



Rural Development Programme for England (RDPE) – Expression of Interest

Guidance notes for completing the Expression of Interest (Eoi) for projects requesting less than £100,000 grant

These notes will help you complete the Eoi. Please read them carefully and make sure you complete the form correctly otherwise it could lead to delays in the Fens Adventurers giving you an answer.

You have to complete and submit an Eoi and receive formal feedback the Fens Adventurers Local Action Group (LAG) before you can proceed to a full application. This offers you many advantages:

- You will receive formal guidance on whether your business/organisation is eligible to apply for RDPE grant aid, and whether your proposed project is eligible for support. If you are not eligible, knowing this as early as possible will save you time and money and avoid you making a wasted application.
- Even if your proposed project is eligible under RDPE, preference will be given to projects that fit closely with the regional objectives as stated in the Regional Implementation plan (www.eeda.org.uk/rdpe).
- If eligible, the Fens Adventurers will provide comments that you must take on board if you proceed to a full application.
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Note that getting approval to proceed to a full application does not imply that you will receive a grant award. The process is competitive and not all applications will receive support.

Before completing this form you should also read the RDPE Funding Prospectus which you can download from <http://www.eeda.org.uk/951.asp> as well as the Regional Implementation Plan and the Fens Adventurers Local Development Strategy. These documents contain details about RDPE funding and the regional and local priorities for RDPE funds.

The form should be sent to Mike Carter at mike.carter@cambsacre.org.uk

We will acknowledge receipt within 5 working days and aim to give a formal response to your Eoi within 10 working days.

Section 1 – This information will help the LAG to give an initial assessment on whether you and your business/organisation can apply for RDPE funding.

<p>1.1 Please give the name of the person competing this form and your relationship with the business/organisation submitting this EOI.</p>	<p>The form should ideally be completed by a person directly involved in the applicant business/organisation, and they should state what their role is in this business/organisation.</p> <p>Agents consultants and other third parties can also complete the form but they must declare their relationship to the applicant business/organisation. In these cases the form must be signed by both the agent/consultant/third party and a person from the business/organisation that has sufficient authority (this would normally be the owner, director, partner or senior manager).</p>
<p>1.2 Name and address of the business/organisation that is planning to undertake this project. Also please indicate the location of the project if that is different to the postal address.</p>	<p>Please give the full contact details of the applicant business/organisation. If this form is completed by an agent/consultant/third party please also give their contact details.</p> <p>If the project is not located at the same address please give the postcode or other location details for where the project will be undertaken. For projects that cover a wide area please give a brief description of the area: e.g. <i>“County of Cambridgeshire”</i>.</p>
<p>1.3 Which of the following best describes your business/organisation.</p>	<p>Please indicate clearly which business/organisation types apply to you. If none of the listed options apply please give an explanation of your business/organisation including its legal status.</p> <p>Please indicate the year when this business/organisation was formed or set-up. If you are looking for support to create a new rural enterprise then please indicate when you expect to have set this up by.</p>
<p>1.4 Briefly describe your current business/organisation and what it does. Which sector do you operate in ?</p>	<p>Please describe your business/organisation and what it does.</p> <p>Tick the box for which best describes the sector you work in.</p> <p>If this is a farming or horticultural business (one that involves production of edible, non-edible or industrial crops or livestock/livestock products from land/buildings owned or rented) then please also list all of your sources of income and tell us approximately how much income you derive from each one eg</p> <ul style="list-style-type: none"> • Farming income £ • Holiday lets income £ • Farm shop income £ • Livery income £ • Employment off the farm income £
<p>1.5 Please provide basic</p>	<p>Some of the RPDE measures, through which grant can be provided,</p>

