

**2018 SCHEME OF INVESTMENT AID FOR THE  
DEVELOPMENT OF THE COMMERCIAL  
HORTICULTURE SECTOR**

**APPLICATION FORM**  
**Issued March 2018**



## **IMPORTANT**

This application form should be read in conjunction with the Terms and Conditions for the 2018 Scheme of Investment Aid for the Development of the Commercial Horticulture Sector.

All information requested must be supplied; where not applicable, write “none” or “N/A”. Please use BLOCK CAPITALS. Where appropriate the relevant box should be ticked in response to a question.

Parts A-E of the application form should first be completed by the applicant, who should then arrange to have Parts F and G completed by an Approved Adviser. Tax clearance details may be required by the Department and should be submitted as soon as possible, but not later than the date of application for payment of grant aid. Other supporting documentation e.g. latest set of accounts and up-to-date and fully descriptive signed quotation(s) showing net cost, and where appropriate the grant(s) of planning permission as well as detailed drawings must accompany the application. As indicated in Condition 3.4 of the Terms and Conditions, all quotations submitted must be fully descriptive and signed by the person providing the quotation. They should be in printed format and include the quoting company’s full name and contact details. Each quote should be clearly linked to the respective proposed investment(s).

Completed application forms will be accepted immediately after the launch of the scheme.

**The deadline for receipt of applications is 5pm on Friday 27<sup>th</sup> April 2018.**

**Applications should be addressed to:**

**Horticulture Grants Section,  
Crop Policy, Production and Safety Division,  
Department of Agriculture, Food and the Marine,  
Administration Building,  
Backweston Campus,  
Young’s Cross,  
Celbridge,  
Co. Kildare,  
W23 X3PH.**

**Queries regarding the Scheme should be directed to:**

**Phone: 01 5058886**

**E-mail: [HorticultureGrants@agriculture.gov.ie](mailto:HorticultureGrants@agriculture.gov.ie)**

**Incomplete or late applications will not be considered for grant aid.**

**I hereby apply to be admitted into the 2018 Scheme of Investment Aid for the Development of the Commercial Horticulture Sector.**

**Part A Applicant's Details**

1. Name of applicant(s) \* \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Eircode: \_\_\_\_\_

Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of Birth of applicant \_\_\_\_/\_\_\_\_/\_\_\_\_

HFR No: \_\_\_\_\_ Herd / Cereals No: \_\_\_\_\_

PPSN No: \_\_\_\_\_

Company Reg. No: \_\_\_\_\_

e Tax Clearance Ref: \_\_\_\_\_

e Tax Clearance Access Code: \_\_\_\_\_

V.A.T. Registration No. \_\_\_\_\_

Applicant is a full time horticultural producer      **Yes**       **No**

Applicant is a part time horticultural producer      **Yes**       **No**

\* **If holdings are jointly managed, operated by a group or a legal entity, one person should be nominated as the applicant and complete this form. Separate authorisation to act on behalf of the group etc. should be attached to this application.**

2. Are you registered as a food business operator for the activity of the primary production of food with this Department under Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs?

Yes  No  N/A

3. Are you an approved participant in the Bord Bia Quality Assurance programme or equivalent in respect of food crops for which investment is planned?

Yes  No  N/A

If Yes, give details (Including Registration Number if possible):

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4. If you are a small scale producer who only directly supplies a local non-wholesale market, and your proposed investment does not solely relate to beekeeping/honey production, do you wish to apply for a derogation from the Scheme requirement to be an approved participant in the appropriate Bord Bia Quality Assurance Programme(s), or a recognised equivalent?

Yes  No  N/A

5. Are you a member of an EU Producer Organisation?

Yes  No

If Yes, name of Producer Organisation: \_\_\_\_\_

6. Are you a licensed organic operator registered with an approved organic certification body?

Yes  No

If yes, give details of Organic Certification Body and License Number:

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**Part B Details regarding Other Schemes**

1. Have you submitted any other applications for EU / State funded grant schemes within the last 2 years?

Yes  No

If Yes, give details (attach separate sheet if necessary): -

<u>Scheme</u>	<u>Date of application</u>	<u>Current status of application</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Since 01/01/2014 have you raised any funds under the Employment and Investment Incentive Scheme (EII), Seed Capital Scheme (SCS) or Startup Refunds for Entrepreneurs (SURE) as operated by the Office of the Irish Revenue Commissioners?

