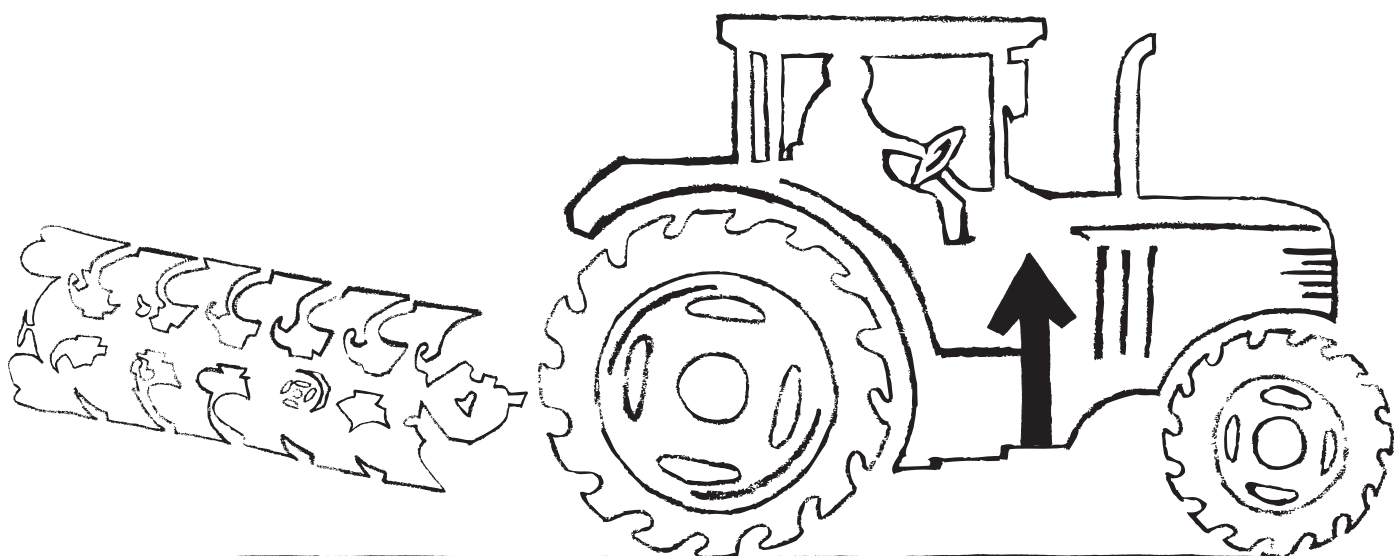


**Solutions
for Business**

Funded by
government



Rural Development Programme for England business support

Farmer's Guide to the South West Agricultural Resource Management
initiative 2010

Commissioned by



South West RDA

Funded by



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

For more information about the Rural Development Programme for England, visit www.sw-ruralgateway.info or call Business Link on 0845 600 9966

Solutions for Business

Our purpose

Solutions for Business offers highly targeted solutions to qualifying businesses to help them start, grow and succeed. It delivers value to the taxpayer by ensuring activities have a positive impact, economically, socially or environmentally.

It offers a range of publicly-funded specialist services to meet the needs of business, the economy and society. Support is available in a range of areas, including starting up, understanding finance, employing people, environment and efficiency, exploiting your ideas, international sales and marketing, and growing your business. Businesses can access cost effective support that has a positive impact on their business and delivers real value for the taxpayer.

Our promise

Solutions for Business helps you make the most of business opportunities or challenges, helping you to drive your business forward and enabling you to get where you want to go.

Further information on this product

The Rural Development Programme for England (RDPE) gives farmers, land owners and rural communities a unique opportunity to adapt to the challenges of 21st century living.



South West England has been allocated more than £156 million from the £3.9 billion national budget to help its land-based businesses and rural communities to take advantage of new technologies, to learn new skills, to move into new areas of economic activity and to work collaboratively to develop communities and businesses. In addition, the region's farmers can also benefit from national programmes to improve the environment and the countryside.

Strategic partners



RDPE is jointly funded by the EU and Defra and RDPE programmes specifically for this region are managed by the South West RDA.

