Farm Business Improvement Scheme - Capital, Tier 1 (Tranche 3)

A step by step guide for completing an online application

The purpose of this document is to provide you with a visual guide on how to complete your Farm Business Improvement Scheme - Capital, (FBIS-C) Tier 1 (Tranche 3) application for funding online. This document covers all the steps needed to submit your online application, laid out as a visual screen by screen guide.

THIS DOCUMENT SHOULD BE READ IN CONJUNCTION WITH THE FBIS-C Tier 1 (TRANCHE 3) EXPLANATORY BOOKLET, WHICH DETAILS THE SCHEME REQUIREMENTS.

You can either follow the text walkthrough or the screenshot walkthrough to completing your online application. Both are included in this document.

Text walkthrough

How to complete an online application form

Please note that only farm businesses located within Northern Ireland are eligible for support.

Preparation

You will need access to a computer which has Internet Explorer access (version 11) or any other up to date browser. You will also need the following pieces of information about your farm business:

- DAERA Category 1 Farm Business Identification Number (Farm Business ID)
- Postcode for applicant farm business
- The name and date of birth of the applicant of the farm business, who must be named on the DAERA Category 1 Farm Business ID Number.
- Total area of land you farm (including conacre) broken down by land type, in hectares.
- To register online you will need an e-mail account

Online applications to Tier 1 (Tranche 3) of the FBIS-C can be made on the European Structural and Investment Funds website - *http://www.eugrantfundingni.org/* or by following the links on the Countryside Services Ltd website or DAERA website.

Only online applications made on the European Structural and Investment Funds website will be accepted for Tranche 3.

On the EU Structural and Investment Funds website Application Home Page click on the pink *"View Open calls"* link to view schemes that are currently open.

Registering

If the applicant has not previously applied online to any 2014-2020 or 2007-2013 EU Rural Development Funding (RDP) Programmes, they will need to register. If you have previously registered to apply for any Schemes under these programmes then your existing username and password should be used. If not, please click on the *"Register"* link. Registering a username and password protects the application from being accessed and amended by an unauthorized person. If you have already registered you do not need to register again, go to *"Log In"* in the top right corner of the screen.

Please enter the applicant's contact details, address and *"Login"* details in the registration screen. All mandatory fields must be completed. These are indicated by a red asterisk (*). When completing the contact details you will be required to provide an e-mail address. You will need a valid e-mail address in order to register as an activation e-mail will be sent to the e-mail address you provide when entering your registration details. You must go to your e-mail inbox and click on the link within this e-mail for your account to be registered. **Please note that if your activation e-mail does not appear in the inbox of the e-mail address you provided within a few minutes you should check the junk folder of your e-mail account as your e-mail provider may treat your activation e-mail as spam (junk e-mail).**

Please keep a record of your Username and Password as you may need to use it again.

I've forgotten my password

If you have forgotten the login password you should click on the *"Forgot password?"* link on the login screen. Please note that to reset the password you will need the answers provided to the security questions which were asked when the application was initially created. Once this process has been completed the new login password will be automatically sent to your e-mail address.

If you have forgotten the username, you will need to click on the *"Contacts"* link on the top of any screen on the website and scroll down to the Help desk contact details which are 028 90410360 and helpdesk@rmasystems.co.uk. Note only queries relating to any technical issues you encounter with your online application should be directed to these contact details.

If you have already submitted an application only one application per DAERA Category 1 Farm Business ID will be accepted. If you have made a mistake in a submitted application and need to re-apply within the tranche opening period, you will need to contact the Tier 1 Delivery Agent, Countryside Services Ltd on 028 8778 9770 or tier1@countrysideservices.com who will be able to withdraw your original application and allow you to re-apply using your DAERA Category 1 Farm Business ID.

When you have entered all your registration details, click the pink *"Register"* button. Then click the *"Login"* link.

Please note that if the screen is inactive for longer than 15 minutes you will be automatically logged off. If you then wish to continue, you will be prompted to enter the username and password again and any entries which you have not already saved will be lost.

Making a New Application

From the homepage either click "**Login**" and enter the Username and Password and click on the *"Login"* button. Click on the *"New Application/Tender"* button.

Or you can access the FBIS-C, Tier 1, Tranche 3 application screen by clicking on the pink "**Apply Now**" button beside the Scheme *"Farm Business Investment Scheme- Capital, Tier 1 -Tranche 3".*

Preface

A Preface Screen will appear providing important information. Please read this carefully before deciding to progress. If you wish to continue with making an application, click on the *"Agree and Proceed"* button.

The following 8 tabs will now appear on the screen:

 1) Applicant Details;
 2) EU Grant Support & VAT;
 3) Gen. Renewal, Education and Monitoring;
 4) Document Upload;
 5) Project & Business Plan;
 6) Potential Benefits;
 7) Equality Monitoring; and
 8) Declaration.

You will need to enter information into various fields contained within each of the tabs.

Mandatory fields are marked with a red asterix (*); you must complete these fields before you leave any tab in which these appear. A "**Help**" button is available at the bottom of every tab within the application which will provide further information specific to the tab you are on.

TAB 1 – Applicant Details

Please enter the six digit DAERA Category 1 Farm Business ID number of the applicant farm business. This number is unique to the farm business and falls within the range 600000 and 699999.

Enter the applicant's title, name, address (including postcode in upper case) and contact details. This must be a person who is named under the DAERA Category 1 Farm Business ID Number. A mobile contact telephone number is preferred as Countryside Services Ltd may use it to send text messages and reminders related to the FBIS-C, Tier 1 (Tranche 3) application. Please ensure any number provided is correct.

If the farm has a separate company or business name, please enter the Farm Business Name when prompted. Only applications in the name of a registered member of the farm business for the stated DAERA Category 1 Farm Business ID will be eligible. These should be the details at which we will normally be able to contact you.

If a message appears advising that the postcode you entered is not found, please check that you have entered the correct postcode in upper case. If the postcode is still not recognised, manually enter the address and continue. If the postcode is recognized you can choose your house number from the address line drop down that will appear. This should complete part or all of your address for you.

If your main farm business is located at a different address from the contact address, or if the items you intend to purchase under the Scheme will be routinely located at a different address, click on the *"Yes"* option and enter details of this address.

Only farm businesses located within Northern Ireland are eligible for support.

When your details have been completed click on *"Continue to EU Financial Support & VAT* button.

TAB 2 – EU Grant Support & Vat

EU funding is only awarded to projects that are dependent upon and which could not proceed without grant assistance.

Need for EU Grant

To help us determine the need for grant support for your project, from the drop down menu, please click on the option that indicates what would happen if grant support for any item is refused.

Projects which would go ahead as planned without FBIS-C grant support will not be eligible and therefore you should not continue with your application for grant.

Other Funding

Article 48 of Commission Regulation No 809/2014 requires us to undertake administrative checks with reference to any other EU or National Schemes or previous co-financed operations since 2007.

Applicants must let us know about any other EU grant assistance the farm business has received since 2007. We will check all applications for previous or current awards. We may also share information with other funders to prevent duplication of funding and to ensure that the maximum benefit is achieved from grant support awards. From the drop down menu please confirm if the farm business has applied for, or received, any other grant assistance for the project.

If 'yes' please enter as much detail as possible in the text box provided.

VAT Registration

Please indicate if the farm business is VAT registered by clicking on the appropriate option from the drop down menu.

If the farm business is not VAT registered and you wish to claim grant for the VAT element of your project, please click 'yes' from the drop down menu. If the application is successful, applicants will be required to make a signed declaration that the farm business is not VAT registered with HM Revenue and Customs. Under EU rules, we cannot pay grant on taxation that is recoverable.

When EU Grant & VAT details are completed click on the *"Continue to Generational Renewal, Education & Monitoring"* button.

TAB 3 – Gen. Renewal, Education & EU Monitoring

We want to know if you were 40 years of age or less on 31 October 2020. We are also required, by the EU, to monitor how the FBIS-C will impact on the rural community. You **must** answer all of these questions.

Age of applicant - Question 1 – If you were 40 years of age or less on 31 October 2020, marks will be awarded under the 'Age of Applicant' selection criterion. If your application is successful you will be required to enclose, with the acceptance of your Letter of Offer, a copy of your birth certificate or passport or driving license. The original documentation provided must be available for examination during any on-farm inspection visit. A copy of this document may be uploaded via the Document Upload tab, but this is not mandatory at application stage however this will mean you will not have to return a copy with your Letter of Offer acceptance.

Educational Attainment - Question 2 – If you hold at least a Level II qualification in agriculture or horticulture, marks will be awarded under the 'Educational Attainment' selection criterion. If your application is successful you will be required to enclose, with the acceptance of your Letter of Offer, a copy of the qualification certificate. The original documentation providing proof of the qualification (s) must be available for examination during any on-farm inspection. A copy of this document may be uploaded via the Document Upload tab, but this is not mandatory at application stage, however, this will mean you will not have to return a copy with your Letter of Offer acceptance.

Farm Type - Question 3 – From the drop down list, click on the description to select the option that best describes your farm type.

Organic – Question 4 - Click on the appropriate button to indicate if your enterprise is *"Organic" or "Non –Organic"*

Farm Business Status - Question 5 – From the drop down list, click on the description to select the option that best describes your farm business status. If none of the options are appropriate, click on the **"other"** option and insert details in the text box that appears.

Gender of Applicant - Question 6 – From the drop down list, click on the description to select the option appropriate to your gender.

Age of Applicant - Question 7 – From the drop down list, click on the description to select the option which best identifies your age range.

Area of land farmed - Question 8 – Please enter the area of each type of land you farm in hectares. Enter '0' if applicable.

When completed click on the *"Continue to Document Upload"* button.

TAB 4 Document Upload

Guidance on how to upload and download documents can be found in our more detailed step by step guide to completing an application further in this document (see pages 32-34).

Making it Safer - Farm Risk Assessment

An application will only be accepted from farm businesses where a member of the farm business has completed the Making it Safer Farm Risk Assessment. While you may have completed one for a previous application to FBIS-C, for Tranche 3 you are required to have completed a new one on or after 30 September 2020 and review any practices which may have changes on your farm since you completed your last Making it Safer Farm Risk Assessment.

