EAFRD and the Managing Authority

Start Date: the date on which the Beneficiary receives its Grant Funding Agreement pursuant to the Guidance

Working Day: any day other than a Saturday, a Sunday or a public holiday in England

1.1 References to clauses are to the clauses of these terms and conditions. Clause headings shall not affect the interpretation of these terms and conditions.

1.2 A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).

1.3 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular and a reference to one gender shall include a reference to the other genders.

1.4 A reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time and shall include all subordinate legislation made from time to time under that statute or statutory provision.

1.5 A reference to a public organisation includes a reference to any successor of that public organisation.

1.6 Any words following the terms including, include, in particular or for example or any similar phrase shall be construed as illustrative and shall not limit the generality of the related general words.

2. Beneficiary's declarations

2.1 The Beneficiary confirms that:

(a) the declarations made in its Application remain true and accurate to the best of its knowledge and belief;

(b) it has full capacity and authority to enter into the Agreement;

(c) it is not aware of any circumstances which would prevent it from fulfilling its obligations under the Agreement;

(d) if there are any changes to the Beneficiary's circumstances which could affect its eligibility or suitability for the Grant or its ability to fulfil its obligations under the Agreement, it will notify the Authority in writing without delay;

(e) it has read and understood and will comply with all elements of the Guidance;

(f) it has not received and will not receive any duplicate funding or allowances from other public sources in respect of the same obligations it is required to undertake under the Agreement;

(g) its obligations under the Agreement do not duplicate and will not duplicate any other legal obligations it would otherwise be required to undertake;

(h) its obligations under the Agreement do not and will not conflict in whole or in part with any other legal or contractual obligations on the Beneficiary; and

(i) it will at all times comply with all relevant domestic and EU legislation in the performance of its obligations under the Agreement.

2.2 Subject to any provision to the contrary in the Grant Funding Agreement, the Beneficiary understands that it must not receive any other public funding for the Project (investment). Where other public funding is permitted, full details are set out in the Grant Funding Agreement. If the

Beneficiary receives any other public funding which is not explicitly permitted in the Grant Funding Agreement, the Authority reserves the right to recover the Grant in accordance with clause 9 and/or terminate the Agreement in accordance with clause 19.

2.3 The Beneficiary confirms that it has obtained and will maintain and comply with any permits, licences, permissions, consents, approvals, certificates and authorisations (whether statutory or otherwise) which are required for the performance of its obligations under the Agreement.

2.4 The Beneficiary understands that the giving of any approval, consent or acknowledgement, or the review of any document or course of action by or on behalf of the Authority does not relieve the Beneficiary of any of its obligations under the Agreement unless expressly permitted in writing by the Authority.

2.5 The Beneficiary understands that it is an offence to knowingly or recklessly provide false or misleading information or intentionally obstruct or fail to assist any person carrying out public functions in connection with the Agreement, and that such conduct by the Beneficiary may attract criminal penalties.

2.6 The Beneficiary shall make its own enquiries as to the accuracy and adequacy of any information on which it relies in connection with the Agreement.

3. Beneficiary's obligations

3.1 In applying for and receiving the Grant, the Beneficiary agrees to comply with these terms and conditions and any mandatory requirements set out in the Guidance.

3.2 The Beneficiary undertakes that any items funded by the Grant in connection with the Project will remain in the Beneficiary's ownership and be used and maintained for the purpose and in the manner for which they were intended until the End Date. The Beneficiary shall not make any change to the ownership or use of any such item before the End Date without the Authority's prior written consent.

4. Term

4.1 The Agreement shall commence on the Start Date and, subject to any earlier termination in accordance with clause 19, it shall continue in force until the End Date.

5. The guidance

5.1 The Beneficiary shall comply with the mandatory elements of the Guidance as a condition of receiving the Grant.

5.2 The Authority reserves the right to update or amend the Guidance from time to time. In such circumstances the Beneficiary will be notified in writing of any changes.

6. Changes to ownership of business or project

6.1 The Beneficiary must notify the Authority in writing in advance of any proposed changes affecting any part of its business including (without limitation):

- (a) the sale or transfer of all or part of its business to a new owner;
- (b) the acquisition by the Beneficiary of any new business interests which are of significant size or value and may affect the Beneficiary's eligibility for the Grant;
- (c) the sale or transfer of any land which is capable of having an impact on the Project;
- (d) the granting, termination or expiry of any lease or tenancy which is capable of having an impact on the Project; or
- (e) any material change to the Beneficiary's financial circumstances which could affect its ability to carry out the Project.

6.2 The Beneficiary may not grant any legal charge over any land or other asset funded in whole or in part by the Grant without the Authority's prior written consent.

6.3 The Beneficiary acknowledges and accepts that any significant change affecting its business may have consequences for the Agreement. In some

circumstances the Authority may be required to recover all or part of the Grant.

7. Amendments

7.1 No amendments to the Project shall be permitted unless expressly agreed in writing by the Authority.

7.2 Further details of the circumstances in which amendments may be permitted and the process to be followed are set out in the Guidance.

8. Claim forms

8.1 The Beneficiary shall submit Claim Forms and supporting documents to the Authority in accordance with the instructions provided in the Guidance and on the Claim Form itself.

8.2 The Grant will be paid directly to the Beneficiary's nominated business bank account using BACS transfer by the Authority, subject to the necessary funds being available when the payment falls due. The Beneficiary agrees and accepts that payment of the Grant can only be made to the extent that the funds are available.

8.3 Any failure by the Beneficiary to submit a Claim Form in accordance with the instructions and by the specified deadline (including the provision of any supporting documents necessary to enable the claim to be processed) may result in payment of the Grant being delayed, reduced or withheld.

8.4 All Claim Forms will be checked and verified before any sum is paid. If there is any discrepancy between the amount claimed by the Beneficiary and the amount the Beneficiary is entitled to claim, the Grant may be subject to a penalty. In the most severe cases, the Claim Form may be rejected in its entirety.

8.5 The amount of the Grant shall not be increased in the event of any overspend by the Beneficiary in the delivery of its obligations under the Agreement.

8.6 Unless otherwise explicitly permitted in writing by the Authority, the Grant may not be used to reimburse any expenditure incurred or any financial commitments entered into by the Beneficiary prior to the Start Date. This shall include orders placed or agreements entered into by the

Beneficiary prior to the Start Date, whether cancellable or otherwise, and in case of doubt the Beneficiary should notify the Authority in advance.

9. Repayment

9.1 If the Beneficiary breaches the terms of the Agreement or if there is a change in circumstances affecting its eligibility to receive the Grant, the Authority reserves the right to withhold or require repayment of the Grant. In addition, where the Beneficiary has breached the terms of the Agreement, penalties may be applied.

9.2 If the Beneficiary receives any overpayment or any payment to which it is not entitled (including in the event of an administrative error), the undue amount must be repaid. It is the Beneficiary's responsibility to check all payments it receives from the Authority and notify the Authority immediately if it has any reason to believe that an error has occurred.

9.3 If any sum becomes repayable under the Agreement, it shall be treated as a debt owing by the Beneficiary to the Authority until such time as the outstanding amount is repaid.

9.4 Where any sum is repayable under the Agreement, the Authority reserves the right to:

(a) issue a recovery order to the Beneficiary requiring repayment of the outstanding amount; and/or

(b) withhold any future payments and/or deduct the outstanding amount from any future payments which are due to the Beneficiary under this Agreement, any other RDPE grant agreement, or any other sum due to the Beneficiary under the Common Agricultural Policy.

9.5 Any recovery order issued to the Beneficiary shall specify the amount to be repaid and the date by which repayment must be made. If the Beneficiary fails to make a repayment within 60 days of the date of the relevant recovery order, the Authority reserves the right to charge interest on the outstanding debt at a daily rate equivalent to the Bank of England base rate plus 1%.

10. Access to documents and information

The Beneficiary shall, upon request, supply any documents, information, data, reports or written or verbal explanations which may be required by

the Authority or any UK or EU public authority (or their authorised representatives or auditors) in connection with the Agreement or the Scheme.

11. Site visits

11.1 The Beneficiary shall allow the Authority or any UK or EU public authority (or their authorised representatives or auditors) to access its land and/or premises in connection with the Agreement. Such access may be required with or without notice. The Beneficiary agrees to assist and cooperate with any person authorised to carry out any site visits (including controls and spot-checks) and shall provide access to any land, premises, plant, equipment or documents which may be required.

