



## Countryside Stewardship Facilitation Fund Equipment purchase request form

### Use this form to:

- provide us with the details of equipment you would like to buy as part of your Facilitation Fund agreement.

### Notes about this form:

- We will assess your request and if we agree to fund it, we will confirm it on your Change Log and send you an updated Grant Funding Agreement (GFA) for your records.
- If the request is approved, when you submit your claim for the equipment, you'll need to confirm the make, model, serial number and send photographs of the item in situ when you submit your claim for the equipment. You must show the serial number or other unique identifier of the item in your photographs.
- You must keep an asset register on site. The [grant claim and progress form](#) on GOV.UK has more information about this.

### Get help with your request

- Contact us if you need help by emailing [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk) or calling us on 03000 200 301.

### Data Protection

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

Facilitation group name

Facilitation group reference number

Grant Funding Agreement start date

Fill in the details below about the equipment you intend to buy and why it is needed for your group's objectives.

Change Log request  
(line number)

Which of your group objectives and CS priorities will the equipment help you achieve?

Intended use

Physical location  
(address the equipment  
will be stored)

Make of equipment to  
be purchased

Model of equipment to  
be purchased

Purchase price

Is the equipment you intend to buy second-hand?      Yes      No

Intended date of purchase  
(so we can add it to your GFA)

**Important:** For purchases that are £4,999 or less, one quote must be provided. For purchases of £5,000 or more, three quotes and references to catalogue listings or formal tenders for each item must be provided.

Please tick to confirm these are included with your request.

**Warning:** if you know or recklessly make a false statement to obtain payments for yourself or anyone else, you risk prosecution, termination of any resulting agreement and the recovery of all grant payments. You may also be excluded from other schemes operated by RPA.

By submitting this form, you are confirming that you have read and agree with the above declarations, and you consent to us processing the information that we collect from you in accordance with our Privacy Policy and personal information charter.

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.