



Department  
for Environment  
Food & Rural Affairs



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

# Rural Development Programme for England (RDPE)

## Countryside Productivity Small Grant Scheme (CPSG) Round 2 Handbook



## Countryside Productivity Small Grant Scheme (CPSG) - How it works

**1**

Start by gathering your information – see the portal and handbook for details.



**2**

Check that your details in the Rural Payments service are correct, if not update these.



**3**

Submit your online application by Midday 3 September 2019.  
(Do not order your items)



**4**

If you receive an email stating that your application cannot be accepted, sign in to the Rural Payments service, check and update your details and resubmit your application, if the application window is still open.



**5**

Your application will be verified and scored. If your application is successful, a Grant Funding Agreement (GFA) offer will be emailed to you, which you can accept.



**6**

You must buy all your capital items as per your agreement to the specification(s) listed in Annex 3.



**7**

Submit a single claim for all the items listed in your agreement to the required specification, together with all supporting documentation, to [CPSGClaims@rpa.gov.uk](mailto:CPSGClaims@rpa.gov.uk). This should arrive no later than 150 calendar days from the date of the GFA.



**8**

If your claim is successful, you will be paid directly into your Rural Payments service registered bank account.

# Key changes from Round 1 to Round 2

## **Can I apply for Round 2 even if I applied in Round 1?**

Applicants who had Round 1 funding can also submit a new application to receive funding in Round 2. The total value of both applications must not be more than £12,000

## **Annex 3 - Specification and Standard Costs**

Twenty six new items have been added for Round 2 and these have been prefixed with R2. All eligible items and their specifications are listed at Annex 3

Specifications for some of the items from Round 1 have been updated.

**Please make sure you read annex 3 carefully.**

## **Sending photos with your claim**

Your claim must be supported with photos of each item purchased. Submit these with your claim. Examples of acceptable photos are shown at Annex 5

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# Introduction to the RDPE Countryside Productivity Small Grant Round 2

## **Includes:**

- **How the government manages these grants**
- **Government guarantees about funding after the UK leaves the EU**

# Introduction to the RDPE Countryside Productivity Small Grant Scheme

This handbook explains what Round 2 of the RDPE CPSG grant is for, who is eligible, how to apply and if successful, how to claim.

CPSG provides investment towards specific items of equipment which will improve productivity and efficiency for farming and horticultural businesses. Eligible items for this Round are listed at Annex 3.

Please read this guidance carefully to decide whether the items under this scheme meet the investment plans for your business, and if you qualify for support.

## How the government manages these grants

The Rural Payments Agency (RPA) delivers the grants.

Our role is to assess applications for grants, make offers for grant funding and make grant payments on behalf of Department for Environment, Food & Rural Affairs (Defra).

We may at any time and without further notice change the date that these grants close to applications.

## Government guarantees about funding after the UK leaves the EU

The government has guaranteed funding for the RDPE CPSG if projects are:

- agreed and signed before 31 December 2020
- good value for money and
- in line with domestic strategic priorities

# About the Countryside Productivity Small Grant Scheme

## **Includes:**

- **Who can apply?**
- **Can I apply for Round 2 even if I applied in Round 1?**
- **What the grants are for?**
- **How much money can you apply for?**
- **Other project funding**



# About the Countryside Productivity Small Grant Scheme

## Who can apply?

Farmers (including livestock, dairy, arable and horticultural sectors) can apply.

If you are an Agent applying on behalf of a farmer, you must make sure that you have the correct permissions in place in the Rural Payments service. For more information on permissions, see 'Things you need to know.'

The following are not eligible to receive the grants:

- solely contracting businesses including those contract rearing animals\*
- non departmental public bodies
- Local Authorities
- Crown bodies

\* However, businesses whose main activity is farming but who also carry out some contracting work can apply.

You must not apply for a grant for any items that you have already applied for\* or received funding for under the Fruit and Vegetables Producer Organisation Operational Programme or any other RDPE grant. Examples of RDPE schemes are the RDPE Growth Programme, LEADER, Countryside Productivity, Farming Recovery Fund, Cumbria Countryside Access Fund and Countryside Stewardship.

\* If you were rejected or have withdrawn from any of these schemes, you can still apply, provided you have not been excluded from participation in RDPE schemes.

## Can I apply for Round 2 even if I applied in Round 1?

If you applied for Round 1 and your application was successful, but did not reach the £12,000 maximum, you can apply in Round 2. However the grant value of your Round 2 application must be £3,000 or more. Therefore if you received more than £9,000 grant in Round 1, you will not be eligible to apply under Round 2.

If the grant value of your application is less than £3,000, your application will be rejected.

You may only proceed with one successful application per Round.

If your claim was rejected or withdrawn in Round 1, you can also reapply in Round 2.

I applied in Round 1:-	What can I apply for in Round 2?
Awarded and received a grant of £3,000 to £9,000	You are eligible to apply in Round 2
Awarded and received a grant of £9,000.01 to £12,000	You are <b>NOT</b> eligible to apply in Round 2
Withdrawn from Round 1 at either application or claim stage	You can apply for a grant between £3,000 to £12,000 grant
Rejected in Round 1 at either application or claim stage	You can apply for a grant between £3,000 to £12,000 grant

### What the grants are for?

You can apply for funding towards specific items of equipment listed at Annex 3. Annex 4 provides a quick reference breakdown by sector.

All these items have been identified following consultation with industry groups and suppliers as helping achieve improvements in either:

- technical efficiency
- animal health and welfare
- resource efficiency or
- nutrient management

If the equipment you want is not listed at Annex 3, or differs from the specifications given, it is not eligible under this scheme. If you purchase any other items not on the list, ask your supplier to invoice you for these separately, it may take us longer to process your claim if these are included.

### How much money can you apply for?

The grants are 40% of the standard costs listed in Annex 3 for a minimum grant of £3,000, up to a maximum of £12,000.

Applicants in Cornwall or the Isles of Scilly can receive up to 50% of the eligible costs in the application. We will use the location postcodes provided to check that you are eligible for the higher grant rate.

The standard cost for each item in Annex 3 is the actual fixed price which we will pay grant towards. For example, if the standard cost is £7,500, even if the actual amount you pay is only £7,000, you will receive 40% of £7,500 (or 50% if you are located in Cornwall).

You must buy all the items applied for within the 150 days of the Grant Funding Agreement being offered and the items you purchase must meet the minimum specifications shown in Annex 3.

This price is based on new items only. Ex-display, ex-demo, second hand, part exchange, 'try before you buy' items are not eligible for this scheme.

There is no need for you to provide quotes for any item.

The standard cost is net of VAT. There is no option to claim extra VAT if you are not eligible to reclaim it.

You can buy an item that exceeds the specification, but you will only receive a grant based on the standard cost.

If the piece of equipment meets the specification of more than one item, you can only apply for grant on one of the items, for that piece of equipment. For example, if you buy a yield monitoring device, which also has variable rate control functionality, you can only apply for either SG41 Yield Monitoring or SG42 Variable Rate Controller, not both.

### Other project funding

The remainder of the project costs must be paid for with money from private sources like savings, bank loan or credit card.

You can't fund the remainder of your project costs with other EU or UK public funds such as other grants.

# Things you need to know

## Includes:

- Rural Payments service
- Permissions
- Match Funding
- State Aid
- Are the items you want to buy eligible?
- Application process
- If you lose your 6 digit reference number
- Correspondence
- If you need to make any changes
- Withdrawing an application
- Grant terms and conditions

# Things you need to know

## Rural Payments service

Before applying you must ensure you are registered in the Rural Payment service, if you are already registered ensure your business details are up to date. The details in the Rural Payments service must exactly match the details you give in the application portal.

If you need to register for the Rural Payments service, you must first verify your identity. Do this online with [GOV.UK Verify](#) as this gives you simple, trusted and secure access to all public services.

If you have any difficulties in registering through [GOV.UK Verify](#), please call RPA's helpline on 03000 200 301 and select the options to speak to the Rural Payments team. Only use this option if your query is about accessing the Rural Payments service. If your query is about eligible items, use the helpline number but select the option for the Countryside Productivity Small Grants team.

You must have a Single Business Identifier (SBI) number and Customer Reference Number (CRN). We won't be able to process your application without these.

You will normally have a main SBI and a CRN if you get other payments from RPA, like the Basic Payment Scheme. You will find these on any letters you've had from us.

Please see our YouTube clip on [how to find your CRN number](#) via Verify only

If you are not registered on Verify please call RPA's helpline on 03000 200 301 and select the options to speak to the Rural Payments team who can advise you of your CRN.

You must also make sure that your Rural Payments service record is up-to-date for your:

- email address
- business name
- business postcode
- full name
- permissions

If your details do not match, your application will not be accepted.

For information on how we handle personal data go to GOV.UK and search '[Rural Payments Agency personal information charter](#).'

## Permissions

In the Rural Payments service, you can give other people access to your business and there are different levels of permission you can give them depending on what you want them to be able to do. You can only do this if you have full permission yourself and the other person is also registered.

The person applying for a CPSG grant must have permission either to 'Make legal changes' or 'Full permissions' this is linked to the CRN number.

If you are an Agent applying on behalf of a client, you must:

- use your own CRN number
- have permission to Make legal changes for the business in the Rural Payments service.

View	Amend	Make legal changes	Full Permissions
<p>View business details</p> <p>View people associated with the business</p>	<p>All permissions in View Business Details</p> <p>Amend business contact details</p>	<p>All permissions in Amend Business Details</p> <p>Amend controlled information, such as business name</p> <p>Add someone to the business</p> <p>Add and amend accountable people</p> <p>Confirm business details</p> <p>Amend bank account details</p> <p>Make young/new farmer declaration</p>	<p>All permissions in Make Legal Changes Business Details</p> <p>Give permissions on business</p>

Guidance on [updating details on the Rural Payments service](#) can be found on GOV.UK

## Bank Account

If you want the business to receive any rural grants and payments in future, you will need to register bank account details. You can only do this over the phone – call us on 03000 200 301 and choose the ‘bank’ option. For security reasons, the RPA will not call you and ask for bank details. If we do need to contact you, you will be asked to call the helpline on 03000 200 301.

## Match funding

You need to be aware that if your application is approved, you must have sufficient funds to pay for the items upfront before you get your grant payment.

## State aid

For the purpose of the CPSG Round 2 grant this funding is not restricted by Industrial De Minimis.

The grant is awarded under Article 17(3) of Regulation (EU) No. 1305/2013 of the European Parliament and of the Council of 17 December 2013 by virtue of an exemption to the state aid rules provided in Article 81 of that Regulation.

## Are the items you want to buy eligible?

We are not able to provide details of the makes and models of the equipment covered under this scheme. The items must match the specification given in Annex 3. If you want to check if a particular item is eligible, please email [CPSGEnquiries@rpa.gov.uk](mailto:CPSGEnquiries@rpa.gov.uk) with the make and model and a link to the supplier’s website so we can confirm. Or, call us on 03000 200 301 and select the option for the Countryside Productivity Small Grant Scheme.

## Application process

You should apply via the online portal on the [Countryside Productivity page](#) on GOV.UK. This will be live between 9 July 2019 and midday 3 September 2019. You must first be registered in the Rural Payments service and must check that the email address shown on there for your ‘Business details’ is used regularly by your business. All correspondence about your application will be via this email address.

Immediately after you submit your application, you will receive an automatic email receipt from us containing a unique 6 digit reference number. Please keep a note of this number and use it in all future correspondence about your application.

## If you lose your unique 6 digit reference number

Please use your SBI number and Business name to contact us.

## Correspondence

Add [CPSGEnquiries@rpa.gov.uk](mailto:CPSGEnquiries@rpa.gov.uk) to your trusted senders list, and remember to check your spam and junk mail folders.

Please contact us at [CPSGEnquiries@rpa.gov.uk](mailto:CPSGEnquiries@rpa.gov.uk), or call 03000 200 301 and follow the options for the Countryside Productivity Small Grant Scheme.

## If you have made a mistake on the portal or need to make any changes

If you submit your application and realise you have made a mistake, you will not be able to make any changes.

However, if the application window is still open you can submit a new application.

If we receive more than one application from a business in a particular Round (based on the SBI number provided), we will only consider the most recent application.

## Withdrawing an application

You can withdraw your application at any time. We need this confirmation in writing so please email us at [CPSGClaims@rpa.gov.uk](mailto:CPSGClaims@rpa.gov.uk) and tell us your unique 6 digit reference number.

## Grant terms and conditions

The offer of a grant is subject to the terms and conditions set out in:

- Annex 1 of this handbook (Scheme specific conditions of grant), and
- Annex 2 of this handbook (CPSG terms and conditions)

Failure to meet the requirements of any relevant legislation or the terms and conditions of the grant could result in the grant being terminated and / or the recovery of grant already paid.



# How to apply

## **Includes:**

- **How to submit your online application**
- **What happens after you submit your application**
- **If your application is unaccepted**
- **If your request for a grant is approved**
- **If your request for a grant is unsuccessful**

# How to apply

## How to submit your online application

Applications for the CPSG are by the application form accessed by the online portal which can be found on the [Countryside Productivity page](#) on GOV.UK.