11.2 In addition to any consequences arising as a result of a breach by the Beneficiary of these terms and conditions, the Beneficiary understands that it is a criminal offence to intentionally obstruct, or fail to assist or provide information to any person exercising powers under this clause and performing other tasks in connection with the Agreement.

12. Maintenance of accounts and records

12.1 The Beneficiary shall keep accurate and up-to-date accounts and records of the receipt and expenditure of the Grant monies received by it and evidence of its compliance with its obligations under the Agreement which shall comply with any applicable standards and requirements set out in the Grant Funding Agreement, the Guidance and in any separate instructions issued to the Beneficiary.

12.2 The Beneficiary shall keep all invoices, receipts, and accounts and any other relevant documents relating to the expenditure of the Grant for a period of at least seven years from the date of the final payment. The Authority shall have the right to review the Beneficiary's accounts and records relating to the Grant and shall have the right to take copies of such accounts and records.

12.3 The Beneficiary shall comply with and facilitate the Authority's compliance with all statutory requirements as regards accounts, audit or examination of accounts, annual reports and annual returns applicable to itself and the Authority.

12.4 In addition to its obligations to provide information to the Authority, the Beneficiary shall provide any of the information referred to in this clause to

the Managing Authority or any other UK or EU public authority (or their authorised representatives or auditors) upon request.

13. Evaluation

13.1 The Beneficiary acknowledges that as a condition of receiving the Grant funding it may be required to participate in an evaluation procedure, which may take place either during the Agreement or after its expiry or termination.

13.2 The Beneficiary understands that its contact details may be disclosed to third parties for evaluation purposes and agrees to assist and cooperate with any person authorised by any UK or EU public authority to carry out such an evaluation.

14. Acknowledgement and publicity

14.1 The Beneficiary shall comply with all instructions and guidance from the Authority or the Managing Authority in relation to acknowledgement and publicity of the Grant, including using any materials or templates which are provided to it for this purpose. Such acknowledgement and publicity may include, where appropriate, a statement on any website operated by the Beneficiary for business purposes, and/or a poster, plaque or billboard displayed on the Beneficiary's land or premises. Further details of the publicity requirements applicable to Beneficiaries are set out in the Guidance.

14.2 Where the Beneficiary uses the name and logo of any other organisation in its publicity, it shall comply with all reasonable branding guidelines or instructions it is given in relation to the use of such name or logo.

14.3 The Beneficiary agrees to participate in and co-operate with promotional activities relating to the Scheme if required to do so by the Authority or the Managing Authority.

14.4 The Authority or the Managing Authority may acknowledge the Beneficiary's involvement in the Scheme as appropriate without prior notice.

14.5 The Beneficiary shall comply with all reasonable requests from the Authority or the Managing Authority to facilitate visits, provide reports,

statistics, photographs and case studies that will assist them with any promotional and publicity activities relating to RDPE.

15. Intellectual property rights

15.1 All rights, title and interest in or to any information, data, reports, documents, procedures, forecasts, technology, know-how and any other Intellectual Property Rights whatsoever owned by or licensed to either the Authority or the Beneficiary before the Start Date or developed by either party under the Agreement, shall remain the property of that party.

15.2 Where the Authority or the Managing Authority has allowed the Beneficiary to use any of its Intellectual Property Rights in connection with the Agreement (including without limitation its name and logo), the Beneficiary shall, on termination of the Agreement, cease to use such Intellectual Property Rights immediately (subject to any ongoing requirement to use Intellectual Property Rights in compliance with the publicity requirements in clause 14).

15.3 The Beneficiary shall comply with any provisions relating to Intellectual Property Rights which are specified in the Grant Funding Agreement.

15.4 Where any documents or materials are provided to the Authority or Managing Authority under this Agreement, the Beneficiary shall ensure that those bodies are entitled to use such documents or materials for the purpose for which they have been provided. Where the Beneficiary owns any Intellectual Property Rights in such documents or materials, it hereby grants a non-exclusive, royalty-free, perpetual licence to the receiving party to use such Intellectual Property Rights to the extent necessary to give effect to this clause.

16. Data and Information

16.1 The parties shall comply with all relevant UK and EU data protection legislation in delivering their obligations under the Agreement.

16.2 The Authority and/or the Managing Authority may use any information or data provided by the Beneficiary or collected during the course of the Agreement for the purposes of management, control and evaluation and may share this with other UK and EU public bodies for the purposes of monitoring and administering the Common Agricultural Policy (CAP) further to Article 117 of EU Regulation No 1306/2013.

16.3 Information and data about the Agreement (including details about the Beneficiary, the Grant and Project) may be published on public websites.

16.4 The Beneficiary consents to its contact details being disclosed to any UK or EU public authority (or their authorised representatives or auditors) for monitoring, inspection or evaluation purposes.

16.5 The Beneficiary acknowledges that the Authority and the Managing Authority are subject to the requirements of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR).

16.6 The Beneficiary shall provide all necessary assistance and cooperation which is reasonably requested by the Authority or the Managing Authority for the purposes of complying with its obligations under the FOIA and EIR. If the Authority or the Managing Authority requires the Beneficiary to supply information pursuant to a FOIA/EIR request, the Beneficiary shall supply all such information which is within its possession or control within 5 Working Days (or such other period as is reasonably required).

16.7 If the Beneficiary receives a FOIA/EIR request from a member of the public in connection with the Agreement or the Project, it shall not respond to the request but shall forward the request to the Authority within 2 Working Days of receipt.

16.8 The Authority or the Managing Authority (as appropriate) shall determine in its absolute discretion whether any information is exempt from disclosure in accordance with the provisions of FOIA and/or the EIR.

16.9 Further details about how information about the Beneficiary and the Agreement will be used and shared are set out in the Guidance.

17. Limitation of liability

17.1 Neither party excludes or limits its liability for death or personal injury caused by its negligence, fraud or fraudulent misrepresentation, or any other liability which cannot be limited or excluded by law.

17.2 The Authority accepts no liability for any consequences, whether direct or indirect, arising from the Agreement, the use of the Grant by the Beneficiary, or from the Authority or the Managing Authority exercising its rights under the Agreement.

17.3 Subject to clause 17.1 and 17.2, the Authority's total aggregate liability in connection with the Agreement shall not exceed the amount of the Grant.

17.4 The Beneficiary shall indemnify the Authority and any persons acting on the Authority's behalf against all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising as a result of the actions or omissions of the Beneficiary in connection with the Agreement.

17.5 The Beneficiary acknowledges and accepts that if it suffers any losses which prevent it from fulfilling its obligations under the Agreement, the Authority may require the Grant to be repaid or the losses to be made good at the Beneficiary's own expense, regardless of whether the Beneficiary is insured against such losses.

18. Force majeure

18.1 If the Beneficiary is prevented from complying with its obligations under the Agreement due to force majeure or exceptional circumstances, the Authority must be notified in writing, within 15 Working Days from the date on which the Beneficiary (or any person authorised to act on the Beneficiary's behalf) is in a position to do so.

18.2 The Authority will consider the facts on a case-by-case basis in deciding whether or not the Beneficiary is relieved of all or part of its obligations under the Agreement and whether all or part of the Grant should be suspended or repaid.

19. Termination

19.1 The Authority reserves the right to terminate the Agreement on written notice to the Beneficiary if:

(a) the Beneficiary has breached the terms of the Agreement or there is a change in circumstances affecting its eligibility to receive the Grant (whether or not the Authority has taken steps to recover the Grant in accordance with clause 9); or

(b) the Beneficiary has failed to repay any sum which has become recoverable by the Authority in accordance with clause 9. 19.2 In addition to its right to terminate under clause 19.1 above, the Authority may terminate the Agreement and any future Grant payments on giving the Beneficiary two months written notice at any time. Provided that the

Beneficiary is not in breach of the Agreement, Grant payments already paid will not be recoverable. 19.3 The Beneficiary may terminate the Agreement at any time by giving written notice to the Authority. The Beneficiary understands that in such circumstances it may be required to repay all or part of the Grant and that its obligations under the Agreement shall not cease until such repayment has been made.

20. Consequences of expiry or termination

20.1 Expiry or termination of the Agreement shall not affect any rights, remedies, obligations or liabilities of the parties that have accrued up to the date of expiry or termination which existed at or before the date of expiry or termination.

