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

Llywodraeth Cymru
Welsh Government

Glastir

Glastir Small Grants

Expression of Interest
How to complete guidance

The Welsh Government Rural Communities – Rural Development Programme for Wales
2014-2020

Glastir Small Grants Expression of Interest (EOI) - How to Complete Guidance

These instructions will give you step-by-step guidance on how to complete your Glastir Small Grants Expression of Interest (EOI).

For ease of use, the contents page below has clickable links to assist movement from one instruction to another. After each section, a ‘Back to Contents’ link will take you back to the contents page.

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.

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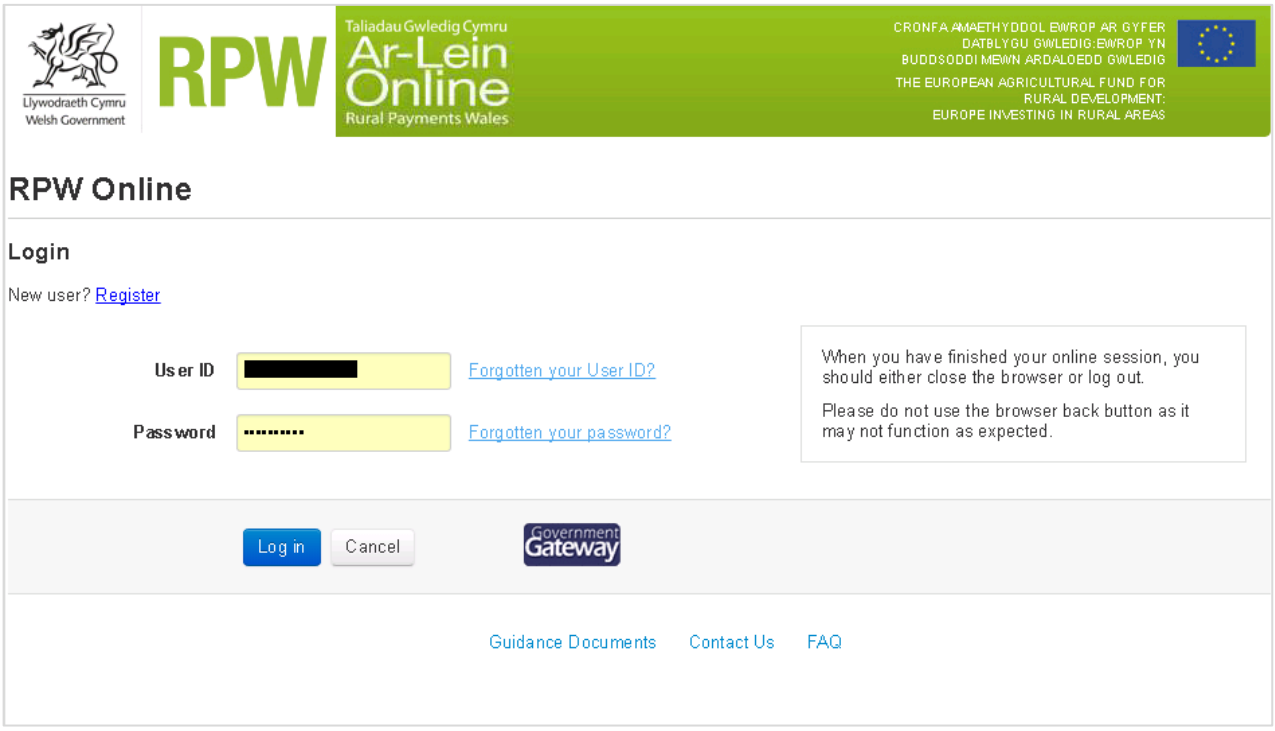
Rural Payments Wales Online - Home page

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

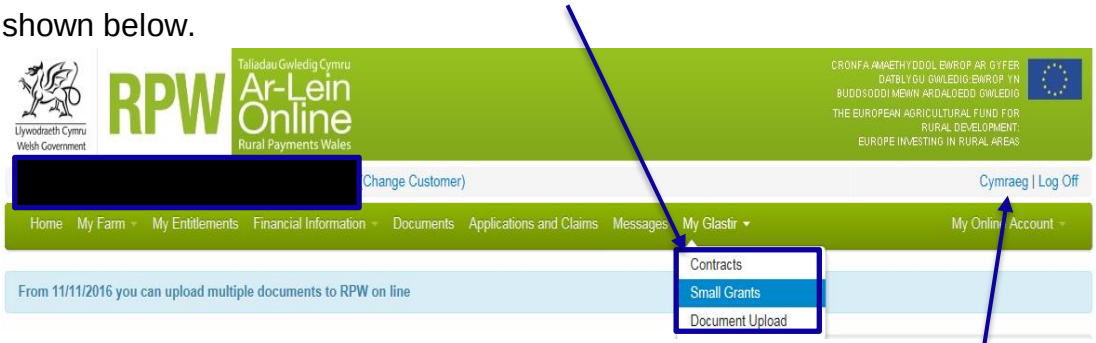


If you are encountering problems or are unable to access your online account, please contact the RPW Online Helpdesk on 0300 062 5004.

Once logged in to your online account the RPW Online ‘Homepage’ will appear.

Glastir Small Grants - Home page

To access the Glastir Small Grants Expression of Interest (EOI), click the tab labelled ‘Glastir ’ and choose Small Grants on the RPW Online home screen, as shown below.



This will take you through to the ‘Projects’ dashboard page

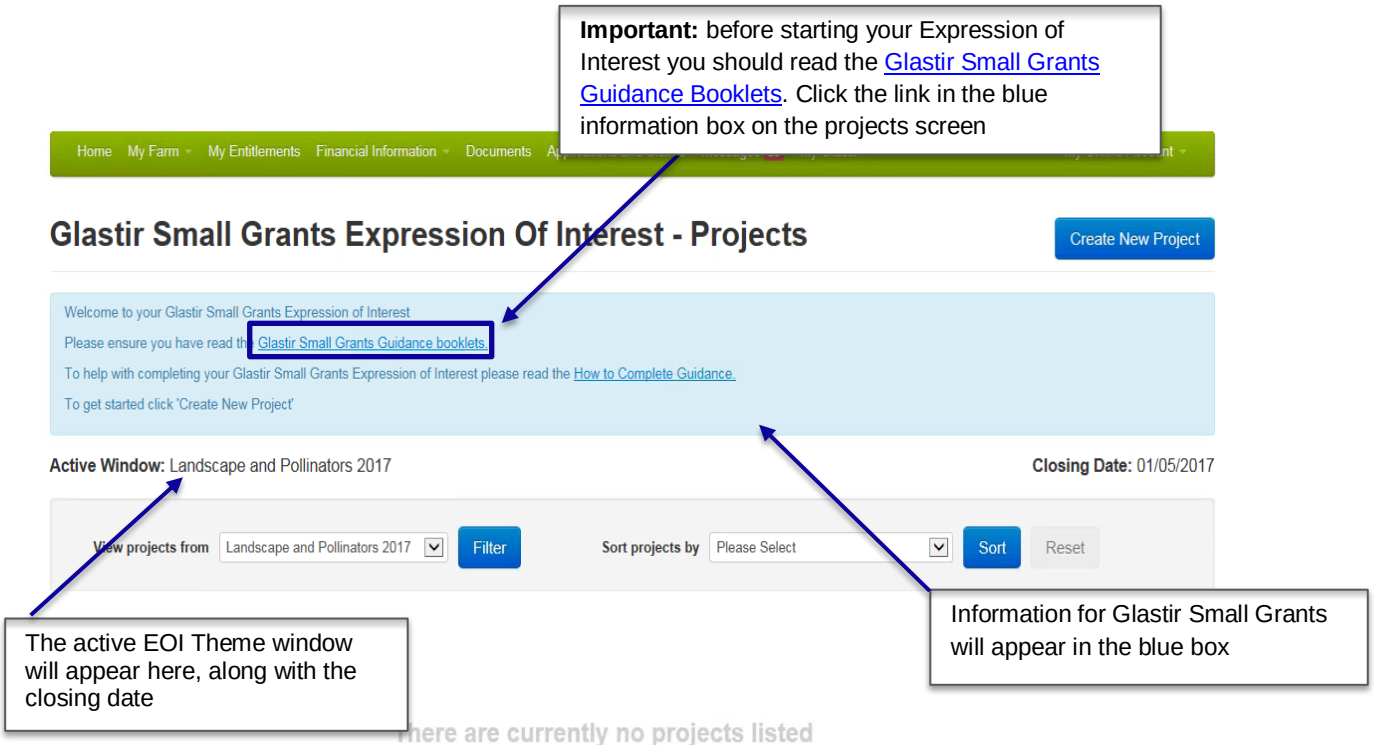
To change the Language at any time click the

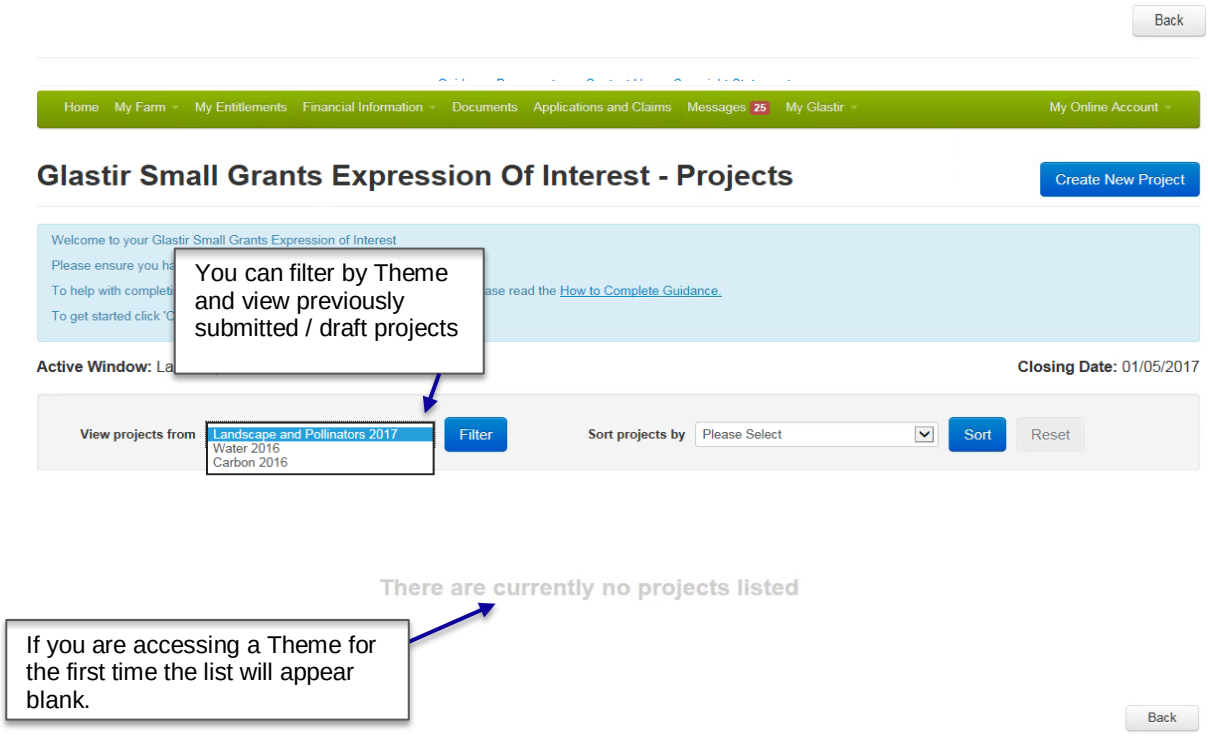
button

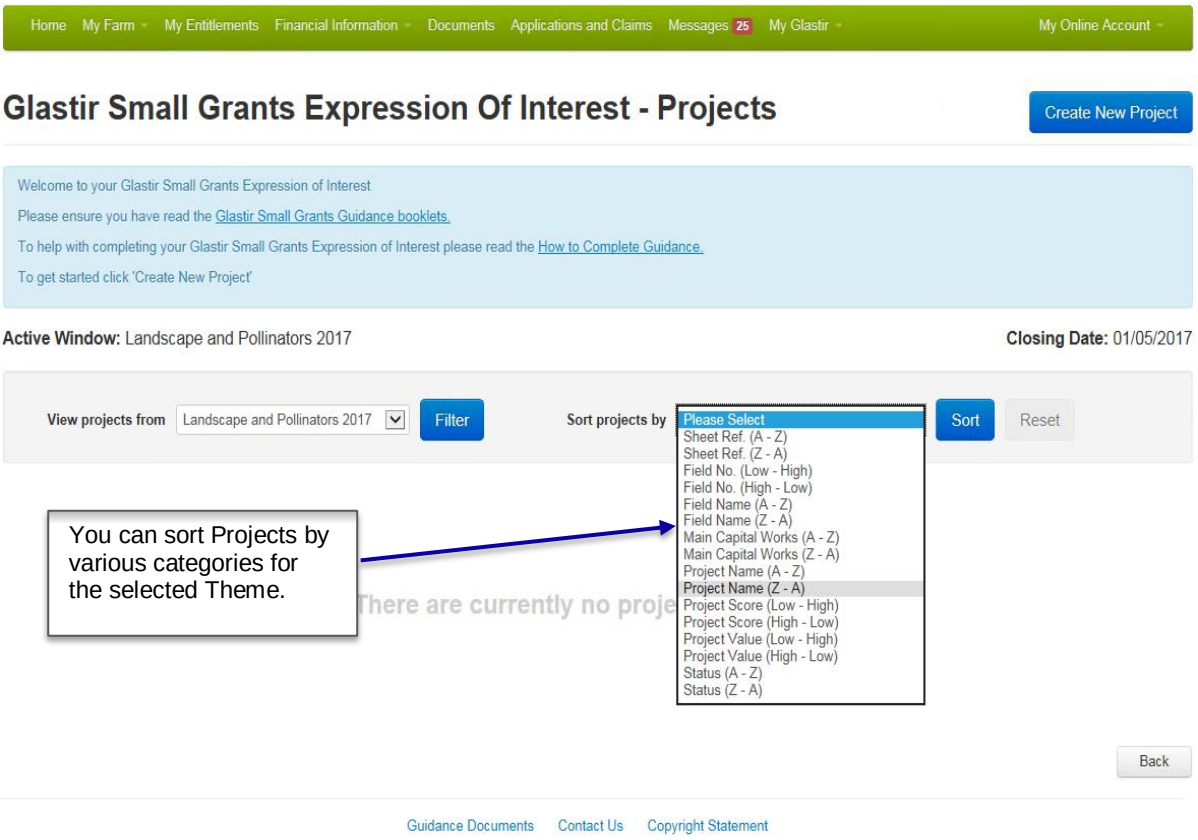
located in the top right hand corner bar of the RPW Online information. This will allow you to choose the language your Glastir Small Grants EOI is displayed in.

Projects Page

Once you have selected ‘Glastir Small Grants’ you will see your ‘Projects’ dashboard page. This page will display information relating to your Glastir Small Grants EOI.

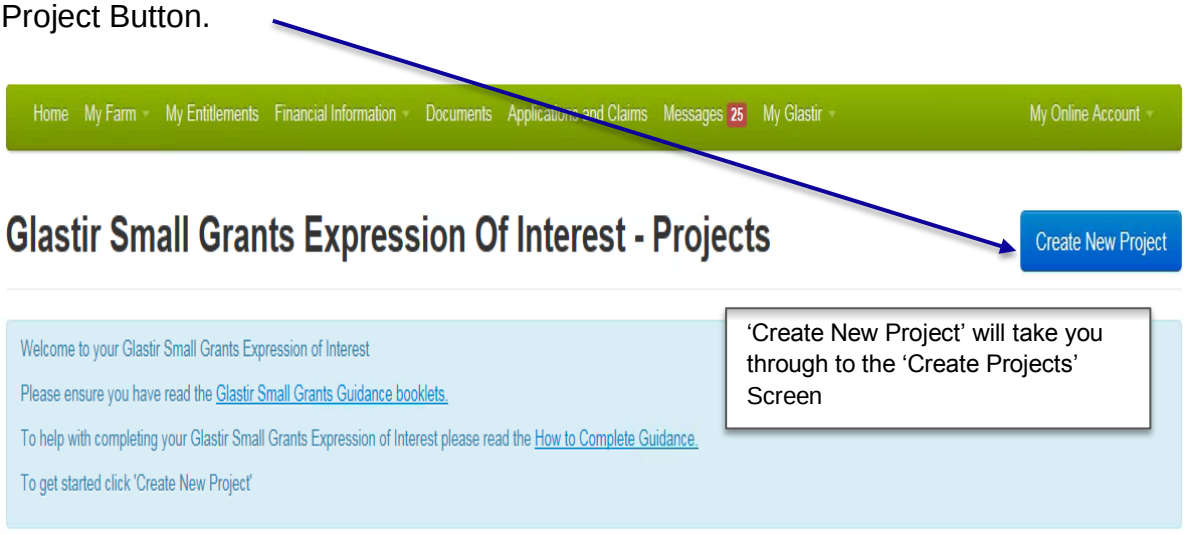






Creating a New Project – Getting Started

Once you have read the Guidance Booklets, to start your EOI click the Create New Project Button.