Before starting the application, read through the guidance in this handbook carefully. Please also have your business details to hand as registered in the Rural Payments service.

If you have any queries or are having difficulties using the online application, email [CPSGEnquiries@rpa.gov.uk](mailto:CPSGEnquiries@rpa.gov.uk) or call us on 03000 200 301 and follow the options for the Countryside Productivity Small Grant Scheme. We may, in exceptional circumstances be able to supply an alternative means of application.

Please complete all relevant questions and don't move away from the webpage or close the internet browser until you have submitted your application. You won't be able to save and return to your application later, so make sure you have all the information to hand and time to complete each section. The online application should take no more than 10-15 minutes to complete.

Only use the 'next' and 'back' buttons shown at the bottom of the page to navigate through the application. Not your browser next and back buttons.

If you enter information which is incorrect or in the wrong format, a prompt will appear telling you how to correct this. You won't be able to move to the next page until you have filled in all the mandatory information.

## Gathering your information

Gather the following information prior to going on the portal (tick list✓):

- Your Customer Reference Number (CRN)
- Single Business Identifier (SBI) Number
- Email address that is listed in the Rural Payments service
- Correspondence email address if different to that registered in the Rural Payments service
- Business name in the Rural Payments service
- The postcode and address for your business in the Rural Payments service
- Ensure you have permission to Make legal changes or Full permissions for the business in the Rural Payments service
- The amount of land in hectares of any holdings you farm, associated with your SBI.
- How many animals do you keep, which species, sex and age
- County Parish Holding (CPH) Number if you keep animals
- The number of people you employ
- If you received previous CPSG Round 1 funding, note the amount received

## Submit your application

To start your application click the '**Apply now**' button.

To make sure you are a genuine user / a human visitor and in order to prevent automated spam submissions you must tick the box before you can continue with your application.

Click '**Next**'.

Please provide details on this page of previous CPSG grant received.

**Has the farm business received grant funding from previous rounds of the Countryside Productivity Small Grant Scheme?:** Confirm by either selecting 'Yes' or 'No'

If 'Yes', how much grant funding have you received in previous rounds? Confirm the amount of grant received. This will then calculate the amount of grant you are eligible to apply for.

We will check that the amount you have entered is correct against our records.

Click '**Next**'.

Please provide details on this page of the person completing the application. This information will be used to identify you as an RPA customer.

If the information provided does not match the information registered with RPA, your application will be rejected.

**Are you an Agent applying on behalf of your customer?:** Confirm by selecting Yes or No from the list.

If you enter No, to using an Agent enter your Customer Reference Number (CRN) - as registered in the Rural Payments service. This is the unique 10 digit individual identifier that you were given when you registered in the Rural Payments service.

Please see our YouTube clip on [how to find your CRN number](#) via Verify only

If you are not registered on Verify please call RPA's helpline on 03000 200 301 and select the options to speak to the Rural Payments team who can advise you of your CRN.

Guidance on [updating details on the Rural Payments service](#) can be found on GOV.UK

**Email address - as registered on the Rural Payments service:** Enter and confirm the email address registered on the Rural Payments service. This must be the same email address.

**Do you want to use an alternative correspondence email address?:** Confirm if you wish to use an alternative correspondence email to that provided above, by selecting Yes or No from the list.

**Correspondence email (if different to above):** Enter and confirm the email address you wish us to send any correspondence to.

If you enter Yes, you are confirming you are an Agent

An Agent applying on behalf of a farm business, should provide your own:-

- **Agent Customer Reference Number (CRN) - as registered in the Rural Payments service:** enter and confirm your CRN, the unique 10 digit individual identifier that you were given when you registered in the Rural Payments service.
- **Agent email address - as registered in the Rural Payments service:** enter and confirm the email address registered in the Rural Payments service. This email must match what is registered to the CRN in the Rural Payments service and will be used in all correspondence for this application.

You **must** have permission to Make legal changes (or above) for the business. If you are unsure whether you have the correct permission, you can check by signing in to the Rural Payments service.

Click '**Next**'.

Please provide details of the business applying for the grant. These must be the details already registered for the farm business in the Rural Payments service.

**Single Business Identifier (SBI):** Enter and confirm the main 9 digit SBI number that you were given when you registered in the Rural Payments service.

**Name of Business:** Tell us the full name of your business. This is the name used on your annual financial accounts and/or your business bank account and must match the business name registered in the Rural Payments service.

**Postcode of Business:** Tell us the postcode of your business address. This should be entered in capitals.

You must make sure that the main SBI, CRN and business details registered in the Rural Payments service exactly match with the main SBI, CRN, applicant business name, and postcode entered on the application. If they don't, please update them as we won't be able to process your application and it will be rejected.

Click '**Next**'.

Please select your title from the list and give us your first name and surname.

For RDPE monitoring purposes, we have to ask your gender and age range but this has no bearing on your application. If you'd prefer not to provide this information you can select 'prefer not to say' from the lists.

Click '**Next**'.

Please give the full postal address of your business and provide at least one phone number.

Click '**Next**'.

Confirm if your grant requested items will be located and operated in Cornwall or the Isles of Scilly, by selecting Yes or No from the list. By selecting Yes, the location of project postcode in your application will be checked, to enable you to qualify for the 10% uplift to funding. If we cannot verify your location as being in Cornwall or the Isles of Scilly your grant offer will be reduced to 40% if Grant Funding is offered. Postcodes will be verified using the information held on the Defra mapping system found on [magic.gov.uk](http://magic.gov.uk).

Confirm if the grant funded items will be located and operated at the same business address provided in the previous section, by selecting Yes or No.

If you select No, you will need to give us the main postcode(s) of where the grant requested items will be located and operated.

Click '**Next**'.

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

**Business activity:** Choose the best fit for the type of activity carried out by your business from the list.

Click '**Next**'.

**Business size:** Please tell us the size of your business. The size of the business depends on the number of full-time equivalent (FTE)\* employees it has and its financial performance.

Anyone who works a minimum of 30 hours per week counts as 1 FTE employee. A person working 30 hours a week for 3 months of the year would be a 0.25 FTE employee. If a business partner or director works more than 30 hours per week they still count as 1 FTE employee.

Use the table below to calculate the size of your business:

Business size	Number of FTE employees	Annual turnover or balance sheet total*
Micro	Fewer than 10 and	€2m (about £1.6million or less)
Small	Fewer than 50 and	€10m (about £8.5million or less)
Medium	Fewer than 250 and	€50m (about £42.5million or less) annual turnover OR €43m (about £36.5million or less) annual balance sheet total

\*This is 'total assets' only. For more guidance, please visit [http://ec.europa.eu/regional\\_policy/sources/conferences/state-aid/sme/smedefinitionguide\\_en.pdf](http://ec.europa.eu/regional_policy/sources/conferences/state-aid/sme/smedefinitionguide_en.pdf)

**Number of Employees:** please give us the number of FTE employees your business has. If the partners or directors of your business receive a salary you should include these in your total. Please enter a zero '0' if you don't have any employees.

Click '**Next**'.

We will need some details about the land you farm.

Enter the amount of land in hectares of any holdings you farm, associated with your SBI.

These details can be approximate if you are unsure of the exact areas.

Click '**Next**'.

Over the next 7 screens, you will need to select the equipment you want grant funding towards, by choosing from the items in the list.

The application is split into the following item categories:

- cattle equipment
- sheep equipment
- pig equipment
- general livestock equipment
- precision farming equipment
- resource management equipment
- other general equipment

To start adding items, select the item you want to request from the list. To request more than one of the same item, type the number of units in the 'quantity' box.

You can add additional items in each category by clicking on the 'Add item' button at the bottom of each page. For some items there are restrictions on the number you can purchase. See Annex 3 for details.

To remove an item from your application, click the 'Remove item' button to the right of the item you wish to remove.

To move on to the next category of items, click '**Next**'.

Please remember you can only apply for the items listed in Annex 3 which meet the minimum specification.

New items have been added for Round 2 and these have been prefixed with R2.

When you select an item, the 'Total cost' field will show the standard cost for that item. The 'Total grant amount' field will show the amount of funding you can receive for that item. These costs cannot be changed and you must be able to fund the remainder of the costs yourself.

You will be able to see the sub-total of the items as you add them to your application in the calculator on the right hand side of the page.

Remember that you cannot apply for less than £3,000 or more than £12,000 of grant.

If your application is approved, you must buy, pay for in full, install and submit a single claim for all of the items in your application within 150 calendar days of receiving your Grant Funding Agreement (GFA) email, to receive your grant.

When you have entered all the items you wish to purchase, click '**Next**'

If you have applied for animal items over the next two screens you will need to provide us with animal numbers.

Enter details of the bovine animals you keep.

Add the average number of animals you keep on your farm in each category. If you don't keep any animals in a particular category, leave the field blank.

Click '**Next**'.

Enter the details of other animals you keep.

Add the average number of animals you keep on your farm in each category. If you don't keep any animals in a particular category, leave the field blank.

We need animal details to make sure the applicant meets the eligibility criteria, for example, that an applicant buying a cattle crush is a farmer and owns cattle.

Click '**Next**'.

If you have applied for livestock items you will be prompted to enter livestock details and a County Parish Holding (CPH) Number where you record animal movements, or provide a reason for not keeping animals. If applying for Livestock related items and you currently keep no animals, please explain why.

Click '**Next**'.

Please check all the details on the Summary of your application so far are correct, including applicant and business details, and the list of items you are requesting grant funding towards.

The summary will show the total grant amount you can claim if your application is successful.

Click '**Next**' for the Declaration.

To continue to improve the success of our schemes, we may want to contact you in the future. If you are happy for us to do this using the contact details provided in your application, please select Yes from the list. If you'd prefer us not to contact you, select No.

Please read the Declaration carefully and tick the box to confirm you agree with the terms and conditions, which can be found at Annexes 1 and 2 of this handbook, before clicking the 'submit' button.

You should be aware that in certain scenarios grant support may be refused in full. This is when RPA determines that:

- a serious non-compliance by the applicant / grant beneficiary has occurred
- the applicant / grant beneficiary has provided false evidence
- the applicant / grant beneficiary has failed to provide the necessary information due to negligence.



If your application of grant support is refused in full, this may be applied for the calendar year of notification, plus the following calendar year. In addition, support may be refused for other Rural Development Programme for England schemes.

Applicants / grant beneficiaries will be notified and will have the right of appeal against such a decision.

Click '**Next**'.

A confirmation screen will show your unique 6 digit reference number. Please make a note of this as we will use this when we contact you about your application.

You will be given the option to print a copy of the summary page from your application. We advise you to do this and keep a copy for your records. Warning this will be your only opportunity to do this.

Once you've done this, you can close the webpage.

See Annex 5 for more CPSG Hints and Tips.

The earlier you submit your application, the more chance you have to correct any errors and resubmit your application.

## What happens after you submit your application?

You will get an automatic email from us with your unique 6 digit reference number.

If you do not receive an email from [CPSGEnquiries@rpa.gov.uk](mailto:CPSGEnquiries@rpa.gov.uk) within a few minutes, please check your junk or spam email folders. If an email does not arrive, it is possible that your application has not been received by us. Therefore, you should complete and submit a new application.

### Verification check

We will assess all applications using the information you have provided, to check that both you and your application are eligible.

We will complete an initial verification check and where possible, will notify you before the closure of the portal if the information provided doesn't match that in the Rural Payments service.

## If your application is not accepted

If the details you provide does not match that in the Rural Payments service your application cannot be accepted. This will be based on:

- the CRN is not linked to the SBI number
- the email address did not match
- the postcode did not match
- the business name did not match
- you or your Agent do not have the correct permissions
- the amount of previous Round 1 funding does not match our records

If you submit your application before the closing date, we will notify you before the closure of the portal if the information provided doesn't match that in the Rural Payments service. You will then have the opportunity to re-enter your application on the CPSG Online Portal by the closing date of midday 3 September 2019.

If the portal is closed and your application doesn't meet the verification requirements your application will be rejected.

## Application scoring

Once the portal has closed, the items in your application will be allocated a score based on how much they meet the following criteria:

- technical efficiency
- animal health and welfare
- health and safety
- resource efficiency

## When will I hear about my application?

We will make a decision as soon as possible after the closing date of the application window. We can't provide updates on individual applications until they have all been assessed and scored.

If the portal is closed and your application doesn't meet the verification requirements, it will be rejected.

You must not order or buy any of the items in your application before you receive confirmation that your application has been approved. This will make your application and claim ineligible.

## If your request for a grant is approved

If your application is approved, we will email you a GFA confirming your grant award which includes the claim form template. You will then be able to order or buy your items straight away.

The list of items in the GFA cannot be amended and all the items selected must be purchased if you wish to proceed with your claim. You must buy, pay for in full, install and claim for all items within 150 calendar days of the date of receiving your GFA email.

You must keep accurate records of all spend (receipts and invoices) on which you wish to claim grant as you will need these to scan and submit with your claim.