Accessed through



Your gateway to all the Solutions for Business services is Business Link, where experienced advisers help to match your organisation's needs to the most appropriate forms of support available.

To find out more about the Resource Efficiency for Farms initiative, call Business Link on 0845 600 99 66, or visit the website at www.sw-ruralgateway.info. To find out more about the Soils for Profit initiative, call Natural England on 0300 060 1244, or visit the website www.naturalengland.org.uk.

Contents page

1 Background and overview of the SWARM initiative	1
1.1 The Rural Development Programme for England (RDPE)	1
1.2 Purpose of this guide	1
1.3 SWARM initiative	1
1.4 SWARM activities	1
1.5 Soils for Profit (S4P)	1
1.6 Resource Efficiency for Farmers (R4F)	1
1.7 Benefits of the of the advisory visits	1
1.7.1 National register of Sprayers Register (NRoSO)	1
1.8 Small Capital Grant scheme	2
1.9 SWARM Innovation Fund	2
1.10 Disclaimer	2
1.11 Contacts for the SWARM initiative	2
1.11.1 Registering for S4P	2
1.11.2 Registering for R4F	2
1.11.3 Applying for the Small Capital Grant scheme	2
2 Applicant eligibility for SWARM	2
2.1 R4F and S4P	2
2.2 Small Capital Grant scheme	2
2.2.1 Funding available	3
3 Updates and eligible items	3
3.1 Eligible items	3
4 Priorities for grant-funding	3
4.1 Nutrient and soil management – advice from S4P	3
4.1.1 Objective	3
4.1.2 Eligible items	3
4.1.3 Ineligible items	4
4.2 Energy efficiency and use of energy	4
4.2.1 Feed In Tariffs	4
4.2.2 Objective	4
4.2.3 Eligible items	4
4.2.4 Ineligible items	4
4.3 Improved use of on-farm resources – advice from R4F	5
4.3.1 Objective	5
4.3.2 Eligible items	5
4.3.3 Ineligible items	5
5 The small print	5
6 How to complete your Small Capital Grant scheme application	6
6.1 Where do I get my application form from?	6
6.2 What do I need to complete?	6
7 Step by step guide to how your business can get the most out of SWARM	8

South West Agricultural Resource Management initiative 2010

1 Background and overview of the SWARM initiative

1.1 The Rural Development Programme for England (RDPE)

South West Agricultural Resource Management (SWARM) initiative is part of the Rural Development Programme for England (RDPE) programme which is jointly funded by the European Union (EU) and UK government.

1.2 Purpose of this guide

This guide gives an overview of the SWARM initiative. It is also the guide for the Small Capital Grant scheme, outlining eligibility of applicants, type of equipment eligible for grant-funding and details the application process. The Frequently Asked Questions (FAQ) section outlines common queries with their corresponding answers – this will be updated regularly on the RDPE SW Rural Gateway – www.sw-ruralgateway.info

1.3 SWARM initiative

The SWARM initiative has been developed to help farmers and horticultural businesses become more efficient at using resources.

To help make farming and horticultural businesses become more profitable and resilient whilst reducing the impact of their activities on the environment.

1.4 SWARM activities

The initiative is made up of four elements; two advisory programmes – Soils for Profit (S4P) and Resource Efficiency for Farmers (R4F), a Small Capital Grant scheme and the SWARM Innovation Fund.

The advisory programmes of the SWARM initiative are designed to help farming and horticultural businesses identify steps which can be taken to become more profitable and resilient whilst reducing the impact of their activities on the environment. Experienced advisers from a range of backgrounds are available to work with the business to agree priorities for action. These will be incorporated into an action plan, which will be produced for the business within 14 days of the visit.

The small capital grant scheme is accessible following an advisory visit under R4F and S4P (or both). The application must relate to items identified as priorities in the relevant action plan. The Small Capital Grant scheme is designed to help towards the cost of purchasing eligible capital items (identified later in this guide).

1.5 Soils for Profit (S4P)

S4P aims to help farmers and landowners improve the management and use of their soils, nutrients and manures. The S4P project aims to provide advice, training, demonstration and, if relevant, access to the SWARM Small Capital Grant scheme. This area of SWARM is being delivered in partnership by Natural England and the Environment Agency.