You will be asked to upload a copy of your Making it Safer certificate. The certificate must contain the name of the registered farm business member who completed it along with the DAERA Category 1 Farm Business ID Number associated with the application.

You can complete your Making it Safer Risk Assessment and download your certificate at the following link: http://www.farmsafenet.org/Safer

Indication of Support Letter

Applications will only be accepted from farm businesses where a completed Indication of Support Letter with the farm business details included is supplied from a bank or other lending institution.

You will need to enter the amount of the financial support noted on your Indication of Support Letter. The approximate amount of grant you can afford to access will then be automatically calculated – this is the Support letter amount minus 20%VAT minus your approximate 60% own contribution.

You will be asked to upload a copy of your Indication of Support Letter. The letter must contain the name of the registered farm business member who completed it with the name of the bank or lending institution along with the DAERA Category 1 Farm Business ID number associated with the application.

You can download a template Indication of Support Letter using the following link:
 https://www.daera-ni.gov.uk/publications/daera-fbis-capital-indication-support

If you do not have your letter at this time, you can continue to fill in the rest of the application form. However you will not be able to submit the application form until the Indication of Support Letter has been uploaded.

If you make a mistake, any documents uploaded in error can be deleted by clicking on the red X that appears next to uploaded documents. You can also view or download any documents you have uploaded by clicking on the red downward point arrow that appears next to uploaded documents. Please check you have uploaded the correct documents, as failure to do so will delay your application.

When completed click on the *"Continue to Project & Business Plan"* button.

TAB 5 – Project & Business Plan

You will need to refer to the FBIS C Tier 1 (Tranche 3) - List of Eligible Items.
Only the items listed may be included in an application. To view the list - click on the *"View Equipment List"* **button**. Depending on your computer browser settings, an information bar may appear alerting you that the list opens as a *'pop up'* and this has been blocked. You should click on the yellow information bar at the top of your screen and select *"Temporarily Allow – Pop Ups"* option.

To select an item for which you wish to apply for grant click on the *"Add item of equipment"* button. Applicants can keep the equipment tab open to refer to or alternatively print the full list.

Key Investment Theme Area – Each eligible item has been assigned to one of the four key investment themes that the FBIS-C Tier 1 (Tranche 3) targets. Click on the key investment theme area relevant to your purchase.

Equipment Item - The items associated with that key investment theme area will appear as a drop down list. Please select an item. The full description of the item will be displayed below. Click on the item you wish to apply for grant.

Minimum Quantity - The minimum quantity for which you may apply for grant will appear.

Quantity Sought - Enter the quantity of the item you plan to purchase. This cannot be less than the minimum quantity advised for that item.

Maximum Unit Grant Support (ex VAT) per item – The maximum grant that is available towards the purchase of one unit of that item will appear.

Estimated Annual Time Saved: You should enter <u>an estimate</u> of the annual time saved in hours.

Estimated Annual Cost Saved: You should enter <u>an estimate</u> of the annual costs saved in £.

Estimated Annual Income Generated: You should enter <u>an estimate</u> of the annual income generated in £.

Estimated Payback (Years): This is the amount of time it would take for the proposed investment to pay for itself. For example if the full ex VAT cost of an item before grant was £3,000 and you were saving / making an estimated £500 extra per year as a result of purchasing it then your payback would be 6 years (£3,000 / £500 = 6 years). You will need to do this for each item you are applying for.

To confirm the item and quantity required, click on the *"Confirm"* button. A summary screen will appear which details all the item(s) for which you are applying for grant. An *"Edit"* and a *"Delete"* button are available at this point should you wish to make an amendment.

If you wish to select another item click on the pink *"Add item of equipment"* button and repeat the process.

A message will appear if the total amount of grant sought exceeds £12,000 and you will not be able to add the item to your application. You must amend the items selected to ensure that the total amount of grant is <u>no more than</u> £12,000. To return to the summary screen to view selected items click on the *"Cancel"* button.

Total Grant Sought – If you wish to propose lower project costs than the reference price for items on the Eligible List, enter a total amount of grant up to 20% lower than the maximum allowable for the total of all your items in exchange for additional selection criteria marks up to a maximum of 39 points.

Please note if you were successful under FBIS – Capital Tier 1, Tranche 1 or 2, or Tier 2 Tranche 1, you are now eligible to reapply under Tier 1, Tranche 3 for the full amount of funding of £12,000.
If your application exceeds the overall maximum of £250,000 in full or in part over the lifetime of the RDP 2014-2020, then your entire application for Tier 1, Tranche 3 will be deemed ineligible.

When completed click on the *"Continue to Potential Benefits"* button.

TAB 6 - Potential Benefits

Applicants must rank the potential benefits that the project will bring to the farm business with 1 being the most benefit and 9 being the least benefit. The 9 potential benefits are:
- Time saved
- Energy saved*
- Improve business viability**
- Increased product quality
- Increased yield / growth
- Increased production / output
- Supply chain integration
- Access to new markets
- Money saved

 * Energy saved means electricity, fuel etc, not labour.
 **Improve business viability means cost saving, increased income, etc.

This section must be completed before an application can be submitted. This section does not affect the scoring of an application.

When completed click on the *"Continue to Equality Monitoring"* button.

TAB 7 – Equality Monitoring

The equality monitoring information will be stored confidentially by the Northern Ireland Statistics and Research Agency (NISRA). Completed forms are not seen by DAERA or Countryside Services Ltd. The information collected will only be used for equality monitoring purposes and in compliance with the Data Protection Act (2018) and The General Data Protection Regulations (2016). Further details are available at:
https://www.daera-ni.gov.uk/publications/daera-privacy-statement-document

The details on this questionnaire will not be used in the decision to award funding to any person /group who applies to the NIRDP, nor will this questionnaire be linked in any way to details of individual participants.

TAB 8 – Declaration

Please read this section carefully. False declarations may lead to disqualification, liability to refund any payment made and possible prosecution.

Some or all of the information provided by you may be disclosed under the Freedom of Information Act 2000.

You may also be required to participate in monitoring and evaluation of the scheme. As part of this, you may be required to make available pre-project and post-project accounts which have been produced and verified by a qualified accountant. Failure to make these accounts available or participate in scheme monitoring and evaluation, if requested, may result in withdrawal or repayment of FBIS-C grant.

You must indicate your agreement with the declaration by clicking on the *"I agree"* box. If you do not agree with the declaration, your application will not be eligible for support and you will be unable to submit it online.

You may review your application at this stage and/or make a change to it, if you wish.

You should only apply for items you intend to purchase. If your application is successful, and you are offered grant to purchase an item(s) but later do not, a financial penalty may be imposed as per Article 35 of Commission Delegated Regulation 640/2014. It may also affect future applications to the Scheme.

If you wish to save your application without submitting it so that you can return to it later, click on the *"Save Application"* button on the left hand side of your screen.

If you have not completed all mandatory fields, or if you have applied for less than the minimum eligible project costs of £5,000, or more than the maximum grant level of £12,000, a warning box will appear. Click the *"ok"* button to review your application and amend as necessary.

If all mandatory fields have been completed, you will be reminded that:

If your application is successful, grant will only be awarded to the items for which you sought funding and which will be detailed in your Letter of Offer.

Please note that DAERA makes all payments to the Head of Farm Business (HOB). If your application progresses to the Letter of Offer stage, DAERA will require the HOB to countersign the Letter of Offer acceptance form, if different from the applicant.

Before submitting your application you should ensure that you have correctly selected those items for which you seek grant.

- Only one application can be submitted per DAERA Category 1 Farm Business ID
- If you submit an application you cannot amend it
- If you later wish to make a change or correction you must withdraw the application and submit a new application before the FBIS – C Tier 1, Tranche 3 application closing date (4pm on Friday, 4 December 2020)

- If you wish to withdraw an application you must do so in writing to:
  Countryside Services Ltd, Farm Business Improvement Scheme – Capital, Tier 1
  97 Moy Road
  Dungannon, Co.Tyrone
  BT71 7DX
  Or by sending an email to them at tier1@countrysideservices.com (please refer to Section 5 of the FBIS-C Tier 1, Tranche 3 explanatory booklet - How to apply)

If you are satisfied that your application is correct click the *"Submit"* button, otherwise click the *"Cancel"* button to return to the main screen.

When you submit your application an acknowledgement screen will appear confirming receipt of the application and your unique application reference number. A print option will also allow you to print this acknowledgement letter.
Please keep a note of your unique application reference number and acknowledgement letter for future reference. You may also save a copy of the acknowledgement letter to your computer.

Click on the **"Continue"** button to return to the home page.

By selecting the *"Submitted Applications / Tenders"* button, you will see your application and associated status. If you click on the application, you will be prompted to print off a copy. We recommend you keep a copy of your submitted application for future reference.

Depending on your computer browser settings, an information bar may appear alerting you that the application and / or acknowledgement letter opens as a **"pop-up"** and this has been blocked. You should click on the yellow information bar at the top of your screen and select the **"*Temporarily Allow Pop-Ups"*** option.

You can exit the website at any time by clicking on the *"Sign Out"* button and return to it later.
You must remember your username and password details.

Screenshot walkthrough

The first step in the application process is to go to the European Structural and Investment Funds website on the internet. You can do this in one of two ways.

Method 1: Move Directly to the European Structural and Investment Funds website

If you are reading this document on your computer, you can move directly to the European Structural and Investment Funds website by hovering over the link highlighted in yellow below while pressing the **Ctrl** key and clicking the left button on your mouse pointer. This action should take the user directly to the European Structural and Investment Funds Homepage after a few seconds. This method assumes that your computer is already connected to the internet.

EU Grants Home Page Address :   www.eugrantfundingni.org

Method 2: European Structural and Investment Funds Webpage Address into Web Browser

The second way to get to the European Structural and Investment Funds Webpage (EU Grant Funding NI) website is to open the internet browser on your computer. In most cases this browser software will be Internet Explorer which will look like the icon shown below.