## If your application is rejected

If your application is rejected, RPA will send you an email to confirm the reason why. This could be because:

- your application did not meet the minimum score threshold for the Round
- we could not verify the link between the CRN and SBI number you provided using the information held in the Rural Payments service
- we could not verify the email address or postcode or business name you provided and it/they did not match those registered in the Rural Payments service
- we could not verify your Agent was authorised to submit an application on your behalf and the details did not match those registered in the Rural Payments service
- you've received funding for one or more of the items in your application under a Fruit and Vegetables Producer Organisation Operational Programme or another RDPE scheme including LEADER
- you are not a farmer or horticultural business

You can appeal against our decision in a limited number of circumstances. Read the '[How to appeal](#)' section of the RPA complaints procedure page on GOV.UK.

# How to claim your grant

## Includes:

- Invoices
- Payment evidence
- Photographs
- Claim deadlines
- Withdrawing your claim
- Payment of your grant
- Inspections
- Reductions and penalties
- Incorrect claim
- After you have received your grant
- Publicity requirements

## How to claim your grant

Your grant will be paid in a single instalment after you have paid for, taken delivery (and installed if required) all of the items on your approved application, they are fully operational, and you have submitted a completed claim template (with supporting eligibility evidence) and eligibility checks have been undertaken.

Please submit the following with your claim (tick list✓):

- a completed claim and declaration template - you will have received the claim template with your GFA email.
- attach copies of the invoices (requirements are detailed below).
- attach copies of your payment evidence - bank statement or business credit card statement to prove the items have been paid in full (requirements are detailed below).
- attach photographic evidence, showing the equipment in situ and operational, for each item (requirements are detailed below).

These should be either photographed or scanned and emailed to [CPSGClaims@rpa.gov.uk](mailto:CPSGClaims@rpa.gov.uk) by the 150 calendar day deadline date given in your GFA email.

If you are unable to send electronic copies of your invoices or statements, please contact us and we will provide you with a postal address to send them to.

All correspondence in relation to your CPSG claim will be sent from [CPSGClaims@rpa.gov.uk](mailto:CPSGClaims@rpa.gov.uk) consider adding this email address to your trusted senders list, and remember to check your spam and junk mail folders.

### Invoices

The invoice(s) must meet this specification, or they will not be accepted:

- individually describe each item in full
- breakdown of the cost of each item
- detail the manufacturer's make and model of the item purchased
- ideally quote the relevant SG item code from Annex 3 of this handbook against the item purchased
- be addressed to the same individual or business as detailed in the GFA email
- show the supplier's name, address, VAT number and date
- be from a supplier who is not part of or linked in any way to your business
- not include your own labour charges.
- not include hire purchase, lease purchase or part exchange items.

See Annex 5 for an example invoice.

We will only pay grant for those items that we agreed to fund based on your original application. If the invoice includes additional items that are not part of your CPSG application, you must clearly highlight the items you are claiming for.

Invoices must be paid in full and the payment must have left your bank account before you claim your grant funding.

If you have made a payment to a supplier that covers more than one invoice, you need to provide copies of all the invoices included in the payment.

Spend will be considered eligible where it:

- is listed in your GFA email
- meets the minimum specification set out in Annex 3 of this handbook
- is incurred after the date of the GFA email
- is for items which have been fully paid for by your business. This means payment for the items is shown on your business bank account statement or on your business credit card statement
- is for items that have been delivered, installed and are in use by the applicant's business
- is at the location(s) stated in your application
- is for new items only - ex-display, ex-demo, second hand, part exchange and 'try before you buy' items are not eligible.

See Annex 5 for more CPSG Hints and Tips

### Payment evidence

You will need to send us copies of your bank statement or business credit card statement showing that all invoices have been paid in full by the applicant's business. For cheque or BACS payments, the cheque number or transfer reference should be visible on the statement.

Acceptable evidence includes screen shots from an online account showing payment details and bank logos, or a certified report printed from a banking system.

Bank statements must include the:

- bank's name and logo
- account holder name in full
- account number
- account balance – opening and closing balance of the bank statement period
- sort code
- transaction date
- transaction type (including payee ref/cheque number)
- transaction amount
- date bank evidence generated.

See Annex 5 for an example of a bank statement.

If other payments were included in the BACS transaction, we will need to see the full audit trail including the BACS statement and copies of any other invoices.

You must not make cash payments for any grant funded items as you will be unable to provide a satisfactory audit trail and we will not be able to pay any of your grant.

If you pay for any items with a credit card, the items must be purchased from the applicant's business credit card, not a personal account or a different business account. The credit card statement(s) must show that all invoices for grant related items have been paid in full by the applicant business.

If any other credit card is used, there must be evidence to show that the item is transferred to the ownership of the applicant before a claim is made.

If you pay for an item through a buying group, please provide evidence to show the applicant has paid the intermediary (Buying Group). The intermediary must also provide evidence that payment has been made to the supplier, this can either be an email from the supplier or a supplier statement i.e. there must be evidence to show that the applicant has paid the intermediary, and the intermediary has paid the supplier.

If you pay for an item on account, please ask your supplier to raise a separate invoice and take separate payment for the CPSG item to help with the invoice validation of the eligible spend.

You won't be able to use lease purchase or hire purchase to buy any of the items in your application as your business will need to have fully paid for all items and own the items outright.

## Photographs

Your claim must be supported with photographs of each item

All photographs must meet the following standards:-

- show the item specification, in situ and working on your farm (not a representation of the item from a supplier)
- photographs must be clear, in focus, in colour and clearly show the capital item, and with no other objects in front of the item.
- photographs must include make and model number, to show the eligibility of the items against the specifications in Annex 3.
- digital images must not be smaller than 600 x 400 pixels and ideally the image file size no larger than 400 KB.
- for Handling Systems (SG1/2/27/28/31), photographs must demonstrate the layout of the system.

Avoid taking photos in which it is possible to identify individuals including employees unless you have obtained their permission to share their personal information with the RPA. If in doubt contact the RPA for guidance.

If you are unable to send electronic copies, please contact [CPSGClaims@rpa.gov.uk](mailto:CPSGClaims@rpa.gov.uk) or call us on 03000 200 301 and select the options for the Countryside Productivity Small Grant Scheme.

### Claim deadlines

Your claim must be submitted within 150 calendar days from the date of your GFA email. If it is not received in this period, your grant award will be automatically withdrawn.

If you have any other queries when preparing your claim, please contact [CPSGClaims@rpa.gov.uk](mailto:CPSGClaims@rpa.gov.uk) or call us on 03000 200 301 and select the options for the Countryside Productivity Small Grant Scheme.

### Withdrawing your claim

You can withdraw your claim at any time unless:

- you have already been told about an error in the claim
- you have been inspected (or receive advance warning of an inspection)
- an inspection reveals a breach of the rules.

If you wish to withdraw your claim, please email your request to [CPSGClaims@rpa.gov.uk](mailto:CPSGClaims@rpa.gov.uk) detailing your reasons for withdrawal. You should include your unique 6 digit reference number in your email.

### Payment of your grant

Grant funding is paid directly into the bank account attached to your business's main SBI number registered in the Rural Payments service.

It is your responsibility to make sure a valid and active bank account for your business has been added to the main SBI before sending us your claim evidence. Failure to do so will result in your claim payment being delayed. If you need to add a bank account to your main SBI, contact the helpline on 03000 200 301 and follow the options for the Rural Payments team.

We aim to pay your complete claim within 30 working days of receipt of your claim evidence. If there are any issues, it may take longer. You may need to account for this if it will affect the cash flow of your project or business.

### Inspections

Your claim for grant funding may be selected for inspection before the grant payment is made, or up to five years after this date.

All the details in your application, your claim and the declarations you make when submitting your application, claim and items will be checked at inspection. This will include a check on the dates on which the items were bought, who the invoice or invoices were made out to and the specification of the equipment.



## Reductions and penalties

If you breach the terms of your GFA, the terms and conditions set out in Annexes 1 and 2 of this guidance, or you do not meet the relevant eligibility criteria for this scheme, grant payments may be withheld, and any grant previously paid may be recovered. In some circumstances, additional penalties may be applied, on a case by case basis.

## Incorrect Claim

You must make sure that you claim only for eligible equipment from the approved list in Annex 3.

You must buy the correct items that meet the required specification and that the invoices you submit are clearly itemised and dated.

You must claim for all of the items applied for, and they must all have been bought after the date the approval email was sent to you.

Your claim will be considered incorrect and will be rejected if:

- you have not bought **all** of the items listed in the application
- you buy any items that are of the wrong kind or do not meet the minimum specification
- you have ordered or bought items before the GFA was sent to you
- the payment for the items on your claim has either not left your bank account before you claim, or is not listed on your credit card statement before you claim
- the supporting evidence that you provide with your claim does not meet the requirements set out in this handbook
- you made cash payments for any of the items
- you used lease purchase or hire purchase
- you bought ex-display, ex-demo, second hand, part exchange and 'try before you buy' items
- the photographs provided do not show each item as per the minimum specification, in situ and working on your farm.

**If any part of your claim is incorrect, none of the grant will be paid**

## After you have received your grant

Items purchased with grant funding must be kept in situ, operational and in good repair. They must be used for the same purpose as set out in the original application, for five years from the date of the grant payment. We may recover some or all of the grant if you breach the grant agreement during that period.

You should record the items on the business's asset register and keep this for a minimum of five years from the date your claim is paid. You should also keep copies of any relevant documentation during this period. This includes original invoices, receipts and bank statements.

You must allow officials from RPA, Defra, National Audit Office and the European Commission and their representatives to inspect the equipment at any reasonable time within the five year period from the date of the final payment of your grant.

You must tell RPA in advance of:

- replacing or upgrading any of the grant funded items
- any changes in the ownership of the business that applied for grant
- any changes in the ownership of the grant funded items
- the business or grant funded enterprise/activity ceasing to trade or fundamentally changing the nature of its activities.

If any grant funded assets are sold, become redundant, or cease to be used for the purpose for which they were grant funded, the grant will be reclaimed pro-rata. This will be effective for five years from the date of your grant payment.

If the business changes ownership the item can either transfer to the new owner or the grant can be repaid to the RPA. You will need to contact the RPA for further advice.

All invoices, receipts, and accounts and any other relevant documents relating to the grant must be kept for at least seven years from the date of the final payment. This is a HMRC requirement to retain documentation.

If you have any other queries, please contact [CPSGClaims@rpa.gov.uk](mailto:CPSGClaims@rpa.gov.uk) or call us on 03000 200 301 and select the options for the Countryside Productivity Small Grant Scheme.

## Publicity Requirements

Once you have received your grant, you must meet the following publicity requirements to display the European Union (EU) logo and publicise information about the funding you have received.

The following types of publicity need to have the EU logo and a reference to support from the EAFRD “The European Agricultural Fund for Rural Development: Europe Investing in rural areas”, as well as a reference to Defra:

- electronic materials (including websites)
- printed material and publications, such as newsletters and posters
- media and public relations material;
- events, conferences, seminars and workshop material;
- printed or electronic material for beneficiaries/participants
- descriptions of activity on website

Please see the EU website [europa.eu](http://europa.eu) for details on the correct logo to use. Search for ‘EUROPA – Resources for writers and publishers’ and choose ‘EU flag’.

The logo should be placed in a prominent position on all materials.

If this is not adhered to the grant will be reclaimed.

The relevant requirements are set out in Annex III at 2.1 and 2.1 of Regulation (EU) No. 808/2014 which is available here: <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0808&from=EN>

Also at Annex III of Regulation (EU) No. 2016/669 which is available here: <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0669&from=EN>

# Annex 1

## Countryside Productivity Small Grant Scheme

- **Scheme specific conditions of grant**

## Annex 1 - Scheme specific conditions of grant

Failure to meet the terms and conditions of the grant could result in your grant offer being withdrawn and/ or the recovery of grant already paid. The scheme specific conditions are:

1. You must make sure that your business details and contact information in the Rural Payments service are kept up-to-date.
2. You must make sure your business bank details in the Rural Payments service are kept up to date.
3. You must meet any statutory and regulatory obligations including in respect of health and safety, employment, hygiene, environmental management and protection, and animal health and welfare that apply during the time of this investment.
4. You must tell RPA of any other application for grant towards purchase of the items in your application.
5. You must make sure that none of the items covered by the application are replacements covered by an insurance claim.
6. You must keep items in your ownership for at least five years from the date of the final grant payment and associated paper work for seven years.
7. You must not secure credit or finance against any items included in your application.
8. You must have read, understood and agree to the Countryside Productivity Terms and Conditions shown at Annex 2 of this handbook.
9. You must submit one single claim for all items within 150 calendar days of the date of receiving your GFA email, after the items have been installed and you have ensured they are in working order.
10. You must submit a single claim for all items.
11. The item(s) purchased must meet the minimum specification as set out in Annex 3.
12. You must keep accurate records of all spend (receipts, invoices and bank statements). You must scan and submit these with your claim.
13. You must submit photographs with your claim to prove the item meets the specification, is in situ and in working order.

