

## 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](http://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](mailto: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.
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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](mailto: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](mailto:ATP@gov.scot) or call your local Area Office.

The application form is an editable pdf therefore to complete the form click in the box you are looking to complete and enter the details.

### **Part 1 – Your details**

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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.

### **Part 2 – About your Agricultural Business**

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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**

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You should select the item (s) you 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**

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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.

### **Submitting your application and supporting documents**

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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.

This will automatically bring up an email box with the application form attached to the email. The email address to send the application form to will be pre-populated.

In the Subject line please put your Main Location Code (MLC)-Business Reference Number (BRN)- Business name

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](mailto: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/>

If you are submitting supporting documents with your application such as a Carbon audit, Nutrient Management plan or Veterinary Health Plan you should attach these to the email generated when “submit” is selected.