



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



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Welsh Government

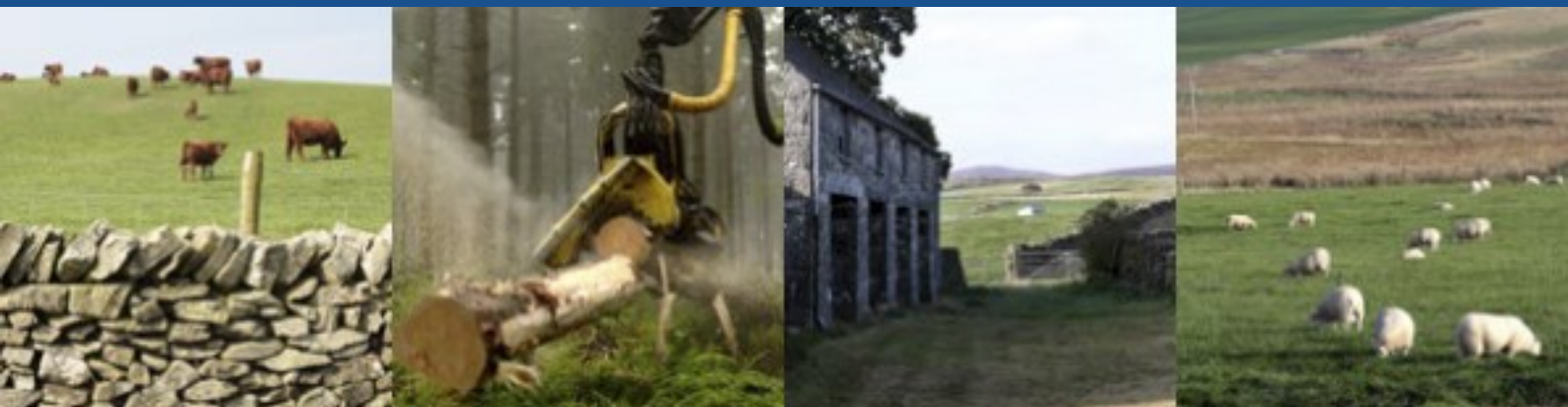
www.cymru.gov.uk

Glastir

Glastir Organic

How to Complete Guidance 2017

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



Glastir Organic Application – How to Complete Guidance

Important Notice:

These instructions are designed to give you step-by-step guidance on how to complete your Glastir Organic 2017 Application.

For ease of use, the contents page below has clickable links that will jump to specific sections of the document. 'Back to Contents' links are also available at the end of each section to assist movement from one instruction to another.

The Welsh Government produces this Guide in Welsh and English as required under the Welsh Government Welsh Language Scheme. Should you require a copy of this guide in the alternative language, you can access it from www.gov.wales/RPWonline by selecting the language switcher at the top of the page and re-opening the document.

If you are encountering problems or are unable to access our website, please contact the RPW Online Helpdesk on 0300 062 5004 or email <mailto:RPWOnline@gov.wales>

Please complete your application in time to ensure it is **received** by the Welsh Government by **midnight 4th November**.

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SECTION 1 - GETTING STARTED

RPW 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 RPW Online Home Page. At the top, there is a green header bar with the following text: "Taliadau Gwledig Cymru", "Ar-Lein Online", "Rural Payments Wales", "CRONFA AMAETHYDDOL EWROP AR GYFER DATBLYGU GWLEDIG EWROP YN BUDDSODDI MEWN ARDALOEDD GWLEDIG", "THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT: EUROPE INVESTING IN RURAL AREAS", and the European Union flag. Below the header, the page title "RPW Online" is displayed. The main content area is titled "Login" and includes a link for "New user? Register". There are two input fields: "User ID" and "Password", each with a "Forgotten your User ID?" and "Forgotten your password?" link respectively. A "Log in" button and a "Cancel" button are located below the input fields. To the right of the input fields, a box contains the text: "When you have finished your online session, you should either close the browser or log out. Please do not use the browser back button as it may not function as expected." At the bottom of the page, there are links for "Guidance Documents", "Contact Us", and "FAQ".

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

Accessing Applications

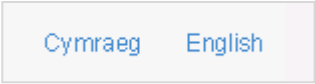





Once logged in to your online account the RPW Online 'Homepage' will appear. This page will show information and messages you have received or sent, as well as being able to start and submit any available Applications.

The screenshot displays the RPW Online 'Homepage'. At the top left is the Welsh Government logo and the RPW Ar-Lein Online Rural Payments Wales logo. The top right features the European Union flag and text in Welsh and English: 'CRONFA AMAETHYDDOL EWROP AR GYFER DATBLYGU GWLEDIG EWROP YN BUDDSODDI Mewn ARDALOEDD GWLEDIG THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT: EUROPE INVESTING IN RURAL AREAS'. Below the header is a navigation bar with links: Home, My Farm, My Entitlements, Financial Information, Documents, Applications and Claims, Messages, My Glastir, and My Online Account. A blue banner below the navigation bar reads: 'The Glastir Small Grants Expression of Interest window is open. Click Glastir Small Grants above'. The main content area is divided into two columns. The left column is titled 'Messages between You and RPW' and contains a 'View all messages' link and a 'Start Applications and Claims' section. This section lists three applications: 'Glastir Advanced' (Available until [redacted]), 'Glastir Capital Works Claim' (Available anytime), and 'Glastir Organic 2017' (Available until 04/11/2016). An orange arrow points to the 'Glastir Organic 2017' link. The right column is titled 'Useful Links' and lists: BCMS, Farming and scheme information, Bovine TB, Farm animal movements and identification, Farming Connect, Offices Map, and Rural stress support groups.