# Annex 2

## Countryside Productivity Small Grant Scheme

- **Terms and conditions**

## Annex 2 - Terms and conditions

### Parties

1. The Secretary of State for Environment, Food and Rural Affairs of Nobel House, 17 Smith Square, London, SW1P 3JR, acting through the Rural Payments Agency, whose principal address is at North Gate House, 21-23 Valpy Street, Reading, RG1 1AF (the **Authority**).
2. The Beneficiary identified in the Grant Funding Agreement sent to the successful applicant pursuant to the Guidance (the **Beneficiary**)

### Background

- A. The Authority has agreed to pay the Grant to the Beneficiary for the purpose of delivering the Project (buying the agreed items), subject to the terms and conditions set out below, in the remainder of the Guidance, and in the Grant Funding Agreement.
- B. The Authority is a delivery body responsible for managing the Countryside Productivity, the scheme under which the Grant is paid, which forms part of the wider RDPE. The Authority is also the accredited paying agency for the RDPE pursuant to Article 65(2) (b) of Regulation (EU) No 1305/2013 and fulfils both delivery body and paying agency functions for the Countryside Productivity Scheme.
- C. These terms and conditions apply to all Beneficiaries receiving a Grant under the Countryside Productivity scheme and should be read in conjunction with the details of the Project set out in the Grant Funding Agreement, which are individual to the Beneficiary. These terms and conditions, Annex 1 of the Guidance and the Grant Funding Agreement together form the agreement between the Authority and the Beneficiary (“the **Agreement**”).
- D. Further information and guidance are set out in the remainder of the Guidance. The Beneficiary must familiarise itself with the Guidance and ensure that it complies with all relevant requirements as a condition of receiving the Grant.
- E. In the event of any conflict between these terms and conditions, the remainder of the Guidance, and the Grant Funding Agreement, these terms and conditions shall prevail, followed by the Grant Funding Agreement, and then the remainder of the Guidance.
- F. The Managing Authority has overall responsibility for the RDPE and may directly enforce any terms of the Agreement against the Beneficiary in accordance with clause 28.2.

## 1. Definitions and Interpretation

In the Agreement the following terms shall have the following meanings:

**Application:** the application for the Grant submitted by the Beneficiary containing details of the proposed Project (including any documentation submitted by the Beneficiary in support of the Application)

**Claim Form Template:** the claim email submitted by the Beneficiary for payment of the Grant

**Countryside Productivity or the Scheme:** Countryside Productivity, a scheme which is run by the Rural Payments Agency on behalf of the Managing Authority, implementing measures under Title III of Regulation (EU) No 1305/2013 to achieve the priorities for rural development set out in that regulation

**EAFRD:** the European Agricultural Fund for Rural Development, which funds rural development under the Common Agricultural Policy (and jointly funds the RDPE, together with the Managing Authority)

**End Date:** the date on which the Agreement comes to an end, being five years after the date of payment

**Grant:** the sum to be paid to the Beneficiary under the Agreement for the purpose of delivering the Project

**Grant Funding Agreement:** the Grant Funding Agreement sent to the Beneficiary in accordance with the Guidance, and which describes the Grant to be paid to the Beneficiary and the Project to be undertaken

**Guidance:** the “Countryside Productivity Small Grant Scheme Round 2 Handbook” of which these terms and conditions form a part, and which sets out additional requirements and further information and guidance for Beneficiaries, as described in clause 5

**Intellectual Property Rights:** all patents, copyrights and design rights (whether registered or not) and all applications for any of the foregoing and all rights of confidence and know-how however arising for their full term and any renewals and extensions

**Managing Authority:** the Department for Environment, Food and Rural Affairs, which has overall responsibility for the RDPE pursuant to Article 65(2) (a) of Regulation (EU) No 1305/2013

**Project:** the work (investment) to be undertaken by the Beneficiary (as set out in the Application and in the Grant Funding Agreement)

**RDPE:** the Rural Development Programme for England (2014-2020), which is jointly funded by the EAFRD and the Managing Authority

**Start Date:** the date on which the Beneficiary receives its Grant Funding Agreement pursuant to the Guidance

**Working Day:** any day other than a Saturday, a Sunday or a public holiday in England



- 1.1 References to **clauses** are to the clauses of these terms and conditions. Clause headings shall not affect the interpretation of these terms and conditions.
- 1.2 A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.3 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular and a reference to one gender shall include a reference to the other genders.
- 1.4 A reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time and shall include all subordinate legislation made from time to time under that statute or statutory provision.
- 1.5 A reference to a public organisation includes a reference to any successor of that public organisation.
- 1.6 Any words following the terms **including, include, in particular** or **for example** or any similar phrase shall be construed as illustrative and shall not limit the generality of the related general words.

## **2. Beneficiary's Declarations**

- 2.1 The Beneficiary confirms that:
  - (a) the declarations made in its Application remain true and accurate to the best of its knowledge and belief;
  - (b) it has full capacity and authority to enter into the Agreement;
  - (c) it is not aware of any circumstances which would prevent it from fulfilling its obligations under the Agreement;
  - (d) if there are any changes to the Beneficiary's circumstances which could affect its eligibility or suitability for the Grant or its ability to fulfil its obligations under the Agreement, it will notify the Authority in writing without delay;
  - (e) it has read and understood and will comply with all elements of the Guidance;
  - (f) it has not received and will not receive any duplicate funding or allowances from other public sources in respect of the same obligations it is required to undertake under the Agreement;
  - (g) its obligations under the Agreement do not duplicate and will not duplicate any other legal obligations it would otherwise be required to undertake;
  - (h) its obligations under the Agreement do not and will not conflict in whole or in part with any other legal or contractual obligations on the Beneficiary; and
  - (i) it will at all times comply with all relevant domestic and EU legislation in the performance of its obligations under the Agreement.

- 2.2 Subject to any provision to the contrary in the Grant Funding Agreement, the Beneficiary understands that it must not receive any other public funding for the Project (investment). Where other public funding is permitted, full details are set out in the Grant Funding Agreement. If the Beneficiary receives any other public funding which is not explicitly permitted in the Grant Funding Agreement, the Authority reserves the right to recover the Grant in accordance with clause 9 and/or terminate the Agreement in accordance with clause 19.
- 2.3 The Beneficiary confirms that it has obtained and will maintain and comply with any permits, licences, permissions, consents, approvals, certificates and authorisations (whether statutory or otherwise) which are required for the performance of its obligations under the Agreement.
- 2.4 The Beneficiary understands that the giving of any approval, consent or acknowledgement, or the review of any document or course of action by or on behalf of the Authority does not relieve the Beneficiary of any of its obligations under the Agreement unless expressly permitted in writing by the Authority.
- 2.5 The Beneficiary understands that it is an offence to knowingly or recklessly provide false or misleading information or intentionally obstruct or fail to assist any person carrying out public functions in connection with the Agreement, and that such conduct by the Beneficiary may attract criminal penalties.
- 2.6 The Beneficiary shall make its own enquiries as to the accuracy and adequacy of any information on which it relies in connection with the Agreement.

### **3. Beneficiary's Obligations**

- 3.1 In applying for and receiving the Grant, the Beneficiary agrees to comply with these terms and conditions and any mandatory requirements set out in the Guidance.
- 3.2 The Beneficiary undertakes that any items funded by the Grant in connection with the Project will remain in the Beneficiary's ownership and be used and maintained for the purpose and in the manner for which they were intended until the End Date. The Beneficiary shall not make any change to the ownership or use of any such item before the End Date without the Authority's prior written consent.

### **4. Term**

- 4.1 The Agreement shall commence on the Start Date and, subject to any earlier termination in accordance with clause 19, it shall continue in force until the End Date.

### **5. The Guidance**

- 5.1 The Beneficiary shall comply with the mandatory elements of the Guidance as a condition of receiving the Grant.
- 5.2 The Authority reserves the right to update or amend the Guidance from time to time. In such circumstances the Beneficiary will be notified in writing of any changes.

## **6. Changes to Ownership of Business or Project**

- 6.1 The Beneficiary must notify the Authority in writing in advance of any proposed changes affecting any part of its business including (without limitation):
- (a) the sale or transfer of all or part of its business to a new owner;
  - (b) the acquisition by the Beneficiary of any new business interests which are of significant size or value and may affect the Beneficiary's eligibility for the Grant;
  - (c) the sale or transfer of any land which is capable of having an impact on the Project;
  - (d) the granting, termination or expiry of any lease or tenancy which is capable of having an impact on the Project; or
  - (e) any material change to the Beneficiary's financial circumstances which could affect its ability to carry out the Project.
- 6.2 The Beneficiary may not grant any legal charge over any land or other asset funded in whole or in part by the Grant without the Authority's prior written consent.
- 6.3 The Beneficiary acknowledges and accepts that any significant change affecting its business may have consequences for the Agreement. In some circumstances the Authority may be required to recover all or part of the Grant.

## **7. Amendments**

- 7.1 No amendments to the Project shall be permitted unless expressly agreed in writing by the Authority.
- 7.2 Further details of the circumstances in which amendments may be permitted and the process to be followed are set out in the Guidance.

## **8. Claim Forms**

- 8.1 The Beneficiary shall submit Claim Forms and supporting documents to the Authority in accordance with the instructions provided in the Guidance and on the Claim Form itself.
- 8.2 The Grant will be paid directly to the Beneficiary's nominated business bank account via BACS transfer by the Authority, subject to the necessary funds being available when the payment falls due. The Beneficiary agrees and accepts that payment of the Grant can only be made to the extent that the funds are available.
- 8.3 Any failure by the Beneficiary to submit a Claim Form in accordance with the instructions and by the specified deadline (including the provision of any supporting documents necessary to enable the claim to be processed) may result in payment of the Grant being delayed, reduced or withheld.
- 8.4 All Claim Forms will be checked and verified before any sum is paid. If there is any discrepancy between the amount claimed by the Beneficiary and the amount the Beneficiary is entitled to claim, the Grant may be subject to a penalty. In the most severe cases, the Claim Form may be rejected in its entirety.

- 8.5 The amount of the Grant shall not be increased in the event of any overspend by the Beneficiary in the delivery of its obligations under the Agreement.
- 8.6 Unless otherwise explicitly permitted in writing by the Authority, the Grant may not be used to reimburse any expenditure incurred or any financial commitments entered into by the Beneficiary prior to the Start Date. This shall include orders placed or agreements entered into by the Beneficiary prior to the Start Date, whether cancellable or otherwise, and in case of doubt the Beneficiary should notify the Authority in advance.

## **9. Repayment**

- 9.1 If the Beneficiary breaches the terms of the Agreement or if there is a change in circumstances affecting its eligibility to receive the Grant, the Authority reserves the right to withhold or require repayment of the Grant. In addition, where the Beneficiary has breached the terms of the Agreement, penalties may be applied.
- 9.2 If the Beneficiary receives any overpayment or any payment to which it is not entitled (including in the event of an administrative error), the undue amount must be repaid. It is the Beneficiary's responsibility to check all payments it receives from the Authority and notify the Authority immediately if it has any reason to believe that an error has occurred.
- 9.3 If any sum becomes repayable under the Agreement, it shall be treated as a debt owing by the Beneficiary to the Authority until such time as the outstanding amount is repaid.
- 9.4 Where any sum is repayable under the Agreement, the Authority reserves the right to:
- (a) issue a recovery order to the Beneficiary requiring repayment of the outstanding amount; and/or
  - (b) withhold any future payments and/or deduct the outstanding amount from any future payments which are due to the Beneficiary under this Agreement, any other RDPE grant agreement, or any other sum due to the Beneficiary under the Common Agricultural Policy.
- 9.5 Any recovery order issued to the Beneficiary shall specify the amount to be repaid and the date by which repayment must be made. If the Beneficiary fails to make a repayment within 60 days of the date of the relevant recovery order, the Authority reserves the right to charge interest on the outstanding debt at a daily rate equivalent to the Bank of England base rate plus 1%.

## **10. Access to Documents and Information**

- 10.1 The Beneficiary shall, upon request, supply any documents, information, data, reports or written or verbal explanations which may be required by the Authority or any UK or EU public authority (or their authorised representatives or auditors) in connection with the Agreement or the Scheme.

## **11. Site Visits**

- 11.1 The Beneficiary shall allow the Authority or any UK or EU public authority (or their authorised representatives or auditors) to access its land and/or premises in connection with the Agreement. Such access may be required with or without notice. The Beneficiary agrees to assist and cooperate with any person authorised to carry out any site visits (including controls and spot-checks) and shall provide access to any land, premises, plant, equipment or documents which may be required.
- 11.2 In addition to any consequences arising as a result of a breach by the Beneficiary of these terms and conditions, the Beneficiary understands that it is a criminal offence to intentionally obstruct, or fail to assist or provide information to any person exercising powers under this clause and performing other tasks in connection with the Agreement.

## **12. Maintenance of Accounts and Records**

- 12.1 The Beneficiary shall keep accurate and up-to-date accounts and records of the receipt and expenditure of the Grant monies received by it and evidence of its compliance with its obligations under the Agreement which shall comply with any applicable standards and requirements set out in the Grant Funding Agreement, the Guidance and in any separate instructions issued to the Beneficiary.
- 12.2 The Beneficiary shall keep all invoices, receipts, and accounts and any other relevant documents relating to the expenditure of the Grant for a period of at least seven years from the date of the final payment. The Authority shall have the right to review the Beneficiary's accounts and records relating to the Grant and shall have the right to take copies of such accounts and records.
- 12.3 The Beneficiary shall comply with and facilitate the Authority's compliance with all statutory requirements as regards accounts, audit or examination of accounts, annual reports and annual returns applicable to itself and the Authority.
- 12.4 In addition to its obligations to provide information to the Authority, the Beneficiary shall provide any of the information referred to in this clause to the Managing Authority or any other UK or EU public authority (or their authorised representatives or auditors) upon request.

