

**Welsh Government Rural Communities – Rural Development Programme 2014-2020**

Rural Business Investment Scheme FOOD

Expression of Interest Criteria and EOI Form

**EOI Window 7**

15 January 2019 to 26 February 2019

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**INTRODUCTION**

1. These Guidance Notes explain how the Expression of Interest (EOI) process for the **Rural Business Investment Scheme FOOD** (RBISF) will be operated.
2. Please read these notes carefully. You will also need to refer to:

* [The Welsh Government Rural Communities - Rural Development Programme 2014-20 Expression of Interest Guidance Notes](http://gov.wales/topics/environmentcountryside/farmingandcountryside/cap/ruraldevelopment/wales-rural-development-programme-2014-2020/rural-business-investment-scheme-food/?lang=en)
* [The Guidance Notes for the Rural Business Investment Scheme FOOD.](http://gov.wales/topics/environmentcountryside/farmingandcountryside/cap/ruraldevelopment/wales-rural-development-programme-2014-2020/rural-business-investment-scheme-food/?lang=en)

**TIMESCALES**

1. This is an open call fund available from September 2017 to March 2023 for full spend.

**FUNDS AVAILABLE**

1. **Maximum Grant Rate:**

£50,000 - Applicants may apply more than once throughout the duration of the scheme but only one application can be live at any time.

**Minimum Grant**:

£2,400

**Grant Intervention Rate:**

Micro and Small businesses – **up to 40%** of total eligible investment cost the funding will be as de minimis aid.

**WHO CAN APPLY**

1. Applications can be received from **start-up, micro and small businesses only** (under 50 full time equivalent jobs), for full details, please see the [EC website](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en).

* Private Sector businesses
* Social Enterprises or Charitable Organisations.
* Existing and Start Up businesses.
* [Businesses that want to process agricultural products, but do not meet the criteria for Food Business Investment Scheme.](https://beta.gov.wales/food-business-investment-scheme)

**SCORING METHODOLOGY AND CRITERIA**

6. Projects will be scored using the EOI selection criteria on page 4 of this document.

Only relevant information contained within the EOI can be considered.

**HOW TO APPLY**

7. For full details of how to apply please refer to the Expression of Interest Guidance

Notes document at the link referenced above.

8. EOI applications must be completed on the application form at the end of this

document.

9. Applicants should complete the EOI form electronically. Sections can be expanded

as required. Please note that all the information must be provided within the EOI

form. Additional documents or supporting information will not be accepted at EOI

stage.

10. Applications should be submitted via email to: [RBISFood@gov.wales](mailto:RBISFood@wales.gsi.gov.uk)

**Applications should be submitted from the applicant email address or a scanned signed copy via an agent.**

**EOI Selection Criteria**

11. **RBISF** EOI projects proposals will be scored using the following scoring scale of

0 – 4, then multiplied by the associated weighting factor to give a total score. Only

projects meeting the eligibility criteria and achieving a minimum benchmark score

of 27 will progress to full application, subject to available budget.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Priority Criteria** | **Score** | **Weighting Factor** |
| **1** | Turnover | 0 – 4 (minimum 2) | X 5 |
| **2** | Sustainable Development | 0 – 4 (minimum 2) | X 5 |
| **3** | Innovation | 0 – 4 (minimum 2) | X 4 |
| **4** | Employment | 0 – 4 (minimum 2) | X 3 |

**Turnover**

Projects that can demonstrate how an anticipated increase in turnover could be achieved and can clearly explain the assumptions underlying those projections will be a priority. An increase in turnover is an indication of additional economic impact helping to deliver one of the key objectives of the Welsh Government Rural Communities – Rural Development Programme 2014-2020.

Score 4 A clear explanation is given, including evidence, of how anticipated increased turnover projections of over 30% will be achieved within three years of completion of the project.

Score 3 A clear explanation is given of how anticipated increased turnover projections of between 21% and 30% will be achieved within three years of completion of the project.

Score 2 A clear explanation is given of how anticipated increased turnover projections of between 11% and 20% will be achieved within three years of completion of the project.

Score 1 A clear explanation is given of how anticipated increased turnover projections of up to 10% will be achieved within three years of completion of the project.

Score 0 No increase in turnover is anticipated or evidence is insufficient to support proposed increase

**Sustainable Development**

Applicants need to demonstrate a commitment to Sustainable Development. For example: how will the project improve resource efficiency; reduce energy, water usage; use of renewable energy sources; reduce wastage; add value to waste or by-products; contribute to healthier lifestyles; provision of a bilingual service within the workplace; secure food supplies and market resilience; payment of the national living wage to employees aged under 25; supply redistribution channels such as food bank charities; support local supply chains.

Score 4 A clear explanation is given on how 4 or more sustainable development issues are to be addressed within the project and the business. In addition, evidence in the form of action points must be provided to demonstrate engagement with WRAP (Waste and Resource Action Programme) or an equivalent, to address issues such as food waste, packaging and decarbonisation.

Score 3 A clear explanation is given on how 4 or more sustainable development issues are to be addressed within the project and the business. In addition, evidence must be provided to demonstrate completion of a sustainable business review toolkit [www.sustainablebusinessreview.org.uk](http://www.sustainablebusinessreview.org.uk/) or an equivalent.

Score 2 A clear explanation is given on how 3 sustainable development issues are to be addressed within the project and the business.

Score 1 A clear explanation is given on how 2 sustainable development issues are to be addressed within the project and the business.

Score 0 No evidence has been provided as to how sustainable development issues are to be addressed.

**Innovation**

This is defined as a new product or market. An economically vibrant and forward thinking industry must be innovative to capture markets and move forward. Projects need to demonstrate their level of innovation.

Score 4 A clear explanation is given on a new product or new market. There is evidence that the applicant has undertaken market research and has engaged with Food Innovation Wales or equivalent food development programmes i.e. Cywain. It must be evidenced that the relevant supply chains are in place to support the project and that the product or market,

is ready to be actioned as soon as the project is complete.

Score 3 A clear explanation is given of a new product in new market. There is evidence that the applicant has undertaken market research and has engaged with Food Innovation Wales.

Score 2 A clear explanation is given on a new product or new market. There is evidence that the applicant has undertaken initial market analysis.

Score 1 A clear explanation is given on a new product or new market

Score 0 An existing product is to be placed in an existing market or there is insufficient evidence regarding products or markets.

**Employment**

Projects that aim to deliver additional paid job opportunities will be a priority because this is an indication of additional economic impact helping to deliver one of the key objectives of the Welsh Government Rural Communities – Rural Development Programme 2014-2020. New jobs which are based on zero hour contracts should not be included in the gross salary value. Where a business is owned by a parent company, or is located at more than one site, the jobs created must be related to the project site only. Jobs must be created within three years of project completion.

Score 4 A clear explanation is given (including breakdown of jobs and salaries/wages or drawings) of how the project will result in new jobs being created that will produce an increase in the gross salary/wages or drawings of more than 50%.

Score 3 A clear explanation is given (including breakdown of jobs and salaries/wages or drawings) of how the project will result in new jobs being created that will produce an increase in the gross salary/wages or drawings of 30% - 50%

Score 2 A clear explanation is given (including breakdown of jobs and salaries/wages or drawings) of how the project will result in new jobs being created that will produce an increase in the gross salary/wages or drawings of 20% to 30%

Score 1 A clear explanation is given (including breakdown of jobs and salaries/wages or drawings) of how the project will result in new jobs being created or salaries increased that will result in an increase in the gross salary/wages or drawings of up to 20%.

Score 0 No increase in salary evidenced or there is insufficient information to support statements.

**Rural Business Investment Scheme**

**Expression of Interest Application Form**

**Project Overview**

**1) Business Name and Description** (**A short working project title** **maximum 50 characters**)

**Project Title**:

Eg: Business Name

|  |
| --- |
|  |

**Project Description** (**Maximum 250 words**)

Please ensure this briefly but clearly identifies what the project is about, what investments are proposed to be made and very briefly why these are needed.

|  |
| --- |
|  |

**2) Project Location**

|  |
| --- |
| ADDRESS:  POST CODE: |

**3) Other details**

Proposed Start Date:

Likely End Date:

Total Project Cost:

Eligible Project Cost:

Total Grant Amount:

Grant Rate maximum 40% or £50,000 whichever is the lesser.

