



Bedford Borough Council Rural England Prosperity Fund Business Grants - Full Application Guidance

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Part A: How to complete your Full Application

Before you fill in the application form, ensure you read through this guidance, including the Frequently Asked Questions (FAQs). The FAQs include important information including details about how your application will be assessed.

Incomplete / Inaccurate Application

It is the responsibility of the applicant to ensure that application information and supporting evidence is correct by following the application form guidelines. Incomplete or inaccurate applications will be rejected and there may not be an opportunity to reapply. If you are unsure on what information to provide, or how to answer a question please contact bedfordukspf@bedford.gov.uk

Fraudulent Applications

The business owner will need to sign a declaration form to confirm that they are the liable party, that the business is eligible in accordance with the criteria and to confirm the accuracy of all information within the application form.

The Council will not accept deliberate manipulation and fraud. Any business caught falsifying their records to gain additional grant money will face prosecution and any funding issued will be subject to claw back as may any grants paid in error.

Part B: How to submit your Full Application Form

When to send your form

Applications can be made at any time, although they will only be considered at the monthly meeting of the REPF Grant Panel. To ensure an application is considered applicants should ensure that it is submitted two weeks before the date of the meeting. The Mayor may consider urgent applications at other times where it is considered appropriate that the application be considered outside of the normal committee cycle.

The Council reserves the right to close the application process early if there is a high demand. We cannot accept late or incomplete applications. We would encourage you to submit your application as early as possible if you have all of the required information for your application.

How to send your form

You must email your completed full application form as a Microsoft Word Attachment only, to bedfordukspf@bedford.gov.uk. You should send any supporting information to this email address, either as a PDF or Word document.

Part C: Filling in the Full Application Form.

1. About your business

To apply for a grant under the **small scale investment intervention**, you must meet the criteria for a micro or small enterprise. Please select the correct business size accordingly.

Please provide us with a clear summary of the aims and objectives of your business so that we can understand your ambitions for your business.

2. Your project

2.1 Project name

Please give your project a name. You will be allocated a project number upon acceptance of your application, and this should be used in all correspondence relating to your project.

2.2. Project Description

Your answer here will help us understand exactly what your project is. In this section, please tell us about the following:

- Tell us about your business; what services/products do you currently offer?
How do you operate?
- Describe your project to us; for example, what will you buy with the grant, and what will it enable you to do differently?
- Why you have decided to do the project. For example, how have you identified a customer need?
- What additional services or products will it enable you to deliver to your customers?
- Tell us why you need a grant to complete the project, and why the business has not completed the project before now?

Ensure that you fully understand what can and cannot be included in your project for grant funding, by reading the FAQs.

We would expect this section of the application form to be no shorter than 350 words to enable us to fully appreciate what you are applying for and why.

2.3 Tell us about the need for REPF for your project?

Please give us an understanding of the need for REPF. Tell us why you need a grant to complete the project? Would your project be able to proceed or run at the same scale without the funding? Why has the business not completed the project before now?

2.4 Meeting the priorities and interventions of the REPF

Please indicate which priority and intervention your project will deliver against in the table.

Explain how your project meets the objectives of your chosen intervention.

Objectives, outputs, outcomes and example projects for each intervention are given below.

Intervention 1.1: capital grant funding for small scale investment in micro and small enterprises in rural areas

This includes capital funding for net zero infrastructure for rural businesses, and diversification of farm businesses **outside of agriculture** to encourage starting up, expanding or scaling those businesses where this involves converting farm buildings to other commercial or business uses.

Objectives

1. Create jobs and boost community cohesion.
2. Increase private sector investment in growth-enhancing activities, through targeted support for small and medium-sized businesses to:
 - undertake innovation
 - adopt productivity enhancing, energy efficient and low carbon technologies and techniques

Indicative outputs	Indicative outcomes
Number of businesses supported	Jobs created
Number of farm businesses supported	Jobs safeguarded
Number of farm diversification projects supported	Number of new businesses created
Number of micro businesses supported	Number of businesses adopting new to the firm technologies or processes
	Number of businesses with improved productivity
	Number of businesses experiencing growth

Example projects

1. Creation and expansion of rural leisure and tourism businesses. For example:
 - creating event venues or farm tourism facilities such as accommodation, wedding venues and leisure facilities
 - provision of facilities for pet and equines such as kennels, livery and pet health venues.

