



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

Welsh Government Rural Communities – Rural Development Programme 2014-2020

Rural Business Investment Scheme (RBIS) Food Application form

How to complete guidance

Contents

Information.....	3
Registering for RPW Online.....	5
Rural Payments Wales Online	5
Government Gateway Login page	5
Home Page	6
Forms Page.....	8
Rural Business Investment Scheme (RBIS) Food Application Form – Start Application	9
Continue Application/Start Again	10
Introduction	12
Privacy Notice	13
Business/Organisation Details	14
Project Overview	16
Business/Project Plan	18
Business/Project Plan - Strategic Fit.....	19
Business/Project Plan - Suitability of Intervention	21
Business/Project Plan - Project Delivery.....	23
Business/Project Plan - Delivery - Risk and Risk Management.....	26
Business/Project Plan - Long Term Sustainability	28
Business/Project Plan - Project Management	30
Business/Project Plan – Value for Money	32
Maximum & Minimum Grant Values	37
Business/Project Plan - Cross Cutting Themes	39
Business/Project Plan - Indicators and Outcomes	41
Sub measure 6.4.....	41
General Information for all Measures	43
Indicators and Outcomes.....	44
Business/Project Plan - Financial and Compliance	49
All Projects.....	49
Checklist of Supporting Documents	51
Submission	52
Errors, Information and Summary	52
Declaration and Undertakings	53
Submission Page – Submit.....	54
Following Successful Submission	55
What happens next?.....	55
Contacts.....	56

Information

This guide takes you through the steps to complete and submit your application for the Rural Business Investment Scheme – Food to the Welsh Government.

You will need to populate an online form providing the Welsh Government with details of your project so this can be assessed for eligibility and if acceptable, scored for selection. Applicants will be notified of the outcome of selection and only applications that have been selected will be subject to full appraisal for consideration of contract and award of grant.

Please read this guidance carefully. You will also need to refer to the [Guidance notes](#) as these contain the full details of the opportunities available as well as the key eligibility criteria.

For selected projects, the amount of funding to be made available for each application will be decided during the appraisal of the application and will not be finalised until the assessment and appraisal processes have been completed. The final grant figure awarded, will not be higher than that stated in the EOI application and where applicable capped to £150,000.

Applications must be submitted electronically via RPW online. Applications may be submitted at any time during the dates published for the opening and closing of the scheme window. There will be no opportunity for an extension.

There is no requirement for applications to wait until the end of the application window. It is strongly recommended that the application is submitted as early as possible. The appraisal will begin as soon as the application has been received.

Applications are made up from a number of different documents and sources of information. The following must be submitted:

- Online Form;
- last three years trading accounts (where applicable);
- cash flow – for the period of the project delivery.

The following may need to be submitted in support of the application if the project requires it. This is not a definitive or comprehensive list.

- Strategic Business Plan;
- technical documentation such as design and specification for buildings;
- technical specifications for equipment and machinery;
- planning permissions, building regulation approvals, premises use approvals;
- map to the scale of 1:1,200/1:1,250 showing the site of the project in relation to these areas, and a plan showing the proposed location of the capital equipment;
- a copy of the Local Authority's detailed planning approval;
- Environmental Impact Assessments and/or habitat surveys;

- a copy of the BREEAM Assessment;
- previous feasibility studies (in support of investment proposals);
- evidence of competitive tendering exercises for goods or services;
- evidence of procurement exercises;
- evidence of other cost comparisons;
- details of key project delivery staff;
- other background evidence for new start-up companies or organisations;
- copy of the Memorandum & Articles (Required if the business is an incorporated legal entity);
- abstraction licences, discharge licences, waste management licences, change of business usage, or any other type of statutory permission necessary for the activity to take place.

The nature and scale of the information provided will be dependent on the type of project and the scale of the activities or investments. Some projects will need to submit considerably more, such as the kind of information listed above.

If information is missing from an application we will request it but this will slow down the appraisal of your application.

Please note: For any problems with RPW Online you should contact the RPW Online Helpdesk on 0300 062 5004.

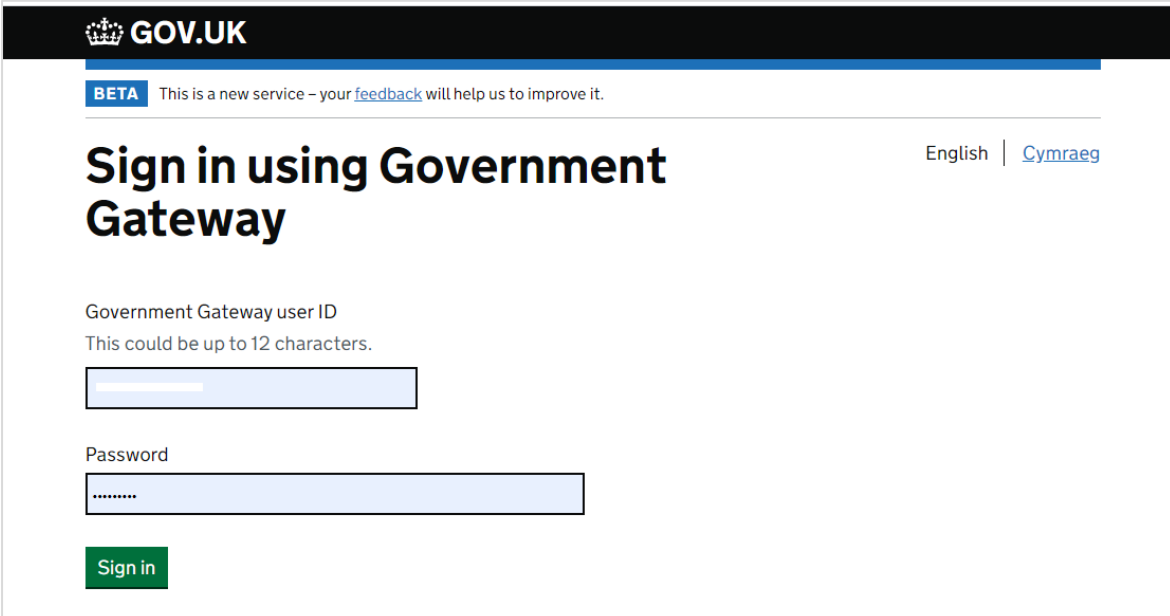
[Back to Contents](#)

Registering for RPW Online

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

Rural Payments Wales Online Government Gateway Login page

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





The screenshot shows the Government Gateway login interface. At the top is the GOV.UK logo. Below it is a blue banner with the word 'BETA' and the text 'This is a new service – your [feedback](#) will help us to improve it.' To the right of the banner are links for 'English' and 'Cymraeg'. The main heading is 'Sign in using Government Gateway'. Below this, there are two input fields: 'Government Gateway user ID' with a note 'This could be up to 12 characters.' and 'Password'. A green 'Sign in' button is at the bottom left of the form area.

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

[Back to Contents](#)


Home Page

Once logged in to your online account the RPW Online 'Home' page will appear.



Taliadau Gwledig Cymru
Ar-Lein Online
Rural Payments Wales

CRONFA AMAETHYDDOL EWROP AR GYFER
DATBLYGU GWLEDIG: EWROP YN
BUDDSODDI MEWN ARDALEDDO GWLEDIG
THE EUROPEAN AGRICULTURAL FUND FOR
RURAL DEVELOPMENT:
EUROPE INVESTING IN RURAL AREAS



Viewing CRN: Cymraeg Log Off

Home My Details Land Correspondence 12 Forms Contracts and Small Grants

The submission deadline for SAF and Glastir Commons applications and supporting documents has been extended to 15 June due to Covid-19. Late submission penalties will apply from 16 June until 10 July. The wording in the applications has not been amended to reflect these new dates. 15 May remains the declaration date for land at your disposal.

BPS Greening requirements regarding Crop Diversification have been removed due to the exceptional weather and Covid-19. The SAF may still display warning messages regarding Crop Diversification – these can be ignored. Other Greening requirements, including Permanent Pasture and EFA requirements remain in place; please do not ignore these warnings as failure to meet the requirements will affect your greening payment.

When you have finished your online session, please ensure that you log out and close the browser.

When completing applications ensure you do not use your browser's back button.

Messages between You and RPW

Unread Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW

- Single Application Form : Single Application Form 2021 (12/01/2021)
- Single Application Form - Summary : Single Application Form 2021 (12/01/2021)

Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW

- RBIS Food Form Summary : Rural Business Investment Scheme - Food Form (05/01/2021)

Unread Llythyr Terfynu'r CPH / CPH Expiry Letter

- Temp CPH Expiry Letter : CPHEXpiryLetter (04/01/2021)

Unread Llythyr Terfynu'r CPH / CPH Expiry Letter

- Temp CPH Expiry Letter : CPHEXpiryLetter (03/12/2020)

Useful Links

- BCMS
- Farming and scheme information
- Bovine TB
- Farm animal movements and identification
- Farming Connect
- Offices Map
- European Maritime and Fisheries Fund

In the Start a Form section at the bottom of the Home screen, click the relevant scheme name you wish to apply for. The Rural Business Investment Scheme (RBIS) Food Application Form will be available here until the closing date of the window.

Start a Form

Single Application Form 2021 Available until 05/01/2021. FINAL DAY.

Capital Works Claim Available anytime

Co-operation and Supply Chain Delivery Scheme - Food Tourism Available until 24/03/2021. 78 days left.

Farm Business Grant - Yard Coverings EOI Available until 31/12/2099. 28849 days left.

Glastir Entry and Advanced Support Scheme 2020 Available until 31/12/2099. 28849 days left.

Glastir Small Grants Expression Of Interest Available until 31/12/2099. 28849 days left.

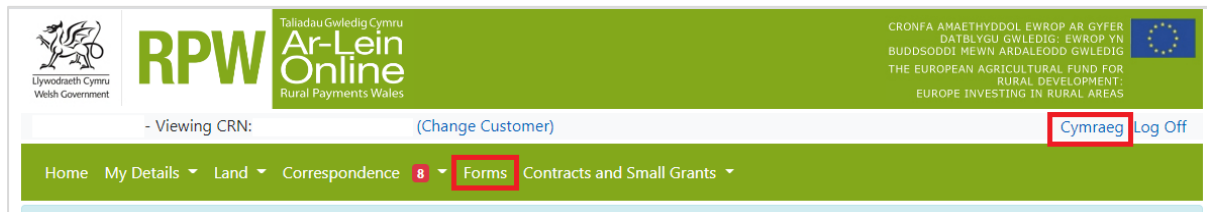
Glastir Woodland Creation Expression Of Interest Available until 31/12/2099. 28849 days left.

