

**RDPE OM Form 10 – Application Form**

**The European Agricultural  
Fund for Rural  
Development:  
Europe investing in rural  
areas**

**Rural Development Programme for England**

**RDPE OM Form 10 - Application for RDPE Grant Aid**

**Confidential**

GLADICES BARN CONVERSION

**Completed form to be returned to  
Carol Flux  
IOW Economic Partnership  
Innovation Centre**

**Newport  
IOW**

## RDPE OM Form 10 – Application Form

***This form can be submitted only if you have already submitted a formal expression of interest and had approval from SEEDA to proceed to a full application. Refer to the project managers guide, the priorities in the Regional Implementation Plan, and the RDPE prospectus when completing this form.***

**Data Protection Act 1998** – The information you provide on this form may be shared with other organisations including Department for the Environment, Food and Rural Affairs, and the Rural Payments Agency for appraisal, monitoring and reporting purposes. By signing this form at section 5.7 you consent to this information being shared.

### 1. Applicant Details

|                                                                                       |                                                                                   |                                       |   |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------|---|
| Name of applicant and your status in relation to the business                         | <div></div>                                                                       |                                       |   |
| Business name                                                                         | Windmill Wood & Pyle Farm                                                         |                                       |   |
| Business address                                                                      | Atherfield Road<br>Atherfield<br>Ventnor<br>Isle of Wight                         |                                       |   |
|                                                                                       | Postcode: PO382LP                                                                 |                                       |   |
| E-mail address                                                                        | <div></div>                                                                       |                                       |   |
| Telephone number and mobile number                                                    | <div></div>                                                                       |                                       |   |
| Are you registered with the Rural Payments Agency if yes please state your SBI Number | Y or N                                                                            | Is this business registered for VAT ? | Y |
| Please indicate what is the legal status of this                                      | <div><div>Sole Trader</div><div>Partnership</div><div>Limited Company</div></div> |                                       |   |

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|                   |                                         |                          |
|-------------------|-----------------------------------------|--------------------------|
| <b>business ?</b> | <b>Limited Company (not for profit)</b> | <input type="checkbox"/> |
|                   | <b>Company Limited by Guarantee</b>     | <input type="checkbox"/> |
|                   | <b>Other (please specify)</b>           | <input type="checkbox"/> |

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### 2. Agent Details

**If you are acting as an agent for the applicant and are completing this form on the applicant's behalf please give your details below. The applicant must also sign this section to give you the authority to act.**

|                                                                                                                                                                                                          |                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Your name and status</b>                                                                                                                                                                              |                                                                                                 |
| <b>Business name</b>                                                                                                                                                                                     |                                                                                                 |
| <b>Business address</b>                                                                                                                                                                                  |                                                                                                 |
|                                                                                                                                                                                                          | Postcode:                                                                                       |
| <b>E-mail address</b>                                                                                                                                                                                    |                                                                                                 |
| <b>Telephone number and mobile number</b>                                                                                                                                                                |                                                                                                 |
| <b>I/we am/are the applicant(s) and I (we) give our agent the authority to act on our behalf with this grant application. I/we accept full responsibility for all information supplied by our agent.</b> | <b>Signature of applicant(s):</b><br><br><b>Status of signatory:</b><br><br><b>Date signed:</b> |
| <b>I am the agent for the applicant named in section 1 of this form.</b>                                                                                                                                 | <b>Signature of agent :</b><br><br><b>Status of signatory:</b><br><br><b>Date signed:</b>       |

