

**Rural Development Programme for England (RDPE) (2014–2020)**

**RDPE Countryside Productivity Scheme**

**Water resource management**

**Application Form**

**Please read the ‘How to fill in a water resource management application’ guidance before completing this form.**

**Key things to remember:**

* **Your business will need to be registered with the Rural Payments Agency** and have a Single Business Identifier (SBI) number. Do not submit your application until you have one.
* Send the completed Word **application form** to us by email along with the completed Excel **application appendix**. We can’t accept scanned copies or PDF versions of these forms.
* Send a signed paper copy of the application form to the office nearest to where your project is (you can find the address details in the RDPE Water Resource Management handbook).
* You must submit all the supporting documents which apply to you as set out at the back of this form. You can submit these electronically or in hard copy format.
* Complete all sections below.

**Section 1. Applicant overview**

Please make sure the details here match those in Section 2 of the ‘application details’ tab in the application appendix.

|  |  |  |
| --- | --- | --- |
| **1.1** | Name of business/organisation |  |
| **1.2** | Applicant name  (Title, first name, surname) |  |
| **1.3** | Email address |  |

**Section 2. Project overview**

|  |  |  |
| --- | --- | --- |
| **2.1** | Project name |  |
| **2.2** | Describe the background to your business and how it has developed: | |
|  | | |
| **2.3** | Provide a brief summary of the project:  This should include details of what the project is, what will it do and what it is aiming to achieve  (Maximum 500 words) | |
|  | | |

**Section 3. Project costs, funding and quotes**

|  |  |  |
| --- | --- | --- |
| **3.1** | Total grant funded expenditure (£) net of VAT (Unless VAT is non-recoverable) |  |
| **3.2** | Total grant funding sought (£) |  |
| **3.3** | Grant intervention rate requested (%) |  |
| **3.4** | Private match funding (£) |  |
| **3.5** | Total non-grant funded expenditure (£) net of VAT (Unless VAT is non recoverable) |  |
| **3.6** | Please detail the sources of your project funding and provide confirmation that this is in place to start the project:  (You must provide evidence of the project ‘match funding’ you have identified) | |
|  | | |
| **3.7** | If you have included irrecoverable VAT within your project costs and grant request please explain why:  (You must provide evidence of your VAT status) | |
|  | | |
| **3.8** | If you have provided less than 3 quotes/references to catalogue listings/tenders for any of the project costs, please explain why and how you have assessed value for money: | |
|  | | |
| **3.9** | Do you or your business have any connection or association with any of the businesses providing quotes on the project costs?  (If ‘No’, proceed to question 3.10) | select the answer |
| **3.9a** | If ‘Yes’, please identify the supplier and explain the association: | |
|  | | |
| **3.10** | Do you intend to purchase any of the project items second hand?  (If ‘No’, proceed to question 4.1) | select the answer |
| **3.10a** | If ‘Yes’, please provide details and explain why you consider this to be appropriate:  (You must provide confirmation from the supplier of the second hand item that meets our requirements) | |
|  | | |