Planning Approval required Yes No

Planning secured Yes No

**Detailed Breakdown of Costs:**

|  |  |  |
| --- | --- | --- |
| **Type of Cost** | **Description** | **Value** |
| **Building costs** |  |  |
| **Equipment (please detail items)** |  |  |
| **Tech Fees** |  |  |
| **Total Expenditure** |  |  |

Please provide details of any funding received by the business under De Minimis rules in the previous 3 years:

\*

\*

\*

The industrial De Minimis regulation allows an undertaking to receive up to **€200,000** in any three fiscal years. Any De Minimis aid awarded to you must be declared if you apply for any other public funding. If you exceed the ceiling, the funding is re-payable.

For this scheme only certain categories of activity and applicant falls under the De Minimis rules - see section 31 of the RBIS Guidance Notes.

**Applicant Details and Background**

**1) Applicant Name and full Postal Address**

Applicant / Company Name:

Address:

Post Code:

Contact name: Position:

Email:

Telephone No: *(incl. STD code)*

**2) Applicant’s business status**

Please tick appropriate box:

• Sole Trader  • Charity

• Partnership  • Not for profit Company

• Private Limited Company  • Public Sector Body

• Public Limited Company  • Other

If other, please specify

Company Number and / or Charity Number (if appropriate):

VAT Registered Yes  No

**3)** Is the applicant a New Start-Up?

Yes  No

If yes, please give details below regarding start up date of company:

Is the applicant business a micro-enterprise or small enterprise:

Micro-enterprise Yes No

Small Enterprise Yes No

Please give details:

|  |  |
| --- | --- |
| **No of Full Time Employees**  **(Full Time equivalents based on 30 hours per week)** |  |
| **No of Part Time Employees**  **(Part Time equivalents based on 15 – 30 hours per week)** |  |
| **Annual gross turnover (for Financial Year End 2017)** |  |
|  |  |
| **Annual gross profit (for Financial Year End 2017)** |  |
|  |  |

**Project Details**

|  |
| --- |
| **Please explain how your proposed project will deliver against the Rural Business Investment Scheme EOI priority criteria (refer to pages 4 – 8 for guidance)** |
| 1. Turnover – Please complete the following table with details of turnover for the current financial year, and anticipated turnover for the 3 years post project.   These figures must be supported by a clear explanation, including evidence demonstrating how the anticipated increase in turnover will be achieved.   |  |  | | --- | --- | | Financial Year | Turnover (£) | | Y/E 2017 \* |  | | Y/E - 3 years post Project Completion |  |   \* If the turnover value for the financial year 2016/2017 cannot be provided, you must provide an explanation. |
| 1. Sustainable Development |
| 3. Innovation |
| 4. Employment   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Current Annual Salary of site**  **(if no Annual Salary is taken, please specify the Annual Personal Drawings or wages taken from the business):** | **£** |  | |  |  | |  |  |  | |  |  | | New jobs created: |  |  | |  |  | | **Job Title** | **Description of role** | | **Number of Jobs** | **Annual Salary** | **Jobs x Salary** | | *e.g. Machine Operative* | *Operating the new depositor* | | *2* | *15,000* | *30,000* | |  |  | |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |  | |  | **Total** | **£** | |

**Declaration by Applicant**

* I declare that the information contained in this application is true to the best of my knowledge and belief.
* I confirm that I have read and understood the Scheme and EOI Guidance Notes and any other technical guidance that has been issued and that I am authorised to sign / submit this application.
* I undertake to notify the Welsh Government of any other application for grant aid for this project.
* I confirm that no work on this project has started.
* I acknowledge that neither the Welsh Government nor any adviser appointed by the Welsh Government shall be responsible for any advice given, including without limit any advice given in relation to this application and business plan, and that I am solely responsible for all business decisions undertaken.

ELECTRONIC SIGNATURE: By emailing this form to the Welsh Government’s Rural Business Investment Scheme - Food email address you are making the declaration above.

Date:

Name:

Company/Organisation:

Position:

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Welsh Government Rural Communities – Rural Development Programme 2014-2020

**LEADER  
Guidance on the Completion   
of the Expression of Interest Form**