**FARMING CONNECT KNOWLEDGE TRANSFER PROGRAMME**

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**Study Visit Application Form**

Please complete this form to apply for support to undertake a study visit within the UK. Please work with your local Development Officer in preparing for the visit.

Completing the form does not guarantee funding. Approval must be confirmed and agreed with Farming Connect prior to the visit including full details of costs incurred.

Farming Connect will fund 50% of your study visit costs, up to a maximum of £3000, following approval and agreement with the terms and conditions. Please read the terms and conditions for full scheme rules.

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| The report and the claim form with all original receipts will need to be submitted no later than 30 days after date of travel or by the 31st of July, whichever is soonest. This information can be found in your approval letter. |

When planning your study visit consider how you address the following:

|  |  |
| --- | --- |
| Study visit date |  |
| Number of days |  |

|  |  |
| --- | --- |
| Group Name |  |
| Group Leader: (Please provide name, address, email and contact number) |  |
| Name, addresses and Farming Connect registration number of attendees (minimum 3 people):

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Address (Post Code is essential)** | **Business Unique Reference Number (BAS)** | **Individual Reference Number (CON)** |
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 *\*Please insert more rows as necessary* |
| Provide an overview of this group’s involvement with Farming Connect historically and how this study visit adds value to previous activities carried out: |  |

**Aims and Objectives**

|  |  |
| --- | --- |
| Please provide details of your study visit’s aims, objectives and anticipated learning outcomes: |  |

**Programme**

|  |  |
| --- | --- |
| Full address for the farms/businesses you wish to visit: |  |
| **Please give an outline your study visit programme. Include some background to each host business and explain how each activity addresses the learning outcomes** |
| Day 1 |  |
| Day 2 |  |
| Day 3 |  |
| Day 4 |  |

**Measuring Impact**

|  |  |
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| How will you assess outcomes and measure the impact of this study visit? |   |

**Costs**

*We appreciate that costs will be indicative at application stage and may change as arrangements are confirmed nearer the dates of travel. Try to predict costs as accurately as possible.*

|  |  |  |
| --- | --- | --- |
|  | Details | Cost |
| Transportation |  |  |
| Accommodation |  |  |
| Host/Speaker Fees |  |  |
| Other |  |  |
| Other |  |  |
| Other |  |  |
| **Total cost** |  |  |
| **Total costs to be funded (50% of total costs up to a maximum of £3000)** |  |  |

**Themes and Sectors**

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| **Cross Cutting Themes:** (Your local development officer may be able to help you with this section if needed) |
| Tackling Poverty |  | Animal Health and Welfare |  |
| Future Generations |  | New Entrants and Women  |  |
| Sustainable Management of Natural Resources |  | Health and Safety |  |

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| **Sector** (You may be able to tick more than one box) |
| Beef  |  | Sheep |  |
| Dairy |  | Organic |  |
| Grassland  |  | Arable |  |
| Pigs |  | Poultry  |  |
| Forestry  |  | Horticulture |  |
| Biodiversity  |  | Climate Change  |  |

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| **Core Themes** (You may be able to tick more than one box) |
| Biosecurity |  |
| Lambing losses |  |
| Lameness |  |
| Liver Fluke |  |
| Sheep scab |  |
| FEC |  |
| BVD |  |
| Johne’s |  |
| Mastitis  |  |
| Bovine TB eradication |  |
| Responsible use of medicines / Countering Antimicrobial and Anethlemintic Resistance |  |
| Encouraging Animal Health Planning |  |
| Soils |  |
| Grassland management |  |
| Grazing management |  |
| Silage management |  |
| Forage crops |  |
| Energy/water efficiency |  |
| Renewable energy |  |
| Environmental management |  |
| Innovation |  |
| Precision agriculture |  |
| Business development |  |
| Succession |  |
| Diversification |  |

For further information and assistance with the completion of this application form please contact Bradley Lewis on 01970 600 192 or contact your local Development Officer who will also be able to work with you to develop a programme.