However other internet browsers do exist (for example, Mozilla Firefox, Safari) and you should check what browser your computer is using. Once you've opened your internet browser, you should type 'www.eugrantfundingni.org' into the address bar of your browser, and press 'Enter' on your keyboard.

Once you've successfully opened up Internet Explorer you will be presented with the screen similar to that shown on the next page of this document.

1. EU Grant Funding NI Homepage via Internet Explorer

When you open Internet Explorer on your computer at its usual start or homepage you should type the webpage address shown below into the address bar and press Go as shown in the screen below. The example below assumes that Google is your normal start or homepage.
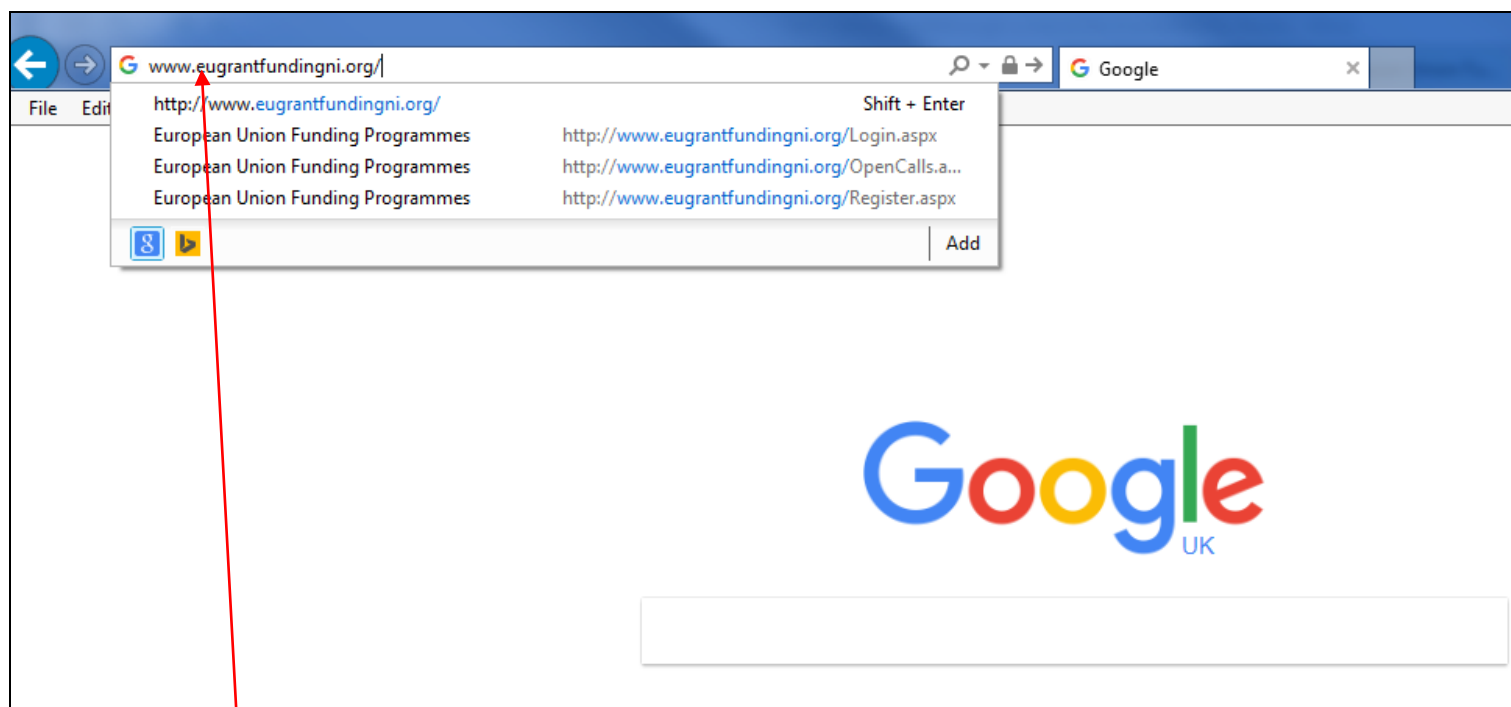
Key EU Grant Funding NI website address into Internet Explorer

Once you have entered the EU Grant Funding NI website address press the **Enter** key on your keyboard to move to the screen shown in Section 2.

2. EU Grant Funding NI Home Screen

This is the opening screen of the EU Grant Funding NI website and contains three links in the top left corner which you can click on with your mouse and access information as shown below.

This link shows the open calls (Schemes)

This link is for users who have already registered or registered for an RDP Scheme since 2007

This link is for registering as a first time user

European Structural and Investment Funds

Home   Calls   Contacts   Register   Login

European Structural and Investment Funds

The assistance from the EU which has been made available to Northern Ireland can only be fully effective through the delivery of successful projects which meet the aims and objectives of the Programmes.

My Applications
Already registered? Login here

This link takes you to the Contacts Screen including contact details for technical Help and Support.

View Open Calls
Search for and apply for open calls

European Structural and Investment Funds Programmes

Click the logos for more information on the European Structural and Investment Funds Programmes

rural Development Programme

European Union European Social Fund Northern Ireland

European Union European Regional Development Fund Investment for Growth and Jobs

Applying for funding

- Details on specific calls from Programmes which are currently accepting applications for funding can be found by clicking on the 'View Open Calls'.

- In order to apply for funding you must first register to use the website. You will be required to provide Name of Individual or Company/Organisation, Address, Telephone Number, email address.

- You must ensure that your application is complete, includes any required documentation and is submitted by the closing date specified otherwise the application will not be considered.

- Applications for RDP funding are invited from Sole traders or any organisation, either public or private which is legally formed.

- Applications for ESF funding are invited from any organisation, either public or private, which is legally formed.

- Sole traders are not eligible to apply for ESF funding.

- The ERDF programme does not operate public calls; further information can be obtained from that programme's website which can be accessed by clicking on the ERDF logo above.

- For further information on a specific programme please click on the relevant logo above.

3. Scheme Contacts Screen

This screen provides contact information for the various EU Schemes which can be applied for via this EU Grant Funding NI website.

Like many screens on this website, this screen has navigation bars to allow you to scroll both horizontally and vertically on the page as shown below.
The screen below also provides contact information for RMA Systems who are the designers of the EU Grant Funding NI website and can assist with any technical issues you may encounter when completing your application form such as logging in or registering. Please note that general questions on the requirements of the FBIS-C Tier 1 (Tranche 3) (including the online application process) must be made to Countryside Services Ltd, by telephone: 028 8778 9770 or e-mail: tier1@countrysideservices.com

Contact details for the 2014 - 2020 NI Programmes

For support regarding specific programmes, please contact the appropriate managing authority below. For website support, please contact The Help Desk, details below.

Contacts

For technical queries concerning use of this website

The Help Desk

Tel: 028 90410360

Email: helpdesk@rmasystems.co.uk

Helpdesk Opening Hours: 9:00am-5:00pm Monday-Friday (Excluding Public Holidays)

Please Note: General questions regarding the programmes should be addressed to the appropriate managing authority.

Contact details for technical issues you may encounter with the EU Grant Funding NI website.

Vertical scroll bar. Click and drag the mouse on this bar to scroll up and down on the screen.

4. Help & Support Screen

A help link is available on all tabs on the FBIS-C Tier 1, Tranche 3 online application. These screens provide help & support tailored to the specific data entry screen to which they relate. The screen below is the help & support screen related to the EU Grant Funding NI website homepage. As such it provides contact information for Fluent who are the designers of the EU Grant Funding NI website. Please note that general questions on the requirements of the FBIS-C, Tier 1 Tranche 3 (including the online application process) must be made to Countryside Services Ltd, by telephone: 028 8778 9770 or e-mail: tier1@countrysideservices.com

Link to tab help

Example help popup up

5. Grant Applications Login

This screen is where you will access the EU Grant Funding NI website. If you have not registered to use this website before, you will be asked to register. The registration process is started by clicking on the Register button on the right hand side of the screen. This will open the registration screen shown on Pages 18 and 19.

If you've already registered on the EU Grant Funding NI website, you will be able to login directly by entering your Username and Password in the appropriate fields on the left hand side of the screen. This will open the application home screen.

New Users. Click on the **Register** button.

Existing Users. Enter your Username and Password and then click the **Login** button to gain access to the application screen.

6. New User Registration Screen

If you are a new user of the EU Grant Funding NI Website, you must register in order to get a valid Username and Password, which are required in order to gain access to the website. Fields annotated with * are mandatory and you must complete these to receive your Username and Password. The security question is required to check your identity in the future in case you forget your password and need it to be reset.

Please note that you will need a valid e-mail address in order to register. The use of your own individual e-mail address also creates a valid communication channel between yourself and both DAERA and the scheme managing agent. In addition it will allow for the swift automated reset of forgotten passwords. You are recommended to keep a note of your username and password, you will need these for future reference.

Once you have added your details to this screen, click **"Register".**

Contact Details

Title *

Mr ⌄

First Name *

Please enter first name

Surname *

Please enter surname

Organisation

Please enter organisation name

Email *

Please enter your email

Confirm Email *

Please confirm your email

Address Details

Postcode

Find Address

Address 1 *

Please enter address 1

Address 2

Please enter address 2

Town / City / Townland *

Please enter town / city / townload

Guidance

To ensure that only you have access to the applications on which you are working or have submitted, the application section of the site is protected by a password system. You only have to register once, thereafter you can use the application section by entering in your password. Fill out the form below and then proceed to the "Apply for Funding" area

E-mail address. Your Username and Password will be sent to this e-mail address. **Please note that if your activation email does not appear in the inbox of the email address you provided within 30 minutes you should check the junk folder of your email account as your email provider may treat your activation as spam (junk email).**

* These are mandatory fields that must be completed in order to finalise the registration process.

Login Details

Username *

Please enter username

Username must be at least 6 characters long and can only contain letters, numbers and hyphens and no spaces

Password *

(Password must be between eight and twenty five characters long, contain two numbers and one uppercase character. Password cannot be completely numerical.)

