



Llywodraeth Cymru
Welsh Government

Young People into Agriculture Scheme 2018

Guidance notes

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

**Welsh Government
Young People into Agriculture Scheme
2018**

Guidance Notes

Contents

KEY MESSAGES	1
1. INTRODUCTION	1
2. WHO CAN APPLY FOR THE GRANT	2
3. ELIGIBLE ACTIVITIES.....	3
4. USE OF FUNDING.....	3
5. MAXIMUM GRANT RATE AND MAXIMUM GRANT THRESHOLD.....	4
6. STATE AID AND STATUTORY AUTHORITY FOR PAYMENTS	4
7. HOW TO APPLY.....	4
8. SELECTION	5
9. RESERVE LIST	6
10. CONDITIONS OF GRANT	6
11. PAYMENT	7
12. WITHDRAWAL	7
13. APPEALS	8
14. COMPLAINTS	8
15. EQUALITY MONITORING	8
16. General DATA PROTECTION Regulation: Privacy Notice.....	8
17. Contacts	11

Young People into Agriculture scheme – Guidance Notes

KEY MESSAGES

- These Guidance Notes explain the Young People into Agriculture Scheme 2018 and the Expression Of Interest (EOI) process. Please read them carefully. If you then consider you may be eligible to apply for this scheme and you want to apply please see 'How to Apply' section below.
- This guidance is for information only. The way the scheme is operated and the rules may be subject to change. Any changes will be published in the Welsh Government's usual publications. This guidance is also available in Welsh.
- The Expression of Interest (Eoi) has been developed digitally and is available through the RPW Online service. Eois must be submitted through RPW Online by the publicised deadline.
- If you are not yet registered with RPW Online and do not have an activation code, please call the Customer Contact Centre on 0300 062 5004 as soon as possible.
- Guidance on completing your Young People into Agriculture Eoi online is available on RPW Online (www.wales.gov.uk/rpwonline).

1. INTRODUCTION

- 1.1. This scheme is designed to assist high achieving young farmers (under the age of 40 as at 1 April of 2018) setting up as head of the holding for the first time to develop their business resilience to succeed as we transition from the EU. Successful applicants will have to demonstrate they have the potential to lead dynamic new businesses or deliver change in an existing business.
- 1.2. Start-up aid of £40,000 will be awarded to successful applicants and paid in three instalments up until 31 March 2020. Payments will only be made to individuals who have successfully delivered on an agreed Key Performance Indicator Schedule (KPIS). This schedule will be agreed between the Welsh Government and the applicant after the EOI stage, where the applicant has been selected
- 1.3. Applications will be scored and ranked in order according to the published selection criteria. Project proposals will be selected in ranked order until the maximum number (150) of applications has been reached. The selection criteria for this scheme are:
 - the type of business;
 - the structure of your business
 - the primary sector of your business;
 - your academic qualifications;
 - the continuing professional development (CPD) you have undertaken;
 - additional activities you undertake within the agricultural sector;

Young People into Agriculture scheme – Guidance Notes

- the standard output of your business; and
- your business plan.

1.4. Further details of the criteria and scoring is set out in **Annex 1**.

1.5. If you are among the highest scoring applicants, an administrative check will be made of the evidence submitted and you will be asked to submit a Business Plan and a Key Performance Indicator Schedule (KPIS). The KPIS will form the basis of your contract.

1.6. The funding will be paid in three instalments. Successful applicants will be required to meet their contracted KPIS before each instalment can be paid.

1.7. A reserve list will be kept. If one of the highest scoring applicants withdraws or declines to take up an offer of a contract, an offer will be made to the next applicant on this list in order of their score.

1.8. There will only be **one** application window for the lifetime of the scheme.

1.9. The window for expressions of interest (EOIs) will open on 10 May 2018 and close on 12 June 2018. All supporting information must be uploaded when you submit your expression of interest. Failure to do so will mean that your application will not be considered.

