

# Rural Development: Small Farms Grant Scheme application form



Scottish Government  
Riaghaltas na h-Alba  
gov.scot

## For official use only

### Area office address

If in the UK:  
Postcode

### Address

Line 1
Line 2
Line 3
Postal Town
Line 5

### Application reference number

### Date received

D	D	M	M	Y	Y	Y	Y
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Please tick  
appropriate box

### Status of applicant

a farmer with a holding of between 3 and 30 hectares in size applying for a capital grant?

☐

a formally constituted group of farmers who, individually, have holdings of between 3 and 30 hectares in size and are applying for a capital grant?

☐

Before considering this form, you should read the full scheme guidance, which you can get from your local area office or electronically from <https://www.ruralpayments.org>

Alternatively, you can contact your local area office for a copy of this guidance.

- Complete the form in full as directed. If the information requested is not applicable, please write 'N/A'.

### We will return incomplete forms to you.

- Ensure you complete a Single Application Form (SAF) in the same year you are submitting this application.
- Failure to provide accurate information on this application form may result in recovery of all grant paid with interest.
- Send the completed form and relevant documentation to your local area office.

**WARNING: GRANT WILL NOT BE PAID SHOULD YOU INCUR COSTS OR START WORK BEFORE YOU RECEIVE OUR WRITTEN APPROVAL TO DO SO.**

## Part 1 – Your details

Mr ☒ Mrs ☒ Ms ☒ Miss ☒ Other

First name

Middle name(s)

Last name

Is your address/contact information the same as the Business address?    Yes ☒    No ☒

If in the UK:

Postcode

If not in the UK:

Country

Address

Line 1
Line 2
Line 3
Postal Town
Line 5

Telephone number (including STD code)

Mobile number

Email address

Fax number

## Part 2 – Land details

Business Reference Number

Name and address of farm/shared grazings on which work is to be carried out

### Location Code

/

Is your holding classed as:

*Tick as appropriate*

Less Favoured Area (LFA)

☐

Non Less Favoured Area (NLFA)

☐

Both

☐

If you have more than one holding under different agricultural code numbers, please state the **Main Location Code number** which your agricultural business operates under

Name

Address

Line 1
Line 2
Line 3
Postal Town
Line 5

/  /

## Part 3 – Status of applicant

Refer to Parts 2 and 3 of full scheme guidance

Please tick appropriate box

### 1. Are you?

A farmer with a holding of between 3 and 30 hectares in size applying for a capital grant?

☐

A formally constituted group of farmers who, individually, have holdings of between 3 and 30 hectares in size and are applying for a capital grant?

☐

### 2. Is your business registered as organic?

Yes ☐ No ☐

### 3. If you wish to apply for the Young Farmer grant enhancement, you must complete the following questions (individual applicants only).

a) Are you under 41 years of age on the date you submit your application?

Yes ☐ No ☐

b) Were you set up as head of your holding no more than five years before the date you submitted your application? If you answered yes, you must provide evidence to support this.

Yes ☐ No ☐

If you answered **yes** to both questions, please confirm this by providing either:

your birth certificate

Yes ☐ No ☐

your driving licence

Yes ☐ No ☐

or your passport

Yes ☐ No ☐

You must hold the appropriate skills and vocational competence, in relation to the agricultural business.

Please confirm this by providing originals of one of the following documents

certificate of education

Yes ☐ No ☐

vocational qualification

Yes ☐ No ☐

statement confirming equivalent experience

Yes ☐ No ☐

**Or** if none of these apply, a declaration of undertaking at Part 9 that you will, within 36 months of payment of grant, provide evidence that you have obtained the appropriate occupational skills and vocational competence. **If you do not adhere to this, full payment will be recovered with interest.**

Yes ☐ No ☐

## Part 3 – Status of applicant (continued)

### 4. For all other group applications

a) Are all members of the group under 41 years of age on the date you submit your application?

Yes ☐ No ☐

b) Were you set up as head of your holding/group no more than five years before the date you submitted your application? If you answered yes, you must provide evidence to support this.

Yes ☐ No ☐

If you answered **yes** to both questions, please confirm this by providing (for each member of the group) either:

birth certificate

Yes ☐ No ☐

driving licence

Yes ☐ No ☐

passport

Yes ☐ No ☐

All members of the group must also hold the appropriate occupational skills and vocational competence, in relation to the agricultural business. Please confirm this by providing originals of one of the following documents for those members of the group with the required skills:

certificate of education

Yes ☐ No ☐

vocational qualification

Yes ☐ No ☐

statement confirming equivalent experience

Yes ☐ No ☐

Please also include, for those members of the group **without** the required skills and competencies at present, a **declaration of undertaking** that they will, within 36 months of payment of grant, provide evidence that have obtained the appropriate occupational skills and vocational competence. **If they do not adhere to this, full payment will be recovered with interest.**

Yes ☐ No ☐

You must also confirm that you were set up as head of your holding no more than five years before the date you submit your application and provide evidence to support this.

