



# Countrywide Stewardship Facilitation Fund (CSFF)

## Nominate a representative form: Continuation sheet

This form is only for use alongside the CSFF Nominate a representative form.

It should only be used if you need more space to add extra nominated representatives to attend CSFF meetings or Facilitator-led training sessions on behalf of CSFF group members.

Once filled in, both forms should be sent to us at [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk).

The nominated person will be asked to sign an evaluation form to confirm they have attended the event on your behalf.

Give the completed evaluation form to your group facilitator. The Facilitator must send this to us at [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk) either in advance of, or when they send in the claim form as this information is needed to verify who is attending the CSFF event.

We must have a record of who the nominated person is who attended the event before we can pay the claim.

## Section 1 – Facilitation group details

Facilitation group name

Facilitator's name

Group reference number

Telephone number

Email address

## Section 2 – Details of CSFF group member

Group member's name

Single Business Identifier (SBI)

Time period for representation (for example Jan-Mar):

I am a member of the CSFF group detailed above. I wish to nominate the person(s) below to attend training/events/meetings on my behalf. I declare that the information they obtain will be passed to the authorised group member and used to benefit this business in accordance with the CSFF agreement.

Sample signature

### Details of nominated person

Title and full name

Job role

Address

Telephone number

Email address

Sample signature

**Details of nominated person**

Title and full name

Job role

Address

Telephone number

Email address

Sample signature

**Details of nominated person**

Title and full name

Job role

Address

Telephone number

Email address

Sample signature

**Details of nominated person**

Title and full name

Job role

Address

Telephone number

Email address

Sample signature

Please use the subject header 'Countryside Stewardship Facilitation fund' when you return this form to: [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk).

## Data Protection

For information on how we handle personal data go to [www.gov.uk/rpa](http://www.gov.uk/rpa) and search 'Rural Payments Agency personal information charter'.