2. Funding for resilience infrastructure and nature-based solutions that protect local businesses and community areas from natural hazards including flooding and coastal erosion.
3. Purchase of equipment for food processing for non-farmer-owned businesses.
For example:
 - purchasing new process and packaging machinery such as brewing equipment and onsite vending machines
 - equipping development kitchens or modernising existing kitchen equipment for increased energy efficiency or increased productivity through automation.

Support for farmer-owned businesses is available under the Farming Investment Fund (FIF).

Intervention 1.3: capital grant funding for developing and promoting the visitor economy

This includes development and promotion (both trade and consumer) of:

- local attractions
- trails
- tourism products more generally

This intervention corresponds to the UKSPF intervention E17.

Objectives

1. Create jobs and boost community cohesion.
2. Enhance rural visitor economy and rural leisure opportunities.

Indicative outputs	Indicative outcomes
Number of businesses supported	Jobs created
Number of visitor experiences supported	Jobs safeguarded
Number of farm businesses supported	Number of new businesses created
Number of micro businesses supported	Number of businesses increasing their turnover

Example projects

1. Development of local visitor trails and infrastructure to support this, such as:
 - information boards
 - visitor centres
2. Grants for the development of local tourist attractions.
3. Development of local visitor experiences based on the local offer.

How does your project demonstrate value for money?

Please refer to the Procurement Statement in Appendix 2 for guidance.

How does your project demonstrate additionality?

This is the extent to which something happens as a result of the intervention that would not have occurred in the absence of the intervention.

What are your project's impacts on natural assets and nature?

You should consider how your project contributes to net zero and nature recovery objectives. These include:

- the UK's commitment to cut greenhouse gas emissions to net zero by 2050
- wider environmental considerations, such as resilience to natural hazards
- the 25 Year Environment Plan commitments

To support green growth, think about how your project can work with the natural environment to achieve objectives. At a minimum, you need to consider your project's impact on our natural assets and nature.

2.5 Meeting the expected outputs and outcomes

What are the expected outputs and outcomes of the project and how will they both be measured? Please include details of your baseline assessment.

Use these sections to explain to us what impact the project may have on your business. Refer to the indicative outputs and outcomes above but please also tell us about the other outputs and outcomes that your project could include. You should think of your own answer, however some examples include:

- An increase in turnover or profit in the business
- Employing a new member of staff
- Enabling staff to learn new skills
- Making significant cost savings to the business, that therefore increases profit

- Increasing the number of customers or visitors to the business
- Demonstrating an impact on the supply chain in the local rural economy
- Providing a better quality of product/service (explain what the improvements will be)
- Increasing the amount of product you can produce, or customers you can serve.

Please give us as much information as you can about the outputs and outcomes it will provide, including baseline information, financial projections, increase in customers, or percentage increase in production and how you will measure these. You will need to produce a Monitoring and Evaluation report at the end of your project.

2.6. Delivery

Project timescale: How long do you expect your project to take from implementation to completion? Include any key milestones or deadlines to meet if they are known.

Planned start date: You should tell us when you plan to start your project. This will usually mean when you plan to purchase the items with the grant funding.

Remember that we are unable to fund anything that has been purchased prior to a Grant Funding Agreement (GFA) being issued and signed, and you will need to provide evidence that the items you use the grant for have not been purchased prior to this at your final claim stage. For applications for 2024/2025, projects may commence from the 01st April 2024.

Estimated completion date: You should tell us here when you expect that your project will be complete. All projects must be completed by the relevant date for the application year as given in the table below. Your project will be classed as 'complete' when you have paid for the items which have been approved for grant and the payment can be seen as being paid on a bank statement. The items must have been received, installed and in working order prior to the claim form being submitted to Beford Borough Council. A Monitoring and Evaluation report must be submitted no later than the latest date for the relevant application year as given in the table.

	Application year 2023/2024	Application year 2024/2025
Latest date for project completion and submission of claim form	01 st February 2024	05 th January 2025
Latest date for submission of Monitoring and Evaluation report	01 st March 2024	01 st February 2025

3 How much will your project cost and how will it be funded?

3.1. Total project costs and REPF funding request

Complete the total project costs and the amount of REPF funding requested, under the applicable funding year. You must ensure that the total grant amount requested is applicable to the intervention selected – please refer to section 3 of the FAQ's.

3.2. Co-funding

The REPF Grant can provide up to 70% of the costs towards each item of expenditure in your application. You must tell us how you will fund the remaining 30% of costs, called the 'co funding'.

