

Rural Development Programme 2014 – 2020



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

Explanatory Booklet (revised 12th Nov)



Department of
**Agriculture, Environment
and Rural Affairs**

www.daera-ni.gov.uk



'The European Agricultural Fund
for Rural Development: Europe
investing in rural areas'.

Countryside

Services

Farm Business Improvement Scheme - Capital (FBIS-C) Tier 1 (Tranche 3) Explanatory Booklet

Please read this Booklet carefully before completing the application form.

Copies of this document can be made available, on request, in alternative formats e.g.

- Paper copy
- Large Print
- Braille
- Other Languages

Tier 1 of the FBIS-C is administered by Countryside Services Ltd on behalf of the Department of Agriculture, Environment and Rural Affairs (DAERA). If you require assistance please contact Countryside Services Ltd at:

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1. Introduction

This document is the Explanatory Booklet for Tier 1 (Tranche 3) of the Farm Business Improvement Scheme – Capital and provides information on:

- Tranche 3 List of Eligible Items (Annex A)
- Ineligible expenditure (Annex B)
- How to complete your application online (Annex C)
- Selection criteria (Annex D)
- Specific rules for fencing investments (Annex E)
- Prefabricated Biosecurity Unit Specification (Annex F)
- Approval to incinerate animal by-products (Annex G);
- Tensioned covers for above ground slurry stores (Annex H);
- Low Emission Slurry Spreading Equipment (LESSE) (Annex I);
- Relevant Legislation (Annex J) and
- Useful sources of information (Annex K).

Please note that some of these annexes are provided as separate documents.

Please note the opening date for submitting applications to Tier 1 (Tranche 3) of FBIS-C is 02 November 2020. The closing date for receipt of completed applications is 4pm on 04 December 2020. Grant support under Tier 1 (Tranche 3) will be subject to budget availability.

The Farm Business Improvement Scheme (FBIS), funded through the European Agricultural Fund for Rural Development, is an important part of the Northern Ireland Rural Development Programme (RDP) 2014-2020, which aims to improve the competitiveness of the agri-food industry.

FBIS includes a package of measures aimed at knowledge transfer, cooperation, innovation and capital investment to support sustainable growth in the agriculture sector.

The Farm Business Improvement Scheme – Capital (FBIS - C) is part of the overarching FBIS. It is funded under Measure 4 of the RDP 2014-20. It has two tiers – Tier 1 and Tier 2. It is governed by the legislation listed at Annex J. Tier 1 of FBIS-C aims to improve the competitiveness and sustainability of Northern Ireland's farm businesses by providing grants for capital investment across four key themes - (1) Environment, Weather Resistance and Climate Change, (2) Animal and Plant Health, (3) Occupational Health and

Safety and (4) Production and Resource Efficiency. Two tranches of Tier 1 have been successfully completed and evaluated, and a business case has been approved to proceed with at least one further tranche commencing with tranche 3.

The FBIS - C is designed to take account of differing levels of planned investments by farm businesses. Before making an application to the scheme, applicants should consider if FBIS-C Tier 1 (see below) is the most appropriate way to meet their farm business requirements in respect of capital investment.

Tier 1 is designed to support farm sustainability and provides grant to purchase equipment and machinery from a pre-defined list of eligible items. It is for projects costing £5,000 to £30,000 (eligible costs), based on reference pricing. The grant rate is up to 40% of eligible costs. The total maximum grant available to a successful applicant of Tier 1 only is £12,000 over Tranche 3 and any subsequent tranches. Applicants who were successful in Tranche 1 or/and 2 are eligible to reapply for the full grant in Tranche 3.

Larger transformational investments, including both construction and equipment, were facilitated under Tranche 1 of Tier 2 which has now largely been successfully completed. No date has yet been confirmed for opening a second tranche of Tier 2. Any further capital support will take into account further guidance developed by DAERA on ammonia reduction and mitigation, and will be subject to funding availability.

The total maximum grant available to a successful applicant availing of both Tier 1 and Tier 2 is £250,000 over the lifetime the RDP 2014-2020.

This booklet provides an overview of **Tier 1 only**. **Please read it carefully** as it contains important information about Tier 1 (Tranche 3). DAERA reserves the right to make changes to the FBIS-C requirements during the lifetime of the scheme.

2. Eligibility

To be eligible to Tier 1 (Tranche 3) applicants must meet the following eligibility criteria and scheme rules. All applications must be completed online using the online application system:

	Eligibility Criteria	What does this mean?	How can I meet the eligibility criteria?
1	Registered Farm Business as defined in this booklet: Possession of a valid DAERA	All applicants must have a DAERA Category 1 Farm Business ID Number.	A registered farm business is one that is engaged in agriculture or horticulture and which has satisfied the criteria for the award of a DAERA Category 1 Farm Business

	<p>Category 1 Farm Business ID Number</p>		<p>Identification (FBID) Number.</p> <p>If the applicant does not have an FBID Number, information on how to apply for one can be found on the DAERA website using the following link www.daera-ni.gov.uk/publications/daera-identification-numbers-business-customers-herds-and-flocks-2020</p> <p>It is the applicant's responsibility to apply in sufficient time to obtain a DAERA Category 1 FBID. DAERA will not be responsible if a DAERA Category 1 FBID is not issued before the closing date of the FBIS-C Tier 1 (Tranche 3) which is 4.00pm on 04 December 2020.</p> <p>For Tier 1, selection criteria marks are available for applicants aged 40 years or less on 31 October 2020. The applicant must be a person who is named under the DAERA Category 1 FBID.</p>
<p>2</p>	<p>Completion of an online up to date <i>Making it Safer</i> risk assessment</p>	<p>All applicants must complete the online <i>Making it Safer</i> risk assessment and provide a <i>Making it Safer</i> certificate.</p> <p>This risk assessment must have been completed on or after 30 September 2020, with the date of completion recorded on the certificate. Applicants will be required to answer questions relating to their own farm on Slurry, Animals, Falls and Equipment (SAFE).</p> <p>A certificate will be available to download once the applicant has completed the risk assessment. A copy of</p>	<p>The applicant can meet this eligibility criterion by completing the online risk-assessment at the following link:</p> <p>www.farmsafenet.org/Safer</p> <p>The Making it Safer risk-assessment must have been completed on or after 30 September 2020.</p>

		<p>this certificate must be 'uploaded' as part of the online application process, to meet the scheme rules.</p> <p>Please ensure that the name of the applicant and the DAERA Category 1 Farm Business ID Number are entered onto the Making it Safer Certificate.</p>	
3	<p>Completion of a proportionate business plan: fully completing the Tier 1 (Tranche 3) application form</p>	<p>All applicants must complete the Tier 1 (Tranche 3) online application form, which includes high-level questions on the proposed project and business outcomes.</p>	<p>The applicant can meet this eligibility criterion by fully completing the Tier 1 (Tranche 3) online application form.</p>
	<p>Scheme Rules</p>	<p>What does this mean?</p>	<p>How can I meet the scheme rules?</p>
4	<p>Indication of Support Letter from a bank or other lending institution</p>	<p>All applicants must submit a copy of a completed Indication of Support Letter from a bank or other lending institution. This is required to confirm that the applicant has access to sufficient funds to complete the project.</p> <p>This Indication of Support Letter must have been completed on or after 30 September 2020.</p> <p>Once the applicant has received this confirmation from the bank or other lending institution a copy of the Indication of Support Letter must be 'uploaded' as part of the online application process to meet the scheme rules.</p>	<p>The applicant can meet this rule by downloading the template Indication of Support Letter from:</p> <p>(a) the online application system on the European Union Funding Programmes Grants Application website - www.eugrantfundingni.org</p> <p>(b) Countryside Services Ltd website – www.countrysideservices.com</p> <p>or</p> <p>(c) at the following link: www.daera-ni.gov.uk/publications/daera-fbis-capital-indication-support</p> <p>The completed form must be uploaded when submitting the online application.</p>

5	<p>Eligible project costs, based on the total reference price cost of item or items selected, must be between £5,000 and £30,000 (based on the Reference Price(s) within the Tier 1 (Tranche 3) List of Eligible Items).</p>	<p>The total reference price value of items selected from the List of Eligible Items must have a minimum value of £5,000 project costs, and a maximum value of £30,000. You may apply for more than one item.</p>	<p>Submit an online application including only an item or items from the Tier 1 (Tranche 3) List of Eligible Items with a total reference price value between £5,000 and £30,000. Highest points under this criteria are awarded to those who select only Band 1 items and underbid to at least 20% below the total reference price for all items applied for (refer to section 6).</p> <p>Please note that the total maximum grant available to a successful applicant availing of both Tier 1 and Tier 2 is £250,000 over the lifetime the RDP 2014-2020.</p>
	<p>Scheme Rules</p>	<p>What does this mean?</p>	<p>How can I meet the scheme rules?</p>
6	<p>Total grant per farm business over Tier 1, Tranche 3 and any subsequent Tranches cannot exceed £12,000.</p> <p>Please note that the total maximum grant available to a successful applicant availing of both Tier 1 and Tier 2 is £250,000 over the lifetime the RDP 2014-2020.</p>	<p>The total of any grant paid under Tranche 3 and any subsequent Tranches, after the Value for Money selection criterion is applied, must not exceed £12,000.</p>	<p>Ensure that the sum of any grant applied for under Tranche 3 and any subsequent Tranches does not exceed £12,000 (See Section 4).</p>

3. List of eligible items for grant

DAERA has reviewed the uptake from previous tranches and emerging priorities, and has amended the List of Eligible Items to refine items that facilitate low emission spreading and have assigned these items to Band 1. The Tranche 3 List of Eligible Items continue to be divided into the four key FBIS-C themes. Items can be selected for purchase across all four themes. Each theme has a code:

Code J – Environment, Weather Resistance and Climate Change;

Code K – Animal and Plant Health;

Code L – Occupational Health and Safety; and

Code M – Production and Resource Efficiency.

