LEADER Programme - Mersey Rural
Outline Application Form
Part 1 (Applicant and Project Details)

Notes - Please read the Mersey Rural Local Action Group Applicant Handbook and guidance notes carefully before completing this form.

- There are two stages to the LEADER application process, this form is for submitting an Outline Application (the first stage).
- This form is for submitting a Mersey Rural Local Action Group Outline Application and is NOT a grant application form. Please save a copy of this form on your computer and keep saving at regular intervals whilst you complete it.
- Submission of an Outline Application does not guarantee the approval of any subsequent Application to the scheme.
- Attach the Outline Application Form to an email. The title of your email should be in the format “LEADER Outline Application - your business name”.
- The applicant must submit the completed form electronically to Jonathan.Jackson@liverpoollep.org (do not print and post the form). If the form is submitted electronically by someone other than the applicant the applicant will need to be copied into the email or the application may be rejected.
- Please refer to the scheme guidance/website to check whether submission deadlines apply.

OFFICIAL USE ONLY
DORA ID
Date Received

Section 1. Applicant and Business/Organisation Details

A1 Title First name Surname
A2 Gender
A3 Role in business/organisation
A4 Name of business/organisation
A5 Business/organisation address and contact details
Landline Phone
Mobile Phone
Email Address

A6 If you are already registered with the Rural Payments Agency please provide your Single Business Identifier. You do not need to be registered with the Rural Payments Agency to submit an Outline Application however, if you are invited to submit a Full Application, you will be required to register.

Single Business Identifier (SBI - 9 characters)

A7 Which of the following best represents the status of your business/organisation?
A8 Business/Organisation Size Please state whether the business is a micro, small or medium-sized business. Refer to the Applicant Handbook for business size definitions.
A9 Number of employees (Full Time Equivalent (FTE))
A10 Business Activity - a) Please indicate from the drop down list which best describes the main business activities you are involved in.
   b) Briefly describe your business/organisation and its current activities.
c) How many years has the business been in operation?  

A11 a) Are you (the Applicant) or your business linked to any other business? If "Yes", please provide details of the linked business(es) including details of the number of employees, turnover and net asset value including the year the figures relate to. Please refer to the Applicant Handbook for the definition of a 'linked business'.

A11 b) Are you related to, or do you have linked business interests with, any of the LAG members? If "Yes", please provide details in the box below.

A12 Producer Organisation

Is your business part of a recognised Producer Organisation? If "Yes", please provide details in the box below, including details of any funding received.

A13 Previous Grant Funding Received - Has the business/organisation received any public sector funds since 2007? If "Yes", please provide the official reference number and name of the fund of any previous and existing funded projects that the project applicant has been involved in, providing details of the items funded, amount of funding and date of the award of funding. This should include any ERDF/ESF/EAFRD (RDPE) projects from the 2007-2013 Programmes. This does not include Single Payment Scheme or Basic Payment Scheme payments.

<table>
<thead>
<tr>
<th>Source of Funding</th>
<th>Project Reference No</th>
<th>Items Funded</th>
<th>Amount of Funding (£)</th>
<th>Date of funding Award</th>
<th>Date of Project Completion</th>
</tr>
</thead>
<tbody>
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</table>

Section 2. Agent Details

A14 Are you being assisted by an agent, consultant or a business manager to complete this application on behalf of the business owner? If "Yes" please provide the agent, consultant or business manager details below:

A15 Title  

A16 Single Business Identifier (9 characters)  

A17 Agent address and contact details

- TOWN/CITY
- COUNTY
- POSTCODE  

Capitals only e.g. AB12 3YZ and a maximum of 8 characters
Section 3. Project Details

A18 Project Name

If your project covers more than one LAG Area, identify the LAG areas that will be affected and confirm which LAG will be the Lead LAG for the project.

A19 Project Description - Please provide a brief description of the project including the aims and objectives; describe what problems or opportunities the project will address and how this will be achieved.

