



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



**Mersey Rural Leader**

**The Rural Development Programme for England  
North West Application Form**

**For Projects in the Northwest of England  
seeking a direct grant between £100,000 and  
£250,000 of RDPE Investment**

**Name of the Project:**

**TO ENSURE THE QUICKEST ROUTE TO A DECISION ON YOUR  
APPLICATION, PLEASE READ THE ACCOMPANYING GUIDANCE NOTES.**

**For office use only:**

Measures applied for:	
Date received:	
Reference No:	
Less Favoured Area:	
Case Officer	
Expected Target Completion Date:	
Approved by :	
Date approved:	

## PLEASE TELL US ABOUT YOUR BUSINESS:

<b>1. What is the name of the applicant business/organisation:</b>						
<b>2. What is the registered address of the business/organisation:</b>  This will be used as the main contact.	Address:					
	Postcode:					
<b>3. Who will be the main contact?</b>	Name (inc title):					
<b>4. What is their job title/status?</b>						
<b>5. Please provide a Telephone Contact number:</b>						
<b>6. E-Mail address:</b>						
<b>7. Will the above named person be managing the project? (please tick)</b>	YES	<input checked="" type="checkbox"/>	NO	<input checked="" type="checkbox"/>		
<b>8. If no please provide the contact details for the person who will be managing the project.</b>						
<b>9. How would you describe your business/organisation?</b>  Please provide the appropriate registration numbers.						
	CPH (Holding) number			SBI number		
<b>10. Is your business / organisation VAT registered?</b>	If Yes, what is your VAT Number?					
<b>11. Are you starting out in a new business? (please tick)</b>	YES	<input checked="" type="checkbox"/>	NO	<input checked="" type="checkbox"/>		
<b>12. Total number of full time (30hr) equivalent employees.</b>						
<b>13. In your last accounts, is the turnover less than €2million per annum? (please tick)</b>	N/A	<input checked="" type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO	<input checked="" type="checkbox"/>

# PLEASE TELL US ABOUT YOUR PROJECT:

14. Estimated project start date		15. Estimated project end date	
16. Please provide a description of the project and what it will do. (information on costs will be asked for later in this application.)			
17. Who will benefit from this project? (include relevant details if known – see guidance note)			
18. Where will the project deliver these benefits? (Local Authority Areas & parishes if possible. Please state if it is in a less favoured area)			
19a. To apply for RDPE funding, you need have been in contact with Business Link North West.			
<ul style="list-style-type: none"> <li>Please give the name of your Business Link Broker:</li> </ul>			
Is your Business Link Action Plan/Diagnostic attached?	YES		NO
19b. As your application seeks over £5,000 of RDPE funding, it must be supported by an independent business plan or, your own business plan which has been independently assessed.			
(you can receive help with your Business Plan, please see the guidance notes for more information)			
<ul style="list-style-type: none"> <li>Have you attached your Business Plan and cashflow forecast</li> </ul>		YES	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

If questions 20 to 30 below have been covered in your Business Plan, **simply include references in the question boxes** to the appropriate sections in your business plan.

**20. What is the need for this project and why is public sector support needed? Please detail what evidence you have to support this?**

**21. How does your project address, regional and sub-regional priorities. EG: The Northwest RDPE Regional Implementation Plan and The Regional Economic Strategy**

**22. How the project will be managed?**

**23. As you will receive your grant in arrears, how will you manage the cash flow?**

**24. How will you keep the project going once funding is no longer available?**

**25. If your project includes capital building works, what is the forecast value of the site/ building?**

**26. Are there any other similar organisations / activities in the area and how does your project differ?**

**27. What alternative funding options have you considered for your project?**

**28. What alternative options have you considered in delivering this project? Please give a minimum of three options, including the do minimum option.**

**29. What could go wrong with the project? Please identify the main risks to the project and how you intend to minimise/manage these risks? Please include a copy of your risk register.**

**30. How will you make sure your project minimises negative environmental impact and is able to maximise potential environmental improvements?**

**31. If your project is construction project with a project cost of over £500,000 does it comply with the BREEAM standard of very good or above.**

<b>32. How will you minimise any negative social impacts and maximise any positive social benefits?</b>				
<b>33. If you are seeking funding for property work, what is that property's status?</b>				
<b>34. Is your project dependent on any forms of legal consent?</b>				
<b>35. Does your business or organisation have an equal opportunities policy?</b> (Please Tick)	YES	✓	NO	✓
If no, please detail your organisation's approach to this issue.				
<b>36. Does your business have a health and safety policy?</b> (Please Tick)	YES	✓	NO	✓
If no, please detail your organisation's approach to this issue.				

