

The Rural Priorities Application Process

Step	Activity
1	<p>Check that you are eligible to apply to Rural Priorities.</p> <p>Community groups must be properly constituted and be in a rural area with a population of less than 3000 and with a drive time of more than 30 minutes to an Urban area. Urban areas are defined as a Settlement of 10,000 or over.</p>
2	<p>Complete a Land and Business Change Form to get a Business Reference Number (BRN). Forms are available at http://digbig.com/4xxsw</p> <p>Rural Direct Briefing Note 5 leads you step-by-step through filling in the form. The process may take up to five weeks. The Note is at: http://www.ruraldirect.org.uk</p>
3	<p>When you have your BRN, you need to log-in to Rural Payments Online at http://digbig.com/4xxsx</p> <p>Click on the register and enrol button on the right hand side and follow the instructions. You will have to phone 0845 601 7597 (between 9am and 5pm) for an online log-on to complete the process.</p> <p>Rural Priorities has a completely online application process which can only be accessed on Rural Payments Online.</p>
4	<p>Find out contact details for your local RPAC (Regional Proposal Assessment Committee) at http://digbig.com/4xxsy</p> <p>Proposals are submitted to and assessed by RPACs.</p>
5	<p>Identify which Regional Priority your project best fits. Go to http://digbig.com/4xxta</p> <p>Click on your RPAC area from the list on the left hand side or click on the map.</p> <p>Each RPAC takes the National Priorities and devises Regional Priorities for their area.</p>
6	<p>From the list choose one of the nine groups of priorities. You'll then find the relevant Regional Priority number and description and package number which you'll need for your Statement of Intent (SOI).</p> <p>Many community applications will fit in Thriving Rural Communities Priorities (Priorities 31 to 32). However, please note that the Community Services and Facilities option has been transferred to LEADER and is no longer available within Rural Priorities.</p>

7	<p>Complete an online Statement of Intent (SOI) at http://digbig.com/4xxtb Guidance is available at http://digbig.com/4xxtc</p> <p>Contact Rural Direct if you need further help. When you have submitted your Statement of Intent you may be asked to send in a map. Please note, assessment of the SOI is now optional, but we highly recommend that you get Case Officer assessment of your proposal.</p>
8	<p>Case Officer assigned.</p> <p>Some Case Officers will call you. SOI assessment should take about six weeks and you may get a letter telling you when it will be done by.</p>
9	<p>Assessment outcomes will appear online at http://digbig.com/4xxtb</p> <p>You'll have to keep checking online to find out whether you have been given a red or amber light. Assessment feedback will also be given by the Case Officer. Amber light means you can proceed with a full application. Red light means you should read feedback from the Case Officer and submit a new SOI. If you choose to bypass the SOI assessment you will receive no initial feedback from a Case Officer.</p>
10	<p>Complete full proposal online including:</p> <ul style="list-style-type: none"> ● Environmental Outcome Plan http://digbig.com/4xxtc ● Business outcome plan http://digbig.com/4xxtf <p>The Case Officer will advise on which outcome plan to complete, in some cases it might be both. Applicants should use the proposal assessment criteria guidance to help them complete Section 3 of the Business and/or Environment chapters in their Outcome Plan. Applicants should provide evidence for each regional priority within a Proposal to allow the Case Officer to assess the priority as 'High' or 'Low' against each of the 14 criteria. http://digbig.com/4xxtg</p>
11	<p>Enter into dialogue with your Case Office and self score against the assessment criteria: http://digbig.com/4xxtj Information about the scoring process: http://digbig.com/4xxtk</p> <p>Case Officers will provide you with feedback on how your application could be improved before you commit your proposal for formal assessment</p>
12	<p>Check the RPAC meeting timings and submit your application when ready. http://www.scotland.gov.uk/Topics/farmingrural/SRDP/RuralPriorities/whatsnew</p> <p>Case Officers will formally assess and score your full proposal and make a recommendation to the RPAC as to whether they should approve (in part or in full) your proposal or reject it.</p>
13	<p>Your RPAC will send your application with its recommended score to the Scottish Government to make the decision as to whether your proposal will be funded. Good luck!</p>