In all cases, where you are applying for the Young Farmer grant rates, please see Question 9 of the full scheme guidance.

### 5. Are you?

male

☐

female

☐

non-individual

☐

(Non-individual can, for example, mean group, organisation or company made up of two or more persons)

### 6. What other criteria must you satisfy to qualify for assistance?

#### Income test for Small Farms Grant Scheme

You must prove that you are financially eligible to receive support. To do this, you must provide details of any income you have, including income you get from the farm business and income from any other source.

There are **two** thresholds:

for individual sole traders, your total income should be no more than £30,700

Yes ☐ No ☐

for couples or any kind of group, the total income should be no more than £41,000

Yes ☐ No ☐

Please provide one of the following for each of those to benefit from the assistance:

their most up-to-date P60

Yes ☐ No ☐

their last three monthly payslips

Yes ☐ No ☐

if self-employed, their last complete statement of accounts

Yes ☐ No ☐

## Part 4 – Extent of land

For improvements to individual farms complete section 4.1

For improvements to groups/shared grazings go straight to Section 4.2

### 4.1 To be completed when proposed work is to be carried out on an individual holding

i	Area of holding (in hectares)	Arable	Permanent grassland (PGRS)	Rough grazings
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ii Details of any share(s) held in shared grazings:

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iii Crops (please specify) Hectares


iv Stock Present number

Breeding cows	
Breeding ewes	

v Other (please specify) Present number


## Part 4 – Extent of land (continued)

vi Do you occupy any other land?

Yes

☐

No

☐

If the answer is **yes**, please give the agricultural code number, name(s) and area(s):

**(BLOCK LETTERS PLEASE)**

Code number	Name of holding	Area in hectares	Permanent/official sub-let?

vii Have you acquired any more land since you last applied for grant?

Yes

☐

No

☐

viii Are you VAT registered?

Yes

☐

No

☐

If **yes**, all costings included in this application should be on a VAT exclusive basis

### 4.2 To be completed when proposed work is to be carried out on a common/shared grazings

i Area of common/shared grazings	hectares	
ii Number of shareholders in the grazings		
iii Total souming	cows	
	sheep	
iv Stock carried	cows	
	sheep	

ix Is the common/shared grazings VAT registered?

Yes

☐

No

☐

If **yes**, all costings included in this application should be on a VAT exclusive basis

## Part 5 – Details of proposed works

Refer to section four of the full scheme guidance.

Use this section to provide details of your proposal. If your application includes more than one proposal, then additional forms can be obtained from <https://www.ruralpayments.org> or your local area office. You can submit a number of additional proposal forms with your main application form.

The 12 categories of operation eligible for grant are listed on page 24 of the full scheme guidance. Please enter the relevant operation reference (1-12):

### 5.1 Description

Please give a full description of the works proposed. This should include a detailed plan of your proposed improvements showing dimensions, type and material to be used in construction, together with a copy of a map showing the site and location in relation to the unit as a whole.

**NOTE: If you are planning to complete the work yourself, please detail what qualifications/skills/experience you possess that will allow the project to be completed to a satisfactory standard:**

Description of works to be undertaken

Type and material to be used in construction

Dimensions (size, length etc)

Plan of proposed operation (attach on separate sheet if required)



## 5.2 Objectives and business plan

Prior to completing this section refer to Appendix B of the full scheme guidance.

- a All operations are required to meet one or more of the following objectives in order to be considered for grant aid.

Please tick the appropriate boxes to identify the objectives which your proposals will meet.

To reduce production costs ☒ To improve and redeploy production ☒

To improve quality ☒ To promote the diversification of farm activities<sup>1</sup> ☒

To preserve and improve the natural environment, hygiene conditions and animal welfare standards ☒

Support may be available where it is a first-time improvement, where the improvement is an integral element of a larger project, or where a substantive upgrade is involved. Support will not be available for applications which are solely intended to replace existing improvements and which are intended to serve the same purpose as the original. However, where a previous facility is classed as derelict, i.e. no longer serviceable or fulfilling its function and incapable of being repaired or maintained, then assistance may be available.

- b Please state how the identified objective(s) will be met. Include reference to current and future cropping and stocking activities, listing the extents and stock type and numbers where appropriate (examples overleaf). Failure to fully complete this section will result in your form being returned.
- i. How will the proposed works meet the identified objectives? Continue on a separate sheet if necessary.

