

# Department of Agriculture and Rural Development

**NORTHERN IRELAND RURAL DEVELOPMENT PROGRAMME 2007 - 2013**

**Axis 3**

**Application Form**

**GUIDANCE NOTES ARE PROVIDED FOR EACH QUESTION. YOU SHOULD READ THESE CAREFULLY BEFORE ANSWERING THE QUESTIONS**

Part or all of the information you provide will be held on computer. This information will be used for the administration of applications and producing monitoring returns. Local Action Groups may share information with each other and government departments / agencies to enable them to prevent fraudulent applications or for detecting crime and to co-ordinate processing of complementary applications.

**For Official Use Only:**

Application Number:

Measure:

To Be Date Stamped on Receipt

DARD fraud hotline number: freephone 0808 100 2716



Department of  
**Agriculture and  
Rural Development**  
[www.dardni.gov.uk](http://www.dardni.gov.uk)



**Q1 Programme Measure**

Please indicate which measure you are applying to for grant aid.

- Measure 3.1 - Diversification into Non-agricultural Activities
- Measure 3.2 - Business Creation and Development
- Measure 3.3 - Encouragement of Tourist Activities
- Measure 3.4 - Basic Services for the Economy and Rural Population
- Measure 3.5 - Village Renewal and Development
- Measure 3.6 – Conservation and Upgrading of the Rural Heritage

**Q2 Applicant Details**

(a) Name of Organisation/Individual: \_\_\_\_\_

(b) Organisation/Individual Address: \_\_\_\_\_

Town/City \_\_\_\_\_  
County \_\_\_\_\_  
Post Code \_\_\_\_\_  
Tel Number \_\_\_\_\_  
Fax Number \_\_\_\_\_  
E Mail Address \_\_\_\_\_

(c) Contact Person

Title (Dr/Miss/Mrs /Ms) \_\_\_\_\_  
Forename \_\_\_\_\_  
Surname \_\_\_\_\_  
Tel Number \_\_\_\_\_  
Fax Number \_\_\_\_\_  
E Mail Address \_\_\_\_\_  
Position (e.g. Chairperson) \_\_\_\_\_

(d) Correspondence Address (if different to that shown at b above)

\_\_\_\_\_  
\_\_\_\_\_  
Town/City \_\_\_\_\_  
County \_\_\_\_\_  
Post Code \_\_\_\_\_

**Q3 Project Details**

(a) Project Title: \_\_\_\_\_

(b) Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) Project Address, if different to that shown at Q2 (b) above

Town/City  
County  
Postcode

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**Q4 Organisation Description**

(a) What term best describes your organisation (select 1 option from the following)

- |   |   |
|---|---|
| <input type="checkbox"/> Sole Trader              | <input type="checkbox"/> Government Department/Agency       |
| <input type="checkbox"/> Voluntary/Community Body | <input type="checkbox"/> Other Public Sector Agency         |
| <input type="checkbox"/> Registered Charity       | <input type="checkbox"/> Trade Union                        |
| <input type="checkbox"/> Limited Company          | <input type="checkbox"/> Co-operative                       |
| <input type="checkbox"/> Business Partnership     | <input type="checkbox"/> Other (description required below) |

(b) Description of Other (if applicable)

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(c) If Voluntary/Community Body, please state your:

Unique Organisation Number \_\_\_\_\_

(d) If Registered Charity, please state your:

Charity Number \_\_\_\_\_

and Unique Organisation Number \_\_\_\_\_

(e) If Limited Company, please state:

Company Registration Number \_\_\_\_\_

and Place of Incorporation \_\_\_\_\_

**Q 5 Co-applicant Details**

If you are applying as part of a group or consortium, please give the names and addresses of your co-applicants

**Q.6 Business Details**

(a) What is your DARD business number?  
(DARD Farm Business number)

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If you do not have a DARD business number, you will be contacted in due course.

(b) Is the business a new business/enterprise?

