



Grant Funding Agreement update form: Countryside Stewardship Facilitation Fund

Important information – please read

Use this form to:

- tell us about a change(s) you would like to make to your GFA.

Notes about this form:

- Any changes you propose should not affect your GFA objectives.
- If you want to make significant changes to your GFA, you must also record these on your Agreement Change Log. Significant changes include (but are not limited to) adding or removing group members or Facilitators, and equipment purchases. Minor changes, such as a date change for training, do not need to be added to your Change Log but must still be recorded here.
- Send this form and your Agreement Change Log (if necessary) to us so that we can approve the changes and update your GFA in advance of any work being carried out. We will only pay for activities that have been approved and are included in your GFA.
- For more information about making changes to your GFA, please read the Agreement holders guide and the Terms and Conditions for the relevant scheme year.
- Complete this form electronically, DO NOT scan it as we need to be able to copy the entire text into your GFA.
- Send both forms to ruralpayments@defra.gov.uk using the email address that is registered and verified in the Rural Payments service. Use the subject heading 'CSFF GFA update form - Group reference number xxxx'
- We will look at your request and if we agree to the changes, we will amend your GFA accordingly and send you updated versions of your Agreement Change Log and GFA. You should keep these for your records. If we do not agree to the changes, we will write to you and explain why.

CSFF reference number

Delivery plan

Tell us about the changes you would like to make to your agreement.

Fill in more than one form if your amendments span more than one 3-month claim period.

Which year are the changes related to? (Year 1, 2 or 3)

Period covered (from/to)

Group meetings
planned:

Training activities
planned:

Training
consumables to
be purchased:

Project financial information

Take into account the changes you have requested and re-calculate your agreed overall budget (this is not the amount claimed) for your Facilitation Fund agreement.

	(Jun-Dec) £	(Jan-Dec) £	(Jan - Dec) £	(Jan - May) £	Grand total £
(A) Group activity (minus VAT)					
(B) Facilitation and administration costs (minus VAT)					
(C) VAT (to be reclaimed by RPA)					
Total of funding applied for (A + B + C)					

Confirm below that you have filled in this form and agree to undertake the activities specified.

Facilitator's name

Date

Using and sharing your information

For information on how we handle personal data go to GOV.UK and search 'Rural Payments Agency personal information charter'.