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natural enterprise

# New Forest Rural SME Fund

## Technical Guidance for Applicants

August 2020



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# 1 Introduction

## 1.1 New Forest Rural Economy

The New Forest economy is hugely diverse; diverse in terms of the businesses located within, the geographical landscape of the district and the workforce which shapes the local economy. This diversity in many respects is an asset; it means that the district's economy is not reliant upon a single industry, but in other respects it presents a variety of challenges. The overarching challenge is that of the need to balance the district's environmental assets with the ambition for a vibrant and growing local economy.

Although the New Forest is predominantly rural, it does not mean that it cannot be ambitious in striving for higher value jobs, ensuring a skilled workforce and benefit from greater connectivity. The District Council, Solent Local Enterprise Partnership and other partners seek to create an environment which offers opportunities for young people, poses an attractive option for business investment and delivers a culture in which indigenous businesses can thrive. These objectives are not delivered at the expense of the traditional local economy but if achieved in the correct manner, will add value to them.

## 1.2 New Forest Rural SME Fund

The New Forest Rural SME Fund was launched in August 2020 in support of the New Forest's rural economy. It is a competitive £82,000 programme, managed by Natural Enterprise on behalf of the Solent Local Enterprise Partnership (LEP) and New Forest District Council (NFDC) that seeks to support the Solent's economy by providing grants of between £2,500 to £50,000 to rural small and medium sized businesses that require capital investment with potential for economic growth, leveraging in private sector investment, creating or protecting jobs and assisting the rural sector in the New Forest.

You will not be eligible to apply for this fund if your business has already received funding from the Solent LEP for a project that is still live. Solent LEP funding comprises funding direct from Solent LEP including Solent LEP Crowdfunder Pay It Forward, New Forest Rural Fund or the New Forest Rural Business Resilience Fund, which is still live (i.e. has LEP funds yet to be drawn down or contracted outputs yet to be delivered).

The Rural Fund supports both start-up and established businesses.

# 2 The Partners

## 2.1 Natural Enterprise

Based on the Isle of Wight Natural Enterprise provides a wide range of services, both locally and regionally to support local businesses, community groups and organisations.

Its activities include business investment advice, project management and delivery, managing domestic and European grant programmes, undertaking environmental improvement work and operating a rural broadband initiative.

As a charity, Natural Enterprise's surpluses are reinvested for the sole benefit of the New Forest, its communities and countryside.

Natural Enterprise is a catalyst for positive change and bridges the different perspectives of the public and private sectors and the economy and the natural environment. With an extensive partner network there is a clear focus on delivering value.

## 2.2 Grant Approval Panel

The Grant Approval Panel is a catalyst and facilitator for the implementation of the New Forest's Economic Development Strategy (2018-23). The panel develops and supports initiatives to help enhance the Forest's rural areas. Specifically the panel:

- ensures the maximum benefit is derived from public grant funding
- provides the strategic alignment between public sector bodies
- undertakes the Funding Approval process
- promotes the programmes to potential applicants, stakeholders, the public and funders alike
- provides effective governance and strategic direction
- promotes public and political awareness for the New Forest's rural areas both locally and nationally

**The New Forest Local Economic Development Strategy has five strategic priorities:**

- Developing a Skilled Workforce
- Increasing Growth and Productivity
- Developing Local Infrastructure
- Facilitating Vibrant Towns and Villages
- Promoting the Unique New Forest Offer

The New Forest Local Development Strategy can be downloaded from [www.newforest.gov.uk/edstrategy](http://www.newforest.gov.uk/edstrategy)

## 2.3 The Solent Local Enterprise Partnership

The Solent LEP is the key interface and lead for economic development in the Solent, an area (See map 1, below) that stretches from Hayling Island in the east, to the New Forest in the west, and includes the Isle of Wight and the two cities of Portsmouth and Southampton.

The local authority areas covered by the Solent LEP are as follows:

- Isle of Wight
- Portsmouth
- Southampton
- New Forest
- Eastleigh
- Havant
- Fareham
- Gosport

Solent LEP is a partnership organisation between the business community, the Further Education and Higher Education sector, three unitary authorities, five district councils and one county council. Collectively, these organisations are actively working together to secure a more prosperous and sustainable future for the Solent area, providing the resources and economic environment which makes it easier for businesses and individuals to be productive, and where pioneering research is encouraged through support for relevant institutions.