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### 3. Business Details

|                                                                                                                             |                                                                                                                                                                                                                                                                                                                  |                                            |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>3.1 Tick any of these that apply to your business</b>                                                                    | Farmer                                                                                                                                                                                                                                                                                                           | <input checked="checked" type="checkbox"/> |
|                                                                                                                             | Forester                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/>                   |
|                                                                                                                             | Horticulture                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/>                   |
|                                                                                                                             | Farmer controlled business                                                                                                                                                                                                                                                                                       | <input type="checkbox"/>                   |
|                                                                                                                             | Food processor                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/>                   |
|                                                                                                                             | Tourism operator                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/>                   |
|                                                                                                                             | Contractor                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/>                   |
|                                                                                                                             | Other (please specify)                                                                                                                                                                                                                                                                                           | <input type="checkbox"/>                   |
| <b>3.2 Please give further details of your businesses activities</b>                                                        | Describe the nature of your business and the size of the enterprises you operate                                                                                                                                                                                                                                 |                                            |
|                                                                                                                             | Traditional mixed farm. 250 acres, arable and livestock (red deer, Hereford and wagyu cattle)                                                                                                                                                                                                                    |                                            |
|                                                                                                                             | Number of full time equivalent people employed in the business including partners and directors.                                                                                                                                                                                                                 |                                            |
|                                                                                                                             | The two of us<br>Plus one part time farm worker                                                                                                                                                                                                                                                                  |                                            |
|                                                                                                                             | If involved in food production, are you a registered organic business, if so give your registration number.                                                                                                                                                                                                      |                                            |
|                                                                                                                             | Yes – AB18196                                                                                                                                                                                                                                                                                                    |                                            |
| <b>3.3 You must provide three years business accounts with the most recent being no older than 9months*. Please provide</b> | If your business has more than one place of operation please give details of all associated business operations.                                                                                                                                                                                                 |                                            |
|                                                                                                                             | If your business is a company please give details of any associated or linked companies.                                                                                                                                                                                                                         |                                            |
|                                                                                                                             | What is your best estimate of the total current value of all your assets, valued at today's prices ?<br><br><div style="background-color: black; width: 100px; height: 15px; margin: 5px 0;"></div><br>How much capital has been put into the business and how much has been withdrawn in the last three years ? |                                            |

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|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| additional information as shown and complete the table at     | Ref: June 2005-June 2008<br>Introduced [REDACTED]<br>Withdrawn [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                               | <p>What is the current total level of borrowing including loans, mortgages, hire purchase, creditors, and private loans ?</p> <p>[REDACTED]</p> <p>What was the business profit before tax in the last two years and what level of profit are you predicting over the next two years (without the benefit of the investment proposed in this grant application)?</p> <p>Last two years of accounts as above, [REDACTED] A similar figure is anticipated for the next two years.</p> <p>* Where a business has not been trading for three years provide those accounts available a written statement from your accountant verifying the business is secure and undertaking the project would not put the business at risk.</p> |
| 3.4 Grant received from other sources in the last three years | <p>Give details of any public funding you have received in the last three years that have been described as providing State Aid. To check this refer to the offer letters or contracts to see if they refer to the payments coming under state aid rules. Please note this excludes Agri-environment payments, payments under the woodland grant scheme and the Single Payment Scheme. If in doubt ask SEEDA for guidance.</p> <p>None received</p>                                                                                                                                                                                                                                                                           |

## 4. Project Description

### 4.1 Name of the project and Expression of Interest reference number

|  |
|--|
|  |
|--|

**Gladices Barn Conversion**  
**Eol reference number 1688**

**4.2 Description of the project**

**Conversion of redundant farm building of approximately 250 square metres per floor into holiday accommodation. The conversion will house up to 16 people in seven en-suite rooms and be designed for single occupancy lets. Marketing strategy will build on the closeness to the working farm and the natural context. The conversion itself is planned to be as eco-friendly and to give work to as many local trades as possible. We aim to build up a clientele of walkers, ornithologists, country sport enthusiasts, and work with other local businesses to cater for their needs and maintain the fabric of the Barn and the surroundings to a high standard.**

**4.3 Please refer to Appendix 1 in the RDPE prospectus and comment on how you meet the selection criteria. In addition if this project involves collaboration please explain the nature of the collaboration and give the names and addresses of your collaborators. You must also indicate the type of businesses operated by the collaborators.**