1.6 Resource Efficiency for Farmers (R4F)

Resource Efficiency for Farmers will help farmers and landowners improve their management and use of energy, water and inorganic waste. The project is being delivered by Business Link across South West England and includes on-farm tailored advice with in-depth technical assistance (where relevant) and, if relevant, access to the SWARM Small Capital Grant scheme.

1.7 Benefits of the of the advisory visits

The advisory visits will review the current situation on the farm, resource use, soil compaction etc. (depending upon project – R4F/S4P). The adviser will then discuss options that would help you in your individual circumstances, outlining the benefits and issues on your holding.

1.7.1 National register of Sprayers Register (NRoSO)

Where relevant, it is possible for you to claim (NRoSO) Continuous Professional Development (CPD) points the R4F/S4P visit day. Two points are available for the day (this will be subject to a maximum of 12 points over the three-year period when included with your agronomist visits). Further information and the agronomist meeting form is available from www.nroso.nptc.org.uk

1.8 Small Capital Grant scheme

The Small Capital Grant scheme is designed to complement S4P and R4F by providing grant-funding for some of the equipment that might be recommended by one (or both) of the advisory visits. The eligible items are detailed later in this guide and will be reviewed throughout the initiative (any changes will be identified on the South West rural gateway website – www.sw-ruralgateway.info). The Small Capital Grant scheme is administered by the South West RDA.

1.9 SWARM Innovation Fund

The Innovation Fund is designed to encourage new technology and ideas in the field of managing on-farm resources. This element of the initiative has no upper limit on the size of applications and can be used towards the cost of training and capital expenditure. More information can be found on the Rural Gateway – www.sw-ruralgateway.info under Resource Management.

1.10 Disclaimer

South West RDA reserves the right to make changes to or withdraw the SWARM initiative and Small Capital Grants scheme at any time. The information in this booklet is correct at the time of publication. The latest scheme documentation and relevant forms are available on the South West Rural Gateway – www.sw-ruralgateway.info. Applicants are advised to check for the most up-to-date guidance before submitting an application.

1.11 Contacts for the SWARM initiative

The initiative has been commissioned by South West RDA and is being delivered in partnership with Natural England, Environment Agency and Business Link. If a farmer wishes to register for the initiative the contact details are below.

1.11.1 Registering for S4P

Natural England 0300 060 1244
soils4profit@naturalengland.org.uk
www.naturalengland.org.uk

1.11.2 Registering for R4F

Business Link 0845 6009966
www.businesslink.gov.uk/southwest/rural

1.11.3 Applying for the Small Capital Grant scheme

South West Rural Development Gateway
Enquiries before applying (e.g. Eligibility):
swarm@southwestrda.org.uk
01872 243770 (eligibility queries)

To download an application form and guidance:
www.sw-ruralgateway.info

The up-to-date versions of all guidance booklets and application forms are available on the South West Rural Gateway – www.sw-ruralgateway.info

2 Applicant eligibility for SWARM

The eligibility for the SWARM initiative is determined by the type of business, size of holding and agricultural turnover. The eligibility criteria differ slightly for the advisory element and grant scheme. Details of the specific criteria are detailed below.

2.1 R4F and S4P

The advisory elements of this scheme are available to you if you fall into the following categories;

- Your farm and/or horticultural business is based and located in the South West administrative region, (to see the South West region please check the following website www.magic.gov.uk), and
- You are the farmer or land manager of a holding over five hectares in size, with a County Parish Holding (CPH) number.

2.2 Small Capital Grant scheme

You are eligible to apply for the Small Capital Grant scheme if you meet the following criteria;

- You are a farmer or grower whose business has an average annual turnover in excess of £20,000,
- You have an action plan from either S4P or R4F (or both) advisory visits, which makes recommendations including eligible items (see section 3),
- You are able to declare that your business is not an enterprise in difficulty, or if applying as an individual that you are not, and not likely to be, made bankrupt,
- You are able to demonstrate adequate agricultural skill and competence,
- You have all the necessary statutory consents (planning permission, environmental consents etc.) for the items on which you are seeking funding (some items may not require any),
- If you are a tenant farmer, you have at least five years to run on your tenancy or an agreement signed from your landlord that they will take over responsibility for the project and associated equipment should you not remain in control of the land for five years,
- You are able to sign the declarations on the application form and supply all the relevant information to the South West RDA for your application to be assessed, and
- You have not committed to order or have purchased the items on which you are seeking grant-funding,
- The items you are seeking funding for are not like for like replacements.