A20 Project Delivery - How will the project be delivered? Who are the key persons delivering the project and how will they be managed?

A21 Current Status of the Project

Please clarify the current status of the project whether any work has been started or contractors instructed to start and why you have started work.

A22 Creation of New Employment - Will the project create jobs for your business? If so, describe the number and type of jobs that will be created.
A23 Productivity - Quantify how the investment will improve the productivity of your business? Identify how the project will reduce inputs/increase outputs.

A24 Wider Outcomes - Does the project benefit other businesses? If so, please briefly describe the benefits and the number of businesses benefitting. Please identify any supply chain beneficiaries as well as any competitors that may be affected by the success of this project. You will need to demonstrate that the project will not displace or negatively affect other businesses.

A25 Location/Address for the project
Location of the project
Can you associate the project with a specific postcode? If 'No', please explain why in the box below

If you can associate the project with a specific postcode is it the same as the address at A5? If 'No', please complete the address section below.

Location/Address for the project
COUNTY
TOWN/CITY
POSTCODE

A26 Project Funding
These figures are automatically calculated when the project costs and grant requested figures are input into the 'Project Costs & Financials - 2' worksheet.

<table>
<thead>
<tr>
<th>Total Project Value (£)*</th>
<th>£0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Grant Request (£)</td>
<td>£0.00</td>
</tr>
<tr>
<td>Total Intervention Rate</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

A27 Irrecoverable VAT
Total amount of VAT associated with the proposed project expenditure which the business/organisation is unable to reclaim (£). The grant rate requested is applied to any irrecoverable VAT. This figure is automatically calculated when the irrecoverable VAT figures are input into the ‘Project Costs & Financials - 2’ worksheet.

| Irrecoverable VAT       | £0.00 |

A28 Project Timescales - Identify timescales for starting and finishing the project.

Project Start Date (Date on which you will start the project and from which eligible expenditure will be incurred)

Completion Date (Date by which all project activity will be complete and all eligible costs will have been invoiced and paid for)

A29 Permissions
Please provide an indication of the status of any required permissions your project will need (planning approval, licenses, environmental impact assessments, listed building consent, highways survey, etc). Any required statutory permissions will need to be in place if your project proceeds to the Full Application stage.

<table>
<thead>
<tr>
<th>Required Permission</th>
<th>Status (working on the application, applied for, approved)</th>
<th>Application Date - Estimated (Est) or Actual (Act)</th>
<th>Approval Date - Estimated (Est) or Actual (Act)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example - Planning permission</td>
<td>working on the application</td>
<td>(Est) 20/06/2016</td>
<td>(Est) 30/10/2016</td>
</tr>
</tbody>
</table>
Outputs

Please indicate which and how many outputs your project will deliver.

<table>
<thead>
<tr>
<th>OUTPUT</th>
<th>TOTAL</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example - Increase in turnover</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Example - Number of jobs created</td>
<td></td>
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</table>

Section 4. Fit with Local Priorities

A31 Fit with Local Priorities - Please refer to the Applicant Handbook for the Local Priorities.
Identify how your project meets the local priorities. You will need to refer to the LEADER group’s Applicant Handbook and/or Local Development Strategy to identify how your project contributes to the local priorities.

A32 Contribution to the Rural Economy
Identify how this project makes a direct contribution to the rural economy. How will the project benefit the local rural economy including local residents and local businesses?

A33 Environmental Impact
Identify the level of environmental impact the project may have on the area. How will the project benefit the environment or reduce the impact on the environment?

A34 Social Impact
Identify the social impact the project may have on rural or local communities within the area. How will the project benefit rural groups or community groups – who are the target beneficiaries?

Declarations
Applicant’s Declaration

By submitting and/or agreeing to the submission of this application form I agree to the following declaration:

I confirm that, to the best of my knowledge and belief, all of the information contained in this application is true and correct and I accept full responsibility for it. I understand that, should this application be successful, I will be required to supply additional information. If there is any change to the information I have provided, I will notify Rural Payments Agency without delay.