For further information on the Solent LEP, please visit our website [www.solentlep.org.uk](http://www.solentlep.org.uk)



## 3 The Fund

The Solent LEP is offering business support funds for established and start-up New Forest based SMEs in the rural sector to overcome barriers to growth within their businesses. The total amount of grant funding currently available is £82,000 up to 31<sup>st</sup> March 2021. Details of the Fund are outlined below.

Applicants to the fund must be SMEs from the rural sector who are based in the New Forest looking to secure funding in order to overcome barriers to growth or safeguard within their business.

Applicants will have to evidence how their proposal will create or safeguard private sector jobs, and leverage in additional funding and also have an impact in the New Forest's rural economy.

### 3.1 Capital Investment Fund

This fund is a capital fund and is for established and start-up SMEs who require capital investment for their project. Applicants will be required to invest a minimum of 50% of the identified project costs.

### 3.2 Additional Value

Alongside the funding grants which will be on offer to successful bidders, support has also been secured to offer:

- Guidance and advice from Natural Enterprise
- Publicity for successful bidders from local media & press;
- Business support, networking, mentoring and support in preparing your application may be available through the Solent Growth Hub, a service designed to help business by providing a single point of reference for business support and to help business navigate its way through the complexity of growth initiatives.. Whatever your business needs, Solent Growth Hub will seek to signpost through telephone & face to face Navigators that will provide advice on a way forward, and Growth Audits & expert growth advice from mentors.

### 3.3 Activities which can be supported

The funds can only be used to support businesses in the rural sector (see section 4.2 for rural sector definition) - i.e. businesses that are able to demonstrate how their project will benefit the New Forest's rural areas.

If you are unsure as to whether your project costs can be capitalised, you are advised to seek guidance from your accountant prior to submitting your application.

### 3.4 Activities and Sectors which cannot be supported

Applications can only be made for new projects seeking capital funding. As such, funding **WILL NOT** be provided to cover businesses existing working capital or revenue costs. For clarity, working capital includes items such as salaries, rent, rates, utilities, stock and raw materials.

Please note that the following activities/sectors **CANNOT** be supported under any circumstances by the Fund:

- undertakings active in the fishery and aquaculture sectors;
- activity in the primary production of agricultural products;

- undertakings active in the processing and marketing of agricultural products when the amount of the aid is fixed on the basis of the price or quantity of such products purchased from primary producers or put on the market by the undertakings concerned or when the aid is conditional on being partly or entirely passed on to primary producers;
- aid to export-related activities towards third countries or Member States, namely aid directly linked to the quantities exported, to the establishment and operation of a distribution network or to other current expenditure linked to the export activity;
- aid contingent upon the use of domestic over imported goods;
- undertakings active in the coal sector;
- acquisition of road freight transport vehicles granted to undertakings performing road freight transport for hire or reward.

If you require any further information in relation to any of the above points please contact us using the contact information in section 9 of this document.

### **3.5 When to Apply**

New Forest Rural SME funds are open for business all year round. The Grant Approval Panel (see section 6.1 for details) will meet regularly during the year to make its investment decisions.

The Expression of Interest form will enable Natural Enterprise to contact you and provide feedback, which will focus on the eligibility and viability of your project and request for funding, based on the information provided in the EOI form. Should you be invited to make a full application, you can use the information on this form as the basis of your full application.

Full Application forms must be submitted by the closing date as published on the Natural Enterprise website in order to be considered. Any applications received after this time will be considered in the following round.

The fund will close as soon as all funding has been allocated. Therefore, applicants are advised to submit their applications at their earliest possible convenience in order to avoid disappointment.

You will not be eligible to apply for this fund if your business has already received funding from the Solent LEP for a project that is still live. Solent LEP funding comprises funding direct from Solent LEP including Solent LEP Crowdfunder Pay It Forward, the New Forest Rural Fund or the New Forest Rural Business Resilience Fund, which is still live (i.e. has LEP funds yet to be drawn down or contracted outputs yet to be delivered).

The process of securing funding from the New Forest Rural SME Fund has two broad stages; Expression of Interest and Full Application (see section 7 for more information). Initially, the Natural Enterprise team will contact applicants to review Expressions of Interest, and invite those that most closely fit with its published investment criteria to move forward into the Full Application development phase.

