

# Knowledge Transfer and Innovation Fund

Date published: 22 May, 2024



<https://www.youtube.com/embed/t1V4cyQOYu0>

The Knowledge Transfer and Innovation Fund has two separate aims.

## Knowledge Transfer Projects:

These projects must aim to promote skills development and knowledge transfer in the primary agricultural sector.

This will be achieved through provision of funding to organisations to deliver vocational training, coaching, workshops, courses and farm visits designed to develop skills, transfer knowledge and encourage knowledge exchange.

## Innovation Projects:

These projects must aim to deliver innovative on-the-ground improvements in agricultural competitiveness, resource efficiency, environmental performance and sustainability.

Funding support will meet the running costs of operational groups seeking to implement innovative projects in these areas. Operational groups can be made up of different individuals or organisations within agriculture who are working collaboratively.

This helps form partnerships between farmers, crofters, land managers, Non-Governmental Organisations, advisers and businesses working on the ground.

These operational groups are expected to provide new insights and deliver innovative approaches and ideas, as well as mobilising practical on-the-ground solutions.

If you have any queries or questions please contact with the project management team. Details can be found below in the Contact section.

Further information about operational groups and collaboration can be found on the [Scottish Rural Network website](#).

## KTIF - New Funding Window - Summer 2024

- applicants are encouraged to submit a **short inception note** (one side of A4) to [KTIF@gov.scot](mailto:KTIF@gov.scot) to get informal feedback on proposals in advance of submitting a full application with associated forms
- **final application, costings and communications plan forms** should be submitted no later than **24 June 2024 (midnight)**. All three forms should be emailed to [KTIF@gov.scot](mailto:KTIF@gov.scot)
- the Project Assessment Committee (PAC) will meet to consider all final applications. **This is provisionally planned for Tuesday 16 July 2024**

## New Funding Arrangements

- phased or modular projects can extend beyond the end of financial year 2024/25
- please be aware, however, that **funding will only be confirmed for financial year 2024/25** (ending 31 March 2025). Any project extending beyond that date will be subject to budgetary confirmation in future financial years, and funding may be limited to this financial year
- project outputs should be laid out in the application on an annual basis to make clear what deliverables will be achieved each year

## Additional Requirements and Information for Applicants

- funding for individual projects will be capped at £200K per year
- Knowledge Transfer project applications are eligible for 75% funding under KTIF; and Innovation projects are eligible for 100% funding under KTIF

- all projects must complete and submit:
  - an application form (KTIF 2 -2024)
  - an application costing form (KTIF 5 – 2022)
  - a communications plan (including linkage of project dissemination with the Farm Advisory Service and the Scottish Rural Network)
- forms and scheme guidance can be found further down on this webpage

### Funding window focus

We will be accepting applications under any of the 5 KTIF objectives, but may prioritise climate change and biodiversity imperatives. The objectives are:

1. Enhancing competitiveness and enhancing viability in agriculture
2. Restoring, preserving and enhancing biodiversity and ecosystems dependant on agriculture
3. Improving water and/or soil management
4. Pollution prevention and control
5. Promoting resource efficiency and supporting a shift towards a low carbon and climate resilient economy in agriculture

Knowledge Transfer projects can take the form of:

- training courses, workshops and coaching
- demonstration activities that can take place on a farm, croft or forest or by virtual means
- knowledge transfer or knowledge exchange activities aiming to disseminate information concerning agriculture and crofting. These activities can take the form of exhibitions, meetings, presentations, or can take the form of printed information and electronic media
- farm and croft visits to learn about specific ways of doing things that may be of benefit to others

Please note, no capital or participant costs will be funded

Innovation projects can take the form of:

- measures that aim to introduce innovative approaches and result in improvements to efficiency, effectiveness and/or environmental performance
- agricultural/forestry demonstration/benchmarking and similar types of projects
- all innovation projects must form an [Operational Group](#) with farmers, crofters and land managers taking the lead in delivering innovations
- experimental and/or pilot projects that aim to introduce new and/or innovative approaches in agricultural/forestry practice
- piloting a solution to deal with a particular issue
- trying something new to take advantage of a specific innovation opportunity

Please note, no capital or participant costs will be funded.

