



Llywodraeth Cymru
Welsh Government

Dairy Support Scheme: How to Complete Guidance

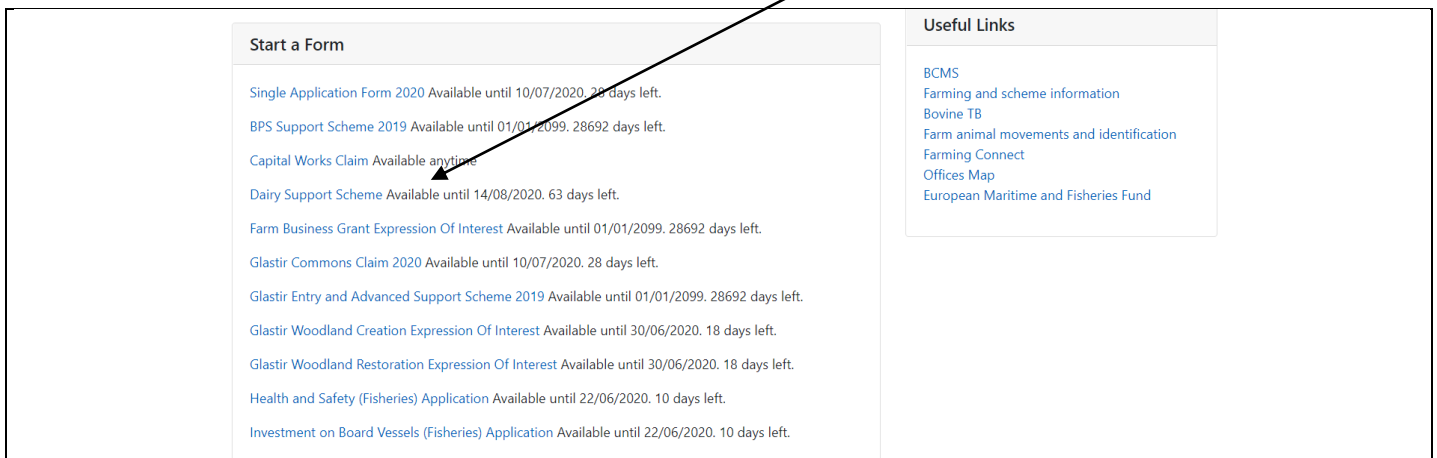


RPW Online – Home screen

In RPW Online, access the Home screen.



At the bottom of the Home screen, click to access the Dairy Support Scheme application.



Start Application

Read the information shown on this page, and check the Customer Details and Online Preferences shown are correct. You should amend these before starting your application if they are incorrect.

Start Application start an application or claim

You have asked to complete the following application online: **Dairy Support Scheme**.

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 14 August 2020. You will not be able to submit the form after this date even if you started filling in the form on or before 14 August 2020.

If you have any problems completing your **Dairy Support Scheme** 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	

[Start](#) [Cancel](#)

[Guidance Documents](#) [Contact Us](#) [Copyright Statement](#)

Before starting your application please ensure you have read the Dairy Support Scheme Guidance Notes

To start your application click the **Start Button**

Continue Application / Start Again

Once you start your application, you have the option to leave it and return to it again. If you are accessing an application you have started previously, on this screen you will now be able to Continue (blue button at the bottom of the screen), or Start Again.

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Rural Payments Wales

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Continue Application continue an application or claim

You have asked to complete the following application online: **Dairy Support Scheme**. You already have an application in progress. Please click 'Continue' to continue with your **Dairy Support Scheme**.

You may choose to remove your existing **Dairy Support Scheme** and start again. This will undo all of the changes that you have made since starting your **Dairy Support Scheme** and the new **Dairy Support Scheme** will be populated with the latest available data. If you wish to do so, click '[Start Again](#)'.

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 14 August 2020. You will not be able to submit the form after this date even if you started filling in the form on or before 14 August 2020.