SECTION 2 – WHAT SCREENS WILL I SEE AND WHAT DO THEY DO?

Overview of Navigation Controls

This is an overview of the Navigation controls on each page that you will need to use in order to complete your Glastir Organic EOI:

	Located on the left side of the page where applicable. This will allow you to choose the language your Glastir Organic EOI is displayed in.
	Located at the top right of each page where applicable. This button will show/hide on screen tips to help you complete your Glastir Organic EOI.
	Located at the top and bottom of each page where applicable, these buttons will allow you to move forwards and backwards between pages of your Glastir Organic EOI.
	Located at the bottom of each page where applicable, this button will allow you to Print a snapshot of your EOI in its current state. Important note: Printed copies of your Glastir Organic EOI will not be accepted for submission.
	Located at the bottom of each page where applicable, click this button to save any changes made. Clicking this button will also check to see if changes made are acceptable.
	Located at the bottom of each page where applicable, click to exit your Glastir Organic EOI. Changes are saved automatically.

Start Application Page

Once you have selected the 'Glastir Organic' application button you will see the following page.

Welcome [Cymraeg](#) | [Log Off](#)

[Home](#) [My Farm](#) [My Entitlements](#) [Financial Information](#) [Documents](#) [Applications and Claims](#) [Messages](#) [My Glastir](#) [My Online Account](#)

Start Application start an application or claim

You have asked to complete the following application online: **Glastir Organic 2017**.

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 04/11/2016. You will not be able to submit the form after this date even if you started filling in the form on or before 04/11/2016.

If you have any problems completing your **Glastir Organic 2017** then you can also contact '[Customer Contact Centre](#)' for further guidance.

Customer Details	Online Preferences
Trading Title	Email or SMS Preference Email
Address	Email Address
	Mobile Number
	Preferred Correspondence Paper and Online
Postcode	
Telephone Number	
Email Address	
Number of Partners	

Business/Customer Details

Before commencing please check that the details shown are correct. If needed, you can make changes by clicking the 'Customer Details' link or the 'Online Preferences' link.

If the details shown are correct, select the 'Start' button. This will take you to the Introduction screen for the Glastir Organic EOI.

Glastir Organic Introduction Page

This page provides key messages about the Glastir Organic Application. Please ensure you have read them thoroughly before you begin.

It also provides an Internet link to the Glastir Organic Rules Booklet on the Welsh Government website here (this will open a new tab on your Internet Browser):

The screenshot shows the 'Glastir Organic Application' page. On the left is a navigation sidebar with 'Welcome', 'Select Field Parcels', and 'Submission' (expanded to show 'Summary, including errors and information', 'Declarations and Undertakings', and 'Submit'). The main content area has a title 'Glastir Organic Application' and a 'Next >' button. Below the title, it says 'Please note the following key messages before progressing with this Application' followed by a bulleted list of requirements. A callout box at the top points to a link for the 'Glastir Organic Rules Booklet'. Another callout box at the bottom left points to contact information for the Customer Contract Centre. A third callout box at the bottom right points to a link for 'How to complete' instructions. The page footer includes 'Cymraeg'.

Before completing this Expression of Interest ensure you have read the Glastir Organic Rules Booklet accessible by clicking this Link.

Contact details if you encounter any problems when completing your application.

To help with filling in your application please see the 'How to Complete' instructions.

Once you have read and understood the Glastir Organic Rules booklet and Key Messages click to complete the Field Parcel details section.

Select Field Parcels page

This Screen will form the basis of your Glastir Organic Application. All Field Parcel details that the Welsh Government holds at the time of application will be displayed against your CRN.

The view facility allows you to view the information held for an individual parcel.


View Details ✕

Sheet Reference	Field Size
██████████	4.94
Field Number	Eligible Area
██████████	4.94
Tenure Type	Upland Field
Owned	No
	Sole Grazier Common
	No

Enter the area in the field of each category below

Type	Area (ha)
Scrub	0.00
Bracken	0.00
Grazed Woodland	0.00
Salt Marsh	0.00
Blanket Bog	0.00
Coastal & Lowland Heath	0.00

[Close](#)

The edit  facility allows you to edit field parcel details. This facility will only allow you to edit on field parcels you have already confirmed.

Provide Details

All items marked with * must be entered.

Enter the area in the field of each category below

Scrub (ha)	Salt Marsh (ha)*
<input type="text" value="0"/>	<input type="text" value="0"/>
Bracken (ha)	Blanket Bog (ha)*
<input type="text" value="0"/>	<input type="text" value="0"/>
Grazed Woodland (ha)*	Coastal & Lowland Heath (ha)*
<input type="text" value="0"/>	<input type="text" value="0"/>

Field Parcel Search Facility

This facility enables you to search for individual field parcels that form part of your application. Enter a Sheet Reference or Field Number, or both, then select **Search**.