2.2.1 Funding available

- 40% grant-funding (50% for farms in Less Favoured Areas (LFAs)).
- Maximum of £10,000 per farm business,
- £20,000 for businesses with an annual agricultural turnover of over £2,500 per hectare,
- European Economic Recovery Programme (EERP) entitles dairy farmers to £20,000 until this money has been spent. Dairy farmers who apply after the EERP money has been spent will only be able to apply for £10,000 of grant, and
- You are able to make more than one application to the Small capital Grant scheme, until your business has received £10,000 of grant-funding (£20,000 in the instances outlined above) and subject to the funding still being available.

3 Updates and eligible items

The South West RDA is committed to reviewing the SWARM initiative and its projects and processes on a regular basis. The most up-to-date scheme documentation will be found on the Rural Gateway – www.sw-ruralgateway.info farmers and advisers should check the guidance and forms on the website before submitting an application to ensure that the current information and forms are used.

3.1 Eligible items

The eligible items listed in the next section are continually under review to ensure that the most up-to-date technology can be used. Should you feel that an item of equipment not included in the following section would help you to achieve the objectives of the programme please contact the South West RDA – swarm@southwestrda.org.uk for further advice before proceeding.

4 Priorities for grant-funding

The SWARM initiative has very specific objectives relating to improving profitability by making better uses of the resources on farm and reducing the impact of the business activities on the environment. The South West RDA has agreed a number of priorities in order to identify activities and equipment which is eligible for grant support, provided it has been recommended in the written review and action plan completed by advisers from the S4P and / or the R4F project. These priorities are outlined below:

4.1 Nutrient and soil management – advice from S4P

Nutrient management is crucial to many outputs from your farming business. The uses of inorganic and organic fertilisers are both covered under S4P. During the advisory visit the adviser will discuss your nutrient usage and try to identify possible opportunities for efficiencies. Soils will be looked at to see if there is any compaction which can have an impact on nutrient use and root growth, possibly leading to reduced yield, run-off and flooding. The advice is tailored to the economic impact of the management of resources.

4.1.1 Objective

The objective of the grant-funding is to help to improve farm profitability through sustainable farming practices, achieved by reducing the dependence on artificial fertilisers, improving the handling, storage and application of farm manures while also considering the structure of the soil and the impact of farm activities on it.

4.1.2 Eligible items

Eligible items must enable the above objective (4.1.1) to be met, be over and above standard farm practise and not be a legislative requirement. Only items which are in your S4P written review and action plan are eligible for funding.

The items which may be funded under the Small Capital Grant scheme in relation to nutrient management may include the following;

- **Nitrogen testing kits**
 - Hydrometers,
 - In-line sensors, and
 - Near infra-red spectroscopy (NIRS).
- **Slurry separators**
 - Slurry reception pit in connection with a new slurry separator,
 - Slurry pumps for working the separator,
 - Slurry separator and gantry, and
 - Installation and connection to power.
- **Covers for slurry stores, tanks and lagoons**
 - Floating covers for slurry stores, and
 - Covers for above ground slurry stores which are fitted to the slurry tank and installation which would ideally be linked to rainwater capture and harvesting for utilisation elsewhere on the farm.
- **Slurry application**
 - Shallow injection,
 - Trailing shoe,
 - Dribble bar, and
 - Trailing hose.
- **Precision farming equipment (for accurate application of manures, slurries, fertilisers and sprays)**
 - GPS receivers,
 - In-cab display units,
 - Self steering, navigation controllers, motors and sensors,
 - Boom control devices,
 - Implement switches,
 - Flow monitoring devices,
 - Precision fertiliser application, and
 - Weigh load cells.

- **Shallow aeration equipment**
 - Equipment which reduces compaction and thatch build up and increases water filtration and nutrient release in root zone to a depth of 10-15cm.
- **Advanced Potato Ridger**
 - A potato ridger which leaves a flat top on the ridge, while also minimising run-off between ridges.