If you have any problems completing your **Dairy Support Scheme** 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	

Continue working on the **Dairy Support Scheme** which was last updated on 12/06/2020 at 08:01 by TestUser53014

[Continue](#) [Back](#)

Please be aware – if you choose to Start Again, this will un-set all of the questions you have answered and remove all of the information you have added.

Dairy Support Scheme - Delete / Start Again

This option will remove your **Dairy Support Scheme** application and will undo **ALL** of the changes that you have made since starting your **Dairy Support Scheme**. Please note that this will:

- remove all of the information that you have added
- un-set all of the questions that you have answered

When this **Dairy Support Scheme** has been removed you can start a new **Dairy Support Scheme**, which will be populated with the latest available data.

Do you wish to proceed with this option?

Please click 'Yes' to confirm that you wish to remove your **Dairy Support Scheme** and start again.

[Yes](#)

Please click 'No' to keep the entries you have already made on your **Dairy Support Scheme** and return to the previous screen.

[No](#)

[Guidance Documents](#)

[Contact Us](#)

[Copyright Statement](#)

Introduction

You have now accessed the application form. Ensure you read all the information on this section. There is a link to Guidance Notes on this screen and this How To Complete guide at the top left. On the left the different sections are displayed. A red cross indicates you either have not accessed each section yet, or you have errors on the section(s). A green tick will display once you have completed each section and there are no errors we can identify. There are various navigation buttons at the top and bottom of the form. Also if you wish to switch between English and Welsh there is a button to do so at the bottom left of the screen.

The screenshot shows the 'Dairy Support Scheme' application form. The left sidebar contains a menu with 'Introduction' (active), 'Privacy Notice', 'Eligibility' (marked with a red cross), 'Covid-19 Framework Declaration' (marked with a red cross), and 'Submission'. The main content area is titled 'Dairy Support Scheme' and includes the following text:

The dairy sector has felt the immediate impact of the global pandemic with the closure of the food service and hospitality sectors.

The Dairy Support Scheme provides support to assist the hardest hit dairy producers following severe volatility in the sector by assisting farmers with their fixed costs in order to sustain productive capacity for milk and maintain their environmental and animal health and welfare standards.

The grant is open to dairy farmers, (inc sheep, goat and buffalo milk producers) who have suffered a reduction of 25% or more in the average price paid for their milk in April and subsequently May, when compared to February 2020. The Grant is 70% of loss incurred and will be capped to £10,000.

If you have multiple dairy herds, only one application per CRN is allowed.

Eligible applicants will receive a grant from Welsh Government which will not exceed the financial threshold set out within the Temporary Framework of Commission Regulation 717/2014.

Please note the following key messages before progressing with this application:

To be eligible for the Dairy Support Scheme you must:

- Be a dairy farmer (inc sheep, goat and buffalo milk producers)
- Be able to supply documentary evidence to show your business has suffered a reduction of 25% or more in the average price paid for their milk in April and subsequently May, when compared to February 2020
- Not have been in financial difficulty on 31 December 2019

Any award under the Dairy Support Scheme will not be contingent on previously received de minimis state aid, this has been established under the new Covid-19 Temporary Framework in place until 31 December 2020.

Before completing this application please read the [Dairy Support Scheme Application Guidance Notes](#).

By progressing with this application, you declare that you have read and understood the above information.

The bottom of the page features a footer with 'Print', 'Cymraeg', 'Exit', and navigation buttons 'Previous', 'Save', and 'Next'.

Once you have finished on this section, click Next.

Privacy Notice

Next you will see the Privacy Notice. Ensure you read the information on this section.

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How we will handle any personal data you provide in relation to your grant application or request for grant funding.

The Welsh Government will be data controller for any personal data you provide in relation to your grant application or request for grant funding. The information will be processed as part of our public task (i.e. exercising our official authority to undertake the core role and functions of the Welsh Government) and will help us assess your eligibility for funding.

Before we provide grant funding to you, we undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks require us to process personal data about you to third party fraud prevention agencies.

If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide the grant funding you applied for, or we may stop providing existing grant funding to you.

