



Plain Action

Rural Development Programme for England

RDPE

Application for grant of £10,000+

Applicant to complete

Applicant organisation:

Project title:

Plain Action to complete

Reference number: **Potential funding measure:**

Date received:

Using this form

Please complete this form only after you have received comments on your Expression of Interest.

The form may first be submitted in draft form as a basis for discussion and joint development.

When finalised, one copy of the form plus attachments are required in hard and electronic copy.

The completed form should not exceed 15 sides including sustainability checklist.

**** Asterisked questions have specific instructions in the attached guidance note.***



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

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SECTION A – ADMINISTRATION AND CONTACT INFORMATION

A1 Applicant organisation:			
A2 Project title:			
A3 Personal contact details. Name:			
	Postal address:		
	Telephone landline:		
	Telephone mobile:		
	Email:		
A4 Your position in organisation			
A5 Your role in proposed activity (if any)			
A6 Organisation details legal status (please tick more than one if appropriate) :			
Parish Council	<input type="checkbox"/>	Community / voluntary group / club/ association	<input type="checkbox"/>
Other public body	<input type="checkbox"/>	Social enterprise for community benefit; surplus ploughed back	<input type="checkbox"/>
Charity registration number	<input type="checkbox"/>	Trading for profit: sole trader	<input type="checkbox"/>
Limited company registration number	<input type="checkbox"/>	Trading for profit: partnership	<input type="checkbox"/>
Industrial and Provident Society registration number	<input type="checkbox"/>	VAT registered? (ie does your organisation reclaim VAT?) If so, reg number.	<input type="checkbox"/>
If the above categories do not describe you adequately please explain here			
A7 Type of governing instrument / constitution			
A8 Has your organisation received any UK public funding over the last three years? If so please summarise.			
A9 Has your organisation received any European funding over the last 3 years? If so please name the source and managing authority in UK.			
A10 Organisation contact details (if different from above)			
	Organisation postal address (if different from above)		
	Organisation telephone (if different from above)		
	Organisation Website		

A11 Organisation's purpose and main activities (100 words or less)

A12 Organisation's turnover as per last Annual Accounts

£

SECTION B – OUTLINE OF PROPOSED ACTIVITY / PROJECT

B1★ How much grant are you requesting?	£
B2★ What is the total value (cost) of the project?	£
B3★ Please summarise in 500 words or less what your activity/project will do. (eg employ someone to do x, hold events, provide training for,)	
B4★ What is the need or issue you are addressing?	
B5★ Explain how you know about the need or issue, and/or what evidence there is.	
B6 Please describe local or other support for your proposed activity/project and any other public recognition there is of the issue	
B7 Where will the activity take place? Name location(s) or area, or state whole Plain Action Programme area .This may differ from where your intended ‘beneficiaries’ live	
B8 Describe the key characteristics of the people you aim to reach (eg military dependent families, young mothers, school leavers, etc) and where they live. How many will benefit directly and indirectly?	
B9 If successful, might this activity be replicable elsewhere in the Programme area? (This is not a condition.)	

SECTION C – TIMETABLE AND DELIVERY

C1* How long will your activity/project last? (Years /months)			
Your 'ideal' start date		Your 'ideal' end date	
C2* Please enter below your planned activity/project timetable.			
Milestones – key stages and achievements in the delivery of the project	Comments	How many years/months after start of project?	
C3 What experience do the organisation and the main people involved have of successfully delivering such an activity? Please provide examples.			
C4* Please describe how the project/activity will be managed and controlled.			
C5* Please explain the relationship within this project/activity of any other organisations involved.			
C6 Do you need any permissions to carry out your activity/project (eg planning, change of use, consents from people affected)? If so please confirm they are in place or the stage of your applications.			

C7 Please complete a risk analysis proportional to the nature of the activity/project, using the format below (extend as required) or attaching one in your own format.			
Risk identified	Severity / impact	Likelihood	Action / mitigation

SECTION D: ACHIEVEMENTS AND CONTRIBUTION TO PLAIN ACTION

D1* Which of the Plain Action objectives does your activity/project primarily address? Please mark one box.

Obj.1 Skills and training Obj.2 Business and Employment Obj. 3 Communities

Which indicative activity (ies) in descending order does your activity/project most closely match?

Obj. 1
 Obj. 2 (optional).....
 Obj. 3 (optional).....

D2* How does your project/activity contribute to Plain Action’s underlying theme of military/civilian integration?

D3* How does your project/activity contribute to Plain Action’s underlying theme of sustainability? Please answer briefly here and complete the separate sustainability checklist.

D4 Are there other ways in which your activity / project will contribute to Plain Action ? If so please explain.