You'll need to provide evidence of the co-funding with your application. Co-funding can be from a variety of difference sources; your business current or savings account, personal savings, a business loan or a personal loan from family/friends. Acceptable evidence of co-funding includes; a copy of a bank statement or savings account (online screen grabs are acceptable) or a loan agreement. The evidence you provide should include:

- Where the funding is coming from (e.g. the bank)
- How much is available (this must be a minimum amount required to complete your project)
- Include the date it is available
- Be clear that this funding is available for your business, (e.g. a letter of authorisation)

The co-funding must be secured and in place by the time you submit your application. It cannot come from future sales turnover that you haven't yet generated or from the proceeds of a future transaction e.g. selling some equipment or land.

Complete the table in the Full Application to tell us where your co-funding will be coming from, and how much is available.

3.3 Quotations

To complete this section, you will need to obtain the necessary quotes for each item that you wish to apply for grant funding towards. Do not complete this section of the form until you have read The Procurement Statement in Appendix 2.

The amount of funding you can apply for is capped for each intervention. Please refer to the table in item 3 of the FAQ's.

Remember these key points from The Procurement Statement and FAQs:

- We cannot provide a grant towards items that you have purchased before the date of the Grant Funding Agreement.
- You should provide 3 quotes from different suppliers, independent to your business.
- Quotes must have details of the supplier, a full description of the items, VAT breakdown, and be dated within the past 3 months.
- Quotes should be 'like for like'. If delivery charges are included in one quote, they should also be specified on the other(s).
- The grant can only fund items that have purchased in full by the applicant, and therefore payments towards deposits or hire purchase are not eligible.

For each item that you wish to purchase using grant funding, complete the table using information from the quotes you have obtained. You should label the table in the top row, and then complete each line as required.

The quote reference should be used to label each of the quotes you submit to us, so we can clearly see which quote relates to each item. You may wish to do this by changing the file name of the quote to the quote reference. Please make sure it is clear to us which quote relates to each item in your application.

Example:

Item 1: Safari tent carpet				
Quote Reference	Supplier Name	Cost (exc VAT) £	VAT amount £	Preferred Supplier?
Q1 – 1	Canvas Tent Accessories LTD	799.99	159.99	Yes
Q2 – 1	Cosy Camping Carpets	849.50	169.90	No
Q3 – 1				

You must tell us whether your business is registered for VAT. We may ask you to provide evidence that your business is not VAT registered.

If your business is VAT registered, or VAT is recoverable from HMRC for another reason, you must **not** include VAT in your grant amount requested.

If your business is not VAT registered, you can include VAT in your grant amount requested.

Wherever possible we expect applicants to progress the best value quote – that means getting the best value on the market and so you are expected to use the cheapest supplier for each project item. Where a more expensive quote has been selected, you should provide sound justification as to why this is the most economically advantageous quote for your business.

If you are not able to provide the required number of quotes, you should contact bedfordukspf@bedford.gov.uk as soon as possible. In exceptional circumstances where it is clear that comparable quotes cannot be obtained for very specialist items, we will agree an alternative way to demonstrate value for money.

4 Statutory consents

4.1. Property ownership and permissions

Answer each question, to demonstrate that you have the permission and consent in place to carry out your project.

For leaseholders with less than 12 months left on the lease, we may ask you to contact your landlord to confirm that a further lease will be made available.

If you are undertaking works on a building that you are the leaseholder for, you must provide two pieces of evidence with your application:

- A copy of your tenancy or leasehold agreement
- A letter or email from the freeholder to confirm that the works are allowable. You should submit these with your Full Application.

You must complete this section to demonstrate that you have any necessary statutory consent in place that are required to complete your project. This could include (but is not limited to):

- Full Planning Permission
- Change of Use permission from the Local Planning Authority
- Building control
- Environmental Health consent
- Licencing
- Listed Building Consent (where applicable)

Applicants must ensure that any necessary building/ planning or other statutory consents are obtained prior to commencing the project.

You must consider the planning process when assessing the timelines for your project. Projects must be fully completed and Monitoring and Evaluation reports submitted by the dates given in Part B section 2.6.

If your application involves changing the use of a building, or eligible building works, you should provide a letter or email from the Local Planning Authority to confirm that planning permission is not required for the works. If you are doing any works to a Listed Building, you must provide a copy of the Listed Building Consent for the works.