**Section 4. Permissions and consents**

|  |  |  |
| --- | --- | --- |
| **4.1** | Will the project take place on rented / leased / tenanted land or premises?  (If ‘Yes’, refer to the guidance and provide the required documents) | select the answer |
| **4.2** | Is planning permission required for the project?  (If ‘Yes’, answer question 4.2a before proceeding to question 4.4. You must provide a copy of the full planning consent with your application along with the approved plans/drawings)  (if ‘No’, proceed to question 4.3) | select the answer |
| **4.2a** | Provide the name of the Local Planning Authority (LPA) that dealt with your application and the planning reference number:  (Also provide the name of the planning website) | |
|  | | |
| **4.3** | If the project involves construction/expansion of a reservoir or construction of a pump house, please explain why planning permission is not required:  (You must provide evidence of your discussions with the LPA to support this) | |
|  | | |
| **4.4** | Please list any other permissions / consents that are required for your project and when they have / will be obtained: | |
| **Permission / consent required** | | **Date has been / due to be obtained** |
|  | |  |
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**Section 5. Theme specific questions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **5.1** | Select the items that you have included in your grant funded expenditure: | Water meter | |  |
| Water storage reservoir: | |  |
| Construction of dam walls | |  |
| Synthetic liner | |  |
| Overflow / spillway | |  |
| Reservoir infrastructure: | |  |
| Abstraction point including pump | |  |
| Pipework to fill the reservoir | |  |
| Irrigation pump(s) and controls | |  |
| Pumphouse | |  |
| Underground water distribution main and hydrants | |  |
| Filtration equipment | |  |
| Fencing for synthetically lined reservoir | |  |
| Trickle irrigation equipment | |  |
| Boom irrigators | |  |
| Software and sensors to optimise water application | |  |
| Engineer fees (construction engineers only) | |  |
| Computer software to monitor soil moisture levels and schedule irrigation | |  |
| **5.2** | Do you currently irrigate crops?  (If ‘Yes’, complete 5.2a-d below before proceeding to question 5.3)  (If ‘No’, proceed straight to question 5.3) | select the answer | | |
| **5.2a** | What area of land do you currently irrigate (hectares)? | | | |
|  | | | | |
| **5.2b** | Select the type(s) of irrigation you use from the list:  If ‘Other’, provide details in the box below) | Boom irrigation | |  |
| Trickle irrigation | |  |
| Mist irrigation | |  |
| Rain gun | |  |
| Ebb and flow | |  |
| Other | |  |
|  | | | | |
| **5.2c** | Describe how you determine when and how much water to apply to your crops: | | | |
|  | | | | |
| **5.2d** | Explain where the water for the existing irrigation system comes from: | | | |
|  | | | | |
| **5.3** | What crops will you irrigate as a result of the project? | | | |
|  | | | | |
| **5.4** | What area of land will you irrigate as a result of the project (hectares)? | | | |
|  | | | | |
| **5.5** | Select the type(s) of irrigation you will use as a result of the project from the list:  (If ‘Other’, provide details in the box below) | Boom irrigation |  | |
| Trickle irrigation |  | |
| Mist irrigation |  | |
| Ebb and flow |  | |
| Other |  | |
|  | | | | |
| **5.6** | Will you use real time water monitoring technology to control or schedule irrigation?  (If ‘Yes’, proceed to question 5.7)  (If ‘No’, describe how you will determine when and how much water to apply to your crops) | select the answer | | |
|  | | | | |
| **5.7** | Explain where the water for the proposed irrigation system will come from: | | | |
|  | | | | |
| **5.8** | If your grant funded expenditure includes reservoir costs then complete questions 5.8a-b below before proceeding to question 5.9  If it doesn’t, proceed straight to question 5.9 | | | |
| **5.8a** | What is the size of the proposed reservoir and what is its storage capacity (m³)? | | | |
|  | | | | |
| **5.8b** | Select the source(s) of the water that will be used to fill your proposed reservoir from the list:  (If ‘Other’, provide details in the box below) | Peak flow surface water abstraction |  | |
| Borehole abstraction |  | |
| Rainwater harvesting |  | |
| Other |  | |
|  | | | | |
| **5.9** | Do you have an abstraction licence?  (If ‘Yes’, provide details below and complete question 5.9a. You must provide a copy of the licence)  (If ‘No’, explain why below and then proceed to question 5.10) | select the answer | | |
|  | | | | |
| **5.9a** | Provide the name of the water body from which water will be abstracted as a result of the proposed project: | | | |
|  | | | | |
| **5.10** | Does the project involve working in partnership or collaboration with other businesses – either formally or informally?  (If ‘Yes’, list the other businesses and the nature of the collaboration/partnership below)  (If ‘No’, proceed to Section 6) | select the answer | | |
|  | | | | |

**Section 6. Selection criteria**

The answers you give in this section will help us to determine whether or not your application is successful. The ‘How to complete a water resource management application’ document contains specific guidance on each question below and explains what we expect your answer to contain.