20.2 Expiry or termination of the Agreement shall not affect the continuing rights and obligations of the parties under clauses 9 (Repayment), 10(Access to Documents and Information), 11(Site Visits), 12(Maintenance of Accounts and Records), 13(Evaluation), 14(Acknowledgement and Publicity), 15(Intellectual Property Rights), 16(Data and Information), 17(Limitation of Liability), 20(Consequences of Expiry or Termination), 22(Severability), 23(Waiver), 24(Notices), 25(Dispute Resolution), 27(Joint and Several Liability), 28(Third Party Rights), 29(Governing Law) or any other provision in the Agreement or mandatory requirement in the Guidance which is expressly stated to survive expiry or termination of the Agreement or which is required to give effect to such termination or expiry or the consequences of such termination or expiry.

21. Variations to these terms and conditions

The Authority reserves the right to vary these terms and conditions or the Grant Funding Agreement. Any variation will be effected in writing and notified to the Beneficiary in advance. The Authority shall endeavour to give such notice as is reasonable and proportionate, having regard to the nature of the variation and its consequences for the Beneficiary.

22. Severability

If any term, condition or provision of the Agreement is held to be invalid, unlawful or unenforceable to any extent, such term, condition or provision will not affect the validity, legality and enforceability of the other provisions of or any other documents referred to in the Agreement.

23. Waiver

No failure or delay by either party to exercise any right or remedy under the Agreement shall be construed as a waiver of any other right or remedy.

24. Notices

24.1 All notices in relation to the Agreement shall be in writing and shall be deemed to have been duly given if personally delivered, e-mailed, or mailed (first class postage prepaid) using the contact details set out in the Grant Funding Agreement (or any updated address which is subsequently notified by one party to the other). It is the Beneficiary's responsibility to notify the Authority of any change to its contact details.

24.2 If personally delivered or if e-mailed all such notices shall be deemed to have been given when received (except that if received on a non-Working Day or after 5.00 pm on any Working Day they shall be deemed received on the next Working Day) and if mailed all such notices shall be deemed to have been given and received on the second Working Day following such mailing.

25. Dispute resolution

Any dispute arising between the parties or any complaint or appeal by the Beneficiary in connection with the Agreement shall be resolved according to the procedure set out in the Guidance.

26. No partnership or agency

The Agreement shall not create any partnership or joint venture between the Authority and the Beneficiary, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

27. Joint and several liability

Where the Beneficiary is not a company nor an incorporated entity with a distinct legal personality of its own, the individuals who enter into the Agreement on behalf of the Beneficiary shall be jointly and severally liable for the Beneficiary's obligations and liabilities arising under the Agreement.

28. Third Party Rights

28.1 Subject to clause 28.2 below, the Agreement does not and is not intended to confer any benefit on any person who is not a party to the Agreement.

28.2 The terms of the Agreement may be enforced and recovery of any Grant may be sought by the Managing Authority, which shall be entitled to receive the benefit of the Agreement as if it were the Authority.

29. Governing law

The Agreement shall be governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the English courts.

Annex 3: Eligible items – Specification and Standard Cost

This annex details the required Specification and Standard Costs of eligible items

Cattle specific equipment

Item number	Standard cost	Item	Specification
SG1	10,200	Mobile cattle handling systems	<p>Mobile system consisting of race, crush (manual or squeeze crush) and penning to provide a gathering pen and holding pen on an integrated (built in) road legal trailer.</p> <p>A minimum of ten gates/hurdles to be purchased as part of the mobile system.</p> <p>The crush must have an anti-backing facility at the rear of the crush operated from outside the race. This can either be a U shaped rotating rump bar operated from a wheel outside of the crush or a sliding gate operated from outside the crush. Hydraulically operated anti backing gates are also eligible.</p> <p>The crush must have a locking head yoke.</p> <p>The handling system must be of all metal construction. Wooden elements e.g. floors to the race or crush, gates or hurdles are not eligible under this item.</p> <p>All ferrous metalwork to be either galvanised or powder coated. Painted metalwork is not eligible.</p>

Item number	Standard cost	Item	Specification
SG2	9,666	Fixed cattle handling systems	<p data-bbox="740 322 1445 445">A corral system which provides a safe and effective holding area and race-way handling facility to attach to a cattle crush.</p> <p data-bbox="740 495 1445 618">The handling system does not include the crush and is not expected to be purchased as part of this item.</p> <p data-bbox="740 667 1374 790">The system should be designed and erected to suit the requirements of the individual site.</p> <p data-bbox="740 840 1458 1299">To be eligible it must consist of: a minimum of two metal holding pens, one circular metal forcing pen between 2.4 and 5m radius (internal measurement) with sides covered in a smooth material to prevent cattle from seeing to the side, leading into a straight or a curved race between 3 and 5m in length with the sides of the race covered. A sliding closure gate which is fitted at either end of the race. The race must lead to a crush.</p> <p data-bbox="740 1348 1442 1516">The handling system will be of all metal construction. Wooden elements e.g. floors to the race or crush, gates or hurdles are not eligible under this item.</p> <p data-bbox="740 1565 1369 1688">All ferrous metalwork to be either galvanised or powder coated. Painted metalwork is not eligible.</p> <p data-bbox="740 1738 1442 1944">To be eligible, the system must be fixed to the ground. This should be a long term fixture such as concreting the supporting post into the ground or by bolting into the existing concrete floor.</p>

Item number	Standard cost	Item	Specification
SG3	4,050	Cattle crush (automatic)	<p>The crush must have an internal width of at least 720mm.</p> <p>The crush will have a fully automatic (self-closing) full length head yoke with auto reset facility.</p> <p>The sides of the crush must be able to be opened to give complete access to both sides of the animal.</p> <p>The crush must have an anti-backing facility at the rear of the crush operated from outside the race. This can either be a U shaped rotating rump bar operated from a wheel outside of the crush or a sliding gate again operated from outside the crush. All ferrous metal parts of the crush must be fully galvanized or powder coated. Painted crushes are not eligible.</p> <p>Crushes with wooden floors are not eligible.</p>

Item number	Standard cost	Item	Specification
SG4	2,758	Cattle crush (manual)	<p>The crush must have an internal width of at least 720mm.</p> <p>The crush must have a manually operated full length head yoke. The sides of the crush must be able to be opened to give complete access to both sides of the animal.</p> <p>The crush must have an anti-backing facility at the rear of the crush operated from outside the race. This can either be a U shaped rotating rump bar operated from a wheel outside of the crush or a sliding gate again operated from outside the crush. All ferrous metal parts of the crush must be fully galvanised or powder coated. Painted crushes are not eligible.</p> <p>Crushes with wooden floors are not eligible.</p>

Item number	Standard cost	Item	Specification
SG5	10,360	Hydraulically operated Squeeze crush	<p data-bbox="740 324 1445 405">Hydraulically operated squeeze crush with full length head yoke.</p> <p data-bbox="740 454 1401 577">The crush must have a sliding rear gate operated from outside of the crush and race to act as an anti-backing device.</p> <p data-bbox="740 627 1458 750">The sides of the crush must be able to open to give complete access to both sides of the animal.</p> <p data-bbox="740 799 1458 922">All ferrous metal parts of the crush must be fully galvanized or powder coated. Painted crushes are not eligible.</p> <p data-bbox="740 972 1331 1050">Crushes with wooden floors are not eligible.</p> <p data-bbox="740 1099 1445 1178">Rotating/rollover foot trimming crushes are not eligible under this item.</p> <p data-bbox="740 1227 1458 1350">Pneumatically operated crushes are not eligible under this item. System must use a power driven hydraulic pump.</p> <p data-bbox="740 1400 1445 1478">Hand/manually pumped hydraulic systems are not eligible under this item.</p>

Item number	Standard cost	Item	Specification
R2-SG62	4,794	Squeeze crush (Manually operated)	<p>Manually operated squeeze crush with full length head yoke. The sides of the crush must be able to open to give complete access to both sides of the animal. The crush must have a sliding rear gate to act as an anti-backing device. The sliding gate must be operated from outside of the crush. All ferrous metal parts of the crush must be fully galvanized or powder coated. Painted crushes are not eligible.</p> <p>Crushes with wooden floors are not eligible.</p>
SG6	542	Head scoop for cattle crush	<p>Restricts the side to side movement of the animal's head providing increased safety for the animal and operator and helps prevent the animal from collapsing.</p> <p>All ferrous metal parts must be fully galvanized or powder coated. Painted metalwork is not eligible.</p> <p>Integrated head restraints supplied with a cattle crush as standard which cannot be purchased separately and retrofitted are not eligible under this item.</p>