5 Declarations

Data protection

By submitting this application form, you are consenting to any Personal Data collected being processed by Bedford Borough Council and shared with partners involved in the delivery of UKSPF and REPF. This includes the Department of Levelling Up, Housing and Communities and its contractors. The Personal Data will be held for the purposes of contacting applicants and assessing forthcoming applications.

UK subsidy control

Information about grants or subsidies that your business has already received or is in the process of applying for is required to calculate whether your business is within the legally allowable thresholds of Subsidy Control (previously known as State Aid).

Please also note that according to Minimal Financial Assistance regulation, standalone subsidies up to the value of £315,000 are exempt from having to meet the subsidy control requirements. However, if an individual organisation's/business total subsidy receipts exceed £315,000 over a period of three financial years, the exemption no longer applies, and the relevant subsidies must be assessed against the subsidy control principles. Recipient organisations/businesses must inform the Council if this £315,000 threshold is due to be exceeded. Further information is available here, [via the Government website](#).

You should reconfirm at this section whether you have applied for or been awarded any additional grants or subsidy. If you answer 'yes' to this question, please ensure that you provide further details of the awarded/applied for grants with your application.

Fraud statement

Declaration by applicant - Please read this section and make sure that you are in agreement with and can meet the requirements set out in it. The declaration must be signed by a business owner, partner or company director with due authority to submit the application. Where the applicant is a constituted group appropriately authorised individuals(s) must sign the application

You should sign using your hand signature, using ink. The declaration page should be scanned or photographed and sent electronically with your application.

By submitting the application you will be agreeing to the declaration.

6 Supporting Documents Checklist

You must tick each box in the checklist to confirm that it has been provided, or type N/A . There is a comments box for you to provide an explanation if necessary. If we don't receive all of the supporting documents required for your project, we won't be able assess it, and it may be automatically rejected. Please make sure that your supporting documents meet the following requirements:

Document	Requirements
<p>Three (3) quotes or on-line listings for each item you are purchasing.</p>	<p>Review the Procurement Statement to confirm the detail needed on each quote.</p> <p>Please note that any attempt to provide false or misleading information will result in your grant being rejected, or clawback of the grant.</p>
<p>A copy of the most recent financial accounts for the applicant business or organisation.</p> <p>If business accounts are not available provide latest tax returns.</p>	<p>We require the most recent set of full audited or unaudited accounts. You must make sure that you send a full set of accounts, including profit and loss, balance sheet and cover, title and introduction pages.</p> <p>Please use the comments box on the application form to tell us if your business accounts do not meet these requirements. We are able to accept your latest tax returns.</p>
<p>Confirmation and evidence of co-funding.</p>	<p>See requirements in section 3.2 of guidance.</p>
<p>If your project involves eligible building works or change of use, ensure you include</p> <ul style="list-style-type: none"> - Evidence of planning permission - Listed Building Consent - Tenancy/leasehold agreement (if applicable) - Confirmation that works can be undertaken on the property from the freeholder. 	<p>If you are undertaking any refurbishment or works that require planning permission, please provide a full copy of the Full Planning Permission.</p> <p>If you have a tenancy, and are undertaking building works, please provide a copy of your tenancy agreement and a letter or email from the freeholder confirming that these works are agreed.</p>

Frequently Asked Questions (FAQs)

1. What is the Rural England Prosperity Fund?

Some local authorities have been eligible for funding from the Rural England Prosperity Fund (REPF). This fund is a top-up to the UK Shared Prosperity Fund to support activities that specifically address the particular challenges faced by rural areas.

Bedford Borough has been successful in securing **£552,352** from REPF (administered via DEFRA). This funding will be administered via the provision of competitively awarded grants for rural communities and businesses.

The grant programme will run for two years from October 2023 to March 2025, completing at the same time as the UK Shared Prosperity Fund allocation.

2. What grants are available for businesses in Bedford Borough under REPF?

Local grants awarded using Rural England Prosperity Funding (REPF) will provide capital funding to:

- Support new and existing rural businesses to develop new products and facilities that will be of wider benefit to the local economy. This includes farm businesses looking to diversify income streams.
- Support new and improved community infrastructure, providing essential community services and assets for local people and businesses to benefit the local economy.

Bedford Borough Council has identified the following intervention priority areas for supporting rural businesses and will offer grants to fund projects in these areas:

- Funding for small scale investment in micro and small enterprises in rural areas
- Funding for the development and promotion of the visitor economy

REPF funding will be for **capital investment only**. This means that it must be spent on assets such as a building or equipment which are expected to be used for a period of at least one year.