Rural Business Investment Scheme - Food Form Available until 22/02/2021. 48 days left.

Rural Business Investment Scheme - Non Agriculture Form Available until 22/02/2021. 48 days left.

Sustainable Production Grant Expression Of Interest Available until 31/12/2099. 28849 days left.

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



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

To change the Language at any time click the **Cymraeg** button located in the top right hand corner bar of the RPW Online information. This will allow you to choose the language your Rural Business Investment Scheme (RBIS) Food Application Form is displayed in.

[Back to Contents](#)

Forms Page

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

The screenshot shows the RPW Ar-Lein Online portal. At the top, there is a header with the Welsh Government logo, the RPW Ar-Lein Online logo, and the European Union flag. Below the header, there is a navigation bar with links: Home, My Details, Land, Correspondence (31), Forms, and Contracts and Small Grants. The main content area is titled 'Forms'. On the left, there is a filter section with a 'Scheme' dropdown menu set to 'All', and buttons for 'Select' and 'Reset'. Below the filter, there are tabs for 'Not Submitted', 'Being Processed', and 'Completed'. The main list of forms is displayed in a table with columns for the form name and status. The forms listed are: 'Co-operation and Supply Chain Delivery Scheme - Food Tourism - (Online)' (Draft), 'Co-operation and Supply Chain Delivery Scheme - Food Tourism - (Online)' (Draft), 'Farm Business Grant - Yard Coverings EOI - (Online)' (Draft), and 'Glastir Woodland Creation Expression Of Interest - (Online)' (Draft). On the right, there is a 'Start a Form' section with links to various forms and their availability dates: 'Single Application Form 2020' (Available until 31/12/2020, 17 days left), 'Capital Works Claim' (Available anytime), 'Co-operation and Supply Chain Delivery Scheme - Food Tourism' (Available until 31/12/2020, 17 days left), 'Farm Business Grant - Yard Coverings EOI' (Available until 31/12/2020, 17 days left), 'Glastir Entry and Advanced Support Scheme 2020' (Available until 31/12/2099, 28871 days left), 'Glastir Small Grants Expression Of Interest' (Available until 31/12/2099, 28871 days left), and 'Glastir Woodland Creation Expression Of Interest' (Available until 31/12/2099, 28871 days left).

Scroll down the page to select the form you wish to submit.

[Back to Contents](#)

Rural Business Investment Scheme (RBIS)

Food Application Form – Start Application

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

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 Agricultural Fund for Rural Development logo. The main navigation bar shows 'Home', 'My Details', 'Land', 'Correspondence' (with a red '9' icon), 'Forms', and 'Contracts and Small Grants'. The 'Start Application' page is displayed, with the heading 'Start Application start an application or claim'. The page contains several paragraphs of information, including a link to the 'Rural Business Investment Scheme - Food Form'. Below the text, there are two columns of links: 'Customer Details' (Trading Title, Address, Postcode, Telephone Number, Email Address, Number of Partners) and 'Online Preferences' (Email or SMS (Text) Preference, Email Address, Mobile Number). At the bottom, there are 'Start' and 'Cancel' buttons.

This page provides some information prior to starting the application. It includes a Customer Contact Centre link if required, and details of the Customer Details and Online Preferences we hold for you. You should check and amend these before starting your application if they are incorrect.

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 by clicking the link shown on this screenshot:

Continue Application

continue an application or claim

You have asked to complete the following application online: **Rural Business Investment Scheme - Food Form**. You already have an application in progress. Please click 'Continue' to continue with your **Rural Business Investment Scheme - Food Form**.

You may choose to remove your existing **Rural Business Investment Scheme - Food Form** and start again. This will undo all of the changes that you have made since starting your **Rural Business Investment Scheme - Food Form** and the new **Rural Business Investment Scheme - Food Form** 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 31 December 2021. You will not be able to submit the form after this date even if you started filling in the form on or before 31 December 2021.

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

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

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

Continue working on the **Rural Business Investment Scheme - Food Form** which was last updated on 10/03/2021

[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.

If you are sure you wish to Start Again, click Yes or if you do not click No, as shown in this screen:

Rural Business Investment Scheme - Food Form - Delete / Start Again

This option will remove your **Rural Business Investment Scheme - Food Form** application and will undo **ALL** of the changes that you have made since starting your **Rural Business Investment Scheme - Food Form**. 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 **Rural Business Investment Scheme - Food Form** has been removed you can start a new **Rural Business Investment Scheme - Food Form**, 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 **Rural Business Investment Scheme - Food Form** and start again.

Please click 'No' to keep the entries you have already made on your **Rural Business Investment Scheme - Food Form** and return to the previous screen.

[Guidance Documents](#)

[Contact Us](#)

[Copyright Statement](#)

[Accessibility Statement](#)

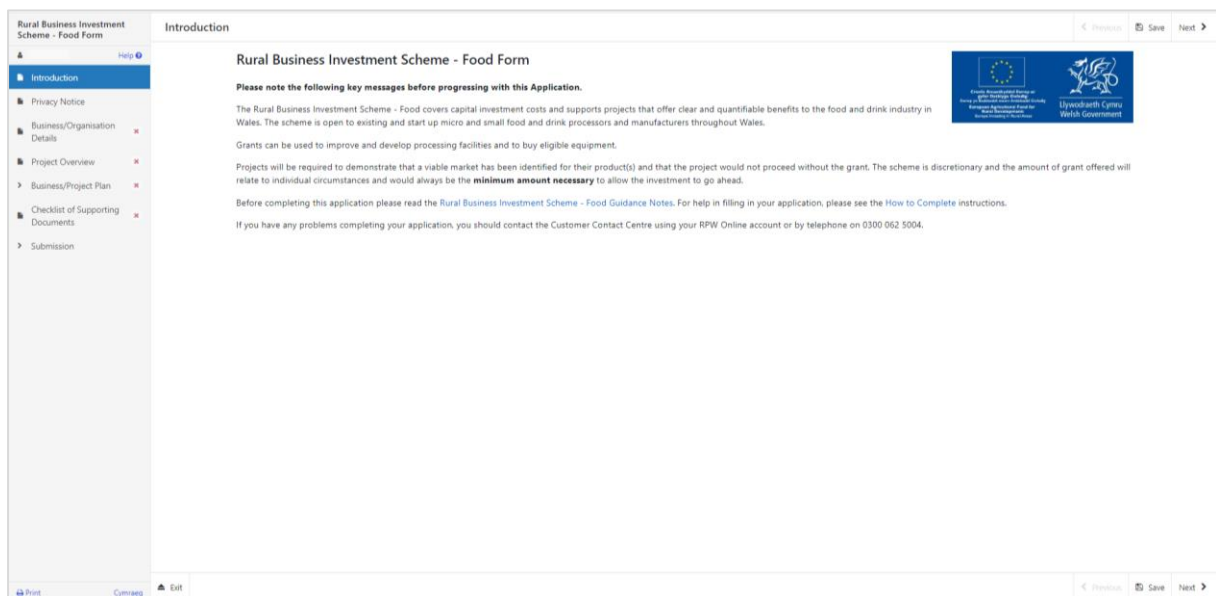
[Back to Contents](#)

Introduction

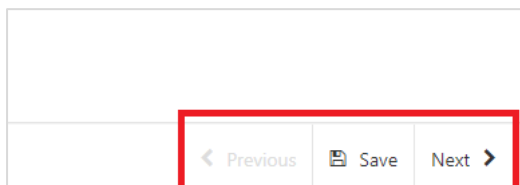
This is the introduction page which provides information about the Rural Business Investment Scheme (RBIS) Food scheme. For greater detail of the information provided on this page, please read the Rural Business Investment Scheme (RBIS) Food scheme General Rules Booklet at [Rural grants and payments](#) section of the Welsh Government website.

There is a link to this How to Complete Guide at the top left of this screen, you can also click on the text 'How to Complete' which will direct you to this document on the Welsh Government website.

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 as shown in the screenshot below:

The screenshot shows the 'Introduction' page of the 'Rural Business Investment Scheme - Food Form'. On the left is a sidebar menu with sections: Introduction (active), Privacy Notice, Business/Organisation Details (marked with a red cross), Project Overview (marked with a red cross), Business/Project Plan (marked with a red cross), Checklist of Supporting Documents (marked with a red cross), and Submission (marked with a red cross). The main content area is titled 'Rural Business Investment Scheme - Food Form' and contains key messages about the scheme, including that it covers capital investment costs and supports projects offering clear and quantifiable benefits to the food and drink industry in Wales. It also mentions that grants can be used to improve and develop processing facilities and to buy eligible equipment. At the bottom of the page, there are navigation buttons: 'Previous', 'Save', and 'Next >'. There is also a 'Print' button and a 'Cymraeg' (Welsh) language toggle button.

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

This is a close-up of the navigation buttons at the bottom of the form. It shows three buttons: 'Previous' with a left arrow, 'Save' with a floppy disk icon, and 'Next >' with a right arrow. The 'Next >' button is highlighted with a red rectangular box.

[Back to Contents](#)

Privacy Notice

The Privacy Notice page is where we set out your rights and what we may need to do with your information in order to process your application. You must read the Privacy Notice.

The screenshot shows a web form titled 'Rural Business Investment Scheme - Food Form'. The left sidebar contains a navigation menu with the following items: Introduction, Privacy Notice (highlighted), Business/Organisation Details, Project Overview, Business/Project Plan, Checklist of Supporting Documents, and Submission. The main content area is titled 'Privacy Notice' and contains the following text:

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

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

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

You have the right to:

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

The Retention period for the data we hold will be in accordance with the Commission Implementing Regulation (EU) No 906/2014, 'Conservation of Accounting Information'.

Should you have any queries regarding this privacy statement please contact the RPW Customer Contact Centre.
<https://gov.wales/privacy-notice-welsh-government-grants>

At the bottom of the page, there are links for 'Print' and 'Cymraeg'.