The Tier 1 Tranche 3 List of Eligible Items is at Annex A. Please note all items have been assigned a new code and will not be the same as previous tranches of the scheme.

The list of eligible items can also be viewed at: www.countrysideservices.com or: www.daera-ni.gov.uk/publications/fbis-capital-scheme-tier-1-eligible-items.

Annex B of this booklet lists the type of expenditure that cannot be funded.

Annex E of this booklet provides more detail on the specifications for eligible fencing items.

Annex F of this booklet provides more detail on the specifications for eligible prefabricated bio-security units.

Annex G of this booklet provides information on the Department's approval requirement for eligible incinerators to incinerate animal by-products.

Annex H of this booklet provides more detail on the specifications for eligible tensioned covers for above ground slurry stores.

Annex I of this booklet provides more detail on the specifications for Lower Emission Slurry Spreading Equipment (LESSE).

Grant support is only available towards the purchase cost of **new** (not second hand) items that are on the Tier 1 (Tranche 3) List of Eligible Items. Items which are not on the Tranche 3 list are not eligible for grant support under Tier 1. The items have been reference priced to set the maximum project costs eligible for grant support. The grant payable is 40% of eligible project costs between £5,000 and £30,000, unless the Value for Money (VFM) criterion has been applied (see section 6).

The maximum amount of grant payable, net of Value Added Tax (VAT) is recorded against each item on the list.

DAERA may amend the list at any time during the lifetime of the scheme.

4. How much grant is available?

The FBIS-C Tier 1 (Tranche 3) is dependent on receipt of financial assistance from the European Commission and the availability of national funds. The UK left the EU on 31 January 2020. The European Commission has advised that commitments and spend can be made under the 2014 – 2020 RDPs and we will receive EU funding until 31 December 2023 or until EU funds are exhausted (whichever is earlier).

This means that **projects funded under the NI Rural Development Programme 2014-2020 will continue to receive funding for the lifetime of the project.** However, should such receipts be suspended or terminated, DAERA may suspend or terminate this grant scheme.

The grant rate is 40% of eligible project costs between £5,000 and £30,000 unless the Value for Money criterion has been applied. The Value for Money criterion is explained in more detail at Section 6 (How will my application be assessed?).

The maximum amount of grant available per farm business for Tier 1 Tranche 3 and any subsequent Tranches is £12,000 (i.e. 40% of maximum £30,000 total eligible costs). If you were successful under FBIS-C Tier 1 (Tranches 1 and/or 2) and/or Tier 2 you may still apply to Tranche 3 for the full grant amount of £12,000. **If you apply for grant support which exceeds this £12,000 limit or the overall £250,000 limit across the RDP, your entire Tranche 3 application will be deemed ineligible.**

Grant support payable will be 40% of the reference price specified for each item from the List of Eligible Items, or 40% of the actual purchase price of each item or grant requested after the Value for Money criterion has been applied, whichever is the lesser. If successful, the maximum grant payable for each item will be detailed in the Project Schedule of your Letter of Offer.

VAT - If the applicant farm business is not VAT registered, applicants may seek grant on the VAT element of eligible items. However, the total amount of grant applied for must be based on eligible project costs of at least £5,000 (net of VAT and before any Value for Money selection criterion points have been applied) but not more than £12,000 (grant). Successful applicants will be expected to provide a signed declaration confirming that the farm business is not registered with HM Revenue and Customs for reimbursement of VAT

5. How to apply

All applications should be completed online using the EU grants European Structural & Investment Funds website www.eugrantsfundingni.org.

Guidance on how to complete an online application are provided at Annex C. This guidance is also available at: www.countrysideservices.com or www.daera-ni.gov.uk/publications/fbis-capital-scheme-tier-1-online-application-guidance.

If you have any questions about how to apply, please contact:

Countryside Services Ltd
Farm Business Improvement Scheme – Capital, Tier 1
97 Moy Road
Dungannon
Co. Tyrone
BT71 7DX
Telephone Number: 028 8778 9770
E-mail: tier1@countrysideservices.com
Website: www.countrysideservices.com

Only one application per farm business can be submitted. If two or more applications are submitted for the same DAERA Category 1 FBID Number, all the applications will be deemed ineligible.

No amendments can be made after an application has been submitted unless you withdraw the initial application and submit a new application. Applicants who wish to withdraw an application should contact Countryside Services Ltd in writing in advance of the closing date of 4pm, 04 December 2020 (the Department reserves the right to vary the closing date). Any new application must be submitted before the closing date. Changes cannot be made to an application after the closing date.

As the information provided is used to assess the project for grant it is important that applications are completed accurately. If you have a query regarding the application process, please contact Countryside Services Ltd for assistance. It is the applicant's responsibility to ensure that all sections are answered and that his/her application is completed correctly.

Please note that completion of a FBIS-C Tier 1 (Tranche 3) online application form does not mean that DAERA is under any obligation to make an offer of grant.

You must not purchase any items for which you are seeking grant until your application has been fully assessed and you have received a Letter of Offer. Expenditure incurred before the date of the Letter of Offer will not be eligible for grant.

Applications received after the closing date of FBIS-C Tier 1 (Tranche 3) i.e. after 4pm, 04 December 2020, will not be accepted.

6. How will my application be assessed?

All applications received will be acknowledged electronically. The application must be **completed online** using the EU grants European Structural & Investment Funds website www.eugrantfundingni.org

Applications will only be assessed if they meet the eligibility criteria and scheme rules as follows:

- The applicant has a valid DAERA Category 1 Farm Business Identification Number (FBID) on or before the closing date of the FBIS-C Tier 1 (Tranche 3) which is 4.00pm on 04 December 2020;
- The applicant has provided a copy of a 'Making it Safer' Certificate for his/her farm business with a completion date on or after 30 September 2020;
- The applicant has completed the proportionate business plan questions in the application form;
- The applicant has provided a copy of a completed Indication of Support Letter from a bank or other lending institution confirming the availability of finances to complete the proposed investment. This must have been completed on or after 30 September 2020;
- The applicant has applied for grant support for items from the Tier 1 (Tranche 3) List of Eligible Items with eligible project costs between £5,000 and £30,000 and is not exceeding the total maximum grant of £250,000 available to a successful applicant availing of both Tier 1 and Tier 2 over the lifetime of the RDP 2014-2020.
- The application has attained the minimum threshold score of 40 marks.

Mistakes or inconsistencies in an application could render it ineligible, no matter how minor these may appear to be.

Applications will be scored against the selection criteria. Applications must achieve a minimum threshold score of 40 points to be eligible. Applications will then be ranked by total selection criteria score. If the scheme is oversubscribed it may not be possible to fund all projects that meet the minimum threshold score. **In such a scenario, Letters of Offer will be issued to the higher ranking eligible applications, commencing with those that achieve a score of 100 marks and working progressively down the ranking order, according to the available budget.**

The issue of any Letter of Offer of Grant is subject to the availability of funds to the Department.

(1) FBIS-C theme band (maximum 46 marks)

Each eligible item has been assessed according to how closely it aligns with the four scheme themes outlined in the introduction of this booklet, and has been assigned to one of four RDP theme bands with the following marks:

Band 1 - Highest RDP theme band of item – **(46 marks)**

Band 2 - RDP theme band of item – **(40 marks)**

Band 3 - Intermediate RDP theme band of item – **(34 marks)**

Band 4 – Lowest RDP theme band of item – **(28 marks)**

The mark awarded to your application under this criterion will be that of the lowest marked band item applied for. For example, if you apply for items from both band 1 and band 4, you will be awarded 28 marks (i.e. the band 4 mark).

(2) Value for Money (maximum 39 marks)

The Value for Money (VFM) criterion allows applicants to propose project costs lower than the reference price(s) on the List of Eligible Items. For every 1.00% below the total reference price cost of the items you apply for, you will receive 1.95 marks.

Up to 39.00 marks are available under this criterion. The marks are awarded on a pro rata basis depending on the percentage VFM proposed. Those applicants proposing 20% or more (VFM) will achieve the maximum 39.00 marks. Those applicants proposing less than 20% (VFM) will be awarded points on a pro rata basis. Those applicants who do not choose to apply any VFM will receive 0.00 marks.

