Sustainable Agriculture Grant Scheme
How to apply

1. Start by looking at the list of available items in Annex. B of the scheme guidance.

2. Ensure the details we hold for your business on www.ruralpaymentsandservices.org are correct.

3. If you wish to apply for one or more items (up to a total grant value of £20,000) go https://www.ruralpayments.org/topics/all-schemes/ to download an application form. The application is an editable pdf form. If you have any queries throughout any stage of the process please contact your local area office.

Area Office contact details are available on the Rural Payments and Services website.

4. The form should be submitted to ATP@gov.scot by midnight on 11 October 2020. We can only accept electronic emailed application forms.

5. You must not order any of the items applied for until your application has been assessed and an Offer of Grant issued if it is successful.

6. After your application has been assessed you will be informed whether you have been successful or unsuccessful. If your application is successful an Offer of Grant will be issued for signature. This will be issued in paper form with one copy to be signed and returned to your local area office.

7. If you wish to accept the Offer of Grant you need to sign and return this to your local area office within 14 days.

8. Once we have received your signed Offer of Grant we will issue you with a claim form and authority to proceed letter.

9. You must buy all of the capital items shown on your Offer of Grant.

10. After you have purchased and taken delivery of the items on your Offer of Grant you should submit a single claim form to ATP@gov.scot no later than 31 March 2021. You must submit a copy of the invoice for the item(s) purchased and proof of payment with your claim.

How to complete the application form

Before starting the application, read through the scheme guidance carefully.

If you have any queries or are having difficulties completing the application form please email ATP@gov.scot or call your local Area Office.

The application form is an editable pdf therefore you must have Adobe reader installed on your device to be able to complete and submit the form.

You can download Adobe free of charge on your PC (go to the adobe website→select acrobat reader from the drop down list under PDF and E-signatures→select Download Reader→select Download Acrobat Reader) or from the App store if you are completing the form on your phone/tablet.

Once you have downloaded Adobe follow the below steps to complete the form:

1. Open the application form on the website or for phone and tablet users hold down on the application form icon and select the download option.

2. For PC/Laptop users in the top left hand corner select the disk to save a copy of the application form in your documents.

3. Close the copy of the application form which is currently open on the website.

4. Go into your documents and open the application form- it should open in adobe reader (for tablet/phone users you should open the Adobe app to access the form).

5. Complete the application form with the required details.

6. Type your name in the Signature box and the Name (BLOCK LETTERS) box. Enter your status and the date you are completing the application form. Enter your Agent ID if you are completing the form on behalf of someone else.

7. Scroll to the end of the application.

8. Tick the box that asks you to confirm that no further changes are required and you wish to proceed to submit your application form.

9. Press Submit- Once you have completed the application form you should scroll down to the bottom of the application form and select "submit". Once the submit button has been selected you cannot edit the form further so please ensure you are happy with the details selected before pressing submit.

10. An email should generate which has the completed application form attached. You should upload any other supporting documents you wish to submit with the application to this email (e.g. Vet health plan, Nutrient Management Plan or Carbon Audit) and press send. This will send the email with the application (and supporting documents if applicable) to the mailbox to be processed.

If an email does not generate when Submit is selected the following steps should be taken.

1. Select the save button at the top of the application you have completed in adobe.

2. Save the application form in your documents.

3. Go into your emails and open a new email to send to ATP@gov.scot

4. Attach the completed application form to this email from your documents.

5. You should upload any other supporting documents you wish to submit with the application to this email (e.g. Vet health plan, Nutrient Management Plan or Carbon Audit) and press send. This will send the email with the application (and supporting documents if applicable) to the mailbox to be processed.

Part 1 – Your details

The details should match the information we hold for your business on your rural payments and services account.

All of the highlighted cells should be completed.

Your main location code should be entered as 123/0045.

Part 2 – About your Agricultural Business

When filling out the form electronically you should click on the appropriate box and enter the value relating to your business.

What is the total area of your farm / croft in hectares (ha)?

You should enter the appropriate amounts to the nearest two decimal places at the time of application. You should include all land farmed by the business at the time of application.

Business activity

In this section you select the type of activity which best describes your business. You should only select one box.

Tell us about your current stocking levels

In this section you should provide us with accurate stocking figures on the date you complete your application.

How many people does the business employ in the Agricultural Business (including partners and directors)?

You should enter the amount of people you employ in the business. You should include the responsible person for the business.

How many years has your business been trading?

Enter the number of years your business has been trading to the nearest whole number if >1 year. If your business has been trading for <1 year please enter the time in months.

Have you completed any of the following before 1 March 2020 and after 1 April 2017?

In this section you should select all plans that you have completed where the recommendations are associated with the items you are applying for.
A copy of the plan(s) should be submitted with your application.

We cannot accept these after the closing date for applications.

Part 3 – Grant Funding

You should select the item (s) your wish to apply from the drop down list under the appropriate category e.g. cattle equipment, sheep equipment, general livestock, precision farming equipment and General Agricultural equipment.

See Annex B for full list of available items eligible for funding through the Sustainable Agriculture Capital Grant Scheme. You should enter the number of each item being applied for in the Number column. Use the plus icon to add additional rows under each category.

N.B. The maximum grant value per business is £20,000. The grant rate is 50% (60% in HIE).

Part 4 – Declarations and Undertakings

You should read through the declarations and undertakings before signing and submitting the form. Once you have read these you should complete the following steps:

You should type your name into the Signature box.

You should then enter your name, status and the date of completing the form into the box.

If you are an agent submitting the form on behalf of a client you should also enter your Agent Identification Number.

Withdrawing your application

If you wish to withdraw your application and submit a new one before the application closing date and time you should email ATP@gov.scot asking for your application to be withdrawn. You can then download a new form from https://www.ruralpayments.org/topics/all-schemes/