A full breakdown on the priorities of the REPF grant, and how we assess eligibility and the priorities are given in Part 2 of 'How to complete a Full Application', which precedes these FAQ's.

3. How much funding is available?

Bedford Borough Council has allocated REPF to the interventions as given below:

Intervention	Year 1 (approx. £138k)	Year 2 (approx. £414k)
Small/Micro Business Investment	£80k (up to £20k per grant)	£120k (up to £20k per grant)
Visitor Economy	£58k (up to £5k per grant)	£95k (up to £10k per grant)
Active Travel	£0 Grant applications will be open from Year 1 to allow permissions to be sought and planning undertaken ready for award in year 2	£200k (up to £25k per grant)

Businesses can only apply to the REPF grant once. The minimum amount of grant funding that can be applied for is £1000.00.

4. What is the process of applying for, and receiving a grant?

Appendix 1 at the back of this document shows a flow diagram of the process of applying for and receiving a grant.

We have tried to make the process as simple as possible for all applicants, whilst being able to ensure we only offer grants to businesses that can meet all of the criteria and submit legitimate information.

5. When will I receive payment of the grant?

Grant payments will be made if your application is offered funding. Payment will be made once all of your purchases are complete and you have submitted an official claim form to Bedford Borough Council with evidence that your approved items have been purchased, received, installed and are in working order. A Monitoring and Evaluation Report on the outputs and outcomes of your project will be required.

If your application is successful, you will need to send us your bank details on headed paper.

6. What will the REPF grant fund?

Grants may only be made for capital projects. This means that they must be spent on assets such as a building or equipment which are expected to be used for a period of at least one year. This may include enhancements to existing assets which:

- Significantly lengthen the life of the asset.
- Significantly increase the value of the asset.
- Significantly increase usefulness of the asset.
- You can use the grant to purchase new or, in some circumstances, second hand equipment or machinery.
- Items purchased using the grant must be kept for a minimum of 5 years. If disposal or sale is needed within 5 years of receipt of the grant, permission must be sought from Bedford Borough Council.

The grant cannot be used for the following:

- Minor repairs and routine maintenance.
- Funding domestic property improvements or to buy private vehicles.
- Revenue costs such as running costs, commissioning advice, design and project management costs for any projects, or promotional activities.
- Costs that have already been incurred by the business. Costs that are incurred before the date of the Grant Funding Agreement are not eligible. You must not purchase any items you wish the grant to fund, until you have agreed the Grant Funding Agreement that confirms the terms and conditions on which the grant is issued.
- Reclaimable VAT

It is important that you read and understand the procurement statement, which can be viewed at the end of these FAQ's (Appendix 2).

7. How will Bedford Borough Council decide whether I can have a grant?

Applications will be reviewed using assessment criteria. There are checks that we must complete to ensure that grant funding is only being given to legitimate businesses/organisations and is for projects that meet the objectives of the REPF grant. Only applicants that meet the criteria, including the below, may be offered grant funding:

- a) The size of the business (for the small scale investment intervention only):

The business must either be a micro or small business as defined below:

Micro

Your company will be a micro-entity if it has any 2 of the following:

- a turnover of £632,000 or less

- £316,000 or less on its balance sheet
- 10 employees or less

Small

Your company will be 'small' if it has any 2 of the following:

- a turnover of £10.2 million or less
- £5.1 million or less on its balance sheet
- 50 employees or less

b) Rural location

The business must be based in an eligible rural area.

For REPF purposes, rural areas are:

- towns, villages and hamlets with populations below 10,000 and the wider countryside
- market or 'hub towns' with populations of up to 30,000 that serve their surrounding rural areas as centres of employment and in providing services

To see whether you are located within an eligible area for REPF, open the link to DEFRA's Magic Map and follow the instructions below:

1. DEFRA Map to show REPF eligible areas: [Magic Map Application](#)
2. Under 'Table of Contents' select 'Administrative Geographies' then 'Other Administrative Boundaries' then select 'Rural England Prosperity Fund'
3. Search for the location by entering the postcode within the search bar (top left of page) or manually zoom in on a location.
4. You will find a toolbar of icons above the map. Select the 'Identify' icon and click on the location of your project on the map. A pop-up box will appear notifying you if the area is considered rural for the purposes of REPF.

c) Capital projects.