For example:

No under Bid - £12,000 sought (across all items) VFM points awarded = 0.00		
	Project costs proposed	Grant @40%
Item 1 - Reference Price £20,000	£20,000	£8,000
Item 2 - Reference Price £10,000	£10,000	£4,000
Under Bid - £10,200 sought (across all items) VFM points awarded = 29.25 (based on 15% lower project costs)		
	Project costs proposed	Grant @40%
Item 1 - Reference Price £20,000	£17,000	£6,800
Item 2 - Reference Price £10,000	£8,500	£3,400

Please note that the online application form for Tier 1 (Tranche 3) will apply any VFM reduction as an average across all items included in your application for grant, and not just against any one particular item which you believe could be purchased at a more competitive price than the reference price stated in the List of Eligible Items.

(3) Age of applicant (5 marks)

Applicants aged 40 years of age or less on 31 October 2020 will be awarded 5 marks. If your application is successful you will be required to provide documentation proving this. The applicant must be a person who is named under the DAERA Category 1 Farm Business ID Number. You may upload a copy of your birth certificate, passport or driving licence as documentary evidence of your age along with your online application. If successful the original documentation must be available for inspection.

(4) Educational Attainment (5 marks)

Applicants holding a Level II qualification in agriculture or horticulture will be awarded 5 marks. If your application is successful you will be required to provide documentation proving this on or before accepting your Letter of Offer. You may upload a copy of your Level II certificate as documentary evidence of your educational attainment along with your online application. If successful the original documentation must be available for inspection.

(5) New applicant (5 marks)

New applicants to the scheme or applicants who were unsuccessful in tranches 1 and 2 of Tier 1 or tranche 1 of Tier 2 will be awarded 5 marks. A new applicant is considered as a business (presenting a new/different FBID number) that had not been provided with a Letter of Offer previously. Please note, applicants who have previously been successful i.e. have been issued a Letter of Offer (whether accepted or not) under either Tier 1 or Tier 2 will not receive marks as a new applicant.

If after assessment a number of applications tie on the same score, priority for award of grant will be given in the first instance to:

Those with the highest marks for FBIS-C theme band, followed by Value for Money. If tied scores still remain, priority will be given to those who applied for items from the List of Eligible Items under RDP Theme J Environment, Weather Resistance and Climate Change.

Annex D is a summary of the selection criteria scoring for Tier 1 (Tranche 3).

Successful applications

The FBIS-C Tier 1 (Tranche 3) is dependent on receipt of financial assistance from the European Commission and the availability of national funds. The UK left the EU on 31 January 2020. The European Commission has advised that commitments can be made under the 2014 – 2020 RDPs and EU funding received until 31 December 2023 or until EU funds are exhausted (whichever is earlier).

This means that **projects funded under the NI Rural Development Programme 2014-2020 will continue to receive funding for the lifetime of the project.**

However, should such receipts be suspended or terminated, DAERA may suspend or terminate this grant scheme.

Subject to availability of funds, successful applicants will receive a Letter of Offer detailing the items for which grant is awarded, the amount of grant awarded and the terms and conditions of grant. The Letter of Offer will also include a Form of Acceptance, a Claim Form to be used when making a claim for grant and, if applicable, a VAT Declaration pro forma to be completed if you wish to claim grant towards the VAT element of the project. **The applicant must be a person** who is named under the DAERA Category 1 FBID and **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 form of acceptance if different from the applicant.**

If applicable, applicants will also be required to provide:

- a signed declaration confirming that the farm business is not VAT registered;
- a copy of the birth certificate, passport or driving license of the applicant (this is required if the applicant is 40 years of age or less); and/or
- a copy of the qualification certificate demonstrating at least a Level II qualification in agriculture or horticulture (Please refer to Criterion 4 (Educational Attainment) of Section 6 – How will my application be assessed?).

Full conditions, commitments and obligations will be stipulated at Letter of Offer stage, and should be carefully considered before any Letter of Offer is accepted. However some of the main conditions of grant for Tier 1 (Tranche 3) of the FBIS Capital are:

- **The Form of Acceptance must be signed and returned, along with any required supporting documentation to Countryside Services Ltd within 28 days of the date of the Letter of Offer. If you do not sign, date and return the Form of Acceptance, along with any required supporting documentation within 28 days of the date of the Letter of Offer, the offer of grant will be withdrawn.** DAERA and Countryside Services Ltd cannot be held responsible if a signed and dated Form of Acceptance is lost or delayed in the post. Proof of postage will not be accepted as proof of delivery.

- Projects must be completed within the timeframe stated in the Letter of Offer. Invoices dated or payments made outside this timeframe will not be eligible for grant;
- Applicants who receive a Letter of Offer cannot change any of the items detailed in their application and for which an offer of grant has been made. Grant is allocated for each specific item listed in the Letter of Offer. If the actual cost of purchasing an item(s) is less than the amount specified in the Letter of Offer, the balance of grant is not transferable to other items;
- Applicants must only purchase the item(s) listed in the project schedule to their Letter of Offer. It is the applicant's responsibility to seek clarification if there is any doubt as to the eligibility of any expenditure. Clarification must be sought from Countryside Services Ltd prior to incurring any expenditure;
- Applicants must retain and use all funded items for at least 5 years from the date of final payment of grant. Please note that this also applies to any items funded under Tier 1 Tranche 1 and 2. If successful under Tranche 3, inspectors would also check to confirm previously funded items have been retained on the farm;
- Projects must meet all applicable legal obligations under EU and UK law;
- Applicants are responsible for ensuring that each item of equipment is installed and operated in accordance with the manufacturer's recommendations. Applicants are obliged to consider the health and safety implications of all funded items;
- Funded items must be installed, and operational within 12 months of the date of the Letter of Offer;
- Funded items must have been paid for in full before grant can be claimed;
- It is advisable for you to be insured against all risk of injury, damage or loss arising from whatever cause in the course of your project. Any additional expense which may be incurred because of failure to insure or inadequate insurance will not be eligible for financial support. DAERA and Countryside Services Ltd are not liable for the failure or malfunction of any funded items;
- Projects will be subject to monitoring and evaluation both during and after the period of the Letter of Offer;
- Applicants must retain all documentation relating to the grant award until 31 December 2030;
- Applicants must adhere to any relevant European Commission requirements on publicity. This is defined in Commission Implementing Regulation (EU) No.808 of 2014. Further information will be provided to successful applicants;

- DAERA reserves the right to withhold any or the entire grant and/or require part or all of any grant paid to be repaid, and this may include interest thereon;
- In any case of dispute the decision of DAERA and/or the Managing Agent shall be final.

Applicants must not purchase any of the eligible items listed in the Letter of Offer before the date of the Letter of Offer as expenditure incurred before this date will not be eligible for grant.

Applicants should keep a copy of the Letter of Offer and signed Form of Acceptance for their own records. Applicants will have 4 months from the date of the Letter of Offer to purchase their items and submit a claim. An extension to the Letter of Offer timeframe will only be considered if an item, or items, cannot be supplied within the specified timeframe. In such circumstances written evidence of an order having been placed with a supplier will be required. Requests must be made in writing to Countryside Services Ltd **before the Letter of Offer expires.**

7. Unsuccessful applications

An application for grant will be unsuccessful if:

- the application does not meet the eligibility criteria of the scheme;**
- the application scored below the minimum threshold score of 40 marks;**
- the scheme is oversubscribed and the application scored insufficient marks under the additional FBIS-Capital Tier 1 (Tranche 3) selection criteria to be ranked high enough to be awarded funding from the available budget; or**
- If you apply for grant support which exceeds this £12,000 limit or the overall £250,000 limit across the RDP (your entire Tranche 3 application will be deemed ineligible).**

If your application is not awarded grant, you will be provided with a written explanation of the reasons why the application was unsuccessful. If you have reason to believe that the facts have been misinterpreted or an error has occurred in processing your application you may request a formal selection review.

Requests for a review of a decision on any other grounds will not be considered.

As with other DAERA funded schemes within the Rural Development Programme 2014-2020, you will have access to a two stage review of decisions procedure.

Stage One is an internal review and you will be required within 21 days of the letter advising that your project has not been awarded grant to submit in writing the reasons why you feel that:

- a. an error was made in determining the eligibility of the application; and/or

- b. an error was made in determining the score awarded to the application based on the information contained within the application.

You will be informed in writing of the outcome of the review.

Stage Two is an external review of the decision and you will be required within a limited time period of the date of the letter informing you of the outcome of the first stage review to submit in writing the reasons why you feel that:

- a. an error was made in determining the eligibility of the application; and/or
- b. an error was made in determining the score awarded to the application based on the information contained within the application.

There will be a fee to cover some of the administrative costs of a Stage Two review. However, if the outcome of the review results in a change in decision you will be refunded the fee. You will be informed in writing of the outcome of the review.

8. How to claim

Claims must be made on the FBIS - C claim form supplied in the Letter of Offer. Each claim must detail the items for which grant is being claimed (including serial numbers where appropriate), the amount of grant being claimed for each item and be accompanied by original invoices and bank statements confirming that the invoices have been paid in full.