Confirm Password *

Security Queston *

Please Select ˅

Security Answer *

Please enter security answer

Register

Choose a username and password. You will use these to login in future.

Choose a security question and enter an answer. This will be used in case you forget your password

Register. Clicking this button will complete the registration process and send your Username and Password to your e-mail address.

7. New User Registration Confirmation Screen

European Structural and Investment Funds

Home   Calls   Contacts   Register   **Login**

Registration Successful

Thank you, your registration was successful. You will receive an email soon to allow you to activate your user account.

If you do not receive the confirmation message within a few minutes of signing up, please check your Junk E-mail folder just in case the confirmation email got delivered there instead of your inbox.

Link to Grant Application Login. Click here to return to the Grant Application Login screen. Be sure to check your junk folder on your inbox if you do not receive you registration email within a few minutes.

This is what your registration email will look like. Be sure to check your junk mail in case it is diverted there by your email spam (junk mail) filter

All   Unread   Search Current Mailbox (Ctrl+E)   🔎 | Current Mailbox

! ☆ 🗋 @	FROM	SUBJECT		RECEIVED ▼	SIZE
◢ Date: Today					
	admin@eugran...	Registration Email		Fri 20/10/2017 11:53	16 KB

Hi Daera Test,

This is an automated alert, please do not reply directly to thi

To complete your registration please confirm your email address by clicking on the following link:

Confirm Email Address
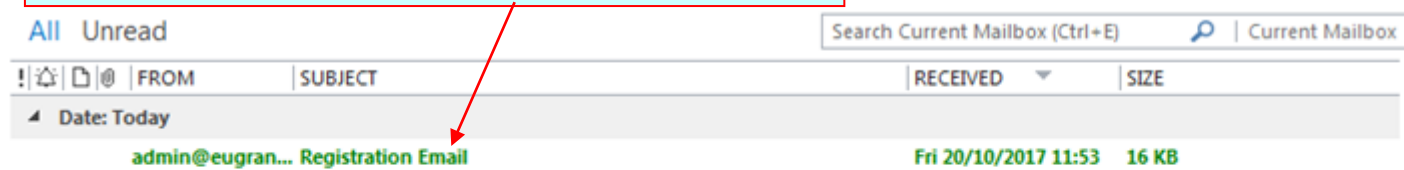
Click "Confirm email address to complete your registration process filter

* Please use this link only once it will become inactive once your email address has been validated.

European Structural and Investment Funds

Home   Calls   Contacts   Register   Login

Confirm Email

Thank you for registering.

Confirmation that you have been successful

You have successfully validated your email address and you can now log in using your username and chosen password.
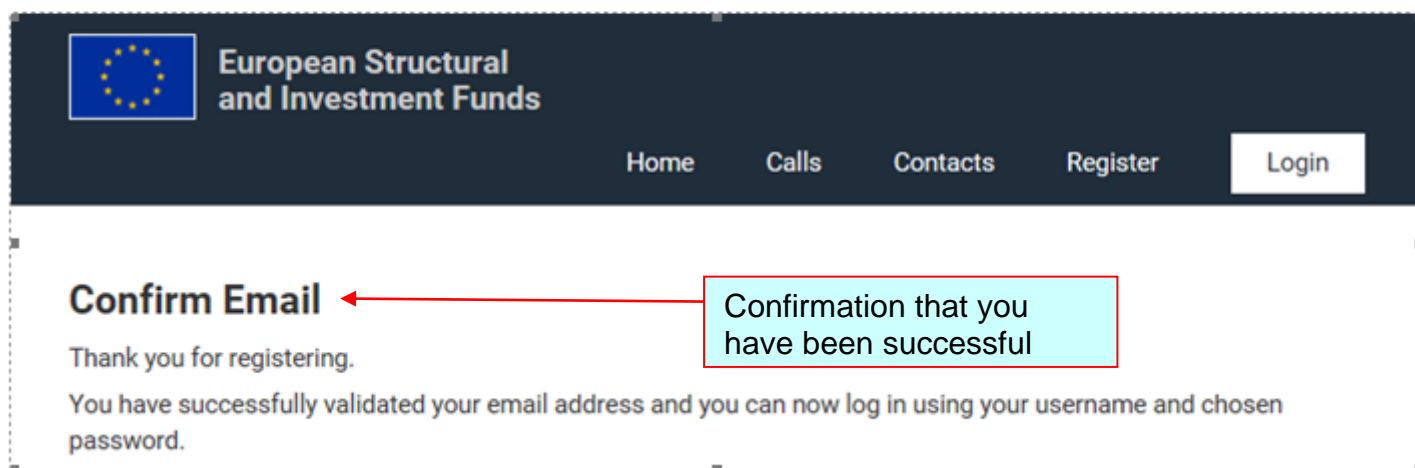
8. Applicant Home Screen

This screen provides you with a summary of all applications you have made through the EU Grant Funding NI website. The screen is divided into two main areas dealing with applications that have been entered onto the website but not submitted, and those that have already been submitted. If applications have been submitted, this screen will tell you about the current status of each application.

Please note that in accordance with the regulations governing the Farm Business Improvement Scheme - Capital Tier 1 (Tranche 3) only one application for funding can be made by each Farm Business.

To enter a new application, you begin by clicking on the "**Open Calls"** tab link on the left hand side of the screen, choosing the **Farm Business Improvement Scheme - Capital, Tier 1 (Tranche 3)** line and clicking "**Apply Now".**

This area shows details of any applications that you have commenced but have **not** yet been submitted.

Open calls
Clicking on this link will allow you to view Schemes that are open for application. Choose apply now to apply

This area shows details of any applications that you have entered and submitted. The status of each individual application is shown under the **Status** heading.

9. New Application – The Preface

Clicking on the **"Apply Now"** button will bring you straight to the Preface screen. This screen will display a preface containing detailed information about the administration and management of applications to the Farm Business Improvement Scheme – Capital, Tier 1, Tranche 3. **It is very important that you read and understand the information contained within this document before proceeding with the submission of your application.**

Rural Development Programme 2014 – 2020
Farm Business Improvement Scheme - Capital
Tier 1 - (Tranche 3)

PREFACE

Tranche 3 of Tier 1 of the Farm Business Improvement Scheme (FBIS) - Capital will close for receipt of applications at 4.00pm on 4th December 2020.

Part or all of the information you provide will be held on computer. This information will be used for the administration of applications, producing monitoring returns, and evaluation of scheme effectiveness.

Delivery Agents of the Northern Ireland Rural Development Programme 2014 - 2020 may share information with each other and Government Departments / Agencies to enable them to prevent fraudulent applications or for detecting crime and to co-ordinate processing of complementary applications.

The information you provide will be used in the assessment of your application.

Please check that you have completed every question in this application form.

If your application is successful, grant support will not be paid on any items purchased prior to the date of your Letter of Offer of grant.

DAERA Fraud Hotline Number: Freephone 0808 100 2716

Please read the Farm Business Improvement Scheme - Capital Tier 1, Tranche 3 Explanatory Booklet before you complete this application form.

Data Disclosure

DAERA takes data protection, freedom of information and environmental information seriously. It takes care to ensure that any personal information supplied to it is dealt with in a way which complies with the requirements of the General Data Protection Regulations (2016). This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, DAERA is under a duty to protect the public funds it administer, and to this end may use the information you have provided for this purpose. It mays also share this information with other bodies responsible for the audit or administration of public funds, in order to prevent and detect crime.

In addition, the Department may also use it for other legitimate purposes in line with the General Data Protection Regulations (2016), Freedom of Information Act (2000) and Environmental Information Regulations (2004).

Further details are available at https://www.daera-ni.gov.uk/publications/daera-privacy-statement-document

WARNING

To knowingly or recklessly make a false statement to obtain grant support for yourself or anyone else, will lead to disqualification, liability to refund any financial support already paid and possible prosecution.

DAERA will take every possible step to identify and pursue all attempted fraudulent claims and pay only where eligibility can be confirmed beyond reasonable doubt.

DAERA Fraud Hotline Number: – FREEPHONE 0808 100 2716

Agree and Proceed   Disagree and Cancel

Agree and Proceed. Once you have read and understood the information contained within this Preface you should click on this button to continue the application process.

Vertical scroll bar. Click and drag the mouse on this bar to scroll up and down on the screen.

If you leave your application for too long without amending anything or saving a tab you will receive a countdown alert to indicate that your session is about to expire. This will log you out of your application and you may lose any unsaved information. Simply click continue to reset the 15 minute countdown.