## **13. Evaluation**

- 13.1 The Beneficiary acknowledges that as a condition of receiving the Grant funding it may be required to participate in an evaluation procedure, which may take place either during the Agreement or after its expiry or termination.
- 13.2 The Beneficiary understands that its contact details may be disclosed to third parties for evaluation purposes and agrees to assist and cooperate with any person authorised by any UK or EU public authority to carry out such an evaluation.

## **14. Acknowledgement and Publicity**

- 14.1 The Beneficiary shall comply with all instructions and guidance from the Authority or the Managing Authority in relation to acknowledgement and publicity of the Grant, including using any materials or templates which are provided to it for this purpose. Such acknowledgement and publicity may include, where appropriate, a statement on any website operated by the Beneficiary for business purposes, and/or a poster, plaque or billboard displayed on the Beneficiary's land or premises. Further details of the publicity requirements applicable to Beneficiaries are set out in the Guidance.
- 14.2 Where the Beneficiary uses the name and logo of any other organisation in its publicity, it shall comply with all reasonable branding guidelines or instructions it is given in relation to the use of such name or logo.
- 14.3 The Beneficiary agrees to participate in and co-operate with promotional activities relating to the Scheme if required to do so by the Authority or the Managing Authority.
- 14.4 The Authority or the Managing Authority may acknowledge the Beneficiary's involvement in the Scheme as appropriate without prior notice.
- 14.5 The Beneficiary shall comply with all reasonable requests from the Authority or the Managing Authority to facilitate visits, provide reports, statistics, photographs and case studies that will assist them with any promotional and publicity activities relating to RDPE.

## **15. Intellectual Property Rights**

- 15.1 All rights, title and interest in or to any information, data, reports, documents, procedures, forecasts, technology, know-how and any other Intellectual Property Rights whatsoever owned by or licensed to either the Authority or the Beneficiary before the Start Date or developed by either party under the Agreement, shall remain the property of that party.
- 15.2 Where the Authority or the Managing Authority has allowed the Beneficiary to use any of its Intellectual Property Rights in connection with the Agreement (including without limitation its name and logo), the Beneficiary shall, on termination of the Agreement, cease to use such Intellectual Property Rights immediately (subject to any ongoing requirement to use Intellectual Property Rights in compliance with the publicity requirements in clause 14).
- 15.3 The Beneficiary shall comply with any provisions relating to Intellectual Property Rights which are specified in the Grant Funding Agreement.



15.4 Where any documents or materials are provided to the Authority or Managing Authority under this Agreement, the Beneficiary shall ensure that those bodies are entitled to use such documents or materials for the purpose for which they have been provided. Where the Beneficiary owns any Intellectual Property Rights in such documents or materials, it hereby grants a non-exclusive, royalty-free, perpetual licence to the receiving party to use such Intellectual Property Rights to the extent necessary to give effect to this clause.

## **16. Data and Information**

16.1 The parties shall comply with all relevant UK and EU data protection legislation in delivering their obligations under the Agreement.

16.2 The Authority and/or the Managing Authority may use any information or data provided by the Beneficiary or collected during the course of the Agreement for the purposes of management, control and evaluation and may share this with other UK and EU public bodies for the purposes of monitoring and administering the Common Agricultural Policy (CAP) further to Article 117 of EU Regulation No 1306/2013.

16.3 Information and data about the Agreement (including details about the Beneficiary, the Grant and Project) may be published on public websites.

16.4 The Beneficiary consents to its contact details being disclosed to any UK or EU public authority (or their authorised representatives or auditors) for monitoring, inspection or evaluation purposes.

16.5 The Beneficiary acknowledges that the Authority and the Managing Authority are subject to the requirements of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR).

16.6 The Beneficiary shall provide all necessary assistance and cooperation which is reasonably requested by the Authority or the Managing Authority for the purposes of complying with its obligations under the FOIA and EIR. If the Authority or the Managing Authority requires the Beneficiary to supply information pursuant to a FOIA/EIR request, the Beneficiary shall supply all such information which is within its possession or control within 5 Working Days (or such other period as is reasonably required).

16.7 If the Beneficiary receives a FOIA/EIR request from a member of the public in connection with the Agreement or the Project, it shall not respond to the request but shall forward the request to the Authority within 2 Working Days of receipt.

16.8 The Authority or the Managing Authority (as appropriate) shall determine in its absolute discretion whether any information is exempt from disclosure in accordance with the provisions of FOIA and/or the EIR.

16.9 Further details about how information about the Beneficiary and the Agreement will be used and shared are set out in the Guidance.

## **17. Limitation of Liability**

- 17.1 Neither party excludes or limits its liability for death or personal injury caused by its negligence, fraud or fraudulent misrepresentation, or any other liability which cannot be limited or excluded by law.
- 17.2 The Authority accepts no liability for any consequences, whether direct or indirect, arising from the Agreement, the use of the Grant by the Beneficiary, or from the Authority or the Managing Authority exercising its rights under the Agreement.
- 17.3 Subject to clause 17.1 and 17.2, the Authority's total aggregate liability in connection with the Agreement shall not exceed the amount of the Grant.
- 17.4 The Beneficiary shall indemnify the Authority and any persons acting on the Authority's behalf against all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising as a result of the actions or omissions of the Beneficiary in connection with the Agreement.
- 17.5 The Beneficiary acknowledges and accepts that if it suffers any losses which prevent it from fulfilling its obligations under the Agreement, the Authority may require the Grant to be repaid or the losses to be made good at the Beneficiary's own expense, regardless of whether the Beneficiary is insured against such losses.

## **18. Force Majeure**

- 18.1 If the Beneficiary is prevented from complying with its obligations under the Agreement due to force majeure or exceptional circumstances, the Authority must be notified in writing, within 15 Working Days from the date on which the Beneficiary (or any person authorised to act on the Beneficiary's behalf) is in a position to do so.
- 18.2 The Authority will consider the facts on a case-by-case basis in deciding whether or not the Beneficiary is relieved of all or part of its obligations under the Agreement and whether all or part of the Grant should be suspended or repaid.

## **19. Termination**

- 19.1 The Authority reserves the right to terminate the Agreement on written notice to the Beneficiary if:
- (a) the Beneficiary has breached the terms of the Agreement or there is a change in circumstances affecting its eligibility to receive the Grant (whether or not the Authority has taken steps to recover the Grant in accordance with clause 9); or
  - (b) the Beneficiary has failed to repay any sum which has become recoverable by the Authority in accordance with clause 9.
- 19.2 In addition to its right to terminate under clause 19.1 above, the Authority may terminate the Agreement and any future Grant payments on giving the Beneficiary two months written notice at any time. Provided that the Beneficiary is not in breach of the Agreement, Grant payments already paid will not be recoverable.



19.3 The Beneficiary may terminate the Agreement at any time by giving written notice to the Authority. The Beneficiary understands that in such circumstances it may be required to repay all or part of the Grant and that its obligations under the Agreement shall not cease until such repayment has been made.

## **20. Consequences of Expiry or Termination**

20.1 Expiry or termination of the Agreement shall not affect any rights, remedies, obligations or liabilities of the parties that have accrued up to the date of expiry or termination which existed at or before the date of expiry or termination.

20.2 Expiry or termination of the Agreement shall not affect the continuing rights and obligations of the parties under clauses 9 (Repayment), 10 (Access to Documents and Information), 11 (Site Visits), 12 (Maintenance of Accounts and Records), 13 (Evaluation), 14 (Acknowledgement and Publicity), 15 (Intellectual Property Rights), 16 (Data and Information), 17 (Limitation of Liability), 20 (Consequences of Expiry or Termination), 22 (Severability), 23 (Waiver), 24 (Notices), 25 (Dispute Resolution), 27 (Joint and Several Liability), 28 (Third Party Rights), 29 (Governing Law) or any other provision in the Agreement or mandatory requirement in the Guidance which is expressly stated to survive expiry or termination of the Agreement or which is required to give effect to such termination or expiry or the consequences of such termination or expiry.

## **21. Variations to These Terms and Conditions**

21.1 The Authority reserves the right to vary these terms and conditions or the Grant Funding Agreement. Any variation will be effected in writing and notified to the Beneficiary in advance. The Authority shall endeavour to give such notice as is reasonable and proportionate, having regard to the nature of the variation and its consequences for the Beneficiary.

## **22. Severability**

22.1 If any term, condition or provision of the Agreement is held to be invalid, unlawful or unenforceable to any extent, such term, condition or provision will not affect the validity, legality and enforceability of the other provisions of or any other documents referred to in the Agreement.

## **23. Waiver**

23.1 No failure or delay by either party to exercise any right or remedy under the Agreement shall be construed as a waiver of any other right or remedy.

## **24. Notices**

24.1 All notices in relation to the Agreement shall be in writing and shall be deemed to have been duly given if personally delivered, e-mailed, or mailed (first class postage prepaid) using the contact details set out in the Grant Funding Agreement (or any updated address which is subsequently notified by one party to the other). It is the Beneficiary's responsibility to notify the Authority of any change to its contact details.

24.2 If personally delivered or if e-mailed all such notices shall be deemed to have been given when received (except that if received on a non-Working Day or after 5.00 pm on any Working Day they shall be deemed received on the next Working Day) and if mailed all such notices shall be deemed to have been given and received on the second Working Day following such mailing.

## **25. Dispute Resolution**

25.1 Any dispute arising between the parties or any complaint or appeal by the Beneficiary in connection with the Agreement shall be resolved according to the procedure set out in the Guidance.

## **26. No Partnership or Agency**

26.1 The Agreement shall not create any partnership or joint venture between the Authority and the Beneficiary, nor any relationship of principal and Agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

## **27. Joint and Several Liability**

27.1 Where the Beneficiary is not a company nor an incorporated entity with a distinct legal personality of its own, the individuals who enter into the Agreement on behalf of the Beneficiary shall be jointly and severally liable for the Beneficiary's obligations and liabilities arising under the Agreement.

## **28. Third Party Rights**

28.1 Subject to clause 28.2 below, the Agreement does not and is not intended to confer any benefit on any person who is not a party to the Agreement.

28.2 The terms of the Agreement may be enforced and recovery of any Grant may be sought by the Managing Authority, which shall be entitled to receive the benefit of the Agreement as if it were the Authority.

## **29. Governing Law**

29.1 The Agreement shall be governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the English courts.

# Annex 3

## Countryside Productivity Small Grant Scheme

- **Eligible items – Specification and Standard Cost**

## Annex 3 - Specification and Standard Cost

### Cattle Specific Equipment

Item No.	Cattle Specific Equipment	Specification	Standard Cost
SG1	Mobile Cattle Handling Systems	<p>Mobile system consisting of race, crush (manual or squeeze crush) and penning for a maximum of 50 cattle (maximum of ten gates/ hurdles) on an integrated (built in) road legal trailer.</p> <p>The crush must have an anti-backing facility at the rear of the crush operated from outside the race. This can either be a U shaped rotating rump bar operated from a wheel outside of the crush or a sliding gate again operated from outside the crush with automatic head yoke and auto reset facility.</p>	£10,200
SG2	Fixed Cattle Handling Systems	<p>A corral system which provides a safe and effective holding area and race-way handling facility to attach to a cattle crush.</p> <p>The system can be erected to suit the requirements of the individual site and should consist of the following minimum specification of 2 metal holding pens, and gates, 1 circular metal forcing pen between 2.4-5m radius with side covers to prevent cattle from seeing to the side, leading to a straight or a curved race 3-5m (depending upon system) side covered length with closure gate which is fitted in the race. The handling system does not include the crush.</p> <p>All metal work to be either galvanised or powder coated. Painted crushes are not eligible.</p>	£9,666

Item No.	Cattle Specific Equipment	Specification	Standard Cost
SG3	Cattle Crush (Automatic)	<p>The crush must have an internal width of at least 720mm. The crush will have a fully automatic (self-closing) head yoke with auto reset facility. The sides of the crush must be able to be opened to give complete access to both sides.</p> <p>The crush must have an anti-backing facility at the rear of the crush operated from outside the race. This can either be a U shaped rotating rump bar operated from a wheel outside of the crush or a sliding gate again operated from outside the crush.</p> <p>The crush must be fully galvanised or powder coated. Painted crushes are not eligible.</p>	£4,050
SG4	Cattle Crush (Manual)	<p>The crush must have an internal width of at least 720mm. The crush must have a manually operated full length head yoke. The sides of the crush must be able to be opened to give complete access to both sides.</p> <p>The crush must have an anti-backing facility at the rear of the crush operated from outside the race. This can either be a U shaped rotating rump bar operated from a wheel outside of the crush or a sliding gate again operated from outside the crush.</p> <p>The crush must be fully galvanised or powder coated. Painted crushes are not eligible</p>	£2,758
SG5	Squeeze Crush (Hydraulically operated)	Hydraulically operated squeeze crush with full length head yoke. The crush must have a sliding rear gate to act as an anti-backing device.	£10,360