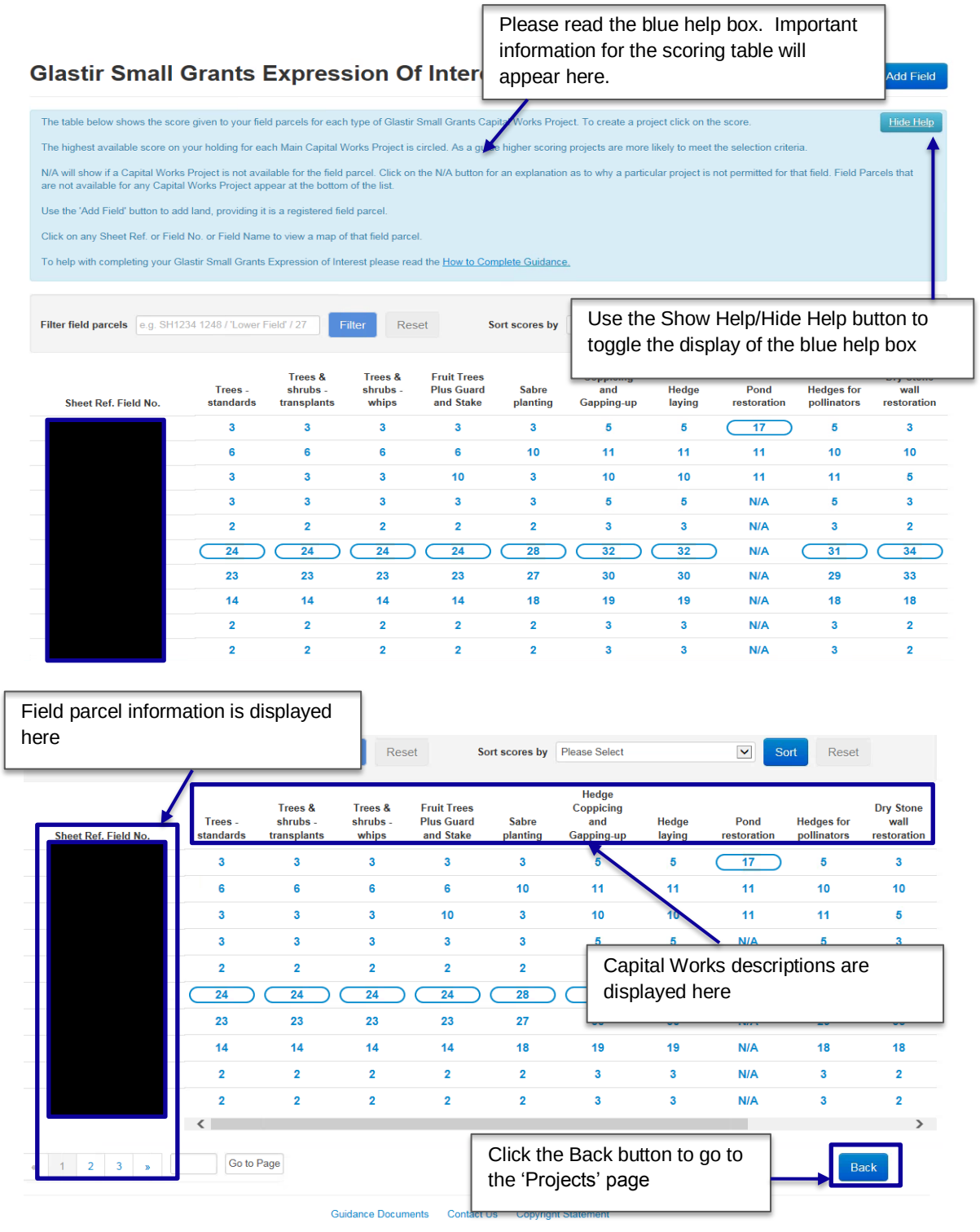
If you have previously created or submitted projects they will appear in the list on this page. (See Viewing an existing Project section)

Create Project Page

This screen displays all field parcel details that the Welsh Government holds for you at the time of the Expression of Interest.

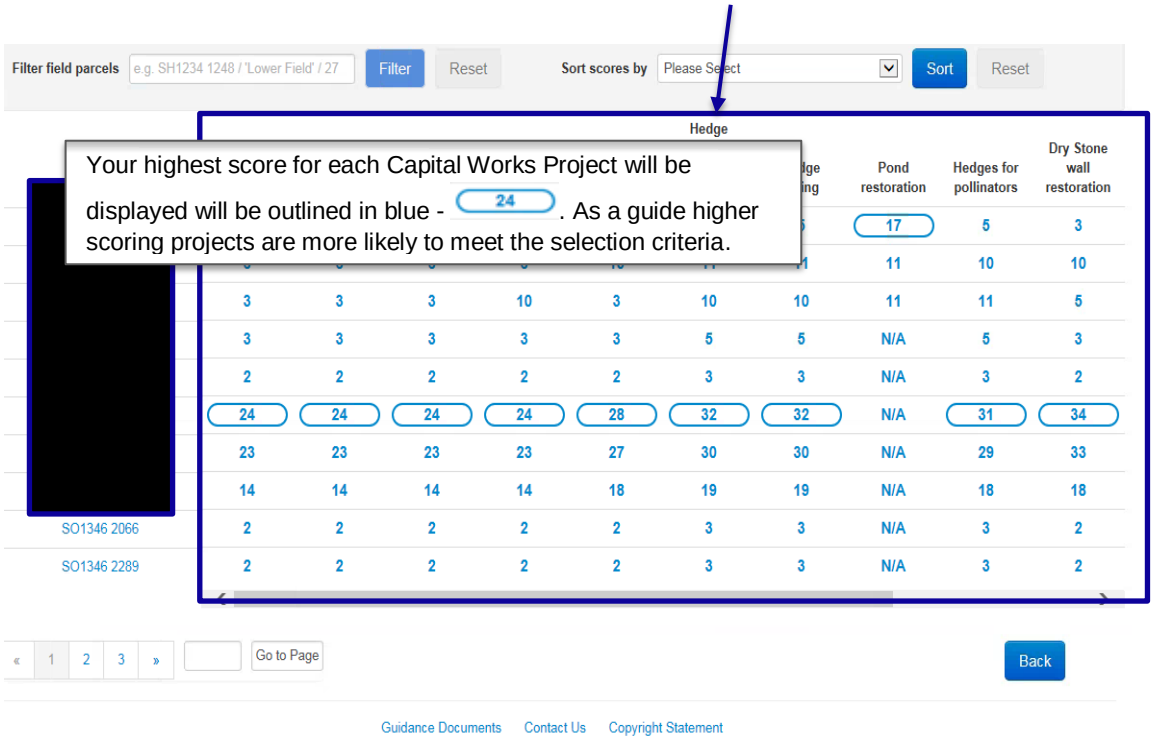
Before choosing your Capital Works Project, ensure you have read the Glastir Small Grants: Technical Guidance Booklets. This will give you the practical specifications for each capital works and an overview of what is available.

Each Main Capital Works has been pre-scored against each Field Parcel using the environmental objective layers and the score is displayed in a table format.



Project score table

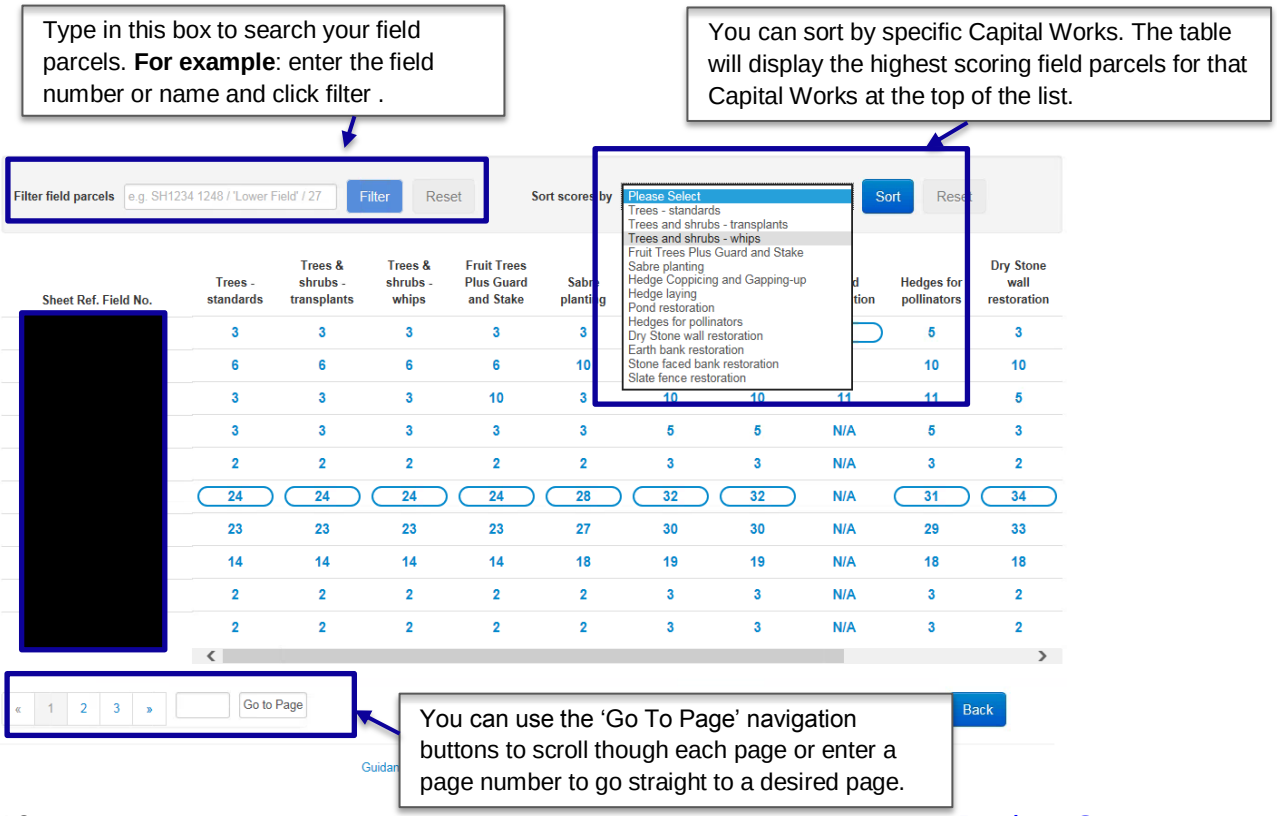
This will display a score for each available Capital Works Project.



See the Selecting a Project section in this document for a more detailed look at selecting a score.

Field Parcel Filter and Go to Page

This will enable you to search for specific field parcels.



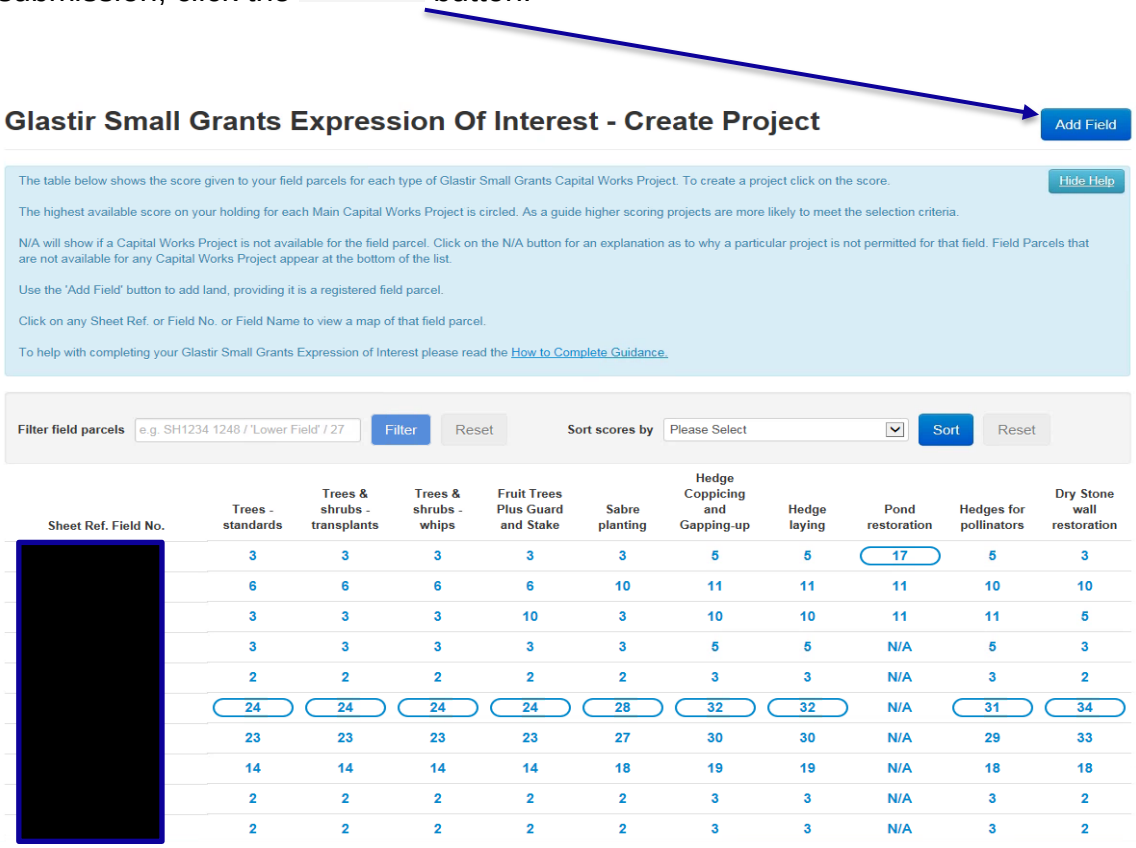
View Map – Interactive Map viewer

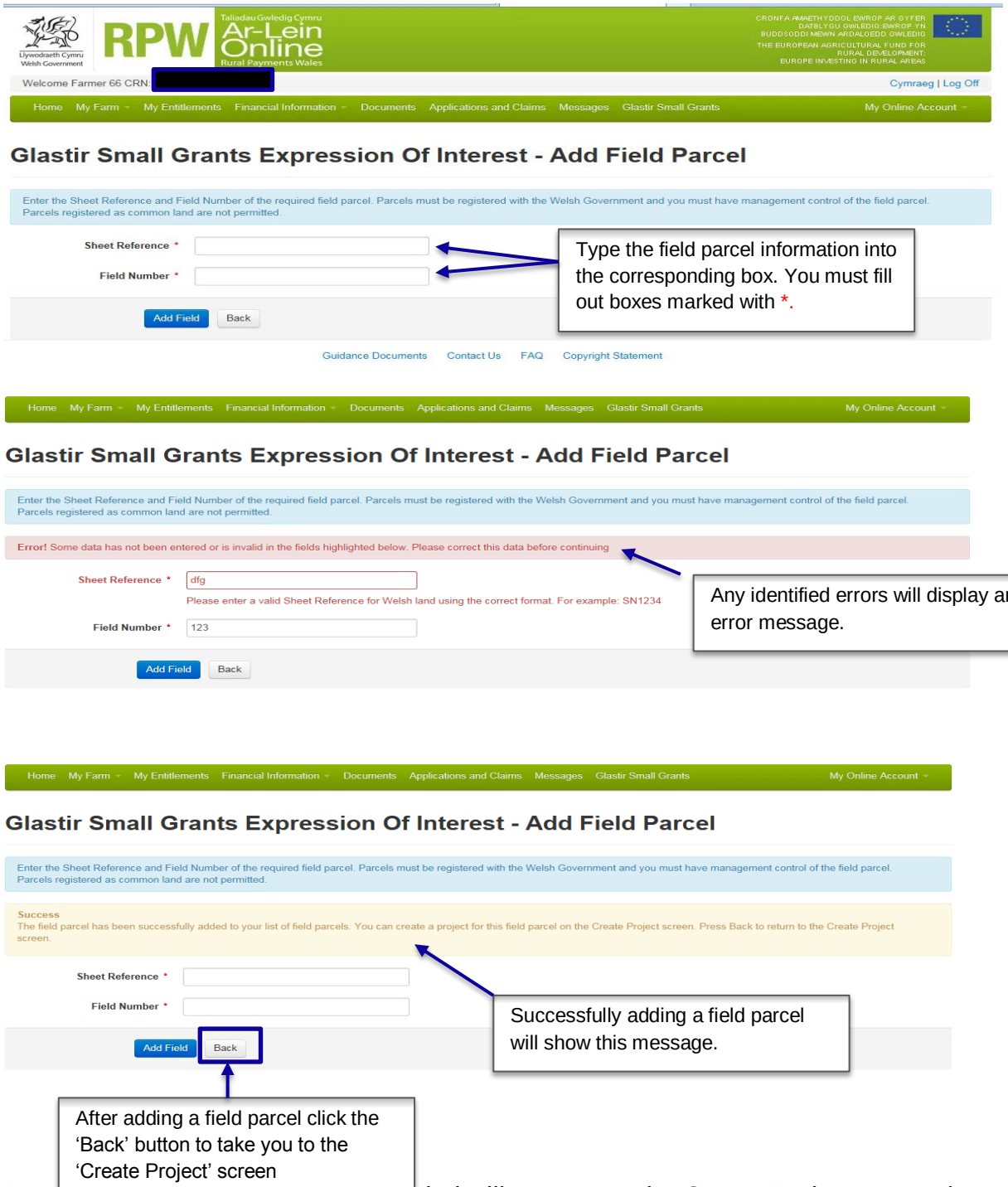
Clicking the field parcel will bring up the RPW Online 'Interactive Map' for the selected field parcel.

Important Note: This is not the Glastir Small Grants Project Map (explained later in this guidance) and will not display any Glastir Small Grants information as seen in the Project Map.

Add Field Parcel

To add a field parcel that is registered with the Welsh Government's Land Parcel Identification System (LPIS) and you have Management Control of at the time of EOI submission, click the Add Field button.