Some examples of eligible co-ordinating bodies are:

- an agricultural levy body
- an enterprise company
- a non-profit organisation

### Applications will be considered by the Knowledge Transfer Innovation Fund (KTIF) Project Assessment Committee (PAC). The remit for the PAC is:

- a) to consider and determine applications for assistance under KTIF, including the level of grant and any conditions to be imposed
- b) to monitor operation of the Scheme and consider any adjustments needed to achieve its objectives more effectively



[Annual Progress of KTIF Projects - Summary Report 2022 \(PDF, Size: 362.3 kB\)](#)

doc\_external\_url: <https://www.ruralpayments.org/media/resources/KTIF---2022-Annual-Progress-Report---01-February-2023.pdf> Annual Progress of KTIF Projects - Summary Report 2023

## Disclaimer

**\*\*\* We are currently working to update all forms and scheme guidance. Whilst the scheme is now fully funded by the Scottish Government, we continue to deliver under retained EU legislation. For further information please contact [KTIF@gov.scot](mailto:KTIF@gov.scot)\*\*\***

## Full scheme guidance

Before you apply for this scheme, please read the full scheme guidance. If you have any questions or concerns, please contact us before completing your application.

[Full scheme guidance](#)

## Updates

### 22 May 2024

Updated for the 2024 application round.

## Eligibility

Support is available to organisations that have an interest in the primary agricultural sector and wish to promote projects that support skills development, knowledge transfer, explore new ways of working and improve performance.

This includes:

- public sector organisations
- private sector organisations
- constituted not-for-profit organisations
- research institutions

Groups made up of individuals or organisations working in collaboration can also apply. These groups will form operational groups and could be made up of:

- farmers
- researchers
- advisors
- non-government organisations
- private sector businesses involved in the agricultural sector

The lead party for the project should have a proven track record in delivering similar projects in agriculture.

## Selection criteria

Project proposals will be assessed on:

- contribution towards meeting national and European Commission objectives and priorities
- value for money
- affordability
- deliverability
- level of commitment
- how well the project benefits can be demonstrated and utilised by others

## Applications

Applications can be submitted throughout the year and you can apply using the scheme's dedicated application form.

More information on the applications process can be found in the full scheme guidance.

[Knowledge Transfer and Innovation Fund application form: KTIF 2 - 2024](#)

Applications need to be made by the project's lead organisation or person and should include:

- a project description
- an explanation to how it meets national and European Commission priorities
- project objectives, timescales, milestones and targets
- an explanation of why funding is needed and what difference it will make to the project
- project funding proposals, including level of funding sought, details of funding sources, and costs broken down by item
- project management and delivery proposals, including details of how project partners will work together
- evaluation and monitoring proposals
- an explanation of how the results of the project will be used

A Scottish Government Project Assessment Committee will assess and score applications and make decisions on projects that will be supported.

The committee will meet four times per year. We aim to make funding decisions within six to eight weeks of receiving an application.

## Claims

If your application is successful, we will send you a grant acceptance letter. You need to sign and return this before spending any funding.

Payments can then be claimed using the scheme claim form.

[Knowledge Transfer and Innovation Fund Claim Form](#)

The claims process will vary depending on the project and the conditions under which funding is paid.

This will be detailed in your grant acceptance letter.

Claims for grant payments should be submitted on a quarterly basis.

The final grant payment will be paid after submission and approval of the final project report. Your claim forms need to be accompanied by relevant documents.

This will include:

- properly receipted invoices, with amounts and dates of expenditure incurred
- the main claimant's bank statement showing the amount and date of payments made

- detailed evidence of the costs being claimed

## Payment

Claims will be paid within 30 days where documentation is properly completed and accompanied by appropriate evidence of expenditure.

## Inspections

If you receive funding from this scheme you may be inspected. You can find out more about how and why we carry out inspections in our dedicated section.

[Inspections](#)

## Breaches and penalties

If we discover that you have not followed the scheme guidelines, we will call this a breach. It's important that we penalise breaches to make sure we are following European Commission law.

Further information why we need to penalise breaches can be found below.

[Breaches and penalties](#)

## Appeals and complaints

If you disagree with a decision we have made regarding your application or funding, you may ask for it to be reviewed.

Likewise, if you are unhappy with our service, or if you have a complaint about the scheme or its administration, you can make a formal complaint using our dedicated complaints procedure.

You can find out more about both the appeals and complaints processes in the full scheme guidance.

[Full scheme guidance](#)

## Contact

If you have any questions about this scheme, please get in touch.

Head of Agricultural Development and Crofting Branch  
The Scottish Government  
Agriculture, Food and Rural Communities Directorate  
D Spur  
Saughton House  
Broomhouse Drive  
Edinburgh

EH11 3XD

Tel: 0300 244 6777

[Email](#)

## Forms

In advance, you may wish to submit a short inception note which can be found on the [KTIF form page](#).

- application form: KTIF 2 - 2024

The following forms for this scheme can be found on the [KTIF forms page](#) .

- application form: KTIF 2 – 2024
- additional information form: KTIF 2a
- claim form: KTIF 3
- request for change form: KTIF 4
- application costing form: KTIF 5

## Previous versions

[Previous versions of this page](#)