

**Application Form Agrifood**

**Grants Scheme**

**Application Form**

To help us capture all the necessary information about your project and your capacity to deliver it, you will need to complete two forms:

1. This Application Form (a Word document)
2. The Project Costs and Finance Form, (an Excel workbook)

Please complete all sections of all forms to help us appraise your project thoroughly.

Please refer to the separate [Guidance Notes](https://greatcornishfood.co.uk/content/uploads/2025/05/Agrifood-grants-Guidance-Notes-0525.pdf) document, designed to make the process as straightforward as possible. If you need more help, please email grants@greatcornishfood.co.uk with your question(s).

**Before you start**

Make sure your responses to the four statements below are YES. If you do not answer yes to all of these questions, the application will be rejected.

• YES the project location is in Cornwall and/or the Isles of Scilly

• YES the applicant is involved in farming, fishing or the production of food and/or drink.

• YES the organisation/business currently pays the Real Living Wage to all employees and is able to evidence this now, OR intends to pay it by January 2026 (evidence of this needs to be submitted by March 2026). Exceptions to this are only applicable where an organisation is bound by national pay scales.

• YES the project will be completed (i.e. all expenditure complete) by 30th November 2025.

## Organisation Details

1

1. **What is the registered name and address of your organisation/business?**

Click here to enter text.

1. **Where will the project be located (if not at the above address)?**

Click here to enter text.

1. **What Parliamentary Constituencies does your project fall under? (Tick all that apply)**

North Cornwall[ ] South East Cornwall [ ]

St Austell & Newquay[ ] Truro & Falmouth[ ]

Camborne & Redruth[ ] St Ives [ ]

1. **Organisation / Business website address**

Click here to enter text.

1. **What is the Legal Status of your organisation?**

Choose an item.

**If other, please specify:** Click here to enter text.

1. **Please provide your charity number if registered with The Charity Commission, UTR number if a Sole Trader or Partnership, or your company number if registered with Companies House.**

Click here to enter text.

1. **Please confirm if any of the following apply to your organisation / business principals and if so, give details:**

|  |  |  |
| --- | --- | --- |
| Disqualified as a Director | Choose an item. | Click here to enter text. |
| Listed in the Individual Insolvency Register | Choose an item. | Click here to enter text. |
| Subject to bankruptcy proceedings | Choose an item. | Click here to enter text. |
| Subject to a County Court Judgement | Choose an item. | Click here to enter text. |

1. **Is your organisation VAT registered and confirm if you are applying for gross or net costs?**

Choose an item. Choose an item.

**If you are VAT Registered, please provide your VAT number:**

Click here to enter text.

1. **How long has your organisation been operational?**

Choose an item.

1. **Describe what your organisation/business does and how it delivers its services/goods/products.**

Click here to enter text.

1. **How many full-time equivalent (FTE) staff does your organisation / business employ?**

Click here to enter text.

1. **Do you currently pay your employees no less than the Real Living Wage (currently £12.60 per hour)?**

Choose an item.

1. **If no, can you confirm that all your employees will be paid the Real Living Wage by 1st January 2026 and you will able to evidence this by March 2026?**

Choose an item.

**If you have selected ‘No, unable to as bound by National Pay Scale’ above please provide details of the National Pay Scale that applies to your organisation.**

Click here to enter text.

1. **Has your organisation/business or any linked organisations/businesses received in any of the last three financial years, or is likely to receive as the result of other applications pending approval, any Public Sector funding through De Minimis or SAFA (Small Amounts of Financial Assistance) or Minimal Financial Assistance (MFA)? If the answer is ‘yes’ we will ask you to provide details on a separate form.**

 Choose an item.

## Contact Details

1. **Main Contact**

 Full name (including title) Click here to enter text.

 Position in organisation Click here to enter text.

 Email address Click here to enter text.

Telephone number Click here to enter text.

## Project Details

1. **What is your project name?**

Click here to enter text.

1. **Please describe your project, explaining what you want to do and how you intend to do it.**

Click here to enter text.

1. **Please explain the need for the project and provide any evidence to support your explanation.**

Click here to enter text.

1. **What will the project help your business/organisation achieve?**

Click here to enter text.

1. **If any other organisations are involved in the project, please give details of who they are and what their role will be.**

Click here to enter text.

1. **What would happen to your project if you did not receive all or some of the grant? Explain below why you have selected each response.**

**No funding** Choose an item. **Some funding** Choose an item.

Click here to enter text.

1. **Please provide brief details of other avenues you have explored for funding this project and why have they been discounted.**

Click here to enter text.

## Strategic Fit

1. **Please indicate which of the following** **aims of the Cornwall and Isles of Scilly Agrifood Strategy & Action Plan your project will contribute to (tick all that apply):**
2. Improving resilience and food security [ ]
3. Generating environmental and economic growth [ ]
4. Increasing the life chances of our people [ ]

**Provide a brief explanation of how your project will do this.**

Click here to enter text.

1. **Please indicate which of the following Good Growth objectives your project activity will contribute to (select all those that apply):**
2. The aim that by 2030 the CIoS creative and carbon-neutral economy will be realising opportunities for its people, communities and businesses to thrive, benefitting the environment and providing outstanding quality of life for all. [ ]
3. Deliver inclusive growth, clean and circular economic development, drive innovation, improve productivity, diversify our economy and deliver environmental growth to all communities. [ ]
4. Progress towards Net Zero, create jobs that pay at least the Real Living Wage (RLW), avoid the use of zero hour/minimum hour contracts, and provide equality of outcome and ensure nature recovery. [ ]
5. Reduce the gap in healthy life expectancy, provide a healthy start in life and maximise opportunities for people with disabilities and health conditions. [ ]

**Explain how your project contributes to the requirement(s)**

Click here to enter text.

