



**Office use only**

**Form Type: CG plan**

**Form References: CGPAPPF**

**Date Stamp**

# Capital grants plan: application form

## When you must use this application form

You must complete this form when you apply for one of these capital grants plan:

- PA1: Implementation plan
- PA2: Feasibility study
- PA4: Agroforestry plan
- PA5: Moorland mapping plan

You can apply all year round. You must fill in a separate application form for each capital grant plan you apply for.

Read the guidance 'Apply for a capital grants plan' to help you complete the form.

Before you fill in and submit the form, make sure:

- your details are correct in the Rural Payments service - this is how RPA will contact you
- you have 'Submit' permissions in the Rural Payments service - you cannot submit your application online if you do not have this permission
- you've discussed your application, where necessary, with the relevant adviser for PA1 and PA2 only (Natural England, Forestry Commission or Historic England). Contact details for these organisations are in the 'Apply for a capital grants plan' guidance.

## Using and sharing your information

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

## Section 1 – Applicant details

Answer all questions, if you do not it may delay your application.

- 1 Applicant name
- 2 Single Business Identifier (SBI) number
- 3 Agreement name (land or farm name)
- 4 You must have management control of all the land included in this application for the duration of the proposed agreement.

Tick to confirm that you have the required management control.

- 5 Are you VAT registered?                      Yes                      No

If you are not VAT registered and wish to include VAT in your claims, you will need to supply a letter from an independent accountant to verify you are not able to reclaim VAT from HMRC.

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## Section 2 - Proposed agreement details

- 6 Which capital grant are you applying for? Tick one box only:

PA1 Implementation plan

PA2 Feasibility study

PA4 Agroforestry plan

PA5 Moorland mapping plan

- 7 Agreement title  
(for example, land, feature or farm name)
- 8 List the land parcels included in your plan. These must all be registered to the SBI you're using for this application. Use the continuation sheet and enter the number of continuation sheets you've used in the box below this table if you need more space.

Field name (if any)	OS map sheet reference	National Grid field number	Is the parcel common and/or shared grazing land? If yes, tick this column
Example: Top field	AB1234	5678	

Enter the number of continuation sheets used

**9** Have you previously received funding to do the work in your plan or study proposal? Yes  No

If 'Yes', how will the plan provide additional environmental benefit and then go to question 10.  
If 'No', go to question 10.

**10** Are you applying for funding from any other sources for the work in your plan or study? Yes  No

If 'Yes', enter details of the other funding in the box below and then go to question 11. If 'No' go to question 11.

Questions 11 to 14– use these to explain how your proposed plan or study meets each of the criteria listed. If you need help, read the 'Apply for a capital grants plan' guidance on GOV.UK.

**11** Describe how your proposal meets the expected funding categories. If you're applying for PA5 go to section 4 of this form.

**12** Describe why your plan or study is essential to achieving environmental objectives.

**13** Give details of how the plan or study will inform a future grant application. Include which type of application you're applying for and the year you will be applying.

**14 PA2 only:** Will you need Natural England, Forestry Commission or Historic England support to develop your brief or specification for the Feasibility study? Yes                      No  
If 'Yes' go to section 3. If 'No' confirm who will be supplying the brief/specification.

Now complete section 3 with the costings of your Feasibility study.

## Section 3 – PA2 Feasibility study costings

You need to fill in this section when you submit your final application. Please estimate the cost (£), excluding VAT, of the feasibility study. (Note: we will base any PA2 agreement offer on agreed cost quotations and not the estimated amount you provide.)

### For adviser use only

Feasibility study contribution rate agreed by Natural England, Historic England or Forestry Commission (%)	Adviser signature	Name (BLOCK letters)	Date

**16** In the table below, record at least 3 cost quotations you've obtained for your agreed brief or specification.

Reference	Supplier details (name and address)	Total amount (£) excluding VAT	Supplier VAT registration number (if applicable)	Date of quotation	For adviser use only: Quotation meets requirements? (Yes/No)
1					
2					

Reference	Supplier details (name and address)	Total amount (£) excluding VAT	Supplier VAT registration number (if applicable)	Date of quotation	For adviser use only: Quotation meets requirements? (Yes/No)
3					
4					

**For adviser use only**

Grant payable by RPA (£) (lowest valid quotation x agreed contribution rate)	Adviser signature	Name (BLOCK letters)	Date

**17** Name of your chosen supplier

# Section 4 – Declaration and undertakings

## Important: please read

Before applying for a capital grant plan or study you must make sure that you have read and understood the [Countryside Stewardship terms and conditions](#) that will apply to the capital grant you are applying for. If you are successful, your agreement offer will set out the details which you will need to adhere to should you accept the offer.

If you are applying for a plan or study grant by post, you must sign your application and any supporting forms. A signature is not necessary if you submit your form by email.

## Declaration

I/We declare that:

- I/we have checked that all of the land on my/our holding, including all land contained in this application, is registered in the Rural Payments service and that all of my/our land details held in the Rural Payments service are correct and complete at the date of submitting this application or I/we have already submitted a rural land change request or an RLE1 form to update these details.
- I/we have notified the RPA of any corrections required using a rural land change request or an RLE1 form.
- I/we have read and understood the requirements contained in the ‘Apply for a capital grants plan’ guide and the [Countryside Stewardship terms and conditions](#) that will apply and that I/we will abide by them for the duration of any agreement subsequently offered to and accepted by me/us.
- the supporting documents and evidence supplied in relation to this application are correct and I/we accept full responsibility for them.

## Undertakings

In signing this form, I/we undertake that I/we:

- are capable and willing to fulfil the obligations which will be required of me/us if my/our application is successful.
- will allow access to any land, and any relevant records to which the application relates, to any person carrying out a site visit or audit to verify the accuracy of any information provided to the Rural Payments Agency, Natural England, Historic England and the Forestry Commission and to ensure compliance with these undertakings and the declarations.
- agree to disclose all information relevant to this application, provide any additional information as may be required by the Rural Payments Agency or field officers or auditors and co-operate with or take part in any economic, environmental or other monitoring and evaluation of the scheme (including any research and development studies) conducted by the Rural Payments Agency, Natural England, Historic England and the Forestry Commission or by anyone appointed by it for that purpose.
- have full authority and capacity to represent and bind the applicant(s) named at Section 1 of this form.

**Warning:** if you knowingly or recklessly make a false statement to obtain payments to yourself or others, you risk prosecution, termination of any resulting agreement and recovery of any money paid to you under the scheme. You may also be excluded from other Defra grant schemes for up to two years.

I/We hereby apply for a Countryside Stewardship capital grant agreement as set out in this application form.

Signature	Name (BLOCK letters)	Capacity of signatory (sole trader, company director, agent)	Date

# Continuation sheet

## Additional land parcels

If you need to, use this sheet to list additional land parcels in your application. You can also use an existing printed list of the land parcels on your SBI but please clearly cross out any land parcels you do not want to include with a black line.

Field name (if any)	OS map sheet reference	National Grid field number	Is the parcel common land? If yes, tick this column
Example: Top field	AB1234	5678	