An existing business enterprise

(c) If an existing, how many people does the business employ?

0

Less Than 10

10 or more

(d) Is your business a Partnership Enterprise?

Yes

No

(e) Is your business a linked company?

Yes

No

(f) What was your business turnover in the last complete financial year?

£ \_\_\_\_\_

**Q.7 Previous Funding**

(a) Please provide details of any grant aid you/your business has ever applied for previously.

Name of Funding Programme

(b) Have you/your business ever been refused or had grant aid withdrawn in the past?

Yes

No

**Q.8 Project Aims and Objectives**

(a) Please provide details of the main aims and objectives of the project, that is, what would you hope to achieve by using the grant?

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(Continue on a separate sheet as necessary)

(b) Please describe the need for your project

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(Continue on a separate sheet as necessary)



**(b) Please enter the Amount of Grant you require**

How much grant do you require for capital items? £ \_\_\_\_\_

How much grant do you require for resource items? £ \_\_\_\_\_

**TOTAL GRANT REQUIRED** £ \_\_\_\_\_

**Q.11 Project Management**

Project Timescale

(a) Project to commence by? (dd/mm/yy)   /   /

(b) Project complete by? (dd/mm/yy)   /   /

**Q.12 Risks**

Can you identify any obstacles that would prevent the project from completing on time or on budget and how will these risks be minimised?

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**Q.13 Statutory Approvals**

	N/A	Granted	Applied for
(a) Is planning permission applicable/applied for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Is building control applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If there are any outstanding planning or land acquisition issues or other requisite statutory procedures to be completed, for example Fire Authority, Environmental Health or any licences needed, please detail below.

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(Continue on a separate sheet as necessary)

**Q.14 Additional Information**

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**Declaration**

I am aged 18 years or over.

I confirm that I have read the guidance notes and the Department's statement on Data Protection, Freedom of Information and Equality.

I declare that to the best of my knowledge all information provided is true and complete and that if successful, I am prepared to share the outcomes/results of my project with interested parties.

I am content to provide further information relating to the project objectives at a later stage.

**WARNING**

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

The information provided on this form may be made available to other Departments/Agencies for the purposes of preventing and detecting crime.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*On behalf of the Organisation*

Position held \_\_\_\_\_

**Business Partner/Co-applicant should also sign below (if applicable)**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*On behalf of the Organisation*

Position held \_\_\_\_\_

## **Data Protection and Freedom of Information Issues**

The Department takes data protection and freedom of information issues seriously. It takes care to ensure that any personal information supplied to it is dealt with in a way which complies with the requirements of the Data Protection Act 1998. This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, the Department may also use it for other legitimate purposes in line with the Data Protection Act 1998 and Freedom of Information legislation. These include:

- Administration of the Common Agricultural Policy and other aid schemes;
- The production and safety of food;
- Management of land and other environmental controls;
- Animal health and welfare;
- Occupational health and welfare;
- Compilation of statistics;
- Disclosure to other organisations when required to do so; and
- Disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 where such disclosure is in the public interest.

## **Equality Considerations**

Promotion of equality of opportunity is an underlying principle of European Funding Programmes. Applicants are required to give due consideration to promotion of equality and good relations as part of their project. This will be explored further at the project assessment stage.

In addition, under Section 75 of the Northern Ireland Act (1998) DARD has a statutory obligation to promote equality of opportunity and good relations. To do this DARD has to continuously monitor and assess the equality uptake and outcomes of its policies and programmes, to determine if there are any adverse effects or consequences, and if there are, to look at ways to lessen these.

This monitoring will be done through the completion of an equality monitoring form by project beneficiaries. DARD is legally required to conduct this monitoring, but it is voluntary for beneficiaries to complete the form, which will be anonymous. Further details are provided in the Guidance Notes. All beneficiaries are encouraged to complete the form as it will greatly help DARD comply with its statutory duty and in its assessment of the equality uptake and outcomes of the NIRDP across different groups of people.