Yes  No

If Yes, give details: \_\_\_\_\_

\_\_\_\_\_

## Part C Land Ownership, Land Use and Business Details

1. Total area of land owned (if any): \_\_\_\_\_ (hectares)

Folio no(s): \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_ County: \_\_\_\_\_

Other land farmed (if any): \_\_\_\_\_ (hectares)

Lease/rental agreement expiry date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Location: \_\_\_\_\_

2. Describe your farming and horticultural activities:

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### 3. Horticultural Activities

	Before investment m <sup>2</sup>	After investment m <sup>2</sup>
Area of <b>glass</b> :		
Area of <b>polythene</b> tunnels:		
Area of <b>outdoor beds</b> for nursery stock:		

### Mushrooms

Specify house/growing room dimensions (m <sup>2</sup> ) and number of each size.	Number Before investment	Number After investment
House Dimensions:		
House Dimensions:		
House Dimensions:		
Total growing area (state whether Dutch shelving / racking, if applicable) (m <sup>2</sup> ):		
Tonnes of compost used per annum:	Phase 2: Phase 3:	Phase 2: Phase 3:

### Cropping Activity Before and After the Proposed Investment(s)

	Crops currently grown				Intended crops after investment			
CROP	1	2	3	4	1	2	3	4
CROP TYPE								
HECTARES								
YIELD PER HECTARE								
TOTAL SALES VALUE €								
MAIN OUTLET(S)								
<b>EMPLOYEE NUMBERS:</b> Full-time:								
Part-time:								
Part-time (as weekly full-time equivalent):								

## Part D Details of Proposed Investments

1. Proposed Equipment and Buildings or Emerging Technologies to be listed in order of priority. If required, additional sheets should be attached with proposed investments listed in order of priority commencing with Priority 5.

Applicant's Priority	Priority 1	Priority 2	Priority 3	Priority 4
State Equipment / Building / Technology Type				
Name of supplier and quotation no. <u>Each quote must be linked to the specific investment priority by inserting the priority number on the quote.</u>				
Cost (net of vat, discount and allowances)	€	€	€	€
Function				
Capacity / throughput / dimensions				
Technical details (include any technological developments)				
Anticipated completion date: (see overleaf)				
Equipment to be located in (please tick appropriate box)	A) EXISTING BUILDING <input type="checkbox"/> B) NEW BUILDING <input type="checkbox"/> C) NEITHER <input type="checkbox"/>	A) EXISTING BUILDING <input type="checkbox"/> B) NEW BUILDING <input type="checkbox"/> C) NEITHER <input type="checkbox"/>	A) EXISTING BUILDING <input type="checkbox"/> B) NEW BUILDING <input type="checkbox"/> C) NEITHER <input type="checkbox"/>	A) EXISTING BUILDING <input type="checkbox"/> B) NEW BUILDING <input type="checkbox"/> C) NEITHER <input type="checkbox"/>
Buildings / permanent structures:  Date Planning Permission Obtained:  Planning Ref No:	DATE  ____/____/____  _____	DATE  ____/____/____  _____	DATE  ____/____/____  _____	DATE  ____/____/____  _____



## 2. Details of Proposed Investments continued:

- Location of proposed buildings, permanent structures and/or plantation, including Eircode if appropriate, and details of title to site(s) {folio no(s) and in the case of leased land, lessor's names(s) and expiry date of lease(s)}: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- The deadline for completion of investments and submission of fully completed claims for payment will be 28<sup>th</sup> September 2018 unless the applicant has been granted approval to complete their investments by 27<sup>th</sup> September 2019. Approval to complete an investment over the period to 27<sup>th</sup> September 2019 will only be granted in limited duly justified cases. If you wish to apply for an extension of time to complete some/all of your proposed investments the reason(s) for this request and details of the investment(s) involved must be provided here, or attached on separate sheet(s) if necessary:  
\_\_\_\_\_  
\_\_\_\_\_

- Where an applicant proposes investment in a building(s) or fixed structure(s) (including polytunnels) that requires planning permission the applicant must be in receipt of a grant of planning permission at the time of application for the Scheme. In addition, the grant of planning permission must not expire for at least six months after the closing date for receipt of applications under the Scheme.
- If the applicant believes the proposed investment in a building(s) or fixed structure(s) (including polytunnels) does not require planning permission an original written confirmation of exemption on headed paper signed by a Chartered Engineer or a Registered Architect or written confirmation from the relevant Local Authority of exemption from planning permission requirements must be submitted at the time of application.
- If planning permission is required for a proposed investment the grant of planning permission and a copy of the full set of drawings on which planning permission was obtained must be submitted with the application under the Scheme. The drawings submitted must all have been stamped as received by the Local Authority.
- Where permanent structures and/or buildings are proposed, a full set of construction drawings showing detailed specifications and a site location map must be included with the application.
- Where investments relating to the establishment of cut foliage or other types of plantations are proposed, a set of maps including a site location map and a 25" to 1 mile Ordnance Survey Map or a Department of Agriculture, Food and the Marine ortho-photo showing the relevant LPIS Parcel(s) must be included with the application.