A record of any fraud or money laundering risk will be retained by the fraud prevention agencies, and may result in others refusing to provide services, financing or employment to you.

We will keep personal information contained in files in line with our retention policy. If successful in your application then your personal data will be kept for 10 years from the conclusion of any aid award. If you are unsuccessful your details will be kept for one year after the date you provided them.

Under the data protection legislation, you have the right:

- to access the personal data the Welsh Government holds on you;
- to require us to rectify inaccuracies in that data;
- to (in certain circumstances) object to or restrict processing;
- for (in certain circumstances) your data to be 'erased';
- to lodge a complaint with the Information Commissioner's Office (ICO) who is the independent regulator for data protection.

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer:

Welsh Government
Cathays Park
CARDIFF
CF10 3NQ

Email: dataprotectionofficer@gov.wales

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/>

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/privacy-notice-welsh-government-grants>

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Eligibility

The next section is the Eligibility section.

You must answer all the questions on this page

Dairy Support Scheme

≡

Eligibility

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Cymraeg

Questions marked with * are mandatory.

What type of dairy producer are you? (Please tick one or more boxes)*

Cows

Sheep

Goats

Buffalo

Do you believe you have lost 25% or more in the average price paid for milk in April 2020 compared to February 2020?*(div>

Yes

No

Do you believe you have lost 25% or more in the average price paid for milk in May 2020 compared to February 2020?*(div>

Yes

No

Have you been affected by non collection of milk during April and/or May 2020?*(div>

Yes

No

I undertake to submit appropriate documentation in support of my application.*

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Save

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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’.

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Questions marked with * are mandatory.

What type of dairy producer are you? (Please tick one or more boxes)*

Cows

Sheep

Goats

Buffalo

Please make at least one entry.

Do you believe you have lost 25% or more in the average price paid for milk in April 2020 compared to February 2020?*(div>

Yes

No

This is a mandatory question, please answer it.

Do you believe you have lost 25% or more in the average price paid for milk in May 2020 compared to February 2020?*(div>

Yes

No

This is a mandatory question, please answer it.

Have you been affected by non collection of milk during April and/or May 2020?*(div>

Yes

No

This is a mandatory question, please answer it.

I undertake to submit appropriate documentation in support of my application.*

This is a mandatory question, please answer it.

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If you answer Yes to Have you been affected by non collection of milk during April and/or May 2020?
the following questions appear:

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Eligibility

Questions marked with * are mandatory.

What type of dairy producer are you? (Please tick one or more boxes)*

Cows

Sheep

Goats

Buffalo

Do you believe you have lost 25% or more in the average price paid for milk in April 2020 compared to February 2020?*

Do you believe you have lost 25% or more in the average price paid for milk in May 2020 compared to February 2020?*

Have you been affected by non collection of milk during April and/or May 2020?*

Non collection details

To add details of a date when you were affected by the non collection of milk during April 2020 and May 2020 click the 'Add Date' button. If you were affected on more than one date, click the 'Add Date' button for each date.

Date of non collection	Received alternative income?	Details	Add Date
No Entries			

I undertake to submit appropriate documentation in support of my application.*

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Eligibility - Non collection details

Questions marked with * are mandatory.

Date of non collection*

25/05/2020

Have you or do you intend to receive an alternative income for the non collected milk on this date?*

Cancel

Save and Add Another

Save and Return

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Questions marked with * are mandatory.

What type of dairy producer are you? (Please tick one or more boxes)*

☒ Cows
☐ Sheep
☒ Goats
☐ Buffalo

Do you believe you have lost 25% or more in the average price paid for milk in April 2020 compared to February 2020?*

☒ Yes ☐ No

Do you believe you have lost 25% or more in the average price paid for milk in May 2020 compared to February 2020?*

☒ Yes ☐ No

Have you been affected by non collection of milk during April and/or May 2020?*

☒ Yes ☐ No

Non collection details

To add details of a date when you were affected by the non collection of milk during April 2020 and May 2020 click the 'Add Date' button. If you were affected on more than one date, click the 'Add Date' button for each date.

