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Farming in Protected Landscapes Programme

Application form

Before you begin:

* Contact the Farming in Protected Landscapes (FiPL) Officer at Dorset AONB: Rachel Janes on 01305 228235 or [Rachel.janes@dorsetcouncil.gov.uk](mailto:Rachel.janes@dorsetcouncil.gov.uk).
* Read and understand the application guidance. You can find more information in the ‘Guidance for Applicants’ found on our [website](http://www.dorsetaonb.org.uk/resource/farming-in-protected-landscapes).

The application form

The application form is made up of a number of sections. Please ensure you fill in all the required sections.

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| --- | --- |
| **Required** | |
| Before you begin | Consents and Permissions |
| Section 1 | Applicant details |
| Section 2 | Project details |
| Section 3 | Project application |
| Section 4 | Project costs |
| Section 5 (optional) | For Collaborative farmer group applications only |
| Section 6 | Declaration and close of application |
| **Supporting documents** | |
| Annex A | Project costs table |
| Annex B | Not registered for VAT form |

**Before you begin**

**Consents and Permissions**

Before you apply for your project, you must make sure that you will be able to obtain all the consents and permissions required.

You are responsible for arranging all relevant consents, permissions, exemptions and written advice needed for your application. You will not be offered an agreement without all the necessary consents and permissions being in place.

To make sure you submit a valid application:

* identify the consents and permissions you need as soon as you start your  
  application. This will depend on any designations attached to the land included in the application and on the activities and items that you are applying for in your application. You can speak to your farm engagement officer for advice on this.
* contact relevant organisations for advice and consents, where required
* be able to provide your Protected Landscape with the evidence needed to support your application.

You may be unaware of some of the consents and permissions you need until after you have received advice. You should talk to your farm engagement lead about the relevant organisations to contact for advice and to gain consent or permission.

**Section 1: Applicant details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Main contact** | | | | |
| Full name |  | | | |
| Daytime telephone number |  | | | |
| Email address |  | | | |
| Business name  *If a collaborative application, please list the lead farmer (the contract holder's) name* |  | | | |
| Position in business |  | | | |
| Business postcode  *If a collaborative application, please list the lead farmer (the contract holder's) postcode* |  | | | |
| Website address (if applicable) |  | | | |
| Is your land holding located in an area classified as a Severely Disadvantaged Area (SDA)?  *Please tick*  If this is a collaborative farmer group application, please state how many land holdings are in an SDA | Yes | | |  |
| No | | |  |
| Please state how many land holdings are in an SDA if this is a collaborative farmer group application | | |  |
| What is the size of your total land holding(s) (in hectares)? | ha | | | |
| If this is a farmer group application, please list the size of the land holdings of all farms part of this application. | *Please insert new rows if necessary.* | | | |
| ha | | | |
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| ha | | | |
| Which option best describes you?  *Please tick.* | Landowner | |  | |
| Tenant | |  | |
| Other (please state) | |  | |
| What are the main activities of your business?  *Please tick all that apply* | Dairy | | |  |
| Sheep | | |  |
| Beef | | |  |
| Arable | | |  |
| Forestry | | |  |
| Public access | | |  |
| Diversification | | |  |
| Other (please state) |  | | |
| Have you or your business previously received funding from the Farming in Protected Landscapes programme?  *Please tick yes or no* | Yes | | |  |
| No | | |  |
| Is yes, please specify the total amount of the FiPL grant(s) received and the project reference number(s). | | | |
| To help us publicise the programme in the future, please tell us how you first heard about it.  Please select one option only for our reporting purposes.  *Please tick* | Word of mouth | |  | |
| Protected Landscape website | |  | |
| Protected Landscape event | |  | |
| Social media | |  | |
| Defra Communications | |  | |
| Other (please state) | |  | |

**Section 2: Project details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location of this project**  You will need to ensure that you attach a map of the project to your application. The map will need to include the holding boundary and the location of the items/activity for which you are requesting funding. | | | | |
| Location postcode (required) | | |  | |
| Please list the single Business Identifier (SBI) number of the holding and/or of the land involved in the application and the Parcel ID(s) of all the land involved in the application.    Please state in RLR format (e.g., AB1234 5678). | SBI | | Parcel ID - RLR | |
| *Please insert new rows if necessary* | | | |
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| **The land where this project is being delivered** | | | | |
| If this project will be delivered on a farm/land, please provide the area in hectares of the farm holding where the project activity will be delivered. | | | ha | |
| If this project will be delivered on land classified as Severely Disadvantaged Area (SDA), please state the area in hectares of the SDA land where the project activity will be delivered. | | | ha | |
| **Double funding**  A project cannot receive funding for activities or works that are already being funded by another Government scheme or programme as this would be double funding.  This could include activities or work that you are applying for or have previously received funding from another Government scheme or programme.  Examples might include:   * Environmental Stewardship * Countryside Stewardship Scheme * Farming Investment Fund * Protected Landscape schemes * Growth Programme * LEADER * Countryside Productivity * Green Recovery Challenge Fund | | | | |
| Have you (or the owner or tenant of the land affected by the application) received or applied for any other funding for the same activities or works that you are applying for in this programme?  If yes, your Protected Landscape will need to explore the reason for your response with you further.  *Please tick* | | | Yes |  |
| No |  |
| **Protected Sites** | | | | |
| Will this project be delivered on a protected site, for example a SSSI?  *Please tick* | | | Yes |  |
| No |  |
| If yes, please provide details of the site and protection. | | | | |
| Name of Site | |  | | |
| Site reference (if known) | |  | | |
| Type of protection | |  | | |