10. New Application – Applicant Details

This screen is where you will enter information about your application to the Farm Business Improvement Scheme - Capital Tier 1 (Tranche 3). There are eight 'tabs' as shown below, which you will work through in sequence to enter your application details. You should not click the back button on your browser as this will bring you back to the Scheme home page and you may lose any unsaved information.
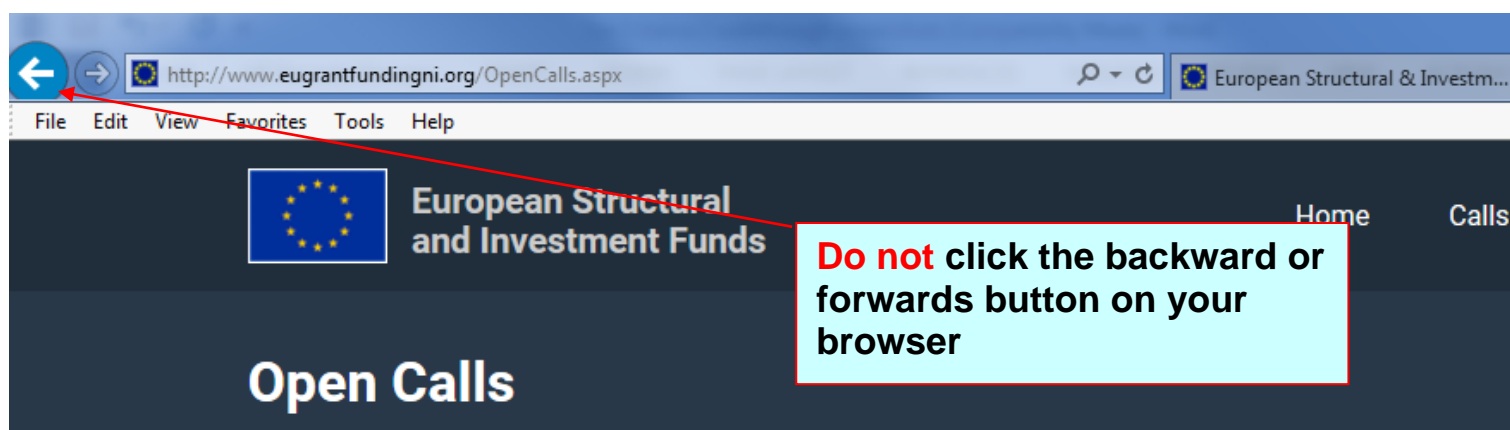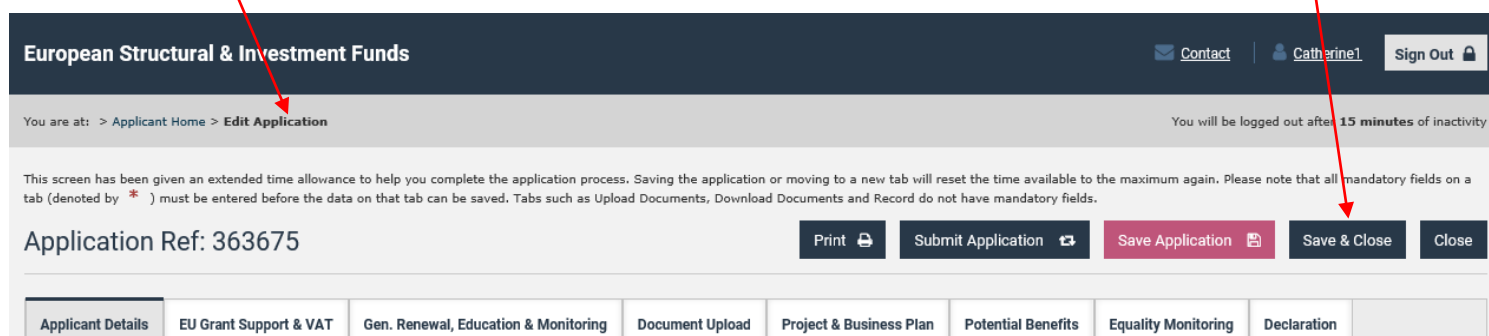
The first tab is entitled "**Applicant Details**". Here you will enter information such as name and contact details for the applicant. The layout of this first tab is shown below. As with all screens on the website, mandatory fields are marked with a * and must be completed. Depending on your answer to some questions throughout the application, requests for additional information may appear. An example of this on the Applicant details screen is where the farm business address is different from the postal address specified, this issue is covered later.

This screen has been given an extended time allowance to help you complete the application process. Saving the application or moving to a new tab will reset the time available to the maximum again. Please note that all mandatory fields on a tab (denoted by *) must be entered before the data on that tab can be saved. Tabs such as Upload Documents, Download Documents and Record do not have mandatory fields.

Application Ref: 363675

Print 🖨 | Submit Application ⟳ | Save Application 💾 | Save & Close | Close

| Applicant Details | EU Grant Support & VAT | Gen. Renewal, Education & Monitoring | Document Upload | Project & Business Plan | Potential Benefits | Equality Monitoring | Declaration |

Applicant

DAERA Farm Business ID No: **699994** *

Title: Mr

Forename: SUNNY *

Surname: DAY *

Does your farm have a separate company or business name? Please Select

Contact telephone number: (preferably mobile)

Email:

Postal Address for Correspondence

Postcode: BT4 4PU [Q] *

Select Addresses: 22 GREENMOUNT ROAD

Address Line 1: 22 GREENMOUNT CAMPUS GREENMOU *

Address Line 2:

Town/City: ANTRIM *

County: Co. Antrim

Is postal address different from the main farm business address?

Use a different address? Please Select

Help | Continue to EU Grant Support & VAT

Tabs. You will work through each of these tabs to complete your application.

Save Application. Allows you to save an application you're working on. You can then leave the site and return at a future time to complete the application.

Help. Help text, specific to each tab is available at the bottom right of each tab screen

Move To Next Tab. Once you have completed this screen you should click on this button to move to the next tab or else select a tab.

11. New Application – Post Codes

The entry of UK post codes should be completed as outlined in the screen below.

Postcode

Click on **UK** button and enter Postcode in the indicated field. If a valid UK postcode is entered you should be able to use the pink search button which will make a drop down available with addresses available under that postcode. Selecting your address will complete the remaining fields of your address for you. If a message appears advising that the postcode you entered is not found, please check that you have entered the correct postcode in upper case. If the postcode is still not recognized, manually enter the address and continue.

12. New Application – Business Address different from Postal Address

If your main farm business address is located at a different address from the postal address specified on the left side of the screen you must provide details of the main farm business address. Select "Yes" beside the "Use a different address" field, then insert details of your main farm business address below.

Details are shown in the screen below.

Use a different address
If you answer "Yes" to this question then you will be able to type in details of your main farm business address below.

Additional Fields will appear below and you can use the postcode search function as before to complete the address.

13. New Application – Completion of Applicant Detail Tab

When you have completed all the fields on the Applicant Details tab you should check the accuracy of what you have typed in, making sure that all mandatory fields have been completed. If you have not completed all the mandatory fields, your application cannot be submitted and you will not be able to progress to the next tab.

Please note that assistance is available onscreen by clicking on the 'help' button at the bottom of the screen.

Once you are satisfied that you have completed the tab successfully, you should click on the "**Continue to EU Grant Support & VAT**" button to move on to the next screen.

Help. Click here for help specific to the tab you are currently on

Continue to EU Grant Support & VAT. Click here to move to next tab.

If you have not completed all the mandatory fields denoted by a * then you will not be allowed to leave the screen until you complete them. In the example below the Farm Business ID has not been entered and the user has been prevented from moving to a new tab and a red alert is displayed at the top of the screen and red text is displayed underneath the missing field.

14. New Application – Completion of EU Grant Support & VAT tab

The next tab requires you to answer three mandatory questions. Please note that you will only have to give details of other funding you've received if you answer "Yes" to the "Other Funding" question.

Answer whether your project/purchase would go ahead or not if grant support is refused.

Select 'Yes' or 'No' to indicate whether your farm business has received any other EU grant assistance since 2007.

If you've answered 'No' to the "Business VAT Registered" question then you will be asked to confirm if you wish to apply for grant support on the VAT element of the items being purchased.

Click here to move to the next tab – **Generational Renewal, Education & Monitoring**

15. New Application – Completion of Gen. Renewal, Education & Monitoring Tab

This screen follows the format of the previous tabs and gathers information required for EU scheme monitoring. As with previous screens, you can avail of advice and assistance by clicking on the "**Help**" button at the bottom of the screen.

Application Ref: 363675

Print | Submit Application | Save Application | Save & Close | Close

| Applicant Details | EU Grant Support & VAT | Gen. Renewal, Education & Monitoring | Document Upload | Project & Business Plan | Potential Benefits | Equality Monitoring | Declaration |

Applicant Age and Qualifications

1. On 31st October 2020 was the **applicant** 40 years of age or younger?   Please Select ▼ *
2. Does the **applicant** hold at least a Level II qualification in agriculture or horticulture?   Please select ▼ *

We are required to collect information that will allow us to monitor where and how the Farm Business Improvement Scheme – Capital will impact on Farming communities. You must answer all the questions.

3. Which of the farm types in the dropdown list best describes your main farming activity?   Please select ▼ *
4. Is the activity Organic or Non-Organic?   ○ Organic ● Non-Organic *
5. Please give details of the status of your farm business?   Please select ▼ *
6. Gender of **applicant** seeking grant support?   Please select ▼ *
7. Age of **applicant** seeking grant support?   Please select ▼ *
8. What is the total area farmed in hectares, including conacre (2 decimal places)?

Severely Disadvantaged Area (SDA):   0.00 *
Disadvantaged Area (DA):   0.00 *
Lowland (LL):   0.00 *

Total Hectares: 0.00

Help | Continue to Document Upload

Complete the details as required.

If you have no land simply type "0" in each box.

If you have proof of age and education you can upload them on the next tab if you wish.

Help. Click here for help.

Continue to Document Upload Click here to move to the next tab.

16. New Application – Completion of Document Upload tab

Enter the amount of financial support indicated on your Indication of Support letter from your bank/lending institution

This calculates the approximate amount of grant you can afford to access – this is the Support letter amount minus 20% VAT minus your approximate 60% own contribution

---

ⓘ Your application will be deemed ineligible if this section is not completed. All required documents must be uploaded before you will be able to submit your application.

(a) Making it Safer - Farm Risk Assessment

It is essential that your name and DAERA Category 1 Farm Business ID are on your Making it Safer certificate for it to be deemed valid. The content of your risk assessment will not affect your application. **If you have not already completed your online risk assessment you can do so by clicking this link**: Making it Safer

Document Upload

Please select which type of document you are uploading

Making it Safer Certificate
Indication of Financial Support
Proof of Age
Proof of Educational Attainment

...load from your computer

...