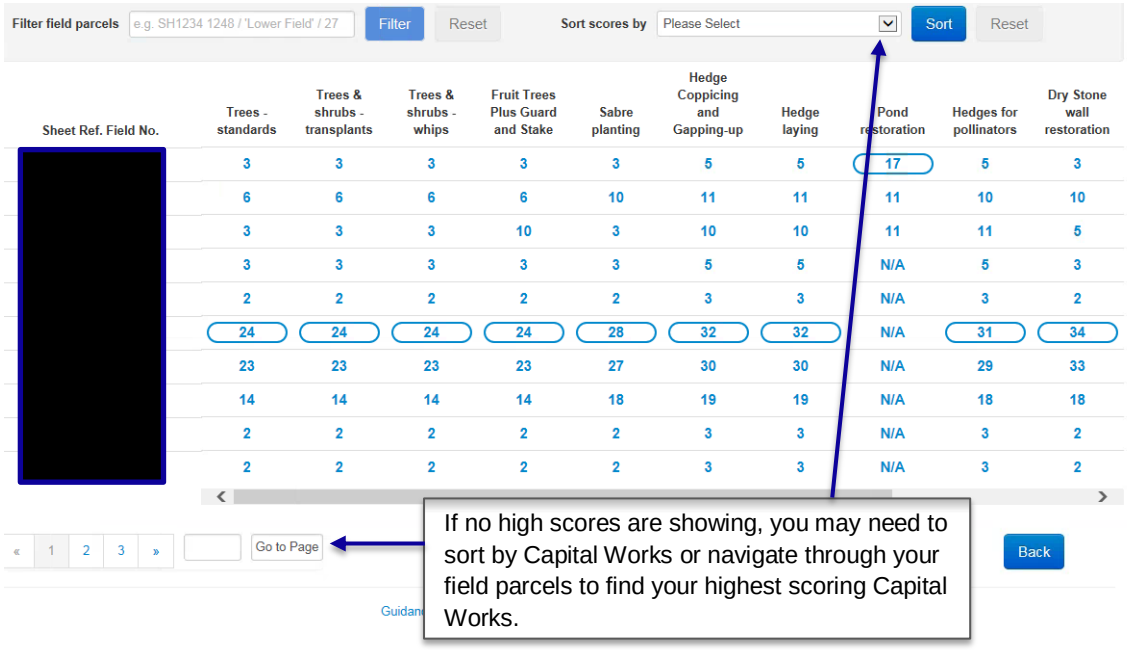


Note: Field parcels successfully added will appear on the Create Project screen in Sheet Reference and Field Number order and so long as it is available you can now create a project for this field parcel (See Selecting a Project section).

Field Parcels added that are N/A will appear at the bottom of the list.

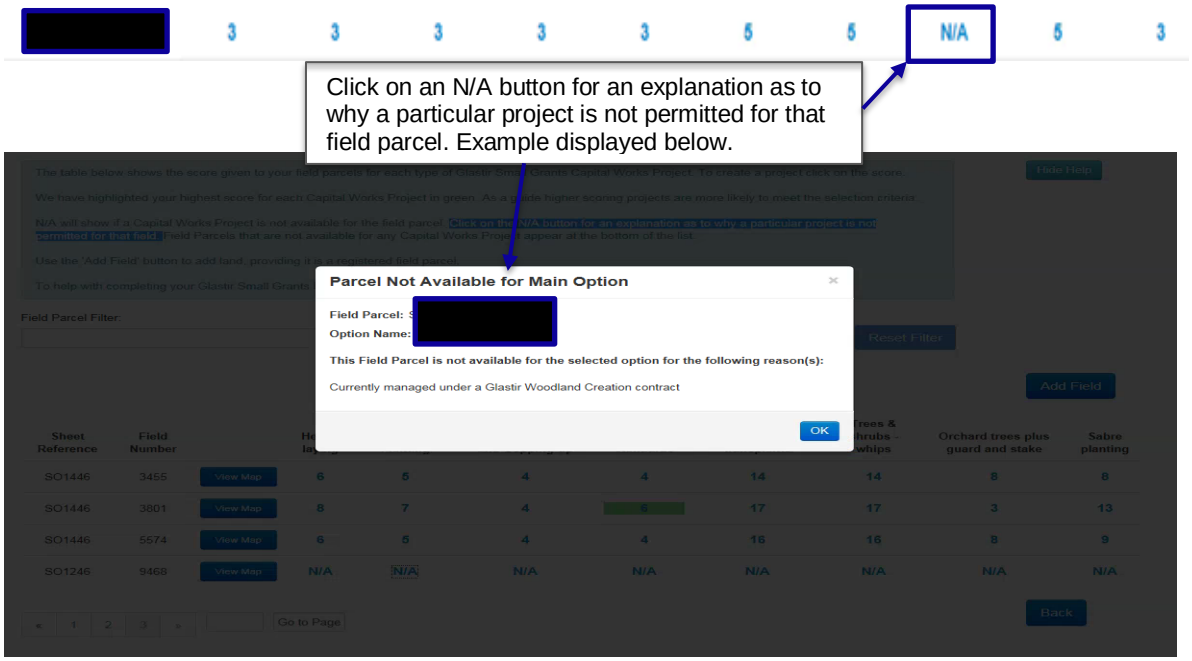
Create Project - Selecting a Project

Each available project will have a score displayed against the corresponding field parcel.



Field Parcels and Capital Works showing as N/A

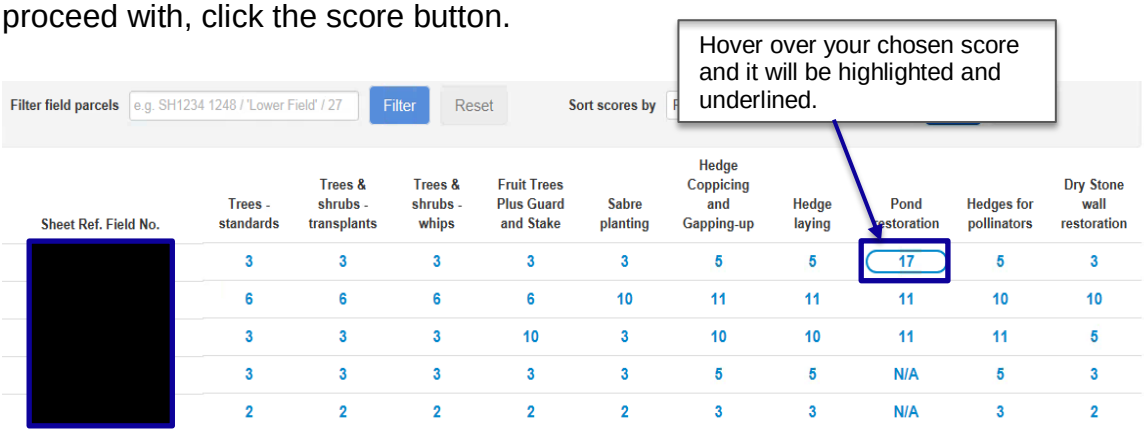
N/A will show if a Capital Works Project is not available for the field parcel. Field parcels that are not available for any Capital Works Project appear on the last page at the bottom of your list.



A list of Ineligible Land can be found in the Glastir Small Grants – General Guidance under Section B - Eligibility.

Choose your Project

Once you have chosen which field parcel and Capital Works Project you want to proceed with, click the score button.



Sheet Ref. Field No.	Trees - standards	Trees & shrubs - transplants	Trees & shrubs - whips	Fruit Trees Plus Guard and Stake	Sabre planting	Hedge Coppicing and Gapping-up	Hedge laying	Pond restoration	Hedges for pollinators	Dry Stone wall restoration
[redacted]	3	3	3	3	3	5	5	17	5	3
	6	6	6	6	10	11	11	11	10	10
	3	3	3	10	3	10	10	11	11	5
	3	3	3	3	3	5	5	N/A	5	3
	2	2	2	2	2	3	3	N/A	3	2

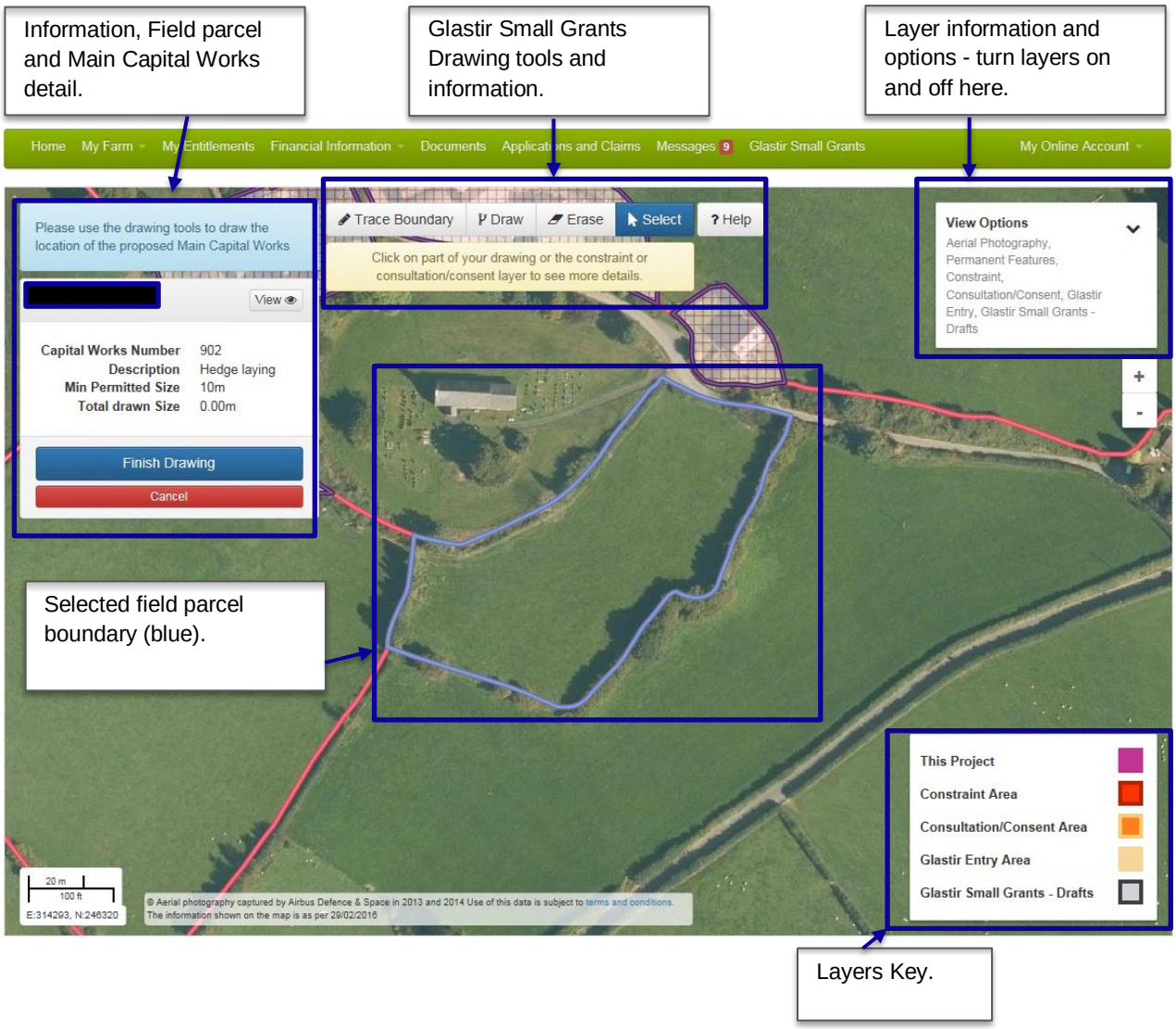
Clicking the score will open your Glastir Small Grants Project Map, ready to draw your chosen Capital Works Project.

Glastir Small Grants Project Map

Project Map - Screen Overview

After clicking on the score you will be presented with your Project Map, this will show the field parcel that you have selected and associated Glastir Small Grants information for that field parcel.

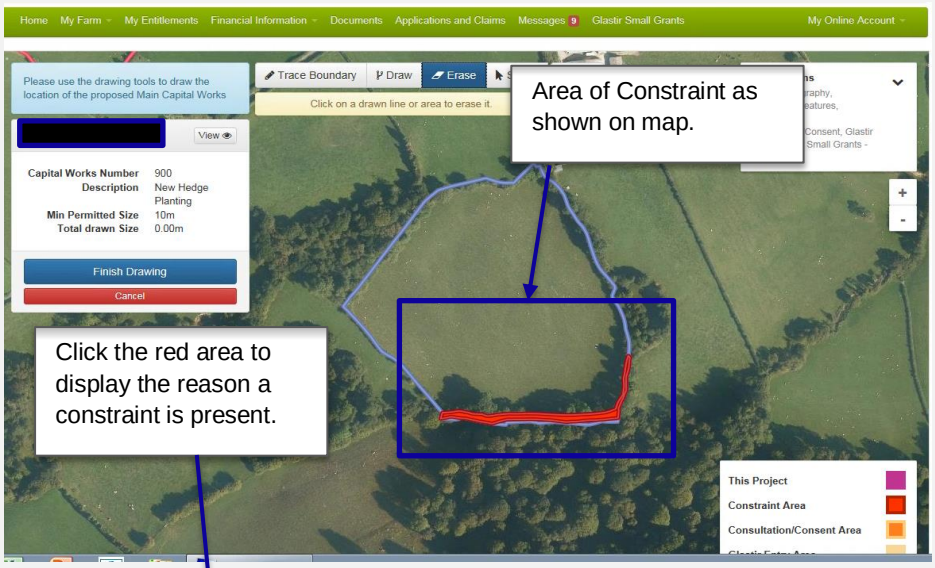
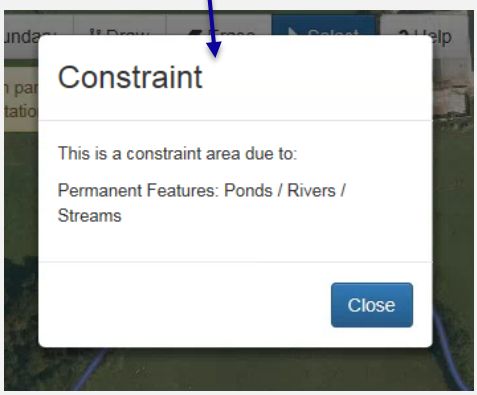
This will be where you draw your Glastir Small Grants project.

