

**2017 SCHEME OF INVESTMENT AID FOR THE  
DEVELOPMENT OF THE COMMERCIAL  
HORTICULTURE SECTOR**

**APPLICATION FORM**



## **IMPORTANT**

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 Part F completed by Teagasc or an Approved Adviser. Tax clearance certificate details may be required by the applicant 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. business plan, latest set of accounts, signed itemised quotations showing net costs must accompany the application. As indicated in Item 1 of the Terms and Conditions, the quotations must be fully descriptive, signed by the person providing the quote and, if possible, original. They should be in printed format and on company headed paper. 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.

**Please note that the deadline for receipt of applications is 5pm on Friday 16<sup>th</sup> December 2016.** Applications for the Scheme cannot be accepted after this date. (see Terms and Conditions)

Applications should be addressed to Seamus O’ Donnell or Bernadette Doran at the following address:

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

Queries regarding the Scheme should be directed to:

Phone: 01 5058886

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

Guidelines for the minimum requirements to be included in a business plan are attached at Annex 1 to the application form.

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

**I hereby apply to be admitted into the 2017 Scheme of Investment Aid for the Development of the Commercial Horticulture Sector.**

**Part A Applicant's Details**

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

Tax District \_\_\_\_\_ Tax Clearance No. \_\_\_\_\_

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

PPSN No: \_\_\_\_\_ Herd / Cereals No: \_\_\_\_\_

DAFM HORT No: \_\_\_\_\_ Company Reg. No: \_\_\_\_\_

Please state if to the best of your knowledge your tax affairs are in order

**Yes**  **No**

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

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 a member of an EU Producer Organisation?

**Yes**  **No**

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

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):

\_\_\_\_\_

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 registered as a food producer 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**

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:

\_\_\_\_\_

**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 01/01/2013 have you raised any funds under the 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 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	1	2	3	4
State Equipment / Building / Technology Type				
Name of supplier and quotation no. Each quote must be linked to the specific investment priority by inserting the priority number on the quote.				
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: Planning permission	DATE	DATE	DATE	DATE
1. Obtained:	____/____/____	____/____/____	____/____/____	____/____/____
2. Applied for:	____/____/____	____/____/____	____/____/____	____/____/____
Planning Ref No:	_____	_____	_____	_____



**2. Details of Proposed Investments continued:**

- **Location of proposed buildings, permanent structures and/or plantation 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 29<sup>th</sup> September 2017 unless the applicant has been granted approval to complete their investments by 28<sup>th</sup> September 2018. Approval to complete an investment over the period to 28<sup>th</sup> September 2018 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 buildings and/or permanent structures are proposed, an application for planning permission or an exemption from planning permission must have been lodged prior to submission of this application form. A failure to seek planning permission or an exemption from planning permission prior to submission of this application will render the associated investment ineligible for aid under the 2017 scheme.
- If planning permission has been obtained, a copy of the relevant approval must be submitted with this application. If not yet obtained, proof of application to the relevant Planning Authority must be submitted. Written proof of application for a grant of "Exemption" by the relevant Local Authority must be submitted if appropriate. Alternatively, an original written confirmation of exemption on headed paper signed by a Chartered Engineer or a Registered Architect should accompany this application.
- Where permanent structures and/or buildings are proposed, a set of maps including a site location map and a full set of drawings showing detailed specifications 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. Location of the investment(s) \_\_\_\_\_  
County \_\_\_\_\_

4. 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: \_\_\_\_\_

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

Yes  No

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

6. Where appropriate **describe how the proposed investment(s) will contribute to improving each of the following:**

**Environmentally friendly practices** in terms of: (tick all applicable categories)

Waste treatment / recycling	<input type="checkbox"/>	Water recovery	<input type="checkbox"/>
Chemical handling and storage	<input type="checkbox"/>	Environmental control systems	<input type="checkbox"/>
Waste reduction	<input type="checkbox"/>	Recycling facilities / systems	<input type="checkbox"/>
Generating energy from waste	<input type="checkbox"/>	Other (specify below)	<input type="checkbox"/>

**Quality of products:** \_\_\_\_\_

**Food safety / hygiene:** \_\_\_\_\_

**Working conditions** in terms of harvesting, handling, packing, grading, washing and storage or other equipment / facilities: \_\_\_\_\_

**Diversification of on-farm activities:** \_\_\_\_\_

**Productivity:** \_\_\_\_\_

**The beneficiary's income:** \_\_\_\_\_

**Any other additional benefits:** \_\_\_\_\_

## 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 16/12/16.
- 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 16/12/16.
- 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
- Up-to-date Business Plan prepared and signed in accordance with Annex 1 to this Application Form.  
Yes  No
- Certified copy of the most recent set of Accounts (i.e. for 2015 or 2016).  
Yes  No  N/A  (if N/A provide an explanation)
- Grant of Planning Permission/Confirmation of Exemption from Planning (where applicable) or proof of submission of application to Local Authority for each proposed investment relating to a building or fixed structure (including polytunnels).  
Yes  No  N/A
- Drawings and site location maps 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 2017 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 2017 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 form are correct. 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 Teagasc / Approved Adviser who has signed this application.

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

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

## Part F Teagasc / an Approved Adviser's Declaration:

To be completed by Teagasc / an Approved Adviser

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

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

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

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

Qualifications: \_\_\_\_\_

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 supplied in accordance with the scheme and signed and dated as reviewed by me.**

I am satisfied the business plan proposed is viable.

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

(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 Seamus O'Donnell / Bernadette Doran (address as per 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.

# **Annex 1**

## **Guidelines for the Preparation of a Business Plan for the Enterprise**

**The applicant should supply a detailed business plan that includes the following information at least:**

### **1. A brief description of present business**

- Farm size, crops, market outlets etc.
- Existing buildings, machinery and employment
- Details of business turnover and annual profits and levels of efficiency (based on accounts)

### **2. The proposed project (description)**

- Description of the proposed project (main new investments, extra employment etc.)
- Impact of project on Scheme objectives and other advantages of project (e.g. facilitate environmentally friendly practices, promote the diversification of on-farm activities, improve the quality of products and improve working conditions)
- List the sensitivity of the project to financial and other factors (e.g. price change, yield changes, other costs, market outlets and competitors etc.)

### **3. Summary of new investment(s) proposed**

Cost of Investments, VAT and total costs for (a) buildings, (b) fixed equipment, (c) mobile equipment, (d) other.

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

E.g. Gross cost, less VAT reclaimable, less estimated grant = net cost to be financed (own cash / resources available (if any) plus amount to be borrowed).

Loan Details: Loan term and interest rate and total repayments per year.

### **5. Financial feasibility of project (estimated) covering at least 2 years post-investment**

- Extra cash inflow, increased sales, cost savings
- Extra cash outflow, increased expenses, new loan repayments
- Net cash surplus or deficit
- General comments on financial feasibility

Any additional information (e.g. more detailed budgets/projections, business accounts etc.) that will assist evaluation of the application should also be submitted.

**The applicant's Teagasc / Approved Adviser must sign that they have reviewed the business plan and that it is viable in their opinion.**