**The converted barn will work as a single unit housing up to 16 people at a time. These could be families, parties of enthusiasts – birdwatchers, walkers or paragliders – or business groups. Because of the number of guests involved there will be a need to offer, apart from accommodation, services ranging from outside catering to tours of the Island and conference facilities. There will be numerous opportunities for collaboration with businesses and associations in the area.**

**As to viability, Nigel Smith when Head of Tourism for the Isle of Wight (he is now Commercial Director of Tourism South East), went on record after a site visit as saying, "...in view of the research on future demand this would be a very viable business. Similar properties in the West County can command over £2,000 a week during the peak season and the return on Investment should be reasonably quick in view of the fact that the shell of the building already exists and the expenditure would be primarily for the fitting out..."**

**The previous Marketing Manager of IOW Tourism wrote to us as follows:**

**"developing the type of holiday accommodation you have described certainly fits with investment patterns in the Island over the last few years.....there is plenty of evidence to suggest that with the above three issues in mind, accommodation can be sold near year-round in the right**

**circumstances.**

**"If you aim to build in a quality environment and a quality product for self-catering usage, with flexibility of short-break offers, I have no doubt that the project stands the very best chance of success".**

**The present Marketing Manager has confirmed that this remains the case. She points out that rural properties have been greatly in demand in forward booking for the 2010 season, and has re-iterated her predecessor's keenness to have Gladices Barn on the Island Breaks website. We will be glad to collaborate with Island Breaks in this way.**

**We have established links with the IOW Chamber of Commerce. Zoe Stauss, Director of the Tourism Development Board, is in charge of the Island's tourism strategy and supports the development and nationwide marketing (through the "Gowight" website and posted guide) of Island properties. Zoe's deputy has visited the barn, and confirmed that there is a huge gap in the market for just such properties. Her appraisal is most encouraging.**

**Nigel Smith pointed to a lack of 5-star single-occupancy holiday let properties on the Island. He anticipated no problem in securing lettings for Gladices Barn both within and outside the summer holiday season. It is because of the continuing shortage of quality accommodation on this scale that we are confident that we will not be taking business away from others in the area. Gladices Barn will be practically unique. Indeed we will actively collaborate with many local businesses for mutual benefit. Some examples are given below.**

**The barn will initially operate on a self-catering basis. However there are indications that many customers would want meals to be brought in or cooked on the premises. Outside catering is a growth industry on the Island at present. The Applicants' son, who works part-time on the farm, has professional experience of large-scale catering on the mainland. We anticipate offering catering services ranging from finger buffets for business lunches to hog-roasts and barbecues for visitors during the tourist season. We will buy in locally sourced produce wherever possible: e.g. [REDACTED] pork from the nearby Moor Farm Godshill, and vegetables that we do not grow ourselves from [REDACTED]**

**[Collaborators:**

**[REDACTED]  
[REDACTED]  
[REDACTED]  
Godshill**

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[REDACTED]  
[REDACTED]  
**Godshill**  
[REDACTED]

We have also established links with the Isle of Wight College who will be a main collaborator. [REDACTED] is in charge of the College's Business Development Unit and oversees catering and also countryside management. [REDACTED] is keen to send promising students who have taken the new "ski chalet" catering course to offer bespoke on-site meals for residents of Gladices Barn as part of their work experience. Young chefs will be encouraged to offer innovative and high quality menus using organic produce either grown on the Farm or sourced locally. The barn kitchen will be suitably equipped. [REDACTED] also wants to participate in hands-on sessions in countryside crafts such as hedge-laying. Pyle Farm is a good example of countryside regeneration, having for instance taken part in a 5-year Woodland Management Premium scheme. There are many opportunities for residential courses run by the College for visitors to Gladices Barn, both Island-based and from the mainland.