Date of non collection	Received alternative income?	Details	Add Date
25/05/2020	No		Modify Delete

I undertake to submit appropriate documentation in support of my application.* ☒

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

Covid-19 Framework Declaration

Read the information displayed in the section, and also answer the questions shown.

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Covid-19 Framework Declaration

Questions marked with * are mandatory.

Confirmation of State aid received under the Covid-19 Temporary Framework for UK Authorities measure and Undertaking in Difficulty Status

Following the outbreak of the Coronavirus, the European Commission has approved schemes to aid businesses affected by the Coronavirus outbreak on the basis of their Temporary Framework, including the Covid-19 Temporary Framework measure for the UK.

The maximum level of aid that a company may receive is €800,000 (£120,000 per undertaking active in the fishery and aquaculture sector or €100,000 per undertaking active in the primary production of agricultural products). [This is across all UK measures under the terms of the European Commission's Temporary Framework.](#)

The Euro equivalent of the Sterling aid amount is calculated using the Commission exchange rate applicable on the date the aid is offered.

Any aid provided under this measure will be relevant if you wish to apply, or have applied, for any other aid granted based on the European Commission's Temporary Framework. You will need to declare this amount to any other aid awarding body who requests information from you on how much aid you have received.

Aid may be granted to undertakings that were not in difficulty (within the meaning of Article 2(18) of the General Block Exemption Regulation) on 31 December 2019, but that faced difficulties or entered in difficulty thereafter as a result of the Covid-19 outbreak.

This aid is in addition to any aid that you may have received under the De Minimis regulation allowing aid of up to €200,000 (£30,000 per undertaking active in the fishery and aquaculture sector or €20,000 per undertaking active in the primary production of agricultural products) to any one organisation over a three fiscal year period (i.e. your current fiscal year and previous two fiscal years), and any other approved aid you have received under other State aid rules, such as aid granted under the General Block Exemption Regulation.

Have you received any aid under measures approved within the European Commission's Temporary Framework between March 2020 and December 2020?*

☒ Yes ☐ No

If you answer Yes to the following question, you will need to provide details of the funding received – click Add Funding Details to do this.

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EC Temporary Framework Funding Received

Please provide details of all funding received under the European Commission's Temporary Framework between March 2020 and December 2020. Click 'Add Funding Details' for each item of funding received.

Body Providing the Assistance / Aid	Value of Assistance (€)	Date of Assistance	Add Funding Details
No Entries			

Enter the details of funding received.

If you have only received one amount of funding, once all the details have been added click Save and Return at the bottom of the screen.

If you have received more than one, select Save and Add Another until the details of all relevant funding for this business have been added, and then click Save and Return.

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Questions marked with * are mandatory.

Body Providing the Assistance / Aid*

Value of Assistance (€)*

Date of Assistance*

Cancel

Save and Add Another

Save and Return

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Questions marked with * are mandatory.

Confirmation of State aid received under the Covid-19 Temporary Framework for UK Authorities measure and Undertaking in Difficulty Status

Following the outbreak of the Coronavirus, the European Commission has approved schemes to aid businesses affected by the Coronavirus outbreak on the basis of their Temporary Framework, including the Covid-19 Temporary Framework measure for the UK.

The maximum level of aid that a company may receive is €800,000 (£120,000 per undertaking active in the fishery and aquaculture sector or €100,000 per undertaking active in the primary production of agricultural products). This is across all UK measures under the terms of the European Commission's Temporary Framework.

The Euro equivalent of the Sterling aid amount is calculated using the Commission exchange rate applicable on the date the aid is offered.

Any aid provided under this measure will be relevant if you wish to apply, or have applied, for any other aid granted based on the European Commission's Temporary Framework. You will need to declare this amount to any other aid awarding body who requests information from you on how much aid you have received.

Aid may be granted to undertakings that were not in difficulty (within the meaning of Article 2(18) of the General Block Exemption Regulation) on 31 December 2019, but that faced difficulties or entered in difficulty thereafter as a result of the Covid-19 outbreak.