3. Has the area in which the investment will be located been designated as a SAC, NHA or other environmentally sensitive area or is it an area of historical or archaeological importance?

Yes  No

If Yes, give details: \_\_\_\_\_

4. Have you any relationship with one or more of the quoting suppliers?

Yes  No

If Yes, give details: \_\_\_\_\_

## Part E Applicant's Declaration (to be signed by the applicant)

### Applicants must note:

- The completed application form and all supporting documentation must be lodged by 5pm on 19/12/17.
- Applications received after this deadline will not be considered unless the applicant can provide an Express or Registered Post receipt showing their application was posted in time to arrive by 19/12/17.
- Aid will not be considered for investments which commence before the respective Letter of Approval has been issued by the Department.
- Aid will not be paid for investments that are approved under another scheme.
- All Terms and Conditions of the scheme must be complied with.

**Applicant's Declaration:** I have enclosed the following supporting documentation (tick as appropriate). Any box ticked "No" indicates the application is incomplete and will not be accepted by the Department; if the form is ticked "Yes" but the application is submitted without the supporting documentation, the application may be rejected.

- Quotation(s) clearly linked to each proposed investment showing net cost and detailed specifications. Each quotation must be signed by the person who provided the quote.  
**Yes**  **No**
- Certified copy of the most recent set of Accounts (i.e. for 2016 or 2017).  
**Yes**  **No**  **N/A**  (if N/A provide an explanation)
- Grant of Planning Permission together with a copy of the full set of associated drawings stamped as received by the Local Authority/Confirmation of Exemption from Planning (where applicable) for each proposed investment relating to a building or fixed structure (including polytunnels).  
**Yes**  **No**  **N/A**
- Full set of construction drawings showing detailed specifications and a site location map for Permanent Structures and/or Building projects.  
**Yes**  **No**  **N/A**
- Location maps and Ordnance Survey Maps/Department of Agriculture, Food and the Marine ortho-photos for sites proposed for investments relating to the establishment of cut foliage/other types of plantations.  
**Yes**  **No**  **N/A**
- If a person nominated to apply on behalf of an enterprise is not a Director in the enterprise applying for grant aid, a letter signed by each Director or partner in the enterprise is enclosed to confirm the identity of the person nominated to deal with the Department with respect to the 2018 Scheme of Investment Aid for the Development of the Commercial Horticulture Sector.  
**Yes**  **No**  **N/A**
- Original birth certificate if claiming the higher rate of grant aid on the basis of being under 35 years of age on the date of receipt of a valid application by the Department.  
**Yes**  **No**  **N/A**

I have read and understand the Terms and Conditions for the 2018 Scheme of Investment Aid for the Development of the Commercial Horticulture Sector and I declare that, to the best of my knowledge, all particulars given on this application form, including the Business Plan outlined overleaf, are correct. I declare that I have not sought/received, directly or indirectly, other National or EU funding for the proposed investments submitted for aid under this scheme. I agree to observe and be bound by all conditions of the Scheme and to make available all required information. I agree to comply with the criteria for Good Agricultural and Environmental Condition (GAEC). I also agree that, in addition to being notified to me, details of the Department's decision regarding this application will also be notified to the Approved Adviser who has signed this application.

**Signed (Applicant):** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Part F Business Plan for an Enterprise Submitting an Application under the 2018 Scheme of Investment Aid for the Development of the Commercial Horticulture Sector**

The application must include a detailed business plan which includes detailed information under each of the headings below.