Please note that:

- You may only claim for items specified in the Letter of Offer;
- Only one claim can be submitted. This must be submitted within the deadline specified in the Letter of Offer. If returning the claim by post please ensure that you pay the correct postage charge. If you do not, this could delay receipt of the claim. Proof of postage will not be accepted as proof of delivery;
- Grant is paid in arrears. Staged payments, requests for advances or other payment methods will not be considered;
- Expenditure incurred outside the timeframes stated in the Letter of Offer will not be eligible for grant;
- All relevant questions in the claim form must be answered and any supporting documents required must be enclosed with the claim;
- Any mistakes in the claim form should be crossed out and initialled;

- Items purchased using cash are not eligible for grant;
- Items purchased in full or in part by “trade ins” are not eligible for grant;
- Items purchased using a hire purchase agreement are not eligible for grant;
- Items must have been paid in full before grant can be claimed for them. Items must be installed and operational within 12 months of the date of the Letter of Offer;
- The amount of grant claimed must be net of all discounts received;
- It is the applicant’s responsibility to ensure the claim is arithmetically correct and all expenditure claimed is eligible for grant as per the Letter of Offer and FBIS - C Tier 1 (Tranche 3) rules. Countryside Services Ltd is required to check the accuracy of claims received;
- Claims will only be paid when Countryside Services Ltd is satisfied that the relevant expenditure has taken place and is compliant with the conditions of grant set out in the Letter of Offer. The checking process may include a visit(s) to the farm business;
- The inclusion of ineligible expenditure in a claim could incur a reduction to the grant payable. Further information on penalties and reductions to grant is provided in Section 11;
- Debt owed to the Department will be deducted from a claim;
- Failure to purchase all the items specified in the Letter of Offer could result in a financial penalty being imposed as per Article 35 of Commission Delegated Regulation 640/2014. It may also affect future applications to the scheme;
- The reoccurrence of non-compliances identified in previous claims under the same or similar measures of the RDP will be taken into account when determining the nature or amount of any penalty applied;
- A valid invoice must be supplied for each item on which you (the successful applicant) are claiming financial support. All invoices submitted must be original and be submitted with the claim to include the following information at item level:
 - Clearly show the supplier’s name, address and telephone number and where applicable, the VAT registration number;
 - Clearly show the successful applicant’s name;
 - Show the date of supplying the goods;
 - Provide a full description of the goods provided including quantities, serial numbers, where appropriate, and unit price;

- Clearly show the purchase price of each item separate from any associated costs such as delivery charges, commissioning charges and so on;
- Show the total amount due for payment by the successful applicant name;
- Show the amount of VAT charged as a separate item. If the supplier is not VAT registered, a written statement from the supplier should indicate this fact. This written statement should be signed, dated and the person signing should indicate his/her status in the firm, for example, owner, accountant, cashier;
- Show, where appropriate, the net amount actually paid by the successful applicant's name giving details of discount, or credit charges and so on, which fully explain the amount due and amount paid;
- Be marked with the date of payment and cheque number issued to the supplier or detail of other payment method.

Copies of invoices will be made and originals will be returned to the successful applicant.

Invoices in Euros will be accepted, however, payment of financial support will be made in Sterling. The exchange rate will be calculated based on the date on which the transaction cleared the bank account. The rate used will be determined from the EU exchange rate website: www.ecb.int/stats/exchange/eurofxref/html/index.en.html

Bank charges incurred against euro/sterling transactions will not be eligible for support.

An original bank statement indicating that the invoice(s) have been paid in full must be provided with the claim.

A percentage check to further verify expenditure may be carried out. **If requested, the successful applicant will be required to provide cleared copies of cheques, made in the name of the supplier, for items purchased.** Any bank charges or other charges incurred in providing these copy cheques will be at the successful applicant's own expense.

If your farm business is not VAT registered and you sought support on non-recoverable VAT, a signed declaration that the farm business is not registered with HM Revenue and Customs for reimbursement of VAT is required.

9. Payment of claims

Payment of claims will be made electronically into a bank account or building society account using BACS (formerly known as Bankers' Automated Clearing Services). Payment will be made to the bank account associated with the applicant's DAERA Category 1 Farm Business ID Number.

Applicants should note that the same bank account cannot be used for more than one farm business.

Applicants can register or change their farm business bank account details by contacting DAERA Area-Based Schemes Payments Branch, Accounts Management Team, Room 216, Orchard House, 40 Foyle Street, Derry/Londonderry, BT48 6AT or by telephoning 028 7129 9084.

Bank details should not be returned to Countryside Services Ltd.

10. Penalties and reductions

The following EU regulations provide the basis for the application of penalties and reductions under FBIS - C.

- Article 63 of Commission Implementing Regulation (EC) No 809 of 2014 covers reductions to claims based on the amount claimed and the amount found to be eligible under the Scheme rules.
- Article 35 of Commission Delegated Regulation (EU) No 640 of 2014 covers the application of penalties for non-compliance with the conditions of the Letter of Offer.

Failure to meet the conditions of grant in the Letter of Offer, including failure to purchase items for which you have been awarded grant could result in the full or partial reduction of grant. Reductions will not exceed 100% of the grant award.

Article 63 of Commission Implementing Regulation (EC) No 809 of 2014

You are responsible for ensuring that claims are arithmetically correct and all expenditure claimed is eligible for grant as per the Letter of Offer and FBIS - C rules. Only items specified in the Letter of Offer are eligible for grant; claiming for ineligible items may result in penalties being applied and a full or partial reduction of the grant. **Items purchased must satisfy the description of the items as set out in the List of Eligible Items, for which grant has been awarded. If you have any doubt as to the eligibility of an item you intend purchasing you must contact Countryside Services Ltd for clarification.**

There is a requirement to check the accuracy of claims received. In accordance with Article 63 if a claim is found to be incorrect it will be reduced to the amount

that is eligible. The grant to be paid will then be calculated on that basis. However, if the ineligible expenditure is more than 10% of the eligible expenditure in the claim a further reduction will be made. The reduction required is **(b) the ineligible expenditure** and **(e) a further reduction equal to (b)**. An example is provided below in the table.

a	Expenditure in claim	£20,000
b	Ineligible expenditure in claim	£2,000
c	Eligible expenditure in claim (a-b)	£18,000
d	Ineligible expenditure in claim as a percentage of eligible expenditure in claim (b as a percentage of c)	11%
e	Penalties applied (b)	£2,000
f	Balance of expenditure upon which grant is calculated (c-e)	£16,000
g	Grant rate	40%
h	Grant to be paid (f*g)	£6,400

No reduction will be made if you can demonstrate to the satisfaction of DAERA and/or Countryside Services Ltd that you were not at fault for the inclusion of the ineligible expenditure. No penalty will be applied for obvious errors (e.g. an incorrect total in claim form).

Article 35 of Commission Delegated Regulation (EU) No 640 of 2014

A matrix will be used to determine the rate and amount of penalty to be applied for non-compliances against commitments and obligations as agreed within the Letter of Offer.

Failure to purchase all the items specified in the Letter of Offer could result in a financial penalty being imposed as per Article 35 of Commission Delegated Regulation 640/2014. It may also affect future applications to the scheme; and the reoccurrence of non-compliances identified in previous claims under the same or similar measures of the RDP will be taken into account when determining the nature or amount of any penalty applied.

All penalties will be proportionate and graduated taking account of the severity, extent, duration and reoccurrence of the non-compliance related to conditions of the grant award.

Claims will be reduced by a set percentage. Article 63 checks and reductions will be made first in order to determine the eligible amount in the claim. Any Article 35 reductions will then be applied to the balance.

Suspected fraud

It is an offence to knowingly provide false or misleading information. Should you have intentionally provided false information, the grant award will be cancelled and we will seek to recover the grant paid (including interest). Furthermore, you will be excluded from applying to the Scheme during the calendar year (1 January to 31 December) of finding and the following calendar year. This applies without

prejudice to additional penalties including prosecution under national legislation. Cases of suspected fraud will be referred to the appropriate authorities for investigation.

Legislation covering recovery of grant

Regulations 15 to 18 of Statutory Rule No 326 of the Rural Development Programme Regulations (Northern Ireland) 2015 set out the powers of recovery of grant for the Rural Development Programme 2014-2020.

The Head of Farm Business will be liable for repayment of any monies should the Department determine that the terms and conditions of the scheme have not been adhered to, or fraud has been proven. This will be recovered from the bank account as mentioned at point 10.

Annex A – Tier 1 (Tranche 3) List of Eligible Items

The Tier 1 (Tranche 3) List of Eligible Items is available at the following link and should be read in conjunction with the rest of this Explanatory Booklet:

www.daera-ni.gov.uk/publications/fbis-capital-scheme-tier-1-eligible-items

Grant support is only eligible towards the purchase cost of **new** (not second hand) items that are on the list. Items which are not on the list are not eligible for grant support under Tier 1. The items have been reference priced to establish the maximum project costs eligible for grant support. Please note that a number of additional items are now available for support that were not eligible under previous tranches.

Note – the List of Eligible Items issued previously under Tier 1 (Tranche 1 or 2) is no longer valid.

Annex B - Ineligible Expenditure

The following expenditure cannot be funded.