The screenshot shows the 'Select Field Parcels' interface. On the left is a sidebar for 'Glastir Organic' with a CRN field and navigation links: Welcome, Select Field Parcels (highlighted), Submission, Summary, including errors and information, Declarations and Undertakings, and Submit. The main area has a title 'Select Field Parcels' and navigation buttons: Exit, Save, Print, Back, Next, and Show Help. Below the title is a search bar with the text 'Search for field parcels'. It contains two input fields: 'Sheet Reference' and 'Field Number', followed by a 'Search' button and a 'Clear' button. An orange box highlights the search area with an arrow pointing to the 'Field Number' input field. Below the search bar is a '+ Add Parcel' button. The main content is a table of field parcels:

Sheet Reference	Field Number	Field Size (ha)	Eligible Area (ha)	Payment Rate	Apply for Organic	Conversion Date	Apply for Payment Rate 1	
		4.94	4.94	1	<input checked="" type="checkbox"/>	01/01/2015	Yes	
		0.11	0.11		<input type="checkbox"/>		No	
		5.75	5.75		<input type="checkbox"/>		No	
		3.01	3.00	2	<input checked="" type="checkbox"/>	01/01/2015	No	
		8.58	8.58		<input type="checkbox"/>		No	
		0.17	0.17		<input type="checkbox"/>		No	
		5.54	5.53		<input type="checkbox"/>		No	

At the bottom right, there is a pagination control: 'Pages: << 1 2 3 4 5 >>'.

If the system finds a match for your Search Criteria, the field parcel details will be displayed.

Select the **Clear** button to reset the search values and return to the full list of fields available.

SECTION 3 – SELECTING FIELD PARCELS FOR MY APPLICATION

Sheet Reference

This is the Ordnance Survey Map Sheet Reference.

Field Number

This is based on the National Grid Field Numbering system.

Field Size (ha)

This is the geographical area of the field parcel. If already registered with the Welsh Government and you submit a Single Application Form, the field size will be the same as that submitted on your annual SAF.

If any amendments are made to registered or additional unregistered field parcels are entered, you must submit a “Field Maintenance and Land Transfer Application Form” before the application closing period.

Eligible Area (ha)

The geographical area of the field parcel less the area of any permanent features or non agricultural land such as:

- Ponds, buildings etc. that are known to the Welsh Government.
- Groups of Coniferous or Broadleaf Woodland
- Scattered Coniferous or Broadleaf Woodland
- Groups or scattered areas of Bracken/scrub/gorse/briar
- Buildings and Yards
- Hard standings
- Ponds/Rivers and streams
- Roads
- Groups or scattered Scree/Rock outcrops/Boulders

These ineligible areas will not be deducted from the EOI but will be removed prior to any contract offer.

Payment Rate

This shows the payment rate for the field parcel. This is shown only if the parcel is selected for the scheme i.e. a tick has been placed in the “Apply for Organic” tick box.

Payment Rate 1 - The parcel is in payment rate 1 if selected for horticulture.

Payment Rate 2 - The parcel is in payment rate 2 if neither payment rate 1 or 3 applies.

Payment Rate 3 – A parcel will be in this payment rate if it is:

- In the Upland Layer.
- 'Sole Grazier Common.
- More than half the parcel is of a rough grazing land covering type i.e. bracken, scrub (as held within WG system).
- Declared by the customer as blanket bog, coastal and lowland heath, salt marsh or grazed woodland.

Apply for Organic

You will need to indicate each field parcel to be included in the application.

Additional information required to complete your application on field parcels already held by the Welsh Government, can only be entered on parcels indicated as applying for organic.

Glastir Organic
CRN:

Welcome

Select Field Parcels

Submission

- Summary, including errors and information
- Declarations and Undertakings
- Submit

Cymraeg

Select Field Parcels

✕ Exit Save Print < Back Next >

[Show Help](#)

Search for field parcels

Sheet Reference Field Number [Search](#) ✕ Clear

[+ Add Parcel](#)

Sheet Reference	Field Number	Field Size (ha)	Eligible Area (ha)	Payment Rate	Apply for Organic	Conversion Date	Apply for Payment Rate 1	
		4.94	4.94	1	<input checked="" type="checkbox"/>	01/01/2015	Yes	
		0.11	0.11		<input type="checkbox"/>		No	
		5.75	5.75		<input type="checkbox"/>		No	
		3.01	3.00	2	<input checked="" type="checkbox"/>	01/01/2015	No	
		8.58	8.58		<input type="checkbox"/>		No	
		0.17	0.17		<input type="checkbox"/>		No	
		5.54	5.53		<input type="checkbox"/>		No	

Pages: << 1 2 3 4 5 >>

You will need to indicate each field parcel to be included in the application by placing a tick in the 'Apply for Organic' box

Important:

On selection of an individual parcel that is not automatically categorized as 'upland' or 'sole grazier common', but the area of bracken and scrub is less than or equal to 50% of the parcel, you will be prompted to enter an area of blanket bog, coastal and lowland heath, salt marsh and grazed woodland in the parcel - see the 'Provide Details' entry Screen below.

The screenshot shows the 'Provide Details' form with a light blue header and a light blue instruction box: "All items marked with * must be entered." Below this is a section titled "Enter the area in the field of each category below" containing six input fields arranged in two columns. The categories and their values are: Scrub (ha) [0], Bracken (ha) [0], Grazed Woodland (ha)* [0], Salt Marsh (ha)* [0], Blanket Bog (ha)* [0], and Coastal & Lowland Heath (ha)* [0]. At the bottom right are "OK" and "Cancel" buttons. Two orange callout boxes provide instructions: one points to the asterisks on the input labels, stating "All Mandatory boxes indicated with an * MUST be completed. An area must be provided within these boxes even if that area is 0." The other points to the "OK" button, stating "Once areas have been completed, please click 'OK' to complete".

