



Llywodraeth Cymru
Welsh Government

Sustainable Production Grant

Expression of Interest

How to complete guidance



Cronfa Amaethyddol Ewrop ar
gyfer Datblygu Gwledig:
Ewrop yn Buddsoddi mewn Ardaloedd Gwledig
European Agricultural Fund for
Rural Development
Europe Investing in Rural Areas



Llywodraeth Cymru
Welsh Government

The Welsh Government Rural Communities -
Rural Development Programme for Wales

2014-2020

Contents

Key Messages	3
Sustainable Production Grant Expression of Interest (EOI) – How to Complete Guidance	3
Following Successful Submission	3
Rural Payments Wales Online	4
Applications and Claims Page	6
Sustainable Production Grant Expression of Interest – Getting Started	7
Sustainable Production Grant Expression of Interest	7
Privacy Notice	8
Group Eligibility	9
Investment Items	10
Submission Page – Errors, Information and Summary.....	13
Submission Page – Declarations and Undertakings	13
Submission Page – Submit	14
What happens next?	15
Contacts	17

Key Messages

Registering for RPW Online

To register your business details for the first time, you need to complete the [online registration form](#). Please refer to the [how to register guidance](#) for further details. The vast majority of changes to business details can be done online. However, Welsh Government may require further details on any major changes. Please contact the Customer Contact Centre for further information.

Sustainable Production Grant Expression of Interest (EOI) – How to Complete Guidance

These instructions will give you step-by-step guidance on how to complete your Sustainable Production Grant Expression of Interest (EOI).

The Welsh Government produces this guidance in Welsh and English as required under the Welsh Government Welsh Language Scheme.

If you are encountering problems or are unable to access our website, please contact the RPW Online Helpdesk on 0300 062 5004.

Following Successful Submission

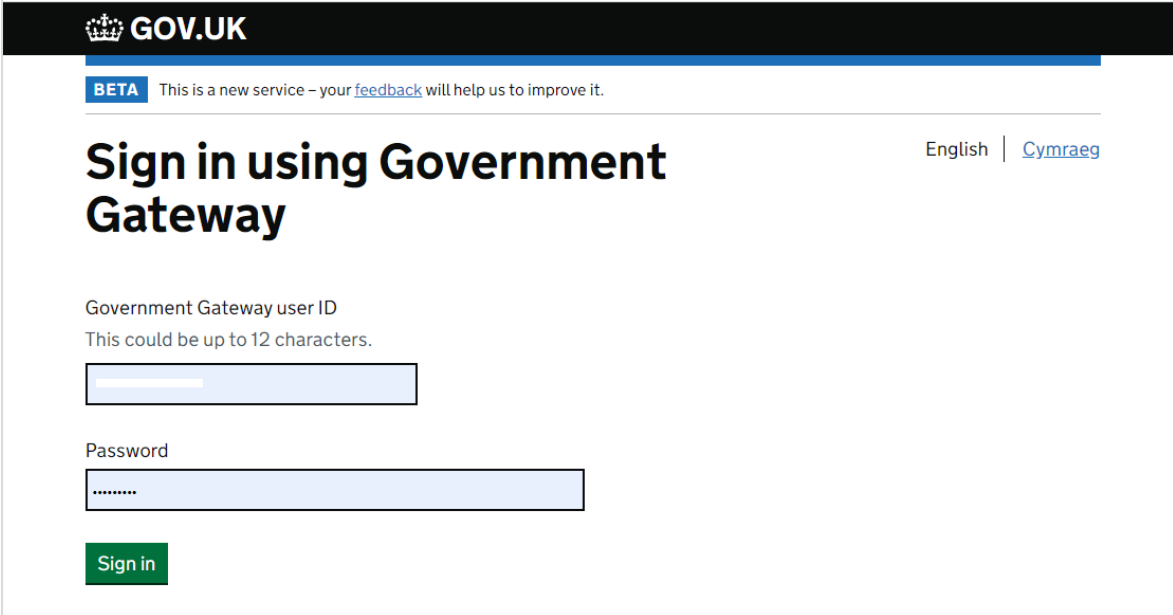
A summary of your completed Sustainable Production Grant Expression of Interest will be added to the 'Messages' page on your RPW Online account under the title "Documents received by RPW". Ensure you check the information submitted thoroughly. If any of the information shown is incorrect, please reply to the Message detailing your concerns. You should do this as soon as you discover any incorrect information.

If you are encountering problems or are unable to access our website, please contact the RPW Online Helpdesk on 0300 062 5004.

Rural Payments Wales Online

Home page

Log into your RPW Online Account – enter your User ID and Password in the boxes and click the **Log In** button.