(Allowed Extensions: bmp csv dot docx dot gif jpg pdf png ppt pptx rtf tif tiff tr5 txt xls xlsx)

Maximum file upload size : 10mb

Please enter a description for the uploaded document
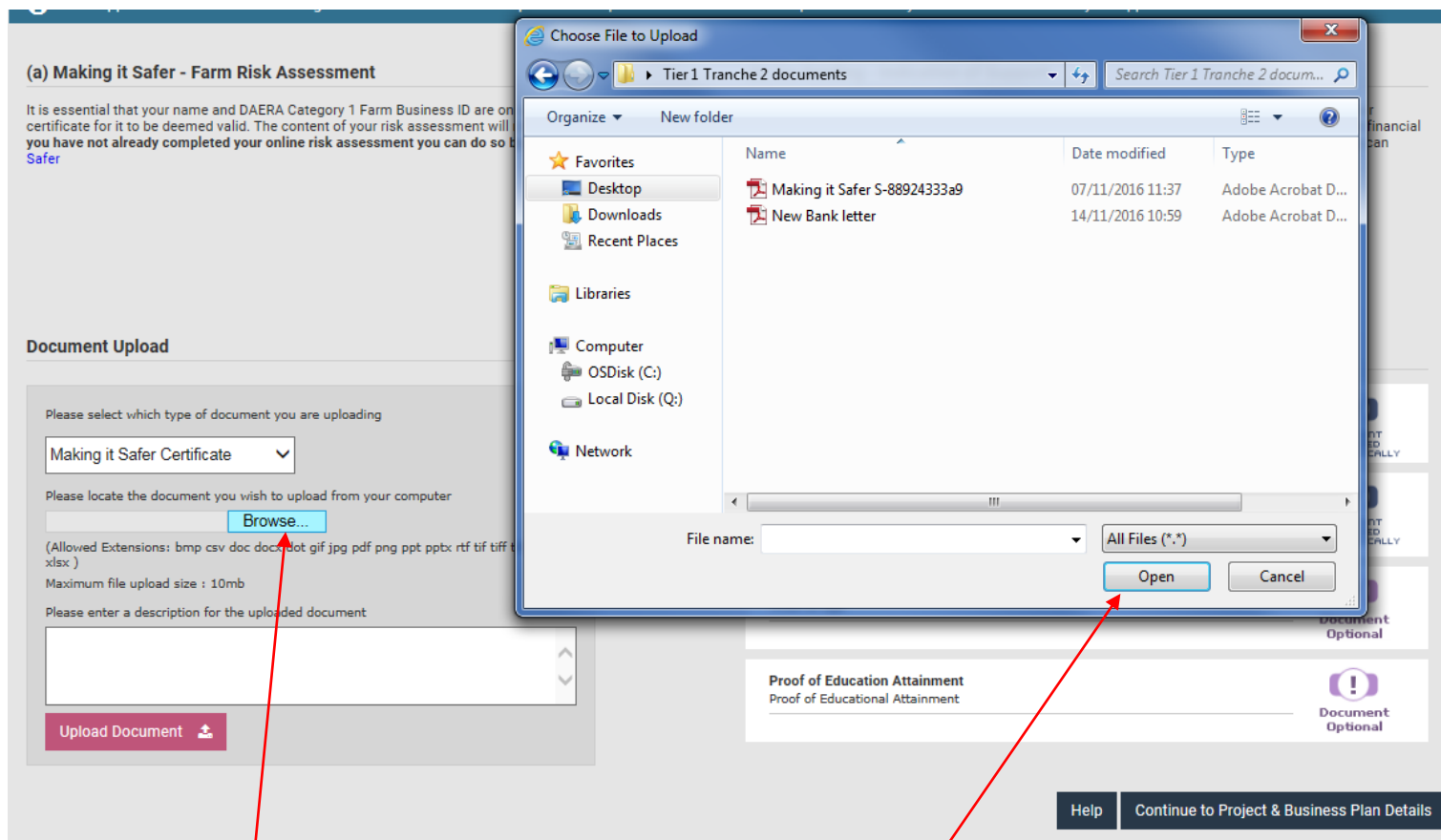
Upload Document ⬆

(b) Co-funding - Indication of Support

You must have received an Indication of Support letter from your Bank or lending institution for your application to be considered as eligible. You do not need to actually borrow funds but your chosen financial institution must confirm that you can access funds to complete your purchase including VAT.

You can download a template letter to be completed by your Bank or lending institution by clicking on this link: Indication of Support letter.

Amount of Funds noted on the Indication of Support letter (£):   40000

Approximate grant amount you can apply for (£): ❓   13333.33

NB: Total grant support cannot exceed £12000.00 and cannot be below £2000.00

Documents to be Uploaded

Document	Status
Making it Safer Certificate	ⓘ DOCUMENT REQUIRED ELECTRONICALLY
Indication of Financial Support Applicants must upload both pages of Bank Letters	ⓘ DOCUMENT REQUIRED ELECTRONICALLY
Proof of Age Proof of Age	ⓘ Document Optional
Proof of Educational Attainment Proof of Educational Attainment	ⓘ Document Optional

Help   Continue to Project & Business Plan Details

Click here to choose which document you want to upload from your computer first and then click the Browse button. Uploading proof of age and education are optional

Both of these documents must be uploaded for your application to be submitted and deemed to be eligible. The eufundingni.org website will not let you submit your application until a file has been uploaded for these mandatory documents. You can use the links highlighted in blue to access these documents

(a) Making it Safer – Farm Risk Assessment

It is essential that your name and DAERA Category 1 Farm Business ID are on ~~certificate for it to be deemed valid. The content of your risk assessment will~~ **you have not already completed your online risk assessment you can do so** Safer

Document Upload

Please select which type of document you are uploading

Making it Safer Certificate

Please locate the document you wish to upload from your computer

Browse…

(Allowed Extensions: bmp csv doc docx dot gif jpg pdf png ppt pptx rtf tif tiff t xlsx)

Maximum file upload size : 10mb

Please enter a description for the uploaded document

Upload Document

Choose File to Upload

▸ Tier 1 Tranche 2 documents

Search Tier 1 Tranche 2 docum...

Organize ▾   New folder

Favorites
- Desktop
- Downloads
- Recent Places

Libraries

Computer
- OSDisk (C:)
- Local Disk (Q:)

Network

Name	Date modified	Type
Making it Safer S-88924333a9	07/11/2016 11:37	Adobe Acrobat D...
New Bank letter	14/11/2016 10:59	Adobe Acrobat D...

File name: _____   All Files (*.*)

Open   Cancel

Proof of Education Attainment
Proof of Educational Attainment

Document Optional

Help   Continue to Project & Business Plan Details

Click browse and navigate to where you have saved your completed Making it Safer certificate or completed Indication of Support letter. Then click on the one you want to upload and click Open.

Document Upload

NB: Total grant support cannot exceed £12000.00 and cannot be below £2000.00

Document Upload

Please select which type of document you are uploading

Making it Safer Certificate ▼

Please locate the document you wish to upload from your computer

Browse...

(Allowed Extensions: bmp csv doc docx dot gif jpg pdf png ppt pptx rtf tif tiff tr5 txt xls xlsx)

Maximum file upload size : 10mb

Please enter a description for the uploaded document

Upload Document ⬆

Your document has been successfully uploaded.

Documents to be Uploaded

Making it Safer Certificate
Making it Safer Certificate
DOCUMENTS UPLOADED

Making it Safer S-88924333a9.pdf
Received: 23-Oct-2017 02:48 PM

Indication of Financial Support
Indication of Financial Support
DOCUMENT REQUIRED ELECTRONICALLY

Proof of Age
Proof of Age
Document Optional

Proof of Education Attainment
Proof of Educational Attainment
Document Optional

Help   Continue to Project & Business Plan Details

Then click the Upload button. You can add an optional description first. You can see a note indicating your upload has been successful. Note this is not confirmation that the document is eligible. This will be verified by Countryside Services Ltd after your application has been submitted

You can view or download any document you have uploaded by clicking on the red downward pointing arrow or delete it by clicking on the red X

Document Upload

Please select which type of document you are uploading

Making it Safer Certificate ▼

Please locate the document you wish to upload from your computer

Browse...

(Allowed Extensions: bmp csv doc docx dot gif jpg pdf png ppt pptx rtf tif tiff tr5 txt xls xlsx)

Maximum file upload size : 10mb

Please enter a description for the uploaded document

Upload Document ⬆

Your document has been successfully uploaded.

Documents to be Uploaded

Making it Safer Certificate
Making it Safer Certificate
DOCUMENTS UPLOADED

Making it Safer S-88924333a9.pdf
Received: 23-Oct-2017 02:48 PM

Indication of Financial Support
Indication of Financial Support
DOCUMENTS UPLOADED

New Bank letter.pdf
Received: 23-Oct-2017 02:52 PM

Proof of Age
Proof of Age
Document Optional

Proof of Education Attainment
Proof of Educational Attainment
Document Optional

Help   Continue to Project & Business Plan Details

Repeat the steps above to upload your other document. Note you will receive a confirmation when your document is successfully uploaded.

Click here to move to Project benefits and Business Plan details.

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17. New Application – Completion of Project Details Tab

This screen is where you select the individual items of plant, machinery and/or equipment for which you are seeking funding under the Farm Business Improvement Scheme - Capital, Tier 1 (Tranche 3). Before selecting any equipment item you can view a listing of eligible equipment items by clicking on the "**View Equipment List**" button. This will produce a report which can be viewed on screen or printed.

When you wish to add an item to your application you should click on the button "**Add an item of equipment**".

Total grant on combined items cannot exceed £12,000 or be less than £2,000 before any Value for Money is applied

View Equipment List. Click here to open equipment list report

This screen has been given an extended time allowance to help you complete the application process. Saving the application or moving to a new tab will reset the time available to the maximum again. Please note that all mandatory fields on a tab (denoted by *) must be entered before the data on that tab can be saved. Tabs such as Upload Documents, Download Documents and Record do not have mandatory fields.

Application Ref: 363675   Print 🖨   Submit Application ⇄   Save Application 💾   Save & Close   Close

Applicant Details	EU Grant Support & VAT	Gen. Renewal, Education & Monitoring	Document Upload	Project & Business Plan	Potential Benefits	Equality Monitoring	Declaration

Equipment Required   Add Item of Equipment ✚   View Equipment List

ℹ NB: Total Financial support for FBIS Tier 1 applications cannot exceed £12000.00 and cannot be below £2000.00, before applying the Value for Money criterion.

No Equipment list currently exists for this application.

Value for Money

Please enter the maximum eligible amount of grant which you are requesting for the combined total of your items.