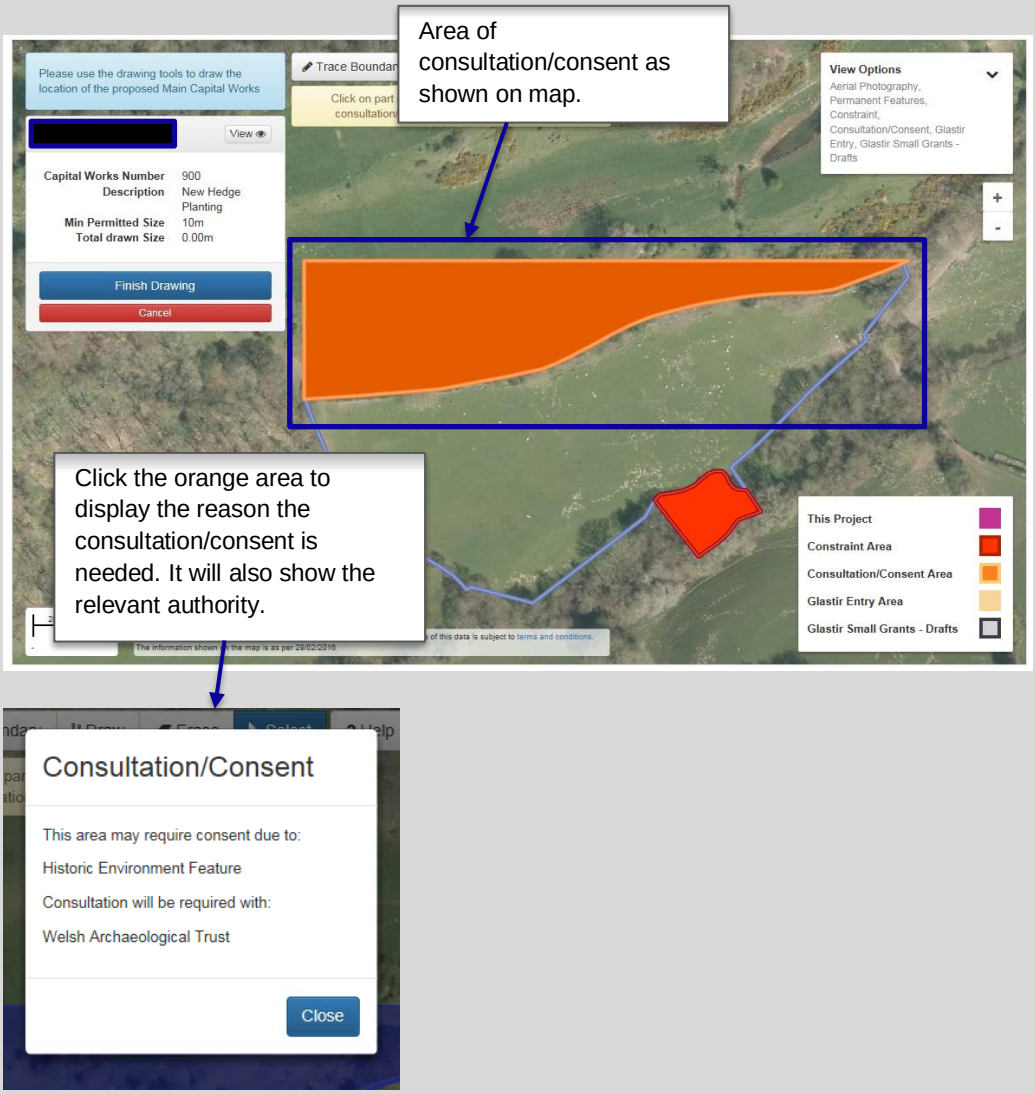


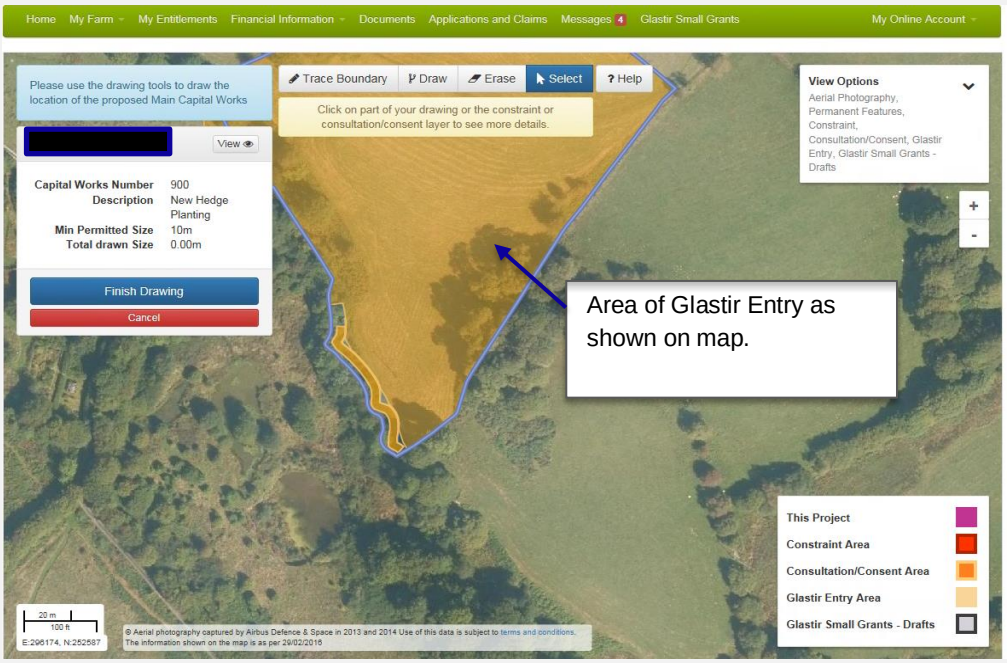
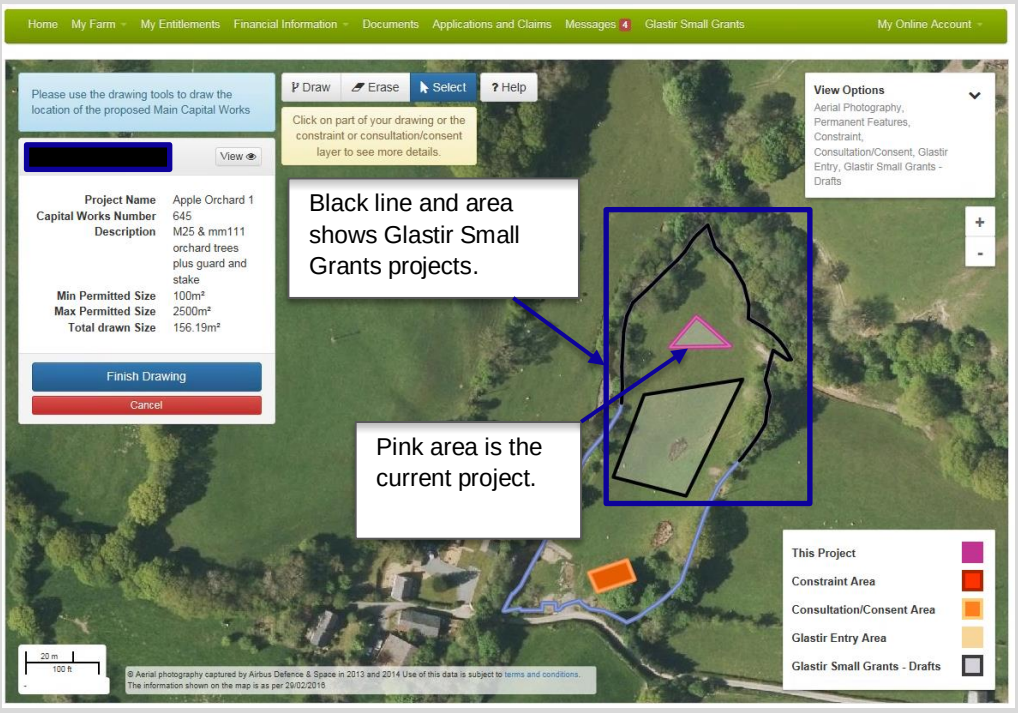
View Options and Layers

To turn the layers on and off hover over the ‘View Options’ box. You can then toggle the layers that you wish to display to assist when drawing your project.

Overview of layers

Screen Layer	Description
Aerial Photography	This shows an aerial photography view of the selected parcel and surrounding land.
Map Layer	This shows the master map layer, this will be displayed on your summary
Permanent Features – Purple Cross Hatch area	This shows the areas of permanent features on the selected parcel and surrounding land parcels for your CRN. You can click on the Permanent feature to display its type.
Field Labels	This shows the field parcel sheet reference and field number.
Constraint – Red Area	This shows an area where the Main Capital Works is not allowed. Glastir Entry Management Options that are not permissible with the Glastir Small Grants Main Capital Works will display as red. Previously submitted Glastir Small Grants projects will also show as red on the Project Map.  

Consultation/Consent – Orange Area	This shows the area where a consultation and, if necessary, a consent would be needed to undertake the Main Capital Work. 

Glastir Entry – Transparent light Yellow area	This shows an area where a Glastir Entry Management Option is present but is not a Constraint for the Main Capital Works, you must avoid applying for Glastir Small Grants Projects on land where management options are already under a Glastir Entry contract. 
Glastir Small Grants – Black line or area.	This shows the Glastir Smalls Grants projects that are in various statuses; this will allow you to try out multiple project ideas before submitting. 

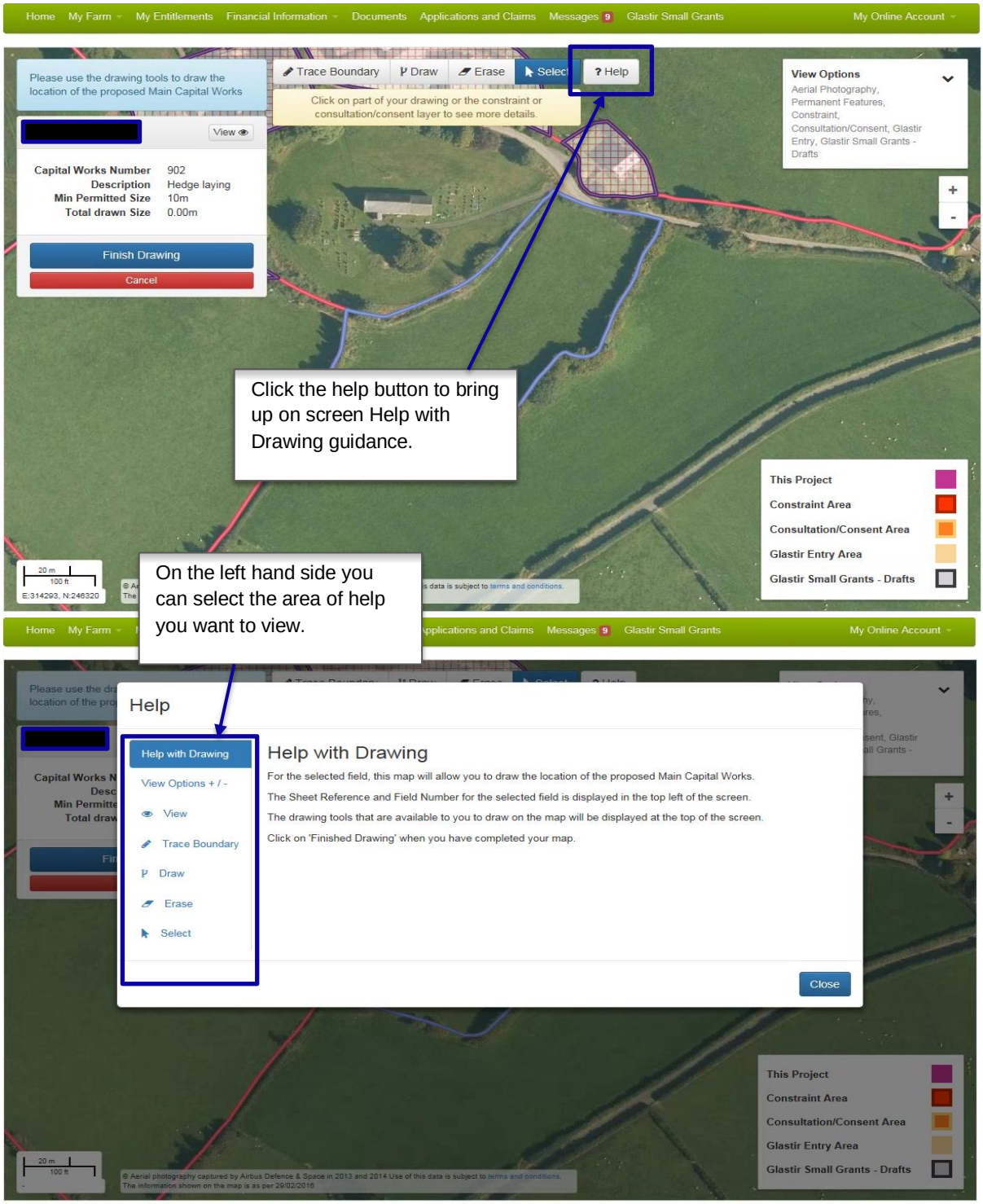
Drawing your Main Capital Works

YouTube Video

There is a helpful YouTube video for a working demonstration on how to use the Project Map and drawing tools (please note the 'Project Location' feature is not demonstrated in the video).

Help with Drawing your Main Capital Works

To view helpful guidance for the drawing and information tools click the help button



Using the Map Tools

This section gives a general overview of each tool, in these examples we have chosen the Hedgerow Capital Works. For more detailed help with using the mapping tools see the Help with Drawing your Main Capital Works section.

Drawing a Linear Main Capital Works Project

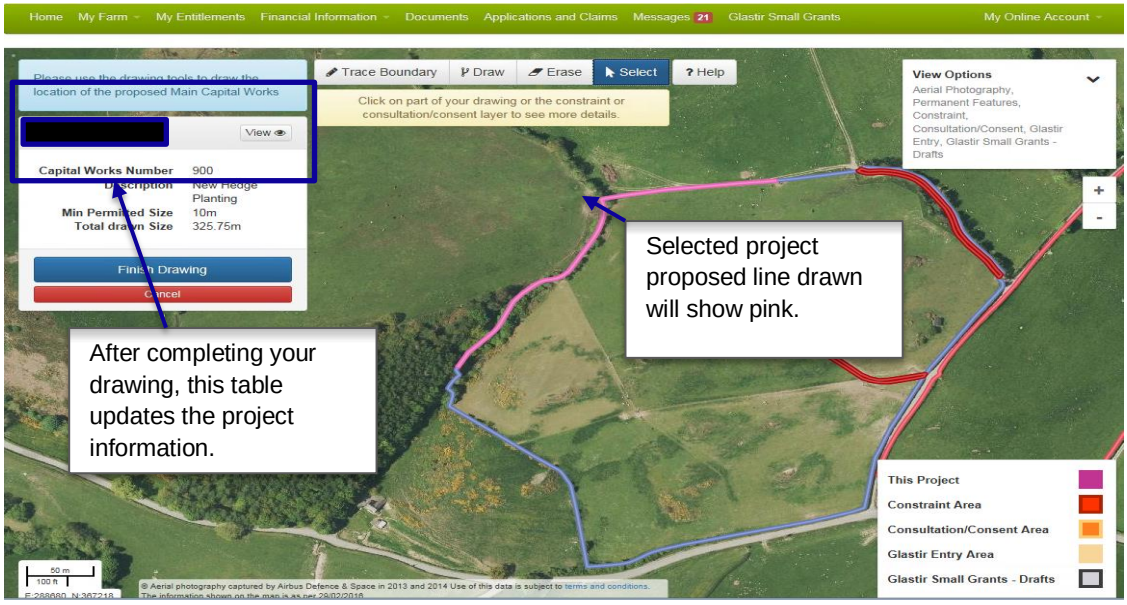
Drawing Tools used – Trace Boundary, Draw
Measurement – Metres

This table shows the minimum and maximum lengths for the hedging capital works. The min and max for all relevant capital works will be shown on the Project Details screen

Capital Works	New Hedge Planting	Hedge Coppicing	Hedge Laying
Number	900	901	902
Minimum	10m	10m	10m
Maximum	Overall Project value limit*	200m	Overall Project value limit*

*The maximum length allowed for these projects will depend on the overall project value. See the Project Details section

Below is an example of a project proposed for a Hedgerow Main Capital Works Project.



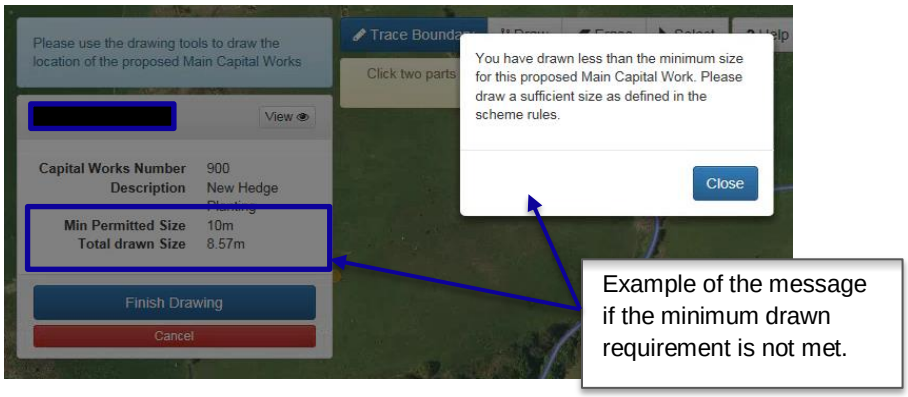
Important: All Hedgerows must be double fenced unless they sit on a roadside boundary. If you are planning on applying for a hedgerow project that is located on a boundary, you will need to get your neighbours agreement to construct any fencing supporting capital works if located on their land.

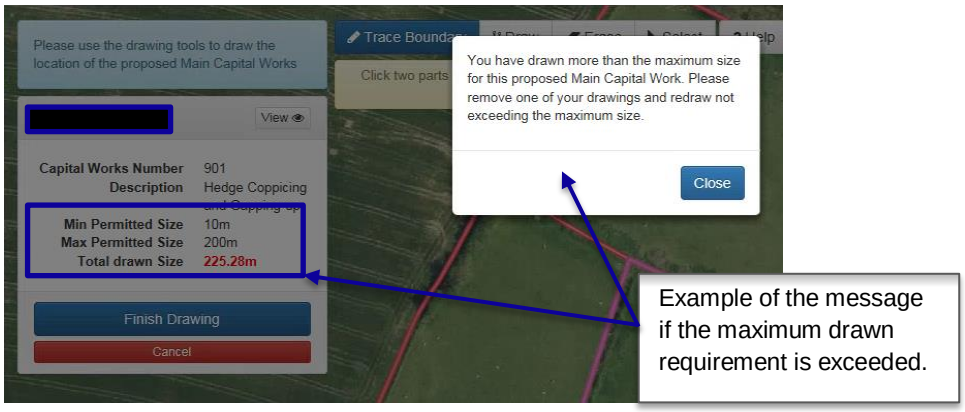
Trace Boundary tool

This drawing tool will allow you to draw along the boundary of the parcel for use with Hedgerow Capital Works. It will automatically follow the boundary when you hover near the field parcel boundary you require. It will follow the shortest route between the start and end point.

If you do not meet the minimum or exceed the maximum total drawn size for the main capital works, as set out in the tables above, a message will appear. You will then need to amend the drawn project to meet the requirements.

The total drawn size will calculate the cumulative length once you have clicked 'Finished Drawing'.