- Investments to meet statutory obligations under current legislation;
- Second hand equipment;
- Replacing assets like for like;
- Items of equipment that have received grant from other grant schemes;
- Items used in full or part for any other non- agricultural business or domestic purposes;
- Items that have been supplied by the applicant to his or her own farm business;
- Payments made for items in cash;
- Payments made for items in full or in part by “trade ins”
- Invoices dated before the date of the Letter of Offer;
- Expenditure incurred or payments made before the date of a Letter of Offer;
- Claims received by Countryside Services Ltd after the date stated in the Letter of Offer;
- Value Added Tax (VAT) on eligible project costs (except where it cannot be reclaimed from HM Customs and Excise);
- Construction of buildings;
- Delivery costs;
- Installation costs (with the exception of tensioned covers for above ground slurry stores and associated strengthening rings (item codes J60-J63) and fencing (item codes K67, M36 and M37));
- Commissioning costs;
- Site works;
- Services and fuel supplies e.g. water, oil, gas etc.;
- Planning permissions;
- Computer hardware such as pc, laptop, printer etc.;
- Professional fees (with the exception of Engineer’s certificate for above ground slurry stores and strengthening rings (Item codes J60-J63).
- Training on the use of items;
- Subscription charges on items;
- Items purchased using hire purchase;
- Warranties;
- Insurance;
- Maintenance;
- Running costs;
- Labour costs (with the exception tensioned covers for above ground slurry stores (item codes J60-J63) and fencing (item codes K67, M36 and M37));
- Financial charges and bank interest;
- Consumables;
- Investments relating to non-agricultural animals;
- Projects associated with food processing buildings and equipment;
- Equipment typically used by contractors. For example: balers, silage harvesters; and
- Purchase and installation of renewable energy investments.

Annex C - How to complete the online application form

A visual guide on how to complete your Farm Business Improvement Scheme - Capital, (FBIS-C) Tier 1 (Tranche 3) application for funding online is available at www.daera-ni.gov.uk/publications/fbis-capital-scheme-tier-1-online-application-guidance.

This guide covers all the steps needed to submit your online application, laid out as a visual screen by screen guide.

IT SHOULD BE READ IN CONJUNCTION WITH THIS 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 the document.

Please note the opening date for submitting applications to Tier 1 (Tranche 3) of FBIS-C is 02 November 2020.

Annex D - Selection Criteria Scoring for Tier 1 (Tranche 3)

A minimum score of **40** is set, below which an application will not be funded. If the scheme is oversubscribed it may not be possible to fund all projects that meet the minimum threshold score. In such a scenario, eligible applications will be ranked by score and Letters of Offer will be issued to the higher ranking applications **according to the available budget.**

Selection criteria	Marks awarded to application	Guidance on allocation of score
Alignment with FBIS Themes Score based on how the selection of item meets FBIS-Capital themes. (maximum 46 marks)	46	All items on FBIS-C Tier 1 (Tranche 3) application “Band 1”
	40	One item or more on FBIS-C Tier 1 (Tranche 3) application “Band 2” - no “Band 3/4” items
	34	One item or more on FBIS-C Tier 1 (Tranche 3) application “Band 3” – no “Band 4” items
	28	One item or more on FBIS-C Tier 1 (Tranche 3) application “Band 4”
	Note: The mark awarded under this criterion will be the lowest band applied for.	
Value for money (maximum 39 marks) Total maximum grant allowed for all items applied for will be used to calculate this score	39	Grant sought 20% or more below maximum grant allowed for item(s).
	Marks allocated pro-rata to 2 decimal places between these (1.95 marks awarded for each 1.00% of grant sought below the maximum grant allowed).	
	0	Maximum grant allowed for item(s) sought
Age of farmer (maximum 5 marks)	5	Applicant is 40 years or less on 31 October 2020 and is named on the DAERA Category 1 Farm Business ID number
	0	Applicant is over 40 years of age on 31 October 2020
Educational attainment	5	Applicant has an appropriate agricultural or horticultural qualification (Level II or equivalent)

(maximum 5 marks)	0	Applicant does not have an appropriate agricultural or horticultural qualification(Level II or equivalent)
New applicant (maximum 5 marks)	5	Applicant (Business) has not been successful at, Tier 1, Tranches 1 or 2 or Tier 2, Tranche 1.
	0	Applicant has been successful at Tier 1, Tranches 1 or 2 or Tier 2, Tranche 1.

Annex E – Fencing Specification and Installation Guidelines

There are 3 types of enhanced fencing (Item codes K67, M36 and M37) which are eligible under FBIS-C Tier 1 (Tranche 3). The specifications for these fencing options, along with information on cross-compliance considerations, health and safety and environmental risks are available at the following link:

www.daera-ni.gov.uk/publications/fbis-capital-scheme-tier-1-fencing-specification-and-installation-guidelines

This document must be read in conjunction with the FBIS-C Tier 1 (Tranche 3) Explanatory Booklet and List of Eligible Items.

If you apply for fencing items and your application is successful, you will be required to complete a Proposed Fencing Location Form (PFL 1) which must be completed and returned within 10 days of the date of your Letter of Offer. The PFL 1 form requires you to provide details of the Farm Survey Number, field number, fencing item code and length of proposed fencing to be erected.

A member of DAERA staff will then contact you to arrange an on farm visit to ensure the locations of your proposed fencing are compatible with the requirements as FBIS-C Tier 1 Fencing Specification and installation guidelines. On completion of this farm visit you will receive a farm map for your records outlining the locations identified for your grant funded fencing. **You must not** install any grant funded fencing in advance of receiving this agreed map. At claim stage **you must** include proof from the supplier that the posts used are guaranteed for a minimum of 15 years. Gates or distances spanned by gates are not eligible.

Annex F – Prefabricated Biosecurity Unit Specification

Prefabricated Biosecurity Unit to improve animal and plant health (Item code K26).

Grant support per square metre and available up to **26 square metres** (minimum 4 square metres).

To include as essential:

- Biosecurity signage on outer wall of unit to warn and advise visitors;
- Dedicated personnel only entry and exit points (no animals);
- Shelf to keep a visitor book;
- Bench Seating on “dirty” side to allow removal of outer clothing and footwear;
- Lockers on “dirty” side to store clothing and personal items;
- Decontamination layout shower plumbed with running hot water, soap dispenser and provision of appropriate signage. For example “You must shower”;
- Low physical barrier to create a line of separation between “dirty” and “clean” areas;
- Clearly demarcated hazard line at the physical barrier between “dirty” and “clean” areas;
- A wash hand basin (knee operated or with an automatic sensor) with running hot water, soap dispenser and hand sanitizer dispenser;
- Provision on the wall at the wash hand basin to allow for provision of signage advising of correct hand washing protocol;
- Bench Seating, Lockers and Boot Rack on “clean” side to facilitate dressing in house specific clothing and footwear; and
- Areas designated as “dirty” and “clean” to be clearly demarcated with different coloured flooring and lockers.
- A toilet (not essential but would be preferred)

Ineligible Items

- Canteen/kitchen facilities;
- Site preparation, ramps, access steps; and
- Connection to Services (Water, Electric, Sewage).

Applicants should consider the need for Consent to Discharge, Planning Permission or other relevant consents.

Annex G – Approval to incinerate animal by-products

Incineration of animal by-products cannot commence until approval has been issued by DAERA. FBIS – C Tier 1 grant on incinerators will not be paid until approval has been issued by DAERA.

Applications must be made to DAERA Veterinary Service and Animal Health Group. This can be done by downloading an application form from the DAERA website. Applicants can also contact DAERA Veterinary Service and Animal Health Group by phoning: 02877 442298 or 02877 442089.

Applications may be made for approval as Low Capacity (less than 50kg/hour) or High Capacity (more than 50kg/hour).

Note that the operation of more than one incinerator at the same premises providing for a potential throughput of greater than 50kg/hour will cause the plant to be considered High Capacity.

For approval to be granted it is necessary that both the incinerator and the premises on which it is located comply with the legislation.

An application will be reviewed by a DAERA Officer who will form an opinion as to whether the structure, operation and record keeping of the plant is likely to comply with the legislation. An inspection will be carried out to witness compliant operation before an approval can be issued.

Further information:

www.daera-ni.gov.uk/publications/approval-and-operation-incineration-plants-which-receive-abp

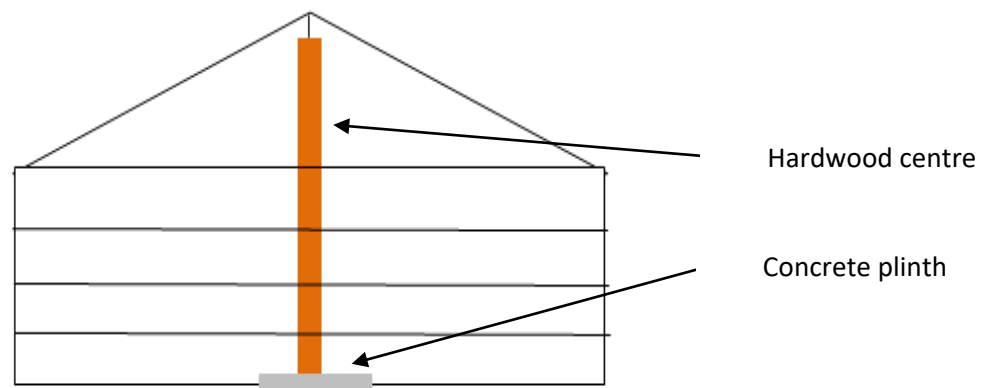
www.daera-ni.gov.uk/publications/animal-products-applications

Annex H – Tensioned Covers for Above Ground Slurry Stores

Tensioned covers for above ground stores (AGS) used to store slurry reduce the amount of rainwater that is collected and hence increases storage volume on farms which allows the slurry to be applied to the land when conditions are best. In addition there is a reduction in the emission of ammonia from the surface of the store.