The grant can only be used to fund capital projects. This means that they must be spent on assets such as a building or equipment which are expected to be used for a period of at least one year. This may include enhancements to existing assets which:

- Significantly lengthen the life of the asset.

- Significantly increase the value of the asset.
- Significantly increase usefulness of the asset.

d) Timescales

The project is achievable within the timescales of the grant.

- e) The business has the capacity, resources and capability to deliver the proposed project and has a robust business plan which demonstrates the viability and success of the project.
- f) The application is within the grant thresholds for the appropriate intervention and can provide the required co-funding.
- g) It will not include minor repairs and routine maintenance. Grant recipients cannot use grants to fund domestic property improvements or to buy private vehicles. Grant recipients cannot spend grants on revenue costs such as running costs, commissioning advice, design and project management costs for any projects, or promotional activities.

Costs that are incurred before the date of the Grant Funding Agreement are not eligible. You must not purchase any items you wish the grant to fund, until you have agreed the Grant Funding Agreement that confirms the terms and conditions on which the grant is issued.

If your business is VAT registered, or VAT is recoverable from HMRC for another reason, you must **not** include VAT in your grant amount requested.

h) Supporting documents

ALL required supporting documents are submitted with the application, including 3 quotes for each item to be purchased.

i) Legitimacy

Completion of checks to ensure the legitimacy of the business, and suppliers of quotes.

j) The applicant has demonstrated value for money, additionality and considered net zero and nature recovery. Priority will be given to projects that deliver greatest economic, environmental and social benefits.

k) Consents

All necessary consents required for the project are in place.

l) REPF intervention

The project clearly meets the criteria of the REPF and can demonstrate this clearly.

m) There is a specific exclusion for REPF funding that it cannot be used to support projects that have received funding from other DEFRA schemes, including the Farming in Protected Landscapes Programme, the Farming Investment Fund or the Platinum Jubilee Village Hall Improvement Grant Fund.

n) Funding (capital grants) for small scale investment in micro and small enterprises in rural areas – is intended for funding farm business diversification projects outside of agriculture (for example, creating rural leisure and tourism facilities). There are other Defra schemes that fund the purchase of farm equipment and provide funding support for farmer owned businesses diversifying within agriculture. Information on the Farm Investment Fund can be found here: <https://www.gov.uk/guidance/farming-investment-fund>.

The initial assessment of each application will be undertaken by a Bedford Borough Council Officer. Applications will be reviewed and approved or rejected by a REPF Grant Panel. The Elected Councillor for your local area will be made aware of the application and given the opportunity to contribute to the assessment process.

8. What is a Grant Funding Agreement?

A Grant Funding Agreement (GFA) is an agreement that sets out the terms of the grant that the recipient business must adhere to. Successful applicants who are offered a grant will need to follow the terms of the GFA. This will include the requirements for the installation of a plaque at a location readily visible to the public, bearing the appropriate UK government logos, project name and standardised text.