2. WHO CAN APPLY FOR THE GRANT

2.1 To be eligible to apply you must be:

- under the age of 40 on 1 April 2018
- have started farming as **head of a holding** with 51% or more of an agricultural business in the 12 months prior to 1 April 2018, **or**
- be setting up as the **head of a holding** for the first time, with a minimum of 51% of the profits from an agricultural business by 1 September 2018,
- Have a business turnover of between £20,000 and £1million,
- be operating a business within an eligible sector.

2.2 Head of holding is defined as the owner, co-owner, share farmer or tenant of the farm and is named on all bank accounts relating to the farm business. The head of holding will be required to have at least 51% of the profit from the farm business.

2.3 Two or more agricultural holdings managed as a single unit, or in a single ownership, or which to some extent have:

- common management;
- common financial accounts;
- common livestock, machinery and/or feeding stores

will be classed as a single business enterprise.

2.4 Existing businesses with a turnover of more than £1 million or less than £20,000 per annum as of the previous year's accounts are not eligible. Total

Young People into Agriculture scheme – Guidance Notes

turnover is all business income that goes through one business account; this can include agricultural income and all income for non-agricultural diversification. Income from separate businesses is not to be aggregated for this purpose.

2.5 The following sectors are eligible:

- horticulture (including hydroponics and aquaponics)
- dairy
- cereals and oilseeds
- beef
- pigs
- poultry
- mixed farming
- apiculture (bee keeping)
- sheep
- other livestock

2.6 **All** requirements must be satisfied for you to be eligible.

2.7 If you are eligible to apply and choose to do so your business will be scored according to:

- the type of business;
- the structure of your business
- the primary sector of your business;
- your academic qualifications;
- the continuing professional development (CPD) you have undertaken;
- additional activities you undertake within the agricultural sector;
- the standard output of your business; and
- your business plan.

2.8 You will not be eligible for support under this scheme if you operate an equine business (including grazing horses) or a Forestry enterprises (including businesses that are only woodland owners).

3. ELIGIBLE ACTIVITIES

3.1. Support is provided to facilitate the setting up and subsequent running of the young farmers' agricultural activities.

4. USE OF FUNDING

4.1. All costs are eligible under this scheme. The start-up aid is awarded in the form of working capital which is provided to facilitate the farm and business development of the beneficiary and is conditional on the successful delivery of the Key Performance Indicator Schedule.

4.2. The funding may be used to cover running costs, as well as for the purchase of land or other assets that facilitate the implementation of the business plan.

- 4.3. The funding may cover the purchase of ownership rights, livestock, various physical assets, machinery, the cost of buying or renting agricultural land; improvement of existing farm buildings or investments in new ones; seasonal agricultural activities within the period of setting up or development of the activity; and/or general costs linked to the operation of the business.

5. MAXIMUM GRANT RATE AND MAXIMUM GRANT THRESHOLD

- 5.1. The start up aid for this scheme is £40,000 per applicant which is awarded at a grant rate of 100%.

6. STATE AID AND STATUTORY AUTHORITY FOR PAYMENTS

- 6.1. Grant provided under this scheme is aid which falls within the scope of the State aid frameworks - Articles 107, 108 and 109 TFEU apply to support given for rural development under the Welsh Government Rural Communities – Rural Development Programme 2014-2020.
- 6.2. Grant provided under this scheme will conform with the provisions of Article 18 Commission Regulation 702/2014 (ABER), Commission Notification Number SA.50765.
- 6.3. Section 70(1) of the Government of Wales Act 2006 permits the Welsh Ministers to give financial assistance by means of grant, loan or guarantee to any person engaged in any activity which they consider will secure, or help secure, the attainment of any objective which they aim to attain in the exercise of their functions. Section 70(2) permits the Welsh Ministers to attach any conditions to such financial assistance, as in this case, the need to attain key performance indicators prior to receiving tranches of the funding.