The screenshot shows the login page for Rural Payments Wales Online. At the top left is the GOV.UK logo. A blue banner below it says 'BETA This is a new service – your [feedback](#) will help us to improve it.' On the right, there are language options: 'English | [Cymraeg](#)'. The main heading is 'Sign in using Government Gateway'. Below this, there are two input fields: 'Government Gateway user ID' with a note 'This could be up to 12 characters.' and 'Password' with a masked field. A green 'Sign in' button is at the bottom left.

If you are encountering any problems or are unable to access your online account, please contact the RPW Online Helpdesk on 0300 062 5004.

Once logged in to your online account the RPW Online 'Homepage' will appear. To access the Sustainable Production Grant Expression of Interest (EOI), you can scroll down on your home page and select it from here.

The screenshot shows the RPW Online 'Homepage' with the following elements:

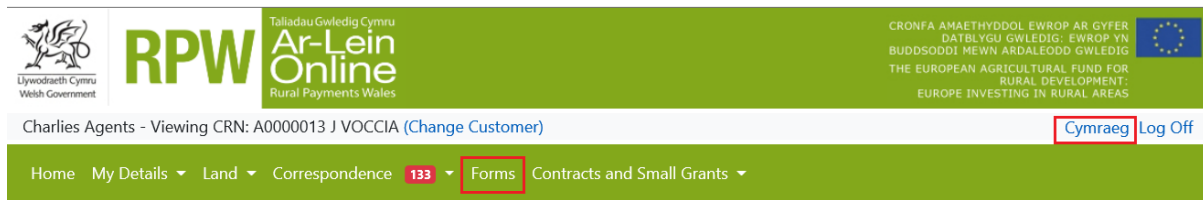
- Header:** RPW Ar-Lein Online Rural Payments Wales logo on the left. On the right, text in Welsh and English: "CRONFA AMAETHYDDOL EWROP AR GYFER DATBLYGU GWLEDIG: EWROP YN BUDDSODDI MEWN ARDALEDD GWLEDIG" and "THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT: EUROPE INVESTING IN RURAL AREAS".
- Navigation:** "Viewing CRN:" followed by a dropdown menu with options: Home, My Details, Land, Correspondence (12), Forms, Contracts and Small Grants.
- Alerts:**
 - Blue alert:** "The submission deadline for SAF and Glastir Commons applications and supporting documents has been extended to 15 June due to Covid-19. Late submission penalties will apply from 16 June until 10 July. The wording in the applications has not been amended to reflect these new dates. 15 May remains the declaration date for land at your disposal."
 - Blue alert:** "BPS Greening requirements regarding Crop Diversification have been removed due to the exceptional weather and Covid-19. The SAF may still display warning messages regarding Crop Diversification – these can be ignored. Other Greening requirements, including Permanent Pasture and EFA requirements remain in place; please do not ignore these warnings as failure to meet the requirements will affect your greening payment."
 - Blue alert:** "When you have finished your online session, please ensure that you log out and close the browser."
 - Blue alert:** "When completing applications ensure you do not use your browser's back button."
- Messages:** "Messages between You and RPW" section with a list of unread messages:
 - Unread Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW**
 - Single Application Form : Single Application Form 2021 (12/01/2021)
 - Single Application Form - Summary : Single Application Form 2021 (12/01/2021)
 - Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW**
 - RBIS Food Form Summary : Rural Business Investment Scheme - Food Form (05/01/2021)
 - Unread Llythyr Terfynu'r CPH / CPH Expiry Letter**
 - Temp CPH Expiry Letter : CPHExpiryLetter (04/01/2021)
 - Unread Llythyr Terfynu'r CPH / CPH Expiry Letter**
 - Temp CPH Expiry Letter : CPHExpiryLetter (03/12/2020)
- Useful Links:**
 - BCMS
 - Farming and scheme information
 - Bovine TB
 - Farm animal movements and identification
 - Farming Connect
 - Offices Map
 - European Maritime and Fisheries Fund

To access the Sustainable production Grant Expression of Interest Application Form, you can scroll down on your home page and select it from here.