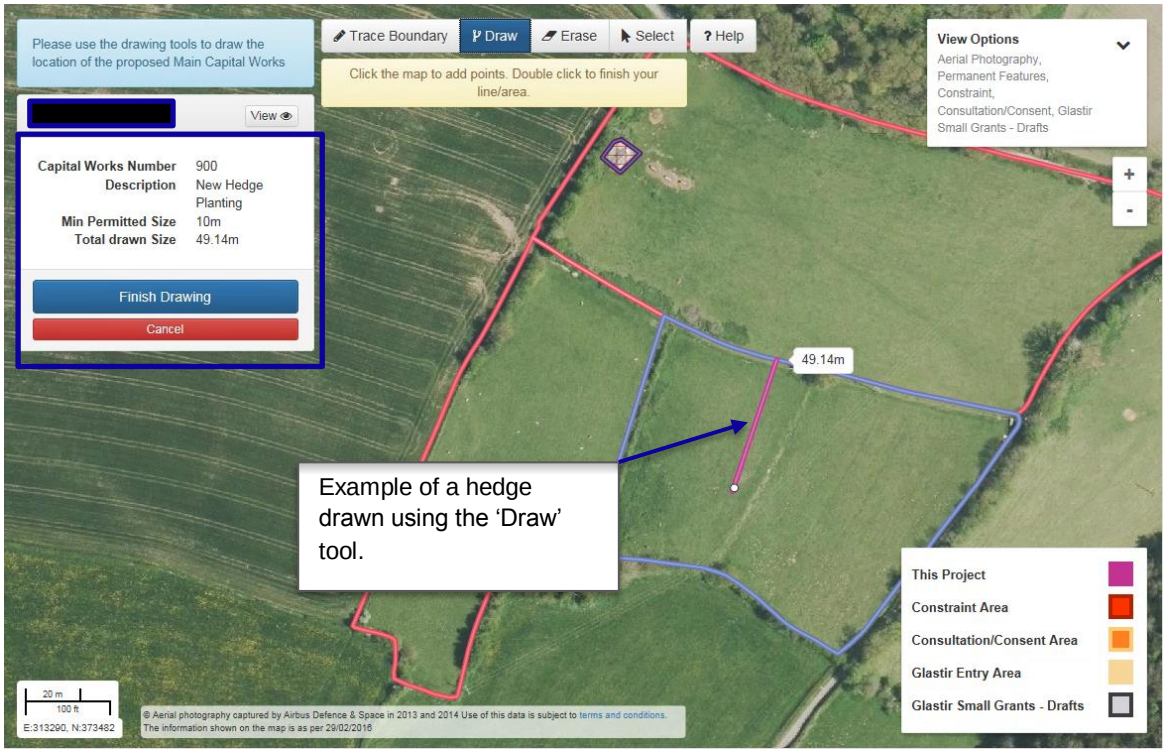




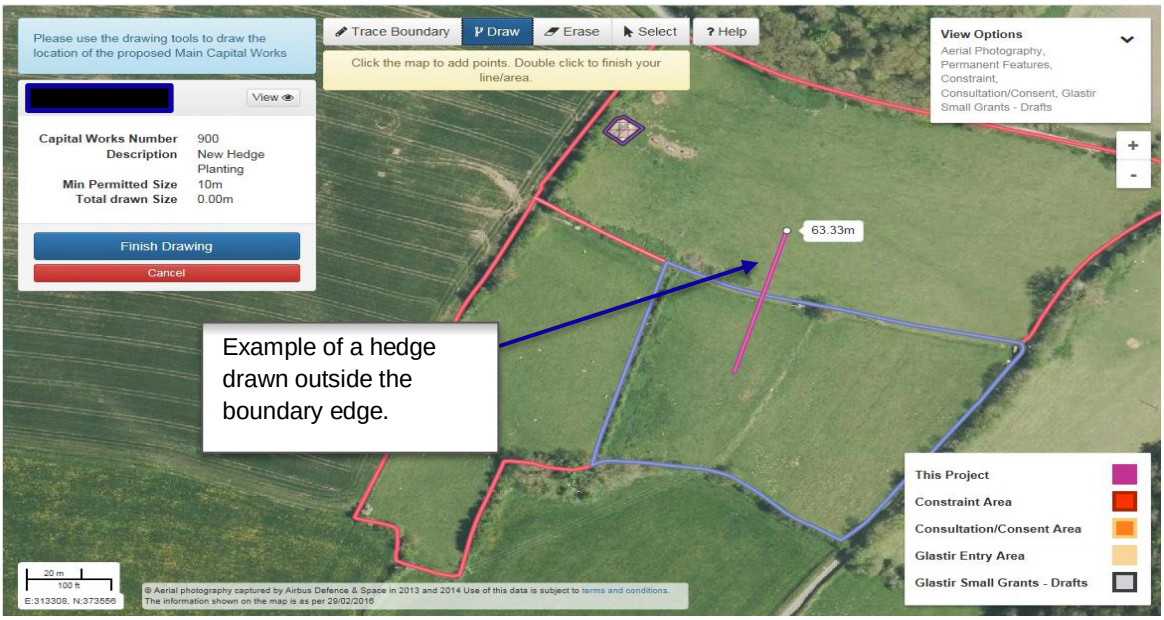
Click the Close button to close the message.

Draw tool - Linear Main Capital Works Project

This tool will allow you to draw a linear feature that does not follow along a boundary, such as a spur hedge.

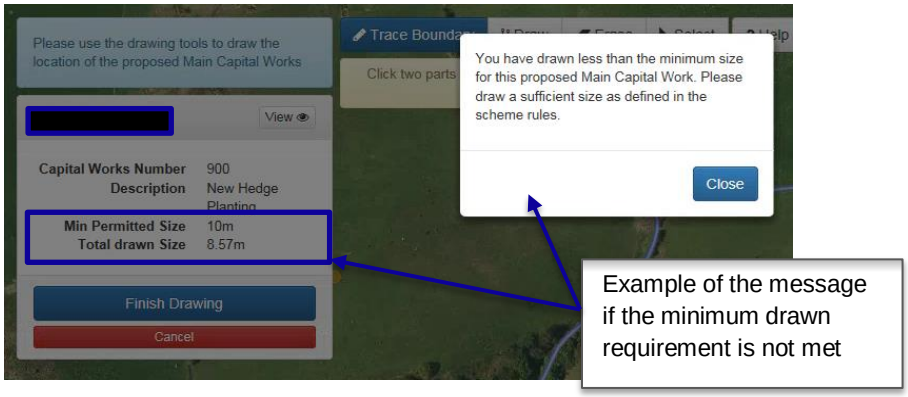


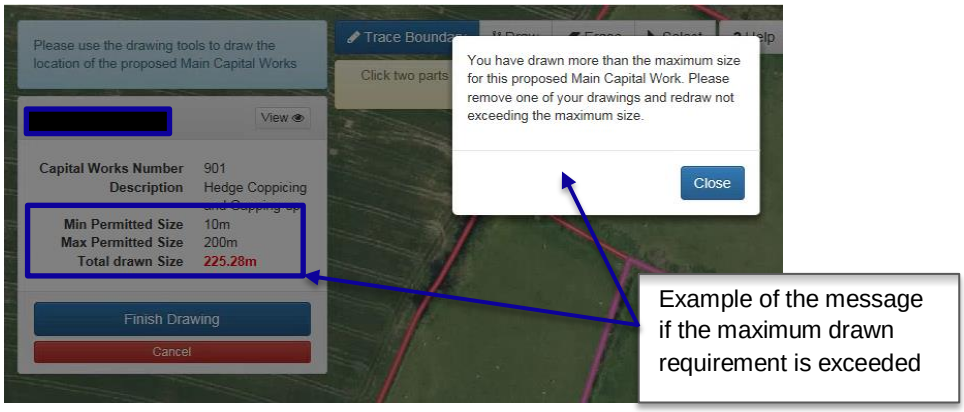
The Draw Tool will 'clip' to the boundary edge if you draw outside of the field parcel selected.



If you do not meet the minimum or exceed the maximum total drawn size for the main capital works, as set out in the tables above, a message will appear. You will then need to amend the drawn project to meet the requirements.

The total drawn size will calculate the cumulative length once you have clicked 'Finish Drawing'.





Click the Close button to close the message

Drawing an Area Main Capital Works Project

In these examples we have chosen the Tree Planting capital works. For more detailed help with using the mapping tools see the Help with Drawing your Main Capital Works section.

Drawing Tools used – Draw
Measurement – m^2

This table shows the minimum and maximum trees and shrubs allowed in the drawn area. **The maximum drawn area for Glastir Small Grants is 2500m2** (0.25ha). The min and max for all relevant capital works will be shown on the Project Details screen

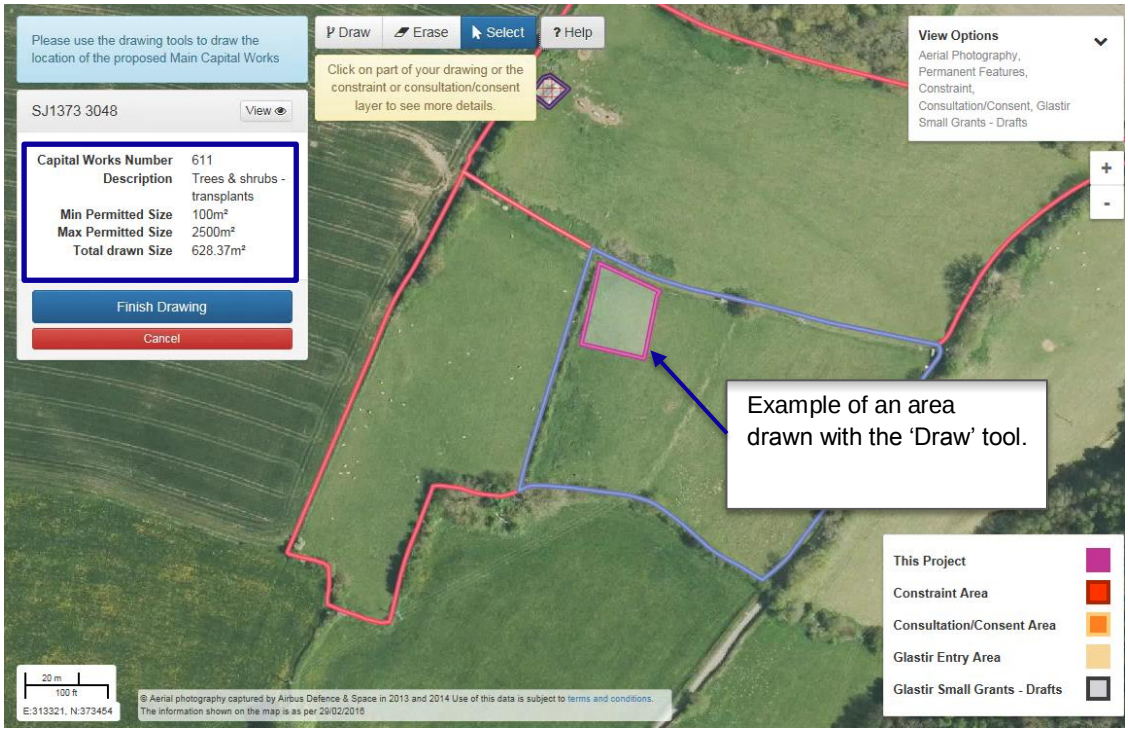
Capital Works	Trees – Standards	Trees & Shrubs – transplants	Trees & Shrubs – Whips	M25 & MM111 Orchard Trees plus guard and Stake	Sabre Planting [no fence planting]
Number	610	611	612	645	646
Minimum Trees & shrubs	1 per project	100/ha*	1 per project	1 per project	1 per project
Maximum Trees & shrubs	100/ha*	2400/ha*	100/ha*	100/ha*	100/ha*

*The areas are drawn in metres squared (m^2). The number of trees will be calculated from the area drawn and the ratio in the above table.

Below is an example of a project proposed for a Trees and Shrubs Main Capital Works Project.

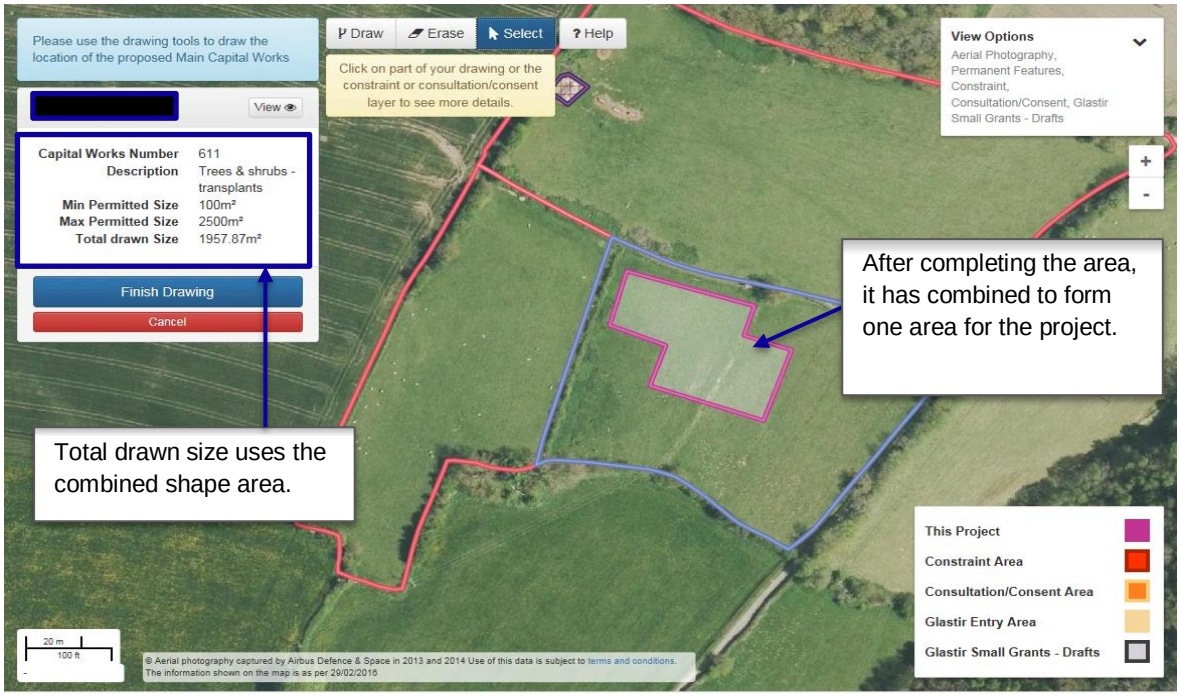
Draw tool – Area based Main Capital Works Project

This tool will allow you to draw an area for the location of your trees and shrubs planting.



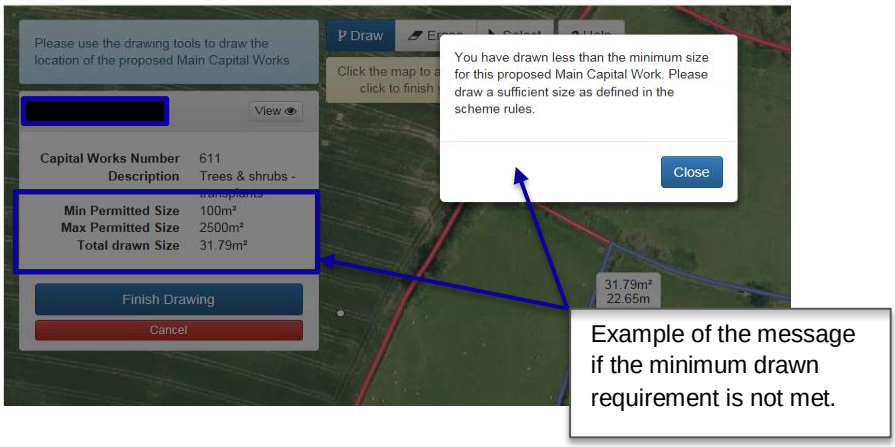
Clipping - The Draw Tool will 'clip' to the boundary edge if you draw outside of the field parcel selected.

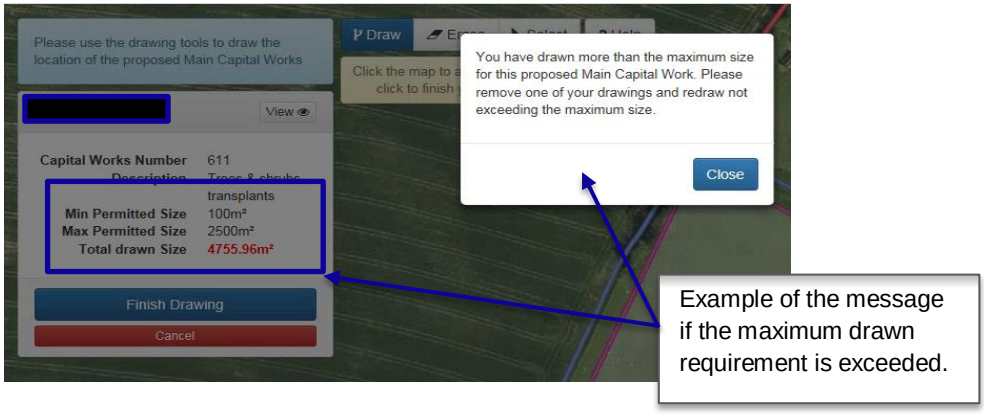
Overlapping area shapes – The 'Draw' tool will allow you to draw over areas that have already been drawn, it will then combine the shapes to form one project area and this will be the area used for the Total drawn size.



If you do not meet the minimum or exceed the maximum total drawn size for the main capital works, as set out in the tables above, a message will appear. You will then need to amend the drawn project to meet the requirements.

The total drawn size will calculate the area once you have clicked 'Finish Drawing'.





Click the Close button to close the message

Drawing a Project Location Main Capital Works Project
This tool allows to place a point or 'pin' on the location of where you are proposing to complete the main capital works.

In these examples we have chosen the Guttering capital works. For more detailed help with using the mapping tools see the Help with Drawing your Main Capital Works section.