7. HOW TO APPLY

- 7.1. Expressions of interest will be made through **RPW Online** only.
- 7.2. If you already have a Customer Reference Number (CRN) you should have received a letter informing you of your Activation Code to set up your account. If you no longer have this, please telephone the Customer Contact Centre on 0300 062 5004 (Monday – Thursday 8:30 – 17:00, Friday 8:30 – 16:30) and tell the operator your CRN. They will send you a new Activation Code.
- 7.3. Once registered, you can access your RPW Online account from www.wales.gov.uk/rpwonline. The **Young People into Agriculture** Expression of Interest is available from the “Applications and Claims” section of your account.

Young People into Agriculture scheme – Guidance Notes

- 7.4. Agents acting on behalf of a client will need to register as a Rural Payments Wales agent. If you have yet to do this you are advised to complete and return an Agent / Farming Union Customer Details (Wales) form immediately. This form is available on www.wales.gov.uk/rpwonline. Upon receipt of the form, we will send you an Agent Customer Reference Number (Agent CRN) and an RPW Online Activation Code. You will also need to complete an Association Authorisation Form to agree roles with your client. This form is available from www.wales.gov.uk/rpwonline
- 7.5. If you have any questions about registering for RPW online or completing your EOI, please contact the Customer Contact Centre on 0300 062 5004. They will be able to provide advice, including the digital assistance that is available to you.
- 7.6. Further details regarding Rural Payments Wales Online are available on the Welsh Government's Website (www.wales.gov.uk/rpwonline)
- 7.7. If you are not yet registered with RPW Online and do not have an Activation Code, please contact the Customer Contact Centre. Their telephone number is 0300 062 5004 (Open 08.30 to 17.00 Monday to Thursday and 08.30 to 16.30 on Friday).
- 7.8. You will be required to answer a series of questions and provide evidence as part of the EOI stage. The scoring and the evidence requirements for each question are given in Annex 1 and 2 of these guidance notes.
- 7.9. The EOI will be scored according to:
 - the type of business;
 - the structure of your business
 - the primary sector of your business;
 - your academic qualifications;
 - the continuing professional development (CPD) you have undertaken;
 - additional activities you undertake within the agricultural sector;
 - the standard output of your business; and
 - your business plan.
- 7.10 You will need to upload evidence to support your application at the EOI stage. The evidence required is detailed in annex 2.

8. SELECTION

- 8.1. The EOIs will be scored and ranked in order according to the scoring criteria. The top scoring 150 applicants will be invited to the second stage of the process in order to be awarded a grant. There is no minimum threshold.
- 8.2. You will be notified whether your EOI has been selected through your RPW online account.
- 8.3. If your score is amongst the top 150, you will be asked to submit a business plan along with the Key Performance Indicator Schedule.

Young People into Agriculture scheme – Guidance Notes

- 8.4. In the unlikely event of equal scores for the 150th place, the Welsh Government reserve the right to interview the candidates as a means of determining which applicant will progress to the next stage.
- 8.5. If you are selected to progress to the second stage, you will be required to submit a business plan and the Key Performance Indicator Schedule within 30 calendar days of being notified of your progression.
- 8.6. You will be required to select a minimum of two indicators per heading which will be delivered across the project period. Completion of this schedule will form the legal contract between yourselves and Welsh Government and will be used to measure the performance of your activity.
- 8.7. **If you fail to meet the indicators set for the first payment period, your total grant will be withdrawn.** For subsequent periods, payments will be withheld if the indicators are not met. In exceptional circumstances, a three month extension will be awarded to meet the indicators, however, failure to meet the deadline will mean the grant is withdrawn and you may be required to repay previous payments.

9. RESERVE LIST

- 9.1. If you are not one of the top 150 scoring applicants your details will be kept on a reserve list. If a successful applicant withdraws from the scheme before 31 December 2018, the next highest scoring applicant will be offered a grant for the remainder of the scheme duration at a reduced rate.