|  |  |
| --- | --- |
| **6.1** | **Strategic fit and priorities** |
| * + 1. **Cross cutting themes – Environmental, Equality and Diversity Impacts** | |
| 1. Explain how you have considered the environmental impacts associated with the project: | |
|  | |
| 1. Explain how you have considered any equality and diversity impacts associated with the project: | |
|  | |

|  |  |
| --- | --- |
| **6.2** | **Value for money** |
| **6.2.1 Direct outputs resulting from the project** | |
| Where the project will achieve direct outputs (including job creation), please explain your rationale and assumptions:  (The outputs and FTE jobs created resulting from your project should be listed in the application appendix spreadsheet at Tab E) | |
|  | |
| **6.2.2 Other outputs and wider outcomes resulting from the project** | |
| Provide details of any project specific outputs, benefits or wider outcomes to your business or to the rural/local economy that will be achieved as a result of undertaking the project:  (The project specific outputs and wider outcomes from your project should be listed in the application appendix spreadsheet at Tab D) | |
|  | |

|  |  |
| --- | --- |
| **6.3** | **Need for the project** |
| **6.3.1 Rationale for the grant request** | |
| 1. Explain why grant funding is required to enable your project to proceed: | |
|  | |
| 1. Explain what options you have considered in arriving at your preferred project: | |
|  | |
| 1. Explain what will happen to the project and the delivery of the direct project outputs if grant funding was not offered: | |
|  | |
| **6.3.2 Need and customer base** | |
| Describe the need for your project and identify your proposed buyers/customers: | |
|  | |
| **6.3.3 Competition and displacement** | |
| 1. Explain the current demand/supply for your product within the market: | |
|  | |
| 1. Explain what impact your project will have on other producers/competitor businesses: | |
|  | |

|  |  |
| --- | --- |
| **6.4** | **Financial health and projections** |
| 1. Explain the assumptions to your forecasts and how the proposed project will impact financially on your existing business operations: | |
|  | |
| 1. If you are a new business or self-employed, explain your financial capacity to successfully deliver the project: | |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **6.5** | **Project delivery** | | | |
| Complete the table below by listing the main risks to the success of this project that you have considered and provide details of the steps that you will take to manage or mitigate them: | | | | |
| **Risks description** | | **Chance of risk occurring** | **Impact of risk** | **Planned action to manage or mitigate against the risk or impact** |
|  | | select the answer | select the answer |  |
|  | | select the answer | select the answer |  |
|  | | select the answer | select the answer |  |
|  | | select the answer | select the answer |  |
|  | | select the answer | select the answer |  |
|  | | select the answer | select the answer |  |

**Please read the declaration and sign in the space below, then complete the supporting documents checklist to make sure that you provide all of the information needed to assess your application.**