<p>financial information about your business/organisation</p>	<p>have very specific requirements about business size. Please provide the details of your business so that we can assess eligibility against these rules. Specifically we need to know:</p> <p>Staffing – the total number of people involved in running the business/organisation including part time staff and casual or seasonal workers. This will include the owners/directors of the business/organisation a simple guide assume that a full time equivalent person works 35 hours per week.</p> <p>Turnover, profit and current value of assets – we need to know the total income of the business/organisation in a typical year, profit levels in the last three years and the total value of the organisations/business assets at today's market prices.</p> <p>Linked businesses – If your business has links either through a holding company, through ownership of assets or shares in other businesses or one or more owner/director has major interests in other businesses we need to know the details of these links.</p>
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<p>1.6 Have you or your organisation received any support from a public sector body within the last 3 years? Support can be funding, grants, loans or subsidised advice from a public sector body.</p> <p>If so please give brief details including the amounts received.</p>	<p>RDPE has specific rules concerning “State aid.” State aid is a complex issue about making sure that public funds are not used for commercial projects that will distort competition and trade across the EU. Aid to individuals and some grants to not-for-profit organisations might not be affected by State aid rules providing the projects are not commercial activities and providing their activities will not compete with commercial organisations. For example, a charity that sells goods through a catalogue or website would be considered to be running a commercial venture.</p> <p>A breach of State aid rules could lead to financial penalties and to help avoid this situation <u>you must declare to us</u> the amounts of any public support that you have received in the last three years. This includes any form of support that comes from public sources.</p> <p>The following list of possible sources of public funds is for illustration and it is not a comprehensive list. Therefore, if you are not sure, please provide details of the publicly funded support and EEDA and/or the LAG can take a judgement:</p> <ul style="list-style-type: none"> • Grants from public bodies • Loans from public bodies at favourable rates • Lottery funds • Loan guarantees from public bodies • Differential tax benefits • Grants from an investment trust (including charities) which may themselves have received the funds from a public body • Grants from a part publicly funded venture capital fund • Publicly administered funds, even if the funds were originally not public, such as the National Lottery • Waiving or deferral of fees or interest normally due to a public
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	<p>body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body</p> <ul style="list-style-type: none"> • Monopoly licences or guarantees of market share • Advertising via a public channel such as a tourist board or state owned television • Consultancy advice provided either free or at a reduced rate • Training provided either free or at a reduced rate • Aid for investment in environmental projects • Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development • Purchase of public land or property at a less than market rate • Benefiting from the provision of infrastructure where your organisation was pre-identified as a beneficiary <p>State aid does not include:</p> <ul style="list-style-type: none"> • Single Farm Payments • Most Agri-Environment payments - but you do need to report any payments under CSS or HLS for capital works. <p>If your project is approved for grant, we will require you to sign a declaration relating to State aid that you have received in the previous three years.</p>
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<p>1.7 Please answer “yes” or “no” to this question.</p>	<p>Please declare any instances where the RPA or any other public body has withheld or reclaimed funds from your business or organisation because you have not met scheme conditions or because you have made incorrect declarations on an application form. This will include penalties for cross compliance infringements on farms.</p> <p>We will look at the circumstances of each case and will need to be reassured that safeguards are in place to protect any public funds made available through the RDPE.</p>
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Section 2 – This information will help us advise you on the eligibility of your proposed project and the availability of RDPE funds to support the project.