**[Collaborator:**

[REDACTED]  
**Isle of Wight College  
Medina Way  
Newport  
PO305TA**

**Email attached to Business Plan]**

Pyle Farm has worked for over a year with Godshill Organics, the Island's leading grower and supplier of organic vegetables. The farm has supplied Godshill Organics with organic venison and beef. Usually whole carcasses are supplied, at an average price of [REDACTED] for beef and [REDACTED] for venison. Godshill have shared chiller facilities and the services of a butcher. Both businesses have benefited from this pooling of resources. Gladices Barn will take this partnership a stage further. The farm's own produce will feature on the menus offered, supplemented by the fresh vegetables grown and supplied by Godshill Organics. A flyer advertising the Farm's venison is attached to this application.

Gladices Barn sits within three acres at the northern end of Pyle Farm. The Barn will not however be treated as a separate entity. Residents will

be encouraged to enjoy the experience of living on a 250-acre mixed farm. They will be able to walk through the farm seeing at close quarters the herd of red deer as well as the owls, woodpeckers, nightingales, buzzards, corn bunting, badgers, foxes, hare and many other resident species. Tours of the Farm will be offered, including the daily feed round. The holiday season coincides with calving time. Youngsters will see the farm's herd of *wagyu* cattle (one of the first in the country and the only one on the island) being massaged and drinking brewers grains from the local brewery! Gladices Barn will promote Yates Brewery in part exchange for the brewer's by-product. A selection of images is attached to the Business Plan.

Gladices barn will offer tours of the island and work closely with the local company who own the nearby Blackgang Chine theme park and Robin Hill at Arreton. B&B taxis have expressed interest in customized tours for small groups in their ten-seater people carriers. Preferential rates will be negotiated for visits to these sites.

**[Collaborators:**

**Vectis Ventures (owners of Blackgang and Robin Hill Adventure Parks)]**

A trade account with Wightlink will enable Gladices barn to offer ferry-inclusive packages to visitors from the mainland incorporating a reduction of around 20 % on prices available to the public along with preferential booking availability. Wightlink promotional literature will give Gladices Barn national exposure and the Barn will of course bring Wightlink valuable revenue on a regular basis. [REDACTED] of Wightlink sales has proposed the setting up of such an account and hyperlinks between Wightlink and Gladices Barn.

**[Collaborator:**

[REDACTED]  
**Wightlink Ferries**  
**PO Box 59**  
**Portsmouth**  
**PO12XB]**

Gladices Barn will work in partnership with a range of other local businesses. The accommodation will be ideal for groups attending the nearby paragliding school. Nowhere else in the area offers comparable facilities. The £3 million Sandown Geological Museum – better known as Dinosaur Isle – is regularly visited by palaeontologists from all over the country as well as the USA and Germany. Gladices Barn will provide a more suitable environment than a hotel or guest house for enthusiasts to share their interests informally but also hold meetings and lectures

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**for which audio/visual facilities will be on hand. Steve Hutt of the Museum is very keen to involve Gladices Barn in the many events and visits he organizes for palaeontologists from all over the world. Steve kindly forwarded us copies of journals Earth Heritage and Geology Today which he suggested would be excellent places to post advertisements for the barn.**

**Others would be involved in these events and bookings – notably the Isle of Wight Centre for the Coastal environment. Gladices Barn sits on elevated land just half a mile from an important and historic stretch of the West Wight coast.**

**The Island Tourist Board are keen to include Gladices Barn in their brochure and internet site. The wider island tourist trade will also benefit from business introduced by Gladices Barn. Assuming an annual minimum of 24 weeks full let plus at least 16 weekends (the trend is towards shorter letting periods) Gladices Barn will create over 1850 “visitor days” boosting the island economy by an estimated £30,000 annual spend in tourist venues such as Yafford Mill, Needles Park, Isle of Wight Pearl, Shanklin Chine, as well as shopping and craft centres.**

