



**Funded by the Irish Government under the
National Development Plan 2007-2013**

**SCHEME OF INVESTMENT AID FOR THE
DEVELOPMENT OF THE COMMERCIAL
HORTICULTURE SECTOR**

APPLICATION FORM

5th Round (2012)



IMPORTANT

All information requested must be supplied; where not applicable, write "none". Please use BLOCK CAPITALS

Sections 1 to 11 of the application form should first be completed by the applicant, who should then arrange to have Section 12 completed by Teagasc or an Approved Adviser. A tax clearance certificate may be required by the applicant and should be submitted as soon as possible, but not later than the date of application for payment of grant aid. Other supporting documentation e.g. business plan, latest set of accounts, itemised quotations showing net costs must accompany the application. As indicated in Item 1 of the Terms and Conditions, the quotations must be fully descriptive and, if possible, original. They should be in printed format and on company headed paper.

Completed application forms will be accepted immediately after the launch of the scheme.

Please note that the closing date for receipt of applications is Friday 10th February 2012. Applications for the Scheme cannot be accepted after this date.

Applications should be addressed to Seamus O' Donnell or Bernadette Doran at the following address:

**Crop Policy, Production and Safety Division,
Department of Agriculture, Food and the Marine,
Administration Building,
Backweston Campus,
Young's Cross,
Celbridge,
Co. Kildare.**

Queries regarding the Scheme should be directed to:

Phone: 01 5058886

E-mail: NDPHorticulture@agriculture.gov.ie

Guidelines for the minimum requirements to be included in a business plan are attached at Annex 1 to the application form.

A checklist to ensure the application is fully completed is enclosed at Annex 2.

Please note that incomplete applications will not be considered for grant aid.

I hereby apply to be admitted into Round 5 of the Scheme of Investment Aid for the Development of the Commercial Horticulture Sector.

1. Name of applicant(s) * _____

Address: _____

Phone No. _____ Mobile No. _____

Fax No. _____

E-mail: _____

Tax District _____ Tax Clearance No. _____

V.A.T. Registration No. _____

Please state if to the best of your knowledge your tax affairs are in order

Yes No

* **If holdings are jointly managed, operated by a group or a legal entity, one person should be nominated as the applicant and complete this form. Separate authorisation to act on behalf of the group etc. should be attached to this application.**

Date of Birth of applicant ____/____/____ Full time Producer Yes No

Part time Producer Yes No

For statistical use only	
Gender of applicant	Marital Status of applicant
Male <input type="checkbox"/>	Married <input type="checkbox"/>
Female <input type="checkbox"/>	Single <input type="checkbox"/>
Company <input type="checkbox"/>	

Details should be provided for any other applications for EU / State funded grant schemes within the last 2 years (attach separate sheet if necessary): -

<u>Scheme</u>	<u>Date of application</u>	<u>Current status of application</u>
_____	_____	_____
_____	_____	_____

PPSN No: _____ Herd No: _____

IACS No: _____ REPS No: _____

Other: _____

2. **Total area of land owned** (if any): _____ (hectares)

Folio no(s): _____

Location: _____

_____ County: _____

Other land farmed (if any): **Hectares** **Lease expiry date**

Location: _____

Location: _____

3. Current horticultural activities and proposed investments for which grant aid is sought:

Horticultural Activities

	Before investment m ²	After investment m ²
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Area of glass :	_____	_____
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Area of polythene tunnels:	_____	_____
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Area of outdoor beds for nursery stock:	_____	_____
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Mushrooms	Before investment	After investment
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Number of houses (6.7m x 33.5m):	_____	_____
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Number of houses (8.8m x 33.5m):	_____	_____
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Other houses (specify dimensions):	_____	_____
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Total shelved growing area (m ²):	_____	_____
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Tonnes of compost used per annum:	_____	_____
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	Crops currently grown				Intended crops after investment			
CROP	1	2	3	4	1	2	3	4
CROP TYPE								
HECTARES								
YIELD								
VALUE €								
MAIN OUTLET(S)								
EMPLOYEE NUMBERS: Full-time:								
Part-time:								
Part-time (as weekly full-time equivalent):								

Details of Proposed Investments

Proposed Equipment and Buildings or Emerging Technologies to be listed in order of priority. If required, additional sheets should be attached with proposed investments listed in order of priority commencing with Priority 5.