**Section 3: Project application**

|  |  |
| --- | --- |
| **This project** | |
| Project title  *e.g. Habitat creation and water quality improvement at Home Farm* |  |
| Please give a short description of this project  *e.g. Planting 300m hedgerow with hedgerow trees, sow 30ha of wildflower meadow and restoration of 2 dew ponds* |  |
| Expected start date  DD/MM/YYYY |  |
| Expected completion date  DD/MM/YYYY |  |
| **Project Outcomes** | |
| **Project summary**  A description of this project. | |
| Please provide an overview of your project.  Please tell us about your project ensuring that you cover all the activities that will be part of your project and each stage that will be taken for this project from start to finish. |  |
| What is the demand for this project and need for delivering it in the proposed location? |  |
| What do you expect this project will achieve? |  |
| **Protected Landscape Management Priorities**  This project must contribute towards the priorities of the Protected Landscape the project will be delivering in. You should read the guidance for applicants before answering this question. This is available to download from our [website](http://www.dorsetaonb.org.uk/resource/farming-in-protected-landscapes). | |
| How will this project contribute towards the local priorities/management plan of Dorset AONB with reference to specific priorities? |  |

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| **Programme outcomes**  There are several outcomes that this programme is aiming to deliver on, across four key themes: Climate, Nature, People and Place. The project must deliver against at least one of the programme outcomes. You can find out more about the themes and outcomes in the accompanying ‘Guidance for Applicants’. | | |
| Please indicate the outcomes that the project will deliver against and how they will be delivered. | | |
| *Column A* | *Column B* | *Column C* |
| **Theme** | **FiPL programme outcomes** | The FiPL programme has a series of outcomes it seeks to achieve (as detailed in Column B).  The majority of projects will not deliver for every theme and outcome.  For the themes that are relevant to your project, you must make clear which outcomes the project will deliver against.  **Fill in the relevant boxes with details of the project activities. You will need to make clear:**   * **What the activity is** * **How it will deliver the outcome** |
| **Climate** | C1: More carbon is stored and/or sequestered |  |
| C2: Flood risk has been reduced |  |
| C3: Better understanding among farmers, land managers and the public as to what different habitats and land uses can deliver for carbon storage and reduced carbon emissions |  |
| C4: The landscape is more resilient to climate change |  |
| **Nature** | N1: There is a greater area of wildlife rich habitat |  |
| N2: There is greater connectivity between habitats |  |
| N3: Existing habitat is better managed for biodiversity |  |
| N4: There is an increase in biodiversity |  |
| **People** | PE1: There are more opportunities for people to explore, enjoy and understand the landscape |  |
| PE2: There are increased opportunities for more diverse audiences to explore, enjoy and understand the landscape |  |
| PE3: There is greater public engagement in land management, for example through volunteering |  |
| **Place** | PL1: The quality and character of the landscape is reinforced or enhanced |  |
| PL2: Historic structures and features are conserved, enhanced or interpreted more effectively |  |
| PL3: There is an increase in the resilience of nature friendly sustainable farm businesses, which in turn contributes to a more thriving local economy |  |

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| **Ability to deliver** | |
| Who will be involved in delivering the project?  Please explain how they will contribute to the project’s delivery. |  |
| How will you ensure that the project delivers to your anticipated timeframe and within each financial year?  Please make clear the steps you will need to take to achieve your key milestones and successfully deliver your project. |  |
| Tell us how you will baseline your starting point and how you plan to measure the progress the project is making against its intended FiPL outputs/outcomes. |  |
| **Sustainability and legacy of projects** | |
| What will happen to the project once the funding ends?  Describe how the project will:   * have a lasting positive impact for the Protected Landscape and others * continue for the longer term * increase the sustainable resilience of your farm |  |
| **Evaluation**  In submitting this application, you confirm that you will work with your local Protected Landscape team to participate in a proportionate project evaluation and, if required, feed into programme evaluation led by the programme external evaluation team.  You may choose to opt out of the evaluation at any time by contacting your Protected Landscapes officer. | |