Item number	Standard cost	Item	Specification
SG9	6,166	Cattle auto ID shedding gate (auto drafting)	<p data-bbox="740 322 1366 533">Gate linked to computer control/EID system to draft cattle into two or more groups automatically. Using either electronic tags, collars or ankle transponders to identify the animal.</p> <p data-bbox="740 580 1442 663">Must be able to operate automatically with digital weighing system.</p> <p data-bbox="740 710 1366 831">All ferrous metal parts must be fully galvanized or powder coated. Painted metalwork is not eligible.</p>
SG10	659	Foot trimming add-on to crushes	<p data-bbox="740 891 1453 1059">Hoof trimming attachment consisting of: belly harness/support, front and rear leg winch with lifting strap and minimum of two hoof blocks.</p> <p data-bbox="740 1106 1406 1234">This item is intended to be purchased to allow adaptation of existing crush to be used for hoof trimming.</p>

Item number	Standard cost	Item	Specification
SG11	4,400	Specialist foot trimming crush	<p>The crush must be specially designed for foot trimming and not intended for other animal management purposes.</p> <p>With an internal width of at least 720mm, the crush will have a head yoke, rotating rump bar and with motorised winches. Must include belly harness/support lifting straps and a minimum of two hoof blocks.</p> <p>Rotating/Rollover crushes are not eligible.</p> <p>All ferrous metal parts of the crush will be fully galvanised or powder coated. Painted crushes are not eligible.</p> <p>Crushes with wooden floors are not eligible.</p>
SG12	199	Calving detectors	Detector system linked to mobile device to alert when cow begins calving.
SG13	1,013	Cluster flush	System to back flush milking cluster to sanitise unit between cows. Cost is per cluster unit.
SG14	4,566	Automated footbaths for cattle	A footbath for cattle that will automatically fill, dose, flush and replenish
SG15	3,825	Heat detection system - base unit	<p>Automated system for the heat detection in cows based on motion detection.</p> <p>Using either electronic ear tags, neck collars or ankle transponders to identify the animal See SG16.</p>

Item number	Standard cost	Item	Specification
SG16	98	Heat detection system – ear tag collar or ankle band	<p>Automated system for the heat detection in cows. Ear tag, neck collars or ankle bands to measure motion associated with oestrous behaviour. Cost is per neck collar/ankle band or ear tag.</p> <p>Note: for ear tags to be eligible they must have a life expectancy of at least five years, be reusable (transferable to another animal). Tags used for Cattle Tracing System (CTS) purposes are not eligible for funding.</p> <p>Bolus type transponders are not eligible under this scheme.</p>
R2-SG63	1,095	Heat and service detector	<p>Proximity based detection system using a collar detector worn by the bull and reusable electronic ear tags.</p> <p>System includes detection collar and a minimum of 50 reusable ear tags.</p> <p>The ear tag must have a life expectancy of at least five years and not be used for animal identification in connection with cattle tracing requirements of BCMS.</p> <p>Maximum two systems per application.</p>
SG17	1,400	Real time milk analysis	<p>Milk sensors that produce data on conductivity and milk constituents per cow in real time. Cost is per milking point. Devices which only measure milk volume and/or milking time are not eligible under this item.</p>

Item number	Standard cost	Item	Specification
SG18	5,950	Hand-held automatic teat washing system	Hand-held automatic teat washing brush which can wash, disinfect, stimulate and dries all in one visit to the cow. Maximum of two per application.
SG19	13,871	Visual image analysis of cow body condition score	Camera based system which automatically assesses body condition score linked to EID.
SG20	306	Badger proof feed troughs	Cattle feed trough that includes rollers or other mechanisms, to reduce or eliminate the possibility of badgers making contact with feed. Cost is per trough.
SG21	110	Badger proof lick holders	Cattle mineral/supplement holder, which by design will eliminate the possibility of badgers making contact with the mineral/supplement. Cost is per holder.
SG22	1,286	Rotating cow brush	A purpose built swinging rotating cow brush with auto start stop.
R2-SG64	964	Swinging brushes for goats and calves	A purpose built swinging rotating brush with auto stop start design specifically for use by small animals including calves and goats.

Item number	Standard cost	Item	Specification
SG23	6,843	Auto cattle weighing equipment	<p>Standalone equipment which automatically weighs cattle without human intervention, linked to EID.</p> <p>Purchased as a whole working unit, not parts.</p> <p>This comprises of a weigh platform (often with water trough), EID reader and weigh head.</p>
R2-SG65	490	Calving gate	<p>A calving gate that incorporates a gate within the frame to swing around to safely restrain a cow. To include an adjustable full length head yoke, a locking chain to stop backward movement, removable side rails or access panels within the swinging gate to allow protected access for medical treatment, assisted calving, suckling of calves or milking.</p>
SG24	7,033	Calf milk pasteuriser and dispenser	<p>Mobile milk pasteuriser and dispenser with minimum 150 litres capacity. With built in mixer, heater, temperature monitoring to aid pasteurising and remaining volume indicator. The system must be self-contained and fully mobile. With a rechargeable battery system providing power to aid mobility, maintain temperature during dispensing and aid milk dispensing.</p>

Item number	Standard cost	Item	Specification
SG25	8,116	Auto calf feeder with washing facility	Programmable milk feeder for calves, capable of individually feeding and monitoring calf intake. Able to alert if calf is not drinking or drinking less than normal. Must automatically self-clean feeding tube and teat between each feeding. Capable of feeding 40 calves individually. Cost is for one programmable milk feeder and one feed station.
SG26	2,179	Additional feed station	Purchase of an additional feed station for programmable milk feeder for calves. Each feed station should be capable of feeding 40 calves individually. Maximum of 3 additional feed stations per application.
R2-SG66	1,466	EID panel reader for cattle	<p>Static race reader, with antenna and bluetooth connection. Must be able to read HDX and FDX B tags.</p> <p>To be eligible under this item the reader must be permanently fixed to the race or cattle crush. Portable readers are not eligible under this item.</p>

Sheep specific equipment

Item number	Standard cost	Item	Specification
SG27	7,487	Mobile sheep handling systems	<p>Trailer mounted mobile sheep handling system capable of holding and handling a minimum of 250 sheep with the aim to allow farmers to handle sheep away from the main holding. The system must include a minimum of 20 hurdles to create a gathering pen, forcing pen and must include a minimum of two side pens.</p> <p>The system must include drafting and dosing race with the ability to fit a foot bath.</p> <p>The trailer must be integrated into the handling system and form part of the handling race. Trailers which are not integrated and could be used for other purposes are not eligible under this item.</p> <p>The integrated trailer must be road legal.</p> <p>The handling system must be of all metal construction. Wooden elements e.g. floors to the race, wooden gates or hurdles are not eligible under this item.</p> <p>All ferrous metalwork must be either galvanised or powder coated. Painted systems are not eligible.</p>

Item number	Standard cost	Item	Specification
SG28	3,337	Fixed sheep handling systems	<p data-bbox="743 322 1422 450">Fixed sheep handling system that should be designed and erected to suit the requirements of the individual site.</p> <p data-bbox="743 495 1453 831">The system must have a combined capacity in the race, forcing pen, and gathering pen of holding a minimum of 100 adult sheep. To be eligible the system must consist of: a gathering pen, forcing pen, drafting and dosing race, minimum of two side pens and the ability to fit plastic footbath in the race.</p> <p data-bbox="743 875 1445 1043">The handling system must be of all metal construction. Wooden elements e.g. floors to the race, gates or hurdles are not eligible under this item.</p> <p data-bbox="743 1088 1369 1216">All ferrous metal work to be either galvanised or powder coated. Painted systems are not eligible.</p> <p data-bbox="743 1261 1433 1473">To be eligible the system must be fixed to the ground. This should be a long term fixture such as concreting the supporting post into the ground or by bolting into the existing concrete floor.</p>

Item number	Standard cost	Item	Specification
SG29	4,832	Electronic weigh crate	<p>Weigh crate with electronic weigh system.</p> <p>The weigh system will be a digital weighing device with the ability to record individual animal weights and track the live weight gains. If the reader relies on a mobile device to input access and record this information the mobile device must be purchased as part of this item.</p> <p>The system will be compatible for use with EID. Must have the ability to download data to computer or mobile device.</p> <p>A weigh crate must be purchased with this item.</p> <p>If you wish to use an existing crate or combine weighing with another item then you should not include this item in your application. Refer to SG7 and SG8 for weighing system components</p>
SG30	3,273	Sheep handler	<p>Clamp style sheep handler for efficiently daggging, dosing and sorting sheep.</p> <p>If you are considering applying for funding on this item please note it cannot also form part of SG27 'Mobile sheep handling systems'.</p>

Item number	Standard cost	Item	Specification
R2-SG67	9,199	Automatic weighing and drafting crate for sheep	<p>The system purchased must automatically read EID tags and automatically draft out animals based on current weight or any electronically saved data on the animal e.g. age, sex.</p> <p>The system must include: auto drafting crate, control system with fully automated entry and exit gates, weigh bars, panel reader and weigh head.</p> <p>Purchased as a whole working unit (single item), not parts. Refer to SG7 and SG8 for weighing system components.</p>
R2-SG68	9,700	Sheep conveyor	Static twin belt conveyor designed for routine sheep work 3m minimum length.
R2-SG69	1,328	EID panel reader for sheep	<p>Static/race reader, with antenna and bluetooth connection. Must be able to read HDX and FDX B tags.</p> <p>To be eligible under this item the reader must be permanently fixed to the sheep handling system. Portable readers are not eligible under this item.</p>

Pig specific equipment

Item number	Standard cost	Item	Specification
SG31	2,100	Fixed handling system for pigs	<p>Suitable for either indoor or outdoor production systems. Pig race consisting of sheeted hurdles and gates. This must be a system which provides a safe and effective race-way handling facility capable of being connected to a weighing facility; either an individual crate or a weighing platform. The system can be erected to suit the requirements of the individual site. The system must consist of the following minimum specification: 2m x 1m hurdles lined with a smooth sheeted material capable of cleaning and disinfection (Qty:10), 2m wide drafting gate in frame 50mm x 50mm, also sheeted, race joiner, coupling pins (Qty:20). All items should be constructed as a minimum from galvanised steel but preferably in stainless steel, which is lighter, significantly stronger and resistant to corrosive attack from acidic disinfectants.</p> <p>Wooden elements e.g. gates or hurdles are not eligible under this item.</p> <p>To be eligible the system must be fixed to the ground. This should be a long term fixture such as concreting the supporting post into the ground or by bolting into the existing concrete floor.</p>

Item number	Standard cost	Item	Specification
SG32	2,900	Electronic pig weighing and sorting facility	<p>To be used in conjunction with an integral Electronic Data Management System.</p> <p>Automatic electronic system for sorting pigs by weight using digital weighing. With the ability to record live weights for individual pigs and auto drafting to sort into specific weights or physical characteristics. Suitable for use in both indoor and outdoor production systems. The facility will have a computer or mobile device interface to an integral electronic data management system. Capable of weighing pigs from 7kg to 250kg.</p> <p>System consists of a weigh crate, weigh platform and two auto segregation gates.</p>
SG33	387	Enclosed piglet creeps with heat pads	<p>Made from glass-reinforced plastic (GRP) insulated panels, suitable for effective cleaning and disinfection.</p> <p>Pads must be thermostatic controlled with the temperature sensor either in the pad, or creep area.</p> <p>The power cable is protected from animal damage by a flexible stainless-steel tube.</p> <p>Each unit purchased must include heat pad and creep. Heat pads or creeps on their own are not eligible.</p>

General livestock specific equipment

Item number	Standard cost	Item	Specification
SG7	1,700	Electronic Weigh System (all species)	<p>Digital weighing device with the ability to record and display on screen individual animals' weights, track the live weight gains and access recorded information on an individual animal e.g. breeding and movements. If the electronic weighing system relies on a mobile device to input, access and record this information the mobile device must be purchased as part of this item.</p> <p>Must have the functionality to operate with EID readers and operate auto drafting systems. It must also have the ability to be connected to a computer or mobile device to download collected information.</p> <p>Weigh bars are not included in this item they are a separate item see SG8.</p> <p>Group and automatic average animal weighing systems not eligible under this item.</p>

Item number	Standard cost	Item	Specification
SG8	1,150	Weigh bars and weigh platforms for weighing livestock	<p>Electronic load bars or electronic weigh platform to operate with digital weigh heads/readers for use with cattle crushes, sheep or pig crates.</p> <p>Load bars must be HD type load bars. The system must be capable of weighing up to 2000kg.</p> <p>Non electronic weighing systems are not eligible.</p> <p>Digital weigh heads/readers are a separate item see SG7.</p>
R2-SG70	1,433	Positive pressure tube ventilation systems	<p>The system is aimed at improving natural ventilation pushing clean fresh air into the building, using an internal horizontal inflatable polythene (or similar type material) ventilation tube stretching the length of the building, with holes cut to direct the air where needed. The cost must include a wall mounted fan which draws fresh air into the building, a controller and an internal inflatable tube (eg polythene), all designed for agricultural use.</p>
R2-SG71	255	Cameras for monitoring livestock	<p>Internet Protocol (IP) camera for monitoring livestock. Outdoor rated IP66 with Pan Tilt and Zoom (PTZ), day and night vision. Infrared range of 50m minimum, 18x zoom minimum. 1080 pixels minimum. Must be compatible with online viewing app for smart phone or tablet.</p>

Item number	Standard cost	Item	Specification
R2-SG72	7,397	Grassland sward lifters	<p>Minimum three legs with adjustable depth control (at least to 300mm) via the legs or packing rollers.</p> <p>Machine must have cutting disc in front of and a packing roller behind each leg, shearbolt or mechanical reset on each leg.</p>
R2-SG73	667	UV Water treatment system	<p>For the treatment of water to be used in the feeding of livestock or irrigation of horticultural crops. To be eligible each unit will consist of a single bulb in-line UV filter, with auto shut off in case of power or bulb failure, to prevent untreated water from leaving the unit. Each unit must be capable of treating at least 30 litres per minute @30mJ/cm² or above (55 Watt power consumption). System must be Water Regulations Advisory Scheme (WRAS) approved. Maximum 10 units per application.</p>
SG34	1,222	EID Hand held recorder device	<p>Electronic Identification (EID) handheld device with radio frequency identification (RFID) technology for individual reading and recording of animals.</p> <p>The reader must have the ability to record information on breeding, births, weights, treatments and movements as a minimum. If the reader relies on a mobile device to input, access and record this information the mobile device must be purchased as part of this item. The reader must be capable of exporting data to a computer based software package for the active monitoring of livestock.</p>

Item number	Standard cost	Item	Specification
SG35	550	EID Hand held device (stick reader)	EID hand held device (stick reader) with RFID technology for individual reading of animals. Must be capable of scanning tags and storing tag data, with the ability to connect wirelessly to mobile phones or other devices. Must be able to read HDX and FDX B tags.
SG36	850	Auto EID drench gun	A drenching gun that wirelessly communicates with a weigh head or stock reader to automatically adjust the dosage of drench or pour on, depending on the animal's weight. Must include wireless technology to allow the downloading of accurate medicine reports to a computer or mobile device.
R2-SG74	850	Auto vaccination gun for administration of vaccines and medicines to livestock	A vaccination or dosing gun that wirelessly communicates with a weigh head or stock reader, automatically adjusting the dosage of vaccine or medicine required based on the animals weight records. Must include wireless technology to allow downloading of accurate vaccination reports to computer or mobile device. Maximum two per application.

Item number	Standard cost	Item	Specification
SG37	550	Pasture plate meter (hand-held)	<p>A hand-held device to assess grass cover by measuring total height and the number of measurements taken.</p> <p>The device must have the capability of storing measurements taken from separate paddocks and for the data to be downloaded to a computer or mobile device. Plate meters that are not able to store data electronically for later download are not eligible</p>
SG38	2,650	Pasture plate meter (trailed)	<p>A trailed device to assess grass cover by measuring total height and the number of measurements taken.</p> <p>The device must have the capability of storing measurements taken from separate paddocks and for the data to be downloaded to a computer or mobile device.</p>
SG39	240	Solar powered electric fencer energiser	<p>Solar powered electric fencing energiser with integrated solar panel and battery. Energiser providing at least 0.15 joules output.</p> <p>Purchased as a whole working unit (single item), not parts.</p>
SG55	12,000	Robotic silage pusher	<p>Robotic system with intelligent software and programmable for the intended feed passage.</p> <p>The equipment must have the capability to detect the distance from the feed barrier along with the amount of feed in the passage.</p>

Item number	Standard cost	Item	Specification
R2-SG75	13,500	Robotic slurry pusher/ collector	Robotic system with intelligent software and sensors to allow the robot to navigate independently throughout the passageways. It must have built in sensors to avoid contact with the livestock. Cost includes robot and charging station.