- ii. Please explain how this proposal delivers a cost benefit to your business, value for money to the public purse and is justified both agriculturally and environmentally

<sup>1</sup> This relates to diversification within the agricultural sector such as changing methods of production (e.g. organic or horticulture), introduction of new crops and introduction of specialist breeds.

iii. Outline changes to farm activity following implementation of proposals

- Cropping

- Stocking

- Other

### 5.3 Proposed costs

#### a) Contractor/supplier costs

At least two competitive quotations are required for each application where the total cost of the work you are applying for grant aid on is £10,000 or less. At least three competitive quotations are required where the total cost of the work you are claiming grant aid on is more than £10,000.

Name of contractor or supplier	Description of work to be undertaken	Quoted cost

#### b) Labour costs

Where the work is undertaken by either you or an employee, you can apply for labour costs. Your local area office will assess the value of your labour.

Description of work

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## 5.4 Other sources of funding

Is payment of any part of the total eligible costs being sought from, or given by, any other public source? **Yes** ☒ **No** ☒

☐☐

If **yes**, please provide details

[illegible]

## 5.5 Boundary fences

a. If you are applying for a boundary fence please provide the name and address of adjoining occupiers and Main Location Code number if known

Adjoining occupier's name	Address	Main Location Code	For Official Use Only

## 5.6 Joint projects

Does this application relate to a joint project?

Yes

☐

No

☐

If **yes**, list the names of all involved in the joint project and indicate whether or not they are sharing in the costs of the proposed work. Please also indicate whether they are applying separately.

Name of person sharing and their holding name	Main farm code no.	Please advise their share of the project costs	Are they applying separately? (yes or no)	Signature	Date

**Costs can only attract grant assistance if they are incurred by one (or a combination) of the eligible categories of applicant, as listed at part three.**

**For building works only:** Also complete the Steading Floor Assessment on page 19 and 20

## Part 6 – Environmental impact considerations

Yes No

### NatureScot (NS)

i Is any part of the improvement to be carried out on land within an environmental designated area, for example, Site of Special Scientific Interest or National Nature Reserve?

☐
☐

ii If **yes**, has NS been consulted about the work?

☐
☐

iii Have they given their consent?

☐
☐

If the answer to question (iii) is **yes**, you must provide written confirmation from NS.

### Scottish Environment Protection Agency (SEPA)

iv Are the proposals for the provision, replacement or improvement of any of the facilities listed below

- silage effluent tanks/effluent disposal pits
- manure storage facilities, dungsteads slurry stores, lagoons
- manure treatment facilities, sedimentation tanks, slurry separators, treatment ditches, aerators, digesters
- disposal or yard and dairy washings, dirty water collection works including chemical sprayer and vehicle wash beds, fruit and vegetable washing facilities or septic tanks
- Arterial drainage or river works

☐
☐
☐
☐
☐
☐
☐
☐
☐
☐

If you have answered yes to any of the options listed at iv, please enclose a copy of SEPA's response. Investments relating to items covered by the Control of Pollution (Silage Slurry and Agricultural Fuel Oil) (Scotland) Regulations 2003 have to meet the minimum standards. Investments to bring items in line with the 2003 Regulations will not be eligible for funding because the grant can only be used to fund items necessary to comply with recently introduced regulatory or statutory requirements. Where the facilities are being improved from the minimum standards to above the minimum standards, then a grant may be considered.

**You must also ensure that your proposal is covered by the conditions contained in the Environmental Impact Assessment (Agriculture) (Scotland) Regulation 2006.**

**NB: Grant will not be paid on work which may damage the environment.**

## Part 7 – Data disclosure: The General Data Protection Regulation and the Data Protection Act 2018

We take our responsibilities for the way we store, secure and use your personal information seriously, and always seek to respect your privacy and to meet our legal obligations. These obligations include the General Data Protection Regulation, the Data Protection Act 2018, and other regulations and legislation relating to privacy and communications. To see details on how we use your information and who we share your information with, please see our privacy policy located at:

<https://www.ruralpayments.org/publicsite/futures/privacy-policy/>

Our Privacy Policy explains the purposes for which we use personal data and the legal basis for that use. It explains our responsibilities for collecting data and what happens if you fail to provide data we need or provide incorrect data. We set out the categories of data we collect and how we acquire it, especially in those cases where it may come from another party.

The Privacy Policy also sets out our approach to sharing data and gives information about the organisations with whom we share data and why we do so. Finally, we advise you of your various rights and how to exercise them.

