

**Food Business Investment Scheme**

**2020**

**-**

**2014**

**-**

**Welsh Government Rural Communities**

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**Expression of Interest (EOI)**

**Criteria and Application Form**

**INTRODUCTION**

**Round 9**

**Opens 1 October 2020**

**Closes 29 October 2020**

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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;

[FOOD BUSINESS INVESTMENT SCHEME - RURAL DEVELOPMENT PROGRAMME 2014-2020](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 9 of FBIS has a budget of **£23,000,000**
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:** £5,000,000 - Applicants may apply more than once throughout the duration of the scheme but only one application can be live at any time.

**Minimum Grant**: £5,000

**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**

1. 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.
2. A maximum of 3 tranches of selections will be completed per window in order to maximise the budget.
3. Minimum scoring threshold for successful EOI’s will be 30 as per the previous window.

**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.
4. 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.
5. 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:

[RPW ONLINE - How to register](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgov.wales%2Fsites%2Fdefault%2Ffiles%2Fpublications%2F2020-01%2Frpw-online-how-to-register.pdf&data=02%7C01%7CDilys.Parker%40gov.wales%7C22c1e3ca66fb4810502b08d85fdf7b23%7Ca2cc36c592804ae78887d06dab89216b%7C0%7C0%7C637364760728667031&sdata=N2bxC%2Bp00e3lDlCNYy7uX6DC0Z1nFt74PEYULdYrvqQ%3D&reserved=0)

1. 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.
2. NO EOI application will be accepted after the stated closing date.
3. Rights under the General Data Protection Regulation (GDPR)

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).

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. 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:

Information Commissioner's Office,

2nd floor,

Churchill House

Churchill Way

Cardiff

CF10 2HH

Tel: 0330 414 6421

Email:wales@ico.org.uk**EOI Selection Criteria**

**Quality Threshold**

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

**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 4 |
| **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. Details are given for mitigation against the impact of COVID19 and Brexit on the success of the project

Score 3 A clear explanation is given, including evidence, of how anticipated increased turnover projections of between 25 and 50% will be achieved within three years of completion of the project. Details are given for mitigation against the impact of COVID19 and Brexit on the success of the project

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

Score 1 Limited explanation is provided to show how anticipated increased turnover will be achieved within three years of completion of the project.

Score 0 No increase in turnover is anticipated or insufficient explanation to support anticipated increased turnover projections.

**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, further evidence must be provided to show how the business has developed an area of sustainable development further, working in conjunction with a professional body or Partner such as the Carbon Trust, Green Growth, Food Innovation Wales, WRAP (Waste and Resource Action Programme), or equivalents.

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 [SBR Toolkit](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, and that relevant supply chains are in place, confirm necessary approvals are in place and the project is ready to be actioned on approval.

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 and approvals 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 approved.

 Score 3 A clear explanation is given on a new product, new market, or new process. There is evidence that the applicant has undertaken market research and has engaged with other partners/organisations to develop robust concepts. It must be evidenced that the relevant supply chains and approvals are in place or in progress, to support the project and that the product, or market, or process, is ready to be actioned as soon as the project is approved

Score 2 A clear explanation is given on a new product, new process or new market. There is evidence that the applicant has undertaken market research. Evidence that the relevant supply chains and approvals are in place or in progress, to support the project and that the product, or market, or process, is ready to be actioned as soon as the project is approved

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. There is insufficient evidence that the relevant supply chains and approvals are in place or in progress, to support the project. The product, market or process is ready to be actioned as soon as the project is approved.

Score 0 An existing product is to be placed in an existing market or there is insufficient evidence regarding products, markets, processes and no approvals in place or in progress.

**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%. A clear explanation is given on the 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%. A clear explanation is given on the 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%. A 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%. 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:

E.g.: 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:

End Date:

Total Project Cost:

Eligible Project Cost:

Total Grant Amount Requested:

Grant Rate % Requested

(Please refer to guidance note point 5 above):

Projects successful at EOI stage will need to submit full applications by 18th February 2021 and approved projects will need to be completed by June 2023.

It will not be possible to extend projects or payments beyond this deadline.

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**  |  |  |

Planning Approval in place YES  NO N/A

Any other Approvals Required: (e.g. Environmental impact etc.)

Note:

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.

De Minimis support received

£

Priority will be given to businesses that make a commitment to complete the Food and Drink Business Innovation Growth Diagnostic.

Please indicate your acceptance to complete the diagnostic Yes [ ]  No [ ]

The business will comply with the Competitive Tendering and Public Procurement process if invited to submit a Full Application [ ]  - see Technical Guidance notes below:

[Technical Guide to Competitive Tendering & Public Procurement](https://gov.wales/rural-development-programme-2014-2020-technical-guide-competitive-tendering-and-public-procurement)

**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)

Only applicants that have registered for RPW Online can be considered for the next stage and invited to submit a Full Application. Please tick below to confirm that you have registered:

Registered for RPW online [ ]

[RPW ONLINE - How to register](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgov.wales%2Fsites%2Fdefault%2Ffiles%2Fpublications%2F2020-01%2Frpw-online-how-to-register.pdf&data=02%7C01%7CDilys.Parker%40gov.wales%7C22c1e3ca66fb4810502b08d85fdf7b23%7Ca2cc36c592804ae78887d06dab89216b%7C0%7C0%7C637364760728667031&sdata=N2bxC%2Bp00e3lDlCNYy7uX6DC0Z1nFt74PEYULdYrvqQ%3D&reserved=0)

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):

Please specify Customer Reference Number CRN

(CRN is the Welsh Government grant payment reference number)

If CRN not known, please confirm this has been applied for:

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:

|  |
| --- |
| **Staff and finance table** |
| 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 2020) |  |
| Annual gross turnover for company group (for Financial Year End 2020) |  |
| Annual gross profit for project site(for Financial Year End 2020) |  |
| Annual gross profit for company group(for Financial Year End 2020) |  |
| In % terms what has the impact of COVID19 been on the turnover/figures shown above? Please provide a brief explanation  |  |
| How many staff do you employ on Zero Hours Contracts? |  |
| Do you have Agency Staff? If so, please specify how many and to what degree? |  |

**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 2020 \* |  |
| Y/E - 3 years post Project Completion |  |

\* If the turnover value for the financial year 2019/2020 cannot be provided, you must provide a provisional value or an explanation. |
| 1. **Sustainable Development**
 |
| **3. Innovation** |
| 1. **Employment:** Do not include zero hour contracts.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current Annual Salary of site: | £ |  |  |  |
|  |  |  |  |  |
| New permanent 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 and how the proposed project will safeguard existing employment. Please include details of existing and planned CPD.  |
| 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% |

 |

1. **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 confirm, agree and understand the delivery timescale for successful projects, and that all successful projects will need to be completed by 30th June 2023 at the latest.
* 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.
* Please ensure your completed application is submitted via email to: FoodBIS@gov.wales and submitted from the applicants own email address or a scanned signed copy via an agent.

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: