

**Document A2**

**RURAL COMMUNITIES RURAL DEVELOPMENT PROGRAMME  
 2014-2020**

**APPLICANT ELIGIBILITY CHECKLIST**

<b>Scheme:</b>	<b>RCDF</b>
<b>Measure:</b>	<b>7</b>
<b>Sub Measure:</b>	<b>7</b>
<b>Applicant:</b>	<b>The Pumpkin Patch Cookery and Gardening School</b>
<b>Project Title:</b>	<b>The Pumpkin Patch Cookery &amp; Gardening School and Café</b>
<b>PPIMS Case ID Number:</b>	<b>81123</b>

**APPLICANT ELIGIBILITY CHECK (Application Form Part 1)**

**To be completed by PDO**

**Please provide responses in comments box**

		<b>Yes / No</b>	<b>Comments</b>
1	Do you have a conflict of interest that may affect your appraisal of this project? <i>If Yes, please provide details in the comments box</i>	No	
2	Have all sections of the Application Form Part 1 been fully completed? <i>If no, state why in the comments box</i>  <i>There is no need to check whether Memorandum of Understanding and Arts of Association, or Partnership Agreements have been submitted at this stage.</i>	Yes	
3	Has the Application Form (Part 1) been received within 6 months of date of invite letter?	Yes	Date invite sent: 29/04/2016 Date form received: 21/07/2016
4	Has a Credit Safe Report been completed and saved to file? All staff can access Creditsafe - the username and password is noted in the link below (select 'Business & Industry' and then 'Creditsafe')	No	No record for The Pumpkin Patch Cookery and Gardening School on CS

	<p><a href="http://intranet/English/Services/KnowledgeAnalyticalServices/ElecResour/Pages/LibraryElectronicResourcesSubjects.aspx">http://intranet/English/Services/KnowledgeAnalyticalServices/ElecResour/Pages/LibraryElectronicResourcesSubjects.aspx</a>                  Creditsafe provides details of company credit ratings, key financial information, director information etc</p> <p><i>Type of applicant reference guide</i>  <a href="https://documents.hf.wales.gov.uk/id:A13530884/document/versions/published">https://documents.hf.wales.gov.uk/id:A13530884/document/versions/published</a></p>		
5	<p>Have copies of the latest accounts been submitted to SMU and saved to file?</p> <p><i>If No, please state why not in comments section</i>  <i>e.g. are they a start up business, has only the Application Form Part 1 been submitted (accounts do not have to be submitted until Application Form Part 2 stage)</i></p>	No	Only the Application Form Part 1 has been submitted
6	<p>Is the applicant a legal entity?</p> <p><i>If Yes, state business/organisation status in comments section</i></p> <p>How has this been confirmed?  <i>State how in the comments section e.g. accounts/credit report</i></p>	Yes	Company No.:  Sole Trader
		No external info – appl form used	See email: 2016-09-22 c81123 - Applicant Eligibility Check - Query and reply from Welsh Government Official (3)
7	<p>What is the SME status of the Business?  <i>Enter status in comments section</i></p> <p>How has this been confirmed?  <i>State how in the comments section e.g. accounts/credit report</i></p> <p>If Micro, SME or Large, provide detail in the comments section</p>	<b><u>Exempt under Section 43</u></b>	<b><u>Exempt under Section 43</u></b>

	<p><i>SME status guidance</i>  <a href="https://documents.hf.wales.gov.uk/id:A14162018/document/versions/published">https://documents.hf.wales.gov.uk/id:A14162018/document/versions/published</a></p>		
8	<p>Is the status reasonably certain (not at the lower/upper limits of the SME status (number of employees))?   <i>If No, provide details in the comments box and refer to the Financial Appraisal Manager for confirmation.</i></p>	<b><u>Exempt under Section 43</u></b>	<b><u>Exempt under Section 43</u></b>
9	<p>Does the applicant have linked companies?   <i>If Yes, provide details in the comments box and refer to the Financial Appraisal Manager</i></p>	<b><u>Exempt under Section 43</u></b>	<b><u>Exempt under Section 43</u></b>
10	<p>Is the Case in a status of 'In Development' on PPIMS?   <i>If No, please state why in comments section e.g. case not created on PPIMS</i></p>	Yes	
11	<p>Are there any issues which need to be referred to the Financial Appraisal Manager?</p>	No	
<p>Please provide details of any issues referred to the Financial Appraisal Manager below:  <i>(Note issues, dates and resolution where applicable)</i></p>			
12	<p>Are there any outstanding issues which need to be referred to the management check?  <i>Aim to resolve any issues prior to management checks</i></p>	No	
<p>Please provide details of any issues below:</p>			

<b>Completed by (PDO – TS or above)</b> (print name)	Welsh Government Official (1)
<b>Signature</b>	<i>Electronic copy only</i>
<b>Date completed</b>	30/08/2016

**MANAGEMENT CHECK**

Version: 1 (draft)  
 Issue date:

Rural Development Programme 2014-2020  
 European Maritime and Fisheries Fund 2014 - 2020  
 Management and Control Systems (MCS) Document - Appraisal

13	Do you have a conflict of interest that may affect your appraisal of this project? <i>Please provide details in the comments box</i>	No		
14	Have all questions on the applicant details checklist been completed?	Yes		
15	Are all documents on file and named correctly?	Yes		
16	Are there any outstanding issues to be addressed?	No		
Please provide details of any issues below: <i>(Note issues, dates and resolution)</i>				

<b>Checked by (PDO – EO or above)</b> (print name)	Welsh Government Official (2)
<b>Signature</b>	<i>Electronic copy only</i>
<b>Date checked</b>	23/09/2016