I understand that any information I supply may be used by public bodies or their appointed agents in connection with the Rural Development Programme for England and that I may be contacted from time to time, whether or not my application is successful.

If applicable, I confirm that I am a farmer as defined in Article 4 of Council Regulations (EC) 1307/2013, and as referred to in the BPS Guidance.

I am aware of the conditions that apply to this application and have complied with them. I declare that I have read, understood and complied with all of the relevant guidance information relating to the Rural Development Programme for England.

I understand that my business may be inspected and I agree to give access, cooperate and provide such assistance as is required. I confirm that I have disclosed details of all business interests held by any members of this business.

I understand that if my application is successful, I will be required to enter into a grant funding agreement, and payment of any grant funding will be conditional on compliance with the terms of that agreement.

I understand that the use of an agent will not limit my responsibility to comply with the terms of that agreement, nor does it affect my personal responsibility to ensure the accuracy of the information provided in this application. I authorise the person(s) listed at section 2 to liaise with RPA regarding this application and be copied in on correspondence relating to this application.

Important Information

You should not commence project activity, or enter in to any legal contracts, including the ordering or purchasing of any equipment or services, before your application has been formally approved and you have entered into a grant funding agreement. Any expenditure incurred before the approval date is at your own risk and may render the project ineligible for support.

If you know or recklessly make a false statement to obtain grant aid for yourself or anyone else you risk prosecution, the recovery of all grant payments, an additional financial penalty and exclusion from other schemes operated by the RPA/EU. By submitting this form you are confirming that you have read and agree with the above declarations and you consent to us processing the information that we collect from you in accordance with our Privacy Policy.

Privacy Policy

Your information will be stored and processed in accordance with the Data Protection Act 1998 (DPA). Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. For more information visit our Web site at https://www.gov.uk/government/organisations/rural-payments-agency/about/personal-information-charter.

We are subject to the Freedom of Information Act 2000 and other obligations under law which require us to act transparently and which grant certain rights of access to the public to information held by us. This means that, whilst we will respect the sensitivity of the information you provide, there may be legal requirements which oblige us to disclose this information.

We will use the information you provide to administer, process and assess your application for funding under the Rural Development Programme for England and to administer any funding if your application is successful. We may publish details about this application on our website (this may include all or some of the project and applicant details).

Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide may also be shared with other government departments, agencies and third parties appointed in connection with the administration of the Rural Development Programme for England. Such organisations may use this information to contact you for occasional customer research aimed at improving the delivery of this programme.

Your information may also be shared with other government departments and agencies for the purpose of fraud prevention. The application and evaluation of grant funding is also subject to audit and review by both internal and external auditors who may need to access the information you submit in your application.

If you supply personal information relating to third parties (e.g. delivery partners) as part of your application, you must ensure that you inform those third parties about how you use this information and inform them that this information will be passed to and processed by us as set out in this policy.

You may be asked to supply some sensitive personal data as part of your application such as information about racial or ethnic origin, political opinion, religious beliefs, trade union membership, physical or mental health, criminal offences or proceedings. We will only use this information for the purpose of processing your application and for statistical analysis. If it is shared with other government bodies for the purpose of statistical analysis, it will be shared on an anonymised basis.

We will not hold your information for longer than is necessary. We will hold the majority of your information for three years after the programme closure (currently expected to be 2023), unless we have a legitimate reason to hold this for longer, for instance in defending any legal proceedings brought by any person or body in relation to your application or any funding we have provided, or as required by law or any relevant code of practice.

If any information that we hold about you is, or becomes, inaccurate or incomplete, please tell us and we will correct it.

PLEASE COMPLETE THE OTHER SECTION OF THE OUTLINE APPLICATION FORM, USING THE TABS AT BOTTOM OF SCREEN TO NAVIGATE BETWEEN THE SECTIONS.