

RDPE RURAL ENTERPRISE GRANT (REG)

Stage One Enquiry Form

Applicant Details		
Applicant Name		
Applicant Address including Post Code (for Correspondence)		
Contact telephone number		
Email address		
Address of property to be developed including Post Code (for eligibility)		
RDPE Eligible Beneficiaries		
a) Are you a farmer or a member of a farm household? If not, go to b) Is 50% or more of your income from farming? What is your holding number?		
b) Are you a new or existing micro-enterprise ¹ in the eligible rural area?	New <input type="checkbox"/>	Existing <input type="checkbox"/>
What is the existing core and/or planned activity of your business?		
Eligible Activities, please highlight the main project activity		
Food and Drink		
Environmental Technologies		
Tourism Improvements		
Support to land based sector		
Other – please specify		

¹ Micro-enterprise definition - new or existing businesses of less than 10 full time equivalent employees whose turnover is equivalent to less than €2m



Description of Project:	
Will the Project require planning permission	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, has this already been granted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Number of NEW jobs that the project will create	Full time Part Time
Number of existing jobs safeguarded	Full Time Part Time
Estimated total cost of the Project	£
Amount of Grant Requested (Max 40% eligible costs up to £62,500)	£
Other funds already secured (source and value)	
Other funds to be secured (source and value)	
Anticipated date for work to start	
Anticipated date of completion	
How did you hear about the scheme?	

If your proposal meets the initial eligibility criteria you will be invited to apply for the REG Rural Enterprise Grant Scheme and will be required to forward the documents listed below with your Stage 2 application form. Please indicate on the checklist whether this information is available at the current time, but please **do not** send us the documents yet.

APPLICATION CHECKLIST	
* MEANS THIS ITEM WILL HAVE TO BE PROVIDED	PLEASE TICK
<p>1.Capital Equipment</p> <ul style="list-style-type: none"> * At least 3 written quotations and detailed specifications for each element of the cost breakdown (you may need to obtain formal competitive tenders) <p>2. Building Conversion / Improvement</p> <ul style="list-style-type: none"> * Site plan. * Plans for structural work. * Photograph(s) of property in current state of repair. * Copy of building regulations approval. * Copy of planning permission (if applicable). * Copy of listed building consent (if applicable). * Freeholder’s written consent to proposed work. * At least 3 written estimates and detailed specifications for each element of the cost breakdown (you may need to obtain formal competitive tenders). <p>All Projects</p> <ul style="list-style-type: none"> * Copies of letter confirming financial support for the project, e.g. bank loan offer letter or confirmation from the bank that you have the cash resources indicated. * A business plan for the project. Copies of your last 3 years’ accounts should accompany the plan and if these are more than 6 months out of date, recent management accounts. Also cashflow projections for the coming 2 years together with the assumptions upon which they are based. * Copies of letters of rejection from commercial sources/public bodies/others. 	

DATA PROTECTION

To provide services for you, we need to handle personal information about you. This is how we will look after that information. When we ask you for personal information, we will:

- ensure you know why we need it
- protect it and make sure nobody has access to it who shouldn't
- ensure you know if you have a choice about giving us information
- let you know if we need to share it with other organisations to give you better public services - and if you can say no
- make sure we don't keep it longer than necessary
- in processing your application, share data with other business support agencies and funding providers including members of the Rural Enterprise Grant Steering Group, local authorities, Business Link West Midlands, Advantage West Midlands, Rural Hubs and DEFRA.

This is how we will protect your information and only collect and keep what we need.

In return, we ask you to:

- give us accurate information
- tell us as soon as possible of any changes
- tell us as soon as possible if you notice mistakes in the information we hold about you as this helps us to keep our information reliable and up-to-date.

At any time, you can ask us for further details on:

- any agreements we have with other organisations for sharing information
- when we might be required to pass on information without telling you, for example, to prevent and detect crime
- our instructions to staff on proper collection, use and deletion of your personal information
- how we check the accuracy of the information we hold on you

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to. We, Herefordshire Council, are the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us. If you would like to contact the Data Protection Officer, the address is as follows: Data Protection Officer, Herefordshire Council, Brockington, Hereford HR1 1SH

Signed		Date	
Name (Print)			
To be returned to the REG Programme Manager PO Box 4, Plough Lane, Hereford HR4 OXH E-mail: dmc@herefordshire.gov.uk or ccattle@herefordshire.gov.uk			