9. How can I find out what is happening with my application?

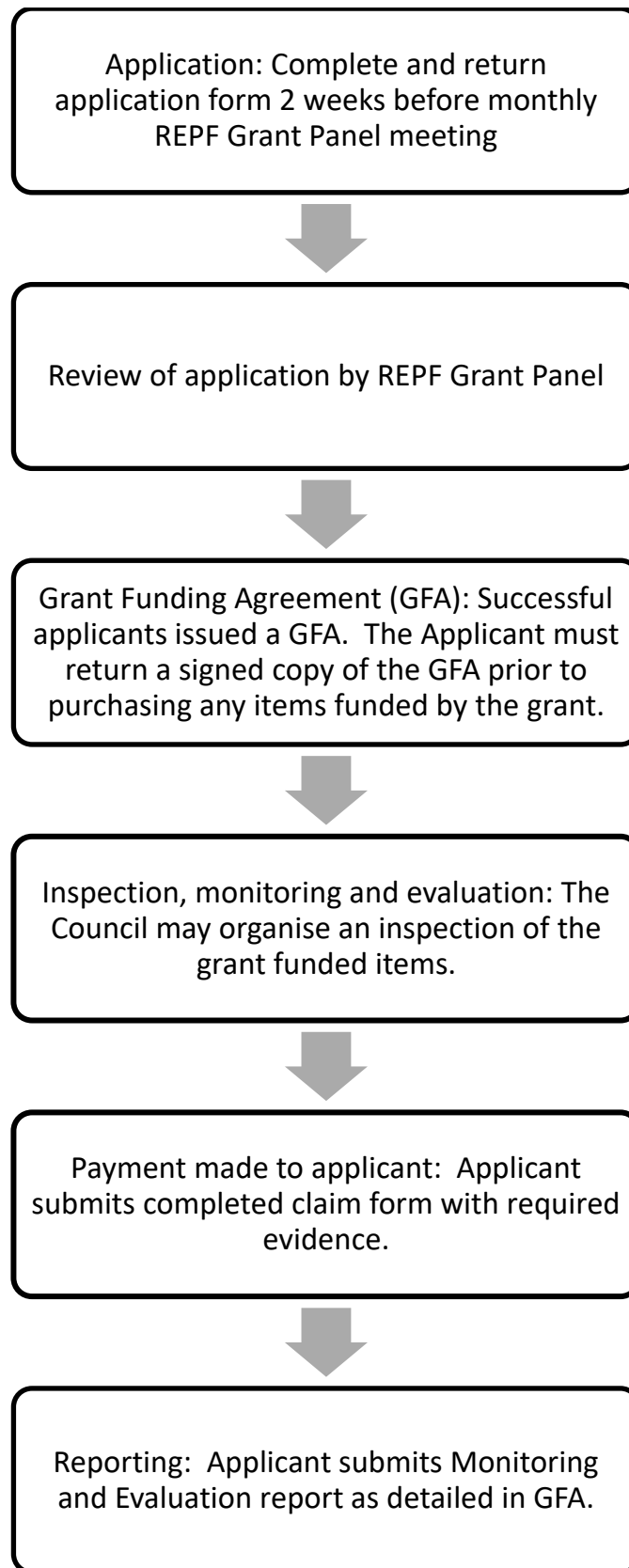
There is no need to make contact with the Council about your application. Applicants will be advised by email if their application has been successful or not as soon as a decision has been made.

10. I have not been awarded a grant – what can I do?

There is no automatic right to a Grant, and not all applications will be successful. There are a number of reasons why the application may be unsuccessful. Applicants will receive email confirmation if their application is unsuccessful, which the Council will briefly outline why they have not been awarded a grant.

The decision of the Council is final and there is no right of appeal.

Appendix 1 - Flowdiagram showing Rural Business Grant process for the applicant.



Appendix 2: Procurement Statement

To ensure that all grant funding offers good Value for Money the Council will require applicants to provide a minimum of three quotes for each individual item that you wish to purchase.

Wherever possible we expect applicants to progress the best value quote – that means getting the best value on the market and so you are expected to use the cheapest supplier for each item. Where a more expensive quote has been selected, there should be sound justification provided.

A quote may be a written quote from a supplier, a screen grab from a website or an image from a catalogue but must be provided electronically with the application. We will be unable to process your application or make an offer of grant funding without multiple quotes for each item.

All quotes **must**:

- come from different, independent suppliers who are not linked to each other or to your business through shared ownership or control;
- be sourced independently by you or your agent. A supplier cannot source quotes from other suppliers on your behalf; and

Each quote should include the following details:

- a detailed and itemised breakdown of costs;
- the supplier's business name, address (including postcode) and telephone number;
- the suppliers company number, VAT number and website;
- all quotes should be 'like for like'. This means that they are comparable with each other in terms of quality, size, quantity, units, delivery charges and specification for every item. Wherever possible, the items should be for the same specification or make and model;
- have been obtained within the last **3** months and still be valid; and
- be addressed to the applicant business (containing the business name, business or project address, if different, and postcode).

Applicants should ensure that there is no conflict of interest when selecting potential suppliers of goods and services. Conflict of interest refers to situations in which personal interest (which may include financial interests) may compromise,

or have the appearance of, or potential for, compromising the selection of a supplier. Examples of conflicts of interest include (this is not an exhaustive list):

- Having a financial interest (e.g. holding share or options) in a potential tenderer, or any entity involved in any tendering consortium;
- Being employed by (as a staff member or volunteer), or providing services to any potential tenderer;
- Being a member of a potential tenderer's Management / Executive Board;
- Receiving any kind of monetary payment, or non-monetary gift or incentive (including hospitality) from any tenderer or its representatives;
- Having a close member of your family (which term includes unmarried partners) or personal friends who fall into any of the categories outlined above;
- Having any other close relationship (current or historical) with any potential tenderer;
- No prior commitment to suppliers should be undertaken prior to funding being confirmed.