If you are providing information to us on behalf of someone else (for example, as an agent representing a beneficiary), you are advised to draw this section of the Guidance and the Privacy Policy to the attention of any individual whose data is being processed. This is in order to help you fulfil your obligations under data protection legislation towards your clients or those whom you represent.

Scottish Ministers will use the information submitted on the application primarily to support the administration of the application.

Scottish Ministers or their agents may also use it in keeping with the provisions of the Data Protection Act in the following ways:

- for the administration of the Small Farm Grants Scheme
- for communication with other organisations including Scottish Forestry (SF), other government departments (and their agencies), and local authorities and other consultation statutory bodies contacted within the administration of the application and if approved, the subsequent Small Farm Grants Scheme Contract
- for producing operational information and statistics that do not identify individuals.
- to contact applicants or their agents in connection with occasional research aimed at improving the services that Scottish Ministers provide
- where lawfully required to assist in the investigation of crime or taxation
- to assist in the future development and outcomes assessment of government policy to secure food production, sustainable land use, climate change mitigation and environmental protection.

### Freedom of Information

When requests for information are made to Scottish Government, Scottish Forestry or to NatureScot, Scottish Ministers are required to release information, which may include personal data and commercial information, to comply with the Environmental Information (Scotland) Regulations 2004 and the Freedom of Information (Scotland) Act 2002.

However, Scottish Ministers will not cause or permit any unwarranted breach of confidentiality nor will they act in contravention of their obligations under the General Data Protection Regulation and the Data Protection Act 2018.

Any appeals are dealt with by the Scottish Information Commissioner's Office.

For further information on how your information is used, how we maintain the security of your information and your rights to access the information we hold about you please contact your RPID area office.

## Part 8 – What to do now

Attach (where appropriate)	Yes	No
1 Map showing site of proposed improvements in relation to croft/common grazing	<input type="checkbox"/>	<input type="checkbox"/>
Minimum of two competitive quotations if the total cost of the work you are applying for grant aid on is less than £10,000	<input type="checkbox"/>	<input type="checkbox"/>
Minimum of three competitive quotations if the total cost of the work you are applying for grant aid on is more than £10,000	<input type="checkbox"/>	<input type="checkbox"/>
Relevant correspondence from environmental bodies for example SEPA, NS	<input type="checkbox"/>	<input type="checkbox"/>
Soil analysis – if applying for investment in land management for the restoration of degraded land (item number 3 in Annex A)	<input type="checkbox"/>	<input type="checkbox"/>

### 2 Attach any additional proposal forms

### 3 Check that all relevant questions on the form have been fully completed

### 4 For all building applications, complete the Steading Floor Assessment on page 19 and attach the following

	Yes	No	N/A
Plan of existing buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan of new buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building warrant/planning consent or approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter from local authority confirming planning approval is not required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 5 Read the declaration on page 17 and 18

### 6 Sign and date the form on page 18

### 7 Submit the completed form to your local area office

### 8 All payments under this scheme are paid directly into bank accounts

**How are the payments issued?** We make payments using the Bankers Automated Clearing Services (BACS). We can only make payments to a bank account which accepts BACS payments.

If we do not already have your business' nominated bank account details, or if you want to change them, you can do this online by first registering with Rural Payments and Services.

Alternatively, you can complete 'PF03 Register your Bank Details Form – Sterling' (and send it to your area office).

**Please keep your bank details up to date to avoid payment delays. We are not responsible for delays to your payments because you or your agent gave us incorrect bank details or did not tell us about a change to your bank account details before we processed your payments.**



## Part 9 – Declaration (to be signed by all applicants)

I hereby apply for grant in respect of the improvements listed at section 5 of this form and declare that:

