



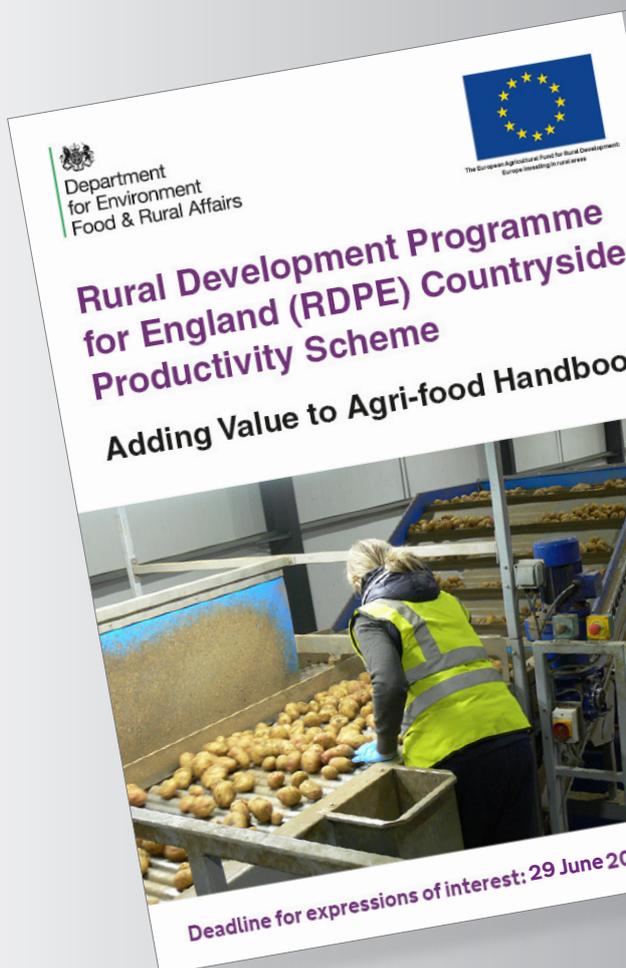
Department  
for Environment  
Food & Rural Affairs



The European Agricultural Fund for Rural Development:  
Europe investing in rural areas

# RDPE Countryside Productivity Scheme

## How to fill in an Adding Value to Agri-food expression of interest (EOI) form



Rural Payments Agency

Rural Development Programme for England (RDPE) (2014-2020)  
RDPE Countryside Productivity - Adding Value to Agri-food

**Expression of Interest Form**

Please read the Countryside Productivity Adding Value to Agri-food handbook and EOI completion guidance carefully before completing this form. Search 'RDPE Countryside Productivity Adding Value to Agri-food' on

**Key things to remember:**

- Expressions of Interest (EOI) must be submitted by email, as a Microsoft Excel attachment only. We can't accept this form in any other format, such as PDF or hard copy.
- Email the completed form to [CPApps@rpa.gov.uk](mailto:CPApps@rpa.gov.uk)
- The closing deadline for EOIs is in the RDPE Countryside Productivity Adding Value to Agri-food handbook. You can submit your application any time before the deadline.
- Complete all the questions in the form - you can only skip a question if the instructions say so.

**Section 1. Applicant details**

Please give the details of the main contact in the business or organisation applying for the grant. This is normally the owner, a director or partner named in the business accounts.

1 Title  FIRST  SURNAME

2 Gender (Select from the list)  Age (Select from the list)

3 Role in

**Section 2. Business/organisation details**

4 Name of business/organisation

5 Business/organisation address and contact details (Main postal address)

TOWN/CITY

COUNTY  (Select from the list)

(Capitals only and a maximum of 8 characters - use this format: AB12 3YZ)

Landline phone

Mobile phone

Email address  (This is the main way we will contact you)

6 Please provide your Single Business Identifier (SBI) number if you are registered with Rural Payments. (Read the 'How to fill in an Adding Value to Agri-food EOI' for further guidance. The business name and address details we hold for this SBI must match those in questions 4 and 5 above.)  
If you do not have an SBI number, go straight to question 7.  
Single Business Identifier  (SBI - 9 characters)

7 Which of the following best represents the legal status of the business/organisation? (Select from the list)

8 Business/organisation size (Read the RDPE Countryside Productivity Adding Value to Agri-food handbook to see how to calculate the size of your business. Select from the list)

9 Number of employees (Full-time equivalent (FTE)) (Read the RDPE Countryside Productivity Adding Value to Agri-food handbook to see how to calculate how many FTE employees you have)

**Deadline for Expressions of Interest: 29 June 2018**

# RDPE Countryside Productivity Scheme: How to fill in an Adding Value to Agri-food expression of interest (EOI) form

Before you fill in the form, read the RDPE Adding Value to Agri-food handbook. It explains:

- who can apply
- what the grant money can be used for
- what costs are eligible and ineligible
- how to apply
- how long the process will take

**Improve your chances – explain things clearly.** It will help your application if you explain your project clearly. Tell us exactly what you're doing, why it's good for your business, how and where you're doing it and who will benefit from it.