During the development phase, applicants will develop their Expression of Interest forms into Full Applications and take the first steps in getting their business propositions off the ground. We envisage that the development phase will last a maximum of 12 weeks (the duration will be agreed on a proposal-by-proposal basis) and applicants will be offered support through the Solent Growth Hub during this time.

NB. If any Planning Permissions, Licences or consents are required for your project these must be in place before a full Application can be assessed by the NF Grant Approval Panel. If projects involve building works, permission from any landlord must be evidenced, and a tenancy of at least 5 years must be in place.

The Grant Approval Panel will use the information provided in the full application to make a decision as to whether to invest New Forest Rural SME funds in a proposal to support with a conditional funding award.

Please note that inviting a proposal into the development phase is not a guarantee that funds will be awarded from any New Forest Rural SME Fund.

We recognise that some applicants may feel they have well-developed proposals and do not require the time or support offered by the development phase. If this situation applies to you please contact [emma.bloomfield@naturalenterprise.co.uk](mailto:emma.bloomfield@naturalenterprise.co.uk) for details.

### 3.6 Legal

If the EU or Government withdraws, varies or substantially amends the running of the Scheme or its financing then funds will not be available and neither the Solent LEP, Natural Enterprise, nor Portsmouth City Council (acting as the Accountable Body for the scheme) will be liable for any costs associated with applications.

Please note that the Solent LEP, Portsmouth City Council and Natural Enterprise accept no liability for any costs incurred in the submission of Expressions of Interest (EOI) or full Application Forms in relation to The Fund under any circumstances.

Please note that payments from The Fund can only be made to business accounts – not direct to the accounts of any individual. For the purpose of the Fund, SMEs are defined under the “SME” definition in Annex I of Commission Regulation (EC) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the common market in application of Articles 107 and 108 of the Treaty (the “General block exemption Regulation”). The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro, and/or an annual balance sheet total not exceeding 43 million euro.

The definitions of SMEs are summarised in the table overleaf. In addition to the staff headcount ceiling, an enterprise qualifies as an SME if it meets either the turnover ceiling or the balance sheet ceiling, but not necessarily both.

Enterprise category	Headcount	Turnover	<u>or</u>	Balance sheet total
Medium-Sized	< 250	≤ € 50 million		≤ € 43 million
Small	< 50	≤ € 10 million		≤ € 10 million
Micro	< 10	≤ € 2 million		≤ € 2 million

Further information is available from the following web link:

[http://ec.europa.eu/enterprise/policies/sme/files/sme\\_definition/sme\\_user\\_guide\\_en.pdf](http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_user_guide_en.pdf)

# 4 Eligibility Criteria

## 4.1 Geographical Eligibility

Businesses must trade in the New Forest.

Clear evidence must be provided that the jobs created or safeguarded as a result of your application will be located in the New Forest.

## 4.2 Sector Eligibility

Businesses must be able to demonstrate how their project will benefit the New Forest's rural areas.

## 4.3 Business Eligibility

In order to bid for the Fund, your business must qualify as an existing or start-up SME..

## 4.4 Management Buy-Outs (MBOs)

Applications from businesses established by means of a management buy-out will only be eligible for consideration if the purpose of the MBO is to secure jobs which are under threat or at risk of redundancy. Clear evidence of this threat must be provided at the time of application.

## 4.5 Franchises

Applications from businesses established under a franchise will **not** be considered eligible. The process of franchising already confers significant benefits to the franchisee in terms of permitted use of an established brand name, adoption of a tried and tested business model, and in many cases assistance with marketing and reduced start-up costs. This fund is seeking to support as diverse an SME base across the New Forest area as possible; accordingly franchise applications will not be considered eligible.

## 4.6 Creation/Safeguarding of Private Sector Jobs

Bids will need to demonstrate the creation or safeguarding of sustainable and new private sector jobs. Bids which demonstrate that they create a higher number of new jobs will be considered stronger. Applicants should also note that the Grant Approval Panel will look closely at the cost per job as part of their consideration of each application.

Jobs will need to be created no later than 31<sup>st</sup> December 2021 for projects contracted in 2019/20 and by 31 December 2022 for projects contracted in 2020/21 – however individual businesses must meet the targets within their Offer Letters which may be earlier than these dates. All jobs created need to be **retained for a minimum of 12 months** after the project is completed.