You will not be able to enter more than the eligible area of the field.

This screenshot shows the 'Provide Details' form with a validation error. A red banner at the top of the input section reads: "⚠ You cannot enter more than the Eligible Area of the Field Parcel (3.00 ha)". The input fields now contain values: Scrub (ha) [0], Bracken (ha) [0], Grazed Woodland (ha)* [0], Salt Marsh (ha)* [1], Blanket Bog (ha)* [2], and Coastal & Lowland Heath (ha)* [1]. The "OK" and "Cancel" buttons remain at the bottom right.

After this data has been saved, the payment rate of the parcel will be set as described in the Payment Rate section.

Conversion Date

If a field parcel has already been part of an Organic scheme, the Conversion date is pre-populated (note that this date cannot be changed).

If not displayed you must select the date of conversion, which will be either the date converted (if already converted), or the future date you plan to convert the field. The date should not be any later than 1st January 2017.

Select Field Parcels

[✕ Exit](#) [Save](#) [Print](#) [Back](#) [Next](#)

[Show Help](#)

Search for field parcels

Sheet Reference Field Number [Search](#) [Clear](#)

[+ Add Parcel](#)

Sheet Reference	Field Number	Field Size (ha)	Eligible Area (ha)	Payment Rate	Apply for Organic	Conversion Date	Apply for Payment Rate 1	
		4.94	4.94	1	<input checked="" type="checkbox"/>	<input type="text"/>	Yes	<input type="checkbox"/>
		0.11	0.11		<input type="checkbox"/>			<input type="checkbox"/>
		5.75	5.75		<input type="checkbox"/>			<input type="checkbox"/>
		3.01	3.00	2	<input checked="" type="checkbox"/>			<input type="checkbox"/>
		8.58	8.58		<input type="checkbox"/>			<input type="checkbox"/>
		0.17	0.17		<input type="checkbox"/>			<input type="checkbox"/>
		5.54	5.53		<input type="checkbox"/>		No	<input type="checkbox"/>

January 2016

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

If not displayed you must select the date of conversion, which will be either the date converted (if already converted) or the future date of conversion (i.e. the first date of the contract period). The date must be no later than 1st January 2017.

Apply For Payment Rate 1

You need to indicate that you wish to 'Apply for Organic' and have completed the 'Provide Details' screen showing the habitat types considered under Organic.

If these habitat type areas total less than 50% of the eligible area of the field parcel, you will be able to indicate that you wish to apply for 'Apply for Payment Rate 1' on the individual field parcel.

Important: Parcels selected as payment rate 1 must be used as part of a rotation for the production of Horticulture crops. An eligible horticulture crop must be grown at least once on the individual Payment rate 1 parcel during the lifetime of the contract. Scheme rules also require at least 40% of payment rate 1 land to be used every year. Please read the Glastir Organic rules booklet for further guidance.

If subsequent amendments are made to the field parcel (e.g. an area of scrub is entered which is greater than 50% of the parcel) results in the payment rate being changed to 3, the selection for Payment Rate 1 will automatically be cancelled.

Select Field Parcels

✕ Exit Save Print < Back Next >

Show Help

Search for field parcels

Sheet Reference Field Number Search ✕ Clear

+ Add Parcel

Sheet Reference	Field Number	Field Size (ha)	Eligible Area (ha)	Payment Rate	Apply for Organic	Conversion Date	Apply for Payment Rate 1	
		2.00	2.00	2	<input checked="" type="checkbox"/>	02/10/2016	No	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		5.00	5.00	2	<input checked="" type="checkbox"/>	02/10/2016	No	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		2.00	2.00	2	<input checked="" type="checkbox"/>	03/07/2016	No	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		3.00	3.00	3	<input checked="" type="checkbox"/>	01/04/2016	No	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		4.94	4.94		<input type="checkbox"/>		No	<input type="checkbox"/>
		0.11	0.11		<input type="checkbox"/>		No	<input type="checkbox"/>
		5.75	5.75		<input type="checkbox"/>		No	<input type="checkbox"/>

The selection is disabled if the field parcel is in payment rate 3.

How do I add further field parcels to my application?

If you wish to add further field parcels on to this application, please select [+ Add Parcel](#)

Once you have selected this button, the Provide Details page will appear. This is where you should complete the information in all the mandatory boxes indicated with a *.

Important: Only land that is already registered with RPW can be considered in this 2017 Expression of Interest.