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

The screenshot shows a row of three buttons: 'Previous', 'Save', and 'Next'. The 'Next' button is highlighted with a red rectangular border.

[Back to Contents](#)

Business/Organisation Details

The Business/Organisation Details page is where you will provide information regarding your business such as what type of business you have, any reference numbers that apply, what size your business/Organisation is and how many members of staff you have. This information will be used to help us establish your eligibility for the grant in question.

Most of the questions in this section are mandatory and you will not be able to submit your form without completing them.

The screenshot shows the 'Business/Organisation Details' section of the 'Rural Business Investment Scheme - Food Form'. The left sidebar contains a navigation menu with items: Introduction, Privacy Notice, Business/Organisation Details (highlighted), Project Overview, Business/Project Plan, Checklist of Supporting Documents, and Submission. The main content area is titled 'Business/Organisation Details' and includes a 'Previous' button, a 'Save' button, and a 'Next' button. The form is divided into two main sections: 'Business or Organisation Status' and 'Business/Organisation'. The 'Business or Organisation Status' section asks 'What type of Business/Organisation is this application for?' and lists various options with radio buttons: Sole Trader, Partnership, Private limited company, Public limited company, Public sector organisation, Co-operative, Industrial and Provident Society or Mutual, Charity / Third Sector, Town/Community Council, Private Company Limited by Guarantee, Local Community Groups, Local Authorities, the Welsh Government, Community Interest Companies, Community Amateur Sports Clubs, University, and Other. Below this, it asks 'If the business is an incorporated legal entity please supply a copy of the Memorandum & Articles.' and 'Does the Business/Organisation Trade under another name?'. The 'Business/Organisation' section asks 'Please provide all of the following Business/Organisation Reference Numbers that apply:' and includes input fields for Company Number, VAT Number, Charity Number, and Mutuals Public Registration Number. It also asks 'Is the Business/Organisation a member of a group of companies?' and 'Does the Business/Organisation have shareholders?'. At the bottom left, there are 'Print' and 'Cymraeg' links.

This screenshot shows a detailed view of the 'Business/Organisation' section of the form. It begins with the heading 'Business/Organisation' and the instruction 'Please provide all of the following Business/Organisation Reference Numbers that apply:'. Below this are input fields for Company Number, VAT Number, Charity Number, and Mutuals Public Registration Number. Following these are several mandatory questions (marked with an asterisk) with radio button options for 'Yes' or 'No': 'Is the Business/Organisation a member of a group of companies?', 'Does the Business/Organisation have shareholders?', 'Does the Business/Organisation have directors or trustees?', 'Is the Business/Organisation a wholly owned subsidiary?', and 'Is the Business/Organisation a New Start-Up?'. The next section is 'Size of Business/Organisation', which includes a question 'Select size of Business/Organisation?' with radio button options for 'Micro-enterprise (0 to 9 employees)' and 'SME enterprise (10 to 250 employees)'. Below this is the instruction 'Please give the following details:' followed by input fields for 'Number of employees (Full Time Equivalents)', 'Annual gross turnover (for last Financial year) (£)', and 'Balance sheet net assets (for last financial year) (£)'. At the bottom left, there is an 'Exit' button. At the bottom right, there are 'Previous', 'Save', and 'Next' buttons.

Certain questions may prompt you to provide more detail depending on the answer you provide as shown below.

Please provide all of the following Business/Organisation Reference Numbers that apply:

Company Number

VAT Number

Charity Number

Mutuals Public Registration Number

Is the Business/Organisation a member of a group of companies? ☒ Yes ☐ No

Please give the name of the immediate parent company, and if different, the ultimate parent company, and the country or countries in which they are registered.* 0 / 255

Does the Business/Organisation have shareholders? ☒ Yes ☐ No

Please give details of all of the shareholders of the Business/Organisation, (including the Company Number(s) if registered in the UK).* 0 / 500

Does the Business/Organisation have directors or trustees? ☒ Yes ☐ No

Please give details of all of the directors or trustees.* 0 / 500

Is the Business/Organisation a wholly-owned subsidiary? ☐ Yes ☒ No

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

[< Previous](#)
[Save](#)
[Next >](#)

[Back to Contents](#)

Project Overview

The Project Overview Page is where you will need to provide some general information on the Project such as the project name, description, location address and start and end dates.



The questions in this section are mandatory and you will not be able to submit your form without completing them.

The screenshot shows the 'Project Overview' section of a web form. On the left is a navigation menu with options: Introduction, Privacy Notice, Business/Organisation Details, Project Overview (selected), Business/Project Plan, Checklist of Supporting Documents, and Submission. The main content area is titled 'Project Overview' and includes a 'Help' link. It contains several mandatory fields marked with an asterisk: 'Project name*', 'Project description*' (with a 0/500 character count), 'Project postcode*' (with a 'Find Address' button), and 'Project location address*'. Below these is a 'Planned Project Timetable' section with 'Project start date*' and 'Project end date*' fields, each with a calendar icon. At the bottom right, there are navigation buttons: '< Previous', 'Save', and 'Next >'. A red box highlights the 'Exit' button in the bottom left corner.


Enter your postcode into to box and select the **Find Address** button

The screenshot shows a 'Find Address' pop-up window. It has a search input field containing 'SA71 5NA' and a 'Find Address' button. Below the input field is a list of ten addresses, all starting with '1 Honeyhill Grove' through '10 Honeyhill Grove'. At the bottom right of the window is a 'Cancel' button.

Select the address from the list provided. You then need to enter your Planned Project start and end dates. You can either type in the date manually or select the calendar icon as highlighted below. You will not be able to enter a Project end date later than 30th June 2023.

Project postcode*	SA71 5NA																																																	
Project location address*	<div> <div><</div> <div>Dec</div> <div>></div> <div>2020</div> <div>></div> </div> <table border="1"> <thead> <tr> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> <th>Su</th> </tr> </thead> <tbody> <tr> <td>30</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> </tbody> </table> <div> <div>dd/mm/yyyy</div> <div></div> </div> <div> <div>dd/mm/yyyy</div> <div></div> </div>	Mo	Tu	We	Th	Fr	Sa	Su	30	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	1	2	3	4	5	6	7	8	9	10
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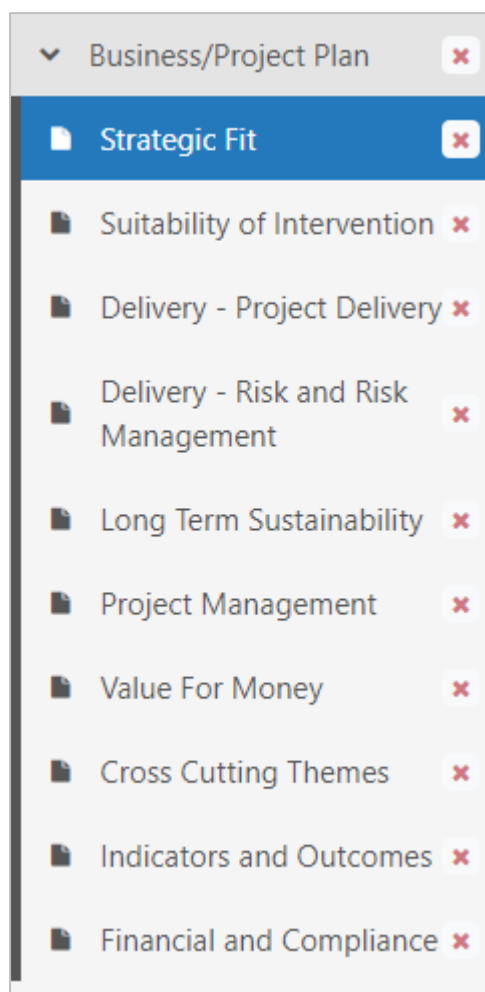
When you have finished filling in your answers, select the **Next** button.

< Previous	 Save	Next >

[Back to Contents](#)

Business/Project Plan

The next section of the form is concerned with your Project Plan. All applications for grant assistance through the Rural Programmes 2014 – 2020 must complete a Project Plan. The Project Plan is a standard template that has ten headings.



The screenshot shows a web-based form titled "Business/Project Plan". Below the title is a list of ten headings, each preceded by a small icon and followed by a red "x" icon. The headings are: Strategic Fit, Suitability of Intervention, Delivery - Project Delivery, Delivery - Risk and Risk Management, Long Term Sustainability, Project Management, Value For Money, Cross Cutting Themes, Indicators and Outcomes, and Financial and Compliance. The "Strategic Fit" heading is highlighted in blue.

The information provided under each of the headings will be used in the assessment and appraisal process from which a decision can be taken about the award of grant assistance to the project.

Please note that if further information is required this may delay the appraisal of the application so we recommend you follow the guidance carefully in order to provide the information requested. However if anything is unclear or we require more information we will contact you.

It is important to note that the amount of detail given in each section must be appropriate and proportionate to the scope and scale of the intended project.

[Back to Contents](#)

Business/Project Plan - Strategic Fit

The Strategic Fit section is where you will need to explain how the proposed Project will make a contribution to the strategic aims and objectives of the Fund and Scheme or Measure as set out in the Scheme Guidance Notes.

You will have to explain how this project will make a contribution to the overarching aims of The Food Strategy Action Plan, improve your Business/Organisation and how it will advance your Business/Organisation.

You will need to provide clear explanations on how the Business/Organisation is committed to Sustainable Development within the project and the business, for example:

- How will the project improve resource efficiency;
- reduce energy, water usage;
- use of renewable energy sources;
- reduce wastage;
- add value to waste or by-products;
- contribute to healthier lifestyles;
- provision of a bilingual service within the workplace;
- secure food supplies and market resilience;
- payment of the national living wage to employees aged under 25;
- supply redistribution channels such as food bank charities;
- support local supply chains?

You will also need to explain how the proposed project will make a contribution to the thematic objectives for example:

- Promotes and develops a growing and vibrant food and drink sector in Wales.
- Contributes to develop a green image based on sustainable production methods.
- Contributes to further building resilience into the industry to withstand market changes.
- Contributes to driving improvements in food safety and security.
- Promotes technological innovation in both product and processes.
- Contributes to providing career opportunities at varying skill levels.