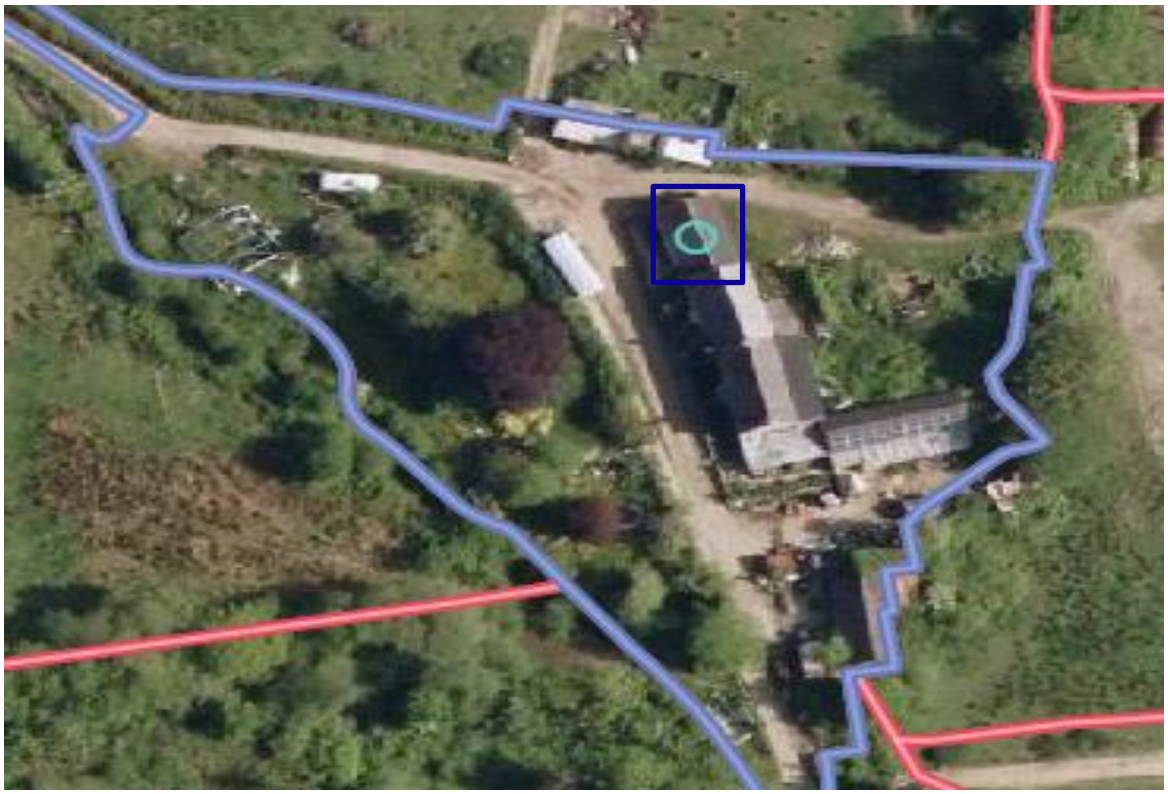
Drawing Tools used – Project Location
Measurement – Pin drop

The min and max for all relevant capital works will be shown on the Project Details screen.

Project Location tool
Once you have chosen you Main capital works the map for that field parcel will be shown on screen.

Guttering will be located on buildings

To mark the location you wish complete your project to select the Project location button and a small blue dot will appear on the map (shown below)



To place the pin on the location click the left mouse button and the dot will change to a purple pin

You can place multiple points to mark each different location.

When you have completed the proposed project click the ‘Finish Drawing’ button

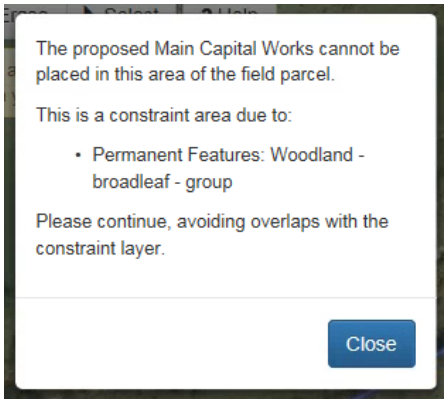
You will enter the length of the guttering (and other project location capital works) within Project Details.

Note: For relocation of sheep dips and pens and relocation of sheep pens capital works, the project location pin is the new location where the relocated capital works will be situated.

Drawn project overlapping the Constraint layer

If your Main Capital Works drawing overlaps with a constraint layer (red), you will get an error message on the Project Map explaining the reason why the project cannot be placed in this area and need to redraw.

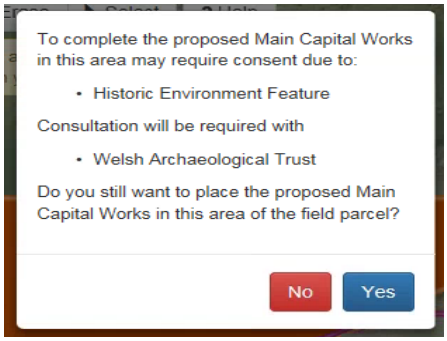
See below for an example:



Drawn project overlapping the Consultation/Consent layer

If your Main Capital Works drawing overlaps with a consultation/consent layer (orange), you will get an information message on the Project Map explaining the reason why the project will need consultation/consent if placed in that area.

See below for an example:



You will have the choice to continue with the project and the Welsh Government will seek consultation/consent on your behalf. See the Consultation and Consent section in the Glastir Small Grants: General Guidance for more details.

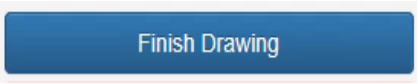
Cancel Drawing

If for any reason you do not wish to continue with drawing your project click the

button.

You will receive a prompt to make sure you want to cancel and it will either take you back to the Projects page if you haven't drawn any part of your project or will take you back to the Project Details page if you are amending a draft project.

Finish Drawing

Once you have finished drawing your project click the 

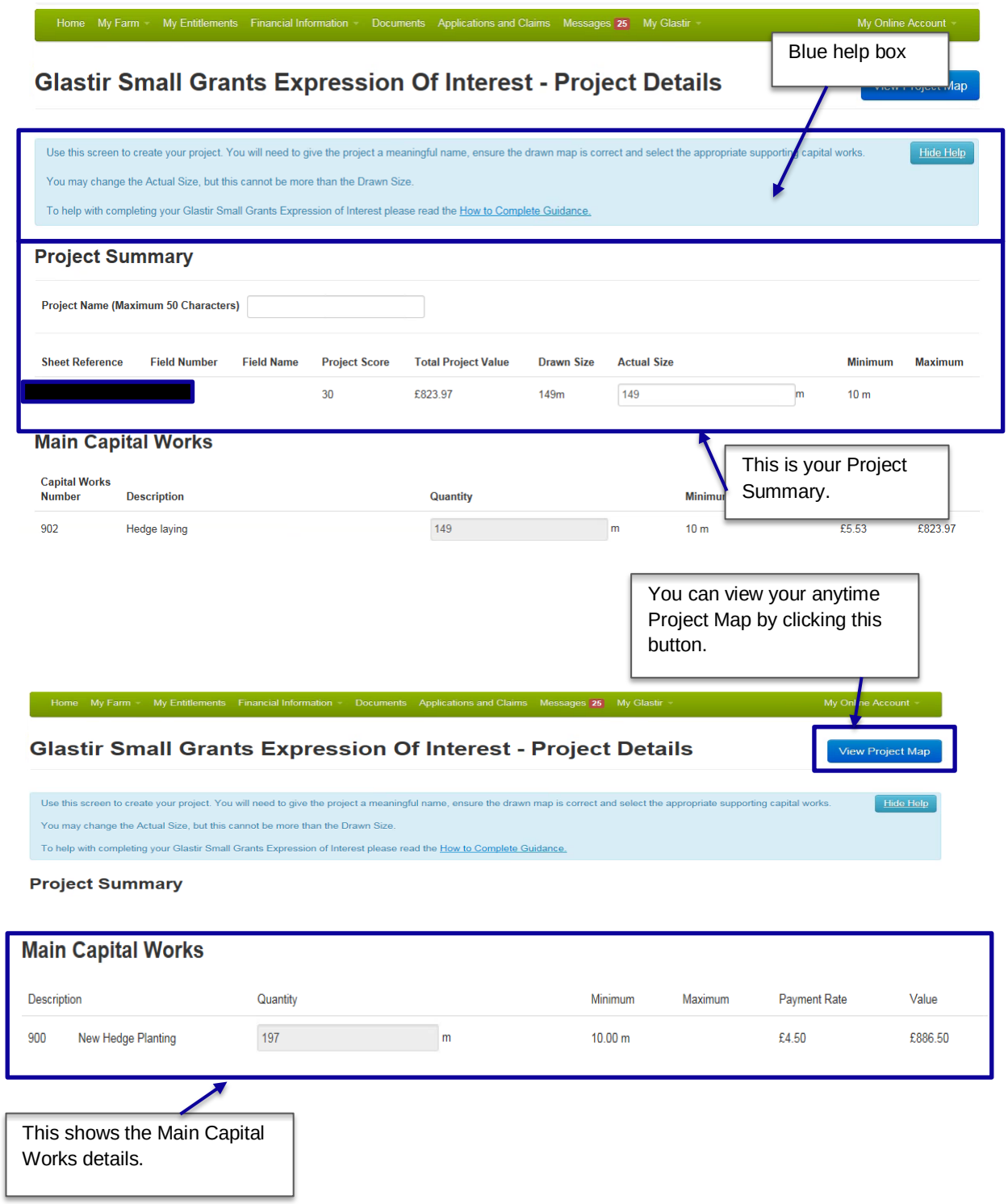
button. The Project Map will calculate your project details and any outstanding errors or message will be displayed.

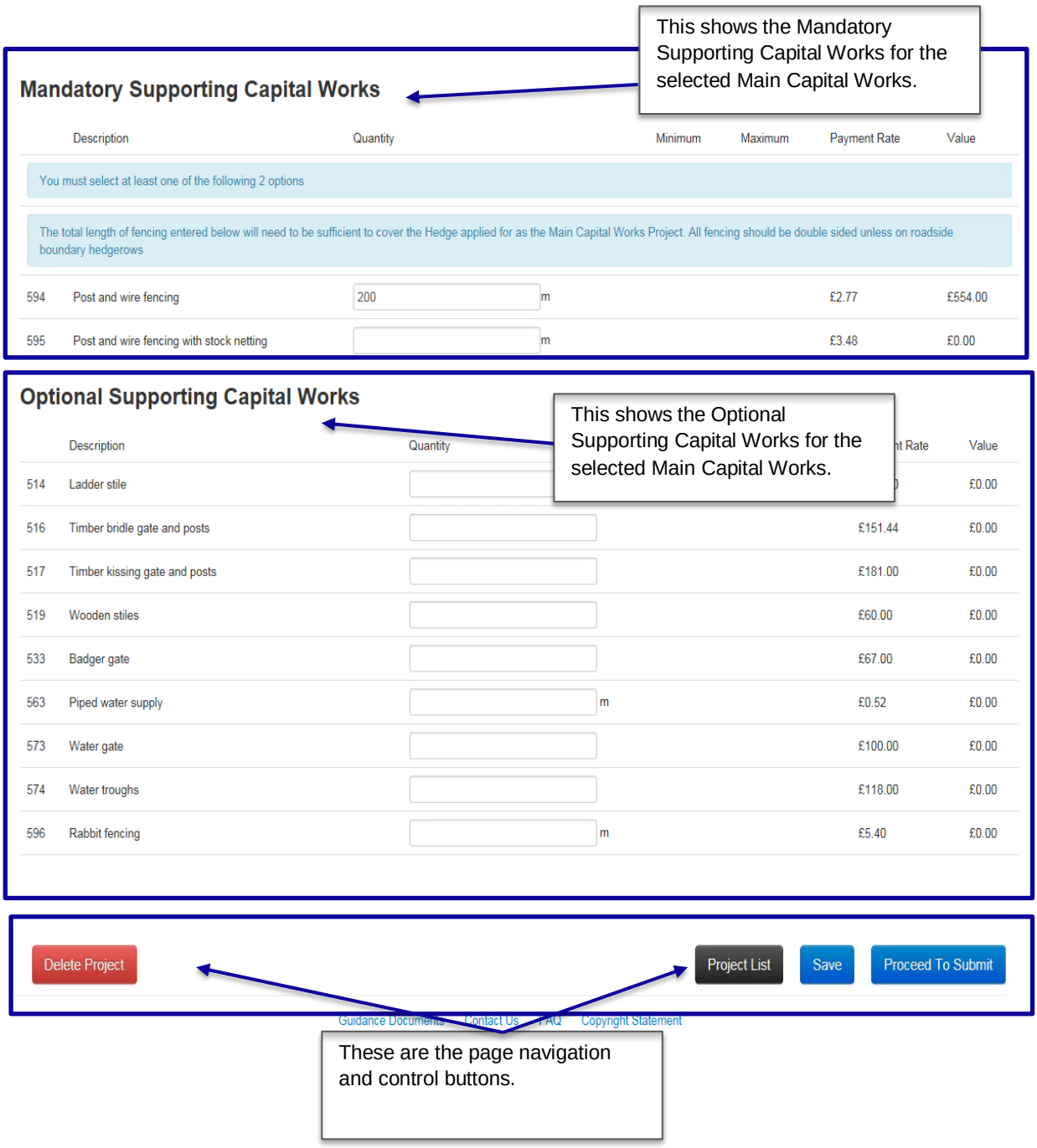
Clicking the ‘Finish ‘Drawing’ button will take you to the Project Details page.

Project Details

Once you have finished drawing your project you will need to enter information for that project.

Project details – page overview

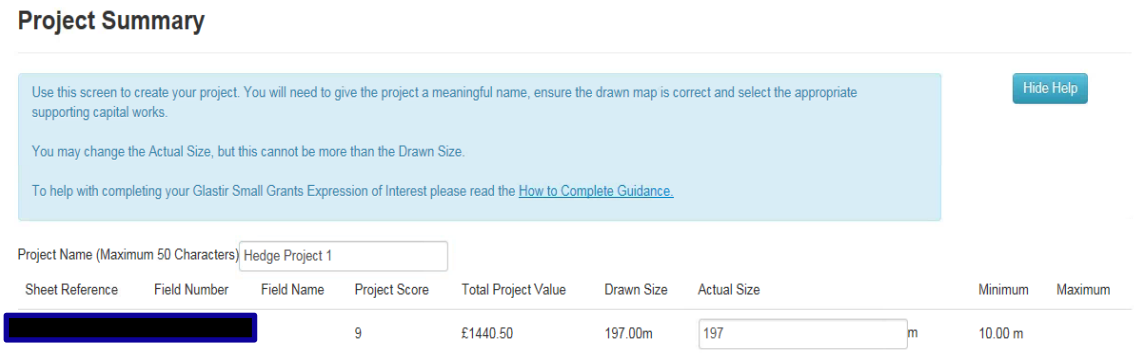



This shows the Mandatory Supporting Capital Works for the selected Main Capital Works.
Mandatory Supporting Capital Works
Description
Quantity
Minimum
Maximum
Payment Rate
Value
You must select at least one of the following 2 options
The total length of fencing entered below will need to be sufficient to cover the Hedge applied for as the Main Capital Works Project. All fencing should be double sided unless on roadside boundary hedgerows
594 Post and wire fencing 200 m £2.77 £554.00
595 Post and wire fencing with stock netting m £3.48 £0.00
Optional Supporting Capital Works
This shows the Optional Supporting Capital Works for the selected Main Capital Works.
Description
Quantity
Value
514 Ladder stile £0.00
516 Timber bridle gate and posts £151.44 £0.00
517 Timber kissing gate and posts £181.00 £0.00
519 Wooden stiles £60.00 £0.00
533 Badger gate £67.00 £0.00
563 Piped water supply m £0.52 £0.00
573 Water gate £100.00 £0.00
574 Water troughs £118.00 £0.00
596 Rabbit fencing m £5.40 £0.00
Delete Project
Project List
Save
Proceed To Submit
Guidance Documents
Contact Us
FAQ
Copyright Statement
These are the page navigation and control buttons.

Project Summary overview

The Project Summary will show the details of the project and will update whenever you click the ‘Save’ button.

The Blue Help box will show key information for the Project Details page, you can hide or show this text by using the Hide Help / Show Help button



Project Name: You must enter a name for the project; you will be unable to submit your project without a project name.

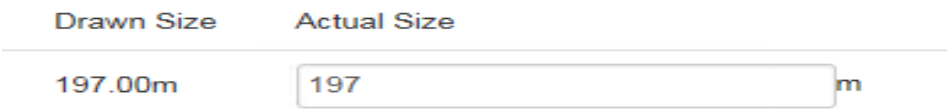
Sheet Reference and Field Number: This is the field parcel where your project is located.

Field Name: If you have named a Field on you Single Application Form (SAF) this will display here.

Project Score: This displays the score of the project that you selected when creating the project.

Total Project Value: This shows the calculation of all Capital Works (Main, Mandatory and Optional) that you have chosen for this project.

Drawn Size: This is the measurement of the project that you have drawn on the Project Map. This will round to the nearest whole number.



Actual Size: This will automatically populate to match the first drawn size of the project. If the actual size of the project is less than the drawn size this can be entered in the box. For example, if a gate is chosen as an Optional Supporting Capitals Works, this will reduce the project length.

You can not enter a larger amount than the Drawn Size, if you wish to increase the Main Capital Works size you will need to redraw it on the Project Map. You can not enter more or less than the Minimum or Maximum in the Actual Size box.

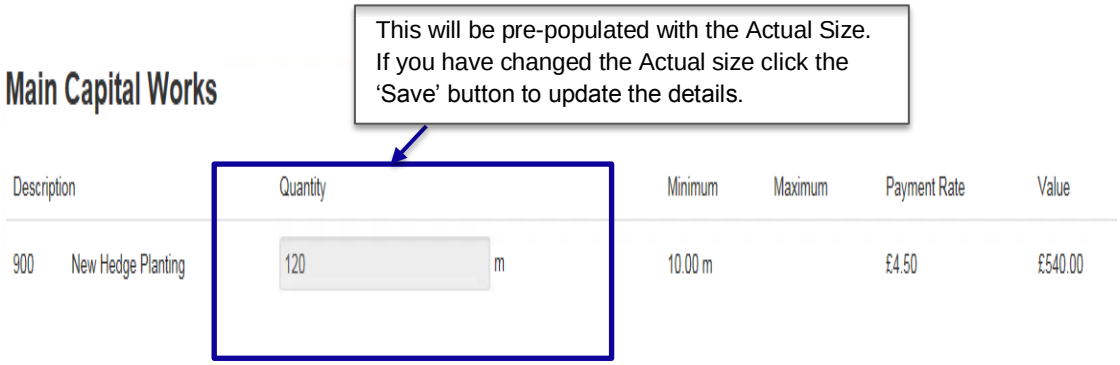
Minimum and Maximum: This will display the minimum and maximum size for the Main Capital Works that has been drawn.

Main Capital Works Project

For information on which Supporting Capital Works correspond to each Main Capital Works on the Project Details screen see the Glastir Small Grants: Carbon – Capital Works Technical Guidance Booklet.