## 4.7 Bid Thresholds

Bids of between £2,500 and £50,000 will be considered. If you wish to bid for a higher amount than £50,000 please contact Emma Bloomfield at Natural Enterprise on 01983 201562 as there may be opportunities through the European Agricultural Fund for Rural Development (EAFRD).

## 4.8 Private Sector Investment

The amount sought from any of these funds must contribute to a project alongside **confirmed and secured** private sector investment. Funding leveraged in as private sector investment needs to demonstrate a real stake in the outcome of the project or programme. The expectation will be clear, demonstrable, leverage.

Applicants will need to demonstrate a minimum of 50% private sector contribution. For example, if the overall project cost is £10,000, you would be able to bid for £5,000 from the fund.

Please note that the 50% contribution outlined above is the minimum level to ensure your bid is eligible. Bids which demonstrate that they can leverage more private sector investment will be stronger.

Contributions of services donated in-kind can qualify as a private sector contribution. However, contributions in-kind, while legitimate, will need to prove additionality; that the in-kind contribution would not materialise without support from the fund to the project.

For state aid purposes, private sector leverage is defined by the eligible costs of the exemption under which you are applying (training, R&D, SME or assisted area). For competitive purposes, this will be judged by the panel. For example, if two projects were in all other ways similar and one had a cash contribution and the other had a contribution labelled as labour and expertise and not monetized, the former would be favoured.

## 4.9 State Aid

Public funding from The Fund will only be available where it is compatible with EU State aid regulations and applicants should be aware that their proposal will be scrutinised accordingly. Potential applicants should take account of this when considering the development of proposals.

### General

The European Commission recognises the key role that SMEs play in the economy, but that they suffer from a number of market failures. SMEs often have difficulties in obtaining capital or loans, given the risk averse nature of certain financial markets and the limited collateral that they may be able to offer. Their limited resources may also restrict their access to information, notably regarding new technology and potential markets. To facilitate the development of the economic activities of SMEs, the Regulation therefore exempts certain categories of aid when they are granted in favour of SMEs.

The European Commission monitors and controls state aid in the EU by requiring member states to notify the Commission in advance of proposed state aid in order to ensure compliance.

There are a few exceptions to the notification requirement, namely:

- if the measure falls within the de minimis regulation i.e. you are giving less than 200,000 euros over 3 fiscal years
- measures which are covered under a pre-existing and approved scheme
- measures falling within the General Block Exemption regulation

### De minimis Aid

De minimis aid is used to describe small amounts of state aid that do not require European Commission approval.

The European Commission considers that public funding which complies with the de minimis regulation has a negligible impact on trade and competition and does not require notification and approval. The total de minimis aid which can be given to a single recipient is €200,000 over a 3-year fiscal period.

The maximum de minimis funding any single recipient can receive is €200,000 (cash grant equivalent) over a 3-year fiscal period. The sterling equivalent is calculated using the Commission exchange rate applicable on the written date of offer of the de minimis funding.

This ceiling takes into account all public assistance given as de minimis funding over the previous 3 fiscal years and which can take various forms (grants, loans, subsidised contracts, etc.). Aid given under an approved scheme does not have to be cumulated with de minimis aid.

There are a few things that should be kept in mind with de minimis aid. As follows:

- De minimis aid cannot be given for export related activities (except attendance at trade fairs), agriculture and fisheries or aid favouring domestic over imported products.
- De minimis aid does not affect the level of state aid that a recipient can receive under any other schemes approved by the Commission, i.e. it is cumulated only with other de minimis aid.

This programme is funded from the Solent Growth Deal and is designed to ensure the provision of Scheme Grants to “Beneficiaries”, in support of initiatives that meet the objectives of the Solent Growth Deal, in particular in support of the creation of new, sustainable, private sector jobs in the New Forest and the introduction of private sector leverage. Any offer of financial assistance given to a Beneficiary will be made under De-minimis criteria and will be accompanied by a letter addressed to the Beneficiary stating the amount it is for and will include the following statement:

“Under EC regulation 1998/2006 (de minimis aid regulation), the award is a de minimis aid. There is a ceiling of €200,000 for all de minimis aid provided to any one firm over a 3-year period. Any de minimis aid awarded to you under this offer letter will be relevant if you wish to apply, or have applied, for any other de minimis aid. For the purposes of the de minimis regulation, you must keep this letter for 3 years from the date on this letter and produce it on any request by the UK public authorities or the European Commission. (You may need to keep this letter for longer than 3 years for other purposes.)”