This aid is in addition to any aid that you may be have received under the De Minimis regulation allowing aid of up to €200,000 (€30,000 per undertaking active in the fishery and aquaculture sector or €20,000 per undertaking active in the primary production of agricultural products) to any one organisation over a three fiscal year period (i.e. your current fiscal year and previous two fiscal years), and any other approved aid you have received under other State aid rules, such as aid granted under the General Block Exemption Regulation.

Have you received any aid under measures approved within the European Commission's Temporary Framework between March 2020 and December 2020?*

☒ Yes ☐ No

EC Temporary Framework Funding Received
Please provide details of all funding received under the European Commission's Temporary Framework between March 2020 and December 2020.
Click 'Add Funding Details' for each item of funding received.

Body Providing the Assistance / Aid	Value of Assistance (€)	Date of Assistance	Add Funding Details
Testing	1000.00	01/06/2020	Modify Delete

Next, read the remainder of this section, and answer the question below.

Undertakings in Difficulty Assessment

Source: Section 2(18) General Block Exemption Regulations

(18) **'undertaking in difficulty'** means an undertaking in respect of which at least one of the following circumstances occurs:

- (a) In the case of a limited liability company (other than an SME that has been in existence for less than three years or, for the purposes of eligibility for risk finance aid, an SME within 7 years from its first commercial sale that qualifies for risk finance investments following due diligence by the selected financial intermediary), where more than half of its subscribed share capital has disappeared as a result of accumulated losses. This is the case when deduction of accumulated losses from reserves (and all other elements generally considered as part of the own funds of the company) leads to a negative cumulative amount that exceeds half of the subscribed share capital. For the purposes of this provision, 'limited liability company' refers in particular to the types of company mentioned in Annex I of Directive 2013/34/EU (1) and 'share capital' includes, where relevant, any share premium.
- (b) In the case of a company where at least some members have unlimited liability for the debt of the company (other than an SME that has been in existence for less than three years or, for the purposes of eligibility for risk finance aid, an SME within 7 years from its first commercial sale that qualifies for risk finance investments following due diligence by the selected financial intermediary), where more than half of its capital as shown in the company accounts has disappeared as a result of accumulated losses. For the purposes of this provision, 'a company where at least some members have unlimited liability for the debt of the company' refers in particular to the types of company mentioned in Annex II of Directive 2013/34/EU.
- (c) Where the undertaking is subject to collective insolvency proceedings or fulfils the criteria under its domestic law for being placed in collective insolvency proceedings at the request of its creditors.
- (d) Where the undertaking has received rescue aid and has not yet reimbursed the loan or terminated the guarantee or has received restructuring aid and is still subject to a restructuring plan.
- (e) In the case of an undertaking that is not an SME, where, for the past two years: (1) the undertaking's book debt to equity ratio has been greater than 7.5 and (2) the undertaking's EBITDA interest coverage ratio has been below 1.0.

Were you in financial difficulty on 31 December 2019? ☒ Yes ☐ No

Exit Previous Save Next

Errors, Information and Summary

The next section will show any Error or Information messages on your application, and a Summary of the application. Any Errors will prevent you from submitting your application and will need to be resolved. Information messages, such as the yellow Warning message below, do not prevent you from submitting the application.

Check all the information shown is correct before proceeding.

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Declaration and Undertakings

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Errors, Information and Summary

Important - Please review this summary. Please scroll down if applicable.

Eligibility

What type of dairy producer are you? (Please tick one or more boxes)

Cows

Sheep

Goats

Buffalo

Do you believe you have lost 25% or more in the average price paid for milk in April 2020 compared to February 2020?

Yes

No

WARNING: If you did not lose 25% or more in the average price paid for milk in April 2020 compared to February then you may be ineligible for the Dairy Support Scheme.

Do you believe you have lost 25% or more in the average price paid for milk in May 2020 compared to February 2020?

Yes

No

Have you been affected by non collection of milk during April and/or May 2020?

Yes

No

Non collection details

Date of non collection	Received alternative income?	Details
25/05/2020	No	

I undertake to submit appropriate documentation in support of my application.