The screenshot shows a 'Provide Details' form with the following fields and callouts:

- Sheet Reference***: Text input field. Callout: "This is the geographical area less any permanent features such as ponds, buildings etc."
- Field Number***: Text input field.
- Eligible Area***: Text input field.
- Conversion Date***: Text input field. Callout: "This will either be the date converted (if already converted) or the future date of conversion (i.e. the first date of the contract period). The date must be no later than 1st January 2017."
- Apply for Payment Rate 1**: Dropdown menu with 'No' selected.
- Upland Field**: Dropdown menu with 'No' selected.
- Sole Grazier Common**: Dropdown menu with 'No' selected.
- Tenure Type***: Dropdown menu with 'Please Select' selected. Callout: "Tenure Type
A – Full Agricultural Tenancy
B – Farm Business Tenancy
C – Unwritten Tenancy
F – Owned but rented out
G – Grazing Licensor
O – Owned
If you select any of the tenancy or rental options the 'Rental Start Date' and 'Rental End Date' must be completed."
- Enter the area in the field of each category below**: Section with four input fields:
 - Scrub (ha)***: Input field with '0'.
 - Salt Marsh (ha)***: Input field with '0'.
 - Bracken (ha)***: Input field with '0'.
 - Blanket Bog (ha)***: Input field with '0'.
 - Grazed Woodland (ha)***: Input field with '0'.
 - Coastal & Lowland Heath (ha)***: Input field with '0'.Callout: "Entries MUST be made for all areas in this section even if it is a zero entry."
- Buttons**: 'OK' (green) and 'Cancel' (blue) buttons at the bottom right.

If you have not completed all of the mandatory information boxes the following error will appear also highlighting the sections that require completing.

To submit the field parcel onto the application screen please click **Ok** at the bottom of the screen.

This field parcel will then become part of your application and will be editable as described by the screen icons section below.

Sheet Reference	Field Number	Field Size (ha)	Eligible Area (ha)	Payment Rate	Apply for Organic	Conversion Date	Apply for Payment Rate 1	
		2.00	2.00	2	<input checked="" type="checkbox"/>	02/10/2016	No ▾	  

Screen Icons



View

The 'view' icon enables you to view/edit field parcel details. Only new field parcels and parcels selected for the scheme are editable.



Edit


The 'edit' icon enables you to modify data already entered. The function is disabled if additional details have not previously been provided.




Delete

The 'delete' icon enables you to remove a field parcel from the application that you have added manually.

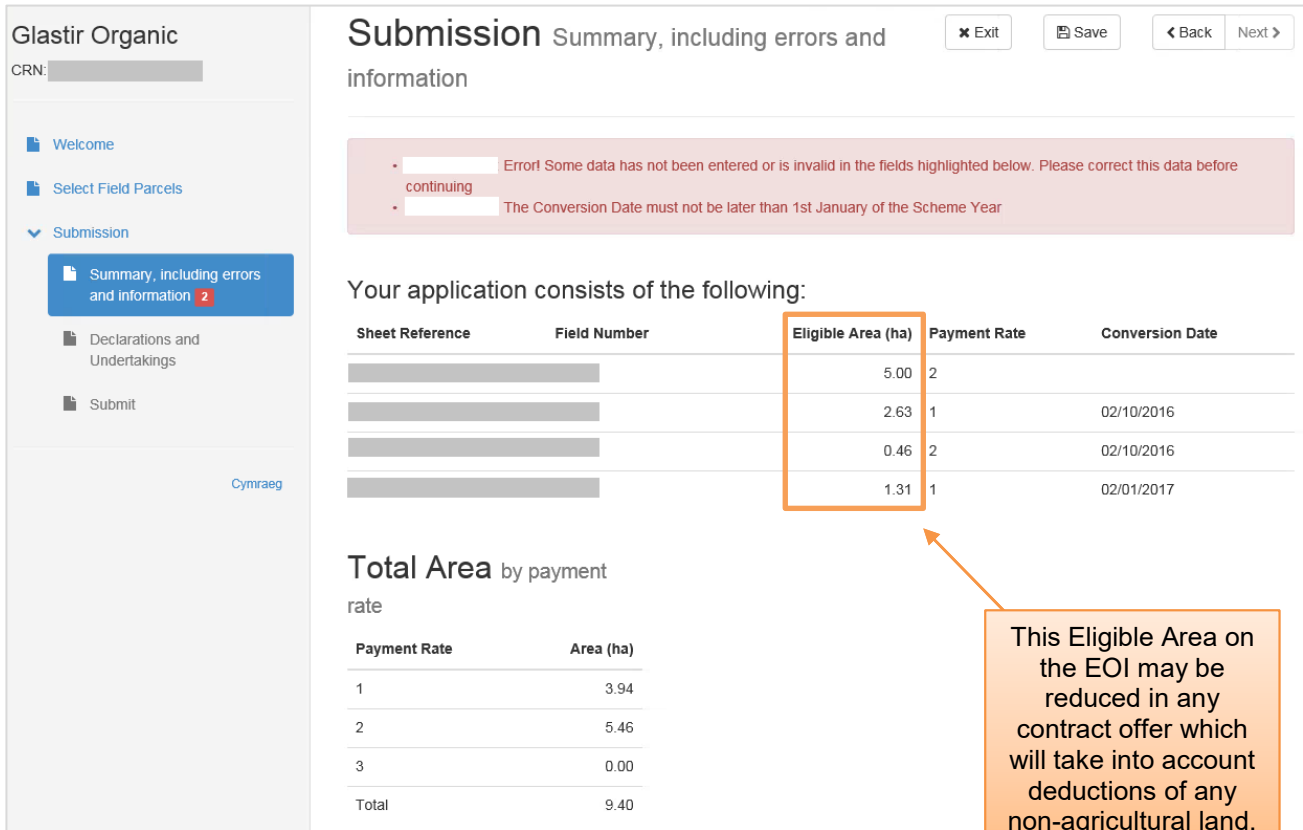
The example below shows a field parcel that has been deleted. You can click **Undo Delete** if you wish to reactivate the parcel.