4.1.3 Ineligible items

SWARM cannot grant-fund items which are considered standard farming practise or are a legislative requirement, the following will not be eligible for grant support:

- Slurry tankers,
- Manure spreaders,
- Umbilical systems,
- Freestanding roof over a slurry or manure store,
- Concrete pads for storage of manure,
- Slurry / manure stores and reception pits,
- Additional capacity e.g. to existing slurry stores,
- Subsoilers (to a depth over 15cm), and
- Any farm building structure e.g. covered yards.

4.2 Energy efficiency and use of energy

Energy use on farms can be costly to the business and on many holdings there may be opportunities to harness natural sources of energy. This would reduce the cost of purchased energy to the farm business and also provide environmental benefits. The R4F adviser will be able to identify any opportunity that you have on your farm, for the production of energy for use by your business.

4.2.1 Feed In Tariffs

Since the introduction of Feed in Tariffs (FITs) it is not appropriate for small-scale energy production to be funded under the Small Capital Grant scheme. The advisory elements of this initiative are still available to those wishing to investigate renewable energy options, but will not then be eligible for Small Capital Grant scheme funding. Further information regarding FITs can be found at the Department of Energy and Climate Change website (DECC) – www.decc.gov.uk

4.2.2 Objective

To enable farms to improve profitability through the use of sustainable energy sources on their holding, reducing the costs of purchasing energy to the farm business.

4.2.3 Eligible items

Eligible items must enable the above objective (4.2.1) to be met, be over and above standard farm practise and not be a legislative requirement. Only items which are in your R4F action plan are eligible for funding.

The items which may be funded under the Small Capital Grant scheme, in relation to renewable energy production and use, may include the following;

- **Bio-mass boilers**
 - Purchase and installation,
 - System control devices,
 - Connections to existing hot water or heating systems, and
 - Automatic feeding systems.
- **Rapeseed Crushers**
 - Grain storage silo specified to the capacity of the press,
 - Feed screw,
 - Magnetic separator,
 - Temporary storage/press feed tank and sensors,
 - Seed pre-heating, and
 - Ventilator and sedimentation, filtering and purification equipment of the oil to include settlement tanks.
- **Bio-ethanol systems**
 - Equipment and costs for recognised bio-ethanol production
- **Heat Recovery devices**
 - Purchase of necessary equipment, and
 - Installation costs.
- **SMART meters**
 - Gas, electric, water, heat
 - Equipment and installation costs, and
 - Relevant display devices.
- **Ground/air source heating**
 - Purchase and installation of pumps/heat exchange devices,
 - For ground source heating, costs associated with installing pipes in ground trenches, and
 - Connection to heating system including associated controls.

4.2.4 Ineligible items

SWARM cannot grant-fund items which are considered standard farming practise or are a legislative requirement or supported by FITs, therefore the following will not be eligible for grant support:

- Heat release equipment (radiators, pipe work, under floor heating),
- Items which generate double the energy required by the farm business (over 50% of energy produced back to the grid) – these projects can come forward to the main RDPE programme under the farm diversification option.
- Photo voltaic panels,
- Wind turbines,
- Combined heat and power boilers,
- Borehole construction, and
- Micro-hydro electricity generation.

4.3 Improved use of on farm resources – advice from R4F

The R4F adviser will be able to identify any opportunities that you have on your farm for the improved use of your on-farm resources.

4.3.1 Objective

To improve the profitability and sustainability of the holding by; making more efficient use of the on-farm resources. This may be by harvesting the rainwater or by finding ways of recycling or purifying waste water, reducing energy consumption by insulating buildings, using low energy light bulbs and installing timing systems. This also includes the minimisation reduction of farm waste, such as compaction of agricultural plastics.