**Section 4: Project costs**

**Please complete Annex A.**

**You must discuss the project and seek support from your Farming in Protected Landscapes officer to complete this section.**

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| --- | --- | --- | --- | --- | --- |
| **Project costs and funding** | | | | | |
| **Quotes** | | | | | |
| If any of your project costs are based on an actual cost basis, please list the quote(s) you have or the sources of benchmarked cost(s) in the Application Template Annex A. You must include copies of the quote(s) / benchmarked cost(s) with your application.  Where an activity has a CS equivalent, costs must be at the same payment rate and the same intervention rate. Please ensure you make clear why the chosen specification and costs are necessary to achieve the project outcomes. Funding will be based on the lowest quote. Where the chosen supplier of a product or service is not the cheapest available, please also provide a clear explanation as to why you have opted for the higher quotation.  *For further information on the requirements for quotes, please refer to the Guidance for Applicants.* | | | | | |
| **Match funding** | | | | | |
| If this project includes any match funding, please describe what this is and attach details including value, terms and source(s) of funding with your application.  Please note match funding in the programme refers to third party funding only and does not include your own funds or contribution to the project.  The total value of the match funding should be entered in both Annex A and the Project Funding Summary table in this application template. | | | | | |
| **VAT** | | | | | |
| If you are able to reclaim VAT from HMRC, please exclude VAT from the figures given in this project costs section and Annex A.  If you are not VAT registered, you will be able to include VAT in the project costs and your grant request, but you must complete Annex B (Not Registered for VAT Form) and include as part of your application. | | | | | |
| Are you VAT registered? | | Yes |  | No |  |
| If yes, please state your VAT number. | |  | | | |
| **Project funding summary**  You must ensure you complete Annex A to provide a full account of your costs to accompany your application.  To note: “Match Funding” applies to third party funding only and does not include any contribution of your own funds to the project. | | | | | |
| **Description** | **22/23** | **23/24** | | **Total** | |
| Total Applicant Contribution to Project (£) |  |  | |  | |
| Total Match Funding (£) |  |  | |  | |
| Total FiPL Grant Request (£) |  |  | |  | |
| **Total Project Cost (£)** |  |  | |  | |

***Please only complete this section if this is a collaborative farmer group (a group of farmers) application*.**

**Section 5 – Collaborative farmer group applications**

In order to progress your collaborative group application, you will need to have or secure a partnership agreement (s) with all participants in the project’s collaborative farmer group and yourself/your organisation (the third party). You must enclose a copy of the partnership agreement (s) for the application to continue.

|  |  |  |
| --- | --- | --- |
| **Please select one of the following options to outline why you are applying on behalf of the collaborative farmer group.**  *Please tick.*  Where the application references ‘you’ that will apply to who is completing the application on behalf of the collaborate group. | | |
| I am the lead applicant, part of the collaborative farmer group and acting on their behalf. I will be distributing the resources to the group, managing the application process and reporting on the progress of the project. | |  |
| I am a third party, not part of the collaborative farmer group but acting on their behalf as the applicant. The third party will distribute the resources to the group, manage the application process and report on the progress of the project. | |  |
| Please state the names and roles of those within the collaborative farm group delivering the applied for project:  Name Project role | | |
| *Please insert new rows where necessary* | | |
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If your group has a constitution, please email/include this with your application.

**Section 6: Declaration and close of application**

I declare that the information given in this application is correct to the best of my knowledge, and that if any of the information changes, I will inform the Dorset AONB organisation immediately.

I confirm that I have the necessary land management control or approval, as stipulated in the guidance for applicants, to be able to fulfil the requirements of all activities applied for in this application.

I confirm that I have full authority and capacity to represent and bind the applicant(s) and business named at Section 1 ‘Applicant details’.

Name………………………………………….

Position……………………………................

Signed…………………………………………

Date……………………………………………

**Privacy Statement**

In submitting your application and declaring the information in your application correct, you consent to the [insert PL organisation name] sharing any information provided to the Department for Environment, Food and Rural Affairs (Defra) – including their arm’s length bodies, including Rural Payments Agency, Natural England, and Forestry Commission – for the monitoring of the programme and to complete dual funding check processes.

With respect to the processing of Your personal data, [insert PL organisation name], Defra and its arm’s length bodies will implement and maintain appropriate technical and organisational measures to ensure a level of security appropriate to that risk, including, as appropriate, the measures referred to in Article 32(1) (a), (b), (c) and (d) of the retained EU law version of the General Data Protection Regulation (Regulation (EU) 2016/679), transposed into UK Law by the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019).