The 'Start a Form' section lists the following application forms:

- Single Application Form 2021 Available until 11/06/2021. 144 days left.
- Capital Works Claim Available anytime
- Farm Business Grant - Yard Coverings EOI Available until 31/12/2099. 28836 days left.
- Farm Business Grant Expression Of Interest Available until 31/12/2099. 28836 days left.
- Financial Year End - Project Update Available until 31/12/2099. 28836 days left.
- Glastir Commons Claim 2021 Available until 11/06/2021. 144 days left.
- Glastir Entry and Advanced Support Scheme 2020 Available until 31/12/2099. 28836 days left.
- Glastir Small Grants Expression Of Interest Available until 31/12/2099. 28836 days left.
- Glastir Woodland Creation Expression Of Interest Available until 31/12/2099. 28836 days left.
- Rural Business Investment Scheme - Food Form Available until 22/02/2021. 35 days left.
- Rural Business Investment Scheme - Non Agriculture Form Available until 22/02/2021. 35 days left.
- Sustainable Production Grant Expression Of Interest Available until 12/03/2021. 53 days left.**
- Welsh Fisheries Grant Available until 31/12/2099. 28836 days left.

Or you can click the tab labelled **'Forms'** on the RPW Online home screen, as shown below:

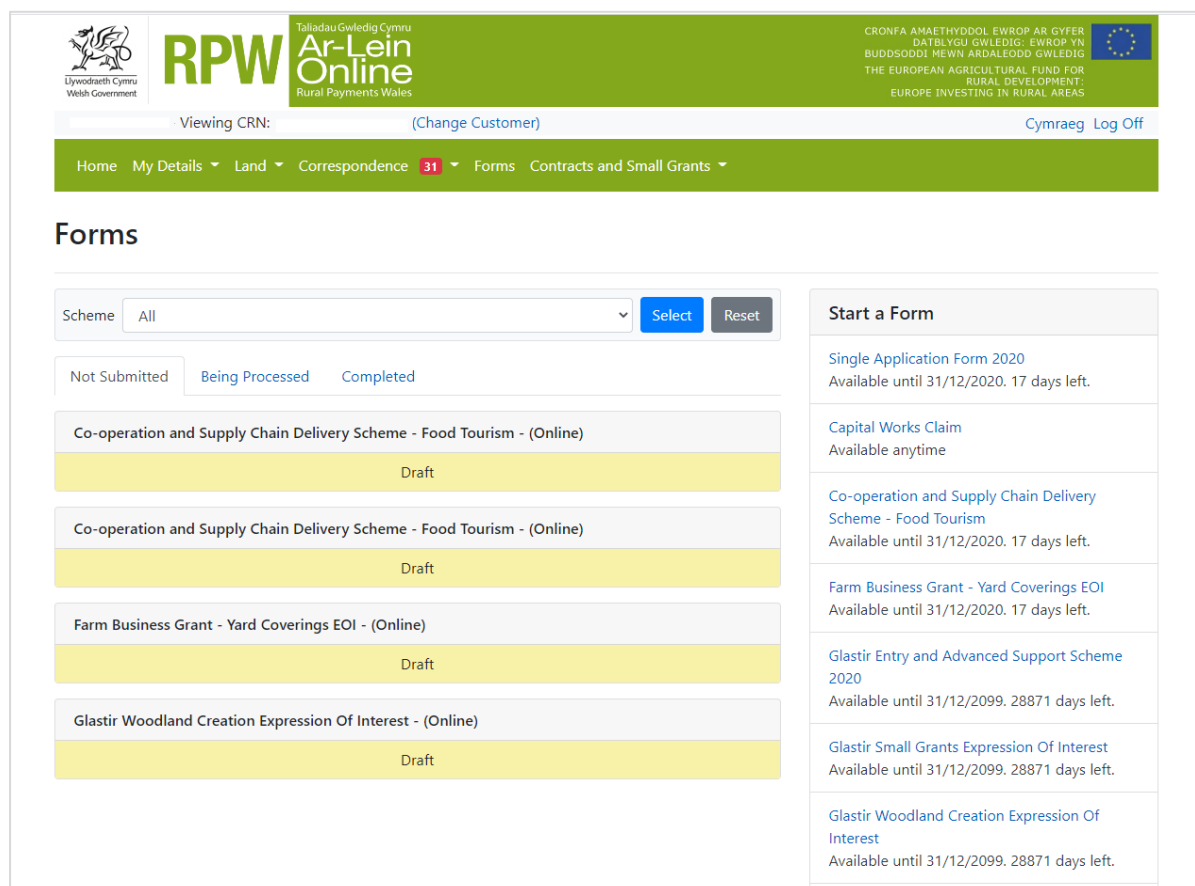


This will take you through to the 'Forms' page.

To change the Language at any time click the **Cymraeg** button located in the top right hand corner bar of the RPW Online information. This will allow you to choose the language your Sustainable Production Grant EOI is displayed in.

Applications and Claims Page

Once you have selected the 'Forms' tab you will see your forms that are available for you to complete.



Scroll down the page to select Sustainable Production Grant Expression of interest form.