Sheet Reference	Field Number	Field Size (ha)	Eligible Area (ha)	Payment Rate	Apply for Organic	Conversion Date	Apply for Payment Rate 1	
		2.00	2.00				1	<p>This field parcel will be deleted when you close the application</p> <p><input type="button" value="Undo Delete"/></p> 

SECTION 4 - COMPLETING YOUR APPLICATION

Once you have completed any field parcel amendments, selection into the scheme and/or additional parcels, the icon  will take you to the Submission section.

The first page you will see is a summary of all the details you have applied within your application.



Glastir Organic
CRN: [REDACTED]

Welcome
Select Field Parcels
Submission
Summary, including errors and information **2**
Declarations and Undertakings
Submit

Cymraeg

Submission Summary, including errors and information

✕ Exit Save < Back Next >

- [REDACTED] Error! Some data has not been entered or is invalid in the fields highlighted below. Please correct this data before continuing
- [REDACTED] The Conversion Date must not be later than 1st January of the Scheme Year

Your application consists of the following:

Sheet Reference	Field Number	Eligible Area (ha)	Payment Rate	Conversion Date
[REDACTED]	[REDACTED]	5.00	2	
[REDACTED]	[REDACTED]	2.63	1	02/10/2016
[REDACTED]	[REDACTED]	0.46	2	02/10/2016
[REDACTED]	[REDACTED]	1.31	1	02/01/2017

Total Area by payment rate

Payment Rate	Area (ha)
1	3.94
2	5.46
3	0.00
Total	9.40

This Eligible Area on the EOI may be reduced in any contract offer which will take into account deductions of any non-agricultural land.

Any problems found with your Glastir Organic EOI will be shown at the top of the page.

Messages highlighted in Red require additional action before the application can be submitted (the 'Next' button will be disabled until the application is amended and the error is cleared).

Messages highlighted in Yellow are for information only; you can submit your application, but may be required to provide additional information/evidence at a later date.

You can go back to previous pages of your EOI to check and correct problems by selecting the 'Prev' button, or selecting the appropriate page from the list on the left hand side of the screen. An indicator will appear next to each section with problems:

Declaration and Undertakings Page:

Please ensure that you have read the declarations and undertakings carefully and fully understand them prior to submitting your application.

Submission Declarations and Undertakings

✕ Exit Save < Back Next >

I confirm that:

I have read and understood the Glastir Organic Rules Booklet including the data disclosure and permit the Welsh Government to use my information to support my Application for Glastir Organic.

I will notify the Welsh Government of any material changes to the information provided in this form 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 Rural Development Plan for Wales. 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 this form and any supporting documentation. I confirm that all pre-populated details are correct.

I confirm that I will have full management control of the land which I have included in the Application for the duration of the contract.

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

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 understand that:

The Welsh Government may need to share some information about my Glastir Organic Application with other organisations and I agree to any necessary disclosures or exchanges of information.

The Welsh Government may also obtain information about me from certain other organisations, or provide information about me to them in order to: verify the accuracy of the information, prevent or detect crime and protect public funds. These other organisations include government departments, local authorities and other bodies as appropriate.

The publication and disclosure of information by the Welsh Government will be in accordance with its obligations and duties under the Welsh Government's Code of Practice on Access to Information, the Freedom of Information Act 2000, the Data Protection Act 1998 and the Environmental Information Regulations 2004. Other information provided may also be disclosed where permitted by law.

Any person who makes a false declaration or fails to notify the Welsh Government of a material change to the information given in this form 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 form may result in termination of contract and/or recovery of any payments.

I have read and agree to the above Declaration and Undertakings.

✕ Exit Save < Back Next >

You should tick that you have read and agree to the above Declaration and Undertakings before your application can be submitted.

Submission Page:

Glastir Organic
CRN:

Welcome
Select Field Parcels
Submission
Summary, including errors and information
Declarations and Undertakings
Submit

Cymraeg

Submission Submit

✕ Exit Save < Back

You are now ready to submit your Glastir Organic application. You will need to supply documentation in support of your claim.

Submit

Please select to submit your application.

The following successful submission message will be generated

Submission Confirmation

Your application was submitted for CRN:

A Message containing a copy of your application will be available in your online Messages page within one working day.

Please check the contents of your submitted application and notify us of any changes required.

Changes may be notified in writing or through your online Messages page by 04/11/2016.

Click the 'Print this page' Button to print a copy of this receipt.

Print this Page

When you have finished, click Exit to return to the RPW Online Home Page.

Exit

You will not be able to submit a further Glastir Organic 2017 application. You may if necessary request withdrawal of your submitted application. Provided that the closing date of midnight 4th November 2016 has not passed, you will then be able to submit again.

The screenshot shows the RPW Ar-Lein Online portal. The header includes the Welsh Government logo, the RPW Ar-Lein Online logo, and the European Union logo with text in Welsh and English: 'CRONFA A MAETHYDDOL EWROP AR GYFER DATLYBU GWLEDIG EWROP YN BUDDSODDI Mewn ARDALOEDD GWLEDIG' and 'THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT. EUROPE INVESTING IN RURAL AREAS'. The navigation bar contains links for Home, My Farm, My Entitlements, Financial Information, Documents, Applications and Claims, Messages (5), My Glastir, and My Online Account. The main content area has a heading 'Start Application start an application or claim' and a message: 'You have already submitted a Glastir Organic 2017. You cannot submit multiple applications of this type. If you would like to submit another application you must withdraw your existing application. Please contact 'Customer Contact Centre' for more details.' Below the message is an 'Exit' button. At the bottom, there are links for Guidance Documents, Contact Us, FAQ, and Copyright Statement.