**[Collaborator:  
Island Breaks  
County Hall  
Newport  
PO301UD]**

**The Barn when up and running will provide the livelihood of a half-time (perhaps full-time) maintenance manager. In addition the extensive grounds will require regular maintenance for which the local firm of Brighstone Landscaping is ideally equipped. Another essential service is provided by the local Wight Ironing Services, who operate a daily collect-and-return service from the neighbouring village of Chillerton. At a cost of [REDACTED] per lb weight collected and delivered, this is a perfect solution to the logistic nightmare of ironing up to 14 duvet covers plus sheets and pillowcases per week.**

**[Collaborators:  
Brighstone Landscaping Ltd  
Unit 3, Porchfield Business Park  
Porchfield  
PO304QB]**

**Wight Ironing Services  
Briarwood  
Main Road  
Chillerton]**

**4.4 Where will the project be located – give the full address and a map grid reference**

**Gladices Barn  
Chale Lane  
Chale  
Ventnor  
Isle of Wight  
PO382LP  
(Please see map appended to Business Plan)**

**4.5 Briefly summarise why the project is needed. What would happen if the project did not go ahead, what would happen if you did not receive grant aid ?**

**We are prepared to put our entire savings into the barn conversion project. These are not sufficient to achieve our aim unless matched by DEFRA funding.**

**We believe that the kind of mixed farm we have created represents the way forward for agriculture. Like most farms that were intensively cropped since the second world war, Pyle and Windmill Wood has suffered from soil erosion such that hardly anything grows on the hilltops. It is acknowledged that only low-nitrate or no-nitrate farming is sustainable. We have embarked on the long and expensive process of returning this part of the farm (over half the entire acreage) to organic grass and grain. Income from Gladices Barn will be vital in enabling us to continue our work until the land has recovered and is fertile again.**

**We believe that what we are striving to achieve fits perfectly with government policy and common sense on farming and food production. This is why we feel justified in asking for assistance from the public purse for our project.**

**A second revenue stream will cushion the farm operation against the unpredictable fluctuations in commodity and livestock prices.**

**Furthermore, we urgently need additional farm income to provide storage for farm equipment and for livestock. Our essential farm machinery is severely degraded by outside storage. We desperately need a more suitable building to store the organic barley we feed to our**

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**cattle and other crops we grow. We also need more housing to inwinter the herd, especially in such harsh conditions as we have seen in the last six months.**

**Profit from the barn conversion will make all the difference in enabling us to put the farm enterprise on a sounder basis.**

**4.6 Will your project compete with other similar enterprises in the South East region, and if so what do you estimate will be the impact of your project on these other businesses? This must be addressed realistically because if SEEDA identifies this has not been adequately addressed the application will be rejected.**

**Gladices barn will be, to the best of our knowledge and that of [REDACTED] of Island Breaks, unique. No other holiday let in the region offers 5-star accommodation for up to 16 people. The conversion will therefore not compete or take business away from any established businesses. It will instead contribute to the local and Island economy in ways set out above.**

**4.7 How does this project fit with the underlying business ?**

**It is planned to be closely integrated with the farm business, in terms both of the product and the management team. For those visitors who are interested, tours or demonstrations of an organic farm at work will be organized. In management terms, all those of us who run the existing farm business will make room in our diaries and daily round for Gladices Barn.**

**4.8 What are the project start and end dates**

**To start October 2010, with completion by the end of March 2011.**

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**4.9 Who will manage the project to ensure it is completed successfully, on time and within budget ? What experience and skills does this person have of managing this type of project ?**

**Like the farm itself, the new venture will be run by the [REDACTED]  
Our experience and skill levels are set out in Section 4 of the attached Business Plan, "Management team".**

**4.10 When the project is complete and operational what additional skills will be needed in the business to make best use of this new resource and how do you plan to acquire these skills ? RDPE can provide support for relevant training.**

**One of the applicants, [REDACTED] has already attended courses run by TSE. We would be keen to enroll in further training, with TSE or elsewhere (e.g. the Hospitality and Catering department of the Isle of Wight College, one of our collaborators) once the project is up and running. Business Link are being consulted regarding business skills training.**