**Once completed, please send your completed form to** **bradley.lewis@menterabusnes.co.uk**

Terms and Conditions:

Farming Connect Study Visit

1. **Scheme Rules**
	1. Farming Connect is able to provide financial support for representatives from eligible businesses to attend study visits on a group basis
	2. Representatives include partners in the business, immediate family members (sons, daughters, spouses/cohabitants) and employees on PAYE working for the business provided they are registered with Farming Connect and have a BAS and CON number
	3. You can register with Farming Connect by contacting the Service Centre on 0845 6000 813 or register online
	4. Only one successful application per eligible individual is permitted during the duration of the Farming Connect Knowledge Transfer Programme period 2015 – 2022.
	5. Minimum age of applicants is 18 years on the date of application.
	6. The funding rate for the Study Visits is 50%
	7. Costs can be re-claimed for the following elements –
		1. Accommodation
		2. Travel
		3. Hosts or guest speakers
		4. Refreshments (excluding alcohol)
		5. Any other costs should be included in your application form and will be approved on a case by case basis
	8. Up to a maximum of £500 per person is available
	9. Total visit costs funded must not exceed £3000 (total visit cost £6000)
	10. Visit must not exceed 4 days
	11. Study Visits to countries outside the United Kingdom cannot be funded
	12. Following the Application, the group will be expected to produce a report outlining their activities, knowledge gained and outcomes of the visit within 30 days from date of travel or by the 31st of July, whichever is soonest.
		1. Your report will be published on the Farming Connect website
	13. You may also be expected to share your findings with other Farming Connect Discussion Groups and interested parties within Wales
2. **Covid-19**
	1. All beneficiaries must comply with the Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020 (“Coronavirus Regulations”) and although restrictions on travel have eased it is advised that travel to/from areas of high incidence rate, without reasonable excuse is avoided.
	2. The Study Visit Lead Person must consider whether the Coronavirus Regulations and guidelines on physical distancing issued under regulation 7A can be complied with and maintained throughout the visit and be responsible for the group, ensuring that social distancing is maintained and there is no mixing with other individuals outside of the visit.
	3. Visits must not be undertaken by anyone who has coronavirus symptoms, however mild.
	4. Visits must not be undertaken to homes where anyone has coronavirus symptoms or is self-isolating.
	5. Visits must not be undertaken inside homes.
	6. The Study Visit Lead Person will be responsible for ensuring that all beneficiaries have completed and signed a disclaimer form, preferably digitally, prior to the event/activity, whereby they confirm that they have NO symptoms and agree to abide by the safety measures outlined in the risk assessment.
	7. Groups must ensure that sufficient travel insurance is in place at the point of booking, and that the companies used to book travel and accommodation offer the ‘Covid Promise’.
	8. The Study Visit Lead Person will be required to clearly communicate expected behaviours to all beneficiaries including social distancing requirements; hygiene requirements such as regular and thorough hand washing; promotion of the ‘catch it, bin it, kill it’ approach; what to do if they feel unwell; and what to do if they have concerns.
	9. The Study Visit lead person will be required to complete a comprehensive Risk Assessment, to assess the specific risks related to COVID-19. One must be completed for each visit and seen by Menter a Busnes before undertaking the visit, with copies saved by Menter a Busnes.
	10. All visits where physical interaction is necessary will be by appointment only. The Study Visit lead individual must agree arrangements with the destination location to ensure suitable protection measures can be put in place before the site visit takes place, including maintaining at least 2 metres distancing.
	11. A record of all visits must be maintained to support any “tracing” should the need arise.
	12. Where necessary, wear appropriate face coverings and/or appropriate personal protective equipment (PPE). Please note that face coverings must be worn by all in all situations where two metre social distancing cannot consistently be maintained. This includes moving around the premises, such as corridors and communal areas. Face coverings are not a replacement for more effective controls such as social distancing and hand hygiene.
	13. Sharing of private cars or accommodation is not permitted (except between members of the same household)
	14. If travelling by public transport we would encourage you to plan your journey and use apps, such as Transport for Wales’ capacity checker, to try and avoid travelling in busy periods to help maintain social distancing
	15. The [WG guidance](https://gov.wales/coronavirus-travel%22%20%5Ct%20%22_blank) states that all passengers using public transport (including taxis and private hire vehicles (PHVs)) must wear a face covering. All businesses, including transport operators, must take all reasonable measures to ensure that all people on their premises, including vehicles, maintain 2m social distancing (except between members of the same household).
3. **Process**
	1. Applications for study visits must only be submitted during the application window
		1. Study visits at a later date must wait for the next window before applying
		2. After gaining approval, study visits must take place during the agreed time period and cannot be ‘rolled over’ to the next period.
	2. When completing the application form, give special consideration to the following:
		1. The anticipated learning outcomes
		2. Reasons for choosing the host farms/businesses and how they relate to the learning outcomes
		3. The group’s involvement with Farming Connect to date and how the visit will add value to what has already been achieved
	3. Ensure all individuals participating in the Study Visit are registered with Farming Connect and that BAS and CON numbers are included on the form
	4. Completed applications should be submitted to **bradley.lewis@menterabusnes.co.uk**
	5. Applications will be considered by an independent panel (Development & Mentoring Manager, Regional Development Managers and Welsh Government Contract Manager)
		1. The panel may contact the group leader if further clarification is needed on any points in the application form.
	6. Applicants will be notified of the outcome of their application within 5 working days
	7. Payment will be made on receipt of completed claim form, original receipts and full report following the Study Visit
		1. Original receipts must be submitted for all costs claimed
		2. Payment must be made to one organisation/business which represents the whole group i.e. payment cannot be made on an individual basis
		3. Payment can be made to an organisation or to one individual farm business
4. **Declaration**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ duly authorised representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wish to apply for a Farming Connect Study Visit with funding for the sum of \_\_\_\_\_\_\_\_\_ representing 50% of the total costs. All the information supplied in this application is true and correct at the time of application.