If you need to make any amendments or additions to your application please follow the advice given in 'Amendments and Additions'.

What to do following successful submission of your application:

- Save a copy of your completed application for future reference.
- Ensure you check the information contained in your acknowledgement letter once it appears on your Online Account. If any of the information shown is incorrect, go to your 'Messages' page and reply on the same message your acknowledgement letter was received on, so that it can be managed under one message Reference Number. You should do this as soon as you discover any incorrect information.

Supporting information

Ensure you provide all relevant supporting documentation with your Glastir Organic 2017 Application. You should use your 'Messages' page to do this and should set the subject of your message to "Glastir Organic 2017 Supporting Information". Attach all your supporting documents to this one message so that it can be managed under one Message Reference Number.

For guidance on how to use your 'Messages' page, please go to <http://www.gov.wales/RPWonline>

- Select the 'How to use Rural Payments Wales (RPW) Online' link from the left hand side menu.
- Select either 'Customers – How to use Rural Payments Wales (RPW) Online', 'Agents/Farming Unions – How to use Rural Payments Wales (RPW) Online' or 'Agents/Farming Unions acting on behalf of a Customer – How to use Rural Payments Wales (RPW) Online'. You will find 'Messages' guidance here.

Withdrawing your Application

Should you wish to withdraw your Glastir Organic 2017 Application after you have submitted it online, you should go to your 'Messages' page to do this. Select the existing message received when you submitted your Glastir Organic 2017 Application. Write your request for withdrawal (attaching any relevant information) to this one message so that it can be managed under one Message Reference Number.

For guidance on how to use your 'Messages' page, please go to www.gov.wales/RPWonline:

- Select the 'How to use Rural Payments Wales (RPW) Online' link from the left side menu.
- Select either 'Customers – How to use Rural Payments Wales (RPW) Online', 'Agents/Farming Unions – How to use Rural Payments Wales (RPW) Online' or 'Agents/Farming Unions acting on behalf of a Customer – How to use Rural Payments Wales (RPW) Online'. You will find 'Messages' guidance here.

Amendments and Additions

After you have submitted your Glastir Organic 2017 Application, you may need to make amendments and/or additions to your application. You should use your 'Messages' page to do this and should select the existing message received when you submitted. Attach all

your amendment and/or additions documents (if relevant) to this one message so that it can be managed under one Message Reference Number.

For guidance on how to use your 'Messages' page, please go to www.gov.wales/RPWonline:

- Select the 'How to use Rural Payments Wales (RPW) Online' link from the left side menu.
- Select either 'Customers – How to use Rural Payments Wales (RPW) Online', 'Agents/Farming Unions – How to use Rural Payments Wales (RPW) Online' or 'Agents/Farming Unions acting on behalf of a Customer – How to use Rural Payments Wales (RPW) Online'. You will find 'Messages' guidance here.

SECTION 5 - ONLINE ACCEPTANCE OF CONTRACT OFFER

If you have been offered a Glastir Contract and wish to accept, you will need to do so online via your RPW Online Account.

1. When you receive notification of a new Contract being issued to you, an Accept / Decline button will become available on the right hand side of the Home Page:

The screenshot shows the RPW Ar-Lein Online Home Page. At the top, there is a navigation bar with the RPW logo and the text 'Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales'. On the right, there is a banner for the European Agricultural Fund for Rural Development. Below the navigation bar, there is a 'Welcome' message and a 'Cymraeg | Log Off' link. A green navigation menu contains links for 'Home', 'My Farm', 'My Entitlements', 'Financial Information', 'Documents', 'Applications and Claims', 'Messages', 'My Glastir', and 'My Online Account'. A blue banner states 'The Glastir Small Grants Expression of Interest window is open. Click Glastir Small Grants above'. The 'Messages' section is titled 'Messages between You and RPW' and lists several messages, including 'Contract / Contract' and 'Datganiad Talu / Payment Statement'. A red box highlights a blue button labeled 'Accept / Decline Contracts' in the 'Messages' section. Below the messages, there is a 'Useful Links' section with links for 'BCMS', 'Farming and scheme information', and 'Bovine TB'.

2. Clicking the button will take you through to 'My Glastir > Contracts', where any unsigned contracts will be visible:

The screenshot shows the 'Glastir Contracts' page. At the top, there is a navigation bar with the RPW logo and the text 'Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales'. On the right, there is a banner for the European Agricultural Fund for Rural Development. Below the navigation bar, there is a 'Welcome' message and a 'Cymraeg | Log Off' link. A green navigation menu contains links for 'Home', 'My Farm', 'My Entitlements', 'Financial Information', 'Documents', 'Applications and Claims', 'Messages', 'My Glastir', and 'My Online Account'. The main heading is 'Glastir Contracts'. Below the heading, there is a blue box with text: 'Your Glastir Contracts are listed below. Contracts with a status of Offered and an 'Accept / Decline' button can be accepted or declined in RPW Online. To view older versions of Glastir Contracts, search for them in your RPW Online Messages. Currently, Agents and Third Parties are not permitted to view, accept or decline Glastir Contracts in RPW Online'. Below this, there is a table with columns: 'Scheme', 'Window', 'Reference', 'Contract Version', 'Status', and 'Sign Off Deadline'. The table has two rows: 'Glastir Entry' and 'Glastir Advanced'. A red box highlights two blue buttons labeled 'Accept/Decline' in the 'Sign Off Deadline' column. At the bottom right, there is a 'Back' button.

Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Glastir Entry			4.02	Offered	31/12/2016
Glastir Advanced			1.00	Offered	31/12/2016

- You will need to click on the Accept / Decline button, which will take you through to the following screen. Here the Contract will need to be opened and read in order to progress:

Accept / Decline Contract

Please read the Contract documents listed below and if you wish to accept the contract, click the 'Accept' button.
 The contract offer must be accepted on or before the deadline date. After that date, the contract offer will be withdrawn.
 If you do not wish to Accept the Contract, click the 'Decline' button below and indicate your reason(s) for declining the Contract when requested. If you Decline the Contract, this will not affect your eligibility for future Glastir contracts.

Scheme	Window	Reference	Contract Version	Date Offered	Sign Off Deadline	Status
Glastir Entry			4.02	05/08/2016	31/12/2017	Offered

Contract Documents

You must view each of the following documents before accepting the contract. Click 'Open' to view a document

GlastirEntry_v4.02_20160818.pdf.pdf	<input type="button" value="Open"/>	Viewed
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Declarations and Undertakings

This Contract is between [redacted] (the beneficiary) and the Welsh Ministers

If the business comprises of more than one person, this acceptance form must be signed on behalf of the business, by a duly authorised business partner. The authorisation must have been made on the Customer Details CD(W) form. The Glastir Contract is entered into by all business partners jointly and severally (all business partners are bound by these obligations).

If an application is made by a corporate body, at least one duly authorised person must sign this Contract acceptance form stating the position held in that body and must provide the Welsh Ministers with the body's number of incorporation.

DECLARATION

The acceptance is a declaration that the Beneficiary agrees to enter into this Glastir Contract with the Welsh Ministers and confirm the following:

- Having read the contract(s) and ticked the relevant Declarations and Undertakings boxes, you can then Accept or Decline the contract:

If the business comprises of more than one person, this acceptance form must be signed on behalf of the business, by a duly authorised business partner. The authorisation must have been made on the Customer Details CD(W) form. The Glastir Contract is entered into by all business partners jointly and severally (all business partners are bound by these obligations).

If an application is made by a corporate body, at least one duly authorised person must sign this Contract acceptance form stating the position held in that body and must provide the Welsh Ministers with the body's number of incorporation.

DECLARATION

The acceptance is a declaration that the Beneficiary agrees to enter into this Glastir Contract with the Welsh Ministers and confirm the following:

I can confirm that land entered into this Contract is not and will not be used by other persons to claim European Common Agricultural Policy Schemes for the term of this Contract. Land claimed by two or more separate persons under different European Common Agricultural Policy Schemes (dual use of land) is ineligible for Glastir.

I have read and understood all parts of this Contract including the details contained in the Scheme Rules, Technical Specifications for Capital Works, together with the Contract Map(s) and I agree to abide by them or any variation of them for the duration of the Contract.

I am aware of the duration of the commitments detailed in this Glastir Contract and understand that, except in limited circumstances set out in the Glastir Contract Terms and Conditions an early exit by the Beneficiary may result in a two year exclusion.

I understand that the Welsh Ministers may implement changes relating to Rural Development scheme controls, which will be communicated to beneficiaries of Rural Development measures. I agree to abide by any changes following notification by the Welsh Ministers.

I understand that the Welsh Ministers may need to share some information about my Glastir Contract with other organisations. I agree to any necessary disclosure or exchanges of information.

I agree to manage the land entered into this Contract in accordance with the terms of this Contract for the duration of this Glastir Contract period.

The Accept button will not be enabled until you have ticked all of the boxes below to indicate that you understand and accept all of the conditions.

I confirm that I have not previously applied for or received any funding for these Capital Works, with my claim.

I have read and agree to the above Declarations and Undertakings.

- Whether accepted or declined, you will be taken through to a confirmation screen (the contract acceptance screen is shown below):

Welsh Government logo: Llywodraeth Cymru Welsh Government

RPW Ar-Lein Online Rural Payments Wales

Taliadau Gwledig Cymru

CRONFA AMETHYDDOL ENWOP AR GYFER DATBLYGU GWLEDIG ENWOP I'R BUDDSODDI Mewn ARDALOEDD GWLEDIG THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT EUROPE INVESTING IN RURAL AREAS

Welcome Cymraeg | Log Off

Home My Farm - My Entitlements Financial Information - Documents Applications and Claims Messages **41** My Glastir - My Online Account -

Contract Accepted Confirmation

The following contract was accepted for CRN [redacted]

Contract Details						
Scheme	Window	Reference	Contract Version	Date Offered	Sign Off Deadline	Status
Glastir Entry		[redacted]	4.02	05/08/2016	31/12/2017	Signed

A message confirming your decision has been sent and should be available in your online Messages page within one working day.
Click the 'Print this Screen' Button to print a copy of this receipt.

[Print this screen](#) [Exit](#)

- A new item will also be added to your Messages area to confirm details of the Contract acceptance.