10. CONDITIONS OF GRANT

- 10.1. The offer of a grant under the Young People into Agriculture scheme is made subject to terms and conditions, including those set out below. **Failure to meet the terms and conditions of the award may result in the cancellation of your award and/or the recovery of sums already paid, or a reduction of the amount of grant payable.**
- 10.2. Acceptance of the grant awarded must be made within 14 days of the date on the approval letter, which will be issued via your RPW online Account.
- 10.3. The award of a grant is made on the basis of statements made by you during the whole application process and subsequent correspondence. **The making of false or misleading statements is an offence.**
- 10.4. You must abide by the terms and conditions set out in the award letter.
- 10.5. You must meet any legal obligations imposed under EU and UK law, including hygiene legislation.
- 10.6. You must produce evidence of having met your indicators before grant instalments can be paid. If evidence is not available, the instalment may be delayed until evidence is provided, If no evidence is provided the instalment will not be paid.

- 10.7. Indicators must be met within the timescale agreed with the Welsh Government. You cannot change this without prior written agreement from the Welsh Ministers. If you become aware that you may not meet any of your indicators you must notify the Welsh Government at the earliest opportunity.
- 10.8. You must allow representatives of the Welsh Government, the Auditor General for Wales and the Audit Commission to inspect records relating to activities funded through the grant. On request, you must provide them with information and/or access to original documentation in relation to the project.
- 10.9. You must remain as head of the holding with at least 51% of the business for at least five years after the scheme ends (until 31 March 2025).
- 10.10. No alterations may be made to the terms of the award without prior written approval by the Welsh Ministers.

11. PAYMENT

- 11.1. Details of how to claim each instalment of your grant will be issued when the award is confirmed. Instalments of the grant will only be paid if you have met your agreed KPIS along with appropriate evidence. Your grant will be withheld, in full, if you do not fulfil any of the Conditions of the grant.
- 11.2. You will receive payments in sterling by BACS into your nominated account within three months of receipt of an eligible payment claim. Instalments can only be claimed on the specified dates if the KPIS for the payment period have been met and no earlier. You will also be asked to submit documentation with your claims to confirm you have met the KPI.
- 11.3. Payments will be paid at the following rates:

Date	Payment Rate
January 2019	£13,333.33
June 2019	£13,333.33
January 2020	£13,333.34
Total	£40,000

- 11.4. Payments may be delayed or withheld, in full or in part, if you do not meet at least 90% KPIS agreed for the payment period you are claiming for, or are unable to evidence you have done so, unless you have had prior agreement from the Welsh Government.

12. WITHDRAWAL

- 12.1. You can withdraw your expression of interest at any time prior to signing your contract. After you have signed your contract you will be bound by its terms and penalties will apply if you fail to adhere to them. Failure to fulfil

Young People into Agriculture scheme – Guidance Notes

the terms of your contract will result in instalments being withheld and you may be required to repay any received funds.

13. APPEALS

- 13.1. If an application is rejected, the reasons for rejection will be set out clearly. If you consider the administrative process has not been followed correctly, please submit a full, detailed written explanation no later than six months following the date of application to: YPiAProcessingTeam@gov.wales.

14. COMPLAINTS

- 14.1. If you consider that we have failed to follow the correct procedure in dealing with your request you may wish to make a complaint in accordance with Welsh Government's Complaints procedure which is available by post or via the website at: https://gov.wales/contact_us/makeacomplaint/?lang=en.

15. EQUALITY MONITORING

- 15.1. The Welsh Government is committed to developing schemes which are accessible to the diverse communities we serve. To enable us to do this it is vital we monitor and analyse diversity information. All successful applicants will be asked to provide us with data to help us. Any information provided on the monitoring form will be treated in the strictest confidence and will not be used in any way which allows an individual to be identified.