Covid-19 Framework Declaration

Confirmation of State aid received under the Covid-19 Temporary Framework for UK Authorities measure and Undertaking in Difficulty Status

Have you received any aid under measures approved within the European Commission's Temporary Framework between March 2020 and December 2020?

Yes

No

EC Temporary Framework Funding Received

Body Providing the Assistance / Aid	Value of Assistance (€)	Date of Assistance
		01/06/2020

Undertakings in Difficulty Assessment

Were you in financial difficulty on 31 December 2019?

Yes

No

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Declarations and Undertakings

Read the declarations and undertakings section and once you have done so, tick the box at the bottom to confirm you agree to these.

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Declaration and Undertakings

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Please tick the box to accept the declarations and undertakings.

I confirm that I have read and understood the [Dairy Support Scheme Application Guidance Notes](#) and I am authorised to submit this application.

I declare the information contained in this application is true to the best of my knowledge and belief.

I confirm I am not eligible for funding from another source that overlaps/compensates for the same loss.

I confirm I will use the funding solely for the purposes of continuing to operate my business during the COVID-19 pandemic period.

I confirm I will inform Welsh Government of any change in circumstance which may affect the accuracy of the information given whilst this application is being considered by Welsh Government or during the funding period.

I confirm I have disclosed all material facts or circumstances which need to be disclosed to enable Welsh Government to obtain a true and correct view of my business and affairs.

I understand that Welsh Government may need to contact my milk buyer to obtain any further information.

I acknowledge that neither the Welsh Government nor any advisor appointed by the Welsh Government shall be responsible for any advice given, including without limit any advice given in relation to this application or business development plan, and that I am solely responsible for all business decisions undertaken.

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 undertake to submit appropriate documentation in support of my application.

I will allow duly authorised officers of the relevant Agricultural Department(s) and their duly authorised agents and those persons accompanying them, access to farm records (including computer records) in order to verify the accuracy of the information in this application and I will give them all reasonable assistance for that purpose.

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

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

I will repay aid received together with any interest, if I am asked to do so, as a consequence of a breach of the rules, or of the declarations made or undertakings given in this application. I will repay on demand any overpayments to me as a result of a miscalculation by the Welsh Government or otherwise.

I understand that the Welsh Government publishes 'Error' and 'Information' messages in the sections of the application and in the summary only as an aid for completion and submission of the application. It is my responsibility to confirm that my intended claim has been made accurately.

I agree to the above declarations and undertakings *

Print

Summary

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Next >

Submit

When you have finished completing the application, click the Submit button.

Submit

< PreviousSaveNext >

You must submit appropriate documentation to support this application. You can do this by clicking the 'Submit Documentation' button on the next screen after you have clicked 'Submit' below.

Click the button below to submit your Dairy Support Scheme.

Submit

A Message containing a copy of your submitted Dairy Support Scheme will be available in your online Messages page within one working day.

Submission Confirmation

A copy of your application will appear on your RPW Online account within one working day. You should save or print the Submission Confirmation, by selecting Print this Screen. You may now click Submit Documentation. **Please remember to submit all documentary evidence to support your application, then click Exit to leave the application and return to RPW Online.**

Submission Confirmation

Dairy Support Scheme : Reference Number:

Your Dairy Support Scheme was submitted for CRN: [redacted] has been submitted should be available in your online Messages page within one working day. Please check the contents of your Dairy Support Scheme and notify us of any changes required. Changes may be notified in writing or through the RPW Online Messages system. Click the 'Print this Screen' Button to print a copy of this receipt.

Print this Screen

A message confirming receipt of your Dairy Support Scheme and a copy of what has been submitted should be available in your online Messages page within one working day. Please check the contents of your Dairy Support Scheme and notify us of any changes required. Changes may be notified in writing or through the RPW Online Messages system. Click the 'Print this Screen' Button to print a copy of this receipt.

If you are required to attach files to your submission click 'Submit Documentation' otherwise click 'Exit'.

Submit DocumentationExit