Any costs that have been committed to prior to the approval date will not be eligible for support.

If the quotes or tenders don't meet the requirements shown above, your application may be invalidated completely or we may remove the item from consideration if it is not supported by valid quotes or tenders.

If you have not provided the required number of quotes or references to catalogue listings for any item included in your project costs, please explain why. **Grants will only be approved for items with less than the required number of quotes in exceptional circumstances.**

Please note that your preferred supplier should be the one that you intend to use. Should a grant award be made, no changes may be made to the preferred supplier or quoted item unless agreed in writing.

If your business is not registered for VAT, the VAT element of the item can be included in the grant award.

Appendix 3: Assessment Criteria of the REPF Grants

Your Full Application will be assessed to confirm that it meets all the criteria of the scheme, as detailed in the FAQs. Successful applicants will have demonstrated that they are eligible under three headlines:

- Business/Organisation Criteria
- Funding and Eligibility of expenditure
- The project meets the objectives of the REPF Business Grants.

The full criteria for each of these headlines are set out below.

Business/organisation criteria	
Criteria	How we assess this
Your business is located in Bedford Borough	Confirmation of registered business location from address on accounts and/or companies house. Eligible businesses should also submit accounts showing their registered address is in Bedford Borough.
The project is located in a rural area (towns, villages and hamlets with populations below 10,000 and the wider countryside market or 'hub towns' with populations of up to 30,000 that serve their surrounding rural areas as centres of employment and in providing services).	Reference to DEFRA's Magic Map
Where applicable, the business meets the criteria of a micro or small business.	Declared by applicant. Detailed in accounts.
Business is not in administration, insolvent, in receipt of a striking-off notice or under investigation for fraudulent activities	Declared by the applicant. Subsequent checks may be undertaken by Bedford Borough Council.

Length of time trading	Annual accounts or tax returns provided for applicant business. Other evidence may be provided by the applicant if required.
The business has an active business account. We are unable to support individuals with a grant as payments are only made to active, trading businesses	A copy of a recent bank statement is provided by the applicant, showing a business bank account.
The business has up to date policies and procedures as listed on the application form	Declared by the applicant. Subsequent checks may be undertaken by Bedford Borough Council
Business has required insurances in place	Declared by the applicant. Subsequent checks may be undertaken by Bedford Borough Council
Business has data processing processes in place	Declared by the applicant. Subsequent checks may be undertaken by Bedford Borough Council
Receipt of other DEFRA funding.	Declared by the applicant and subsidy assessment by Bedford Borough Council
Any commercial, financial, legal, professional or personal links to Bedford Borough Council or it's Councillors or Officers are listed	Declared by the applicant and assessed by Bedford Borough Council.
The applicant has a track record in delivering projects of this type, and receiving public sector funding	Assessment of information on application form
Applicant has the capacity, resources and capability necessary to deliver the project.	Assessment of information on application form

Costs and funding

Criteria	How we assess this
Items to be purchased and associated costs meet the requirements of the intervention and REPF	Assessment of information on application form
Meets the criteria set out in question 6 the FAQs, and in the guidance document.	Assessed against criteria given in FAQs and guidance.
3 quotations have been supplied for each aspect of the project or has a clear explanation been supplied	Assessment of information on application form
Selection of preferred supplier	Assess information given on application form.
Is compliant with the Procurement Statement.	Carry out validity checks on quotes, including checks on Companies' House, VAT number checks, contacting supplier if required. Confirm VAT status of applicant. Assess information given on application form.
REPF amount (£) requested meets the limits of the intervention	Assess information given on application form.
Co-funding secured to meet the remaining costs	Assess information given on application form.
Latest set of accounts provided	Assessment of information supplied

The project meets the priorities of REPF.

Criteria	How we assess this
Project description clearly describes the activity and how well the project fits with the objectives of the selected intervention	Assessment of information on application form.
Would the project proceed, or only be delivered on a smaller scale without REPF?	Assessment of information on application form.
All proposed purchases clearly related to the proposed activity, eligible and proportionate to deliver the activity	Assessment of information on application form.
Value for money, additionality and positive impact on nature detailed on application	Assessment of information on application form.
Stated outputs and outcomes reflect the project activities and appear realistic and achievable	Assessment of information on application form.
Clear details of measurement of outputs and outcomes and baseline information	Assessment of information on application form.
Project can be delivered within set timeline, with projects completed and reports to be submitted by dates given in Part B, section 2.6	Assessment of information on application form.