The fitting of the tensioned cover on an AGS may include the placing of a load bearing pad on the floor of the store, which may be made from pre-cast concrete, a hardwood centre pole and the cover itself. The cover extends down the side of the store and is tensioned with ratchet straps to the side of the store.

The diagram below shows a 4 ring metal store indicating the position of the concrete pre-cast pad and hardwood central pole.



Tensioned covers for AGS which are eligible for funding (Item codes J60, J61 & J62) must conform to the relevant British Standards (or equivalent). It is your responsibility to seek advice to ensure these standards are met.

It is important that you ensure the tank is structurally sound and able to support the additional loading from the cover before you fit the cover.

Confirmation from a currently registered chartered engineer that the store is structurally sound with no visible leaks and capable of supporting the new cover MUST be included with any claim for this item.

You are advised to consult with an engineer to assess the suitability of the store to have a tensioned cover fitted prior to submitting an application for this item.

All new AGS that have been erected after 1st January 2020 are required to have a cover fitted at erection stage hence only covers for stores erected before this date will be eligible for funding. Also there is a legal requirement for any AGS that was

erected after 1st December 2003 to be notified to NIEA [previously Silage Slurry and agricultural Fuel Oil (SSAFO) 2003 now Nutrients Action Programme (NAP) 2019-2022]. If you have any queries regarding this contact the Agricultural Regulations team 028 9262 3205 or email agricultural.regulation@daera-ni.gov.uk . We may check this notification was submitted and hence this will inform us of the date of erection.

The rainwater from the roofed store will collect at the outside base of the store and it will be necessary to direct this away from the store into a clean water drain or rain harvesting system.

The covered area within the tank is considered a confined space and hence it is a danger to enter a covered store without the appropriate safety equipment. It is important to display the appropriate signs to warn of the dangers of confined spaces and fragile covers.

Some metal AGS may not currently be suitable to fit a cover without additional structural strengthening. Funding will be available to fit the strengthening ring (Item code J63) to all such stores. Where the engineer or the company who supplied the AGS state that a strengthening ring is required to support a new cover, a chartered engineer's certificate will also be required and submitted with your claim.

Eligible Costs

The following costs are eligible for grant:

- Supply of the all the components for the installation of the cover
- Hire of the crane and the appropriate safety equipment
- For metal stores the supply of the additional strengthening ring (where not originally fitted)
- The labour costs for the fitting
- Professional cost of engineer's certificate

1. The total eligible costs of the cover, including all the necessary works is based on the area of the cover required in square metres (m²). The reference price will vary according to the diameter of the store.
2. Where there is a requirement to fit the strengthening ring, the eligible cost is per linear metre (m).

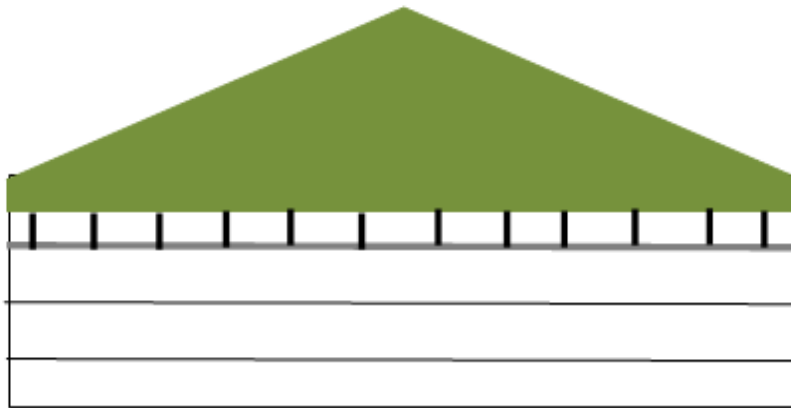
The following costs are ineligible for grant:

- Floating covers;
- Covers on stores constructed after 31st December 2019;

- Covers on stores constructed prior to 1st December 2003; and
- Any remedial works to repair the store to make it structurally sound as identified by the engineer.

Tensioned Cover Area Calculations

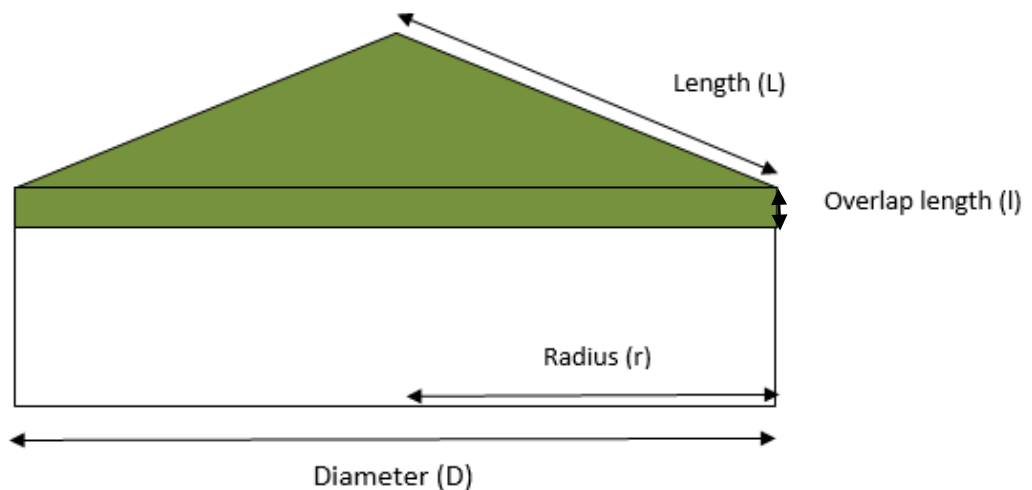
The area of the tensioned cover includes the material required to allow for the cone shape and the depth that the cover extends down the side of the store. The area covered is shown below in green along with the ratchet straps and strengthening ring. If the area to be covered exceeds the £30,000 limit, you may apply for the cover up to £30,000 and self-fund the difference.



The total area therefore depends on the following:-

- The diameter of the tank
- The angle of the slope
- The length of the cover that extends down the side.

1. Calculation of the area of cover required



1. Calculate the length of cover on top edge of the cone

$$L = r/0.966^* \quad (*\text{Cos } 15^\circ - \text{which is typical angle of cover})$$
2. Calculate the area of the cone, called Cone Area (CA)

$$CA = 3.14 \times r \times L$$
3. Calculate the area of cover down the side of the tank, called the Overlap Area (OA)

$$OA = 3.14 \times D \times l$$
4. Calculate the total area of cover (TA)

$$TA = CA + OA$$

Example

Above ground store of diameter 10.5m with a cover overlap length of 0.5m

1. $L = 5.25/0.966$
 $= 5.43\text{m}$

2. $CA = 3.14 \times 5.25 \times 5.43$
 $= \underline{89.51\text{m}^2}$

3. $OA = 3.14 \times 10.5 \times 0.5$
 $= \underline{16.49\text{m}^2}$

4. $TA = 89.51 + 16.49$
 $= \underline{106\text{m}^2}$

Hence eligible total area of the cover for a 10.5m diameter store is 106m²

2. Calculation of the Length of Strengthening Ring Required

The total length of the strengthening ring is equivalent to the circumference of the tank.

$$\text{Circumference (m)} = 3.14 \times \text{diameter (m)}$$

Example

Above ground store with a diameter of 10.5m requires a strengthening ring.

$$\begin{aligned} \text{Circumference} &= 3.14 \times 10.5 \\ &= 32.97\text{m} \end{aligned}$$

Hence eligible length of strengthening ring is 33m

Annex I - Low Emission Slurry Spreading Equipment

1. Slurry Spreading Equipment

Funding is available for equipment that will spread slurry to help reduce the emission of ammonia compared with surface broadcast application (inverted splash plate). This equipment is referred to as Low Emission Slurry Spreading Equipment (LESSE) and funding is provided for the following types of applicators:-

- Dribble bar / trailing hose
- Trailing shoe
- Shallow injector

All these applicators use a hydraulic driven macerator(s) to distribute the slurry down individual pipes to the system applying the slurry to the ground. The macerator is likely to have a chopping effect on the slurry and will require maintenance.

The width of the applicators can vary from 4m to 12m depending on type and has hydraulic folding facility for road transport. The dribble bar tends to be the lightest system and the shallow injector heaviest and hence this is reflected in the working widths and method of attachment to the tanker.

Retro fitting of LESSE applicators to existing tankers

It is important to ensure the LESSE applicator is mounted onto the tanker in a safe manner. Newer tankers have been designed with a chassis type frame or mounting points fitted during manufacture. Older tankers may need to be adapted to safely attach the different systems. It is advisable to seek specific advice from a registered chartered engineer to ensure applicators can be fitted and operated safely to existing slurry tankers and not affect the integrity or weaken any part of the slurry tanker. Particular attention should be given to the load bearing capability and safe operation.