**PLEASE TELL US HOW THE MONEY WILL BE SPENT:**

<p><b>37: Please provide a breakdown of what your project will cost (expenditure) below:</b></p> <ul style="list-style-type: none"> <li>▪ Please list all the items you intend to claim for.</li> <li>▪ All items must be procured according to the rules laid out in the guidance notes so ensure you have records of the necessary quotes/tender documents.</li> <li>▪ If you are unable to reclaim VAT the costs provided should include VAT where applicable, otherwise the costs should exclude VAT.</li> </ul> <p><b>Please note:</b> work undertaken or costs incurred before you have received and signed our formal approval of funding letter are not eligible, and therefore cannot be paid for with this funding.</p>
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Measure	Capital Expenditure (itemised).	Costs 2009/ 10	Costs 2010/11	Costs 2011/12	Costs 2012/13	Total costs
Measure	Revenue Expenditure (itemised).					
<b>Total project costs.</b>						

38: Please provide a breakdown of the funding sources that you anticipate paying for this project.						
Source:	2009/10	2010/11	2011/12	2012/13	Total	Shown as a % of cost
<b>RDPE Funding</b>						
Measure						
Measure						
Measure						
<b>Own Funds</b>						
<b>Borrowed/Loan funds</b>						
<b>Other Private Sector funding (list below and provide confirmation of that funding).</b>						
<b>Other Public Sector funding (list sources).</b>						
<b>Overall funding package</b>						<b>100%</b>

39: State Aid (see Guidance for more information) Please list the grant aid or other support received in the past 3 years and the sources.		
Date Aid Received	The source of that aid (the provider)	Amount of aid £

**PLEASE TELL US HOW THIS PROJECT WILL MAKE A DIFFERENCE:** (We will assist you in completing this section)

<b>40. What “Outputs” will your project achieve during or after its lifetime?</b> This may be monitored up to 2025 by the NWDA/ DEFRA/EU.			
<b>Indicator related to RDPE measure</b>		<b>Date to be achieved</b>	<b>Result to be delivered</b>
Measure	<i>e.g Number of businesses supported or Number of Jobs created</i>		
<b>41: What “Milestones” for this project will be achieved before your final grant claim?</b>			
<b>Indicator</b>		<b>Date</b>	<b>Output to be Delivered</b>
Project start date			
First claim submitted			
Final Claim			

**Please note:** The investment from RDPE will involve expenditure of public resources and there is public interest in how the investment is spent.

EU Regulations require information to be available about who has received investment under the Rural Development Programme for England. The Rural Payments Agency will publish an annual list of everyone receiving financial support under the Programme, this will be available on a Government website. Details disclosed will include the name of business/ organisation, amount of funding received and the locality (usually at Parish level). **Please tick to accept**

## DECLARATION:

I/We hereby declare that:

- The information given on the form and elsewhere in support of the application is correct;
- The project which forms the basis of this application has not been started and no expenditure has been committed or defrayed on it
- I/we understand that a claim form detailing the work carried out, original invoices supported by Bank Statements must be submitted prior to receipt of grant monies;
- I/we aspire to operate good practice in relation to our equal opportunities, health and safety and environmental management responsibilities;
- I/we will provide information regarding sustainability and programme outputs to programme staff and their representatives as required.
- I/we have not been disqualified from receiving grant or any other funding or support in the past 3 years from any other public source for reasons other than ineligibility of expenditure, or funds have expired/been fully committed under the terms of the England Rural Development Programme 2000-2006 or its replacement, the Rural Development Programme 2007-13.

Signed		Print Name	
Position		Date	

**Please note:** any person or corporate body who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted.

A false or misleading statement may also mean that approval will be revoked and any grant may be withheld or recovered with interest.

**We, the North West Development Agency (NWDA), [The European Agricultural Fund for Rural Development and the Department for Environment Food and Rural Affairs] will use the personal data provided as part of this application form for the purpose of [assessing your suitability to receive grant aid as part of the Rural Development Programme for England].**

**Any individuals for which personal data has been provided have the right to ask for a copy of the information which we hold about them and which is subject to the Data Protection Act 1998 (for which we may make a small charge) and to correct any inaccuracies in their information.**

**This form has been designed to help you make the best case for RDPE support in as few questions as possible.**

**Thank you for your time taken to complete it.**

PLEASE REVIEW OUR CHECKLIST (IN THE GUIDANCE NOTES)  
BEFORE SENDING THIS FORM TO:

Mersey Rural Leader  
Directorate of Regeneration  
1<sup>st</sup> Floor Yorkon Building  
Huyton  
Merseyside  
L36 9FB

[Paula.Malley@knowsley.gov.uk](mailto:Paula.Malley@knowsley.gov.uk)

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