

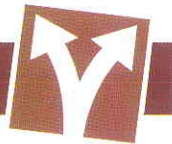
## How do I apply?



The opening and closing dates for schemes/ programmes supported by the Rural Development Programme are advertised and promoted widely. The Rural Development Programme website [www.rdpni.info](http://www.rdpni.info) provides a full list of what is currently open for applications together with further details of each scheme/ programme and how to apply.

If you are interested in participating in this Scheme but do not have access to the Internet please contact us using the details below.

## What happens next?



When your application is received we will check to make sure that it is eligible and to see that it has been correctly completed and all relevant documents included.

If your application:

- passes these initial checks, we will acknowledge it within five working days.
- is incomplete, we will send it back highlighting the missing information and we will only process it once all of the required information has been received
- is ineligible, it will be rejected.

If your application passes these checks, it will be assessed for eligibility. This might include a visit to your premises to inspect the project location and undertake an expert technical assessment. Checks will be undertaken to ascertain whether you have made an application for aid for the same project, or part of the project, under another European Community or national scheme. We will write to inform you of the outcome of this assessment.

Eligible applications will be considered by a selection panel and, if successful, will be issued with a Letter of Offer.

Ineligible applications will be rejected and an explanation provided.

## Frequently asked questions



### How do I know if the raw materials in my product are covered by Annex 1 to the Treaty of Rome?

In the application form, applicants will be asked to list all of the ingredients used in each of their products. This information is then classified by DARD, who will confirm whether 90% of the inputs are Annex 1 products.

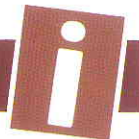
### What is covered under marketing costs?

Marketing costs under the Processing and Marketing Grant Scheme are for capital costs associated with packaging, labelling and chilled- storage equipment. Costs of promotional materials, for example, in developing a website or producing leaflets, are not eligible.

### When can I start my project?

Work on a project must not commence until DARD has given written approval. Projects which breach this will not be considered for a Processing and Marketing Grant.

## Where can I find out more?



If you would like to find out more, please contact us:

**Tel:** 0845 3044 509

**Website:** [www.rdpni.info](http://www.rdpni.info)

**Email:** [rdp@dardni.gov.uk](mailto:rdp@dardni.gov.uk)

**Write to us at:** Rural Development Programme, Room 141, Dundonald House, Upper Newtownards Road, Belfast, BT4 3SB

**or call in to your local DARD office.**