Further information in this regard can be found in the updated guidance from Government through the following web links:

<https://www.gov.uk/state-aid>

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/325465/bis-14-943-state-aid-general-block-exemption-guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/325465/bis-14-943-state-aid-general-block-exemption-guidance.pdf)

# 5 Other Information

Please note the targets below which will be considered by the Grant Approval Panel when assessing bids. These are NOT eligibility criteria. Individuals of any age or gender may apply to the New Forest Rural SME Fund.

## 5.1 Sector Encouragement

We would welcome applications specifically from the rural sector which address one or more to the following:

- stimulates and supports innovation and enterprise – creating new services, new products, new ways of working and new partnerships;
- adds value or lifts quality standards – delivering a greater economic return;
- stimulates and enhances further private sector investment;
- provides a greater investment in people and skills - improving fulltime job opportunities and wage rates;
- aligns to existing strategies and policies to ensure value for money is delivered and the public sector investment is maximised.;
- supports investment in key infrastructure items;
- delivers and supports co-operation and collaboration.

## 5.2 Demographic Focus

Whilst the fund is open to all established, New Forest based SMEs in the rural sector, Natural Enterprise will particularly welcome applications from the following demographic groups:

- Young entrepreneurs aged 16 - 24;
- Female entrepreneurs;
- Individuals who have been unemployed for more than six months.

## 6 Evaluation of Bids

All Funds will be allocated on a competitive basis. Only the best bids will be successful, assessed against the following key measures in relation to one another:

- Fit with the published sector focus of the funds (see section 2 of this document and also New Forest Economic Development Strategy downloadable from Natural Enterprise website: <https://newforest.gov.uk/media/592/economic-development-strategy-2018-23/pdf/economic-development-strategy-2018-23.pdf?m=637266042762830000>)
- New private sector job creation;
- Sustainability of private sector jobs created;
- Safeguarding of private sector jobs;
- Amount of private sector investment contributed;

All Full Applications will be evaluated by the Grant Approval Panel. Final decisions on the bids to be supported by the Fund will be made by the Grant Approval Panel.

Please note that decisions taken by the Grant Approval Panel in relation to which projects to support are final and there will be no right of appeal.

### 6.1 Grant Approval Panel for Consideration of Applications

The Grant Approval Panel consists of up to 8 members including the Chair. Membership shall be comprised of:

- An Independent Chair
- New Forest District Council (2)
- New Forest Federation of Small Business
- New Forest LEADER Grant Approval Panel (2)
- Natural Enterprise
- Solent Local Enterprise Partnership
- New Forest Business Partnership

The Grant Approval Panel shall hold meetings on a regular basis and as required.

# 7 How to apply

There is a two-stage application process for all New Forest Rural SME Funds. This is outlined below. However it is strongly recommended that, before submitting an Expression of Interest form, you ensure that your proposed bid is eligible for the relevant fund against the criteria included in section 3 of this document.

## 7.1 Stage 1 – Expression of Interest (EOI)

Please email [emma.bloomfield@naturalenterprise.co.uk](mailto:emma.bloomfield@naturalenterprise.co.uk) for an Expression of Interest form or call us on 01983 296244.

The Expression of Interest form will require you to provide an executive summary of your proposed bid. The information you provide in stage 1 will be used to identify bids that do not meet the eligibility criteria or are for projects that are highly unlikely to be supported.

Once completed, you will need to submit your Expression of Interest form electronically to [emma.bloomfield@naturalenterprise.co.uk](mailto:emma.bloomfield@naturalenterprise.co.uk). Natural Enterprise will be in touch within five working days to provide feedback that will focus on the eligibility and viability of your project and request for funding, based on the information provided in this form. Should you be invited to make a full application, you can use the information on this form as the basis of your full application.

## 7.2 Stage 2 – Full Application

Please note that support of an EOI is not a guarantee of funding.