I will be responsible for ensuring that all Covid-19 guidelines are adhered to throughout the visit in order to protect group members and others, and minimise the spread of the virus.

I will also be responsible for collating a report of our visit and group representatives will be prepared to share their findings with other interested parties in Wales and participate in any promotional/publicity material arising out of the visit. The report and the claim form will be submitted within the 30 days following date of travel or by the 31st of July 2022, whichever is soonest .

Signed: …………………………………………………………………………………..

**Use of Private Vehicles Policy**

**If you intend to re-claim traveling expenses from using a private vehicle the following declaration should be conformed with and signed.**

Farming Connect members wishing to be reimbursed by Farming Connect for costs incurred using a private vehicle to undertake a study visit must ensure that the vehicle in question is roadworthy and conforms to all legal requirements.

1. All drivers must be approved drivers i.e. hold a full, current and valid driving licence appropriate to the type of vehicle being driven

2. The vehicle being driven must be fully insured for all drivers intending to drive the vehicle on the study visit

3. The vehicle must have valid road tax

4. The vehicle is mechanically sound and roadworthy to the standards of the relevant country legislation

5. If applicable, the vehicle must have a valid MOT certificate or local equivalent.

6. The vehicle must be serviced and maintained in line with manufacturer’s service requirements and intervals.

It is your responsibility to ensure that you comply with the above Motor Vehicle Policy before driving a private vehicle on Farming Connect business. Farming Connect accepts no liability for loss of, or damage to, vehicles being used on Farming Connect business.

Farming Connect can reimburse the driver of the vehicle in accordance with HMRC’s Mileage Allowance Payments. 45p per mile travelled as part of the study visit can be claimed on a 50% funding basis. Postcodes for start location and destinations must be provided.

**I confirm that all drivers and vehicles concerned in this Study Visit proposal comply with the Farming Connect Use of Private Vehicles Policy.**

**Please note that the Welsh Government Covid-19 Guidelines do not currently allow the sharing of vehicles by persons from different households. You must travel in your own vehicle only.**

Signed (Driver of the vehicle(s)): …………………………………………………………………………………..