**Declarations and signatures**

|  |
| --- |
| **Applicant's Declaration** |
| I confirm that, to the best of my knowledge and belief, all of the information contained in this application is true and correct and I accept full responsibility for it.  I understand that, should this application be successful, I will be required to supply additional information. If there is any change to the information I have provided, I will notify Rural Payments Agency straight away.  I understand that any information I supply may be used by public bodies or their appointed agents in connection with the Rural Development Programme for England and that I may be contacted from time to time, whether or not my application is successful.  If applicable, I confirm that I am a farmer as defined in Article 4 of Council Regulations (EC) 1307/2013, and as referred to in the BPS Guidance.    I am aware of the conditions that apply to this application and have complied with them. I declare that I have read, understood and complied with all of the relevant guidance information relating to the Rural Development Programme for England.  I understand that my business may be inspected and I agree to give access, cooperate and provide any help needed. I confirm that I have disclosed details of all business interests held by any members of this business.  I have declared details of any thing or person connected with my business (including employees) and this grant application that may impact on or cause a conflict between my business and any part of this grant application.  Where I am signing the application as an officer, partner or director authorised to do so, I will provide a copy of the authorisation to RPA on request.  I understand that if my application is successful, I will be required to enter into a grant funding agreement, and payment of any grant funding will be conditional on compliance with the terms of that agreement.  I recognise that it is my responsibility to obtain all necessary permissions from my landlord and in signing this application confirm that I have done so.  I understand that use of an agent will not limit my responsibility to comply with the terms of that agreement, nor does it affect my personal responsibility to make sure the information provided in this application is accurate.   |  | | --- | | **This declaration must be signed by:**   1. the applicant(s) in his or her or their personal capacity or; 2. where the declaration is being signed on behalf of an incorporated body such as a limited company; 3. all partners or directors of the incorporated body or; 4. a partner or director of the incorporated body who is authorised to sign on behalf of the incorporated body or; 5. where the application is being signed on behalf on an unincorporated body: 6. all partners, trustees or an officer of an unincorporated body or; 7. a partner, trustee or officer who is authorised to sign on behalf of the unincorporated body |   **Applicant name Date**   |  |  | | --- | --- | |  |  |   **Applicant signature**   |  | | --- | |  |   **Applicant name Date**   |  |  | | --- | --- | |  |  |   **Applicant signature**   |  | | --- | |  |   **Applicant name Date**   |  |  | | --- | --- | |  |  |   **Applicant signature**   |  | | --- | |  |   **Applicant name Date**   |  |  | | --- | --- | |  |  |   **Applicant signature**   |  | | --- | |  |   **Applicant name Date**   |  |  | | --- | --- | |  |  |   **Applicant signature**   |  | | --- | |  |   **Important Information**  You should not start project activity, or enter in to any legal contracts, including the ordering or purchasing of any equipment or services, before your application has been formally approved and you have entered into a grant funding agreement. Any expenditure incurred before the approval date is at your own risk and may make the project ineligible for support.  If you know or recklessly make a false statement to obtain grant aid for yourself or anyone else you risk prosecution, the recovery of all grant payments, an additional financial penalty and exclusion from other schemes operated by the RPA/EU. 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.   |  |  |  | | --- | --- | --- | | **Privacy Policy** |  |  | | Your information will be stored and processed in accordance with the Data Protection Act 1998 (DPA). Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. For more information visit our Web site at <https://www.gov.uk/government/organisations/rural-payments-agency/about/personal-information-charter>. | | | | | | We are subject to the Freedom of Information Act 2000 and other obligations under law which require us to act transparently and which grant certain rights of access to the public to information held by us. This means that, whilst we will respect the sensitivity of the information you provide, there may be legal requirements which oblige us to disclose this information. | | | | | | We will use the information you provide to administer, process and assess your application for funding under the Rural Development Programme for England and to administer any funding if your application is successful. We may publish details about this application on our website (this may include all or some of the project and applicant details). | | | | | | Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide may also be shared with other government departments, agencies and third parties appointed in connection with the administration of the Rural Development Programme for England. Such organisations may use this information to contact you for occasional customer research aimed at improving the delivery of this programme. | | | | | | Your information may also be shared with other government departments and agencies for the purpose of fraud prevention. The application and evaluation of grant funding is also subject to audit and reviews by internal auditors who may need to access the information you submit in your application. | | | | | If you supply personal information relating to third parties (e.g. delivery partners) as part of your application, you must make sure that you tell those third parties about how you use this information and tell them that this information will be passed to and processed by us as set out in this policy. | | | | | You may be asked to supply some sensitive personal data as part of your application such as information about racial or ethnic origin, political opinion, religious beliefs, trade union membership, physical or mental health, criminal offences or proceedings. We will only use this information for the purpose of processing your application and for statistical analysis. If it is shared with other government bodies for the purpose of statistical analysis, it will be shared anonymously.  We will not hold your information for longer than is necessary. We will hold the majority of your information for three years after the programme closure (currently expected to be 2023), unless we have a legitimate reason to hold this for longer, for instance in defending any legal proceedings brought by any person or body in relation to your application or any funding we have provided, or as required by law or any relevant code of practice. | | | | | | | | If any information that we hold about you is, or becomes, inaccurate or incomplete, please tell us and we will correct it. | | |   **Agent Authorisation**  If you wish an agent or business manager to act on your behalf in respect of communication with RPA over this project you must enter the details on the application appendix spreadsheet, consent and sign the following declaration:   |  | | --- | | I the undersigned, hereby authorise the person named at question 17 on the application details tab of the application appendix spreadsheet to act on my/our behalf to liaise with the Rural Payments Agency over any future correspondence concerning this application and for all correspondence to be copied to the address provided in question 19 on the application details tab of the application appendix. | |   **Applicant name Date**   |  |  | | --- | --- | |  |  |   **Applicant signature**   |  | | --- | |  | |