Item No.	Cattle Specific Equipment	Specification	Standard Cost
R2-SG62	Squeeze Crush (Manually operated)	<p>Manually operated squeeze crush with full length head yoke.</p> <p>The sides of the crush must be able to open to give access to both sides. The crush must have sliding rear gate to act as an anti-backing device.</p> <p>The sliding gate must be operated from outside of the crush.</p> <p>The crush must be fully galvanised or powder coated. Painted crushes are not eligible.</p>	£4,794
SG6	Head Scoop (Cattle)	Restricts the side to side movement of the animal's head providing increased safety for the animal and operator and helps prevent the animal from collapsing.	£542
SG9	Cattle Auto ID Shedding Gate (auto drafting)	<p>Gate linked to computer control/EID system to draft cattle into two groups automatically.</p> <p>Must have functionality to operate with digital weighing system.</p>	£6,166
SG10	Foot Trimming add-on to Crushes	Hoof trimming attachment consisting of belly harness/support, front and rear leg winch with lifting strap and hoof blocks.	£659
SG11	Specialist Foot Trimming Crush	<p>The crush must be specially designed primarily for foot trimming. With an internal width of at least 720mm, the crush will have a head yoke, rotating rump bar.</p> <p>The crush will be fully galvanised or powder coated. Painted crushes are not eligible.</p>	£4,400
SG12	Calving Detectors	Detector system linked to phone/hand held device to alert when cow begins calving.	£199
SG13	Cluster Flush	System to back flush milking cluster to sanitise unit between cows. Cost is per cluster unit.	£1,013

Item No.	Cattle Specific Equipment	Specification	Standard Cost
SG14	Automated Footbaths	A footbath that will automatically fill, dose, flush and replenish.	£4,566
SG15	Heat Detection System - Base Unit	Automated system for the heat detection in cows based on motion detection.	£3,825
SG16	Heat Detection System - Collar or Ankle Band	Automated system for the heat detection in cows. Neck collars or ankle bands to measure motion associated with oestrous behaviour. Cost is per neck collar/ankle band.	£98
R2-SG63	Heat and Service Detector	Proximity based detection system using a collar based detector worn by the bull and reusable electronic tags. System includes detection collar and 50 reusable tags.  The tag must not be used for animal identification in connection with cattle tracing requirements of BCMS.  Maximum two systems per application.	£1,095
SG17	Real Time Milk Analysis	Milk sensors that can produce data on conductivity and milk constituents per cow in real time. Cost is per milk point.	£1,400
SG18	Hand-held Automatic Teat Washing System	Hand-held automatic teat washing brush which can wash, disinfect, stimulate and dries all in one visit to the cow.  Maximum of two per applicant.	£5,950
SG19	Visual Image Analysis of Cow Body Condition Score	Camera based system which automatically assesses body condition score linked to EID.	£13,871
SG20	Badger Proof Feed Troughs	Cattle feed trough that includes rollers or other mechanisms, which reduce or eliminate the possibility of badgers making contact with feed.  Cost is per trough.	£306

Item No.	Cattle Specific Equipment	Specification	Standard Cost
SG21	Badger Proof Lick Holders	Cattle mineral/supplement holder, which by design will eliminate the possibility of badgers making contact with the mineral/supplement.  Cost is per holder.	£110
SG22	Rotating Cow Brush	A purpose built pivoted rotating cow brush with auto start stop suitable for 50 - 60 cows.  Applicants allowed to apply for maximum one per 40 cows.	£1,286
R2-SG64	Swinging Brushes for goats and calves	A purpose build swinging rotary cow brush design specifically for use by small animals including calves and goats.  Applicants allowed to apply for maximum one per 40 animals.	£964
SG23	Auto Cattle Weighing Equipment	Equipment which automatically weighs cattle without human intervention, linked to EID. This comprises of a weigh platform (often with water trough), EID reader and weigh head.	£6,843
R2-SG65	Calving Gate	A calving gate that incorporates a gate within the frame to swing around to safely restrain a cow. To include an adjustable full length head yoke, a locking chain to stop backward movement, removable side rails or access panels within the swinging gate to allow protected access for medical treatment, assisted birthing, suckling of calves or milking.	£490
SG24	Calf Milk Pasteuriser and dispenser	Mobile Colostrum/Waste Milk Pasteuriser and dispenser of minimum 150 litres. With built in mixer, temperature monitoring and remaining volume indicator.  Battery powered to aid mobility and milk dispensing.	£7,033



Item No.	Cattle Specific Equipment	Specification	Standard Cost
SG25	Auto Calf Feeder with Washing Facility	<p>Programmable milk feeder for calves, capable of individually feeding and monitoring calf intake. Able to alert if calf is not drinking or drinking less than normal.</p> <p>Must automatically self-clean feeding tube and teat between each feeding.</p> <p>Capable of feeding up to 40 calves individually.</p> <p>Cost is for one feed station.</p>	£8,116
SG26	Additional Feed Station	<p>Purchase of additional feed station for programmable milk feed for calves capable of feeding up to 40 calves.</p> <p>Up to maximum of 3 additional feed stations can be applied for.</p>	£2,179
R2-SG66	EID Panel (race) Reader for cattle	<p>Pair of antenna with built in reader, with bluetooth connection.</p> <p>Must be able to read HDX and FDX B tags.</p>	£1,466

## Sheep Specific Equipment

Item No.	Sheep Specific Equipment	Specification	Standard Cost
SG27	Mobile Sheep Handling Systems	<p>System capable of holding and handling a minimum of 250 sheep with the aim to allow farmers to handle sheep on blocks of ground away from the main holding.</p> <p>Must include a gathering pen, forcing pen, drafting race, dosing race, side pens, the ability to fit footbath.</p> <p>The integrated trailer must be road legal.</p> <p>All metal work must be either galvanised or powder coated. Painted crushes are not eligible.</p>	£7,487
SG28	Fixed Sheep Handling Systems	<p>Fixed sheep handling system consisting of a gathering pen, forcing pen, drafting race, dosing race, side pens and the ability to fit plastic footbath.</p> <p>System capable of holding a minimum of 100 sheep.</p> <p>All metal work must be either galvanised or powder coated. Painted crushes are not eligible.</p>	£3,337
SG29	Electronic Weigh Crate	<p>Electronic weigh crate with Electronic Weigh System.</p> <p>The weigh system will be a digital weighing device with the ability to record individual animals and track the live weight gains.</p> <p>The system will be compatible for use with EID.</p>	£4,832
SG30	Sheep Handler	<p>Crate or clamp style sheep handler for efficiently dagging, dosing and sorting sheep.</p>	£3,273

Item No.	Sheep Specific Equipment	Specification	Standard Cost
R2-SG67	Automatic Weighing and Drafting Crate for sheep	<p>Using EID tags the crate must be able to automatically draft out animals based on current weight or any electronically saved data on the animal e.g. age, sex.</p> <p>The system must include auto drafting crate and control system with fully automated entry and exit gates.</p> <p>Note weigh bars and panel reader (weigh head or recorder are included within this spec).</p>	£9,199
R2-SG68	Sheep Conveyor	Static twin belt conveyor designed for routine sheep work both 3m minimum length.	£9,700
R2-SG69	EID Panel (race) Reader for sheep	<p>Single antenna with static / race reader, with bluetooth connection.</p> <p>Must be able to read HDX and FDX B tags.</p>	£1,328

## Pig Specific Equipment

Item No.	Pig Specific Equipment	Specification	Standard Cost
SG31	Fixed Handling System for Pigs	<p>Suitable for adaptation in either indoor or outdoor production systems.</p> <p>Pig race consisting of sheeted hurdles and gates. This must be a system which provides a safe and effective race-way handling facility capable of being connected to a weighing facility; either an individual crate or a weighing platform.</p> <p>The system can be erected to suit the requirements of the individual site and must consist of the following minimum specification: 2m x 1m hurdles lined with 9mm Stokbord sheeting or similar recycled sheeted material capable of cleaning and disinfection (Qty:10), 2m wide drafting gate in frame 50mm x 50mm, also Stokbord sheeted, race joiner, coupling pins (Qty:20).</p> <p>All items should be constructed as a minimum from galvanised but preferably in stainless steel, which is lighter, significantly stronger and resistant to corrosive attack from acidic disinfectants.</p>	£2,100

Item No.	Pig Specific Equipment	Specification	Standard Cost
SG32	Electronic Pig Weighing and Sorting Facility	<p>To be used in conjunction with an integral Electronic Data Management System.</p> <p>Automatic electronic system for sorting pigs by weight and profile using 3D camera technology and digital weighing. With the ability to record live weights for individual pigs and auto drafting to sort into specific weighs or physical characteristics.</p> <p>Suitable for use in both indoor and outdoor production systems.</p> <p>The facility will have a computer or mobile device interface to an integral electronic data management system. Capable of weighing pigs from 7kg to 250kg.</p> <p>System consists of a weigh crate, 3D cameras, weigh platform and two auto segregation gates</p>	£2,900
SG33	Enclosed Piglet Creeps with Heat Pads	<p>Both capable of thermostatic control to optimise energy efficiency.</p> <p>Made from GRP (glass-reinforced plastic) insulated panels, suitable for effective cleaning and disinfection.</p> <p>They feature purpose built elements to ensure even heat distribution over the whole surface area thus allowing all piglets' access to warmth.</p> <p>The power cable is protected from animal damage by a flexible stainless-steel tube. Pads are available with or without a sensor along with a temperature controller capable of running up to 1800 watts.</p> <p>Each creep being purchased must include heat pads.</p> <p>Heat pad or creeps on their own are not eligible.</p>	£387

## General Livestock Specific Equipment

Item No.	General Livestock Specific Equipment	Specification	Standard Cost
SG7	Electronic Weigh System (all species)	<p>Digital weighing device with the ability to record individual animals and track the live weight gains must have the functionality to operate with auto drafting.</p> <p>The device must have the ability to be connected to a computer or mobile device to download collected information.</p> <p>Weigh bars are separate item (see below).</p>	£1,700
SG8	Weigh Bars (all species)	<p>Load bars or a platform to operate with cattle crushes, sheep or pig crates. Capable of weighing up to 2000kg.</p>	£1,150
R2-SG70	Positive Pressure Tube Ventilation Systems	<p>The system is aimed at supporting natural ventilation. The system pushes clean fresh air into the building using an internal horizontal fabric tube stretching the length of the building with holes cut to direct the air where needed.</p> <p>The cost includes wall mounted fan which draws fresh air into the building and an internal fabric tube.</p>	£1,433
R2-SG71	Cameras for monitoring livestock	<p>IP Camera for monitoring livestock. Outdoor rated IP66 with Pan Tilt and Zoom (PTZ), day and night vision. Infrared range of 50m minimum, 18x zoom minimum. 1080 pixels minimum.</p> <p>Must be compatible with online viewing app for phone or tablet.</p>	£255
R2-SG72	Grassland Sward Lifters	<p>Machine must have cutting disc in front of each leg.</p> <p>Minimum three legs with adjustable depth control (at least to 300mm) on the legs and a packing roller to leave a consolidated level finish.</p> <p>Shearbolt or hydraulic reset.</p>	£7,397

Item No.	General Livestock Specific Equipment	Specification	Standard Cost
R2-SG73	UV Water Treatment System	<p>For the treatment of water to be used in the feeding of livestock or irrigation of horticultural crops.</p> <p>In line UV water treatment system must be capable of treating at least 30 litres per minute (55 Watt power consumption). System must be WRAS approved.</p> <p>Maximum 10 units per application.</p>	£667
SG34	EID Hand Held Recorder Device	<p>EID handheld device with RFID technology for individual reading and recording of animals, must be able to record information including breeding, births, weights, treatments, movements.</p> <p>Must be capable of exporting data to a computer based software package for the active monitoring of livestock.</p>	£1,222
SG35	EID Hand Held Device (stick reader)	<p>EID hand held device (stick reader) with RFID technology for individual reading of animals.</p> <p>Must be capable of scanning tags and storing data, with the ability to connect wirelessly to phones or other devices.</p> <p>Must be able to read HDX and FDX B tags.</p>	£550
SG36	Auto EID Drench Gun	<p>A drenching gun that wirelessly communicates with a weigh head to automatically adjust the dosage of drench or pour on, depending on the animal's weight.</p>	£850
R2-SG74	Vaccination Gun with RFID Reader for vaccination of livestock	<p>A vaccination or dosing gun fitted with an RFID reader to enable recording of type batch and amount of medicine used.</p> <p>Must include wireless technology to allow downloading of accurate vaccination reports to computer, smart phone or I-pad.</p> <p>Maximum two per application.</p>	£850