16. General DATA PROTECTION Regulation: Privacy Notice

- 16.1. This notice informs you about the Welsh Government's use of the information provided in the Young People into Agriculture expression of interest or any other document used in connection with your expression of interest for entry into the Young People into Agriculture scheme, or which is created or obtained in connection with your expression of interest. It also explains the Welsh Government's processing and use of your personal data and your rights under the General Data Protection Regulation.
- 16.2. The data controller for the information submitted as part of Young People into Agriculture Expression of interest is the **Welsh Government, Cathays Park, Cardiff, CF10 3NQ**.
- 16.3. The data protection officer for the same information is the **Data Protection Officer, Welsh Government, Cathays Park, Cardiff, CF10 3NQ**. Email: DataProtectionOfficer@gov.wales
- 16.4. The information will primarily be used for the purpose of processing and determining your expression of interest for Young People into Agriculture scheme. However, the Welsh Government may also make use of the information supplied for other purposes such as promotional materials and publications.

- 16.5. The lawful basis for the processing is that it is necessary for the performance of a task carried out in the exercise of official authority vested in the Welsh Government.
- 16.6. The Welsh Government collects personal data to identify your location and your farm business(es). The Welsh Government does not collect any special category data.
- 16.7. The data is processed through an automated process of business rules that use the Customer Reference Number (CRN) as a primary key for the majority of reports.

We will keep personal information in line with our retention policy. Your personal data will be kept until January 2026.

Reasons for sharing personal data

- 16.8. The information may be used for the following:
 - compilation of reports of aggregated data and/or summary statistics to be made publicly available
 - informing decisions relating to policy changes and funding including research studies conducted on behalf of the Welsh Government to inform Monitoring and Evaluation
 - identification of landowners/users in events of emergencies, e.g. disease control and breach control
 - protecting applicant's interest in land conservation and issues that may arise due to funding queries
 - allowing partner organisations to fulfil their legal duties
 - disclosure to regulatory authorities, such as HM Revenue and Customs, Local Authorities and the Police
 - publication of certain information and responding to requests for information.

The Publication and Disclosure of Information

- 16.9. The information will be managed and used by the Welsh Government in accordance with its obligations and duties under the:
 - Freedom of Information Act 2000
 - Data Protection Legislation
 - Environmental Information Regulations 2004
- 16.10. Your information, including your personal information, may be the subject of a request by another member of the public. When responding to such requests the Welsh Government may be required to release information, including your personal information.

Rights under the General Data Protection Regulation (GDPR)

16.11. The GDPR gives individuals rights in respect of the personal data held on them. These rights include:

- the right to be informed (this notice)
- the right to ask for and receive copies of the personal data that the Welsh Government holds about them, although the Welsh Government can sometimes withhold some data or not provide copies
- the right, in some circumstances, to prevent or restrict the Welsh Government processing personal data
- the right, in some circumstances, to have wrong data rectified
- the right, in some circumstances, to have data erased (to be forgotten).

16.13 If you wish to exercise any of your rights under the GDPR, you should contact the Welsh Government at the address provided at the beginning of this notice.

16.14 Individuals also have the right to ask the Information Commissioner, who enforces and oversees the GDPR, to assess whether or not the processing of their personal data is likely to comply with the GDPR. The Information Commissioner can be contacted at:

16.15 Information Commissioner's Office, 2nd floor, Churchill House, Churchill Way, Cardiff, CF10 2HH, Tel: 029 2067 8400, Fax: 029 2067 8399, Email:wales@ico.org.uk

17. Contacts

Farmer Enquiries – Customer Contact Centre

Your first point of contact for all telephone enquiries and email correspondence should be the Customer Contact Centre where staff are on hand to provide information and answer queries. The Customer Contact Centre is open between 08:30 and 17:00.

The contact details for the Customer Contact Centre are as follows:

Tel: 0300 062 5004

Fax: 01286 662193

PO Box address: Rural Payments Wales, PO Box 1081, Cardiff, CF11 1SU

Regional and Area Offices

Offices at Aberystwyth, Caernarfon, Carmarthen and Llandrindod Wells will continue to be open for visitors between 09:00 and 16:30 Monday to Friday. Area offices are open less frequently to visitors and so farmers are advised to check our website or ring the Customer Contact Centre on 0300 062 5004 for opening hours.