Sustainable Production Grant Expression of Interest – Getting Started

Once you have read the SPG General Rules Booklet at [Rural grants and payments](#), to start your EOI click the **Start Button**.

The screenshot shows the RPW Ar-Lein Online portal interface. At the top, there are logos for the Welsh Government, RPW, and the European Union. The main navigation bar includes links for Home, My Details, Land, Correspondence (with a notification icon), Forms, and Contracts and Small Grants. The page title is "Start Application start an application or claim".

You have asked to complete the following application online: **Rural Business Investment Scheme - Food Form**.

RPW Online will prompt you for the information required by the form. By starting this application online you are not committing to submitting it online; you may Exit the process at any time. If you Exit the application, you can come back later to complete the remainder, RPW Online will have saved the information you entered in your previous session.

The application will not be submitted to the Welsh Government until you click the 'Submit' option at the end of the process. Once you have submitted the application you will not be able to make changes to it using RPW Online.

The application must be submitted to Welsh Government by 22 February 2021. You will not be able to submit the form after this date even if you started filling in the form on or before 22 February 2021.

If you have any problems completing your **Rural Business Investment Scheme - Food Form** then you can also contact '[Customer Contact Centre](#)' for further guidance.

Please check that the Customer Details and Online Preferences shown below are correct before submitting your application. If incorrect, you can change them now by clicking the Customer Details or Online Preferences links below.

Customer Details	Online Preferences
Trading Title	Email or SMS (Text) Preference
Address	Email Address
	Mobile Number
Postcode	
Telephone Number	
Email Address	
Number of Partners	

At the bottom of the form, there are two buttons: "Start" and "Cancel".

Sustainable Production Grant Expression of Interest

This is the introduction page which provides information about the Sustainable Production Grant. For greater detail of the information provided on this page, please read the Sustainable Production Grant General Rules Booklet at [Rural grants and payments](#).

Sustainable Production Grant Expression Of Interest Introduction

Help

Introduction

Privacy Notice

Eligibility

Investment Items

Submission

Exit

Previous Save **Next**

Sustainable Production Grant Expression of Interest

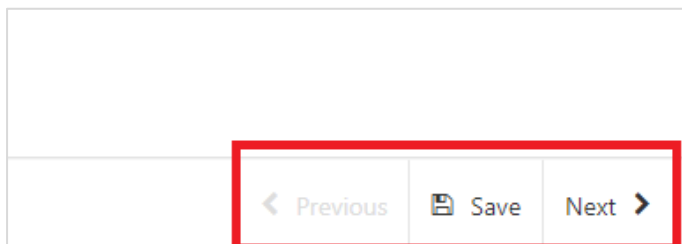
Please note the following key messages before progressing with this Expression of Interest:

- Your business must be a Primary Producer of agricultural products and traded for a minimum of 2 years.
- If selected, you must be able to complete and claim all Capital Works items within 2 years of offer of contract.
- If selected you must be able to provide a 5 year business plan focusing on your business as a whole, not just the capital grant item.
- If selected provide detailed Nutrient Management, Water Efficiency and Energy Efficiency Plans.

Before completing this EOI please read the Sustainable Production Grant Rules Booklet and How to Complete [click here](#).

Previous Save **Next**

Once you have read the information click on the **Next Button**.



Privacy Notice

You must read the Privacy Notice.

Sustainable Production Grant Expression Of Interest Privacy Notice

Help

Introduction

Privacy Notice

Eligibility

Investment Items

Submission

Exit

Previous Save **Next**

The information you provide will be used by the Welsh Government to process your expression of interest for Sustainable Production Grants. They will also be the data controller for the personal data you provide. It is necessary for us to collect this information in order for us to process your expression of interest. The Welsh Government may also make use of the information supplied for other purposes, which will include those connected with its functions and duties under the Common Agricultural Policy of the European Community. Failure to provide all the required information may result in us being unable to process your Expression of Interest.

As part of our processing of your expression of interest we may need to share the information you provide with the following parties:

- Fraud Prevention Agencies
- Regulatory authorities, such as HM Revenue and Customs, Local Authorities and the Police

You have the right:

- to access the Personal data that we are processing about you
- to require us to rectify inaccuracies in that data
- to object to or restrict processing (in certain circumstances)
- for your data to be 'erased' (in certain circumstances)
- to lodge a complaint with the Information Commissioner's Office (ICO) who is the independent regulator for data protection

The contact details for the Information Commissioner's Office are:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 745 or 0303 123 1113
Website: <https://ico.org.uk/>

The Retention period for the data we hold will be in accordance with the Commission Implementing Regulation (EU) No 908/2014, "Conservation of Accounting Information".