Item No.	General Livestock Specific Equipment	Specification	Standard Cost
SG37	Pasture Plate Meter (Hand-held)	<p>A hand-held device to assess grass cover by measuring total height and the number of measures.</p> <p>The device must have the capability of storing separate paddocks and for the data to be downloaded to a computer.</p>	£550
SG38	Pasture Plate Meter (Trailed)	<p>A trailed device to assess grass cover by measuring total height and the number of measures.</p> <p>The device must have the capability of storing separate paddocks and for the data to be downloaded to a computer.</p>	£2,650
SG39	Electric Fencer Energiser	Solar powered Electric Fencing Energiser providing at least 0.15 joules with integrated battery	£240
SG55	Robotic Silage Pusher	<p>Robotic system with intelligent software and programmable for the intended feed passage.</p> <p>The equipment must have the capability to detect the distance from the feed barrier along with the amount of feed in the passage.</p>	12,000
R2-SG75	Robotic Slurry Pusher/ Collector	<p>Robotic system with intelligent software and sensors to allow the robot to navigate independently throughout the passageways.</p> <p>It must have built in sensors to avoid contact with the livestock.</p> <p>Cost includes robot and charging station.</p>	13,500



## Precision Farming inc. Horticulture Specific Equipment

Item No.	Precision Farming inc. Horticulture Specific Equipment	Specification	Standard Cost
SG40	GPS linked to auto steer and implement control	<p>A standalone GPS unit with automatic field boundary measurement and field recognition.</p> <p>It must have a minimum capability of straight and curved guidance modes and be capable of linking to implement control and auto steer.</p>	£1,366
R2-SG76	GPS Light Bar	<p>GPS guidance system using light bar to aid guidance. Linked to iphone or ipad to create, recognise and load field boundary information. Provide field boundary measurements.</p> <p>It must have a minimum capability of straight and curved guidance modes. With pass to pass accuracy of 20cm or greater.</p>	£1,303
R2-SG77	GPS Auto Steer	<p>Auto steering system linked to GPS to enable auto steering to be used on older tractors.</p> <p>System to include electric, hands-free, automated steering system with easy installation onto steering wheel or column.</p>	£1,855
SG41	Yield Monitoring	<p>An electronic device to connect to a combine or forage harvester to monitor crop yield during harvest. It will provide information on harvesting rate, with total and partial area (field) yield of crop.</p>	£4,730
SG42	Variable Rate Controller for sprayers and fertiliser spreaders	<p>An electronic device to connect to an existing sprayer or fertiliser spreader for the purposes of variable rate application.</p> <p>The regulation system will work from either a pressure or a flow sensor and provide sectional control.</p>	£4,625

Item No.	Precision Farming inc. Horticulture Specific Equipment	Specification	Standard Cost
SG43	Flow Rate Monitoring of slurry	<p>Slurry flow meter, cab display/controller must be able to be linked to GPS to provide accurate record of slurry application.</p> <p>The system must be able to provide record of slurry applied by volume.</p>	£4,506
SG44	Measuring nitrogen levels in crops using light reflectance	<p>Tractor mounted sensor to determine the nitrogen status of the crop using light reflectance to enable real time variable rate Nitrogen fertiliser application.</p> <p>Offer includes sensor and linkage to variable control on fertiliser spreader.</p>	£22,500
SG54	Direct Drill 3m	<p>Tine or disc, zero till direct drill for arable and cover crops.</p> <p>Must be able to drill through a cover crop. A minimum width 3m.</p> <p>Grassland over seeders excluded.</p>	£24,000
R2-SG78	Cover Crop Roller 3m	<p>Front tractor mounted roller system to terminate and or bruise cover crops ahead of direct drill.</p> <p>3m width.</p>	£4,880
R2-SG79	Cover Crop Roller 6m	<p>Front tractor mounted roller system to terminate and or bruise cover crops ahead of direct drill.</p> <p>6m width.</p>	£10,850
R2-SG80	Hand held device for measuring nitrogen levels in crops using light reflectance	<p>Hand held sensor instantly measures and logs chlorophyll content or “greenness” of the plants to determine the nitrogen status of the crop using light reflectance.</p> <p>Enables increased accuracy for Nitrogen fertiliser application to be calculated for grassland.</p>	£395

Item No.	Precision Farming inc. Horticulture Specific Equipment	Specification	Standard Cost
R2-SG81	Chlorophyll Meter	Hand held device to instantly measures and logs chlorophyll content of individual plant leaves to assist in detecting yield-limiting deficiencies or costly over fertilising.	£1,557
R2-SG82	Fruit Ripeness Spectrometers	<p>Hand held device for use in orchards to determine produce quality and harvest timing.</p> <p>Uses NIR to determine and to measure DM, total soluble solids, titratable acidity, and colour to determine ripeness.</p>	£6,121
R2-SG83	Mobile Vertical Frost Fans for vineyards and horticulture	<p>Selective Inverted Sink (SIS) fans for use in vineyards and on stone and soft fruit farms to prevent frost damage.</p> <p>The vertical axis fans must be mobile.</p> <p>Horizontal, tower or permanently sited fans are not eligible.</p>	£11,940

## Resource Management and Efficiency Equipment

Item No.	Resource Management and Efficiency Equipment	Specification	Standard Cost
SG45	Trailing Shoe Slurry System including Macerators	Trailing shoe slurry applicator, minimum 6m working width.  To fit to slurry tanker or attach to flexible pipe/umbilical system. Includes pipework, stone traps, lines, full length sight glass.	£21,500
SG46	Dribble Bar	Dribble bar applicator, minimum 6m working width.  To fit to slurry tanker or attached to flexible pipe/ umbilical system.	£10,000
SG47	Shallow Injection Systems	Injection system to inject slurry into soil surface.  To fit to slurry tanker or attach to flexible pipe/umbilical system.  Minimum working width 3 metres.	£22,169
SG48	Hose Reeler Umbilical	Umbilical hose reeler, random or compartmentalised trailed or mounted.  Includes cost of the hose.	£3,418
SG49	Trailed Compartmented Reeler	Trailed compartmented reeler (minimum size of 1600m).  Includes cost of the hose.	£11,162
SG50	Heat Recovery Unit to pre heat water for existing hot water system	System to utilise the heat energy released by the milk refrigeration system used for cooling milk before entering the bulk tank. Energy recovered used to pre heat water for existing hot water system. Reducing electricity usage.  Cost includes connection to existing refrigerant system, water tank max 300 litre and transfer pump to existing hot water system.	£6,950

Item No.	Resource Management and Efficiency Equipment	Specification	Standard Cost
R2-SG84	Plate Heat Exchanger (PHE) for cooling milk (plate cooler)	Gasket plate heat exchangers to pre cool milk before entering the bulk tank using cold water.  Maximum continuous flow rate 5,000 litres per hour.	£2,450
SG51	Variable Speed Drive on vacuum pump for use in dairies	Funding is towards the purchase of a variable speed drive for use with vacuum pumps to allow pumps to only perform work when required thereby saving energy over continuous running systems.	£4,585
SG52	Improving efficiency of Plate Heat Exchanger (PHE), including solenoid valve	Control equipment regulates cold water flow to match the flow of warm milk, saving both electricity and water.	£3,393
SG53	Hydraulic Ram Pumps (water)	Pump working by hydraulic pressure to raise clean water.  Pump plus sediment chamber, pump chamber, drive pipe, distribution pipe, 5,000 ltr (minimum) header tank and return pipe.  System assumes 20 ltr /min flow, 3m head with 10 - 20m lift, 300m delivery pipe and two spurs.	£4,996

## Other General Equipment

Item No.	Other General Equipment	Specification	Standard Cost
SG57	Humidity Controls for grain drying and dehumidifiers	Control system to sense humidity and control intensity (fuel use) of drying process. Includes duplex burners for use with fan installation.  SMS Text Alert System is designed to continuously monitor the running of bulk grain drying temperature controller for multiple grain cooling fans.	£6,075
SG58	Grain Stirrers	Grain stirrers installed within a flat store which move across the grain on a gantry.	£17,050
SG59	Digital Weather Station	A system/station that has the minimum functionality to record barometric pressure, temperature, humidity, rainfall, wind speed and direction, solar radiation, UV levels, soil moisture and soil temperature.  Most systems require additional sensors to meet this specification.  The system must be able to link wirelessly to a computer.  The cost includes the station, mounting facilities and up to 5 additional sensors.  Excludes installation costs, service costs annual licence fee for software and calibration.	£2,687
SG60	Wide Area Network equipment to connect devices on farm	Wireless network repeaters to extend an existing wireless network to enable devices to connect for agricultural use.	£220
SG61	Fibre Optic Networking Equipment	Fibre optic networking cable (50m lengths) plus media convertors to enable devices to connect for agricultural use.	£610

Item No.	Other General Equipment	Specification	Standard Cost
R2-SG85	Thermal Image Camera	<p>Handheld thermal camera or tablet with an IR detector generating images of at least 18,000 pixels to provide high degree of resolution.</p> <p>The device must display temperature on screen and have still and video recording facilities.</p> <p>Images must be down loadable to PC.</p>	£1,234
R2-SG86	Portable Carbon Dioxide Analyser	<p>Portable gas analyser for use in checking and recording levels of carbon dioxide in crop stores and livestock buildings.</p> <p>Must include visual and audio alarms accuracy of plus or minus 40ppm or less.</p>	£279
R2-SG87	Portable Ammonia Analyser	<p>Portable gas analyser for use in checking and recording levels of ammonia in livestock buildings.</p> <p>Must include visual and audio alarms.</p>	£204

# Annex 4

## Countryside Productivity Small Grant Scheme

- **Eligible items by sector**



## Annex 4 - Eligible items by sector

SG Number	Item	Dairy	Beef	Sheep	Pig	Goat	Deer	Buffalo	Poultry	Arable	Horticulture
SG1	Mobile Cattle Handling Systems	X	X					X			
SG2	Fixed Cattle Handling Systems	X	X					X			
SG3	Cattle Crush (automatic)	X	X					X			
SG4	Cattle Crush (manual)	X	X					X			
SG5	Squeeze Crush (hydraulically operated)	X	X					X			
SG6	Head Scoop (cattle)	X	X					X			
SG7	Electronic Weigh System (all species)	X	X	X	X	X	X	X			
SG8	Weigh Bars (all species)	X	X	X	X	X	X	X			
SG9	Cattle Auto ID Shedding Gate (auto drafting)	X	X				X	X			
SG10	Foot Trimming add-on to Crushes	X	X					X			
SG11	Specialist Foot Trimming Crush	X	X					X			
SG12	Calving Detectors	X	X								
SG13	Cluster Flush	X						X			
SG14	Automated Footbaths	X	X					X			
SG15	Heat Detection System - Base Unit	X	X								
SG16	Heat Detection System - Collar or Ankle Band	X	X								
SG17	Real Time Milk Analysis	X		X		X		X			
SG18	Hand-held Automatic Teat Washing System	X									
SG19	Visual Image Analysis of Cow Body Condition Score	X	X								
SG20	Badger Proof Feed Troughs	X	X					X			
SG21	Badger Proof Lick Holders	X	X					X			
SG22	Rotating Cow Brush	X	X					X			
SG23	Auto Cattle Weighing Equipment	X	X					X			
SG24	Calf Milk Pasteuriser and dispenser	X									
SG25	Auto Calf Feeder with Washing Facility	X	X					X			
SG26	Additional Feed Station	X	X					X			
SG27	Mobile Sheep Handling Systems			X		X					
SG28	Fixed Sheep Handling Systems			X		X					
SG29	Electronic Weigh Crate			X	X	X					

SG Number	Item	Dairy	Beef	Sheep	Pig	Goat	Deer	Buffalo	Poultry	Arable	Horticulture
SG30	Sheep Handler			X		X					
SG31	Fixed Handling System for Pigs				X						
SG32	Electronic Pig Weighing and Sorting Facility				X						
SG33	Enclosed Piglet Creeps with Heat Pads				X						
SG34	EID Hand Held Recorder Device	X	X	X	X	X	X	X			
SG35	EID Hand Held Device (stick reader)	X	X	X	X	X	X	X			
SG36	Auto EID Drench Gun	X	X	X		X		X			
SG37	Pasture Plate Meter (Hand-held)	X	X	X		X		X			
SG38	Pasture Plate Meter (Trailed)	X	X	X		X		X			
SG39	Electric Fencer Energiser	X	X	X	X	X	X	X	X		
SG40	GPS linked to auto steer and implement control	X	X	X	X	X	X	X	X	X	X
SG41	Yield Monitoring									X	X
SG42	Variable Rate Controller for sprayers and fertiliser spreaders	X	X	X	X	X	X	X	X	X	X
SG43	Flow Rate Monitoring of slurry	X	X		X			X	X	X	
SG44	Measuring nitrogen levels in crops using light reflectance									X	X
SG45	Trailing Shoe Slurry System including Macerators	X	X		X				X	X	X
SG46	Dribble Bar	X	X		X				X	X	X
SG47	Shallow Injection Systems	X	X		X				X	X	X
SG48	Hose Reeler Umbilical	X	X		X				X	X	X
SG49	Trailed Compartmented Reeler	X	X		X				X	X	X
SG50	Heat Recovery Unit to pre heat water for existing hot water system	X		X		X					
SG51	Variable Speed Drive on vacuum pump for use in dairies	X		X		X					
SG52	Improving efficiency of Plate Heat Exchanger (PHE), including solenoid valve	X		X		X					
SG53	Hydraulic Ram Pumps (water)	X	X	X	X	X	X	X	X	X	X
SG54	Direct Drill 3m									X	X
SG55	Robotic Silage Pusher	X	X	X							
SG57	Humidity Controls for grain drying and dehumidifiers									X	
SG58	Grain Stirrers									X	
SG59	Digital Weather Station	X	X	X	X	X	X	X	X	X	X
SG60	Wide Area Network equipment to connect devices on farm	X	X	X	X	X	X	X	X	X	X