Main Capital Works

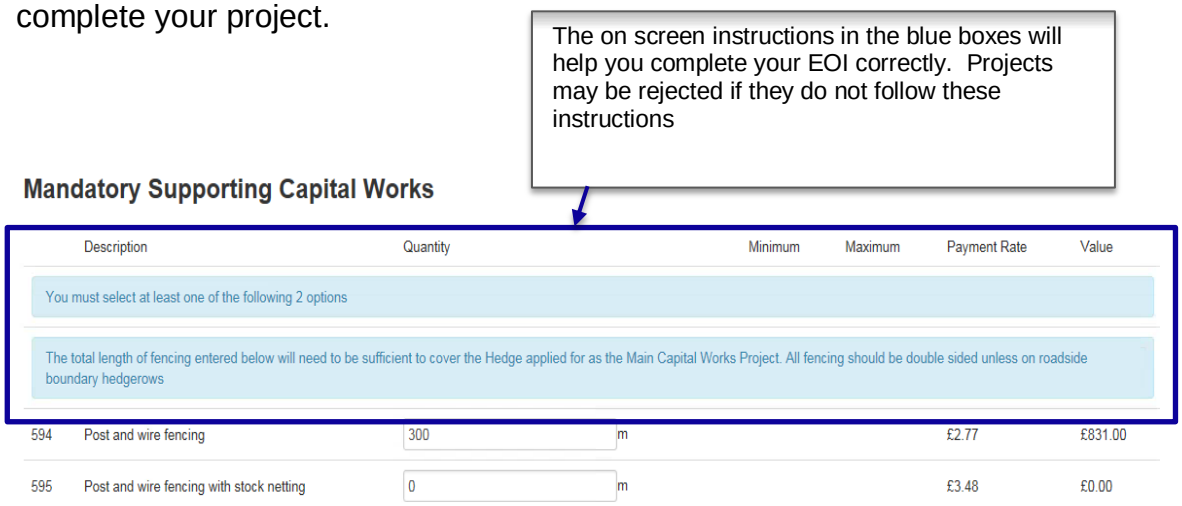
This is the project you have chosen and drawn throughout the Expression of Interest.



Payment Rate and Value: The Main Capital Works value will be calculated using the Quantity multiplied by the Payment Rate and will be displayed on screen.

Mandatory Supporting Capital Works

These will be directly linked to the Main Capital Works and will be required to complete your project.

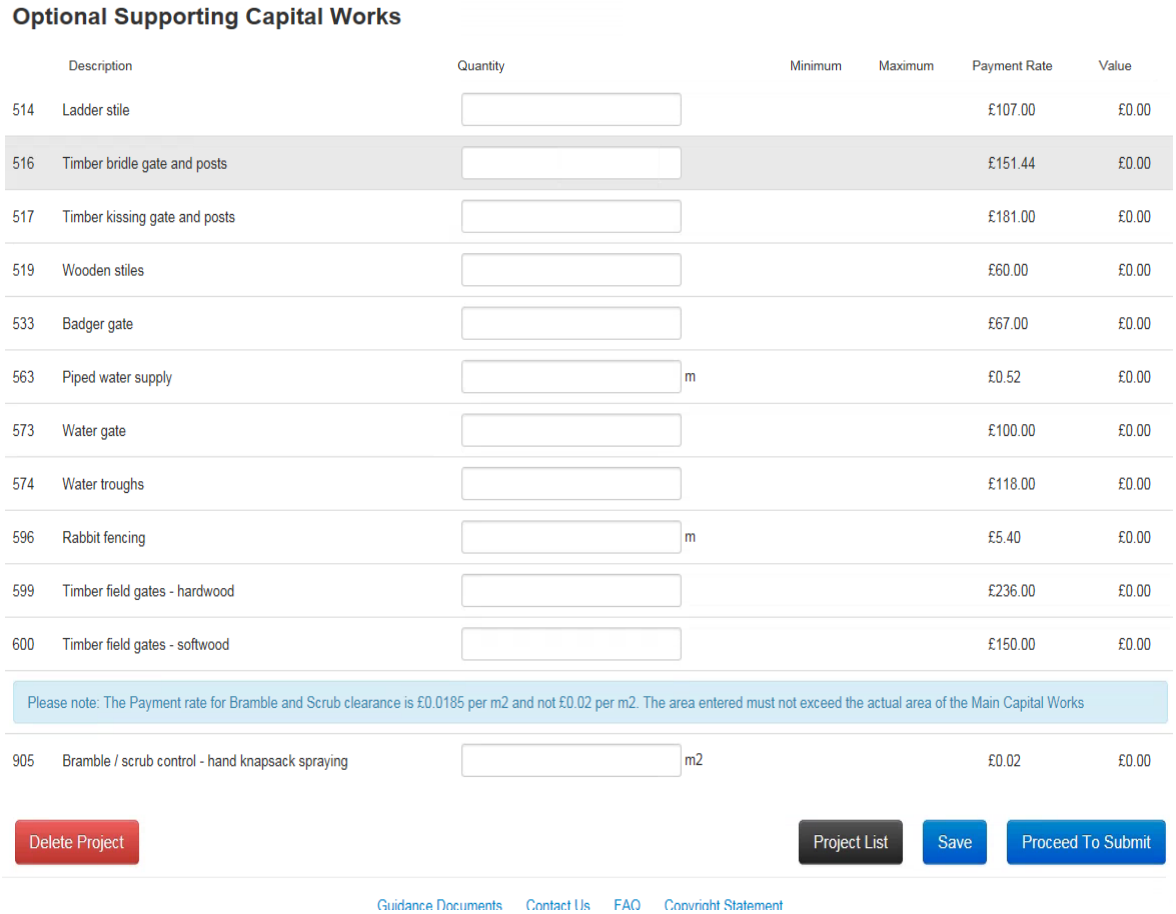


You must enter a quantity for the Mandatory Supporting Capital Works; you will not be able to submit the project without completing this section. A red error message will appear at the top of the page, directing you to the area that is not completed. See Errors

Optional Supporting Capital Works

As the title of this section suggests, these are the optional capital works that you can choose to compliment your Main and Mandatory Capital Works. A selection that relates to the Main Capital Works will be available to choose from.

If you wish to choose an Optional Capital Works enter a quantity against your chosen item. The payment rate and value will show once the project has been saved.



Optional Supporting Capital Works

	Description	Quantity		Minimum	Maximum	Payment Rate	Value
514	Ladder stile					£107.00	£0.00
516	Timber bridle gate and posts					£151.44	£0.00
517	Timber kissing gate and posts					£181.00	£0.00
519	Wooden stiles					£60.00	£0.00
533	Badger gate					£67.00	£0.00
563	Piped water supply		m			£0.52	£0.00
573	Water gate					£100.00	£0.00
574	Water troughs					£118.00	£0.00
596	Rabbit fencing		m			£5.40	£0.00
599	Timber field gates - hardwood					£236.00	£0.00
600	Timber field gates - softwood					£150.00	£0.00

Please note: The Payment rate for Bramble and Scrub clearance is £0.0185 per m2 and not £0.02 per m2. The area entered must not exceed the actual area of the Main Capital Works

905	Bramble / scrub control - hand knapsack spraying		m2			£0.02	£0.00

Delete Project | Project List | Save | Proceed To Submit

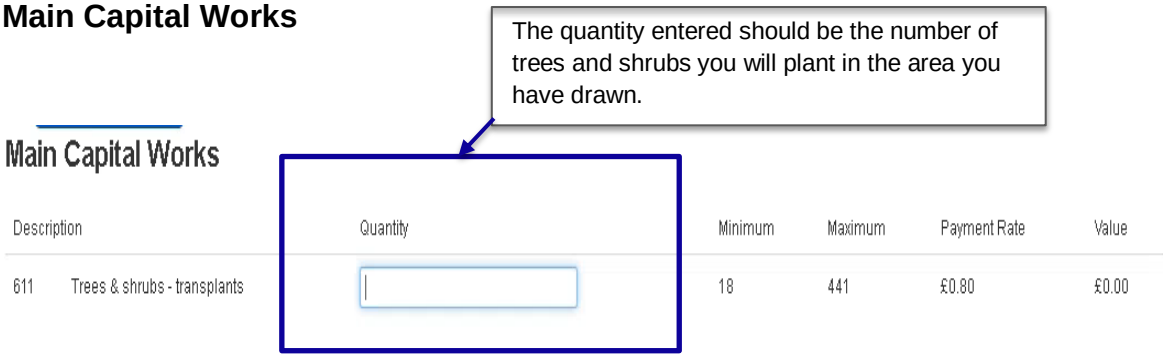
Guidance Documents Contact Us FAQ Copyright Statement

Main Capital Works Project – Tree example

This will show how to complete the Project Details for the Trees and Shrubs Main Capital Works – 610, 611, 612, 645, 646.

For information on which Supporting Capital Works corresponds to each Main Capital Works on the Project Details screen see the Glastir Small Grants: Carbon – Capital Works Technical Guidance Booklet.

Main Capital Works

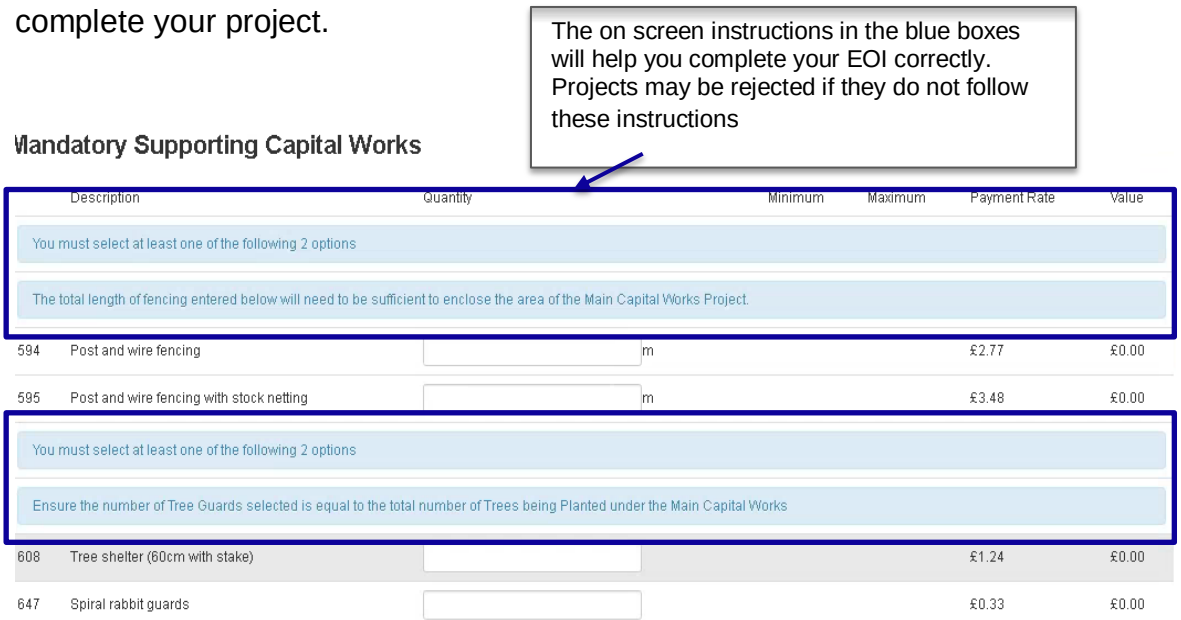


Minimum and Maximum: The minimum and maximum number of trees and shrubs available will be calculated from the area that you have drawn in the Project Map. Please refer to the table in the Drawing a Trees and Shrubs Main Capital Works Project section.

Payment Rate and Value: The Main Capital Works value will be calculated using the Quantity multiplied by the Payment Rate and will be displayed on screen.

Mandatory Supporting Capital Works

These will be directly linked to the Main Capital Works and will be required to complete your project.



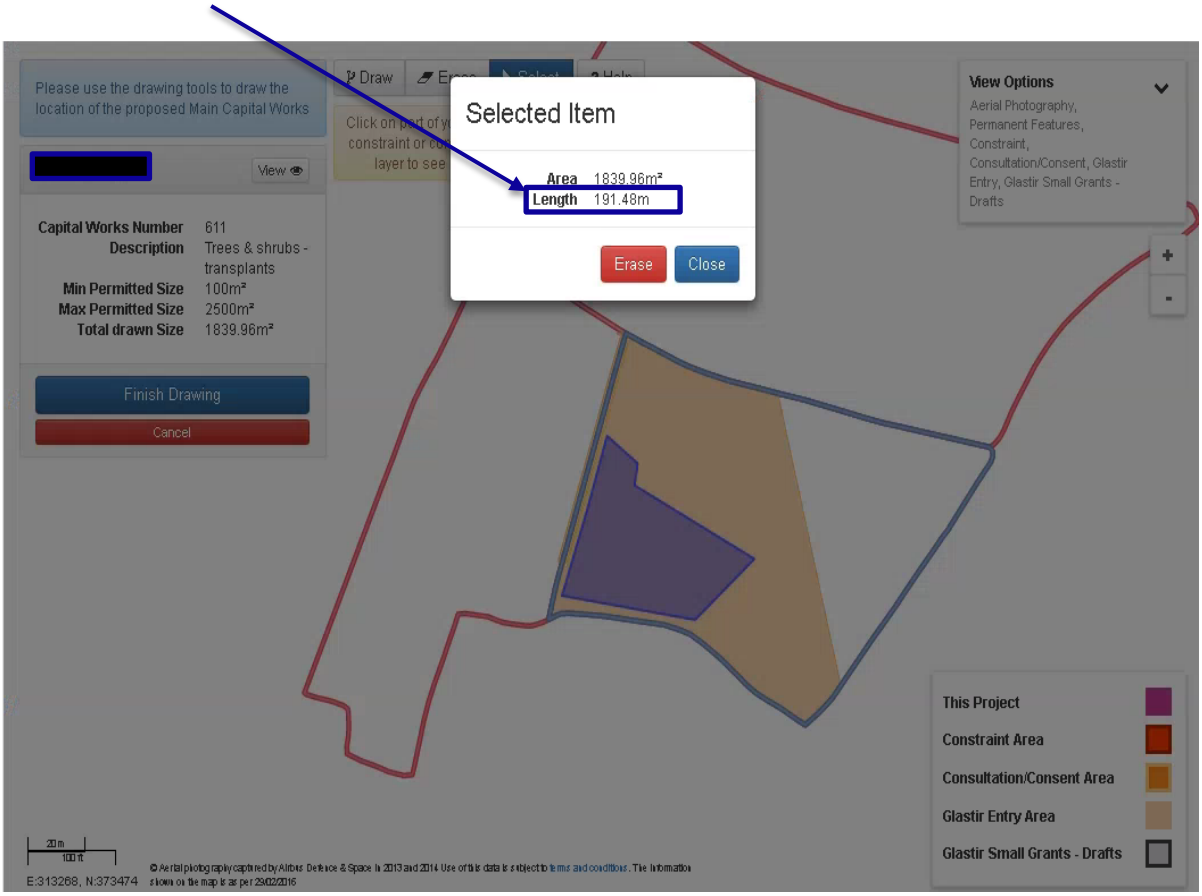
You must enter a quantity for the Mandatory Supporting Capital Works; you will not be able to submit the project without completing this section. A red error message will appear at the top of the page, directing you to the area that is not completed. See Errors

Fencing for 611 - Trees and Shrubs – Transplants:

Fencing off the planting area is a Mandatory Supporting Capital Works for Transplants. To find the length of the fencing required open your Project Map using the View Project Map button.

Use the ‘Select’ tool and select the drawn area for the project. The length is shown in the selected item box that shows on screen.

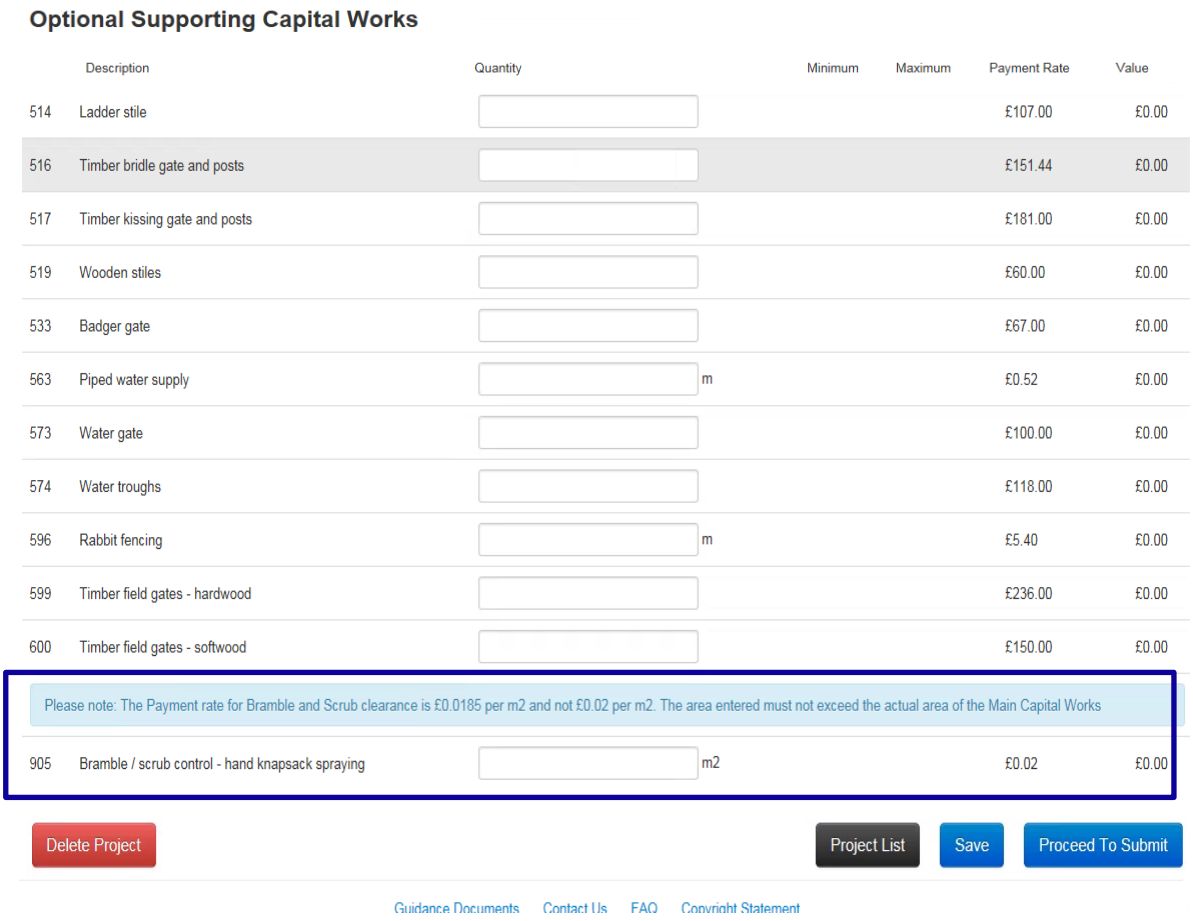
Enter this length into the quantity for your Mandatory Supporting Capital Works



Optional Supporting Capital Works

As the title of this section suggest, these are the Optional Capital Works that you can choose to compliment your Main and Mandatory Capital Works. A selection that relate to the Main Capital Works will be available to choose from.

