

Rural Development: Crofting Agricultural 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

Tenant of registered croft

Owner-occupier of registered croft

Sub-tenant of registered croft

Short-term lessee of an owner-occupier crofter

Grazings clerk/constable

Groups of shareholders in a common grazings wishing to formally constitute a grazings committee with the Crofting Commission

- Before completing this form, read the full scheme guidance at <https://www.ruralpayments.org> or contact your local area office for a paper copy of this guidance.
- Complete the form in full as directed using black ink. If the information requested is not applicable, please write 'N/A'. **We will return incomplete forms to you.**
- 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

If in the UK:

Postcode

If not in the UK:

Country

Telephone number (including STD code)

Mobile number

Email address

Fax number

Address

Line 1
Line 2
Line 3
Postal Town
Line 5

Part 2 – Land details

Business Reference Number

Tell us the name and address of croft/common 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 croft under different Location Codes, please state the **Main Location Code** 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 the full scheme guidance

Please tick appropriate box

1. Are you?

a tenant of registered croft

Yes No

a legal sub-tenant of a registered croft or part of it (in other words, a sub-tenant under a sub-lease entered into in accordance with section 27 of the Crofters (Scotland) Act 2007)

Yes No

an owner-occupier crofter as defined under the Crofters (Scotland) Act 1993, as amended by the Crofting Reform (Scotland) Act 2010

Yes No

holder of short-term lease entered into in accordance with section 29A of the Crofters (Scotland) Act 2007

Yes No

a group comprising any of the above categories of applicant

Yes No

a common grazings committee or a grazings constable appointed under section 47 of the Crofters (Scotland) Act 2007

Yes No

a group of shareholders in a common grazings wishing to formally constitute a grazings committee with the Crofting Commission

Yes No

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 **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 or

Yes No

vocational qualification or

Yes No

statement confirming equivalent experience

Yes No

Or if none of these apply:

A **declaration of undertaking** 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)

Applications from groups only

Please note – If you are applying as a group of shareholders in a common grazings wishing to formally constitute a grazings committee with the Crofting Commission, you can only apply for assistance, of no more than £500, towards the costs. If this is the case, please go straight to 'Part 4 – Extent of land'.

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 **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

or 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 competences 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

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.)

Part 4 – Extent of land

For improvements to crofts complete section 4.1

For improvements to common grazings go straight to section 4.2

4.1 To be completed when proposed work is to be carried out on a croft

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

ii Details of any shares held in common 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, names and areas

(BLOCK LETTERS PLEASE)

Location Code	Name of croft holding	Area in hectares	Status of occupancy

vii Have you acquired any more croft or non-croft 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 grazing

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

ix Is the common 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 three of the full scheme guidance.

Use this section to provide details of your proposal. If your application includes more than one proposal, you need to complete an 'additional proposal form' for each one. The reference number for this form is PF08a. You can get this at <https://www.ruralpayments.org> or from your local area office.

You can submit a number of additional proposal forms with your main application form.

The 13 categories of operation eligible for grant are listed at **Annex A on page 13 of the full scheme guidance**. Please enter the relevant operation reference (1–13):

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

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 one or more of these 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 activities¹

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 then assistance may be available. By derelict we mean that the facility is no longer serviceable or fulfilling its function and incapable of being repaired or maintained.

- b Please tell us how the objectives 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

¹ 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/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

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

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5.5 Boundary fences

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

Adjoining occupier's name	Address	Agricultural Code No.	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 tell us whether or not they are sharing in the costs of the proposed work. Please also tell us whether they are applying separately.

Name of person sharing and their croft name	Main Location Code	Share of the project costs	Is this person 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, a site of Special Scientific Interest or National Nature Reserve	<input type="checkbox"/>	<input type="checkbox"/>
ii If yes, have NS been consulted about the work?	<input type="checkbox"/>	<input type="checkbox"/>
iii Have they given their consent?	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
• Manure storage facilities, dungsteads slurry stores, lagoons	<input type="checkbox"/>	<input type="checkbox"/>
• Manure treatment facilities, sedimentation tanks, slurry separators, treatment ditches, aerators, digesters	<input type="checkbox"/>	<input type="checkbox"/>
• Disposal of yard and dairy washings, dirty water collection works including chemical sprayer and vehicle wash beds, fruit and vegetable washing facilities or septic tanks	<input type="checkbox"/>	<input type="checkbox"/>
• Arterial drainage or river works	<input type="checkbox"/>	<input type="checkbox"/>

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 Crofting Agricultural Grant 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 Crofting Agricultural Grant 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

1 Attach (where appropriate)

	Yes	No
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 Crofting Agricultural Grant Scheme must remain in use for the purpose for which the grant was approved, for a minimum of three years (or the useful life if this is less than three years and correct maintenance has been carried out).
- 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
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X	X
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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
Livestock				
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		
Equipment				
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		
Dung spreader		9		
Forage harvester		7		

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

Category	To be completed by applicant	For official use		
		Area allowed in sq metres	Number	Area
Transport box		2		
Trike/quad		3		
Feedings stuffs				
Straw per tonne (stacked 3 metres high)		4		
Hay per tonne (stacked 3 metres high)		2		
Turnips (for day-to-day use)		3		
Draff		3		
Barley/oats/concentrates per tonne in bags		2		
Other				
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:

Date:

D	D	M	M	Y	Y	Y	Y
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