SG Number	Item	Dairy	Beef	Sheep	Pig	Goat	Deer	Buffalo	Poultry	Arable	Horticulture
SG61	Fibre Optic Networking Equipment	X	X	X	X	X	X	X	X	X	X
R2-SG62	Squeeze Crush (Manually operated)	X	X					X			
R2-SG63	Heat and Service Detector	X	X					X			
R2-SG64	Swinging Brushes for goats and calves		X			X		X			
R2-SG65	Calving Gate	X	X					X			
R2-SG66	EID Panel (race) Reader for cattle	X	X				X	X			
R2-SG67	Automatic Weighing and Drafting Crate for sheep			X		X					
R2-SG68	Sheep Conveyor			X							
R2-SG69	EID Panel (race) Reader for sheep			X		X					
R2-SG70	Positive Pressure Tube Ventilation Systems	X	X	X	X	X		X	X		
R2-SG71	Cameras for monitoring livestock	X	X	X	X	X		X	X		
R2-SG72	Grassland Sward Lifters	X	X	X		X		X			
R2-SG73	UV Water Treatment System	X	X	X	X	X	X	X	X		X
R2-SG74	Vaccination Gun with RFID Reader for vaccination of livestock	X	X	X	X	X	X	X			
R2-SG75	Robotic Slurry Pusher/ Collector	X	X		X			X			
R2-SG76	GPS Light Bar	X	X	X	X	X	X	X	X	X	X
R2-SG77	GPS Auto Steer									X	X
R2-SG78	Cover Crop Roller 3m									X	
R2-SG79	Cover Crop Roller 6m									X	
R2-SG80	Hand held device for measuring nitrogen levels in crops including grass using light reflectance	X	X	X		X		X		X	X
R2-SG81	Chlorophyll Meter									X	X
R2-SG82	Fruit Ripeness Spectrometers										X
R2-SG83	Mobile Vertical Frost Fans for vineyards and horticulture										X
R2-SG84	Plate Heat Exchanger (PHE) for cooling milk (plate cooler)	X		X		X		X			
R2-SG85	Thermal Image Camera	X	X	X	X	X	X	X	X	X	X
R2-SG86	Portable Carbon Dioxide Analyser				X				X	X	X
R2-SG87	Portable Ammonia Analyser				X				X		

# Annex 5

## Countryside Productivity Small Grant Scheme

- **CPSG hints and tips when completing your online application**

## Annex 5 - CPSG hints and tips when completing your online application

When filling in your form remember...	Details
Your details in the application form must be the same as the details held on Rural Payments service	<p>We use the email, Single Business Identifier (SBI), Customer Reference Number (CRN), permissions and business details registered in the Rural Payments service to make sure that you can legally apply for this grant on behalf of the business. As you have registered these details in the Rural Payments service using the <a href="#">GOV.UK Verify</a> process, the details you give us on your application form must be the same.</p> <p>We also need to make sure that we have the correct contact details, for data protection purposes.</p> <p>You must check your Rural Payments service record before you apply, to make sure the details are up-to-date.</p> <p><b>Remember – check that the details you have added to your application form match the details in the Rural Payments service.</b></p>
That your Customer Reference Number (CRN) is not the same as a Firm Reference Number (FRN)	<p>The CRN is used to identify you as an individual. The FRN is used for firm details that are not required for this application</p>
Check availability of items	<p>Applicants should check the availability of items: check with suppliers to confirm the availability of items that meet the required specification and they are in line with the standard cost stated in the handbook.</p> <p><b>Please don't buy your items</b></p> <p>Please remember that until we've approved your application and issued a Grant Funding Agreement, you shouldn't commit to any expenditure or buy any of the items you have included in your application.</p> <p>If you do, this will result in your application or claim for grant being rejected.</p>

If you need to find....	Details
How to update the Rural Payments service	Guidance on <a href="#">updating details on Rural Payments service</a> can be found on GOV.UK.
Your Customer Reference Number (CRN)	<p>Please see our YouTube clip on <a href="#">how to find your CRN number</a> via Verify only.</p> <p>If you are not registered on Verify please call RPA's helpline on 03000 200 301 and select the options to speak to the Rural Payments team who can advise you of your CRN.</p>
If you have received a letter advising that your application didn't match Rural Payments service remember to....	Details
Check your details	Look at both the Rural Payments service and your application and make sure your email, Single Business Identifier (SBI), Customer Reference Number (CRN), permissions, address, postcode and business details match.
Reapply	Re-enter your application on the CPSG Online Portal by the closing date of midday 3 September 2019
What to do if....	Details
Your actual purchase cost is less than the 'Standard Cost'	<p>The standard cost for each item is the actual fixed price which we will pay grant towards. The amount won't change should the item be bought at a cheaper price, as long as the item purchased meets the minimum specification.</p> <p>Standard costs have been carefully researched and verified and it is unlikely that a significantly cheaper item will meet the minimum required specification. If you buy any item that doesn't meet the specification, the whole claim will be ineligible and no grant will be paid.</p>

What to do if...	Details
You have applied for LEADER funding but want to apply under this scheme	Check the status of your current application with your LEADER Group. Then decide which scheme you wish to apply for and withdraw your application from one of the schemes. Please remember that there is no guarantee that you will be successful and you will have to meet all of the requirements set out in the applicant handbook.
You can't meet the minimum grant spend	<p>Don't purchase items that you will not use.</p> <p>All applicant's sign up to the terms and conditions of the grant by submitting an application.</p> <p>Photographs will be required to evidence the item is in situ and working order.</p> <p>Items must be available at an inspection or site visit to make sure that they are on site and fully working.</p> <p>If you are unable to evidence this, the claim will be rejected or grant recovered.</p>
You wish to buy one piece of equipment that does the job of two	<p>You can't purchase one piece of equipment which meets two specifications and claim for both items. We have set specifications and have established standard costs for all the items listed in this Round of the small grant scheme.</p> <p>If the piece of equipment you want to purchase combines the functionality of several items listed at Annex 3 of the handbook, you can only consider the piece of equipment as one of those items and can only apply for that item. The other functions will be considered as taking the piece of equipment to a higher specification.</p>
You decide not to buy all the items you have applied for	<p>If this is before the closing date, you can submit a new application and your old one will be automatically withdrawn.</p> <p>If after the closing date you are made an offer of grant funding, you must purchase all of the items in your application or you will not receive any grant.</p>
You buy an item which has additional features	You are able to purchase an item which is of a higher specification and is more expensive providing the item meets the minimum specification at Annex 3. However, the grant will only be calculated on the standard cost for that item and you will need to cover the cost difference yourself.



What details should..	Details
My supplier include on their invoice	<p>Details should:</p> <ul style="list-style-type: none"> <li>individually describe each item in full</li> <li>breakdown of the cost of each item</li> <li>include the manufacturer's make and model</li> <li>ideally quote the relevant SG item code from Annex 3</li> <li>be addressed to the same individual or business as detailed in the GFA email</li> <li>include the supplier's name, address, VAT number and date</li> </ul>

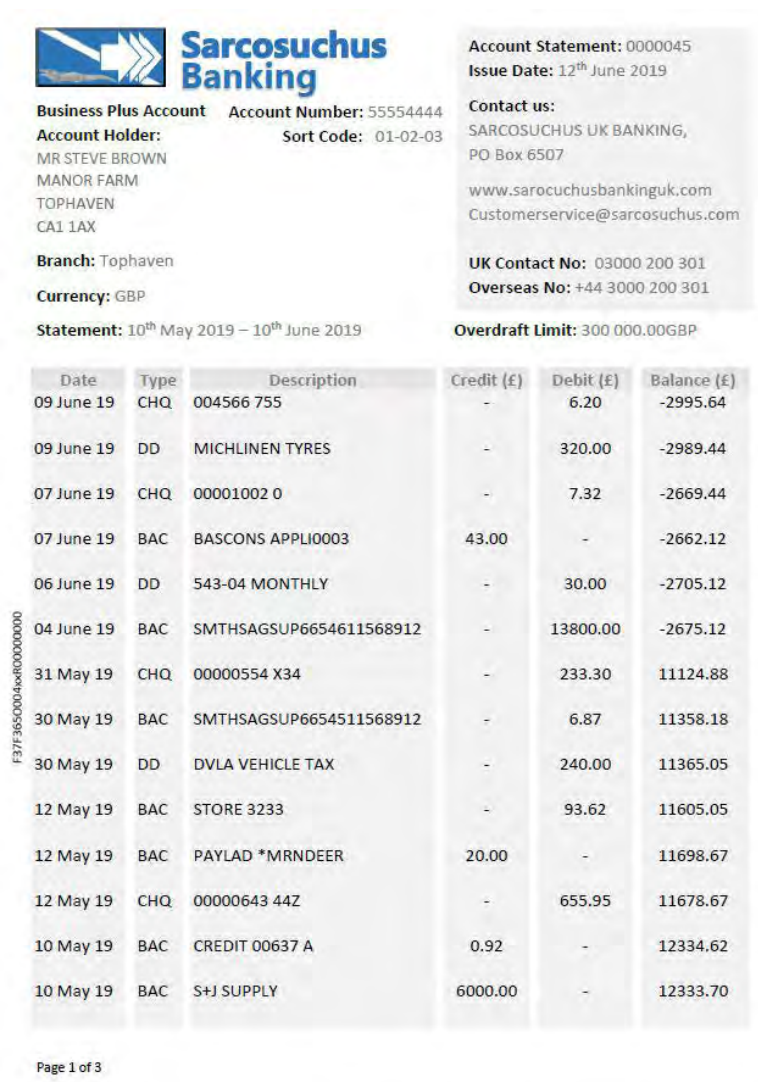
Here is an example of what it should look like:-





What details should..	Details
My bank statement include	<p>Bank statements must include the:</p> <ul style="list-style-type: none"> <li>• bank's name and logo</li> <li>• account holder name in full</li> <li>• account number</li> <li>• account balance – opening and closing balance of the bank statement period</li> <li>• sort code</li> <li>• transaction date</li> <li>• transaction type (including payee ref/cheque number)</li> <li>• transaction amount</li> <li>• date bank evidence generated.</li> </ul>

Here is an example of what it should look like:-



**Sarcosuchus Banking**

**Business Plus Account** Account Number: 55554444  
**Account Holder:** MR STEVE BROWN  
 MANOR FARM  
 TOPHAVEN  
 CA1 1AX  
 Sort Code: 01-02-03

**Branch:** Tophaven  
**Currency:** GBP  
**Statement:** 10<sup>th</sup> May 2019 – 10<sup>th</sup> June 2019

**Account Statement:** 0000045  
**Issue Date:** 12<sup>th</sup> June 2019

**Contact us:**  
 SARCOSUCHUS UK BANKING,  
 PO Box 6507  
 www.sarcosuchusbankinguk.com  
 Customerservice@sarcosuchus.com

**UK Contact No:** 03000 200 301  
**Overseas No:** +44 3000 200 301

**Overdraft Limit:** 300 000.00GBP

Date	Type	Description	Credit (£)	Debit (£)	Balance (£)
09 June 19	CHQ	004566 755	-	6.20	-2995.64
09 June 19	DD	MICHLINEN TYRES	-	320.00	-2989.44
07 June 19	CHQ	00001002 0	-	7.32	-2669.44
07 June 19	BAC	BASCONS APPLI0003	43.00	-	-2662.12
06 June 19	DD	543-04 MONTHLY	-	30.00	-2705.12
04 June 19	BAC	SMTHSAGSUP6654611568912	-	13800.00	-2675.12
31 May 19	CHQ	00000554 X34	-	233.30	11124.88
30 May 19	BAC	SMTHSAGSUP6654511568912	-	6.87	11358.18
30 May 19	DD	DVLA VEHICLE TAX	-	240.00	11365.05
12 May 19	BAC	STORE 3233	-	93.62	11605.05
12 May 19	BAC	PAYLAD *MRNDEER	20.00	-	11698.67
12 May 19	CHQ	00000643 44Z	-	655.95	11678.67
10 May 19	BAC	CREDIT 00637 A	0.92	-	12334.62
10 May 19	BAC	S+J SUPPLY	6000.00	-	12333.70

Page 1 of 3

What details should..	Details
My photos include	<ul style="list-style-type: none"> <li>• photographs must show the item specification, in situ and working on your farm (not a representation of the item from a supplier)</li> <li>• photographs must be clear, in focus, in colour and clearly show the capital item, and with no other objects in front of the item.</li> <li>• photographs must include make and model number, to show the eligibility of the items against the specifications in Annex 3.</li> <li>• digital images must not be smaller than 600 x 400 pixels and ideally the image file size no larger than 400 KB.</li> <li>• for Handling Systems (SG1/2/27/28/31), photographs must demonstrate the layout of the system.</li> </ul>

Here is an example of what photographs should and shouldn't look like:-



Can't see whole item ❌



Too close to item ❌



Right distance to see whole item ✅



Too close to item ❌



Right distance to see whole item ✅

The make and model has been removed from the photos as not to promote one supplier.

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