4.3.2 Eligible items

Eligible items must enable the above objective (4.3.1) to be met, be over and above standard farm practise and not be a legislative requirement. Only items which are in your R4F action plan are eligible for funding. The items which may be funded under the Small Capital Grant scheme, in relation to renewable energy production and use, may include the following;

- **Pumps and motors and fans**
 - Hydraulic ram pumps,
 - Wind/ Solar powered pumps,
 - Cost of equipment and installation,
 - Collection facility,
 - Sediment tanks (where necessary),
 - Delivery pipe to point of use, and
 - Variable speed motors.
- **Rainwater collection and UV filtration**
 - Storage tanks (above or below ground),
 - Pump (low energy or powered using a renewable energy source e.g. ram or wind powered),
 - Site excavations,
 - Connecting pipes,
 - First flush rainwater diverters,
 - Downpipe filters, and
 - UV filtration equipment.
- **Insulation**
 - Insulation of farm assets (not dwellings),
 - Farm offices,
 - Cold stores,
 - Livestock buildings – where heating is required, and
 - Hot water tanks and pipes.

- **Agricultural Plastics**

- Shredders,
- Cleaners, and
- Balers.

- **Ventilation and air temperature controls**

- Wind cowls.

4.3.3 Ineligible items

SWARM cannot grant-fund items which are considered standard farming practise or are a legislative requirement, therefore the following will not be eligible for grant support:

- Ponds,
- Soil banded or lined holes for water collection,
- Connection of pumps to 3 phase electricity, and
- Insulation of non-agricultural buildings.

5 The small print

- Applicants must meet the eligibility criteria for R4F and S4P and the Small Capital Grants scheme should they wish to apply.
- It is the responsibility of the applicant to identify and provide evidence of compliance with all the necessary environmental and statutory consents which may be required (planning permission etc.).
- The applicant must provide three quotes with the Small Capital Grant scheme application for the items on which you are seeking grant-funding.
- Any items on which grant-funding is sought must not be purchased until a signed contract has been returned to the South West RDA.
- Items which are funded under the SWARM Small Capital Grant scheme must be used for the purpose intended and identified in the written review and action plan.
- Asset numbers and or/serial numbers for grant funded equipment must be sent with the claim form to the South West RDA.
- All funded items must be kept and remain in agricultural use for five years after the date of the offer letter.
- All invoices, records and accounts relating to the claim must be kept for six years after the claim has been paid, and must be produced for inspection if required.
- The South West RDA aims to provide a funding decision within 12 weeks of the receipt of a complete application. Incomplete applications will be returned to the applicant, thus delaying the process.
- Unsuccessful applicants will receive written feedback on their application. Completed applications may take up to 12 weeks to be assessed.

- The equipment must be used in accordance with manufacturers' instruction with relevant advice being obtained where necessary regarding set-up and use of specialist items.
- It is not possible to use other public funds to purchase the equipment applied for under the Small Capital Grants scheme, for example, Carbon Trust interest free loans.
- Under R4F once the project has been completed an adviser will visit the project after 12 months to determine the energy change and to assess the impact of the advice and funding awarded.

6 How to complete your Small Capital Grant scheme application

6.1 Where do I get my application form from?

The application form is available from either your adviser, on the Rural Gateway www.sw-ruralgateway.info (under Resource Management) or from the South West RDA – swarm@southwestrda.org.uk

If you do not have access to the internet please contact one of the partners identified on page one and they will be able to send you a hard copy of the application form.

6.2 What do I need to complete?

All the information on the form needs to be provided with the relevant supporting evidence.

General information

All the information on page one needs to be supplied. Please read the information on page one relating to the scheme requirements.

Section 1 – Additional applicant details

Please supply the information relevant to your business.

If you have made a previous application under the England's Rural Development Programme (ERDP) please provide the details on the amount of funding received and when the grant was awarded.

Where you have made a previous application to the Small Capital Grant scheme please put the contract number in the relevant box (e.g. SCG0001).

Section 2 – Location of the project

If your project will not be taking place at the address given under General information please provide the address where the equipment will be kept or capital works carried out.

Please provide the requested information with regard to your agricultural turnover and size of holding.

Where you are located in an LFA please indicate in the appropriate box (to check your status please consult the interactive maps on www.magic.gov.uk).

If you are in a Nitrate Vulnerable Zone (NVZ) please indicate in the appropriate box (to check your status please consult <http://web.adas.co.uk/defra/>)

Please identify your predominant farming activity.