- This may be between 80% and 100% of the total of the maximum grant allowed above.
- This reduction will be applied equally across all selected items. Please refer to the scheme guidance document for more information.
- Please note that if your application is successful and any item requested is not subsequently purchased, a penalty may be applied to your claim and it may affect future applications to the scheme.

Grant available as calculated from support letter (£)   13333.33 ❓

Total Grant Sought (£):   0.00 *   Apply Total Grant Sought

Help ℹ   Continue to Potential Benefits

Value for Money. This is covered later in this document

Click here to add an item of equipment. Click here to add an item of equipment to your application.

18. New Application – Add Equipment Item

This screen will open when you click on the "**Add Item of Equipment**" button on the **Project & Business Plan** screen. You should use this screen to select the appropriate item of equipment from the FBIS-C Tranche 3 List of Eligible Items. You do this by selecting the relevant *Key Investment Theme Area* and *Equipment Item Code* using the drop down lists attached to these fields. The remaining information to be completed by the applicant is the *Quantity Sought* and the *estimated time, costs saved, extra income and payback.* You must enter a figure for these estimates although the answer may be "0" depending on the item of equipment. Please note that a minimum quantity restriction applies to all equipment and this will be shown within the Minimum Quantity field.

Please note if you were successful under FBIS – Capital Tier 1, Tranche 1 or 2, or Tier 2, Tranche 1, you are now eligible to reapply under Tranche 3 for the full amount of funding of £12,000. **If your application exceeds the overall maximum of £250,000 in full or in part over the lifetime of the RDP 2014-2020, then your entire application for Tier 1, Tranche 3 will be deemed ineligible.**

Minimum Quantity. This field specifies the minimum quantity that you can select.

Business plan You must enter estimated figures for each of these questions. Your answer may be "0" in some cases.

Maximum grant available for item selected

Confirm. Click here to add equipment item to the funding application.

19. New Application – Adding Additional Equipment Items

Clicking on the "**Add Item of Equipment**" button outlined on the previous page will bring you to the screen shown below. This screen shows you details of the equipment item that you have just added to your application. From here you have access to a number of actions as shown below. The first two actions are available through the use of two buttons on the right side of the screen marked "**Add Item of Equipment"** and **"View Equipment List"**. The function of each of these buttons is described below.

Additional Equipment Items: To add equipment items to your funding application click on the "**Add Item of Equipment**" button. This will return you to the screen where you can select additional equipment items for inclusion within your application.

View Equipment List: Clicking on the "**View Equipment List**" will display the full list of eligible items available under FBIS-C Tier 1, Tranche 3.

Equipment Required

Add Item of Equipment **+**   View Equipment List

ⓘ NB: Total Financial support for FBIS Tier 1 applications cannot exceed £12000.00 and cannot be below £2000.00, before applying the Value for Money criterion.

Item Code	Item Description	Quantity	Maximum Grant Allowed	Grant After Bid (£)	Est. Annual Time Saved (hrs)	Est. Annual Cost Saved (£)	Est. Annual Income Generated (£)	Estimated payback (years)		
J31	(Band 1) Robotic slurry scraping device (with the ability to apply water to the floor surface but does collect and store slurry).	1	6,535.00	6,535.00	200	1,000.00	0.00	5	Edit	Delete
	Total:		6,535.00	6,535.00	200	1,000.00	0.00	5		

Value for Money

Please enter the maximum eligible amount of grant which you are requesting for the combined total of your items.

- This may be between 80% and 100% of the total of the maximum grant allowed above.
- This reduction will be applied equally across all selected items. Please refer to the scheme guidance document for more information.
- Please note that if your application is successful and any item requested is not subsequently purchased, a penalty may be applied to your claim and it may affect future applications to the scheme.

Grant available as calculated from support letter (£)	13333.33 ⓘ
Total Grant Sought (£):	[ ] * **Apply Total Grant Sought**

Help ⓘ   Continue to Potential Benefits

Note the estimated maximum amount of grant you should apply for as calculated from your Indication of Support letter is shown here

Your selection criteria points for Value for Money is currently blank as you have not entered a figure for "Total Grant Sought" and clicked on the "Apply Total Grant Sought" yet.

Click here to add an item of equipment. Click here to add another equipment item to the funding application.

The second two actions are available through the use of two buttons on the left side of the screen marked "**Edit"** and "**Delete"**. The function of each of these buttons is described below:

Edit: Clicking on this button will re-open the equipment item screen. This will allow the user to edit any information previously entered in respect of required equipment items.

Delete: This button permits the user to delete the information they had previously entered in respect of a requested equipment item. When you click this button you will receive a warning as shown in the screen below. This offers the opportunity to proceed or cancel the deletion of the selected equipment item request.

Warning
Click **Ok** to proceed with deletion of equipment item request or **Cance**l to return to project details screen.

20. Value for Money

This selection criteria allows you to request a lower amount of grant across the <u>total</u> of the items you have selected in exchange for additional selection criteria marks (up to 39). You can request as low an amount of grant as you want but marks are only awarded to for "bids" up to 20% below. The % you bid below is applied across all of your items equally. You must type an amount into the **Total Grant Sought** box and click the **"Apply Total Grant Sought"** button to be able to leave this tab. If you want to apply for the full amount of grant available on your item(s) you should type in the total of the **"Maximum Grant Allowed"** column e.g. if all of your items have Maximum Grant allowed of £8,930 then you would type £8,930 into the **Total Grant Sought** box. Note this will result in zero marks for the Value for Money criteria

Equipment Required

Add Item of Equipment + | View Equipment List

ℹ NB: Total Financial support for FBIS Tier 1 applications cannot exceed £12000.00 and cannot be below £2000.00, before applying the Value for Money criterion.

Item Code	Item Description	Quantity	Maximum Grant Allowed	Grant After Bid (£)	Est. Annual Time Saved (hrs)	Est. Annual Cost Saved (£)	Est. Annual Income Generated (£)	Estimated payback (years)		
J31	(Band 1) Robotic slurry scraping device (with the ability to apply water to the floor surface but does collect and store slurry).	1	6,535.00	5,854.42	200	1,000.00	0.00	5	Edit	Delete
J26	(Band 2) 2,000-4,999gal (9,090-22,725 L) capacity. Rainwater harvesting pre-fabricated covered system with filter and pump.	1	2,395.00	2,145.58	0	1,500.00	0.00	4	Edit	Delete
	Total:		8,930.00	8,000.00	200	2,500.00	0.00	9		

Note in this case that a deduction has been made to each item so that 89.586% of the maximum grant allowed remains. This is to reflect the Value for Money "bid" entered

...questing for the combined total of your items.

...um grant allowed above.

... Please refer to the scheme guidance document for more information.

...requested is not subsequently purchased, a penalty may be applied to your claim and it may affect future applications to the scheme.

13333.33 ❓

Total Grant Sought (£): | 8000.00 | * | Apply Total Grant Sought | 89.586% / Criteria Points: 20.31

Help ℹ | Continue to Potential Benefits

Enter the **Total Grant Sought** and click **Apply Total Grant Sought.**

The **Total Grant Sought** figure in this case shows the % below the maximum grant allowed and selection criteria points allocated

21. Potential Benefits

On this tab, you must rank the benefits that your item (or combined items) will bring to your farm business with 1 being the main benefit and 9 being the least benefit. This section does not affect the scoring of your application form but it must be completed before you can submit your application.

Applicant Details	EU Grant Support & VAT	Gen. Renewal, Education & Monitoring	Document Upload	Project & Business Plan	Potential Benefits	Equality Monitoring	Declaration

Please rank the Potential Benefits below in order of importance from 1-9 with one being the most important.

Time saved	1	*
Energy Saved	2	*
Improve business viability	3	*
Increased product quality	4	*
Increased yield/growth	5	*
Increase production/output	6	*
Supply Chain integration	7	*
Access to new markets	8	*
Money Saved	9	*

You must rank the potential benefits in order and cannot use the same number twice.

Help   Continue to Equality Monitoring

Help

Continue to **Equality Monitoring**

22. Section 75 Equality Monitoring Questionnaire

The equality monitoring information will be stored confidentially by the Northern Ireland Statistics and Research Agency (NISRA). Completed forms are not seen by DAERA and/or the Delivery agent. The information collected will only be used for equality monitoring purposes and in compliance with the Data Protection Act (2018) and The General Data Protection Regulations (2016). Further details are available at: https://www.daera-ni.gov.uk/publications/daera-privacy-statement-document

The details on this form will not be used in the decision to award funding to any person/group who applies to the Scheme, nor will this form be linked in any way to details of individual participants.

| Applicant Details | EU Grant Support & VAT | Gen. Renewal, Education & Monitoring | Document Upload | Project & Business Plan | Potential Benefits | Equality Monitoring | Declaration |

EQUALITY MONITORING QUESTIONNAIRE

Will the information I give be treated as confidential?

Yes. The information will be securely stored and treated as **confidential**. The information collected will only be used for equality monitoring and evaluation purposes and in compliance with The Data Protection Act 1998. The details on this form will not be used in the decision to award funding to any person/group who applies to the Rural Development Programme. Although we ask you to enter your project application number we will only use this to add information on, for example, project type. The resulting dataset will be made anonymous before any monitoring or evaluation analysis is produced.

What is this information used for?

The information will help us to understand if the Rural Development Programme is providing equality of opportunity and good relations to all those who might apply or benefit. Completion of the survey will help the Department of Agriculture, Environment and Rural Affairs (DAERA) to comply with Section 75 of the Northern Ireland Act (1998).

Is it compulsory?

Although completion of this survey is voluntary you are strongly encouraged to complete it as it is important that we are able to monitor and evaluate the Rural Development Programme to make sure there is equality of opportunity for all applicants and beneficiaries.

Who should complete this survey?

The survey should be completed by the applicant. An agent can complete the form on behalf of the applicant but the details provided must be those of the applicant. Therefore, the applicant will need to give permission to the agent for this to occur and also provide the relevant details to the agent. Where there is more than one person in a business, the details provided in response to this survey should be those of the head of the business. For companies, it should be the majority shareholder.