D5* RDPE Outputs

Legislative Rationale	Code	Measure description	DEFRA Output Code	Output indicators <ul style="list-style-type: none"> • EU common (EU) • DEFRA Additional (Add) 	Definition of Output	Defra Result code	Result indicator <ul style="list-style-type: none"> • EU common (EU) • DEFRA Additional (Add) 	Definition of Results
Measures to diversify the rural economy	311	Diversification into non-agricultural activities	58	(EU)Number of beneficiaries	Number of beneficiaries receiving support for their efforts to diversify into non-agricultural activities.	07	(EU)Increase in non-agricultural GVA in supported businesses	Average profit after taxes of assisted holdings = turnover - costs
			59	(EU)Total volume of investments	Total amount (= the sum of all public and private expenditure) of all the tangible and/or intangible investments made by beneficiaries receiving support for their efforts to diversify into non-agricultural activities.	08	(EU)Gross number of jobs created (division according to on-farm/off farm jobs, gender and age category) (Add) Number of jobs created or sustained through activities supported under axis 3	
	312	Business creation and development	60	(EU)Number of micro-enterprises supported/created	Number of new or existing micro enterprises receiving support for the creation / development of rural, but non-agricultural business.	07	(EU)Increase in non agricultural gross value added in supported businesses	Average profit after taxes of assisted holdings = turnover - costs
						08	(EU)Gross number of jobs created (division according to on-farm/off farm jobs, gender and	Employment expressed in number of new jobs

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							age category) (Add) Number of jobs created or sustained through activities supported under axis 3	
	313	Encouragement of tourism activities	61	(EU) Number of new tourism actions supported	Number of actions related to the encouragement of tourism activities.	07	(EU) Increase in non agricultural gross value added in supported businesses	Average profit after taxes of assisted holdings = turnover - costs
			62	(EU) Total volume of investments	Total amount (= the sum of all public and private expenditure) of all the tangible and/or intangible investments related to actions which encourage tourism activities.	08	(EU) Gross number of jobs created	Employment expressed in number of new jobs
						09	(EU) Additional number of tourist visits (Add) Number of jobs created or sustained through activities supported under axis 3	Number of tourist visitors to the rural area No. of overnight stays & No. of day visitors
Measures	321	Basic services for the economy	63	(EU) Number of supported actions	Number of supported actions for investments in basic services and	10	(EU) Population in rural areas	No. of people in rural areas that benefit from improved

Legislative Rationale	Code	Measure description	DEFRA Output Code	Output indicators <ul style="list-style-type: none"> • EU common (EU) • DEFRA Additional (Add) 	Definition of Output	Defra Result code	Result indicator <ul style="list-style-type: none"> • EU common (EU) • DEFRA Additional (Add) 	Definition of Results
to improve the quality of life in the rural areas		and rural population	64	(EU) Total volume of investments	facilities. Total amount (= the sum of all public and private expenditure) of all the tangible and/or intangible investments related to actions for investments in basic services and facilities		benefiting from improved services (Add) Number of jobs created or sustained through activities supported under axis 3	services
	322	Village renewal & development	65	(EU) Number of villages where actions took place	Number of villages with supported actions for investments related to village renewal and development.	10	(EU) Population in rural areas benefiting from improved services (Add) Number of jobs created or sustained through activities supported under axis 3	No. of people in rural areas that benefit from improved services
			66	(EU) Total volume of investments	Total amount (= the sum of all public and private expenditure) of all the tangible and/or intangible investments made for actions related to village renewal and development.		(Add) Number of jobs created or sustained through activities supported under axis 3	
	323	Conservation and upgrading of the rural heritage	67	(EU) Number of rural heritage actions supported	Number of supported actions for investments related to the conservation and upgrading of the rural heritage	10	(EU) Population in rural areas benefiting from improved services (Add) Number of jobs created or sustained through activities supported under axis 3	No. of people in rural areas that benefit from improved services
			68	(EU) Total volume of investments	Total amount (= the sum of all public and private expenditure) of all the tangible and/or intangible investments made for actions related to the conservation and upgrading of the rural		(Add) Number of jobs created or sustained through activities supported under axis 3	

Legislative Rationale	Code	Measure description	DEFRA Output Code	Output indicators <ul style="list-style-type: none"> • EU common (EU) • DEFRA Additional (Add) 	Definition of Output	Defra Result code	Result indicator <ul style="list-style-type: none"> • EU common (EU) • DEFRA Additional (Add) 	Definition of Results
					heritage			
Training and information measure for economic actors operating in the fields covered by axis 3	331	Training and information	69	(EU)Number of participating economic actors to supported activities	Number of economic actors that participated in an (EAFRD supported-) training activity (not forming part of targeted programmes or systems related to rural development).	12	(EU) Number of participants that successfully ended a training activity	No. of people receiving a (quality)certificate, degree or diploma after finishing the training and/ or applying the achieved skills in practice
			70	(EU)Number of days of training received by participants	Total number of days of training, received by all participants.			

Other outputs

D6* Please indicate additional outputs of your own choosing specific to your project/activity.

Description of output	Numbers to be achieved	Yr 1	Yr 2	Yr 3	Yr 4	Yr 4	TOTAL

D7 Please describe here the lasting effect or outcomes of your activity/project.

D8* To which of the Plain Action target outcomes do you consider your activity/project will specifically contribute, and how?

D9 Explain as far as possible how your proposed activity / project relates to:

a) Other Plain Action funded activities and projects or current applications

b) Other providers

c) Local and regional policies and strategies (eg local community plans, Local Area Agreement,)

D10 What will happen to the proposed project / activity if this application is unsuccessful?

