

**Expression of Interest (EOI)**

**Criteria and Application Form**

**Food Business Investment Scheme**

**2020**

**-**

**2014**

**Rural Development Programme**

**-**

**Welsh Government Rural Communities**

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**INTRODUCTION**

**Round 8**

**Opens 17 October 2019**

**Closes 28 November 2019**

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1. These Guidance Notes explain how the Expression of Interest (EOI) process for the **Food Business Investment Scheme** (FBIS) 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
* the Guidance Notes for the Food Business Investment Scheme.

These can be found at the web address below;

<http://gov.wales/topics/environmentcountryside/farmingandcountryside/cap/ruraldevelopment/wales-rural-development-programme-2014-2020/food-business-investment-scheme/?lang=en>

**TIMESCALES**

1. Dates will be published on the Welsh Government (WG) website (see link above) on a rolling two year basis, and are subject to review. This will enable applicants to forward plan their application to meet their business needs in terms of timescales.

**FUNDS AVAILABLE**

1. Round 8 of FBIS has a budget of **£2,000,000**
2. **Projects will be capped at the grant requested on the EOI Application, therefore applicants are advised to obtain realistic costings for the lifetime of the project.**

**Maximum Grant Rate:** £500,000 - 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:**

Where both the input and output are agricultural products, the maximum grant rates are as follows:

*SMEs* – **up to 40%** of total eligible investment cost regardless of location.

*Large Enterprises* – **up to 20%** of the total investment cost regardless of location.

Where the input is an agricultural product but the output is a non-agricultural product, the maximum grant rates are as follows:

Less Developed Areas:

*Micro and Small Enterprises* – **up to 40%** of the total eligible investment cost.

*Medium Enterprises* – **up to 35%** of the total eligible investment cost.

 Other Areas:

 *SME’s* – **up to 40%** of the total investment costs but limited to a maximum

 grant threshold of €200,000 over any period of three fiscal years regardless

 of location.

 Or:

 *Micro and Small Enterprises* – **up to 20%** of the total eligible investment

 cost.

*Medium Enterprises* – **up to 10%** of the total eligible investment cost.

*Large Enterprises* – **up to 20%** of the total investment costs but limited to a maximum grant threshold of €200,000 over any period of three fiscal years regardless of location.

**WHO CAN APPLY**

1. Businesses involved in primary and / or secondary processing of agricultural

 products, such as: sole traders, voluntary sector organisations, private and public

 limited companies (Micro, Small, Medium and Large enterprises), farm businesses that want to process their own agricultural products, new businesses, including start-up businesses.

**SCORING METHODOLOGY AND CRITERIA**

7. 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**

1. For full details of how to apply please refer to the Expression of Interest Guidance Notes document at the link referenced above.
2. EOI applications must be completed on the application form at the end of this document.
3. 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.

1. Applications should be submitted via email to: FoodBIS@gov.wales applications should be submitted from the applicant email address or a scanned signed copy via an agent.
2. **All Applicants must have registered on RPW Online prior to the closing date of the EOI as all invites to Full Application will be made via RPW Online.**
3. All EOI’s will be scored and ranked in order of the scoring criteria. EOI’s will be selected based on their ranking until the point at which the window budget is fully committed.
4. NO EOI application will be accepted after the stated closing date.

**EOI Selection Criteria**

##### **Quality Threshold**

Projects which have scored zero in criteria 1, 2 or 3 will be excluded from selection.

1. **FBIS 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.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Priority Criteria** | **Score** | **Weighting Factor** |
| **1** | Turnover | 0 - 4 | X 5 |
| **2** | Sustainable Development | 0 - 4 | X 4 |
| **3** | Innovation | 0 - 4 | X 3 |
| **4** | Employment | 0 - 4 | X 2 |
| **5** | Value for Money  | 0 – 4 | X1 |

**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. Please note: where a business is owned by a parent company, or is located at more than one site, the turnover value must be for the project site only, NOT a group turnover. 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 50% will be achieved within three years of completion of the project. The business makes a commitment to complete the Food and Drink Business Innovation Growth Diagnostic.

Score 3 A clear explanation is given of how anticipated increased turnover projections of between 25% and 50% will be achieved within three years of completion of the project. The business makes a commitment to complete the Food and Drink Business Innovation Growth Diagnostic.

Score 2 A clear explanation is given of how anticipated increased turnover projections of between 15% and 25% will be achieved within three years of completion of the project. The business makes a commitment to complete the Food and Drink Business Innovation Growth Diagnostic.

Score 1 A clear explanation is given of how anticipated increased turnover projections of up to 15% will be achieved within three years of completion of the project. The business makes a commitment to complete the Food and Drink Business Innovation Growth Diagnostic.

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

**Sustainable Development**

Applicants need to demonstrate their commitment to Sustainable Development. Examples can include: improve resource efficiency; reduce energy and water usage; use of renewable energy sources; reduce wastage; add value to waste or by-products; low food miles; 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; commitment to biodiversity and intelligent land use management.

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 reduction in single use plastics, waste management, energy/resource efficiency, CO2 footprint.

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 4 sustainable development issues are to be addressed within the project and the business.