The Strategic fit section screen is shown in the screenshot below:

Rural Business Investment Scheme - Food Form

Strategic Fit

Questions marked with * are mandatory.

Explain how the proposed Project will make a contribution to the strategic aims and objectives of the Fund and Scheme or Measure as set out in the Scheme Guidance Notes.

Enter details*

0 / 4000

Explain how your Project will make a contribution to the overarching aims of the Food Strategy Action Plan - Towards Sustainable Growth to grow sales in the Food and Drink sector by 30% to 7 billion by 2020?

Enter details*

0 / 4000

Explain how the Project will contribute to one or more of the following thematic objectives:

- promoting and developing a growing and vibrant food and drink sector in Wales
- continuing to develop a green image based on sustainable production methods
- further building resilience into the industry to withstand market changes
- driving improvements in food safety and security
- promoting technological innovation in both product and processes
- providing career opportunities at varying skill levels

Enter details*

0 / 4000

Print Exit

Previous Save Next

The text boxes are expandable, and allow up to 4000 characters. This is not the number of words allowed, but the number of characters. The questions in this section are mandatory and you will not be able to submit your form without completing them.

When you have finished filling in your answers, select the **Next** button.

0 / 4000

Previous Save Next

[Back to Contents](#)

Business/Project Plan - Suitability of Intervention

The Suitability of Intervention page is where you will need to provide details to enable the evaluation of the appropriateness of the investment. How the Business/Organisation will increase productivity and anticipated turnover projections achieved within 3 years completion of the project. How the plans will impact on the environment and how you have taken these actions into account.

Explain how the Business/Organisation will increase productivity and turnover.

Provide explanations alongside any assumptions in providing these projections.

Consider and explain how plans will impact on the environment and contribute to climate change. Provide an explanation on how these actions have been taken into account and any outcomes that are expected to be achieved.

Provide an account as to what extent the plans will embrace innovative equipment and techniques.

Explain what competitive advantage will be gained by this investment?

The screenshot shows the 'Suitability of Intervention' page within the 'Rural Business Investment Scheme - Food Form'. The left sidebar lists various sections, with 'Suitability of Intervention' highlighted. The main content area contains four mandatory questions, each with a text input field and a character count (0 / 4000). The questions are:

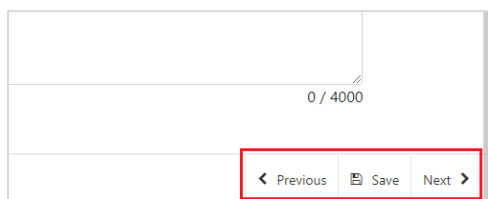
- Describe how the Business/Organisation will increase productivity and turnover, providing an explanation of any assumptions made in providing these projections.
- Applicants are encouraged to consider how their plans will impact on the environment and contribute to climate change. Please describe how you have taken these actions into account and any outcomes you expect to achieve.
- Describe to what extent the plans will embrace innovative equipment and techniques.
- Explain what competitive advantage will be gained by this investment.

Each question is followed by an 'Enter details*' label and a text input field. The bottom of the page features navigation buttons: 'Previous', 'Save', and 'Next'.

The text boxes are expandable, and allow up to 4000 characters. This is not the number of words allowed, but the number of characters.

The questions in this section are mandatory and you will not be able to submit your form without completing them.

When you have finished filling in your answers, select the **Next** button.



0 / 4000

< Previous Save Next >

[Back to Contents](#)

Business/Project Plan - Project Delivery

The Delivery – Project Delivery page is where you will provide a plan of the work that the Business/Organisation intends to undertake.

In this section, you need to provide an explanation of:

- Why the project is necessary.
- How will the project help to achieve aims, objectives and targets of the business?
- What you propose to do and location, providing your description of the innovative new product or market to capture markets and move forward.
- Explain any market analysis, research undertaken and engagement with Food Innovation Wales or equivalent food development programmes.
- How you propose to do it, evidencing relevant supply chains in place to support the project?
- Delivery of the new product or market once the project is complete.
- A timetable of delivery for all activities and stages of your project.
- Describe how timescales have been determined.
- Describe the effect of the Project on production capacity.
- Provide an explanation of how you propose to follow the appropriate procurement and tendering procedures and that appropriate timeframes are in place.

Competitive tendering and procurement must be carried out in accordance with the Welsh Government Rural Communities - Rural Development Programme 2014-2020 Competitive Tendering and Public Procurement Technical Guidance Note. For further information please see:

[Competitive Tendering and Public Procurement - Technical Guidance Notes](#)

[Competitive Tendering and Public Procurement - Register & Record](#)

The text boxes are expandable, and allow up to 4000 characters. This is not the number of words allowed, but the number of characters.

The questions in this section are mandatory and you will not be able to submit your form without completing them.

Rural Business Investment Scheme - Food Form

Delivery - Project Delivery

Questions marked with * are mandatory.

Explain why the proposed investment is necessary and how it will help to achieve aims, objectives and targets of the business.

Enter details*

0 / 4000

Provide a plan of the work that the Business/Organisation intends to undertake to realise the Project. This must include timescales for all stages.

Project Activities

Click 'Add Activity' to add details for each stage of the Project.

Add Activity

No Entries

Describe how the timescales have been determined.

Enter details*

0 / 4000

Describe the effect of the Project on production capacity.

Enter details*

0 / 4000

When you have completed the first question, you will need to add the Project Activities. Select the **Add Activity** button to proceed.

Provide a plan of the work that the Business/Organisation intends to undertake to realise the Project. This must include timescales for all stages.

Project Activities

Click 'Add Activity' to add details for each stage of the Project.

Add Activity

No Entries

Once you have selected the **Add Activity** button you will see the following page.

Rural Business Investment Scheme - Food Form

Delivery - Project Delivery - Project Activities

Questions marked with * are mandatory.

Activity name*

Activity description*

0 / 255

Proposed activity start date*

dd/mm/yyyy

Proposed activity end date*

dd/mm/yyyy

Cancel Save and Add Another Save and Return

Here you need to enter the name and description of the Activity, a proposed start and end date for it. Simply select the **calendar** button to add your dates. Once you have entered all your information, select either **Save and Add Another** button (to add another activity) or **Save and Return** button (if you are finished). You may enter as many project activities as you wish.

When you have finished filling in your answers, select the **Next** button.

0 / 4000

< Previous Save Next >

[Back to Contents](#)

Business/Project Plan - Delivery - Risk and Risk Management

The Delivery - Risk and Risk Management page is where you will use a table to set out a summary of at least the top five risks that might affect the delivery of the project and the achievement of outputs and objectives of the project that includes:

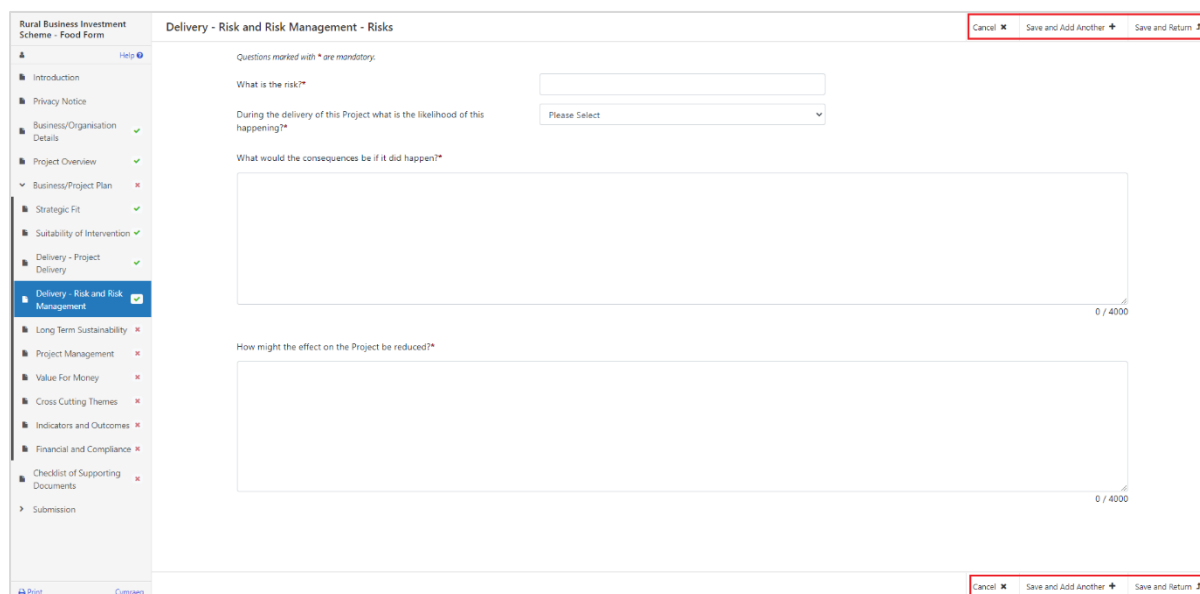
- What the risk is and what the likelihood is of it happening during the time that the project is being delivered?
- What the consequences to the project would be if it did happen?
- What steps might be taken to try and avoid it happening and what might be done to reduce the effect on the project if it did happen?

The question in this section is mandatory and you will not be able to submit your form without adding at least 5 risks.

The screenshot shows the 'Delivery - Risk and Risk Management' section of the 'Rural Business Investment Scheme - Food Form'. The sidebar on the left contains a list of sections: Introduction, Privacy Notice, Business/Organisation Details, Project Overview, Business/Project Plan, Strategic Fit, Suitability of Intervention, Delivery - Project, Delivery - Risk and Risk Management (highlighted), Long Term Sustainability, Project Management, Value For Money, Cross Cutting Themes, Indicators and Outcomes, Financial and Compliance, Checklist of Supporting Documents, and Submission. The main content area has a title 'Delivery - Risk and Risk Management' and a 'Help' icon. Below the title, there is a note: 'Questions marked with * are mandatory.' followed by a light blue box containing the text: 'Recognition that there will be some risks to a Project, no matter how unlikely, is an important part of managing a Project. Give details of at least the top 5 risks that might affect the delivery of the Project and the achievement of outputs and objectives of the Project.' Below this, there is a table with the heading 'Risks' and a single row with the text 'Click 'Add Risk' to add risk details.' and an 'Add Risk' button. The table is currently empty, showing 'No Entries'. The footer of the form includes a 'Print' button, a 'Cymraeg' language toggle, an 'Exit' button, and navigation buttons for 'Previous', 'Save', and 'Next'.

Click **Add Risk** to start inputting your first risk.

Once you click this it will bring up the entry screen as shown in the screenshot below:



Once you have entered all your information, select **Save and Add Another** button to add another activity or **Save and Return** button if you are finished.

You will need to complete this for at least 5 different risks. If you do not provide at least 5 then an error message will show and this section will not show as completed as shown in the screenshot below:



When you have finished filling in your answers, select the **Next** button.



[Back to Contents](#)

Business/Project Plan - Long Term Sustainability

The Long Term Sustainability page is where you will describe how the capital investment received may encourage further investment in the Business/Organisation in the future, including the expectation of future work.

Within this section your explanations must also include:

- How the Project aims to deliver additional paid job opportunities, giving an indication of additional economic impact helping to deliver one of the key objectives of the Welsh Government Rural Communities – Rural Development Programme 2014-2020.
- If the business is owned by a parent company, or is located at more than one site, the jobs created must be related to the project site only.
- Include breakdown of jobs and salaries/wages or drawings along with percentage increases.
- Any jobs created must be within three years of project completion. Do not include any new jobs which are based on zero hour contracts, these should not be included in the gross salary value.
- Explain what is the exit strategy for the project?
- For capital investment projects, for example, as a result of the investment, what is the business aiming to do over the next one, three and five years?
- What potential future investments might there be?

This section is presented as one large text box as shown in the screenshot below:

The screenshot shows a web form titled 'Rural Business Investment Scheme - Food Form' with a sub-header 'Long Term Sustainability'. The left sidebar contains a navigation menu with items: Introduction, Privacy Notice, Business/Organisation Details, Project Overview, Business/Project Plan (selected), Strategic Fit, Suitability of Intervention, Delivery - Project Delivery, Delivery - Risk and Risk Management, Long Term Sustainability (highlighted), Project Management, Value For Money, Cross Cutting Themes, Indicators and Outcomes, Financial and Compliance, Checklist of Supporting Documents, and Submission. The main content area has a heading 'Long Term Sustainability' and a sub-heading 'Questions marked with * are mandatory:'. Below this is a large text box with the instruction 'Describe how the capital investment received may encourage further investment in the Business/Organisation in the future, including the expectation of future work.' and a label 'Enter details*'. The text box is empty and has a character count '0 / 4000' at the bottom right. At the bottom of the form, there are navigation buttons: 'Previous', 'Save', and 'Next'.

The text boxes are expandable, and allow up to 4000 characters. This is not the number of words allowed, but the number of characters. Please bear this in mind when completing your form.

The question in this section is mandatory and you will not be able to submit your form without completing it.

When you have finished filling in your answer, select the **Next** button.

	< Previous	Save	Next >

[Back to Contents](#)

Business/Project Plan - Project Management

The Project Management Page is where you will need to provide the following information on the management of the Project:

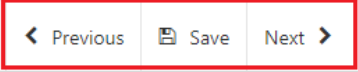
- Explain how the applicant has the capacity and resources necessary to successfully deliver the project and achieve the proposed outputs and results.
- Set out the project implementation plan and show all the activities and resources committed to the proposal.
- Explain how the Business/Organisation has the operational, technical, financial and personnel skills to deliver this project; include communication skills where that is necessary.
- Set out the track record of the management team and the key staff who will be involved in the delivery of the project. Where appropriate explain any investment in upskilling of existing staff to support successful delivery of the project.
- Where available provide evidence on the management skills of the business/organisation. Provide evidence of experience of the business in delivering similar activity. Explain how experience is proportionate to the scale of project.

The screenshot shows the 'Project Management' section of the 'Rural Business Investment Scheme - Food Form'. The left sidebar contains a navigation menu with items: Introduction, Privacy Notice, Business/Organisation Details (checked), Project Overview (checked), Business/Project Plan (checked), Strategic Fit (checked), Suitability of Intervention (checked), Delivery - Project Delivery (checked), Delivery - Risk and Risk Management (checked), Long Term Sustainability (checked), Project Management (checked and highlighted), Value For Money (unchecked), Cross Cutting Themes (unchecked), Indicators and Outcomes (unchecked), Financial and Compliance (unchecked), Checklist of Supporting Documents (unchecked), and Submission. The main content area is titled 'Project Management' and contains three mandatory questions marked with an asterisk (*). Each question has a text input field and a character count (0 / 4000). The questions are: 1. 'Please provide details of the resources and capacity available to the business to successfully deliver the Project.' 2. 'Provide details of the activities and resources that will be required during the Project implementation and when they will be used. This can be members of the business, contractors, undertaking training or receiving advice etc.' 3. 'Set out the track record of the management team and the key staff who will be involved in the delivery of the Project and how the work will be managed.' The bottom of the page has a footer with 'Print', 'Cymraeg', 'Exit', and navigation buttons 'Previous', 'Save', and 'Next'.

The text boxes are expandable, and allow up to 4000 characters. This is not the number of words allowed, but the number of characters.

The questions in this section are mandatory and you will not be able to submit your form without completing them.

When you have finished filling in your answers, select the **Next** button.

A screenshot of a form interface. It features a large, empty text input box at the top. Below this box is a horizontal navigation bar containing three buttons: 'Previous' with a left-pointing chevron, 'Save' with a floppy disk icon, and 'Next' with a right-pointing chevron. The entire navigation bar is highlighted with a red rectangular border.

[Back to Contents](#)

Business/Project Plan – Value for Money

The Value for Money page is where you will provide information of the Project costs and quotes.

To complete this section you must refer to the Welsh Government Rural Communities - Rural Development Programme 2014-2020 Competitive Tendering and Public Procurement Technical Guidance Notes before incurring costs. For further information please see:

[Competitive Tendering and Public Procurement - Technical Guidance Notes](#)

[Competitive Tendering and Public Procurement - Register & Record](#)

Projects are required to provide value for money. Projects will be ranked against other applications in the window on the basis anticipated increase in turnover within three years of completion of the project, divided by the requested grant value.

In this section, please provide details of the anticipated increased turnover projection within three years of completion of the project plus an explanation of how those projections have been determined.

In this section:

- Include all proposed expenditure and provide an explanation of how the estimated total project costs have been calculated.
- Explain how the costs of the project have been considered taking into account the scope, scale and timescale of the proposals.
- Provide evidence of quotation exercises undertaken, or copies of quotes if available. A minimum of three quotes will be required when a purchase is £5,000 or more. Only one quote is required when the purchase is under £5,000. The quotation documents must contain all the necessary information for the supplier to be identified including address, contact details and Company Registration Number (VAT Number if applicable).
- Where appropriate show how different options for the achievement of the project objectives have been considered and explain how and why the chosen option was decided.

All suppliers must be genuine i.e. they are established business advertising the service required. - If a business does not have a presence on the internet or companies house, further information will be required to satisfy this part of the form. This is not unusual, but further evidence that they are engaged in the relevant trade should be sought, this could be:

- A letter from their accountant;
- HMRC business correspondence;
- relevant business receipts;
- local authority correspondence;
- three years of accounts.

To complete this quotes section you must have obtained a quote for each investment item up to £5,000. For items over £5,000, three quotes are required. You must submit evidence of these quotes with this application.

The Value for Money initial page is shown in the screenshot below:

The text boxes are expandable, and allow up to 4000 characters. This is not the number of words allowed, but the number of characters. The questions in this section are mandatory and you will not be able to submit your form without completing them.

The screenshot shows the 'Value For Money' section of the 'Rural Business Investment Scheme - Food Form'. The left sidebar contains a navigation menu with items like 'Introduction', 'Privacy Notice', 'Business/Organisation Details', 'Project Overview', 'Business/Project Plan', 'Strategic Fit', 'Sustainability of Intervention', 'Delivery - Project Delivery', 'Delivery - Risk and Risk Management', 'Long Term Sustainability', 'Project Management', 'Value For Money' (highlighted with a checkmark), 'Cross Cutting Themes', 'Indicators and Outcomes', 'Financial and Compliance', 'Checklist of Supporting Documents', and 'Submission'. The main content area is titled 'Value For Money' and includes a 'Previous' button, a 'Save' button, and a 'Next' button. It contains two mandatory questions marked with an asterisk (*). The first question asks for a breakdown of project costs, with a text box for 'Enter details*'. The second question asks for an explanation of the costs of the project, also with a text box for 'Enter details*'. A 'Print' button and the Welsh word 'Cymraeg' are at the bottom left.

Click **Add Investment Item**. If you have more than one item under one category then you should combine the costs so you get an overall total for each category. Please then provide a breakdown of what makes up this total in the 'Enter Details' box.

Rural Business Investment Scheme - Food Form

Introduction

Privacy Notice

Business/Organisation Details

Project Overview

Business/Project Plan

Strategic Fit

Suitability of Intervention

Delivery - Project Delivery

Delivery - Risk and Risk Management

Long Term Sustainability

Project Management

Value For Money

Cross Cutting Themes

Indicators and Outcomes

Financial and Compliance

Checklist of Supporting Documents

Submission

Print

Cymraeg

Exit

Previous

Save

Next

Explain how the costs of the Project are considered to be reasonable taking into account the scope, scale and timescale of the proposals.

Enter details*

Investment Items

Enter details and quotes for each investment item.
For each item required click 'Add Investment Item', then select the required item.

Add Investment Item

No Entries

Total Project Cost (£)

Maximum Grant Value

0.00

When you reach the Investment Items table you will need to select the **Add Investment Item** button to continue and enter your quotes.

Rural Business Investment Scheme - Food Form

Value For Money - Investment Items

Questions marked with * are mandatory.

Item*

Please Select

Item Details (maximum 500 characters)*

Item Quotes

To complete this section you must have obtained a quote for each investment item up to £5,000. For items over £5,000, three quotes are required. You must submit evidence of these quotes with this application.
Click 'Add Quote' to add details of a quote for this investment item.

Add Quote

No Entries

Print

Cymraeg

Cancel

Save and Add Another

Save and Return

Select the **Item** button to activate the drop down list of Items to choose from.

You can either search through the list for the item you require or start to type the first few letters in the search bar and the list will find the relevant matches.

Select an item from here.

Select the **Add Quote** button and you will see the following page. Enter your quote details. If you are adding only one quote for this investment item, you need to select the Preferred Quote tick box.

If you answer 'Yes' to "Do you or anyone involved in the Project have an interest in this supplier?", a text box will open up for you to provide details on what actions the Business/Organisation has taken to mitigate this conflict of interest? This question must be answered in order to progress any further with the application.

You then have the option to 'Save and Add Another' Quote or just to 'Save and Return to the Investment Items page.

Once you have returned to the Investment Items page your quote information will be shown.

Rural Business Investment Scheme - Food Form

Value For Money - Investment Items

Questions marked with * are mandatory.

Item* Estates - Buildings

Item Details (maximum 500 characters)* 1 / 500

Item Quotes

To complete this section you must have obtained a quote for each investment item up to £5,000. For items over £5,000, three quotes are required. You must submit evidence of these quotes with this application. Click 'Add Quote' to add details of a quote for this investment item.

Quote Value (£)	Supplier Trading Title	Preferred Quote	Supplier Interest?	
6500.00	a	✓	Yes	Add Quote Modify Delete

Item Value (£) 6500.00

You must enter at least 3 quotes. Tick this box to indicate that you wish to submit this application with less than three quotes for this investment item.* ☒

Explain why you are submitting less than three quotes for this investment item.* 0 / 255

Cancel Save and Add Another Save and Return

If your quote value is greater than £5,000 and you only have one quote available to submit, you must Tick the box to indicate that you wish to submit the application with less than three quotes for this investment item. A text box will also appear for you to explain why you are submitting less than three quotes for this investment item.

You must enter at least 3 quotes. Tick this box to indicate that you wish to submit this application with less than three quotes for this investment item.* ☒

Explain why you are submitting less than three quotes for this investment item.* 0 / 255

You then have the option to 'Save and Add Another' Investment Item or just to 'Save and Return to the Value for Money page.

Cancel Save and Add Another Save and Return

[Back to Contents](#)

Maximum & Minimum Grant Values

As the maximum grant value that can be applied for under RBIS Food is £150,000, the values entered into the quotes table in this section will be capped at this amount.

3 / 4000

Investment Items

Enter details and quotes for each investment item.
For each item required click 'Add Investment Item', then select the required item.

Item	Item Details	Item Value (£)	Reason for choice of Quote	
Estates - Construction Costs	sfg	545325.32		Add Investment Item Modify Delete

Total Project Cost (£) 545325.32

Maximum Grant Value 150000.00

[Print](#) [Cymraeg](#) [Exit](#) [Previous](#) [Save](#) [Next](#)

Investment Items

Enter details and quotes for each investment item.
For each item required click 'Add Investment Item', then select the required item.

Item	Item Details	Item Value (£)	Reason for choice of Quote	
Estates - Construction Costs	sfg	223325.32		Add Investment Item Modify Delete
Estates - Buildings	trs	232541.32		Add Investment Item Modify Delete

Total Project Cost (£) 455866.64

Maximum Grant Value 150000.00

[Print](#) [Cymraeg](#) [Exit](#) [Previous](#) [Save](#) [Next](#)

An on screen message 'The maximum grant value of £150,000 has been exceeded. One item will be part funded.' will appear to reflect this:

Investment Items

Enter details and quotes for each investment item.
For each item required click 'Add Investment Item', then select the required item.

Item	Item Details	Item Value (£)	Reason for choice of Quote	
Estates - Construction Costs	sfg	223325.32		Add Investment Item Modify Delete
Estates - Buildings	trs	232541.32		Add Investment Item Modify Delete

Total Project Cost (£) 455866.64

Maximum Grant Value 150000.00

• The maximum grant value of £150000.00 has been exceeded. One item will be part funded.

[Print](#) [Cymraeg](#) [Exit](#) [Previous](#) [Save](#) [Next](#)

If a number of investment items exceed the £150,000 maximum grant value, you must remove an item as the other investment items entered have already exceeded the maximum grant value.

Investment Items

Enter details and quotes for each investment item.
For each item required click 'Add Investment Item', then select the required item.

Item	Item Details	Item Value (£)	Reason for choice of Quote
Estates - Infrastructure	sdifg	665321.00	
Estates - Construction Costs	sdifg	32652.00	

Total Project Cost (£) 69793.00

Maximum Grant Value 150000.00

• The maximum grant value of £150000.00 has been exceeded. Please remove items.

If the values entered into this section do not meet the minimum grant value for RBIS Food of £5,000, as shown below, an on screen message will appear reflecting this. You will not be able to proceed any further with your application until the minimum has been met.

Investment Items

Enter details and quotes for each investment item.
For each item required click 'Add Investment Item', then select the required item.

Item	Item Details	Item Value (£)	Reason for choice of Quote
Estates - Construction Costs	sfg	3325.32	
Estates - Buildings	trs	2541.32	

Total Project Cost (£) 5866.64

Maximum Grant Value 2346.66

• Please ensure the Maximum Grant Value is at least £5000.00.

When you have finished filling in your answers, select the Next button.

< Previous Save Next >

[Back to Contents](#)

Business/Project Plan - Cross Cutting Themes

The Cross Cutting Themes page is where you will provide evidence on how the proposed Project contributes to cross cutting themes. In this section you need to explain how the proposed project will contribute to the cross cutting themes of:

- Equality of Opportunity and Gender Mainstreaming;
- Sustainable Development;
- tackling Poverty and Social Exclusion;
- Welsh Language.

The text boxes are expandable, and allow up to 2000 characters. This is not the number of words allowed, but the number of characters. Please bear this in mind when completing your form.

The questions in this section are mandatory and you will not be able to submit your form without completing them.

Rural Business Investment Scheme - Food Form

Cross Cutting Themes

Questions marked with * are mandatory.

Please provide evidence of how the proposed Project will contribute to the cross cutting themes of:

- Equality of opportunity and Gender mainstreaming
- Sustainable Development
- Tackling Poverty and Social Exclusion
- Welsh Language

Equality of opportunity and Gender mainstreaming*

0 / 2000

Sustainable Development*

0 / 2000

Rural Business Investment Scheme - Food Form

Cross Cutting Themes

Questions marked with * are mandatory.

Tackling Poverty and Social Exclusion*

0 / 2000

Welsh Language*

0 / 2000

When you have finished filling in your answers, select the **Next** button.

	< Previous	Save	Next >

[Back to Contents](#)

Business/Project Plan - Indicators and Outcomes

The Indicators and Outcomes page is where you will provide information on how you will safeguard jobs and create jobs as a result of the project. All supported projects are required to report progress to Welsh Government against a number of agreed Performance Indicators (PIs).

The online form will list the relevant PIs and you will need to set targets against these.

Sub measure 6.4

All supported projects are required to report progress to Welsh Government against a number of agreed Performance Indicators (PI's). These should take into account what measurable contribution this project will make to any or all of the following:

- EU programme targets for Outputs & Indicators;
- Welsh Government specific objectives or targets;
- Local Development Strategies;
- any other strategic objectives.

Explain how the targets will be met.

Explain how progress will be monitored, including any arrangements for independent external evaluation where necessary.

All supported projects are required to report progress to Welsh Government against a number of agreed indicators. The data reported will be used by the Programme Monitoring Committee (PMC) and the European Commission (EC) to monitor programme progress and will be used to inform Programme-level evaluations of progress against impact indicators.

The Programme level indicators listed in the table below are set however for case level indicators listed you should select a minimum of two relevant to your project to evidence activity undertaken. Your project may not be supported if you do not select a minimum of two from the list of case level indicators shown. More than two case level indicators can be selected.

Projects will be required to provide Welsh Government with targets for each of the indicators selected. These targets will need to be broken down so that progress can be measured at various points during the lifetime of the project (operation).

Below is a list of the performance indicators that will be used to monitor and evaluate all projects funded through this Scheme. Successful applicants to the scheme will subsequently receive further detail on indicator sub-categories and audit evidence requirements. It should also be noted that successful applicants will also be contacted for future research activities to evaluate the effectiveness of this Scheme.

For further information on monitoring & evaluation, please email the Research, Monitoring and Evaluation (RME) Team: RDPMandE@gov.wales

Performance Indicator Name	Definition
Programme Level Indicators	<u>MUST EVIDENCE ALL 3 PROGRAMME LEVEL INDICATORS</u>
O.3 Number of operations supported.	Number of operations supported, broken down by type of operation (agricultural branch & size where relevant).
O.4 Number of holdings/beneficiaries supported	<p>Number of holdings or beneficiaries receiving support - If holdings and beneficiaries are supported under the same sub-measures, they are added up with no distinction.</p> <p>Beneficiaries are individuals or entities other than farm holdings which received support. Data should be broken down by gender / age / agricultural branch & area size where relevant.</p>
R. 21 Number of Jobs Created	<p>Total number of permanent jobs created (not maintained) through supported projects expressed in full time equivalent (FTE), by gender. Only new jobs actually created should be counted, excluding jobs maintained. It relates to employment when the project is up and running, i.e. if the project is creation of a farm shop, it does not include employment created during the design/construction building phase – consultant/architect/builders, but the employment which is created when the shop is running (manager, sales assistants, etc.). Voluntary work should not be counted but self-employment is included. Data is calculated in FTE; therefore, if an existing halftime job is transformed into a full time job, the value of the indicator is 0.5 (a half job is considered created). To count one job created, the duration of the contract should be one year or more (e.g. a six month contract at 100% is 0.5).</p>
Case Level Indicators	<u>MUST ANSWER AT LEAST 2</u>
Jobs Safeguarded	Jobs safeguarded are where jobs are known to be at risk over the next 12 months. Jobs should be scored as FTE and permanent (a seasonal job may be scored provided the job is expected to recur indefinitely; the proportion of the year worked should also be recorded). The job itself should be scored not an estimate of how many people may occupy the job. If the job is not fulltime then the hours per week will need to be divided by 30 to find the proportion of FTE represents (e.g. 18 hours per week would be 0.6 FTE).
Number of micro small and medium sized enterprises supported	<p>This is the number of enterprises receiving direct support from the RDP. The activities undertaken by projects (operations) could include awareness raising, advice, support, mentoring activities etc. – but should not offer grants or other financial support.</p> <p>A micro, small and medium-sized enterprise is one that employs fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.</p>
Employees Supported – Tackling Poverty	The number of people employed who were previously in receipt of out of work benefits in an enterprise assisted by RDP funding under the scheme

Performance Indicator Name	Definition
Employees Supported – Young People	The number of young people employed in an enterprise assisted by RDP funding under this project.
Employees Supported – Women	The number of women employed in an enterprise assisted by RDP funding under this project.
Employees Supported – Welsh Speakers	The number of Welsh speakers employed in an enterprise assisted by RDP funding under this scheme.

General Information for all Measures

These should take into account what measurable contribution this project will make to any or all of the following:

- EU programme targets for Outputs & Indicators;
- Welsh Government specific objectives or targets;
- Local Development Strategies;
- any other strategic objectives.

Explain how the targets will be met.

Explain how progress will be monitored, including any arrangements for independent external evaluation where necessary.

Indicators and Outcomes

The Indicators and Outcomes page is where you will provide information on how targets will be met along with monitoring and progress to meet both the Programme Level and Case Level Indicators.

The questions in this section are mandatory and you will not be able to submit your form without completing them.

Rural Business Investment Scheme - Food Form

Indicators and Outcomes

Questions marked with * are mandatory.

All supported projects are required to report progress to Welsh Government against a number of agreed Performance Indicators (PIs). These should take into account what measurable contribution this project will make to any or all of the following:

- EU programme targets for Outputs & Indicators
- Welsh Government specific objectives or targets
- Local Development Strategies
- Any other strategic objectives

Explain how the targets will be met.

Explain how progress will be monitored, including any arrangements for independent external evaluation where necessary.

Programme Level Indicator Table

Click 'Add Indicator' to select a Programme Level indicator.

Add Indicator

No Entries

Case Level Indicator Table

On the Programme Level Indicator Table, select 'Add Indicator' blue button to provide responses to the Programme Level Indicators as per table above.

Please select the Programme Level Indicator you wish to respond to from the drop down list available.

Indicators and Outcomes - Programme Level Indicator Table

Questions marked with * are mandatory.

Programme Level Indicator*

Enter Number*

Enter Details*

Please Select

Please Select

Number of operations supported

Number of holdings/beneficiaries supported

Number of Jobs Created

0 / 500

Responses to all the questions are mandatory and you will not be able to submit your form without completing them.

Indicators and Outcomes - Programme Level Indicator Table

Questions marked with * are mandatory.

Programme Level Indicator*

Please Select

This is a mandatory question, please answer it.

Enter Number*

This is a mandatory question, please answer it.

Enter Details*

This is a mandatory question, please answer it.

0 / 500

How will the Target be met?*

This is a mandatory question, please answer it.

0 / 500

How will progress be monitored, including any arrangements for external evaluation where necessary?*

This is a mandatory question, please answer it.

0 / 500

YOU MUST EVIDENCE ALL 3 PROGRAMME LEVEL INDICATORS

Rural Business Investment Scheme - Food Form

Indicators and Outcomes

Previous

Save

Next

Questions marked with * are mandatory.

All supported projects are required to report progress to Welsh Government against a number of agreed Performance Indicators (Pis). These should take into account what measurable contribution this project will make to any or all of the following:

- EU programme targets for Outputs & Indicators
- Welsh Government specific objectives or targets
- Local Development Strategies
- Any other strategic objectives

Explain how the targets will be met.

Explain how progress will be monitored, including any arrangements for independent external evaluation where necessary.

Programme Level Indicator Table

Click 'Add Indicator' to select a Programme Level indicator.

Please make at least 3 entries.

Programme Level Indicator	Number	Measurable Outcome	How targets Met	How Progress Monitored	
Number of operations supported	8	The	The target will be met by	Progress will be monitored	<div>Modify</div> <div>Delete</div>
Number of holdings/beneficiaries supported	10	Family	The target of 100 will be met	Monitoring progress will be met by	<div>Modify</div> <div>Delete</div>

Add Indicator

Case Level Indicator Table

Click 'Add Indicator' to select a Case Level indicator.

Add Indicator

Once all three Programme Level Indicators responses have been added, save your entries and return to the main Indicators and Outcomes page.

You will now need to complete the Case Level Indicators table.

The screenshot shows a web interface for the 'Case Level Indicator Table'. At the top, there is a tab labeled 'Case Level Indicator Table'. Below it, a light blue banner contains the text 'Click 'Add Indicator' to select a Case Level Indicator.' Below the banner is a table with one row and the text 'No Entries' in the center. To the right of the table is a blue button labeled 'Add Indicator' with a red rectangular border. At the bottom right of the interface, there are three buttons: '< Previous', 'Save' (with a floppy disk icon), and 'Next >'.

On the Case Level Indicator Table, select 'Add Indicator' blue button to provide responses to the Case Level Indicators as per table above.

Please select the Case Level Indicator you wish to respond to from the drop down list available.

The screenshot shows a form titled 'Indicators and Outcomes - Case Level Indicator Table'. At the top, it says 'Questions marked with * are mandatory.' The form has several fields: 'Case Level Indicator*' with a dropdown menu, 'Enter Number*' with a text input, 'Enter Details*' with a text input, and 'How will the Target be met?*' with a text input. The dropdown menu for 'Case Level Indicator*' is open, showing a list of options: 'Please Select' (highlighted in blue), 'Jobs Safeguarded', 'Number of micro small and medium sized enterprises supported', 'Employees Supported – Tackling Poverty', 'Employees Supported – Young People', 'Employees Supported – Women', and 'Employees Supported – Welsh Speakers'.

Responses to all the questions are mandatory and you will not be able to submit your form without completing them.

Indicators and Outcomes - Case Level Indicator Table

Questions marked with * are mandatory.

Case Level Indicator* ⓘ
This is a mandatory question, please answer it.

Enter Number* ⓘ
This is a mandatory question, please answer it.

Enter Details* ⓘ
This is a mandatory question, please answer it. 0 / 500

How will the Target be met?* ⓘ
This is a mandatory question, please answer it. 0 / 500

How will progress be monitored, including any arrangements for external evaluation where necessary?* ⓘ
This is a mandatory question, please answer it. 0 / 500

YOU MUST EVIDENCE AT LEAST 2 OR MORE CASE LEVEL INDICATORS

Programme Level Indicator Table

Click 'Add Indicator' to select a Programme Level Indicator.

Programme Level Indicator	Number	Measurable Outcome	How targets Met	How Progress Monitored	
Number of operations supported	8	The	The target will be met by	Progress will be monitored	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
Number of holdings/beneficiaries supported	10	Family	The target of 100 will be met	Monitoring progress will be met by	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
Number of Jobs Created	15	Details	Target will be met	Progress will be monitored by	<input type="button" value="Modify"/> <input type="button" value="Delete"/>

Case Level Indicator Table

Click 'Add Indicator' to select a Case Level Indicator.

• Please make at least 2 entries.

Case Level Indicator	Number	Measurable Outcome	How targets Met	How Progress Monitored	
Jobs Safeguarded	56	Staff	Target will be met	Progress will be monitored by	<input type="button" value="Modify"/> <input type="button" value="Delete"/>

Once you have entered the Case Level Indicators responses, save your entries and return to the main Indicators and Outcomes page.

Indicators and Outcomes

Business/Organisation Details ✓

Project Overview ✓

Business/Project Plan ✗

Strategic Fit ✓

Suitability of Intervention ✓

Delivery - Project Delivery ✓

Delivery - Risk and Risk Management ✓

Long Term Sustainability ✓

Project Management ✓

Value For Money ✓

Cross Cutting Themes ✓

Indicators and Outcomes ✓

Financial and Compliance ✗

Checklist of Supporting Documents ✗

Submission

Print Cymraeg Exit

Programme Level Indicator Table

Click 'Add Indicator' to select a Programme Level indicator.

Programme Level Indicator	Number	Measurable Outcome	How targets Met	How Progress Monitored	Add Indicator
Number of operations supported	8	The	The target will be met by	Progress will be monitored	Modify Delete
Number of holdings/beneficiaries supported	10	Family	The target of 100 will be met	Monitoring progress will be met by	Modify Delete
Number of Jobs Created	15	Details	Target will be met	Progress will be monitored by	Modify Delete

Case Level Indicator Table

Click 'Add Indicator' to select a Case Level indicator.

Case Level Indicator	Number	Measurable Outcome	How targets Met	How Progress Monitored	Add Indicator
Jobs Safeguarded	56	Staff	Target will be met	Progress will be monitored by	Modify Delete
Employees Supported – Women	9	Employ 9 Full time members of female staff	Target will be met by	Progress will be monitored by	Modify Delete

< Previous Save Next >

When you have finished filling in all your answers, select the **Next** button.

< Previous Save Next >

[Back to Contents](#)

Business/Project Plan - Financial and Compliance

In the final sub-section within the Business/Project Plan you will be required to provide information on the financial aspect and compliance of your project.

All Projects

What funding will be used to cover any non grant element of the project? Provide evidence of correspondence where available.

What funding has been explored to fund the project prior to the request for grant? Provide evidence of correspondence where available.

What existing funding does the business have? Provide evidence of existing overdraft/loan or other banking facilities where available.

Provide a detailed explanation of the need for grant of the specific amount requested.

In answering the above you must consider and include the following in your explanations:

Explain how you as the applicant intend to meet the financial and compliance obligations required for the delivery of the project.

Show how your financial systems and financial planning are robust.

Provide a detailed account of all the underlying assumptions that the financial plans are modelled on along with any supporting evidence where appropriate (for example market analysis figures for investment projects in processing activities).

Outline the sources of finance for this proposal. You must indicate if each source of funding is already secured or only provisional. There are four elements that may be covered in the financial data:

- Profit and loss account;
- balance sheet;
- cash forecast;
- and turnover.

Please outline your assumptions concerning turnover and cash flow.

The financial summary within the plan must be short and easy to follow. It is very important to include your forecast figures alongside the historic. This will provide context to your financial plan. Include any significant changes in your financial position, major market or competitive changes, and other issues that impacted on the business. We need to see the benefits of the proposal and the story in numbers at a glance.

You must include a return on investment calculation.

If you are a new business start up or a newly incorporated organisation you will not be able to provide historic information. In this case you will need to provide estimates based on as much sector specific information as possible by the means of previous experience or market research, or a combination of both.

Please list your research sources.

Provide an assessment of the project affordability i.e. evidence that applicant can sustain the costs with the grant funding.

The Financial and Compliance page is where you will provide details on how the Project will be funded, in addition to any grant awarded, and how you are going to comply with any obligations required.

Rural Business Investment Scheme - Food Form

Financial and Compliance

Questions marked with * are mandatory.

Please provide details of how the Project will be funded in addition to any grant awarded.

Enter details*

0 / 4000

What is the financial need for the grant? What would happen without any support?

Enter details*

0 / 4000

Explain how you intend to meet the financial and compliance obligations required for the delivery of the Project.

Enter details*

0 / 4000

Outline the sources of finance for this proposal. You must indicate if each source of funding is already secured or only provisional.

Enter details*

0 / 4000

Previous Save Next

The text boxes are expandable, and allow up to 4000 characters. This is not the number of words allowed, but the number of characters

The questions in this section are mandatory and you will not be able to submit your form without completing them.

When you have finished filling in your answers, select the **Next** button.

Previous Save Next

[Back to Contents](#)

Checklist of Supporting Documents

The Checklist of supporting documents page is a list of all documentation that you are required to submit with your application, along with a list of some of the other documents you may need to submit to support your application depending on your project.

Rural Business Investment Scheme - Food Form

Checklist of Supporting Documents

Full applications are made up from a number of different documents and sources of information submitted in support of the application.

All supporting documentary evidence must be submitted with your application, or by 22/02/2021. If you need to submit any documents by mail (e.g. original documents) you will also need to ensure these are received by the Welsh Government by this date. The types of documentary evidence (where applicable) are listed below.

The following must be submitted with this application form:

- Quotes for each investment item
- For existing businesses, accounts for three consecutive years immediately preceding the date of the application
- Financial forecasts for the period of the Project.

The following may need to be submitted in support of the application if the project requires it. This is not a definitive or comprehensive list.

- Strategic Business Plan
- Technical documentation such as design and specification for buildings
- Technical specifications for equipment and machinery
- Planning permissions, building regulation approvals, premises use approvals
- Map to the scale of 1:1,200/1:1,250 showing the site of the project in relation to these areas, and a plan showing the proposed location of the capital equipment
- A copy of the Local Authority's detailed planning approval
- Environmental Impact Assessments and/or habitat surveys
- A copy of the BREEAM Assessment
- Previous feasibility studies (in support of investment proposals)
- Evidence of competitive tendering exercises for goods or services
- Evidence of procurement exercises
- Evidence of other cost comparisons
- Job Descriptions
- Terms and Conditions of employment
- Details of key project delivery staff
- Other background evidence for new start-up companies or organisations
- Copy of the Memorandum & Articles (Required if the business is an incorporated legal entity)
- Abstraction licences, discharge licences, waste management licences, change of business usage, or any other type of statutory permission necessary for the activity to take place

Tick the appropriate box(es) below.

I am submitting supporting documents online by the deadline. ☒

I am submitting supporting documents by mail by the deadline. ☐

Navigation buttons: Previous, Save, Next

You must select at least one method of supporting document submission in order to proceed to the next page.

Tick the appropriate box(es) below.

I am submitting supporting documents online by the deadline. ☒

I am submitting supporting documents by mail by the deadline. ☐

When you have finished selecting your answer, select the **Next** button.

Navigation buttons: Previous, Save, Next

[Back to Contents](#)

Submission

Errors, Information and Summary

The next section will show any Errors on your application, and a Summary of your application.

The following screen shows the message that will display if there are no errors:

Rural Business Investment Scheme - Food Form

Errors, Information and Summary

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

No Errors or Information Messages identified.

Business/Organisation Details

Business or Organisation Status

What type of Business/Organisation is this application for?

Sole Trader
Partnership
Private limited company
Public limited company
Public sector organisation
Co-operative, Industrial and Provident Society or Mutual
Charity / Third Sector
Town/Community Council
Private Company Limited by Guarantee
Local Community Groups
Local Authorities
the Welsh Government
Community Interest Companies
Community Amateur Sports Clubs
University
Other

Does the Business/Organisation Trade under another name?

Yes
No

Business/Organisation

Company Number
VAT Number
Charity Number
Mutuals Public Registration Number

Is the Business/Organisation a member of a group of companies?

Yes
No

Print Cymraeg

Previous Save Next

The text you have written in any of the large text boxes will not display here but it will be shown in the PDF summary that will be sent to you via RPW Online once you have successfully submitted your application.

The following screenshot shows the message that will display if there are errors and these will be identified for you to rectify:

There are errors present on your form. Please review and correct any errors.

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

Previous Save Next

[Back to Contents](#)

Declaration and Undertakings

You must read the Declaration and Undertakings section shown in the following screenshot and once you have done so, tick the box at the bottom to confirm you agree to these as shown in the screenshot below:

Rural Business Investment Scheme - Food Form

Declaration and Undertakings

Please tick the box to accept the declarations and undertakings.

I confirm that:

- I have read and understood the relevant Scheme Guidance Notes and Technical guide to competitive tendering and public procurement, and permit the Welsh Government to use my information to support my application.
- I declare 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. I have checked and confirm that all of the pre-populated details are correct.
- I confirm that none of the items covered by the application are replacements under an insurance claim.
- I declare that the project would not be carried out but for the grant requested and that the level of grant applied for is the minimum necessary for the project to proceed.
- I undertake to meet any obligations in relation to obtaining of planning permission and, where appropriate, tendering for public works.
- I undertake to meet any statutory obligations such as Health and Safety; employment; hygiene; environmental management and protection; animal or crop health and welfare that apply during the time of this project.
- I undertake to notify Welsh Government of carrying out any changes to the nature or construction of this project.
- I undertake to notify the Welsh Government of any other application for grant aid for this project.
- I confirm that no work on this project has been undertaken other than consultancy work, site purchase, the obtaining of quotations, the obtaining of planning permission or the drawing up of site plans.
- I acknowledge that neither Welsh Government nor any adviser appointed by 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 undertake to notify Welsh Government of any changes to the details provided in the Applicant Details part of the form.
- I declare that I am authorised to submit this application.
- I understand 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 recovery of any payments made.
- I will repay aid received together with any interest, if I am asked to do so by the appropriate Department, 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 may need to update the rules and conditions to take account of changes to European Regulations or the Welsh Government Rural Communities - Rural Development Programme for Wales 2014 - 2020.
- I agree to abide by any changes following notification by the Welsh Ministers.
- I 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.

WARNING - Any person who knowingly or recklessly makes false or misleading statements for the purposes of obtaining grant under the Rural Programmes or assisting another to obtain grant may be prosecuted.

I agree to the above declarations and undertakings * ☐

Print Cymraeg

Previous Save Next

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

I agree to the above declarations and undertakings * ☒

Click on the **Next** Button to continue to the Submission page.

Previous Save **Next**

[Back to Contents](#)

Submission Page – Submit

To submit your Rural Business Investment Scheme (RBIS) Food Application Form click on the **Submit** Button.

The screenshot shows the 'Submit' page of the Rural Business Investment Scheme - Food Form. On the left is a navigation menu with options: Introduction, Privacy Notice, Business/Organisation Details, Project Overview, Business/Project Plan, Checklist of Supporting Documents, Submission, Errors, Information and Summary, Declaration and Undertakings, and Submit (which is highlighted). The main content area has a title 'Submit' and a 'Help' icon. It contains two light blue informational boxes: the first says '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.' and the second says 'Click the button below to submit your Rural Business Investment Scheme - Food Form.' Below these boxes is a blue 'Submit' button, which is highlighted with a red rectangle. A message below the button states: 'A Message containing a copy of your submitted Rural Business Investment Scheme - Food Form will be available in your online Messages page within one working day.' At the bottom of the page are links for 'Print', 'Cymraeg', and 'Exit', and navigation buttons for 'Previous', 'Save', and 'Next'.

Once submitted, you will see a Submission Confirmation page which you can print for your own records, by selecting the **Print this Screen** button.

The screenshot shows the 'Submission Confirmation' page. The left navigation menu is the same as the previous page, with 'Submission Confirmation' highlighted. The main content area has a title 'Submission Confirmation' and a 'Help' icon. It displays the 'Rural Business Investment Scheme - Food Form : Reference Number: 7619617'. Below this, it states: 'Your Rural Business Investment Scheme - Food Form was submitted for CRN: on 06/01/2021 at 11:15 by A message confirming receipt of your Rural Business Investment Scheme - Food Form 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 Rural Business Investment Scheme - Food Form 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.' Below this text is a blue 'Print this Screen' button, highlighted with a red rectangle. At the bottom, there is a message: 'If you are required to attach files to your submission click 'Submit Documentation' otherwise click 'Exit'.' Below this message are two blue buttons: 'Submit Documentation' and 'Exit', both highlighted with a red rectangle. The bottom of the page features the same 'Print', 'Cymraeg', 'Exit', 'Previous', 'Save', and 'Next' links as the previous page.

You can now select the **Submit Documentation** button to go directly to your Messages page in RPW Online, or you can select the **Exit** button.

Please Note: Once the application is submitted, you cannot amend the items you have selected.

[Back to Contents](#)

Following Successful Submission

A summary of your completed Rural Business Investment Scheme (RBIS) Food Application Form will be added to the 'Messages' page on your RPW Online account under the title "Documents received by RPW". Ensure you check the information submitted thoroughly. If any of the information shown is incorrect, please reply to the Message detailing your concerns. You should do this as soon as you discover any incorrect information.

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

What happens next?

Once you have submitted your application, it will be assessed for eligibility, scored for inclusion in selection and if selected fully appraised for consideration of offer of contract. The assessment will consider where appropriate any supporting documentation submitted.

You will be informed, via your RPW Online account as to whether your application has been selected and is being fully appraised for consideration of offer of contract.

Applications which are not successful at selection stage will be informed via your RPW online account.

Please ensure that you follow the guidance as failure to do so may delay appraisal.

[Back to Contents](#)

Contacts

RPW Online

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

Enquiries – Customer Contact Centre

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

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

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

Welsh Government Website

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