Precision farming inc. arable and horticulture specific equipment

Item number	Standard cost	Item	Specification
R2-SG76	1,303	GPS light bar	GPS guidance system using light bar to aid guidance. Linked to smart phone or tablet to create, recognise and load field boundary information. Provide field boundary measurements. It must have a minimum capability of straight and curved guidance modes. With minimum pass to pass accuracy of 20cm.
R2-SG77	1,855	GPS assisted steer	Assisted steering system linked to GPS to enable auto steering to be used on older tractors. For the system to be eligible it must include electric, hands-free, assisted steering system, with installation onto steering wheel or replacement of steering wheel with assisted steering device. Applications for software or activation codes only are not eligible.

Item number	Standard cost	Item	Specification
SG41	4,730	Yield monitoring	<p>An electronic device to connect to a combine or forage harvester to monitor crop yield during harvest. It will provide information on harvesting rate, with total and partial area (field) yield of crop. Must include purchase of yield sensor for combine or forage harvester, in-cab display and software for downloading to computer.</p> <p>Applications involving only the purchase of software or activation codes for existing sensors and displays are not eligible. If you are not intending to purchase an in-cab display but use an existing display you should not include this item in your application.</p> <p>You cannot use a display included in SG42 for this item.</p> <p>You must purchase yield sensors and in-cab display.</p>

Item number	Standard cost	Item	Specification
SG42	4,625	Variable rate controller for sprayers and fertiliser spreaders	<p>An electronic device to connect to an existing sprayer or fertiliser spreader for the purposes of changing the rate of application automatically without operator input.</p> <p>The regulation system will work from either a pressure or a flow sensor and provide sectional control.</p> <p>The system must be able to record application rates applied and download to computer. The system must include variable rate controller, in-cab display and software.</p> <p>Applications involving only the purchase of software or activation codes for existing control systems are not eligible.</p> <p>If you are not intending to purchase an in cab display but use an existing display you should not include this item in your application.</p> <p>You cannot use a display included in SG41 for this item.</p> <p>You must purchase a variable rate controller and in-cab display.</p>
SG43	4,506	Flow rate monitoring of slurry	<p>An electronic device to measure and record application of slurry. The system purchased must include slurry flow rate meter and in-cab display/controller. The system purchased must be able to be linked to GPS to provide an accurate electronic record of slurry application by volume to specific field areas.</p>

Item number	Standard cost	Item	Specification
SG44	22,500	Measuring nitrogen levels in crops using light reflectance	Tractor mounted sensor to determine the nitrogen status of the crop using light reflectance to enable real time variable rate Nitrogen fertiliser application. The system must include sensor and linkage to the variable control on the fertiliser spreader to enable automatic control of the application rate of nitrogen fertilizer.
SG54	24,000	Direct drill 3m	<p>Direct drill for precision drilling of arable and cover crops, using either tines or discs to produce the seeding slot. To be eligible the drill must have a minimum drilling width of 2.9m, must have no cultivation or seed bed preparation equipment in front of the seeding slot mechanism and the seed must be placed in the seeding slot. The drill must be able to drill through a fully established growing cover crop of at least 15cm in height.</p> <p>The following are not eligible; Cultivators with over-seeders or broadcasters, minimum till drills, strip till drills, grassland over-seeders and grassland broadcasters.</p>
R2-SG78	4,880	Cover crop roller 3m	Front tractor mounted roller system to terminate and or bruise cover crops ahead of direct drill. Minimum of 3m width.
R2-SG79	10,850	Cover crop roller 6m	Front tractor mounted roller system to terminate and or bruise cover crops ahead of direct drill. Minimum of 6m width.

Item number	Standard cost	Item	Specification
R2-SG81	1,557	Chlorophyll meter	Hand held device to instantly measure and log chlorophyll content of individual plant leaves to assist in detecting yield-limiting deficiencies or costly over fertilising.
R2-SG82	6,121	Fruit ripeness spectrometers	Hand held device for use in orchards to determine produce quality and harvest timing. Uses Near Infra-Red (NIR) to determine and measure Dry Matter (DM), total soluble solids, titratable acidity, and colour to determine ripeness.
R2-SG83	11,940	Mobile vertical frost fans for vineyards and horticulture	Selective Inverted Sink (SIS) fans for use in vineyards and on stone and soft fruit farms to prevent frost damage. The vertical axis fans must be mobile. Horizontal, tower or permanently sited fans are not eligible.

Resource management specific equipment

Item number	Standard cost	Item	Specification
SG45	21,500	Trailing shoe slurry system including macerators	Trailing shoe slurry applicator, minimum 6m working width. To fit to slurry tanker or attach to flexible pipe/umbilical system. Includes macerator, stone traps and pipework to connect to tanker or umbilical system.
SG46	10,000	Dribble bar	Dribble bar applicator, minimum 6m working width. To fit to slurry tanker or attached to flexible pipe/ umbilical system.
SG47	22,169	Shallow injection systems	Injection system to incorporate slurry under the soil surface. To fit to slurry tanker or attach to flexible pipe/umbilical system. Minimum working width 3m. Includes macerator, stone traps and pipework to connect to tanker or umbilical system.
SG48	3,418	Hose reeler umbilical	Umbilical hose reeler for slurry application, random or compartmentalised trailed or mounted. Must include a minimum of 400m of hose.
SG49	11,162	Trailed compartmented reeler	Trailed compartmented reeler for slurry application. Must include a minimum hose length of 1600m.

Item number	Standard cost	Item	Specification
SG50	6,950	Heat recovery unit to pre heat water for existing hot water system	<p>System to utilise the heat energy released by the milk refrigeration system used for cooling milk before entering the bulk tank.</p> <p>Energy recovered used to preheat water for existing hot water system. Cost includes connection to existing refrigerant system, connection to water supply, heat recovery tank with minimum 300 litre water capacity and connection to existing hot water system.</p>
R2-SG84	2,450	Plate heat exchanger (PHE) for cooling milk (plate cooler)	<p>Gasket plate heat exchangers to pre cool milk before entering the bulk tank using cold water. Minimum continuous flow rate of milk 5,000 litres per hour. Other types of heat exchangers are not eligible, e.g. tube heat exchangers.</p>
SG51	4,585	Variable speed drive on vacuum pump for use in dairies	<p>Funding is towards the purchase of a variable speed drive for use with vacuum pumps to allow pumps to only perform work when required, thereby saving energy over continuous running systems.</p>

Item number	Standard cost	Item	Specification
SG52	3,393	Improving efficiency of existing plate heat exchanger (PHE), for cooling milk (plate cooler) through maximising water usage	<p>Control equipment to regulate cold water flow to match the flow of warm milk through existing plate cooler.</p> <p>To reduce water usage and maximise cooling efficiency of system, saving both electricity and water.</p> <p>The system installed under this item will include: flow sensor, automatic control system, solenoid valve, and storage tank (min 300 litres capacity) of warmed water for use elsewhere on the farm.</p> <p>This item does not include the purchase of a plate cooler, you should apply under SG84 for funding towards a plate cooler</p>
SG53	4,996	Hydraulic ram pumps (water)	<p>Pump working by hydraulic pressure to raise clean water.</p> <p>Must include: the pump plus sediment chamber, pump chamber, drive pipe, distribution pipe, 5,000 ltr (minimum) header tank and return pipe.</p> <p>System assumes 20 ltr/min flow, 3m head with 10 - 20m lift, 300m delivery pipe and two spurs.</p>

Other general specific equipment

Item number	Standard cost	Item	Specification
SG57	6,075	Controls for continuous grain dryer	<p>Continuous dryer control system designed to continuously monitor the running of bulk grain.</p> <p>Dryer controls can be accessed by mobile phone.</p>
SG58	17,050	Grain stirrers	Grain stirrers installed within a flat store which move across the grain on a gantry.
SG59	2,687	Digital weather station	<p>A system/station that has the minimum functionality to record barometric pressure, temperature, humidity, rainfall, wind speed and direction, solar radiation, UV levels, soil moisture and soil temperature. The system must be able to link wirelessly to a computer. The cost includes the station, mounting facilities and sensors for above functionality. Excludes installation costs, service costs, annual licence fee for software and calibration.</p>
SG60	220	Wide area network equipment to connect devices on farm	Wireless network repeaters or wireless bridges to extend an existing wireless network to enable devices to connect for agricultural use. Must operate in the 5.1-5.8GHz range. Must be IP 64 rated (water/dust).
SG61	610	Fibre optic networking equipment	Fibre optic networking cable (50 m lengths) plus media convertors to enable devices to connect for agricultural use.