**At some stage we would wish to explore the train to Gain courses, and English Farming and Food Partnerships Ltd initiatives.**

**We are not aware of courses in educational potential but would be interested in training to help us exploit the educational opportunities offered by the project. From our own experience we believe that the Barn on the Farm could be an eye-opening experience for youngsters from urban mainland environments whose main source of food is supermarket shelves.**

**We are in the process of joining the Chamber of Commerce and understand that they run various training courses for members involved in tourism.**

**4.11 With reference to the RDPE funding prospectus (see [REDACTED]) please indicate which funding measure(s) you think apply to this project**

**Clearly farm diversification is the main head. However, our intention to install a geothermal system is very much in line with the renewable**

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**energy policies endorsed by the government, the Carbon Trust and of course our own Eco Island. We are optimistic that the reed bed filtration system is a practical option and advised that the lie of the land is ideal for one.**

**We are keen to undertake further training in the areas indicated above.**

**4.12 Before you can claim RDPE grants all items must be paid for and evidence of payments made available. Therefore, what arrangements have you made to bank roll the project, assuming that it could be several months between paying for an item and receiving the grant payment.**

**available capital; plus bank facility. This more than covers project costs. Further funds would be available if required down the line, principally through the sale of assets.**

**4.13 Describe how this project will deliver wider benefits i.e. beyond the applicant business. You might consider them under the headings of Economic, Social and Environmental.**

**Economically, the conversion and consequent maintenance of Gladices Barn will give work to a range of local firms and partner institutions. Examples of the former would be service providers such as launderers and landscape gardeners, and other producers of local produce: while the latter would include the Isle of Wight College, Island Breaks and TSE.**

**Social benefits would include the educational dimension of arranging visits to the Barn of schoolchildren from inner city areas who may never have had the opportunity to see farming and food production at first hand. There is no reason why we should not organize courses in rural life and organic farming just as we plan to hold demonstrations in country crafts in conjunction with the Isle of Wight College.**

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### **5. Project details**

**5.1 In response to your earlier expression of interest SEEDA requires you to submit the following information to support your grant application.**

**SEEDA project manager to annotate this list as required.**

**A full business plan – see Annex 1**

**Summary of accounts – see Annex 2**

**All the details as shown at sections 5.2 to 5.6**

**All the points raised in the Expression of Interest e-mail response and complete the attached documents including:**

**VAT declaration form**

**Sustainability Checklist**

**Project Cost & Sensitivity Spreadsheet**

**Comparison of Quotes Table**

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## 5.2 Project expenditure projections -- each item must be supported with three competitive quotes

| Costs on which you plan to claim grant aid | Costs net of VAT (where appropriate) £ | Date work will be completed and paid for | Comments                                                                                                         |
|--------------------------------------------|----------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Building works                             | 76,207                                 | March 2011                               |                                                                                                                  |
| <b>Labour</b>                              | <b>25,000</b>                          | <b>March 2011</b>                        |                                                                                                                  |
|                                            |                                        |                                          |                                                                                                                  |
|                                            |                                        |                                          |                                                                                                                  |
|                                            |                                        |                                          |                                                                                                                  |
| Other costs (specify)                      |                                        |                                          |                                                                                                                  |
| Other costs (specify)                      |                                        |                                          |                                                                                                                  |
| Other costs (specify)                      |                                        |                                          |                                                                                                                  |
| Professional fees                          |                                        |                                          | Architect's fees have already been paid by applicants in connection with Planning and Building regs applications |
| <b>Totals</b>                              | <b>£102,000</b><br>101-2017            |                                          |                                                                                                                  |

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With reference to table 5.2. If you plan to do any work using your own labour or equipment you must supply a detailed estimate of costs for each activity and support this together with three competitive quotes as evidence of the normal commercial rates for these activities. If SEEDA agrees the use of own labour/equipment the rates will be specified in the contract.