Applicants should note that the full application will require significantly more detailed information than the EOI in order to ensure the most effective evaluation of bids.

Full application forms will need to be submitted electronically to:  
[emma.bloomfield@naturalenterprise.co.uk](mailto:emma.bloomfield@naturalenterprise.co.uk)

There will be published closing dates for the submission of applications, and applicants should note that the Grant Approval Panel will cease to meet when all funding is allocated and so it is recommended that bids are submitted as early as possible.

Please note that, if absolutely necessary, Natural Enterprise can accept hard copy submissions at both EOI and full bid stage. These can be sent to Shide Meadows Centre, Shide Road, Newport, Isle of Wight, PO30 1HR .

Please note that the Grant Approval Panel will not be obliged to consider applications received after the relevant deadline for a meeting and delays in receiving applications due to the postal service will not be taken into consideration.

## 8 Account Management

Applicants will be notified of the outcome of their application within 3 working days of the Grant Approval Panel Approval Panel meeting. Successful applicants will be contacted by the NF Rural SME Fund Programme Manager, who will act as a single point of contact for any NF Rural SME Fund related enquiries throughout the project lifetime.

The NF Rural SME Programme Manager will ensure that due diligence is completed on the proposal and will then issue successful applicants with a contract which will contain an agreed funding and outputs profile. Signed contracts must be returned to the Programme Manager within 10 working days or the offer of funding may be withdrawn.

Any claim must be submitted to the Programme Manager in accordance with the contracted funding profile and be accompanied by a monitoring report containing a short description of progress made on contracted activities and outputs.

For all projects a minimum of 15% of the total grant will be withheld and only be payable on production of a final evaluation report and a completed independent accountant's report which verifies the project has been completed, the project money has been spent and the jobs have been created as per the contract and are reasonably expected to be sustained for 12 months. Please note that applicants may be required to submit a further report and evidence beyond the funding period for NF Rural SME Fund evaluation or auditing purposes.

## 9 Activity Timetable

Activity	Timeframe/Deadline
Deadline for submission of Applications Panel 1	15 <sup>th</sup> October 2020
Grant Approval Panel Meeting 1	19 <sup>th</sup> November 2020
Deadline for submission of Applications for Panel 2	4 <sup>th</sup> February 2021
Grant Approval Panel Meeting 2	11 <sup>th</sup> March 2021
Notification of panel outcomes to applicants	Within 5 working days of panel meetings
Project Contracts issued	Within one month of notification of panel outcomes to applicants (subject to final due diligence checks being satisfactory)
<b>Deadlines for 2020-21 Funds</b> <ul style="list-style-type: none"> <li>Final claim submission.</li> <li>Evaluation report submission;</li> <li>Independent accountants report submission</li> </ul> <ul style="list-style-type: none"> <li>All jobs to be created;</li> </ul>	<b>30<sup>th</sup> September 2021</b> <b>This is the final programme date - you are required to complete your project in line with your Offer Letter targets.</b> (Please note that Solent LEP, Portsmouth City Council and Natural Enterprise will be under no obligation to make payment against claims received after this date)  <b>31<sup>st</sup> December 2022</b>
<b>Deadlines for 2021-22 Funds</b> <ul style="list-style-type: none"> <li>Final claim submission.</li> <li>Evaluation report submission;</li> <li>Independent accountants report submission</li> </ul> <ul style="list-style-type: none"> <li>All jobs to be created;</li> </ul>	<b>30<sup>th</sup> August 2022</b> <b>This is the final programme date - you are required to complete your project in line with your Offer Letter targets.</b> (Please note that Solent LEP, Portsmouth City Council and Natural Enterprise will be under no obligation to make payment against claims received after this date)  <b>31<sup>st</sup> December 2023</b>

\*Meeting Dates will be published on the Natural Enterprise website <http://www.naturalenterprise.co.uk/pages/economic/163-the-new-forest-rural-fund> It is sometimes necessary to amend or call additional meetings - please check here for any amendments or additional meetings that may be necessary to call. Any amendments will be published on our website.

### Contact Information

Should you have any general enquiries on any of the information included in this document, please contact the Natural Enterprise team using the below contact information:

By email: [emma.bloomfield@naturalenterprise.co.uk](mailto:emma.bloomfield@naturalenterprise.co.uk)

By telephone: 01983 201562

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