Should you have any queries regarding this privacy statement please contact the RPW Customer Contact Centre or read our full privacy policy here:
<https://gov.wales/sites/default/files/publications/2018-05/rural-grants-and-payments-gdpr-privacy-notice.pdf>

Print Cymraeg

Previous Save **Next**

Once you have read the information click on the **Next Button**. Eligibility Questions

You must answer all questions on this page.

You are not eligible if you have been selected under previous Sustainable Production Grant Scheme rounds.

Group Eligibility

A group of farmers may submit an EOI for Sustainable Production Grant. To do so, all farmers that comprise the group must meet all the eligibility conditions as outlined in the Sustainable Production Grant General Rules Booklet at [Rural grants and payments](#). In addition, the group must be registered with the Welsh Government and have been issued with a Customer Reference Number (CRN) for the group. The EOI must be submitted under the CRN as issued for the group.

There are basic data integrity checks built in to this page and any errors or information messages will appear once you either 'Save' or click 'Next'.

Once you have answered all of the questions click on the **Next Button**.

Investment Items

Before choosing your items, ensure you have read the Sustainable Production Grant Annex A – List of Eligible Items which can be found at [Rural grants and payments](#). This will give you the specifications; cost and score for each item.

The maximum grant award is **£50,000**.

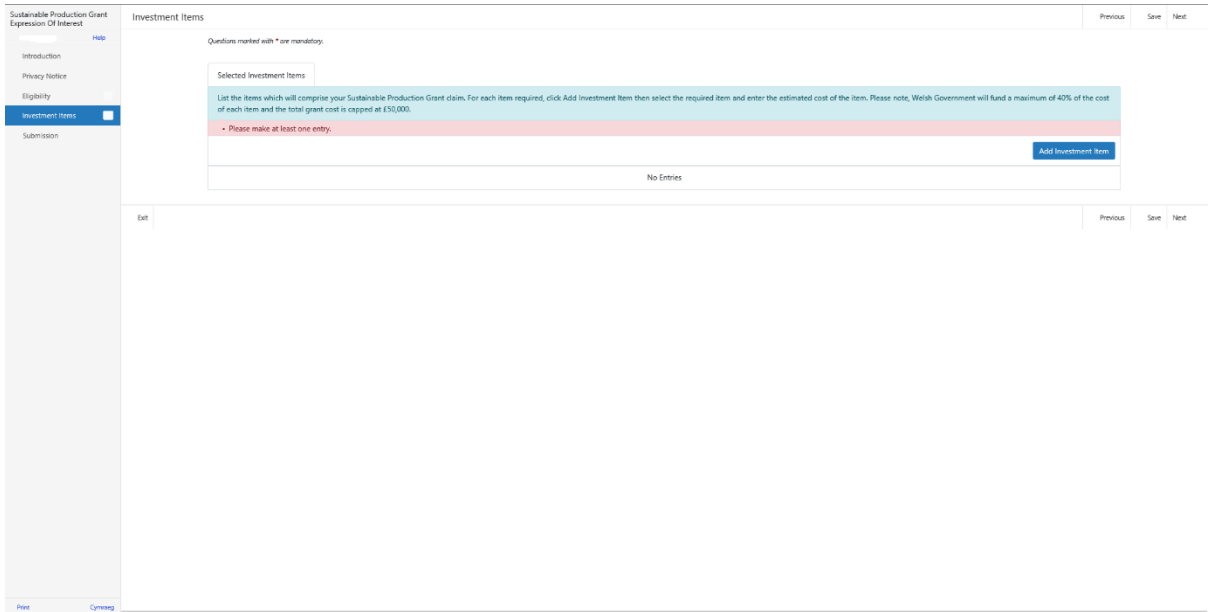
The minimum grant award is **£12,000**.

An EOI total grant value over this amount will be capped to £50,000.

