

Rural Development: Crofting Agricultural Grant Scheme additional proposal form



All customers:

- to submit this form, you **MUST** have already completed a CAGS (PF08) application form
- 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. 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

Your application reference number

Your location code

 /

For official use only

Date received

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

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 – Details of proposed works

Refer to section five 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.

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

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

2.1 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

2.2 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. 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

2.4 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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2.5 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

2.6 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.

For building works only: Also complete the Steading Floor Assessment on page 11

Part 3 – Declaration (to be signed by all applicants)

I hereby apply for grant in respect of the improvements listed at part two 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 2.4 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.
- 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 3 – Declaration (to be signed by all applicants) – continued

- To the best of my knowledge and belief, the particulars given in this form are correct.
- **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 4 – 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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