If you wish to choose an optional capital works enter a quantity against your chosen item. The payment rate and value will show once the project has been saved.



Bramble and Scrub Control

The Payment rate for Bramble and Scrub clearance is £0.0185 per m^2 and not the £0.02 per m^2. If your project is selected a small adjustment will be made to correct this in the contract offer.

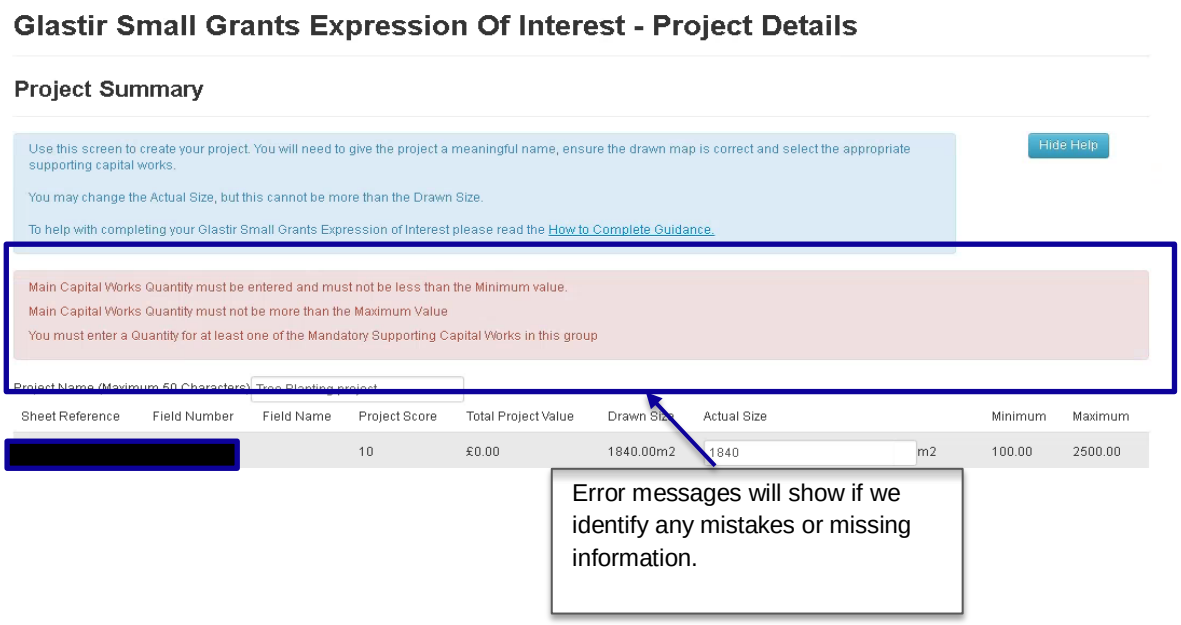
To work out the difference please us the below calculation.
Area (m2) x 0.02 = EOI Value
Area (m2) x 0.0185 = New Value

Example
500 m^2 x £0.02 = £10
500 m^2 x £0.0185 = £9.25

The amount of £9.25 and not the displayed in the Expression of Interest £10 will be included in your Glastir Small Grants contract

Errors

If we identify any mistakes or missing information, an error message will appear at the top of the Project Details screen. You will need to clear these errors before you are able to submit your project Expression of Interest.



Saving and updating your project

Once you have entered the required details click the Save button at the bottom of the screen. This will update the Project Details page with any changes you have made and show any errors that are present.

You will need to click the Save button to update the page each time you make a change; this gives you an opportunity to try a number of scenarios for the Supporting Capital Works.

Deleting your Project

If you wish to delete the project, click the Delete Project button. You will be prompted to make sure that you want to delete the project.

Back to the Projects page

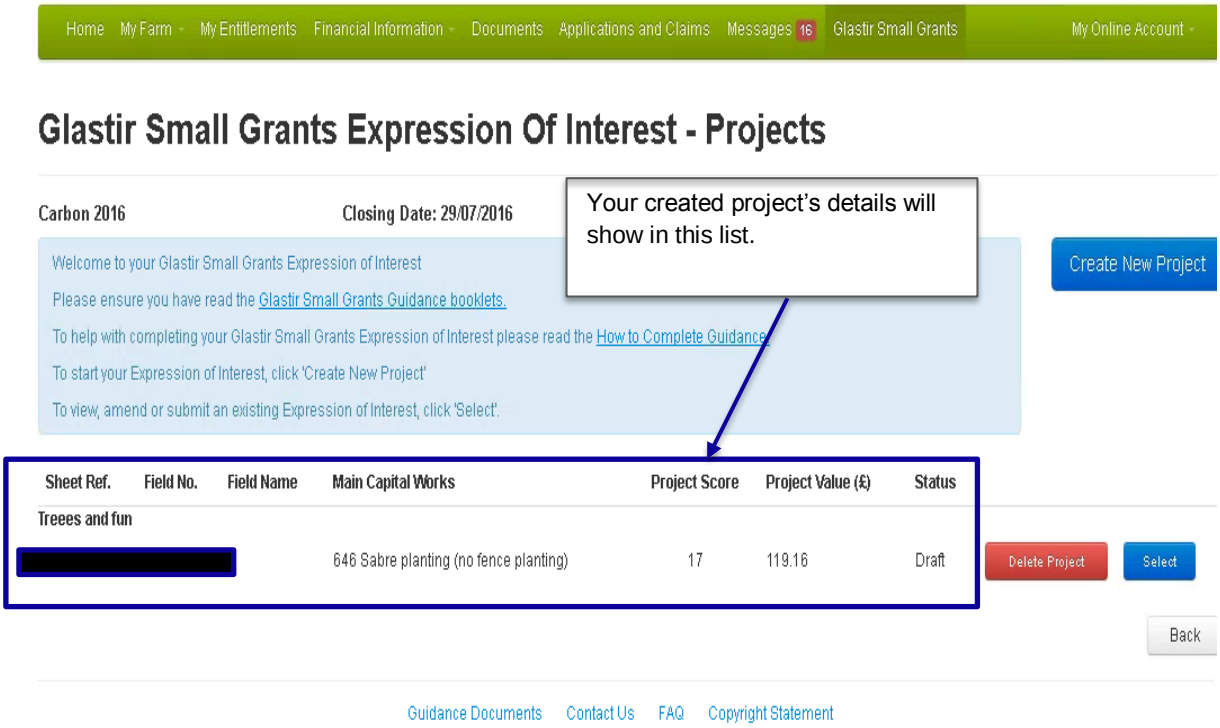
If you wish to review your projects before proceeding click the Project List button.

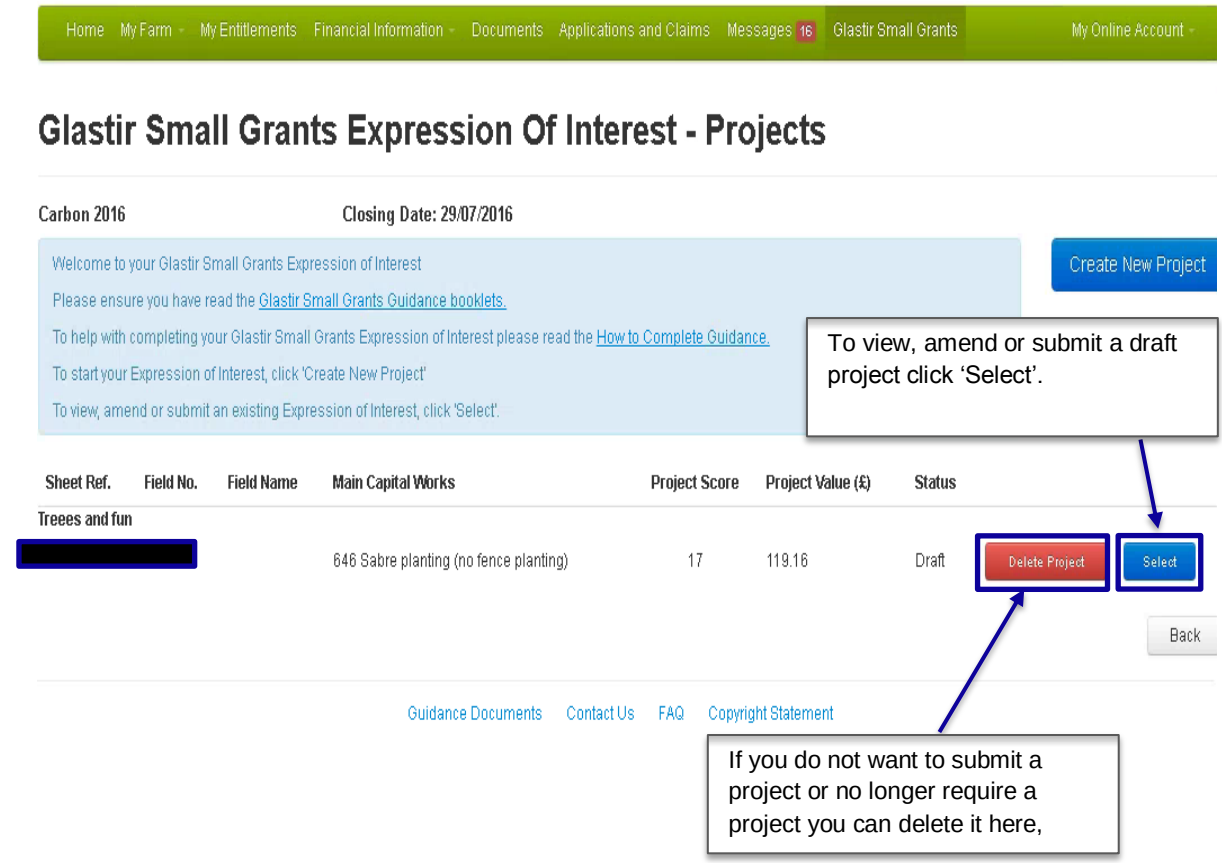
Ready to submit your project?

If you are ready to submit your project click the Proceed To Submit and it will take you to the submission pages.

Reviewing and amending draft projects

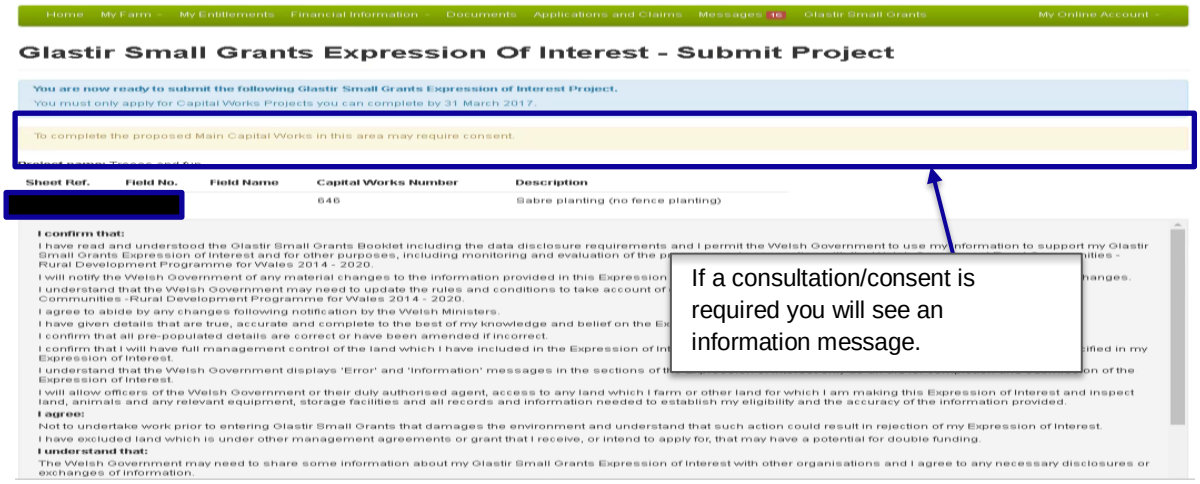
Created projects will appear on the Projects page; here you can review all your projects.



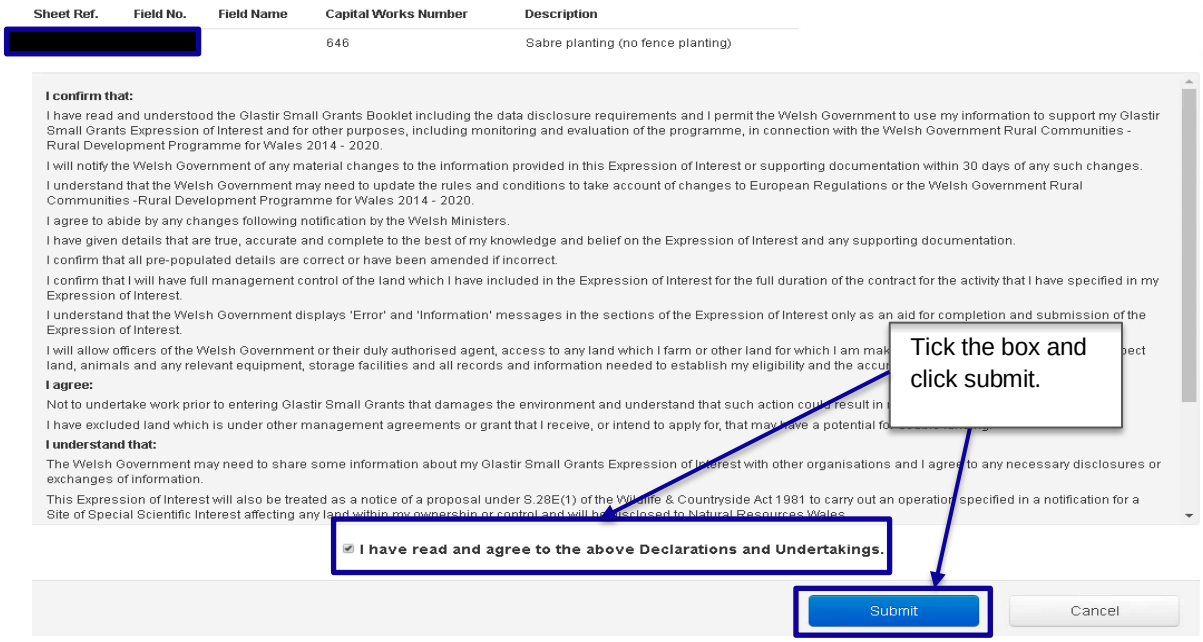


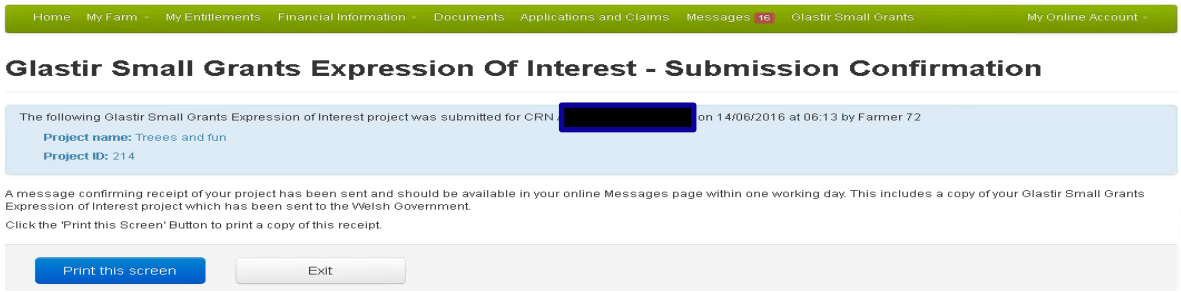
Submitting your Project

You will need to read the details on the submission pages to ensure they are correct.



You should read the Declarations and Undertakings very carefully. Tick the box to confirm you have read and understood them and then click 'Submit'





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

Following Successful submission

A summary of your completed Glastir Small Grants Project 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.

Withdrawing your Application

If you wish to withdraw a Glastir Small Grants EOI after you have submitted it online, you should go to your ‘Messages’ page. Select the existing message received when you submitted your Glastir Small Grants EOI. You should reply to this message, requesting withdrawal, attaching any relevant information. This will allow your request it to be managed under one Message Reference Number.

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