



**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

3rd Round (2010)



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 One of the Conditions the quotations must be original and fully descriptive. 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 19th February 2010.

Applications for the Scheme cannot be accepted after close of business on this date.

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

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

Queries regarding the Scheme should be directed to:

Phone: 01-5058801 / 01-5058797

E-Mail: Seamus.ODonnell@agriculture.gov.ie

E-Mail: Bernadette.Doran@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 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 3 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

Part time Producer

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"/>	

Please give details if you have made application for any other Department grant aid schemes.

Scheme Date of application Current status of application

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
Area of glass :	_____	_____
Area of polythene tunnels:	_____	_____
Area of outdoor beds for nursery stock:	_____	_____

Mushrooms	Before investment	After investment
Number of houses (6.7m x 33.5m):	_____	_____
Number of houses (8.8m x 33.5m):	_____	_____
Other houses:	_____	_____
Tonnes of compost used per annum:	_____	_____

	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 to be listed in order of priority

N.B. Only list equipment/buildings that will be purchased and fully installed/completed by 15th October 2010.

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

* If required additional sheets should be attached with proposed investments listed in order of priority commencing with Priority 5.

Details of Proposed Investments continued:

Give location of proposed buildings / permanent structures 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)}:

- A copy of Planning Authority approval must be submitted with this application. If not yet obtained, proof of application to relevant Planning Authority must be supplied. **Written proof of “Exemption” must be submitted if appropriate.**

- **Where permanent structures / buildings are proposed a set of maps including a site location map and drawings showing detailed specifications must be included with the application.**

- **Please remember to enclose detailed quotations for the cost of all planned investments.**

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: _____

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:
The quality of farm products: _____

Hygiene: _____

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

Waste treatment Water recovery

Chemical handling and storage Recycling facilities/systems

Environmental control systems Other (specify)

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

Diversification of on-farm activities: _____

Better use of production factors on the holding: _____

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 3 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 2008
 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 19th February 2010.**

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

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

Aid can be guaranteed only on approved investments that are completed and a claim for payment received on or before 15th October 2010.

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

12. To be completed by Teagasc / an Approved Adviser

Applicant: _____

Address: _____

County: _____

Details of relevant skill 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 one must submit a copy of their 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 applications will be acknowledged and 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. promote the diversification of on-farm activities, improve the quality of products, facilitate environmentally friendly practices 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/projection, 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 detailed Quotations showing net costs and specifications.**

- **Latest set of Accounts (i.e. for 2008).**

- **Current Business Plan.**

- **Planning Permission (where applicable).**

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

- **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 of Agriculture, Fisheries and Food.**