If you opt to not use the cheapest of the three competitive quotes you must provide an explanation why the selected supplier offers the best value for money.

### 5.3 Project funding proposals

| Funding source                                                                                                                         | £             | % of total package |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------|
| Own cash                                                                                                                               |               |                    |
| Commercial loans or mortgages (specify from which source and attach confirmation from the lender that this facility has been approved) |               |                    |
| Private loan (specify from which source and attach confirmation from the lender that this facility has been approved)                  |               |                    |
| Sale of assets (give details of asset sales and confirmation)                                                                          |               |                    |
| Other deferred payment method – give details and indicate when you will take full ownership of the assets purchased by this method     |               |                    |
| Landlord contribution                                                                                                                  |               |                    |
| <b>RDPE grant rate requested</b>                                                                                                       | 50,000        | 49.5               |
| <b>Totals</b>                                                                                                                          | <b>50,000</b> | <b>100</b>         |



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### 5.4 Project milestones

| <b>Milestone – key stages and dates in the delivery of the project</b>                                                         | <b>Comments</b>                                                                                                                        | <b>Date to be achieved</b>                    |
|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Principal building works (spine wall and first floor)                                                                          | Through using sustainable timber laminated beams ("Finforest") this major first step will be achieved relatively soon                  | Oct 2010                                      |
| First fix and services                                                                                                         | Temporary first floor covering will enable plumber and electrician to install pipework and conduit/cable runs plus the necessary plant | Nov 2010                                      |
| Provision of three-phase electricity                                                                                           | Routed from the farmhouse supply                                                                                                       | Nov 2010                                      |
| External landscaping and improvement of driveway<br><b>Second fix, decoration, equipment of kitchen, alarms and a/v system</b> | Will be combined with excavation for septic tank and groundwork for ground-source heat pump arrays                                     | First stage Oct 2010<br>Second stage Feb 2011 |
| Opening date                                                                                                                   |                                                                                                                                        | June 2011                                     |

### 5.5 Grant claim dates and amounts

Please note the final claim must be for at least 5% of the project costs

| <b>Claim dates – note that only in exceptional</b> | <b>Grant rate requested</b> | <b>Amount of</b> | <b>Comments</b> |
|----------------------------------------------------|-----------------------------|------------------|-----------------|
|----------------------------------------------------|-----------------------------|------------------|-----------------|

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| cases will SEEDA accept more than four grant claims. | % as shown in table at 5.3 | grant claimed |                                                                                          |
|------------------------------------------------------|----------------------------|---------------|------------------------------------------------------------------------------------------|
|                                                      | 50%                        |               |                                                                                          |
| <b>Nov 2010</b>                                      |                            | <b>15,000</b> |                                                                                          |
| Dec 2010                                             |                            | 25,000        | This stage will include the heavy expense of plumbing, electrical and ground source pump |
| <b>Mar 2011</b>                                      |                            | <b>10,000</b> | Mainly taken up by the provision of power, fitting out and landscaping                   |

### 5.6 You must supply with this application

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> A signed and dated copy of this form<br><input type="checkbox"/> The last three years' audited accounts<br><input type="checkbox"/> Three competitive quotes for each item of expenditure together with detailed specifications of all items<br><input type="checkbox"/> Copy of planning consent and any other approvals/licenses<br><input type="checkbox"/> Evidence of commercial and private loans<br><input type="checkbox"/> Letters of support from third parties<br><input type="checkbox"/> Plans, engineers reports, architects reports.<br><input type="checkbox"/> Completed sustainability checklist – RDPE OM form 12 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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|                          |                                                |
|--------------------------|------------------------------------------------|
| <input type="checkbox"/> | VAT declaration form – RDPE OM form 13         |
| <input type="checkbox"/> | Landlord confirmation of approval              |
| <input type="checkbox"/> | If tenanted, confirmation of length of tenancy |
| <input type="checkbox"/> | The information listed at section 5.1          |
| <input type="checkbox"/> | An electronic version of the application       |