1. AGE

What is your age, in years?

2. GENDER

23. New Application – Declaration

When the "**Continue to Declaration"** button or tab is pressed you will be taken to the final tab entitled **"Declaration"** as shown below.

Once you have read and understood the contents of the declaration you should indicate your agreement by clicking on the "**I Agree**" box on the screen. When you've done this you should save your application by clicking on the **"Save Application"** button on the left side of the screen.

Please note that you can save your progress at any time during the application input process by clicking on the "Save Application" button.

Applicant Details	EU Grant Support & VAT	Gen. Renewal, Education & Monitoring	Document Upload	Project & Business Plan	Potential Benefits	Equality Monitoring	Declaration

DECLARATION

- I declare that to the best of my knowledge all information provided is true and complete;
- I declare that I am actively farming;
- I will notify DAERA of any other grant support sought or received for this application;
- I confirm that I have read and understood the scheme requirements, including information on potential penalties, as set out in the Farm Business Improvement Scheme - Capital, Tier 1 (Tranche 3) Explanatory Booklet.

If successful

- I declare that the project will comply with all relevant EU and national legislation;
- I declare that any grant awarded will be used for the project intended;
- I agree that I will comply with periodic requests for information by DAERA or its Agents;
- I confirm that I will make pre project investment and post project investment farm business accounts, produced and verified by a professionally qualified accountant, available to DAERA or its Agents for monitoring and evaluation purposes, if requested;
- I agree that if any item on my Letter of Offer is not subsequently purchased, a penalty may be applied to my claim and it may affect future applications to the scheme and;
- I declare that any planning permissions, statutory licences or control permissions that are required in order to complete this project have been granted by the relevant authority at the time of submission of this application.

I agree. ☑

Agreement with Declaration.
Click on this box to insert a tick, to show your agreement with the declaration.

24: New Application – Saved Application Confirmation.

When you click on the "**Save Application**" button you will receive a confirmation on screen message to confirm that the application has been successfully saved.

Saved Application Confirmation.
This message confirms that your application has been successfully saved.

25. New Application – Non completion of Mandatory Fields.

If you have not adhered to the maximum or minimum grant support limits of the Farm Business Improvement Scheme - Capital, Tier 1, Tranche 3 or if you have not completed all mandatory fields (those marked with a *) or uploaded your Making it Safer or Indication of Support Letter you will be unable to submit your application. If this happens when you attempt to submit an application, you will be presented with an error message. To correct this error, you should first click on "OK" to accept and remove the error message. You should then go back through each of the Tabs and look for any mandatory fields that have not been completed.

In the "**Project & Business Plan**" Tab, you should check that the amount of grant support you are seeking falls within the scheme limits and amend if necessary. In the "**Document Upload**" Tab, you should check that you have uploaded both your Making it Safer and Indication of Support Letter. When these checks for errors have been located and corrections made, you should then click on the "Save Application" button to save your amended application. If all mandatory fields have now been completed, the "Submit Application will become available and will no longer be "greyed out".

> **Note this red bar may still appear even if you have not uploaded your Making it Safer certificate and Indication of Support letter – however you will not be able to submit your application until you do upload them**

26. New Application – Confirmation of Saved Application.

At this stage your funding application has been completed and saved within the EU Grants Funding Database. The status of the application will be "**Unsubmitted**" and it will be shown in the "**Un-Submitted Applications / Tenders**" areas shown on the Applicant Home screen below.

You are at: > **Applicant Home**   You will be logged out after **15 minutes** of inactivity

| Un-Submitted Applications / Tenders | Submitted Applications / Tenders | Open Calls |

ℹ The list below contains your Unsubmitted Applications, which you may Edit and Submit, if the Call is still Open. Click on the row to be taken through to the online Application Form.

App. Ref.	Organisation Name	Project Title	Status
363675	MR SUNNY DAY	4.1 support for investments in agricultural holdings (BIS Tier 1 Tranche 3)	Unsubmitted

You are at: > **Applicant Home**   You will be logged out after **15 minutes** of inactivity

| Un-Submitted Applications / Tenders | Submitted Applications / Tenders | Open Calls |

ℹ The list below contains the Applications that you have Submitted, together with their current Status. Click on the row to be taken through to your Submitted Applications options.

App. Ref.	Organisation Name	Project Title	Date Submitted	Status
331342	MR SUNNY DAY	4.1 support for investments in agricultural holdings (Tranche 2)	27-Oct-2017 09:45 AM	Acknowledged

Un-submitted Application.
This shows applications which have been saved but not submitted. Click on the application to open it.

Submitted Applications.
This shows applications which have been submitted to the database for assessment.
Click on the application to open it.

27. New Application – Submission of Saved Application.

When you click on the un-submitted application, this opens the Edit Application screen - see below. A banner at the top of the screen tells you that all the required mandatory fields have been completed and that your application is ready to be submitted for assessment.

To submit your application for appraisal, click on the Submit Application button on the left side of the screen.

Don't forget – your application must be <u>submitted</u> before the closing date of the call for applications to be considered for funding!!

Submit Application.
Click on this button to submit your application for assessment. If all mandatory fields and uploads have not been completed this button will remain greyed out

28. New Application – Submission of Saved Application Final Warning.

Once you have clicked on "**Submit Application**" on the left hand side of the screen, a final warning message will be displayed, as shown below. This informs you that once your application has been submitted it cannot be changed. You then have two options, either to proceed and submit the application or return to the Edit Application screen to edit or change your application.

Submit Application.
Click **Submit** button to submit application for appraisal.

Cancel Submit Action.
Click on this button to cancel application submission and return to Edit Application screen.

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29. New Application – Acknowledgement of Application Submission

After submitting your application as shown on the previous page you will be taken to the screen shown below. This screen acknowledges the successful submission of your application and gives you an Application Reference Number.

You should take careful note of the assigned Application Reference Number as this is the main way in which your application will be identified. You should always refer to this reference number in any communication between yourself and Countryside Services Ltd.

Click to print your acknowledgement letter

Click continue to proceed to confirmation of your application submission

Print Acknowledgement Letter   Continue

Business Investment Scheme

DAERA Farm Business ID Number: 699994

Application Reference Number: 363675

Mr SUNNY DAY
MR SUNNY DAY

22 GREENMOUNT CAMPUS GREENMOUNT ROAD
ANTRIM
BT41 4PU
26 Oct 2020

Dear Mr DAY, MR SUNNY DAY

NORTHERN IRELAND RURAL DEVELOPMENT PROGRAMME 2014-2020
FA2A3: IMPROVING ECONOMIC PERFORMANCE OF ALL FARMS
4.1 SUPPORT FOR INVESTMENTS IN AGRICULTURAL HOLDINGS

Thank you for your application for financial support under the above scheme. The Application Reference Number allocated to your application and quoted above should be used in all correspondence.
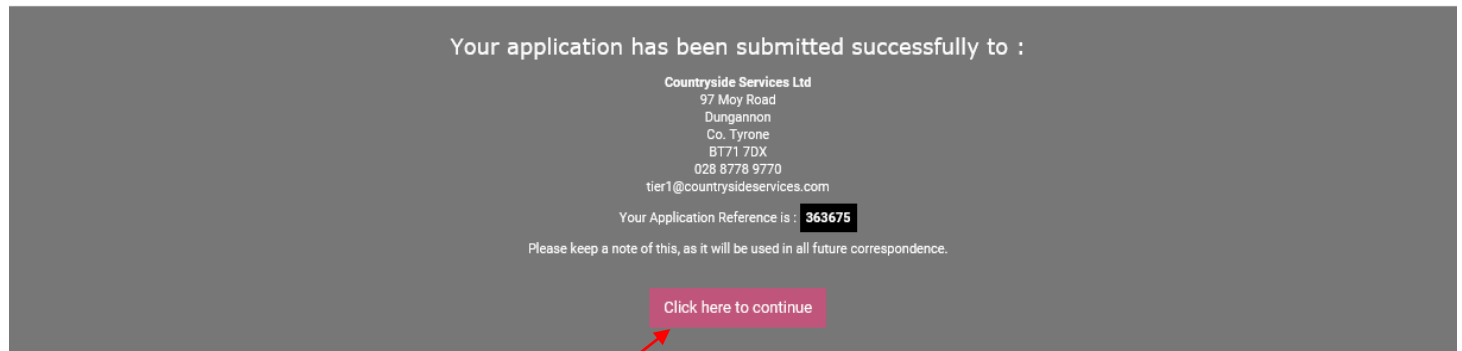
You should note that this acknowledgement must not be taken as an indication that your application is eligible for, or will be awarded financial support. Expenditure on the project should not be incurred before you receive and accept a formal Letter of Offer of Financial Support. No payment will be made in respect of any expenditure incurred on the project before the date of the Letter of Offer.

Should you require any further clarification on the process at this time, please contact **Countryside Services Ltd** on **028 8778 9770**

Application Reference Number.
This is the unique reference number of your application.
Make a note of it and keep it in a safe place.

30. New Application – Confirmation of Application Submission

This screen confirms the successful submission of your application
Once an application has been submitted it can be viewed via "**Submitted Application\ Tenders"** on the Applicant Home screen

Your application has been submitted successfully to :

Countryside Services Ltd
97 Moy Road
Dungannon
Co. Tyrone
BT71 7DX
028 8778 9770
tier1@countrysideservices.com

Your Application Reference is : **363675**

Please keep a note of this, as it will be used in all future correspondence.

Click here to continue

Click continue

31. New Application – Printing a Submitted Application

If you need to print details of a submitted application then you can do this by clicking on the application within the "**Submitted Application \ Tenders"** tab on the Applicant Home screen.

This will bring you to the screen shown below where you can print your application. This will produce an application print report. If the applicant receives a warning concerning "pop-up blockers" then they should refer to the guidance shown later in this document.

Please note that as the application has been submitted it is not possible to edit or change the application.

View uploaded documents e.g. Making it Safer

Print Application.

Print Acknowledgement letter

Show additional details