## When to send your forms

You can apply any time before 29 June 2018. If we haven't received your EOI by then, we will reject it. (RPA does have the right to change that date – search 'RDPE Countryside Productivity on GOV.UK to see if it has changed.)

## How to send your forms

You must email your forms to: [CPApps@rpa.gsi.gov.uk](mailto:CPApps@rpa.gsi.gov.uk)

Save your EOI as a Microsoft Excel document, in the 1997-2003 .xls format.

Attach it to an email and send it from the email address you give us in question 5 of the form. If an agent or consultant sends the form for you, they must copy you into the email (using the email address you give us at question 5).

Please note that we can't accept an EOI submitted in other formats other than Excel. We won't accept hand written, scanned or PDF EOI forms.

**New business?** If you are a new business, or have not yet set up a business, you might not yet be able to give us all the information we ask for. If that's the case, use the best information you have – for example, give us your personal contact details in the 'Business address' box.

## If you don't have Microsoft Excel

You can use free Open Office software to complete the EOI form – as long as you save it in the Microsoft Excel (.xls) format. To do this:

1. Select 'Save as' when saving the application form. The 'Save as' box will open
2. Select the format for the document in the 'Save as type' box. Select the format type – Microsoft Excel 97/2000/XP/2003 (.xls)
3. Click 'Save'
4. A dialog box may open asking you to 'Confirm file format'. If that happens, select 'Confirm'

## Filling in the form

You must fill out every section on the form, unless the instructions say you can either type 'N/A' or move to the next question.

### Section 1 – Applicant overview

Please give us the details of the main contact for this application.

If you're a sole trader, give us your details. If you're filling out this form on behalf of a bigger business or organisation, we'd normally expect you to be a director or partner.

We have to ask your gender and age range to meet EU rules. If you don't want to tell us, choose 'Prefer not to disclose' from the list.

### Section 2 – Business/organisation details

**Question 4:** Please tell us the full name of your business or organisation. This is the name used on your financial accounts and your business bank account.

**Question 5:** Please give the full address of the business or organisation. If the business has more than 1 address, give the postal address – we'll use this if we need to post anything to you.

**Email address** – The email address should be for you and not for your agent or manager, which you can give at question 20.

We'll use email as our main way of contacting you. Please provide an address that you check regularly.

## How to fill in an Adding Value to Agri-food expression of interest (EOI) form

**Question 6:** Tell us your Single Business Identifier (SBI) number, if you have one. If not, leave this box blank and go question 7.

You'll normally have an SBI if you get other payments from the RPA, such as the Basic Payments Scheme. You'll find your SBI on any letters you have had from RPA. If you do have an SBI, the answers to questions 4 and 5 must match the details we have for your business in the Rural Payments service.

Please note that you must have a SBI and be registered with the Rural Payments service if you're invited to submit a full application.

**Question 7:** Choose the best fit for your type of business from the list.

**Questions 8 and 9:** Read the 'Who can apply' section of the RDPE Countryside Productivity Adding Value to Agri-food handbook to see how to work out what size your business is and how many 'full time equivalent' (FTE) employees you have.

**Question 10:** What does your business do? Select the best fit for your business activity from the list. (This might be different to the project for which you're applying for grant.)

New business? Select 'Yes' if your business has been trading for less than 2 years, or if you're not trading yet.

**Question 11:** Please provide these numbers if your business has them – if not, type 'N/A' in the boxes.

**Question 12:** Please provide the turnover and balance sheet total from your most recent accounts. If the business is less than 1 financial year old, and so has not yet filed any financial accounts, you can leave this blank.

**Question 13:** Read the 'Who can apply' section of the RDPE Countryside Productivity Adding Value to Agri-food handbook to see the definition of 'linked businesses'. If the business is linked to other businesses, please select 'yes' and complete the table. If not, go to question 14.