**Privacy Policy**

This privacy policy sets out how the Dorset Area of Outstanding Natural Beauty (AONB) team uses and protects any information that you give it. We are committed to ensuring that your privacy is protected.

The DPA & GDPR May 2018

The Dorset AONB is hosted by Dorset Council and therefore complies with the DPA (Data Protection Act 1998) through Dorset Council’s policies, and already complies with the GDPR (General Data Protection Regulation) which came into effect from May 2018. Further information about the use of personal information is available on the Dorset Council website or by contacting Dorset Council’s Data Protection Officer by email at [DataProtection@dorsetcouncil.gov.uk](mailto:DataProtection@dorsetcouncil.gov.uk) or by post at RMU, County Hall, Dorchester, DT1 1XJ.

Use of Cookies

The Dorset AONB website, and any Dorset AONB project websites, may use cookies to better the users experience while visiting the website. As required by legislation, where applicable the website uses a cookie control system, allowing the user to give explicit permission or to deny the use of /saving of cookies on their computer / device.

What are cookies? Cookies are small files saved to the user’s computer’s hard drive that track, save and store information about the user’s interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external service providers or use the cookie control system if available upon their first visit.

Website Visitor Tracking

Our website uses tracking software to monitor its visitors to better understand how they use it. The software will save a cookie to your computer’s hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information.

Downloads & Media Files

Any downloadable documents, files or media made available on our website are provided to users at their own risk. While all precautions have been undertaken to ensure only genuine downloads are available, users are advised to verify their authenticity using third party anti-virus software or similar applications.

We accept no responsibility for any third party downloads and downloads provided by external third party websites and advise users to verify their authenticity using third party anti-virus software or similar applications.

Information That We Collect

In running and maintaining our website and operations we may collect and process the following data about you:

* Minimal Personal Information provided voluntarily by you. For example, when you subscribe to find out more about news and events, we will ask your name and email address.
* Information that you provide when you communicate with us by any means.

How We Collect Information

We collect information from you when you sign up to our newsletter or through events, projects and competitions, and all information collected is provided voluntarily by you.

Contact & Communication With us

Users contacting us through our website do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use.

Where we have clearly stated and made you aware of the fact, and where you have given your express permission, we may use your details to send you information about news, events and activities in the Dorset AONB through a mailing list system. This is done in accordance with the regulations named in ‘The policy’ above.

We never give your details to third parties to use your data or to enable them to provide you with information regarding unrelated goods or services.

If you no longer wish for us to hold your details please contact us directly and we will delete your history.

Email Mailing List & Marketing Messages

We operate an email mailing list program, used to inform subscribers about news, events and activities the Dorset AONB team and partners organise. Users can subscribe through an online automated process where they have given their explicit permission. Subscriber personal details are collected, processed, managed and stored in accordance with the regulations named in ‘The policy’ above. Subscribers can unsubscribe at any time through an automated online service, or if not available, other means as detailed in the footer of sent marketing messages. The type and content of marketing messages subscribers receive, and if it may contain third party content, is clearly outlined at the point of subscription.

Email marketing messages may contain tracking beacons / tracked clickable links or similar server technologies in order to track subscriber activity within email marketing messages. Where used, such marketing messages may record a range of subscriber data relating to engagement, geographic location, and already stored subscriber data.

Our EMS (email marketing service) provider is Mailchimp and you can read their privacy policy in the resources section of our website.

External Website Links & Third Parties

Although we only look to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout this website. (External links are clickable text / banner / image links to other websites).

We cannot guarantee or verify the contents of any externally linked website despite our best efforts. Users should therefore note they click on external links at their own risk and we cannot be held liable for any damages or implications caused by visiting any external links mentioned.

Social Media Usage

We will never ask for user passwords or personal details on social media platforms. Users are advised to conduct themselves appropriately when engaging with us on social media.

There may be instances where our website features social sharing buttons, which help share web content directly from web pages to the respective social media platforms. You use social sharing buttons at your own discretion and accept that doing so may publish content to your social media profile feed or page. You can find further information about some social media privacy and usage policies in the resources section below.

**What to do next?**

You must sign your application form before it can be processed.

If you have added an electronic signature to the declaration then you can email it to [emma.russell@dorsetcouncil.gov.uk](mailto:emma.russell@dorsetcouncil.gov.uk)

If you cannot add an electronic signature you should print and sign this application and send it to: Dorset AONB, hosted by Dorset Council, County Hall, Colliton Park, Dorchester, Dorset, DT1 1XJ

**Please return this form to:**

* Electronically to: [emma.russell@dorsetcouncil.gov.uk](mailto:emma.russell@dorsetcouncil.gov.uk)
* Postal to: Dorset AONB, hosted by Dorset Council, County Hall, Colliton Park, Dorchester, Dorset, DT1 1XJ