PLEASE NOTE:

Where funding is provided for a new LESSE system which is being mounted onto an existing slurry tanker confirmation from a currently registered chartered engineer that the attachment has been mounted in a manner that causes no detrimental effect on the tanker will be required at claim stage. The cost of this certificate is not eligible for funding.

Due to the corrosive effect of slurry on metal, it is advised that all metal components of the attachment should be galvanised or equivalent protection to increase durability and lifespan.

All applicators whether with a new tanker or retro fitted must be fitted with a manufacturer's identifier plate that indicates a CE marking, serial number and states the model of applicator and unladen weight and supplied with the operator's manual highlighting the relevant safety instructions.

The following 4 scenarios are examples of when an engineer's certificate/report is required and what it should detail.

1. A slurry tanker with the necessary brackets/bolt holes in the chassis for the purpose of fitting a LESSE item at a future date. Where the LESSE item being purchased is manufactured / supplied by the same manufacturer as the tanker and designed for it to be attached to this tanker then a letter on headed paper from that manufacturer would be sufficient. The letter must state that the tanker (size, serial number) belongs to (name of applicant) was inspected and the company is satisfied that it is suitable to safely fit the LESSE item (state type, serial number and size of LESSE item).
2. A slurry tanker with the necessary brackets/bolt holes in the chassis for the purpose of fitting a LESSE item at a future date. Where this LESSE item is manufactured / supplied by a different manufacturer than the tanker then a report must be submitted from a registered chartered engineer. The report must state:
 - a. The tanker (state make, size and serial number of tanker) belongs to (name of applicant) was inspected and is suitable to safely fit the LESSE item (state make, size, type and serial number of the LESSE item) and
 - b. The LESSE item has been fitted in a manner that is safe to use.
3. A slurry tanker where there are NO brackets and NO chassis for the purpose of fitting a LESSE item. A report must be submitted from a registered chartered engineer. The report must state:
 - a. The tanker (state make, size and serial number of tanker) belongs to (name of applicant) was inspected and is suitable to safely fit the LESSE item (state make, size, type and serial number of the LESSE item) and
 - b. The LESSE item has been fitted in a manner that is safe to use.
4. A slurry tanker where there is NO brackets and NO chassis and the LESSE is to be fitted to the rear inspection hatch. A report must be submitted from a registered chartered engineer. The report must state:
 - a. The tanker (state make, size and serial number of tanker) belongs to (name of applicant) was inspected and is suitable to safely fit the LESSE item (state make, size, type and serial number of the LESSE item) and
 - b. The LESSE item has been fitted in a manner that is safe to use.

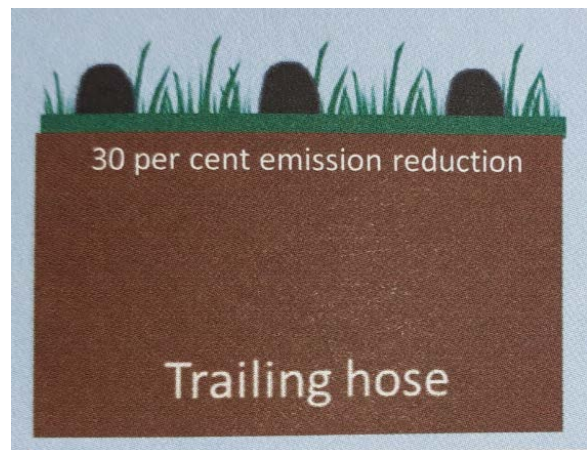
PLEASE NOTE:

You cannot apply for any item and then purchase an item that is in a different category and has a different item code. For example, you cannot apply for a tractor mounted trailing shoe up to 7.5m working width (Item code J50) and then purchase a tractor mounted training shoe greater than 7.5m working

width (Item code J51). Failure to meet the conditions of grant in the Letter of Offer, including failure to purchase items for which you have been awarded could result in full or partial reductions of grant. Refer to section 11. Penalties and reductions, Pages 18 & 19 for further information.

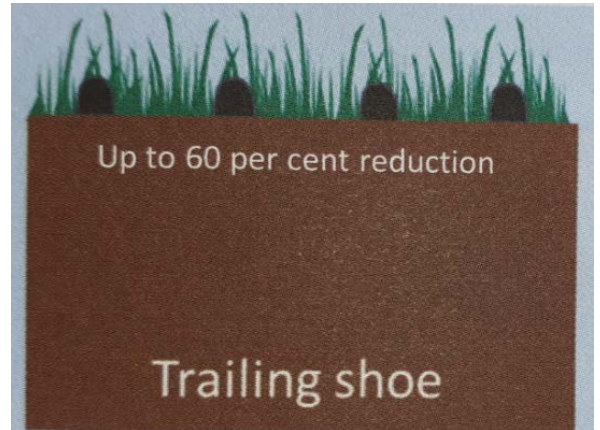
Dribble bar (Trailing Hose) – Item codes J41-J46

A dribble bar applicator has outlets at spacing of 25cm - 30cm placed along a metal bar with pipes dropping the slurry onto the ground. It still has the potential to coat the grass leaf surface with slurry and therefore is less effective in reducing ammonia emissions than the other methods. It is more suited to applying slurry to growing crops. The “lay flat” type hose, as in the picture below should reduce this contamination of the grass sward and is recommended.



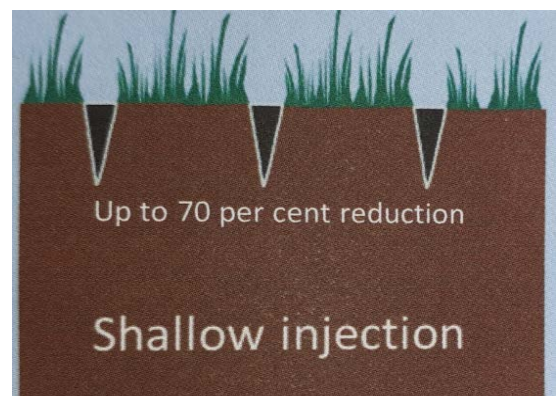
Trailing Shoe – Item codes J47-J51

The trailing shoe applicator is specifically designed to deliver the slurry beneath the grass canopy to the soil surface. The spacing is typically 25cm – 30cm and the opening tip should follow the ground. Most will have a positive downward pressure so that it follows the ground contours. This should result in less contamination of the herbage and greater emission reduction.



Shallow Injection – Item code J52

The shallow disc injector is designed to place slurry precisely into the grassland. It is usually fitted with a cast iron disc that opens a slot in the soil into which the slurry is placed. The interval spacing of the discs is typically 25cm and depth of slot is 30mm – 80mm. There is a downward hydraulic pressure on the disc and should produce a lot less contamination of the herbage and reduces emissions the most.



2. Slurry Tankers - Item codes J37-J40

Where an existing slurry tanker is not suitable to fit an appropriate applicator, funding is available for the purchase of a new tanker for the sole purpose of fitting a LESSE system. A tanker **cannot be funded** on its own without also purchasing a LESSE system and **must be within the overall £30,000 limit for all items**. Refer to the tables below for slurry tanker and LESSE combinations that are within and exceed the £30,000 limit and would not be eligible.

If you only apply for a slurry tanker your application will be deemed ineligible.

The table below illustrates the LESSE attachment and tanker combinations that are eligible (i.e. within £30k total reference price)

		Item 1			Item 2	Total cost (£)
Description	Ref Price (£)	Item code	Description	Ref Price (£)	Item code	
TANKER Mounted Dribble Bar (up to 7.5m) slurry distribution system	9,425	J41	Slurry tanker (up to 2,000 gallon)	12,500	J37	21,925
TANKER Mounted Dribble Bar (over 7.5m and up to 10m) slurry distribution system	10,725	J42	Slurry tanker (up to 2,000 gallon)	12,500	J37	23,225
TANKER Mounted Dibble Bar (over 10m) slurry distribution system	14,950	J43	Slurry tanker (up to 2,000 gallon)	12,500	J37	27,450
TANKER mounted Trailing Shoe (up to 7.5m working width) slurry distribution system	12,400	J47	Slurry tanker (up to 2,000 gallon)	12,500	J37	24,900
TANKER mounted Trailing shoe (7.5 - 10m working width) slurry distribution system	15,765	J48	Slurry tanker (up to 2,000 gallon)	12,500	J37	28,265
TANKER mounted Trailing shoe (greater than 10m working width) slurry distribution system	17,250	J49	Slurry tanker (up to 2,000 gallon)	12,500	J37	29,750
TANKER Mounted Dribble Bar (up to 7.5m) slurry distribution system	9,425	J41	Slurry tanker (up to 2,000 gallons) with hill options	14,235	J38	23,660

		Item 1			Item 2	Total cost (£)
Description	Ref Price (£)	Item code	Description	Ref Price (£)	Item code	
TANKER Mounted Dribble Bar (over 7.5m and up to 10m) slurry distribution system	10,725	J42	Slurry tanker (up to 2,000 gallons) with hill options	14,235	J38	24,960
TANKER Mounted Dibble Bar (over 10 m) slurry distribution system	14,950	J43	Slurry tanker (up to 2,000 gallons) with hill options	14,235	J38	29,185
TANKER mounted Trailing Shoe (up to 7.5m working width) slurry distribution system	12,400	J47	Slurry tanker (up to 2,000 gallons) with hill options	14,235	J38	26,635
TANKER mounted Trailing shoe (7.5 - 10m working width) slurry distribution system	15,765	J48	Slurry tanker (up to 2,000 gallons) with hill options	14,235	J38	30,000
TANKER Mounted Dribble Bar (up to 7.5m) slurry distribution system	9,425	J41	Slurry tanker (over 2,000 - up to 2500 gallons)	14,235	J39	23,660
TANKER Mounted Dribble Bar (over 7.5m and up to 10m) slurry distribution system	10,725	J42	Slurry tanker (over 2,000 - up to 2500 gallons)	14,235	J39	24,960
TANKER Mounted Dibble Bar (over 10 m) slurry distribution system	14,950	J43	Slurry tanker (over 2,000 - up to 2500 gallons)	14,235	J39	29,185
TANKER mounted Trailing Shoe (up to 7.5m working width) slurry distribution system	12,400	J47	Slurry tanker (over 2,000 - up to 2500 gallons)	14,235	J39	26,635
TANKER mounted Trailing shoe (7.5 - 10m working width) slurry distribution system	15,765	J48	Slurry tanker (over 2,000 - up to 2500 gallons)	14,235	J39	30,000
TANKER Mounted Dribble Bar (up to 7.5m) slurry distribution system	9,425	J41	Slurry tanker (over 2,000 - up to 2500 gallons) with hill options	15,050	J40	24,475

		Item 1			Item 2	Total cost (£)
Description	Ref Price (£)	Item code	Description	Ref Price (£)	Item code	
TANKER Mounted Dribble Bar (over 7.5m and up to 10m) slurry distribution system	10,725	J42	Slurry tanker (over 2,000 - up to 2500 gallons) with hill options	15,050	J40	25,775
TANKER Mounted Dibble Bar (over 10m) slurry distribution system	14,950	J43	Slurry tanker (over 2,000 - up to 2500 gallons) with hill options	15,050	J40	30,000
TANKER mounted Trailing Shoe (up to 7.5m working width) slurry distribution system	12,400	J47	Slurry tanker (over 2,000 - up to 2500 gallons) with hill options	15,050	J40	27,450

The table below illustrates the LESSE attachment and tanker combinations that are NOT eligible (i.e. would be over £30k total reference price and could not be applied for on the application system):

		Item 1			Item 2	Total cost (£)
Description	Ref Price (£)	Item code	Description	Ref Price (£)	Item code	
TANKER mounted shallow injector slurry application system	22,165	J52	Slurry tanker (up to 2,000 gallon)	12,500	J37	34,665
TANKER mounted Trailing shoe (greater than 10m working width) slurry distribution system	17,250	J49	Slurry tanker (up to 2,000 gallons) with hill options	14,235	J38	31,485
TANKER mounted shallow injector slurry application system	22,165	J52	Slurry tanker (up to 2,000 gallons) with hill options	14,235	J38	36,400
TANKER mounted Trailing shoe (greater than 10m working width) slurry distribution system	17,250	J49	Slurry tanker (over 2,000 - up to 2500 gallons)	14,235	J39	31,485

		Item 1			Item 2	Total cost (£)
Description	Ref Price (£)	Item code	Description	Ref Price (£)	Item code	
TANKER mounted shallow injector slurry application system	22,165	J52	Slurry tanker (over 2,000 - up to 2500 gallons)	14,235	J39	36,400
TANKER mounted Trailing shoe (7.5 - 10m working width) slurry distribution system	15,765	J48	Slurry tanker (over 2,000 - up to 2500 gallons) with hill options	15050	J40	30,815
TANKER mounted Trailing shoe (greater than 10m working width) slurry distribution system	17,250	J49	Slurry tanker (over 2,000 - up to 2500 gallons) with hill options	15050	J40	32,300
TANKER mounted shallow injector slurry application system	22,165	J52	Slurry tanker (over 2,000 - up to 2500 gallons) with hill options	15050	J40	37,215

Where new slurry tankers are specifically designed to fit LESSE systems there is no requirement for confirmation from an engineer that the tanker is suitable. We may seek evidence of the specification and confirmation of age of the tanker. It is also recommended to check with the supplier that the LESSE item can be safely attached.

Current road traffic legislation restricts the maximum laden weight of a trailed implement at 18.29 tonnes and there is a further maximum total weight of tractor and trailed implement of 31 tonnes. In order to ensure compliance with these regulations **the maximum size of tanker available for funding is 2500 gallons** (11,360 litres).

The tanker must comply with all other road traffic legislation including the correct braking efficiency and lighting. Where the LESSE equipment obscures the tanker rear lights there must be additional lights fitted to the rear of the applicator.

Where slurry is to be applied in undulating land it may be advantageous to select a slurry tanker that has been specifically designed for use on hilly land. These must have a cranked axle, resulting in a lower centre of gravity and a specific method of weight transfer onto the rear axle of the tractor e.g. internal baffles that holds the slurry in the front of the tanker until almost empty.

Slurry tankers must be fitted with a manufacturer's identifier plate that indicates a CE marking, serial number and states the model of tanker, unladen weight and laden

weight and supplied with the operator's manual highlighting the relevant safety instructions.

3. Umbilical Slurry Spreading System

In certain circumstances it might be more appropriate to apply the slurry using an umbilical system. Funding is available for the centrifugal pump (Item code J55), the hose to transfer the slurry (Item codes J53 and J54), the hose reelers (Item codes J56 and J57) and the LESSE applicator (Item codes J41-J51).

A choice of front mounted, rear mounted or trailed reelers are eligible in a range of sizes. The minimum length of pipe that is funded is 600m with no upper limit. The pipe can be either up to 100mm (4inch) or up to 125mm (5inch) or a mixture of both. It may be an advantage to use a larger diameter of pipe for the first section of pipe. This complete system must include a LESSE applicator. If the farm business does not currently own a LESSE applicator, one must also be purchased.

All items of equipment must be fitted with a manufacturer's identifier plate that indicates a CE marking, serial number and states the model of machine, the unladen weight and laden weight and supplied with the operator's manual highlighting the relevant safety instructions.

Annex J – Relevant Legislation

This booklet is only a guide and does not represent an interpretation of the legislation - only the courts can rule authoritatively on such matters. It is recommended that you consider the legislation before applying. The main regulations governing the Scheme are:

Regulation (EU) No 1303/2013 of the European Parliament and of the Council laying down common provisions on the EAFRD, the European Social Fund, the Cohesion Fund, the EAFRD and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund.

Regulation (EU) No 1305/2013 of the European Parliament and of the Council on support for rural development by the European Agricultural Fund for Rural Development (EAFRD).

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 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.

Commission Delegated Regulation (EU) No 807/2014 supplementing Regulation (EU) No 1305/2013 of the European Parliament and of the Council on support for rural development by the EAFRD and introducing transitional provisions

Commission Implementing Regulation (EU) No 808/2014 laying down rules for the application of Regulation (EU) No 1305/2013.

Commission Implementing Regulation (EU) No 809/2014 laying down rules for the application of Regulation (EU) No 1306/2013 of the European Parliament and of the Council with regard to the integrated administration and control system, rural development measures and cross compliance.

Commission Delegated Regulation (EU) No 907/2014 supplementing Regulation (EU) No 1306/2013 of the European Parliament and of the Council with regard to paying agencies and other bodies, financial management, clearance of accounts, securities and use of euro.

Commission Implementing Regulation (EU) No. 908/2014 laying down rules for the application of Regulation (EU) No. 1306/2013 and of the Council with regard to paying agencies and other bodies, financial management, clearance of accounts, rules on checks, securities and transparency, known as the Horizontal Finance Implementing Regulation.

Statutory Rule No 318 Agriculture - The Common Agricultural Policy (Review of Decisions) Regulations (Northern Ireland) 2015.

Statutory Rule No 326 Agriculture -The Rural Development Programme Regulations (Northern Ireland) 2015

Annex K – Useful sources of information

1. Health and Safety Executive for Northern Ireland

Helpline 0800 0320 121 and or website - www.hseni.gov.uk/

2. Pesticide application equipment

www.daera-ni.gov.uk/sites/default/files/publications/dard/pesticide-spray-a4-flyer.pdf

3. Nutrients Action Programme (NAP) 2019-2022

www.daera-ni.gov.uk/nutrientsactionprogramme2019-2022

Rural Development Programme 2014 – 2020

Complaints Procedure

DAERA is committed to providing the highest possible standards of service to all its customers. If you are unhappy with the quality of service you have received you can make a complaint. DAERA's complaints procedure is easy to use and is available on the DAERA website: <https://www.daera-ni.gov.uk/publications/how-do-i-make-complaint-if-i-am-unhappy-quality-service-i-received>. Alternatively, upon written request, Countryside Services Ltd can email or post the procedure.

Fraud Statement

Any person who knowingly or recklessly makes a false statement for the purposes of obtaining grant under this scheme or assisting another to obtain grant may be prosecuted.

DAERA Fraud Hotline: Freephone 0808 1002716

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

Explanatory Booklet