- 1. Name and Address:**
  
- 2. Brief Description of Present Business:**
  - a) Farm size, crops, whether any food is processed on farm beyond normal harvest practice (for example peeling, slicing, juicing etc) and current market outlets.**
  
  - b) Existing buildings, machinery and numbers employed (full time, part-time and full time equivalents)**
  
  - c) Details of sales broken down on a crop by crop basis. Overall annual profits and levels of efficiency (based on most recent set of accounts)**

2. **The proposed project (description, impact and associated risks)**
- a) **Description of the proposed project (main new investments, extra employment etc.)**

- b) **Impact of project on Scheme objectives and other advantages of project**

**Describe how the proposed investment(s) will contribute to each of the following (where appropriate):**

**Facilitating Environmentally Friendly Practices:**

**Improving the Quality of Horticultural Products:**

**Improving Food Safety/Hygiene** as appropriate in terms of harvesting, handling, packing, grading, washing and storage or other equipment / facilities:

**Improving Working Conditions** as appropriate in terms of harvesting, handling, packing, grading, washing and storage or other equipment / facilities:

**Promoting Diversification of On-farm Activities:**

**Improving Efficiency and Productivity:**

**Improving the Beneficiary's Income:**

**Any other additional benefits:**

- c) List the sensitivity of the project to financial and other factors (e.g. price change, yield changes, other costs, market outlets and competitors, other necessary costs arising from proposed investment but that are ineligible for grant aid etc.)**

### 3. Summary of Proposed Investments under the Scheme

	Cost ex. VAT(€)	VAT (€)	Total Cost (€)
<b>(a) Buildings/Fixed Structures</b>			
<b>(b) Fixed Equipment</b>			
<b>(c) Mobile Equipment</b>			
<b>(d) Other Capital Costs Eligible for Grant Aid</b>			
<b>(e) Other Necessary Costs Ineligible for Grant Aid<sup>1</sup></b>			
<b>Total Costs [(a) to (e)]</b>			

**Note: 1** Other necessary costs ineligible for grant aid should include details of costs necessitated by the proposed investment that are not eligible for grant aid as the investment is required under legislation or does not represent a specialised horticultural investment. For example the investment necessary to replace an existing standard tractor with a standard tractor that will be capable of operating the specialised horticultural equipment submitted for grant aid.

#### 4. Details of how this project will be financed

	€
<b>(a) Total Gross Cost</b>	
<b>(b) Less VAT Reclaimable</b>	
<b>(c) Less Estimate Grant</b>	
<b>(d) Net Cost to be Financed [(a)-(b)-(c)]</b>	
<b>(e) Own Cash/Resources Available (if any)</b>	
<b>(f) Amount to be Borrowed [(d)-(e)]</b>	

#### Loan Details (if necessary):

<b>Loan Term</b>	
<b>Estimated Interest Rate</b>	
<b>Total Repayments per Year (€)</b>	

**5. Financial Feasibility of Project (estimated) Covering at Least 2 Years Post-Investment**

	Year 1 €	Year 2 €
<b>Extra Cash Inflow</b>		
<b>(a) Increased sales</b>		
<b>(b) Cost savings</b>		
<b>(c) Total Extra Cash Inflow [(a)+(b)]</b>		
<b>Extra Cash Outflow</b>		
<b>(d) Increased Expenses</b>		
<b>(e) New Loan Repayments</b>		
<b>(f) Total Extra Cash Outflow [(d)+(e)]</b>		
<b>Net Cash Surplus/Deficit [(c)-(f)]</b>		

If a cash deficit is indicated above details must be provided regarding how this will be managed (either through a loan moratorium or through profits in the existing business/other resources):

**General comments on financial feasibility:**

**6. Any additional information/comments that will assist evaluation of the application** (for example more detailed budgets/projections etc.):



## Part G Approved Adviser's Declaration:

To be completed by an Approved Adviser

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

### Details of Applicant's relevant skills and competence:

Qualifications (including food safety training where appropriate): \_\_\_\_\_

Experience: \_\_\_\_\_

Training to be undertaken: \_\_\_\_\_

Other: \_\_\_\_\_

**I certify that the above applicant has the necessary skill and competence as required under the scheme conditions to carry out the business plan set out in Part F of this application.**

**I am satisfied that the business plan set out in Part F of this application is viable.**

Signed: \_\_\_\_\_

(Approved Adviser)

Date: \_\_\_\_\_

**Adviser's Official Stamp**

### **Note: regarding criteria for Approved Advisers independent of Teagasc:**

To be approved as an Adviser for the purposes of this Scheme, independent advisers must hold at least a **Level 8 degree in Horticulture / Ag. Science or equivalent and be able to demonstrate a satisfactory level of relevant experience.**

To apply for approval as an Adviser, the applicant must submit a copy of his/her 3<sup>rd</sup> level educational qualifications (certified by the awarding institution) as well as a signed up to date CV including details of their experience in the Horticulture sector. This documentation must be submitted to the address on page 2 of this application form in advance of submitting a completed scheme application form.

All applicants will be informed whether they have been approved as an Adviser for the purposes of this scheme.