



# Countryside Stewardship Facilitation Fund Facilitation plan update form

Facilitation group name

Facilitation group reference number

Facilitation plan start date

We need you to tell us in advance what activities you plan to complete each quarter in line with your facilitation plan objectives so that we can track your progress.

Use your Agreement change log to record all requested updates to your facilitation plan. We need to approve these before you claim. We will only pay for activities that are included in your facilitation plan.

Use this form to add detail to your request so we can update your facilitation plan to show future planned activity. You are not required to fill in details for past activities as these are already recorded in your facilitation plan.

Please refer to the terms and conditions of your agreement for further details.

Please complete this form electronically, DO NOT scan it as we need to be able to copy the entire text in to your facilitation plan.

## 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'.

**Delivery milestones** - tell us the details of what you plan to do here

Details	Quarter	Quarter	Quarter	Quarter
<b>Quarter where changes are to be made.</b> Specify date range for each quarter including the year (for example: May 2022 to July 2022).				
Group meetings planned				
Training activities planned				
Engagement with other initiatives				
Equipment (pre-approval required)				
Other - please specify				

**Quarterly funding profile** - add your agreed maximum spend not the amount claimed

Details	Quarter	Quarter	Quarter	Quarter
<b>Quarter where changes are to be made.</b> Specify date range for each quarter including the year (for example: May 2022 to July 2022).				
Facilitator salary and project management costs				
Facilitator travel and subsistence				
Meeting expenses				
Other training providers				
Venue costs				
Training Materials				
Other				
Total				

**Overall total (Q1 to Q4)**

Send your Agreement change log request and this form to: [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk) using the verified email address you set up in the Rural Payments service.

Once we have assessed your request, we will confirm our agreement to you by adding them to your facilitation plan.

We will send you updated versions of your Agreement change log and facilitation plan which must be kept for your records.

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

Facilitator's name	Date