Food Processing, Marketing and Co-operation Grant Scheme claim form



SR DP

Notes for guidance

 Please complete in BLACK CAPITAL LETTERS. This claims form has six parts. You must complete all of them for the claim to be valid. The form must be signed and dated. 	Official use only
Your completed form should be returned to: Food Grants Team Food, Drink & Rural Communities Division B1 Spur Saughton House Broomhouse Drive Edinburgh	

Part 1 – Your details

Business or applicant name								
Address								
Postcode								
Contact name]		
Telephone number								
Mobile number				 				
Email								
Project title and awar reference number	d							
Main Location Code (N	ИLC)]/□□		Is the for V	e busine 'AT?	ess reg	jistered
Business Reference N		RN)			Yes		No	

Part 2 – Costs claimed		

Type of claim: Processing and marketing capital

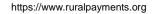
Co-operation

The costs you enter in this section should be the total cost of the item as paid by you and indicated by invoices. These amounts should correspond to the amounts indicated in your award letter. It is your responsibility to ensure that the amounts claimed have been properly incurred and are in line with your agreed award. **If you are registered for VAT then costs claimed must be on a VAT-exclusive basis.** If you have further claims to make on individual items please tick the interim claim box.

Item description	Cost approved (as detailed on your award letter)	Costs incurred in this claim	Costs claimed in this claim	Total cost incurred including previous claims	Total cost claimed including previous claims (should not exceed costs approved)	Interim Claim?	Comments
Totals							

Please attach further sheets if required for detailing claims. Please head any additional sheets with the same columns as in this section.

Number of additional sheets:



Please complete Annex 1 detailing all supporting documentation for this claim, listing the type of documentation, the documentation reference number or name and the items covered by the document. Please submit this list alongside the actual supporting documentation.

Number of additional pages submitted:

Part 4 – Other sources of funding

Please provide details of contributions from other funding organisations				
Name of other funding organisation				
Costs covered by organisation				
Percentage of total funding for project covered by other funding				

If you are receiving funding from another public body e.g. Local Enterprise Company, Local authority etc. you must provide evidence of any instalment of grant paid by these agencies with each claim submitted.

Part 5 – Progress report

Please use this space to provide a report on the progress of your project to date; to include details of any achievements relating to objective / expectations and targets / milestones as agreed on your grant award letter (at 2.3 and 2.4). You may also which to provide any other details which is relevant to the progress of your project (ahead of schedule, any difficulties, production achieved etc)

I/We declare that:

- I/We have read and understood the rules, conditions and requirements of the Food Processing, Marketing and Co-operation Grant Scheme
- I/We understand that if I/we knowingly or recklessly make a false statement, I/we may be prosecuted.
- If I/we make a false statement intentionally, or as a result of serious negligence, I/we may be excluded from this scheme.
- If I/we otherwise break the rules or fail to comply with the undertakings I/we have given, I/we may lose some or all of the grant I/we have claimed and a penalty may apply.
- I/We have not claimed from other, including European or national, funding sources (except where it is specifically authorised under the terms of that scheme) for any work which is the subject of this claim.
- I/We consent to the Scottish Government confirming VAT registration with HM Revenue & Customs.

Signature of applicant or their appointed agent	
Name (block capitals)	
* Status of person signing	
* Agent identification numbe	r (if applicable)
Date / /	

* If this form is to be submitted by an agent, the agent must obtain the applicant's authority before the form is submitted. A form (PF05 – Business Mandate Form) is available for this purpose and can be found at https://www.ruralpayments.org or from your local RPID area office.

If the claimant is a limited company (or other corporate body) the claim must be signed by a director, the company secretary or another duly authorised officer. Enter the position held here. The signatory should sign in his or her own name and not the name of the business, or a partnership name.