- I will comply with the following legislation, as amended from time to time. Any reference to EU legislation is to be read as referring to the version of the legislation as it exists in domestic law: Regulation (EU) No 1303/2013 of the European Parliament and of the Council laying down common provisions on (inter alia) the European Agricultural Fund for Rural Development; Regulation (EU) No 1305/2013 of the European Parliament and of the Council on support for rural development; Commission Delegated Regulation (EU) No 807/2014 (supplementing Regulation (EU) No 1305/2013); Commission Implementing Regulation (EU) No 808/2014 (laying down rules for the application of Regulation (EU) No 1305/2013); Regulation (EU) No 1306/2013 of the European Parliament and of the Council on the financing, management and monitoring of the common agricultural policy; Commission Delegated Regulation (EU) No 640/2014 (supplementing Regulation (EU) No 1306/2013 ) with regard to the integrated administration and control system and conditions for the refusal of payments and administrative penalties applicable to direct payments, rural development support and cross compliance; Regulation (EU) No 1307/2013 of the European Parliament and of the Council establishing rules for direct payments; Commission Delegated Regulation (EU) No 639/2014 (supplementing Regulation (EU) No 1307/2013).
- I am the tenant/sub-tenant/owner-occupier/grazings clerk/grazings constable\* of the croft/common grazings\*/head of other group, on which the work is to be carried out, or I am an agent who has written authority from the applicant to act on their behalf\*.
- I have read the conditions of the Scheme as set out in the Scheme Guidance Notes and realise that grant will not be paid on any costs incurred or work started before I receive written authority confirming that the work has been approved.
- I have not received or sought payment of any part of the eligible costs of these improvements from any public source by way of grant, donation or contribution other than that disclosed at section 5.4 of this form.
- The proposed works will be carried out in accordance with the Codes of Recommendation for the Hygiene and Welfare of Livestock where appropriate and Prevention of Environmental Pollution from Agriculture Activity (PEPFAA).
- I possess or will use the appropriate skills and/or competency to complete the proposed works.
- I declare that I have complied with the Environmental Impact Assessment Regulations (EIA) which requires land managers to carry out an assessment of the impact their proposals have on the environment. (This now means that if works are likely to have significant effect on the environment, crofters are advised to contact their local SGRPID office for guidance before converting unused land (e.g. ploughing of land not cultivated in the last 15 years, drainage of wetlands) to intensive agricultural use.)
- For work on Common Grazings Only: I can confirm I have notified shareholders of the proposed improvement to the Common Grazings. The date of notification was  

D	D	M	M	Y	Y	Y	Y
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- Where the application relates to Common Grazings or is submitted by a group including members who are less than 41 years old, I have enclosed the appropriate evidence as detailed in Part 3, page 4.
- If appropriate, I declare that, within 36 months of payment of grant, evidence will be provided confirming the appropriate occupational skills and vocational competencies, supporting the agricultural business, have been obtained.
- I agree to allow an authorised person, at reasonable hours and on producing authorisation, access to inspect land and premises relating this application.

**\*Delete as appropriate**

## Part 9 – Declaration (to be signed by all applicants) – continued

- To the best of my knowledge and belief, the particulars given in this form are correct.
- I have read Part 7, Data disclosure, and agree to the appropriate information being shared where necessary.
- **Continuing agricultural use/retention of assets**  
All items purchased or constructed with the assistance of a grant from the Small Farm Grant Scheme must remain in use for the purpose for which the grant was approved, for a minimum of three years
- If an item is **not** used principally for agricultural purposes, you will be required to repay the money with interest.

Signature of applicant:

Status of signatory:

Date:

D	D	M	M	Y	Y	Y	Y
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Agent Identification No (if appropriate)

X	X	X	X	X	X	X	X
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If you do not have an Agent ID you will need to complete the Business Mandate Form. This is available at <https://www.ruralpayments.org> or by contacting your local area office.

### Warning

**You are responsible for ensuring that all information provided in support of an application/claim is accurate in all material respects.**

**Where it is established that any information provided in support of the claim is materially false or misleading, this will result in the refusal of assistance or the recovery of all grant paid with interest, and may also invoke legal proceedings.**

## Part 10 – Steading Floor Assessment (for building works only)

Category	To be completed by applicant	For official use		
	Number	Area allowed in sq metres	Number	Area
<b>Livestock</b>				
Cow with calf		8		
In-calf heifer		3.5		
Bullock or bulling heifer		3.5		
Sheep (if in-wintered or in-lambing)		1.5		
Lamb (if in-wintered)		0.5		
Goat		1		
<b>Equipment</b>				
Tractor		8		
Trailer		10		
Plough (1-3 furrow)		3		
Harrows		2		
Discs		3		
Cultivator		3		
Rotavator		4		
Seed drill		4		
Fertiliser spreader		3		
Mower		3		
Hay turner		3		
Buckrake		4		
Baler		11		
Potato digger		3		

## Steading Floor Assessment (for building works only) – cont

Category	To be completed by applicant	For official use		
	Number	Area allowed in sq metres	Number	Area
<b>Feedings stuffs</b>				
Straw per tonne (stacked 3 metres high)		4		
Hay per tonne (stacked 3 metres high)		2		
Turnips (day-to-day)		3		
Draff		3		
Barley/oats/concentrates per tonne in bags		2		
<b>Other</b>				
Potatoes		2		
Fertilisers		2		
		Sub-total		
Allowance for working space		Add 15%		
		Total		
For specialist buildings, please provide details on a separate sheet.				
For official use only:				
Signature: <input type="text"/>		date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		