Caernarfon Divisional Office
Government Buildings
Penrallt
Caernarfon LL55 1EP

Aberystwyth Area Office
Welsh Government
Rhodfa Padarn
Llanbadarn Fawr
Aberystwyth
Ceredigion SY23 3UR

Carmarthen Divisional Office
Government Buildings
Picton Terrace
Carmarthen SA31 3BT

Newtown Area Office
Ladywell House
Park Street
Newtown SY16 1JB

Llandrindod Wells Divisional Office
Government Buildings
Spa Road East
Llandrindod Wells LD1 5HA

Llandudno Junction Regional Office
Sarn Mynach
Llandudno Junction
Conwy LL31 9RZ

Rural Payments Wales
Welsh Government
West Core 4th Floor
Cathays Park
Cardiff CF10 3NQ

Access to Welsh Government offices for people with disabilities or special needs

If you have any special needs which you feel are not met by our facilities contact the Customer Contact Centre on 0300 062 5004. Welsh Government

Young People into Agriculture scheme – Guidance Notes
officials will then endeavour to make arrangements to accommodate your requirements.

Welsh Government Website

For all of the latest Agricultural and Rural Affairs information, visit the Welsh Government's website at www.gov.wales/agrischemes. By visiting the website, you can also sign up to receive the Rural Affairs e-newsletter which delivers the latest news directly to your e-mail inbox.

Gwlad

The Gwlad e-newsletter is the Welsh Government's e-newsletter for farm and forestry businesses and all those involved with agriculture and rural Wales. It contains news stories, guidance and information in an accessible, easy-to-read format. To keep informed and up to date with all the latest agriculture news and developments in future we would encourage you to sign up to receive the Gwlad e-newsletter. You can do this either at www.gov.wales/news-alerts or at: www.gov.wales/gwlad.

Annex 1 – Scoring Matrix

Business Type	
New* business on leased land – tenancy secured until at least 31 March 2020	20
New* business on owned/purchased land	15
New* business and holding created from split of existing holding/business	10
Existing business	5

* includes prospective businesses due to start on or before 1 September.

Business Structure	
Sole Trader	20
Established a joint Venture through the Farming Connect Venture programme	20
Young entrant partnership (all partners aged 40 or under as at 1 April 2018)	20
Share farming arrangement	15
Newly formed partnership (one or more of the partners aged 40 or under as at 1 April 2018)	15
Newly formed Limited Company (one or more of the directors aged 40 or under as at 1 April 2018)	15
Existing partnership (one or more of the partners aged 40 or under as at 1 April 2018)	5
Existing Limited Company (one or more of the directors aged 40 or under as at 1 April 2018)	5

Primary Sector (what will be your primary sector by Standard Output by 31 March 2020 - choose one only)	
Horticulture	10
Dairy	10
Cereals and oilseeds	8
Beef	8
Pig	8
Poultry	8
Mixed farming	8
Apiculture	6

Sheep	4
Other Livestock	4

Highest agricultural academic qualification	
Bachelor's degrees and above	10
NVQ Level 5 or equivalent (HND, BTEC Professional Diplomas, certificates and awards)	8
NVQ Level 4 or equivalent	6
NVQ Level 3 or Equivalent (e.g. AS and A-Levels, Access to HE Diploma, Advanced apprenticeship)	4
NVQ Level 2 or equivalent (e.g. GCSE grades A* - C, Intermediate apprenticeships)	2
NVQ Level 1 or equivalent (e.g. GCSE grades D-G)	1
No Qualifications	0

Category 1 business improvement continued professional development (CPD) since 1 April 2017 (Farming Connect or equivalent)	
Project Management	2
Leading & Managing	2
Getting the best out of your people	2
Developing people to perform	2
Managing casual and seasonal teams	2
Recruiting and finding the right people	2
Planning your business for the future	2
Financial Recording & VAT	2
Understanding and using your accounts	2
Managing your cash flow	2
Business planning and development	2
Marketing your business	2