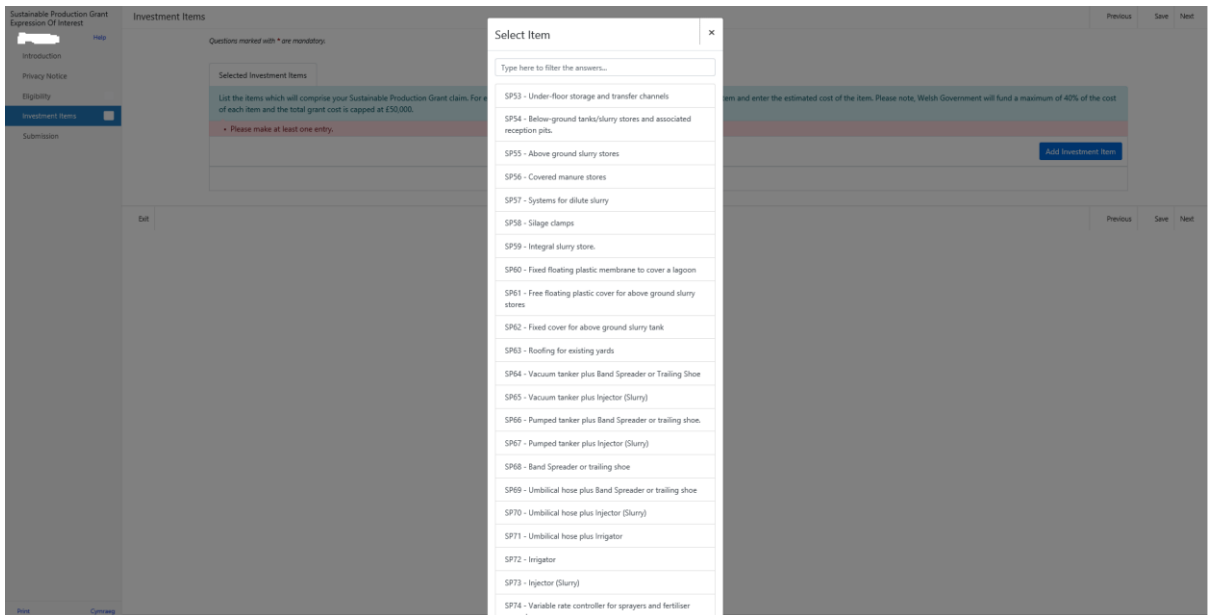
You are advised to obtain quotes for each investment item you submit on your EOI. If your EOI is selected, any grant awarded will not be higher than that submitted on your EOI or that was capped to £50,000.

Once the EOI is submitted, you cannot amend the items you have selected.

Click on this button below to see a drop-down list of all available items.



Select an item from the drop down box



Enter the Estimated Total cost of the item selected.

Click Save and Return

Sustainable Production Grant Expression Of Interest

Investment Items - Selected Investment Items

Item: SP55 - Above ground slurry stores

Description: Above ground, concrete or steel construction. These are suitable for storing slurry that is easy to pump. Reception pits should be built to hold at least two days' slurry production. Installation of fixed cover to divert rainwater from store eligible.

Payment Rate: 40.00 %

Estimated Total Cost: £ 50,000.00

Grant Value: £ 20,000.00

Buttons: Cancel, Save, Save and Return

To add another item, click on the Add Investment item again.

As you add items the running total will show here along with the total score value for all items selected.

If you are adding, removing or amending items click on the **Save Button** to refresh the page to ensure that it displays the correct scores and totals.

Sustainable Production Grant Expression Of Interest

Investment Items

Questions marked with * are mandatory.

Selected Investment Items

List the items which will comprise your Sustainable Production Grant claim. For each item required, click Add Investment Item then select the required item and enter the estimated cost of the item. Please note, Welsh Government will fund a maximum of 40% of the cost of each item and the total grant cost is capped at £50,000.

Code	Description	Estimated Total Cost	Grant Value	
SP55	Above ground slurry stores	£50,000.00	£20,000.00	Add Investment Item Modify Delete
SP80	Fixed floating plastic membrane to cover a lagoon	£30,000.00	£12,000.00	Modify Delete
SP66	Pumped tanker plus Bard Spreader or trailing shoe	£10,000.00	£4,000.00	Modify Delete
Total Score		0.0138		
Maximum Grant Value		£36,000.00		

Buttons: Previous, Save, Next

Once you have selected all your items click on the **Next Button**.

You are advised to obtain three quotes for each investment item you submit on your EOI. If your EOI is selected, any grant awarded will not be higher than that submitted on your EOI or that was capped to £50,000.

Once the EOI is submitted, you cannot amend the items you have selected.

Submission Page – Errors, Information and Summary

This gives a summary of the items you have selected and informs you of any errors or information messages on your application.

Sustainable Production Grant Expression Of Interest

Investment Items

Previous Save **Next**

Questions marked with * are mandatory.

Selected Investment Items

List the items which will comprise your Sustainable Production Grant claim. For each item required, click Add Investment Item then select the required item and enter the estimated cost of the item. Please note, Welsh Government will fund a maximum of 40% of the cost of each item and the total grant cost is capped at £50,000.

* The maximum grant value of £50,000 has been exceeded. Please remove items.