**Supporting Documents Checklist**

Where applicable, you must submit the following documents with your application.

**Please note that we will not return any documents so please provide copies.**

Read the guidance on ‘How to fill in a water resource management application’ for more details on the supporting documents.

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | **Supporting Notes** | **Click to confirm it is included** | **Applicant’s comments** |
| Application appendix | You must complete all tabs in the spreadsheet:  Application details  Tab A – Cash Flow Forecast  Tab A1 – Financial Impact  Tab B – Costs & Suppliers  Tab C – Funding & Claims  Tab D – Project Milestones  Tab E – CP Outputs |  |  |
| For the applicant business:  Last 3 consecutive and most recent years of fullstatutory audited / unaudited accounts | Make sure your accounts are full sets. All pages are required, including profit and loss, balance sheet, cover, title and notes pages. |  |  |
| For new businesses or self-employed applicants:  Latest tax returns, management accounts or an opening statement from an accountant that includes expected income and operating expenses | New businesses are those that have been trading for less than 2 years and do not have a set of accounts reporting at least 12 months trading performance.  Self-employed applicants may not produce formal business accounts. |  |  |
| Appropriate consents and permissions:   * Copy of full planning permission **or** * Evidence that planning is not required * Tenancy agreement information * Any other consents required for the project | You must make sure that you have full planning consent for your project before submitting your application.  Tenancy information must include the sections from the tenancy agreement containing the property address, tenant, landlord, signatures and for fixed term agreements, the tenancy term. |  |  |
| Confirmation and evidence of project funding from each funder | The evidence must show who is providing the funding, whether it is confirmed (or the timescale for obtaining confirmation), the amount of funding, who it is being offered to and that it is in relation to the project. |  |  |
| 3 quotes, references to catalogue listings or formal tenders for each item of expenditure | Each of these will be checked to make sure they meet the requirements set out in the ‘How to fill in a water resource management application’.  If tenders are proposed or have been obtained, provide a detailed specification of works that has been compiled by a professionally qualified external consultant, for example a Quantity Surveyor. |  |  |
| For any second hand item – confirmation from the supplier | Please see the guidance on ‘How to fill in a water resource management application’ at 3.10 for specific details of the requirements. |  |  |
| If applicable, proof of irrecoverable VAT on eligible costs | You will need to provide evidence of the VAT status of the business that confirms that you are not VAT registered or are making exempt supplies (confirmation letter from HMRC or a professionally qualified independent accountant). |  |  |
| Evidence of support for the project | For example, this will be letters of support, or forward orders from existing/potential customers. |  |  |
| Water abstraction licence | You must make sure that you have the necessary Environmental Agency (EA) abstraction approval for your project before submitting your application. |  |  |
| Plans/drawings  Copies of the final versions of plans/drawings for your reservoir as approved by the Local Planning Authority  **and/or**  A plan/drawing of the existing and proposed irrigation system | Make sure that these are the final approved versions, they are clear and either have dimensions shown or a scale provided to determine dimensions from the drawing. |  |  |
| Quotes for water meters  **or**  Photographs and serial numbers of existing water meters on site | You must include water meters in your project costs **or** provide clear photographs of the meters in situ if you already use them on site. |  |  |