1. **Please indicate whether your project will enable your business/organisation to achieve any of the following (tick all that apply):**
2. Introduction of new or improved products [ ]
3. Adoption of new technologies or processes [ ]
4. Improved productivity [ ]
5. Involvement in new markets [ ]
6. People taking part in volunteering [ ]
7. People gaining a qualification or completing a course [ ]
8. People supported to participate in education [ ]

## Project Cost

**Please complete the separate Project Costs and Finance Form prior to filling in this section**

1. **Please justify the amount of grant you are applying for. Applicants should only apply for the minimum amount required to enable their project to go ahead.**

Click here to enter text.

1. **Explain how you will cover any cost overruns should they occur.**

Click here to enter text.

1. **Please confirm your understanding that the grant will be paid in arrears and explain how your cashflow will be covered (e.g. working capital, overdraft, loans, etc).**

Choose an item.

Click here to enter text.

1. **Please confirm that you intend to procure the items/services you are purchasing in line with the procurement requirements for this scheme (see Guidance Notes).**

Choose an item.

1. **Please confirm that you have a bank account that is used solely for your organisation / business.**

Choose an item.

## Benefits and Impacts

1. **Are there any wider benefits, impacts, linkages or outcomes of the project not explained elsewhere? If yes, please outline them here.**

Click here to enter text.

1. **How will you evaluate whether your project has been successful or not? How will you capture and report this information?**

Click here to enter text.

1. **Please confirm if you have the following policies, and if you do, that a copy will be submitted to us with your application**

Equality and Diversity Choose an item.

Sustainable Development Choose an item.

## Permissions and Consents

1. **Do you (the applicant) own the freehold of the land/property (if applicable)?**

Choose an item.

**If no, do you have freeholder/landlord permission?**

Choose an item.

1. **Please list below any permissions / licences required for the project and their status e.g. planning permission approved, building regulations applied for, other permissions. Please submit copies of any approved relevant permissions with this application.**

Click here to enter text.

## Deliverability

1. **Please explain how your project will be managed and governed. Tell us about the systems and processes that will be used to ensure only costs directly related to the project will be included in your grant claim. Outline your capacity and capability to complete the project in the required timescales.**

Click here to enter text.

1. **What experience does your organisation have of delivering this type of project?**

Click here to enter text.

## Risk

1. **What do you consider the main risks to the delivery of your project and how will you mitigate these risks?** **Examples of common risks can be found in the guidance.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Likelihood of Risk** | **What would the consequence be?** | **Impact Severity** | **What mitigation will you take?** |
| Click here to enter text. | Choose an item. | Click here to enter text. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Click here to enter text. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Click here to enter text. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Choose an item. | Click here to enter text. | Choose an item. | Click here to enter text. |

## Timescales

**Tell us your proposed timescales in the table below:**

|  |  |
| --- | --- |
| **Key dates** | **Date** |
| 1. Planned start date
 | dd/mm/yy |
| 1. Planned completion date
 | dd/mm/yy |

## Declarations and Signature

**Please read the following statements and tick below to confirm you understand and agree with them:**

* Data Protection:

All information provided in connection with this application will be used for assessing and if appropriate monitoring your project and evaluating the scheme. It will be held and used by Cornwall Food & Drink and authorised partners and stored on internal computer and/or filing systems; such information will be collected and processed and held secure in accordance with the principles of the Data Protection Act (2018) and the General Data Protection Regulation (EU) 2016/679.

* You must not start work on your project until you have written project approval from Cornwall Food & Drink.
* No funding will be given for costs or liabilities incurred before the project is approved, even if your application is successful.
* The entries in this form, accompanying details and any other supporting documents enclosed are, to the best of your knowledge and belief, correct and the investment applied for is the minimum required for the programme/project/work to proceed as described.
* All additional documents provided in support of this application are true copies of the originals.
* You are not aware of any reason why the programme/project/work may not proceed or be delayed other than those reasons declared, and the commitment can be made within the timescales indicated.
* You have not applied to any other funders (other than those declared as providing match funds in the separate Project Costs and Finance Form) for this project or elements of it.
* You will acknowledge the source of the funding in any advertising or publicity concerning your project, following the guidelines provided at the time of approval.
* The project will meet statutory and regulatory standards, including the Equality Act 2010.
* You have the authority to represent and enter into contracts for the above-named organisation in making this application.

**I confirm that I have read, understand and accept the above points** [ ]

 **Applicant signature** Sign here or click to type name

 **Full name (including title)** Click here to enter text.

 **Position in Organisation** Click here to enter text.

 **Date** Click or tap to enter a date.

**Please submit your completed Application Form, Project Costs and Finance Form, and any additional documentation to grants@greatcornishfood.co.uk**

## Additional Documentation Checklist

1. **Please provide the following documents as supporting evidence. Tick to indicate those you are sending:**

**Required Documents**

Completed Project Costs and Finance Form [ ]

Latest full accounts covering a two-year period or business plan of organisation if

business is less than 12 months old [ ]

Additional management accounts if last full accounts are more than 6 months old [ ]

Most recent bank statement [ ]

**Other supporting documents as applicable**

Photos, drawings or plans [ ]

Procurement evidence, e.g. quotes (if available at this stage) [ ]

Any loan/funding agreement evidencing match funding [ ]

Land Registry/Tenancy Agreement [ ]

Letter(s) of Consent [ ]

Planning Permission/Licences [ ]

Equality & Diversity Policy [ ]

Environmental Sustainability Policy [ ]

1. **If you intend to submit any of the above but they are not currently available, please let us know here, along with an indication of when the documents will be available.**

Click here to enter text.

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