**Farm Business Improvement Scheme Tier 1 Capital**

**Tranche 3 Application Process**

**Step by step instructions:**

1. In Internet Explorer navigate to website address **www.eugrantfungingni.org**

2. Click on **View Open Calls** link to move to Grant Application Login screen and select the FBIS programme.

3. Existing users enter **Username** and **Password** then press **Login** to proceed to step 7 below.

4. New Applicants click on the **Register** button.

5. On Register screen User enters Contact, Address and Login details. Users must have an email address to set up an account.Click on **Submit Details** button.

6. On Registration Successful screen user clicks on **Click here to login** link.

7. On Applicant Home screen user clicks on **Open calls**.

8. Users select the FBIS Tier 1 Tranche 3 option clicks on **Apply** button to start application submission process**.**

9. Read Preface and click on **Continue** button.

10. On **Applicant Details** tab complete required fields.

11. Click on **Continue to EU Financial Support & VAT** button to continue.

12. Complete fields and click on **Continue to Generational Renewal, Education & Monitoring** button to continue.

13. Complete fields and click on **Continue to Document Upload** button to continue.

14. On Document Upload section upload the making it safer risk assessment, and the completed indication of support letter. Click on **Continue to Project & Business Plan Details** button to continue.

15. On Project Details screen click on **Click here to add an item of equipment** to add equipment item to application.

16. Complete details of equipment item and click **Confirm** button to add to application.

17. Repeat steps 15 and 16 for all equipment items

18. On Value for Money section complete ’Total grant sought’ field and click on green button ‘Apply total grant sought’, which calculates the value for money points awarded and then click on **Continue to Potential Benefits** button to continue.

19**.** Complete all fields and click on **Continue to Equality Monitoring** button to continue.

20. Complete all fields and click on **Continue to Declaration** button when finished.

21. On declaration screen read declaration and tick **I agree** check box to indicate agreement with declaration.

22. Click **Submit application** button at top of screen to submit completed application.

23. Acknowledge the message **Warning! Once application is submitted you cannot amend it.**.

24. Click on **Submit** to submit application or **Cancel** to return to Edit Application screen.

25. Once the application submission is successful an acknowledge screen stating your application has been submitted successfully will appear, record your reference number or print off the acknowledgement letter**.**

26. Click on the **Click here to continue** link to progress.

31. Check that the application has now appeared within the **Submitted Application / Tenders** area of the Applicant Home screen.

32. If a print of the application is required click on the application within the **Submitted Application / Tenders** area to open

**Application Utils** screen.

33. Click ON either the **Print Application** printer icon or the **Print Application (ALT-P)** link to obtain a print of the selected application via a connected printer.

**Note:**

The above instructions should be used in conjunction with the detailed FBIS Tier 1 Tranche 3 Walkthrough document available from the DAERA website at www.daera-ni.gov.uk