Only include items that will be purchased and fully installed and completed by 12th October 2012

Applicant's Priority	1	2	3	4
State Equipment / Building / Technology Type				
Name of supplier and quotation no.				
Cost (net of vat, discount and allowances)	€	€	€	€
Function				
Capacity / throughput / dimensions				
Technical details (include any technological developments)				
Anticipated completion date: (see below)				
Equipment to be located in (please tick appropriate box)	A)EXISTING BUILDING <input type="checkbox"/> B)NEW BUILDING <input type="checkbox"/> C)NEITHER	A)EXISTING BUILDING <input type="checkbox"/> B)NEW BUILDING <input type="checkbox"/> C)NEITHER <input type="checkbox"/>	A)EXISTING BUILDING <input type="checkbox"/> B)NEW BUILDING <input type="checkbox"/> C)NEITHER <input type="checkbox"/>	A)EXISTING BUILDING <input type="checkbox"/> B)NEW BUILDING <input type="checkbox"/> C)NEITHER <input type="checkbox"/>
Buildings / permanent structures:	DATE	DATE	DATE	DATE
Planning permission				
1. Obtained:	____/____/____	____/____/____	____/____/____	____/____/____
2. Applied for:	____/____/____	____/____/____	____/____/____	____/____/____
Planning Ref No	_____	_____	_____	_____

Details of Proposed Investments continued:

Give location of proposed buildings, permanent structures, plantation and details of title to site {folio no(s) and in the case of leased land, lessor's names(s) and expiry date of lease(s)}:

- Where buildings and/or permanent structures are proposed, an application for planning permission or an exemption from planning permission must have been lodged prior to submission of this application form. A failure to seek planning permission or an exemption from planning permission prior to submission of this application will render the associated investment ineligible for aid under the current round of the scheme.
- If planning permission has been obtained, a copy of the relevant approval must be submitted with this application. If not yet obtained, proof of application to the relevant Planning Authority must be submitted. Written proof of application for a grant of "Exemption" by the relevant Local Authority must be submitted if appropriate. Alternatively, an original written confirmation of exemption on headed paper signed by a Chartered Engineer or a Registered Architect should accompany this application.
- Where permanent structures and/or buildings are proposed, a set of maps including a site location map and a full set of drawings showing detailed specifications must be included with the application.
- Where investments relating to the establishment of cut foliage or other types of plantations are proposed, a set of maps including a site location map and a 25" to 1 mile Ordnance Survey Map/a Department of Agriculture, Food and the Marine ortho-photo showing the relevant LPIS Parcel(s) must be included with the application.
- Detailed quotations must be enclosed for all proposed investments.
- Unless force majeure applies, the deadline for completion of investments and submission of fully completed claims for payment will be **12th October 2012**.

4. Location of the investment(s)

_____ County _____

5. Has the area in which the investment will be located been designated as a SAC, NHA or other environmentally sensitive areas or is it an area of historical or archaeological importance? Yes / No (please circle as appropriate)

If yes, please give details: _____

6. Have you any relationship with the quoting supplier/s? Yes / No (please circle as appropriate)

If yes, please give details: _____

7. Are you a member of an EU Producer Organisation? Yes / No (please circle as appropriate)

If yes, name of Producer Organisation: _____

8. Are you a participant in the Bord Bia quality programme or equivalent in respect of crops for which investment is planned? Yes / No (please circle as appropriate)

Please give details (Including Registration Number if possible):

9. Are you registered as a food producer with this Department under Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs? Yes / No (please circle as appropriate)

10. Describe how the proposed investment will contribute to improving any of the following:

Environmentally friendly practices in terms of: (please-tick applicable categories)

Waste treatment/recycling	<input type="checkbox"/>	Water recovery	<input type="checkbox"/>
Chemical handling and storage	<input type="checkbox"/>	Environmental control systems	<input type="checkbox"/>
Waste reduction	<input type="checkbox"/>	Recycling facilities/systems	<input type="checkbox"/>
Generating energy from waste	<input type="checkbox"/>	Other (specify below)	<input type="checkbox"/>

Quality of products: _____

Hygiene: _____

Working conditions in terms of harvesting, handling, packing, grading, washing and storage or other equipment / facilities: _____

Diversification of on-farm activities: _____

Improving Productivity: _____

The beneficiary's income: _____

Any other additional benefits: _____

11. Declaration: (to be signed by the applicant)

I have read and understood the Terms and Conditions for Round 5 of the Scheme for Investment Aid for the Development of the Horticulture Sector and I declare that, to the best of my knowledge, all particulars given on this form are correct. I agree to observe and be bound by all conditions of the Scheme and to make available all required information. I also agree to comply with the criteria for Good Agricultural and Environmental Condition (GAEC).

Signed (Applicant): _____ **Date:** _____

Please attach:

1. A certified copy of the most recent set of accounts i.e. 2010 or 2011.
2. Up-to-date business plan prepared in accordance with Annex 1
3. Quotations for all proposed costs including detailed specifications.