Section 3 – Land ownership and control

Please complete the relevant box in relation to your status on the holding where the project will be located.

Please complete the relevant declarations and gain any necessary information from your landlord (if applicable) to support your application. Section 11 should be completed where necessary.

Section 4 – Description of the proposed work

Please provide a brief description of the proposed work and capital items on which you are seeking grant-funding.

Please complete the start date for the project – this is the date when you intend to purchase the equipment or begin any ground works. Please allow 12 weeks for your application to be assessed once it has been received by the South West RDA.

The finish date of your project is the date when any ground works etc. will be completed or when you have purchased your equipment.

The claim date is the date when you anticipate returning your claim to the South West RDA; this will be after you have completed the purchase and/or installation of all grant-funded items (there is one claim per application).

Section 5 – Details of project costs

Please complete the table identifying the elements of expenditure that you are going to make; this should link to one of the quotes that you supplied in support of your offer/contract.

Section 6 – Private match

Please identify the source of the match-funding for the project.

You should also enclose a current bank statement (with account details blanked out if preferred) showing sufficient credit or overdraft to cover the cost of the equipment not covered by grant or confirmation of available funds to meet the remaining cost from your accountant or bank manager.

Section 7 – Permissions and consents

Please complete the relevant declaration.

Where necessary you should provide copies of the approvals necessary to carry out the proposed project.

Section 8 – Checklist for your application

Please ensure you have included all the necessary information and completed all the relevant sections of the application form.

A complete application consists of:

- Your SWARM action plan (R4F/S4P or both), identifying the need for equipment on which grant-funding is being sought.
- CREG 16 RPA Customer Registration Form (at the end of the SWARM application form).
- Three quotations for each individual item of proposed expenditure, identifying which one you wish to use and justification of the expenditure (if this is not the cheapest quote).
- Evidence on the availability of private match-funding for the project.

Section 9 – Declarations and undertakings

Please read all the declarations carefully, do not amend or delete any, else your application will be deemed invalid.

Once you are satisfied with your application please sign and date the declaration. If you are in a partnership ALL partners need to sign the form at Section 10.

Section 10 – Countersigned applications

This section should be completed by your landlord if you have ticked 'no' to the questions in Section Three.

CREG 16 – RPA Customer Registration

All applicants need to complete a CReg 16 form, regardless of whether or not you are already registered with the Rural Payments Agency.

Please answer all questions on the form.


Your Personal Identifier (PI) is a number given to all those within the business authorised to deal with the RPA in relation to their Single Business Identifier (SBI). If you are unable to provide your PI please state 'not known' in the relevant box.

If you are in a farming partnership ALL partners need to sign CReg 16 form.

7 Step by step guide to how your business can get the most out of SWARM


1.

To get the initial visit and free advice contact;
R4F: Business Link on – 0845 600 9966
S4P: Natural England on – 0300 060 1244




2.

Once registered for R4F and / or S4P, farm visits will be carried out by a qualified adviser in each case leading to the completion of a written review and action plan. The action plan will outline the steps that can be taken to improve the profitability and environmental sustainability of your business. (Do not start the project or make any purchases prior to grant application and receipt of contract from the South West RDA).




3.

Once you have received your completed review and action plan, there may be items which are recommended that are eligible for grant-funding. You can then decide to make an application to the SWARM Small Capital Grant scheme, administered by the South West RDA. Full details along with the application form are found www.sw-ruralgateway.info. You are able to use the information in the action plan to make more than one application provided you have not reached the maximum grant available per holding (typically £10,000).




4.

Submit you completed application to;
The RDPE Administrator, South West Regional Development Agency, Sterling House, Dix's Field, EXETER, EX1 1QA
The South West RDA is committed to assessing your complete application within 12 weeks; if your application is not complete it will be returned to you for amendment, this may cause subsequent delays.



5.

You will be required to sign and return a copy of the offer letter to South West RDA within one month, if you do not, your application will be withdrawn. You may begin work and order equipment as soon as you have returned your signed offer letter.



6.

Begin project/purchase equipment. You can make one claim per offer/contract which should be made once the purchase of equipment or project has been completed. The contract will contain the claim form and identify the information required to make a valid claim.