Category 2 technical continued professional development (CPD) since 1 April 2017 (Farming Connect or equivalent)	
DIY AI	1
Cattle Foot Trimming	1
Better livestock handling for increased profitability	1
Machine Sheep Shearing	1
Advanced Sheep Shearing	1
Lambing Techniques	1
Safe Use of Sheep Dip	1
Safe Use of Vet & Med	1
The Safe Use of Aluminium Phosphide for Vertebrate control	1
Rabbit and Mole Control - Trapping Techniques	1
Level 2 Award in Health & Safety in the Workplace	1
Level 3 Award in Supervisory Health & Safety	1
Preparing For IPPC Regulations (Poultry Industry)	1
Environmental awareness	1
Site safety awareness	1
Working safely in agriculture and horticulture	1
Working at Heights Awareness and Risk Assessment	1
Manual Handling	1
Emergency First Aid at Work	1

External Activity to the Business since 1 April 2016	
Agri Academy (all three categories)	1
Breed societies	1
CLA committees/groups	1
Future Farmers of Wales	1
Farming union committees/groups	1
Grassland societies - at county level	1
Tenancy association (TFA etc.) committees/groups	1

National Sheep Association (NSA) or National Beef Association (NBA)	1
Scholarships (HCC, Nuffield etc.)	1
Wales YFC - at county level	1

Standard Output as of 31 March 2020	
Standard Output (£1 - £40,000)	1
Standard Output (>£40,000 but <£100,000)	10
Standard Output (>£100,000)	5

Business plan as at 1 April 2018	
Farming Connect business plan	7
Other business plan	4
No business plan	0

Eligibility

Photographic evidence must be provided in all cases to prove date of birth, this must be one of the following:

- passport
- driving licence
- gun licence.

Business Turnover

Letter from accountant confirming the turnover of the business

Business history and structure

You must submit documentary evidence to prove that the Young Farmer(s) own(s) shares in the partnership, is/are head of the holding or has/have control of the partnership/Legal Person and cannot have their decisions vetoed. This could be one or more of the following, although it is your responsibility that any documents you provide prove beyond all doubt your role within the business:

- Company Articles of Association, accountants/solicitors letter confirming partnership constitution;
- bank accounts/accountants letter to confirm share of profits;
- accountants letter to confirm division of ownership of the partnership;
- bank letter confirming who has and does not have the authority to sign cheques; or
- any other documentary evidence you feel is appropriate.

For a partnership:

- partnership agreement showing the partners and percentage shares/votes held and, where it exists, any variation of previous partnership document showing the changes to the original agreement;
- legally binding agreement showing business shareholdings;
- partnership accounts if they demonstrate shares ownership; or
- annual accounts naming the applicants and number of shares/votes held.

If you are in advanced negotiations to enter in to an agreement by 1 September evidence of the stage negotiations have reached and your position/share within the business will be required.

Evidence of the duration of your tenancy must be provided.

Primary sector

You must provide evidence that you are either trading or about to trade in the primary agriculture sector. This could be in the form of a business plan, account evidence and/or invoices of items purchased relating to primary production.

Academic qualifications

Only certificates will be accepted as evidence.

Continuing professional development (CPD)

Certificates or any other documentation confirming the development activity has been undertaken will need to be submitted. If your course was through Farming Connect and you do not have your certificate you will be able to retrieve details from your Farming Connect BOSS learning account.

Additional activities undertaken within the agricultural sector

Evidence of your involvement with the organisation since 1 April 2016 will need to be submitted. This could include:

- letters from the organisation addressed to you in your capacity as an active member;
- letters acknowledging activity since 1 April 2016;

This list is not exhaustive.

Standard output

You must indicate what you estimated standard output will be by 31 March 2020.