NOTE: Supporting documentation i.e. set of accounts, detailed quotations, up to date business plan for proposed investments, maps, drawings etc. will be required before the application can be assessed. **The completed application form and all supporting documentation must be lodged by Friday 10th February 2012.**

Aid will not be considered for investments commenced before the approval of grant aid by the Department.

Aid will not be paid for investments that are approved under another scheme.

Aid cannot be guaranteed for approved investments, completed and otherwise eligible, if the claim for payment is received after 12th October 2012.

All Terms and Conditions of the scheme must be complied with.

12. To be completed by Teagasc / an Approved Adviser

Applicant's name: _____

Applicant's Address: _____

County: _____

Details of Applicant's relevant skills and competence:

Qualifications: _____

Experience: _____

Training to be undertaken: _____

Other: _____

I certify that the above applicant has the necessary skill and competence as required under the scheme conditions to carry out the business plan supplied in accordance with the scheme and signed and dated as reviewed by me.

I am satisfied the business plan proposed is viable.

Signed (Advisor): _____ **Date:** _____

Note: regarding criteria for Approved Advisers independent of Teagasc:

To be approved as an Adviser for the purposes of this Scheme, independent advisers must hold at least a **Level 8 degree in Horticulture / Ag. Science or equivalent and be able to demonstrate a satisfactory level of relevant experience.**

To apply for approval as an Adviser, the applicant must submit a copy of his/her 3rd level educational qualifications (certified by the awarding institution) as well as a signed up to date CV including details of their experience in the Horticulture sector. This documentation must be submitted to Seamus O'Donnell / Bernadette Doran (address as per page 2 of this application form) in advance of submitting a completed scheme application form.

All applicants will be informed whether they have been approved as an Adviser for the purposes of this scheme.

Annex 1

Guidelines for the Preparation of a Business Plan for the Enterprise

The applicant should supply a detailed business plan that includes the following information at least:

1. A brief description of present business

- Farm size, crops, market outlets etc.
- Existing buildings, machinery and employment
- Details of business turnover and annual profits and levels of efficiency (based on accounts)

2. The proposed project (description)

- Description of the proposed project (main new investments, extra employment etc.)
- Impact of project on Scheme objectives and other advantages of project (e.g. facilitate environmentally friendly practices, promote the diversification of on-farm activities, improve the quality of products and improve working conditions)
- List the sensitivity of the project to financial and other factors (e.g. price change, yield changes, other costs, market outlets and competitors etc.)

3. Summary of New Investments Proposed

Cost of Investments, VAT and total costs for (a) buildings, (b) fixed equipment, (c) mobile equipment, (d) other.

4. Details of how this project will be financed

E.g. Gross cost, less VAT reclaimable, less estimated grant = net cost to be financed (own cash / resources available (if any) plus amount to be borrowed).

Loan Details: Loan term and interest rate and total repayments per year.

5. Financial feasibility of project (estimated)

- Extra cash inflow, increased sales, cost savings
- Extra cash outflow, increased expenses, new loan repayments
- Net cash surplus or deficit
- General comments on financial feasibility

Any additional information (e.g. more detailed budgets/projections, business accounts etc.) that will assist evaluation of the application should also be submitted.

The applicant's Teagasc / Approved Adviser must sign that they have reviewed the business plan and that it is viable in their opinion.

Annex 2

CHECKLIST OF ITEMS TO BE ENCLOSED WITH COMPLETED SIGNED APPLICATION FORM.

- ❑ Original (if possible) detailed Quotations showing net costs and specifications.**

- ❑ Latest set of Accounts (i.e. for 2010 or 2011).**

- ❑ Current Business Plan.**

- ❑ Grant of Planning Permission/Confirmation of Exemption from Planning (where applicable) or proof of submission of application to Local Authority for each proposed investment relating to a building or fixed structure.**

- ❑ Drawings and site location maps for Permanent Structures and/or Building projects.**

- ❑ Location maps and Ordnance Survey Maps/Department of Agriculture, Food and the Marine ortho-photos for sites proposed for investments relating to the establishment of cut foliage/other types of plantations.**

- ❑ If a person nominated to apply on behalf of an enterprise is not a Director in the enterprise applying for grant aid, a letter signed by each Director or partner in the enterprise must be submitted with the application to confirm the identity of the person nominated to deal with the Department with respect to the current Round of the Scheme of Investment Aid for the Development of the Commercial Horticulture Sector.**

- ❑ Original birth certificate if claiming the higher rate of grant aid on the basis of being under 35 years of age on the date of receipt of a valid application by the Department.**