Score 1 A clear explanation is given on how 3 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 the process of translating a new idea or invention into a product or market. It can also refer to the design of a new process. 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, new market, or new process. There is evidence that the applicant has undertaken significant research and market/sensory analysis and has engaged with other partners/organisations to develop robust concepts. It must be evidenced that the relevant supply chains are in place to support the project and that the product, or market, or process, is ready to be actioned as soon as the project is complete.

 Score 3 A clear explanation is given on a new product, new market, or new process. There is evidence that the applicant has undertaken significant research and market/sensory analysis and has engaged with other partners/organisations to develop robust concepts.

Score 2 A clear explanation is given on a new product, new process or new market. There is evidence that the applicant has undertaken research and market/sensory analysis.

Score 1 A clear explanation is given on a new product, new process or new market. There is evidence that the applicant has undertaken initial market analysis.

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

**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% and a clear explanation is given on the proposed commitment to Continual Professional Development of employees.

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% and a clear explanation is given on the proposed commitment to Continual Professional Development of employees.

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% and clear explanation is given on the proposed commitment to Continual Professional Development of employees.

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%, and a clear explanation is given on the proposed commitment to Continual Professional Development of employees.

Score 0 No new jobs will be created/no increase in salary/wages or drawings or there is insufficient information to support statements.

**Value for Money**

The scheme is discretionary and the amount of grant offered will relate to individual circumstances and will always be the **minimum amount necessary** to allow the project to go ahead as planned.

Projects will therefore be scored and ranked based on value for money based on:

Score 4 The grant request is 25% or less of the maximum eligible grant % for the applicant business.

Score 3 The grant request is between 26% and 50% of the maximum eligible grant % for the applicant business.

Score 2 The grant request is between 51% and 75% of the maximum eligible grant % for the applicant business.

Score 1 The grant request is between 75% and 100% of the maximum eligible grant % for the applicant business.

Score 0 The level of grant applied for is ineligible or insufficient information has been provided with regards to the level of grant requested.

**Food 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: Company X - purchase of specialist machinery

|  |
| --- |
|  |

**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 Requested:

Grant Rate % Requested

 (Please refer to guidance note point 5 above):

Breakdown of Costs:

* **Projects will be capped at the grant requested on the EOI Application, therefore applicants are advised to obtain realistic costings for the lifetime of the project.**

|  |  |  |
| --- | --- | --- |
| **Type of Cost** | **Description** | **Value** |
| **Purchase of land** |  |  |
| **Building** |  |  |
| **Plant and Equipment** |  |  |
| **Consultancy fees** |  |  |
| **Technical Costs**  |  |  |
| **Total Expenditure**  |  |  |

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 FBIS Guidance Notes.

**Applicant Details and Background**

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

Applicant / Company Name:

Address:

Post Code:

Contact name: Position:

e-mail:

Telephone No: *(incl. STD code)*

Registered for RPW Online [ ]

RPWOnline@gov.wales

Language Preference:

You may submit your application in Welsh. Any application submitted in Welsh will be treated no less favourably than an application submitted in English.

The language preference you select here is for your organisation.

Formal correspondence and guidance will be in the language preference you select.

Technical and financial information will normally be issued in English.

Regardless of preference selected here, written or verbal correspondence from you may be in either language and we will aim to reply in the same.

Welsh [ ]

English [ ]

Bilingual [ ]

**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):

Customer Reference Number CRN (if known):

(CRN is the Welsh Government grant payment reference number)

VAT Registered Yes [ ]  No [ ]

**3) Company Structure**

Is the applicant company a member of a group of companies?

Yes [ ]  No [ ]

If **yes,** please give the name of the immediate, and if different, the ultimate Parent company and the country in which they are registered:

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, small enterprise or medium enterprise:

Micro-enterprise [ ] Yes [ ] No

Small Enterprise [ ] Yes [ ] No

Medium Enterprise [ ] Yes [ ] No

Large 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 project site****(for Financial Year End 2018)** |  |
| **Annual gross turnover for company group** **(for Financial Year End 2018)** |  |
| **Annual gross profit for project site****(for Financial Year End 2018)** |  |
| **Annual gross profit for company group****(for Financial Year End 2018)** |  |

**Project Details**

|  |
| --- |
| **Please explain how your proposed project will deliver against the Food 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 2018 \* |  |
| Y/E - 3 years post Project Completion |  |

\* If the turnover value for the financial year 2017/2018 cannot be provided, you must provide an explanation. |
| 1. Sustainable Development
 |
|  3. Innovation |
| 1. Employment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current Annual Salary of site:** | **£** |  |  |  |
|  |  |  |  |  |
| 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* |
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|   |   |   |   |   |
|   |   |   |  **Total**  | **£** |

Please provide full details below of the jobs to be created |
| 1. Value for Money

The following table provides an example of how VfM will be calculated, you do not need to provide any details with regards to this point, the score will be calculated based on the stated criteria and the grant level requested at Page 10 section 3.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Eligible maximum grant intervention rate | Grant level requested 25% or less | Grant level requested 26 to 50% | Grant level requested 51 to 75% | Grant level requested 76 to 100% |
| 40% | 10% or less (25% of 40%) | 11 to 20% | 21 to 30% | 31 to 40% |
| 20% | 5% or less | 5 to 10%  | 11 to 15% | 16 to 20% |

 |

**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 Food Business Investment Scheme email address you are making the declaration above.

Date:

Name:

Company/Organisation:

Position: