

# How to apply

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You can apply for many of our schemes online through [registering and logging in to Rural Payments and Services](#). Most of our customers find it easier to apply online, because:

- much of the form is filled in automatically
- the system can check for errors in your application

However, some schemes still require a paper application form to be submitted. Application forms for all open schemes can be found in our forms section.

## [Forms](#)

## Types of application

For the schemes below, complete a Single Application Form and, where noted, submit a claim form.

- [Basic Payment Scheme](#) including Greening and Young Farmer payments
- [Scottish Suckler Beef Support Scheme \(Mainland and Islands\)](#) (submit claim form)
- [Scottish Upland Sheep Support Scheme](#) (submit claim form)
- [National Reserve](#)
- [Less Favoured Area Support Scheme](#)
- [Agri-Environment Climate Scheme](#) (submit claim form)
- [Forestry Grant Scheme](#) (submit claim form)

You need to submit a Single Application Form once a year during the annual application window, which is open from 15 March until 15 May (or the following Monday if this date falls on a weekend), to continue claiming for these schemes.

The easiest way to complete your Single Application Form is online through [registering and logging in to Rural Payments and Services](#). You can find out more about the Single Application Form at the link below.

## [Single Application Form](#)

## Other scheme applications and claims

For the schemes listed below there will usually be two stages of a competitive bidding process.

- [Crofting Agricultural Grant Scheme](#)
- [Small Farms Agricultural Grants Scheme](#)
- [New Entrants Agricultural Grants Scheme](#)
- [New Entrants Start-Up Grant](#)
- [Food Processing, Marketing and Co-ordination](#)
- [Knowledge Transfer and Innovation Fund](#)

Stage one – Apply to join the scheme. At this stage, we will check that your circumstances and funding proposal meet the eligibility criteria of the scheme.

Stage two – If successful, you can then submit claims for funding. How much funding you claim will be agreed with you when your application is approved and, in most cases, claims will need to be submitted retrospectively.

This means that once you've completed any proposed work, you should submit all supporting information (such as invoices, receipts or building warrants) along with a claim form.

For larger projects, payments may be split according to a timetable we will agree with you at application approval.

This may, for example, be in line with stages of a building project or because your proposal runs over several years.

In some cases, a site inspection may be required before payment is made.

## Ready to apply?

Each scheme is different, and the information we need to assess your application will also vary. So before you make an application or submit a claim, make sure you read the full scheme guidance.

Some useful information to have handy when making an application:

- your Business Reference Number
- accurate boundary information for your land
- cattle and other animal records
- bank account details
- relevant costs and estimates – if you are applying for project support

Contact Rural Payments and Services for further information on scheme eligibility. You can also get in touch with your local area office who will be happy to help.

[Area office contact details](#)

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