Code	Description	Estimated Total Cost	Grant Value	
SP55	Above ground slurry stores	£155,000.00	£62,000.00	<input type="button" value="Add Investment Item"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>
SP60	Fixed floating plastic membrane to cover a lagoon	£30,000.00	£12,000.00	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
SP66	Pumped tanker plus Band Spreader or trailing shoe.	£10,000.00	£4,000.00	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
Total Score			0.0063	
Maximum Grant Value			£78,000.00	

Exit

Previous Save **Next**

Print Cymraeg

Once you have checked the summary and corrected any errors click on the **Next Button**.

Submission Page – Declarations and Undertakings

You must read the Declarations and Undertakings and **tick** the box to confirm that you have read and agree them.

Sustainable Production Grant Expression Of Interest Declaration and Undertakings Previous Save

Please tick the box to accept the declarations and undertakings.

I confirm that:

I have read and understood the Sustainable Production Grant Rules Booklet including the data disclosure and permit the Welsh Government to use my information to support my Expression of Interest for Sustainable Production Grant.

I will notify the Welsh Government of any material changes to the information provided in this Expression of Interest or supporting documentation within 30 days of any such changes.

I understand that the Welsh Government may need to update the rules and conditions to take account of changes to European Regulations or the Welsh Government Rural Communities - Rural Development Programme for Wales 2014 - 2020.

I agree to abide by any changes following notification by the Welsh Ministers.

I have given details that are true, accurate and complete to the best of my knowledge and belief on the Expression of Interest and any supporting documentation.

I understand that the Welsh Government displays 'Error' and 'Information' messages in the sections of the Expression of Interest only as an aid for completion and submission of the Expression of Interest.

I will allow officers of the Welsh Government or their duly authorised agent, access to any land which I farm and inspect animals and any relevant equipment, storage facilities and all records and information needed to establish my eligibility and the accuracy of the information provided.

I am a primary producer of agricultural products.

I undertake to meet any obligations in relation to obtaining planning permission, where necessary.

I undertake to meet any statutory obligations such as Health and Safety, employment, hygiene, environmental management and protection, animal or crop health and welfare that apply during the time of this project.

I undertake to notify the Welsh Government of any other application for grant aid for this project.

I confirm that none of the items covered by the application are replacements under an insurance claim.

I acknowledge that payment of grant will be subject to the terms and conditions of the scheme and undertake with the Welsh Government to comply with these conditions.

I understand that payment of grant will be capped to £50,000 maximum.

Any person who makes a false declaration or fails to notify the Welsh Government of a material change to the information given in this Expression of Interest may be liable to prosecution. A false, inaccurate or incomplete statement or failure to notify the Welsh Government of any material changes to the information given in this Expression of Interest may result in termination of contract and/or recovery of any payments.

I agree to the above declarations and undertakings *

Price Cymraeg

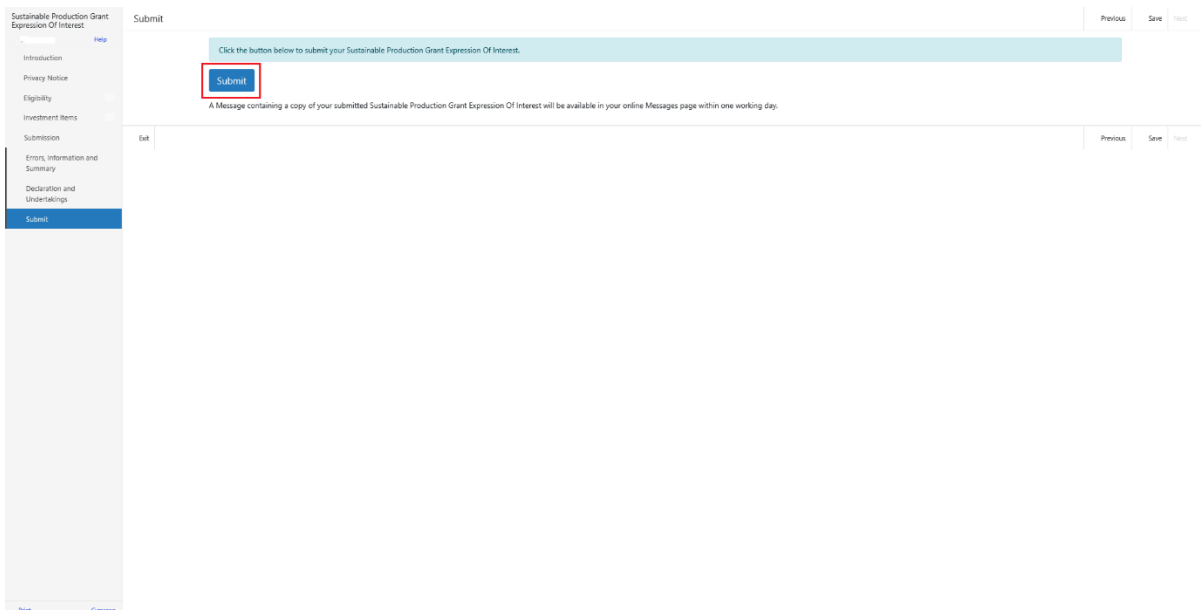
Once you have read and agreed the Declarations and Undertakings click on the **Next Button**.