Item number	Standard cost	Item	Specification
R2-SG85	1,234	Thermal image camera	<p>Handheld colour thermal camera or tablet with an IR detector generating images of at least 18,000 pixels to provide high degree of resolution. The device must display temperature scale on screen with still and video recording facilities. Device must include or come with viewing screen.</p> <p>Images must be downloadable to computer or mobile device for storage and further analysis.</p>
R2-SG86	279	Portable carbon dioxide analyser	<p>Portable gas analyser for use in checking and recording levels of carbon dioxide in crop stores and livestock buildings. Must include visual and audio alarms accuracy of plus or minus 40ppm or less.</p> <p>Must be able to store data for later download using wifi, or USB connection to computer or tablet.</p>
R2-SG87	204	Portable ammonia analyser	<p>Portable gas analyser for use in checking and recording levels of ammonia in livestock buildings. Must include visual and audio alarms.</p> <p>Must be able to store data for later download via wifi, or USB connection to computer or tablet.</p>

item Number	Item	Dairy	Beef	Sheep	Pig	Goat	Deer	Buffalo	Poultry	Arable	Horticulture
SG13	Cluster flush	Yes	No	No	No	No	No	Yes	No	No	No
SG14	Automated footbaths for cattle	Yes	Yes	No	No	No	No	Yes	No	No	No
SG15	Heat detection system - base unit	Yes	Yes	No	No	No	No	No	No	No	No
SG16	Heat detection system – ear tag collar or ankle band	Yes	Yes	No	No	No	No	No	No	No	No
SG17	Real time milk analysis	Yes	No	Yes	No	Yes	No	Yes	No	No	No
SG18	Hand-held automatic teat washing system	Yes	No	No	No	No	No	No	No	No	No
SG19	Visual image analysis of cow body condition score	Yes	Yes	No	No	No	No	No	No	No	No
SG20	Badger proof feed troughs	Yes	Yes	No	No	No	No	Yes	No	No	No
SG21	Badger proof lick holders	Yes	Yes	No	No	No	No	Yes	No	No	No
SG22	Rotating cow brush	Yes	Yes	No	No	No	No	Yes	No	No	No
SG23	Auto cattle weighing equipment	Yes	Yes	No	No	No	No	Yes	No	No	No
G24	Mobile calf milk pasteuriser and dispenser	Yes	No	No	No	No	No	No	No	No	No
SG25	Auto calf feeder with washing facility	Yes	Yes	No	No	No	No	Yes	No	No	No
SG26	Additional feed station	Yes	Yes	No	No	No	No	Yes	No	No	No
SG27	Mobile sheep handling systems	No	No	Yes	No	Yes	No	No	No	No	No

item Number	Item	Dairy	Beef	Sheep	Pig	Goat	Deer	Buffalo	Poultry	Arable	Horticulture
SG28	FiYesed sheep handling systems	No	No	Yes	No	Yes	No	No	No	No	No
SG29	Electronic weigh crate	No	No	Yes	Yes	Yes	No	No	No	No	No
SG30	Sheep handler	No	No	Yes	No	Yes	No	No	No	No	No
SG31	FiYesed handling system for pigs	No	No	No	Yes	No	No	No	No	No	No
SG32	Electronic pig weighing and sorting facility	No	No	No	Yes	No	No	No	No	No	No
SG33	Enclosed piglet creeps with heat pads	No	No	No	Yes	No	No	No	No	No	No
SG34	EID hand held recorder device	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
SG35	EID hand held device (stick reader)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
SG36	Auto EID drench gun	Yes	Yes	Yes	No	Yes	No	Yes	No	No	No
SG37	Pasture plate meter (hand-held)	Yes	Yes	Yes	No	Yes	No	Yes	No	No	No
SG38	Pasture plate meter (trailed)	Yes	Yes	Yes	No	Yes	No	Yes	No	No	No
SG39	Solar powered electric fencer energiser	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
SG41	Yield monitoring	No	No	No	No	No	No	No	No	Yes	Yes
SG42	Variable rate controller for sprayers and fertiliser spreaders	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

item Number	Item	Dairy	Beef	Sheep	Pig	Goat	Deer	Buffalo	Poultry	Arable	Horticulture
SG43	Flow rate monitoring of slurry	Yes	Yes	No	Yes	No	No	Yes	Yes	Yes	No
SG44	Measuring nitrogen levels in crops using light reflectance	No	No	No	No	No	No	No	No	Yes	Yes
SG45	Trailing shoe slurry system including macerators	Yes	Yes	No	Yes	No	No	No	Yes	Yes	Yes
SG46	Dribble bar	Yes	Yes	No	Yes	No	No	No	Yes	Yes	Yes
SG47	Shallow injection systems	Yes	Yes	No	Yes	No	No	No	Yes	Yes	Yes
SG48	Umbilical hose reeler for slurry application	Yes	Yes	No	Yes	No	No	No	Yes	Yes	Yes
SG49	Trailed compartmented reeler for slurry application	Yes	Yes	No	Yes	No	No	No	Yes	Yes	Yes
SG50	Heat recovery unit to pre heat water for existing hot water system	Yes	No	Yes	No	Yes	No	No	No	No	No
SG51	Variable speed drive on vacuum pump for use in dairies	Yes	No	Yes	No	Yes	No	No	No	No	No
SG52	Improving efficiency of plate heat exchanger (PHE), for cooling milk (plate cooler) through maximizing water usage	Yes	No	Yes	No	Yes	No	No	No	No	No

item Number	Item	Dairy	Beef	Sheep	Pig	Goat	Deer	Buffalo	Poultry	Arable	Horticulture
SG53	Hydraulic ram pumps (water)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
SG54	Direct drill 3m	No	No	No	No	No	No	No	No	Yes	Yes
SG55	Robotic silage pusher	Yes	Yes	Yes	No	No	No	No	No	No	No
SG57	Controls for continuous grain dryer	No	No	No	No	No	No	No	No	Yes	No
SG58	Grain stirrers	No	No	No	No	No	No	No	No	Yes	No
SG59	Digital weather station	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
SG60	Wide area network equipment to connect devices on farm	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
SG61	Fibre optic networking equipment	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
R2-SG62	Squeeze crush (manually operated)	Yes	Yes	No	No	No	No	Yes	No	No	No
R2-SG63	Heat and service detector	Yes	Yes	No	No	No	No	Yes	No	No	No
R2-SG64	Swinging brushes for goats and calves	No	Yes	No	No	Yes	No	Yes	No	No	No
R2-SG65	Calving gate	Yes	Yes	No	No	No	No	Yes	No	No	No
R2-SG66	EID panel reader for cattle	Yes	Yes	No	No	No	Yes	Yes	No	No	No
R2-SG67	Automatic weighing and drafting crate for sheep	No	No	Yes	No	Yes	No	No	No	No	No

item Number	Item	Dairy	Beef	Sheep	Pig	Goat	Deer	Buffalo	Poultry	Arable	Horticulture
R2-SG68	Sheep conveyor	No	No	Yes	No	No	No	No	No	No	No
R2-SG69	EID panel reader for sheep	No	No	Yes	No	Yes	No	No	No	No	No
R2-SG70	Positive pressure tube ventilation systems	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No
R2-SG71	Cameras for monitoring livestock	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No
R2-SG72	Grassland sward lifters	Yes	Yes	Yes	No	Yes	No	Yes	No	No	No
R2-SG73	UV Water treatment system	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
R2-SG74	Auto vaccination gun for administration of vaccines and medicines to livestock	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
R2-SG75	Robotic slurry pusher/collector	Yes	Yes	No	Yes	No	No	Yes	No	No	No
R2-SG76	GPS light bar	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
R2-SG77	GPS auto steer	No	No	No	No	No	No	No	No	Yes	Yes
R2-SG78	Cover crop roller 3m	No	No	No	No	No	No	No	No	Yes	No
R2-SG79	Cover crop roller 6m	No	No	No	No	No	No	No	No	Yes	No

item Number	Item	Dairy	Beef	Sheep	Pig	Goat	Deer	Buffalo	Poultry	Arable	Horticulture
R2-SG81	Chlorophyll meter	No	No	No	No	No	No	No	No	Yes	Yes
R2-SG82	Fruit ripeness spectrometers	No	No	No	No	No	No	No	No	No	Yes
R2-SG83	Mobile vertical frost Fans for vineyards and horticulture	No	No	No	No	No	No	No	No	No	Yes
R2-SG84	Plate heat exchanger (PHE) for cooling milk (plate cooler)	Yes	No	Yes	No	Yes	No	Yes	No	No	No
R2-SG85	Thermal image camera	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
R2-SG86	Portable carbon dioxide analyser	No	No	No	Yes	No	No	No	Yes	Yes	Yes
R2-SG87	Portable ammonia analyser	No	No	No	Yes	No	No	No	Yes	No	No

Annex 5: Hints and tips for filling in your online application form

This annex lists hints and tips for filling in your online application form

When filling in your form remember....