### 5.7 Declaration

I/We declare that:

- The information supporting this application is correct and I/we accept full responsibility for it.
- I/We understand the information provided in this application will be used to assess and select proposals for funding under the Rural Development Programme for England (RDPE).
- I/We agree to disclose information about this application to organisations or consultants which IWEP wishes to consult during the appraisal, ongoing management and evaluation of RDPE applications.
- In applying for RDPE funding I/we accept conditions of payment and understand that payments may be withheld or recovered if it appears that any undertakings have not been complied with or a false or misleading statement has been made.
- We will not be seeking other EU or Defra support for the actions included in this application.
- I/We understand and accept that if this application is successful the grant award will be published by SEEDA, Defra, EU and the RPA, including the name and address of the applicant and the RDPE funding that has been agreed.
- I/we confirm that the information supplied on this form is correct and complete. If successful, this funding will be used solely for the purposes shown in the application and will meet all the terms and conditions attached to any grant offer that is accepted.

I/We undertake that if this application is successful I/we will:

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- Fulfil the obligations of the RDPE including promotion of EU/Defra inputs to this project.
- Provide any further information as may be required by SEEDA.
- Allow access to records and premises to which this application relates for the purpose of carrying out an inspection and ensuring the compliance of this undertaking. This will include allowing access for external auditors and consultants.
- Co-operate and participate as required in any monitoring or evaluation exercises conducted by IWEF or SEEDA appointed consultants, the RPA, Defra or the EU.
- Notify IWEF immediately in writing if any changes occur to the application details.

Note that for partnerships all partners must sign this form. For limited companies a director must sign the form.

1. Signed:

Status:

Name (please print)

Date

2. Signed:

Status:

Name (please print)

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|                     |  |
|---------------------|--|
| Date                |  |
| 3. Signed:          |  |
| Status:             |  |
| Name (please print) |  |
| Date                |  |

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|                     |                                                                                     |                                                                                     |
|---------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 3. Signed:          |  |  |
| Status:             |                                                                                     |                                                                                     |
| Name (please print) |  |  |
| Date                | 28 August 2010                                                                      |                                                                                     |



#### Business Plan Contents

To support your RDPE grant application the supporting business plan must cover at least the following. The size of the business plan should be proportionate to the size of the enterprise, but please keep them succinct and to the point. The **maximum** size of business plan we would expect to receive is 40 sides of A4 plus 20 pages of supporting evidence, but the majority should be much smaller.

1. The rationale for the proposed investments, and a description of the technical specification that will be used in delivering the project. If the project is collaborative give details of the collaboration agreement and the collaborators.
2. Market research evidence and a brief marketing plan.
3. An assessment of the wider economic and social impacts of the project
4. An evaluation of the environmental impact of the project and ways in which it will use current best practice to mitigate the impact on the environment
5. A financial appraisal of the impact of the project including
  - Three years cashflow projections
  - Five years profit/loss forecasts
  - An assessment of the impact on the balance sheet
6. Evidence to support the need for public funding
7. Details of the key personnel responsible for delivering this project, the skills required for ongoing running of the project, and how these skills will be developed
8. Confirmation of any advice you have taken from external experts
9. The risks associated with this project and how you plan to mitigate them.

The risk assessment must cover the following including any additional project specific risks that you identify -

- **Risks during construction**
    - Time delays through poor project management
    - Cost over runs
    - Time delays through other issues
  - **Risks post construction**
    - New enterprise fails to achieve expected returns
    - Underlying business performance fails
10. How this project can help deliver the objectives of the
    - RDPE
    - SEEDA Regional Economic Strategy
    - The Regional forestry Framework (if the investment involves forestry)
    - The Woodfuels strategy

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- The Sustainable Farming and Food Strategy
- Any other relevant regional strategies