I agree to the above declarations and undertakings *

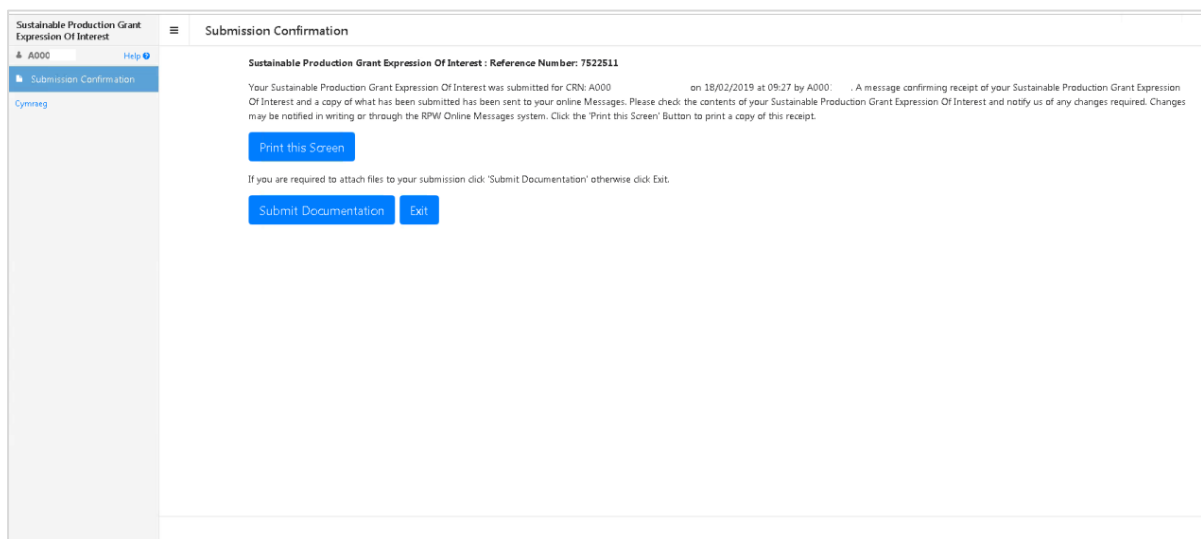
Previous Save Next

Submission Page – Submit

To submit your Sustainable Production Grant Expression of Interest click on the **Submit Button**.



Once submitted, you will receive a confirmation which you can print for your own records.



Once the EOI is submitted, you cannot amend the items you have selected.

What happens next?

The application process is in three-stages. An Expression of Interest via RPW Online, open for 6 weeks. If your EOI is selected, submission of a full application via RPW Online and then appraisal of submitted plans and supporting documents.

You will be informed of the selection outcome via a letter accessed through your RPW Online account ONLY.

If your EOI is selected you must accept or decline the selection and return the Application Annex included with your selection notification letter to the Welsh Government via your RPW Online account by the date given in the letter.

If you accept, you will then need to provide specific information about your business and the investment proposals. Guidance on the content and format required for these documents is available at [Rural grants and payments](#). Please ensure that you follow the guidance as failure to do so may delay appraisal.

Contacts

RPW Online

Access the RPW Online service via the Government Gateway at www.gateway.gov.uk, or once you have enrolled for the RPW Online service, access it via www.wales.gov.uk/RPWOnline. If you are not yet registered with RPW Online, please refer to the Welsh Government website for the how to register guidance or call the Customer Contact Centre on 0300 062 5004.

Enquiries – Customer Contact Centre

For all enquiries, please contact the [RPW Customer Contact Centre](#)
Enquiries can be submitted via RPW Online at any time.

Access to Welsh Government offices for people with disabilities or special needs

If you have any special needs which you feel are not met by our facilities contact the Customer Contact Centre on 0300 062 5004. Welsh Government officials will then endeavour to make arrangements to accommodate your requirements.

Welsh Government Website

For all of the latest Agricultural and Rural Affairs information, visit the Welsh Government website. By visiting the website, you can also sign up to receive the Gwlad e-news letter.