SECTION E: FINANCE

PLEASE ENSURE YOU STUDY THE GUIDANCE NOTE BEFORE COMPLETING THIS SECTION.

E1* Expenditure

Capital costs	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total £
Equipment and supply of goods (IT, machinery, tools)						
Investment (purchase of land, buildings etc) and construction costs						
Value of 'in kind' contributions / non-monetary services						
Other (please specify)						
Subtotal capital costs						
Revenue costs						
Staff costs (salary, NI, pension contributions)						
Administration costs and overheads						
Events, marketing and publicity External consultants, advice and suppliers of services						
External costs, consultancy and suppliers of services						
Investment (Capital purchases, land, buildings etc)						
Value of 'in kind' contributions / non-monetary services						
Other (please specify)						
Subtotal revenue costs						
Total – Capital plus revenue costs						

E2 Income.

Source	Confirmed or decision date	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total inc. £
Plain Action funding as requested in this application	NA						
Total income (total income over all years to match total costs)							

E3 Cashflow Claims will be made quarterly in arrears based on actual expenditure. This means that there could be (at worst) up to four months between some expenditure and repayment. Can your organisation manage this? If 'no' please elaborate.

E4* After Plain Action funding Please explain your plans for the project/activity once the Plain Action funding is used.

SECTION F: GENERAL AND UNDERTAKINGS

F1 Sustainability: Please complete the sustainability check list at the end of the form.

F2 Declaration

I/We declare that:

- I/we have a copy of the Plain Action project managers' guide and in making this application are familiar with our obligations and commitments if successful.
- I/we confirm that the information supplied on this form is correct and complete. If successful, this funding will be used solely for the purposes shown in the application and will meet all the terms and conditions attached to any grant offer that is accepted.
- I/We understand the information provided in this application will be used to assess and select proposals for funding under the Rural Development Programme for England (RDPE).
- I/We agree to disclose information about this application to organisations or consultants which Plain Action wishes to consult during the appraisal, ongoing management and evaluation of RDPE applications.
- In applying for RDPE funding I/we accept conditions of payment and understand that payments may be withheld or recovered if it appears that any undertakings have not been complied with or a false or misleading statement has been made.
- We will not be seeking other EU or Defra support for the actions included in this application.
- I/We understand and accept that if this application is successful the grant award will be published by SWRDA, Defra, the EU and the RPA, including the name and address of the applicant and the RDPE funding that has been agreed.

I/We undertake that if this application is successful I/we will:

- Fulfil the obligations of the RDPE including promotion of EU/Defra inputs to this project.
- Provide any further information as may be required by SWRDA.
- Allow access to records and premises to which this application relates for the purpose of carrying out an inspection and ensuring the compliance of this undertaking. This will include allowing access for external auditors and consultants.
- Co-operate and participate as required in any monitoring or evaluation exercises conducted by Plain Action, SWRDA, appointed consultants, the RPA, Defra or the EU.
- Notify Plain Action immediately in writing if any changes occur to the application details.

Note that for partnerships all partners must sign this form. For limited companies at least one director must sign the form. For other organisations the closest equivalents to one Trustee/Committee member and the Chief Executive/Finance Director should sign.

1. Signed:

Name (please print)

Position in organisation:

Date

2. Signed:

Name (please print)

Position in organisation :

Date

Attachments

The following should be attached as indicated. Please indicate in the right hand column those attached

Item	All applications	Some applications	Attached
Signed dated form plus sustainability checklist	x		
Electronic copy by email	x		
Front and other relevant pages (max 5) of applicant organisation's governing instrument	x		
Sustainability checklist	x		
Applicant organisation's latest Annual Accounts.	x		
Separate business plan with detailed budget incorporated or separate, showing correlation to summary budget in application m form.		Over £40,000 application	
Detailed budget showing correlation to summary budget in application form.		Applications under £40,000	
Consents and permissions		x	
Any other information which applicant may choose to provide at application stage.		x	
Other information as may be requested by Plain Action on receipt of application		x	

PLAIN ACTION

ORGANISATION PROJECT NAME

Application form appendix – sustainability

In recognition of Plain Action's underlying sustainability theme applicants are required in designing their proposed projects and activities to address climate change issues and to consider broader rural sustainability issues. Please describe by what means, and how well, you have fulfilled this. Some projects may directly address one or more of these issues. None are likely to be to score highly or contribute directly to all.

Issue	Applicable/not applicable?	Describe how the project / your organisation addresses this.	Slightly	Quite well	Very well
Environmental sustainability					
Conserving water and energy, promoting renewable.					
Conserving / using existing material resources, recycling					
Encouraging collective transport, minimising journeys					
Enhancing / protecting the natural environment					
Social sustainability					
Encouraging local action and active participation of wide spread					
Increasing community self reliance					
Maintenance or increase in rural populations					
Economic sustainability					
Use of local products, materials, services.					
Provide or support local employment					
Support for businesses in environmental field					
Provision or increase in local services					