2.1 Project name.	Please give the project a brief but descriptive name e.g. <i>Long Acre Farm Shop</i> .
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2.2 Explain what you plan to do.	<p>Briefly describe the project. For example this may include:</p> <ul style="list-style-type: none"> • The product or service that the project will deliver/support • The size of the new enterprise and the staffing needed. • Does this involve collaboration with other businesses or organisations? <p>Please describe what you intend to purchase and what the estimated costs might be?</p> <ul style="list-style-type: none"> • Buildings • Equipment • Fittings and furniture • IT • Professional fees • Utilities • Marketing and market research • Product development costs • Project management fees • Staff costs and associated overheads • Skills and training <p>Note that the following items are not eligible for grant support:</p> <ul style="list-style-type: none"> • Fees associated with statutory requirements such as planning permission • Fees incurred for the preparation of the application itself • Costs connected with leasing contracts, interest refinancing and non-project overheads/insurance costs • Costs involved in the purchase of livestock or for annual plants and their associated planting costs • Mainstream agricultural buildings or machinery <p>It is important to also note that you cannot start work on any items for which you wish to claim grant aid i.e. any work undertaken on your project, before a grant contract is in place with us. Any costs incurred will not be eligible for grant support and may invalidate your whole application.</p> <p>Planning approval and licenses Most projects that involve a new building, development of existing buildings, new roads, change of use of existing buildings etc will require planning approval. When do you anticipate receiving planning approval, if it is required?</p> <p>Some activities will also require licences from regulatory agencies. Do you require any such licences and if so when you expect to receive them?</p> <p>For illustration only, the relevant licensing authorities may include:</p>
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	<ul style="list-style-type: none"> • Environment Agency – for projects involving water management, waste management or anything affecting waterways. • Environmental health – for projects involving food processing and handling. • Food Standards Agency – for projects involving food and meat processing. • English heritage and the planning authority – for projects that could impact on listed buildings or ancient monuments. • Natural England – for projects that impact on wildlife or sites of special scientific interest. <p>Landlord approval Tenants will almost always require Landlord approval for projects involving tenanted land or buildings. Will you require landlord approval and if so when will it be available?</p> <p>Start and finish dates for the project When do you expect to start and complete the work? If this project is particularly time critical, please explain why.</p>
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<p>2.3 Briefly explain why you want to undertake this project and the benefits you think it will deliver to your business and potentially to other people in the locality.</p>	<p>Briefly explain:</p> <ul style="list-style-type: none"> • Why you want to undertake this project. • Why you think it can be a success. • How it fits with your underlying business/organisation. • Any special skills/experience you have that will help with the new project. • Briefly mention any research you have already undertaken relevant to the project. <p>Briefly describe the benefits the project will bring to your business/organisation including issues such as:</p> <ul style="list-style-type: none"> • Extra profit • Extra employment • Making better use of your resources • Impact on the environment • Collaborating with other businesses/organisations <p>Briefly describe the potential benefits that the project could deliver to your local rural community, other rural businesses or on a wider scale.</p> <p>Briefly describe the impact your enterprise could have on your competitors in the your locality.</p> <p>How does your project contribute to the RDPE and regional objectives?</p> <p>What contribution does your project make to improving environmental sustainability eg reduced energy consumption, less waste etc.</p>
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<p>2.4 Project costs and funding.</p>	<p>Please indicate from which sources and by how much your element of the project costs will be funded:</p> <ul style="list-style-type: none"> Own cash Commercial loans Sale of assets Private loan HP or leasing Landlord contribution Other sources of grant aid <p>Please indicate whether your funding for the project is secured yet, or whether you are still trying to obtain the necessary finance. If you are planning on using your own labour, or if you are planning to include your own time as part of your contribution towards the project, then please tell us here.</p> <p>Please let us know why you need RDPE funding for your project. Do not assume that the maximum grant rate is the normal allocation, and please note that when you make a full grant application you will be asked to justify the amount of grant you are requesting.</p> <p>Please then complete the table (for financial years April-March) indicating the total project expenditure, the amount of RDPE grant that you are requesting, and the RDPE grant %. Please refer to the RDPE Prospectus for further information on grant rates.</p> <p>If you plan to claim grant on just one element of a larger project please provide an explanation.</p>
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Section 4 - RDPE data protection consent

Please read and carefully consider this consent, which must be signed by a person from the business/organisation that has sufficient authority to sign the form (this would normally be the owner, director, partner or senior manager). If this section is not completed the EOI cannot be processed.

Section 5 - Declaration and undertaking

Please read and carefully consider this declaration and undertaking, which must be signed by a person from the business/organisation that has sufficient authority to sign the form (this would normally be the owner, director, partner or senior manager). If this section is not completed the EOI cannot be processed.

Section 6 – This is for use by the LAG – you do not need to complete any of these sections.