**Question 14:** Is your business a farm or horticulture business? Choose 'Yes' or 'No' from the dropdown. If you answer 'No', go to question 15. Read the 'Who can apply' section of the RDPE Countryside Productivity Adding Value to Agri-food handbook to see if your business is eligible to apply.

If you answered 'Yes', question 14 is split into 3 sections that are specific to each sector:

- a) Agriculture
- b) Horticulture
- c) Forestry

Fill in all the sections that apply to your business.

**Question 15:** Please tell us whether your business is part of a Fruit and Vegetable Producer Organisation (PO). If it is, tell us the name of the PO. For more information about these, search 'producer organisation for growers' on GOV.UK.

**Question 16:** Please tell us if your business has received any public sector or European funding since 2007. Please give details in the table.

This should include details of any other grant applications you've made and not yet heard the outcome.

This does not include Single Payment Scheme or Basic Payment Scheme payments.

This does include funding from public sector organisations like your local authority, Big Lottery, levy board funds or other Government grants.

It also includes EU funding, such as from:

- European Social Fund (ESF)
- European Regional Development Fund (ERDF)
- European Agricultural Fund for Rural Development (EAFRD)
- European Agricultural Guidance and Guarantee Fund (EAGGF)
- Rural Development Programme for England (RDPE)
- England Rural Development Programme (ERDP)
- Catchment Sensitive Farming (CSF)
- Forestry Commission
- Leader

**De minimis.** You will know if a previous grant was awarded under industrial de minimis because it will say so on your grant agreement, or in other paperwork relating to that funding.

### Section 3 – Agent details

Please choose 'Yes' or 'No' from the list for question 17. If someone else (like an agent or business manager) is completing the form for you, give his or her full details here. You don't have to use an agent to apply. If one of your employees is filling in the form on your behalf, and will be managing the project and be the main contact, you should give their details here.

### Section 4 – Project details

Answers to the questions in this section will help us to understand what your project involves. We use this information to check whether your project is eligible for a grant.

**Question 21:** Please give the name of your project that will be included in correspondence and in any publicity. This should be concise and clear, and ideally no more than 50 characters. For example, J Middleton & Sons Apple Cold Store & Apple Grader

**Question 22:** Tell us where the project will be located.

For question 22c, you can find out if your project is in one of the following areas by reading these web pages:

- nitrate vulnerable zones - <https://www.gov.uk/guidance/nutrient-management-nitrate-vulnerable-zones>
- Site of Special Scientific Interest - <https://www.gov.uk/guidance/protected-areas-sites-of-special-scientific-interest>
- catchment sensitive farming areas - <https://www.gov.uk/guidance/catchment-sensitive-farming-reduce-agricultural-water-pollution>

**Question 23:** Please give us an overview of how much you expect the project will cost. We expect an estimate here, and not a highly detailed breakdown. You can't add any more rows to the table.

Please fill in the table, which is divided into 2 sections:

- Grant funded project costs (top section) – costs you want to use the grant for
- Non-grant project costs (bottom section) – other costs relating to the project but which you are not applying for grant funding for

**'Type of cost' column** – tell us what the cost is for. Group similar costs under one heading. For example, group together all costs relating to building works, including materials and labour.

**'Grant rate %' column** – tell us what percentage of those costs you would like the grant to cover. All the grants have a maximum percentage of eligible costs that they can cover. You need to read the 'Funding and Costs' section of the RDPE Countryside Productivity Adding Value to Agri-food handbook to see what this is.

**'Eligible project expenditure' column** – tell us the total amount of that cost.

**'Date expenditure will be incurred' column** – tell us when you expect to have to pay that cost – select one of the options from the list.

**'Grant requested' column** - the total 'Grant requested' column will automatically calculate. Check that these figures are correct, but please don't try to type anything in that column.

The next section of the form will automatically calculate for you. Don't try to type anything into these boxes. However, please check that the 'Total grant request' figure is above the minimum grant requirement for this scheme of £35,000.

**Question 24:** If you get a grant, will you also be claiming for VAT as part of the costs? Select from the list and if the answer is 'No', type 'N/A' in the box and go to question 25. If the answer is 'Yes', explain why you are including VAT.

This is normally if your business is not VAT registered. Please note that at full application stage you will need to provide a letter from HMRC or from a professionally qualified independent accountant to confirm that you are not VAT registered or are making exempt supplies.

