



THE DEPARTMENT OF
AGRICULTURE & FOOD
AN ROINN TALMHAÍOCHTA AGUS BIA

OFF-FARM

SCHEME OF GRANT AID FOR THE DEVELOPMENT OF THE ORGANIC SECTOR

APPLICATION FORM

- ❖ It is important to read the Explanatory Notes and Conditions before making application under this Scheme

Funded by the Irish Government
under the National Development Plan 2007 – 2013

Explanatory Notes

- ❖ It is important to read all documents carefully before making application under this scheme.
- ❖ Aid will only be given for works approved by the Organic Unit and no work shall commence before this approval has been conveyed in writing.
- ❖ A business plan, including audited accounts, must accompany the application in accordance with the guidelines as set out in Annex 1.

1. Particulars of applicant(s)

Where a question/section is irrelevant please enter "not applicable" or "N/A".

1.1 Surname (or business name)*:.....

*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.

1.2 First Name, or in the case of a company, director(s) name(s).....
.....

1.3 Address :
.....

1.4 County:

1.5 Date of Birth (if application is from an individual)/...../.....

1.6 Gender of Applicant

- Male
- Female
- Joint
- Company

1.7 Telephone No. (Landline): (Mobile):

Fax Number:

1.8 E-mail address:

1.9 PPS Number:

1.10 Companies Office Reg. No :

1.11 Employer Number:

1.12 Herd Number:

1.13 VAT No:

2. Organic Status Details

2.1 Year of commencement of organic operation: __ __ / __ __ / __ __

2.2 Approved and registered with an approved inspection body
(please tick) Yes No

2.3 Name of the approved inspection body:
.....

2.4 Status (please tick) : In conversion Full organic status

2.5 Date first registered with approved body: __ __ / __ __ / __ __

2.6 Applicant's Organic Licence Number: __ __ __ __ __ __

2.7 Date last inspected by an approved organic body: __ __ / __ __ / __ __

2.8 Are you registered as an organic operator with the Department's

Organic Unit (please tick) Yes No

2.9 Date registered with the Organic Unit: __ __ / __ __ / __ __

3. Brief Description of Current Activities

(use separate sheet if necessary)

3.1 Brief Description of current activities:.....

.....
.....
.....
.....

3.2 Existing Machinery (please provide details)

.....
.....
.....

Buildings (please provide details):.....

.....
.....
.....

3.3 Details of employees (please specify no's, part-time/full-time etc):

.....
.....
.....

3.4 Volume of products processed at present:

.....
.....
.....
.....
.....
.....
.....

Details of Proposed Investment/Project (Use separate sheet to provide more details if necessary)

A. Equipment:

	1	2	3	4
State Equipment Type				
Cost (Excluding VAT, discount & allowances)	€	€	€	€
Function				
Capacity or throughput				
Proposed date of acquisition	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___
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"/>

B. Buildings

	1	2	3	4
State Building Type:				
Location of buildings and details of title to site {folio no(s)/leases}:				
Cost: (Excluding VAT, discount & allowances).	€	€	€	€
Function:				
Capacity or Dimensions:				
Technical Details (include any technological developments):				
Expected completion date:	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___
Planning Permission:	MONTH/YEAR	MONTH/YEAR	MONTH/YEAR	MONTH/YEAR
1.obtained	___ / ___	___ / ___	___ / ___	___ / ___
2.applied for	___ / ___	___ / ___	___ / ___	___ / ___
<p>A copy of planning authority approval must be submitted with this application or, if it has not been obtained, as soon as possible thereafter. If project exempt from planning permission, applicant must provide documentary evidence of exemption.</p>				

Further Investment/Project Details

- 4.1 Have you applied for any other grant aid scheme in respect of this project (please tick) Yes No

If yes please give details

.....

- 4.2 General description of the investment proposed by the applicant (summarising the objectives and the nature of the investment) :

.....

.....

.....

.....

- 4.3 Location of Investment (full postal address):

.....

.....

- 4.4 Is the location of the proposed investment designated (details of a pending designation should also be given) as a Special Area of Conservation, Natural Heritage Area (NHA) or other environmentally sensitive area:.....

.....

If yes please give details:.....

.....

.....

.....

- 4.5 Describe how the proposed investment will contribute to improving any of the following

The beneficiary's income:

.....

.....

Total area of land with organic status.....

.....

.....

Increased employment:

.....
.....
A better use of resources:.....
.....
.....

The quality of products:
.....
.....

Hygiene.....
.....
.....

Diversification of activities.....
.....
.....

Volume of product processed following investment
.....
.....

Any other additional benefits.....
.....
.....

4.6 Total cost of proposed investments in buildings (excl VAT): €_____

Total cost of proposed investments in equipment (excl VAT): €_____

Total cost of ALL proposed investments (excl VAT): €_____

4.7 Financial plan for project: (a) Own funds: €.....

(b) Bank loans : €.....

(c) Grant aid : €.....

Total Cost (a + b + c) : €.....

4.8 Details of any other development projects in hand or envisaged :

.....
.....
.....

DECLARATION BY APPLICANT

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 to the Department of Agriculture & Food. I understand that it is the applicant's responsibility to acquaint himself/herself with the conditions of the Scheme.

Signature(s)..... **Date** __ __ / __ __ / __ __ __

Company Seal (If applicable)

Director(s) of companies applying for grant aid under this Scheme must sign this declaration.

Note: A false or misleading statement may lead to disqualification and liability to refund any aid given.

Annex 1

Guidelines for the Preparation of a Business Plan

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

1. A brief description of present business

- (A) Background.
- (B) Description of current enterprise, market outlets etc.
- (C) Existing buildings, machinery & employment.
- (D) Details of business turnover and annual profits and levels of efficiency (based on accounts)
- (E) Source of raw materials (especially including details of linkages to primary product/producers)

2. The proposed project (description)

- (A) Description of the proposed project (tenure of land on which investments are proposed, main new investments, extra employment etc.)
- (B) Environmental considerations: Effects on the environment. Where negative effects are identified outline proposals to neutralise impact.
- (C) List the main advantages of the project (e.g. more efficient handling & labour efficiency, better quality produce, larger scale, extending the marketing period / season etc.)
- (D) List the sensitivity of the project to financial and other factors (e.g. price change, yield changes, other costs, market outlets and competitors etc.)
- (E) Demonstrate linkages of proposed project to primary production and development of organic sector

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, by increased sales / cost savings

Extra cash outflow, by 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.)