Details

your details in the application form must be the same as the details held in the Rural Payments service

We use the email, Single Business Identifier (SBI), Customer Reference Number (CRN), permissions and business details registered in the Rural Payments service to make sure that you can legally apply for this grant on behalf of the business. As you have registered these details in the Rural Payments service using the GOV.UK Verify process, the details you give us on your application form must be the same.

We also need to make sure that we have the correct contact details, for data protection purposes.

You must check your Rural Payments service record before you apply, to make sure the details are up-to-date.

Check that the details you have added to your application form match the details in the Rural Payments service.

that your Customer Reference Number (CRN) is not the same as a Firm Reference Number (FRN)

The CRN is used to identify you as an individual. The FRN is used for firm details that are not required for this application.

check availability of items

You should check the availability of items: check with suppliers to confirm the availability and expected timescale of items that meet the required specification and that they are in line with the standard costs in the handbook.

This is particularly important if items are being purchased from outside the UK due to exchange rate changes.

Please do not buy or pay deposits for your items. You must not commit to any expenditure or buy any of the items you have included in your application until we have approved your application and issued a Grant Funding Agreement. If you do, your application or claim for grant will be rejected.

If you need to find.....**Details**

how to update the Rural Payments service

Guidance on [updating details in the Rural Payments service](#) can be found on GOV.UK.

your Customer Reference Number (CRN) number

Please see our YouTube clip on how to find your CRN number on Verify
If you are not registered on Verify, please call the helpline on 03000 200 301 and select the options to speak to the Rural Payments team.

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

Details

check your details

Look at both the Rural Payments service and your application and make sure your email, Single Business Identifier (SBI), Customer Reference Number (CRN), permissions, address, postcode and business details match.

reapply

Re-enter your application on the CPSG Online Portal by the closing date of noon on 4 November 2020.

What to do if....**Details**

your actual purchase cost is less than the 'Standard Cost'

The standard cost for each item is the actual fixed price which we will pay grant towards. The amount won't change whether the cost of the item goes up or down, as long as the item purchased meets the minimum specification.

Standard costs have been carefully researched and verified and it is unlikely that a significantly cheaper item will meet the minimum required specification. If you buy any item that doesn't meet the specification, the whole claim will be ineligible and no grant will be paid.

you can't meet the minimum grant spend

Don't purchase items that you will not use.

You sign up to the terms and conditions of the grant by submitting an application.

Photographs will be required to show the item is in situ and working order.

What to do if....**Details**

Items must be available at an inspection or site visit to make sure that they are on site and fully working.

If you are unable to evidence this, the claim will be rejected or grant recovered.

you wish to buy one piece of equipment that does the job of two

You can't purchase one piece of equipment which meets two specifications and claim for both items. We have set specifications and have established standard costs for all the items listed in this Round of the small grant scheme.

If the piece of equipment you want to purchase combines the functionality of several items listed at Annex 3 of the handbook, you can only consider the piece of equipment as one of those items and can only apply for that item. The other functions will be considered as taking the piece of equipment to a higher specification.

you decide not to buy all the items you have applied for

If this is before the closing date, you can submit a new application and your old one will be automatically withdrawn.

If after the closing date you are made an offer of grant funding, you must purchase all of the items in your application or you will not receive any grant.

you buy an item which has additional features

You are able to purchase an item which is of a higher specification and is more expensive providing the item meets the minimum specification at Annex 3. However, the grant will only be calculated on the standard cost for that item and you will need to cover the cost difference yourself.

What details should my supplier include on their invoice

Details should:

- individually describe each item in full
- breakdown of the cost of each item
- include the manufacturer's make and model
- ideally quote the relevant SG item code from Annex 3
- be addressed to the same individual or business as detailed in the GFA email
- include the supplier's name, address, VAT number and date

Here is an example of what it should look like:-

SMITHS AGRICULTURAL SUPPLIES

Quarry Lane, ~~Hartlepool~~, Cumbria CX1 1XX
 Tel: 01228 111222 Fax: 01228 111333
 Web: www.smithsagriculturalsupplies.co.uk

Supplying the agricultural sector since 1981 - If we don't stock it, you don't need it

Invoice to:

MR STEVE BRUWN
 MANUK FARM
 LUPHAYEN
 LA1 1AX

Deliver to:

MR STEVE BRUWN
 MANUK FARM
 LUPHAYEN
 LA1 1AX

INVOICE NO	66546
INVOICE DATE	01/06/2019
ACCOUNT REF	11568912
ORDER NO	1 OF 1

BANK DETAILS: ABP BANKS
 SORT CODE: 10-10-10
 ACCOUNT NO: 12145499

Quantity	Product Code	Description	Price	VAT	Total
1	#234	SG2 Bosworth Fixed Cattle Handling system - model D - 2 holding pens, gates, 4m circular forcing pen, 3m curved race, stokboard - all metal galvanised	£9,500.00	£1,900.00	£11,400.00
2	#877	SG22 Nixon auto-start rotating cow brush - model A30 - 50 cows	£2,000.00	£400.00	£2,400.00
			£11,500.00	£2,300.00	£13,800.00

PAID

02/06/2019

£13,800.00

VAT REG NO: GB78078078E - COMPANY NO: 0600006 PAYMENT TERMS: WITHIN 30 DAYS UNLESS OTHERWISE STATED

What details should my my bank statement include

Bank statements must include the:

- bank's name and logo
- account holder name in full
- account number
- account balance – opening and closing balance of the bank statement period
- sort code
- transaction date
- transaction type (including payee ref/cheque number)
- transaction amount

Here is an example of what it should look like:-



Sarcosuchus Banking

Business Plus Account Account Number: 55554444
Account Holder: MR STEVE BROWN
 MANOR FARM
 TOPHAVEN
 CA1 1AX

Sort Code: 01-02-03

Branch: Tophaven

Currency: GBP

Statement: 10th May 2019 – 10th June 2019

Account Statement: 0000045
Issue Date: 12th June 2019

Contact us:
 SARCOSUCHUS UK BANKING,
 PO Box 6507
www.sarcosuchusbankinguk.com
Customerservice@sarcosuchus.com

UK Contact No: 03000 200 301
Overseas No: +44 3000 200 301

Overdraft Limit: 300 000.00GBP

Date	Type	Description	Credit (£)	Debit (£)	Balance (£)
09 June 19	CHQ	004566 755	-	6.20	-2995.64
09 June 19	DD	MICHLINEN TYRES	-	320.00	-2989.44
07 June 19	CHQ	00001002 0	-	7.32	-2669.44
07 June 19	BAC	BASCONS APPLI0003	43.00	-	-2662.12
06 June 19	DD	543-04 MONTHLY	-	30.00	-2705.12
04 June 19	BAC	SMTHSAGSUP6654611568912	-	13800.00	-2675.12
31 May 19	CHQ	00000554 X34	-	233.30	11124.88
30 May 19	BAC	SMTHSAGSUP6654511568912	-	6.87	11358.18
30 May 19	DD	DVLA VEHICLE TAX	-	240.00	11365.05
12 May 19	BAC	STORE 3233	-	93.62	11605.05
12 May 19	BAC	PAYLAD *MRNDEER	20.00	-	11698.67
12 May 19	CHQ	00000643 442	-	655.95	11678.67
10 May 19	BAC	CREDIT 00637 A	0.92	-	12334.62
10 May 19	BAC	S-J SUPPLY	6000.00	-	12333.70

What details should my photos include

All photographs must meet the following standards:

- show the item specification, in situ and working on your farm (not a representation of the item from a supplier)
- be clear, in focus, in colour and clearly show the capital item, and with no other objects in front of the item
- one of the photographs you supply of the item must include make and model³ number, to show the eligibility of the items against the specifications in Annex 3
- digital images must should not be smaller than 600 x 400 pixels and ideally the image file size no larger than 400 KB.
- for Handling Systems (SG1/2/27/28/31), photographs must demonstrate the layout of the system.

Here is an example of what photos should and shouldn't look like:-



³ The make and model has been removed from the photos so as not to promote one supplier