## How to fill in an Adding Value to Agri-food expression of interest (EOI) form

VAT can be a complex area. This table may help you decide whether you can include VAT in your project costs or not. Use this to explain why you have included VAT if applicable:

Status	Outcome
You are registered for VAT and making regular returns of VAT to HMRC	You will NOT be able to include VAT in your project costs or grant request because it is recoverable in full on VAT returns
You are not registered for VAT because your business is below the threshold for supplies	You will be able to include VAT in your project costs and grant request provided this status can be verified by RPA at full application stage
You are not registered for VAT because you opted to join the Agricultural flat rate scheme instead	You will NOT be able to include VAT in your project costs or grant request because the flat rate scheme you have chosen to join is a simplification instead of registering for VAT. The terms of the scheme mean that you receive compensation for not being able to recover VAT paid by your business by retaining a Flat Rate Addition (FRA) added to sales invoices in respect of supplies made to VAT registered customers
You are registered for VAT but you have also opted to join a flat rate scheme	You will NOT be able to include VAT in your project costs or grant request because the flat rate scheme you have chosen to join is a simplification, which compensates you for not being able to reclaim input, VAT. In addition, you are able to reclaim input VAT on certain capital assets costing over £2,000 through your VAT returns
You are registered for VAT and making exempt supplies meaning that not all VAT paid can be recovered on returns of VAT to HMRC	You may be able to include SOME of the VAT in your project costs or grant request providing the extent to which your business cannot recover VAT can be verified by RPA at full application and claim stages

**Question 25:** The grant will only cover some of the costs. Tell us where the rest of the money for the project (the ‘match funding’) will come from.

**Question 26:** Please read the ‘How to Apply’ section of the handbook before you fill in this section. It’s helpful if you can try to be as accurate as possible.

- Full application submission date. If you’re invited to submit a full application, when will it be ready? Be realistic – we expect it to take 2 or 3 months to prepare your full application, possibly longer if you need planning permission.
- Project start date – when do intend to start work on your project? This should be at least 2 months after you submit your full application.
- Project completion date – this is when you expect to have completed the project works, paid all invoices and submitted your final grant claim.

Remember that the final date which all projects must be finished, paid for and all grant claims submitted and paid by is **31 December 2020**.

**Question 27:** Provide a brief description of the project; explain what equipment you are seeking grant funding for and what processes you will be carrying out.

**Question 28:** What agricultural products (raw materials) will you be using as inputs into the project and where are they grown/sourced from? **Please note that projects where all the agricultural inputs are sourced entirely from outside the EU are not eligible for funding.**

**Question 29:** Tell us what your end products will be. Please be as detailed as possible as this will help us determine what grant intervention rate you are eligible to apply for. A couple of examples of we might expect to see here are:

1. ‘Converting 10% of the milk produced on the farm to produce 1,000kg of cheese per year, which we will sell via local farmers markets and mail order’
2. ‘Processing all of our out of grade apples (approx. 50 tonnes) into a variety of apple juices which we will bottle and sell through local farmers markets and restaurants’.

Read the Appendix on pages 29 and 30 of the RDPE Countryside Productivity Adding Value to Agri-food handbook to find the list of all the products that are Annex 1. Then read the table on page 21 of the handbook to find out what the maximum intervention rate can be if your end products are NOT Annex 1.

## Section 5 – Planning Permission

**Question 30:** Tell us if your project needs planning permission, when you will apply for it or if you already have it.

You must choose ‘N/A’, ‘Yes’ or ‘No’ for each section. Use the comments boxes to give more information about your answers, if you need to.

## **Section 6 – Information and Evaluation**

Please let us know if you're willing to be contacted in the future. This will help us improve the services and schemes we provide.

### **Declarations**

Please read this section and make sure that you are in agreement with and can meet the requirements set out in it. By submitting and/or agreeing to the submission of the expression of interest form, you will be agreeing to the declaration.

© Crown copyright 2017

You may re-use this document (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence v3.0. To view this licence visit <http://www.nationalarchives.gov.uk/doc/open-government-licence>; or write to the Information Policy Team, The National Archives, Kew, Richmond, Surrey, TW9 4DU or email: [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk)

This document is also available on our website at <http://www.gov.uk/rpa/countryside-productivity-scheme>

Any enquiries regarding this document should be sent to us at:  
[Webmaster.rpa@rpa.gsi.gov.uk](mailto:Webmaster.rpa@rpa.gsi.gov.uk)  
[www.gov.uk/rural-payments](http://www.gov.uk/rural-payments)  
[www.gov.uk/rpa](http://www.gov.uk/rpa)