



Llywodraeth Cymru
Welsh Government

Small Scale Coastal Infrastructure Scheme

*Full Application Form - How to Complete
Guidance*

June 2021



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Information

This guide takes you through the steps to complete and submit your application for the Small Scale Coastal Infrastructure Scheme (SSCIS) to the Welsh Government.

The SSCIS Application will only be made available online to selected customers. If however, acceptance of selection is not received by the Welsh Government within 14 days of offer, the online application will be withdrawn.

You will need to complete the online form providing the Welsh Government with details of your project and submit the necessary supporting documents so your application can be subject to full appraisal for consideration of contract and award of support. If you are submitting multiple applications, at present, you can only access one project application form at any one time.

Please read this guidance carefully. You will also need to refer to the [Guidance notes](#).

The final grant figure awarded, will not be higher than that stated in the EOI application and where applicable capped to £100,000.

Applications must be submitted electronically via RPW online. The online application will be available to complete at any time during the 8 week window. The closing date for completion of the application is detailed in the selection letter. 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 fully completed application and all supporting documents have been received.

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

- 3 Years of Certified Accounts
- Planning Permission if appropriate
- 3 Quotes for each investment item selected on the EOI

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

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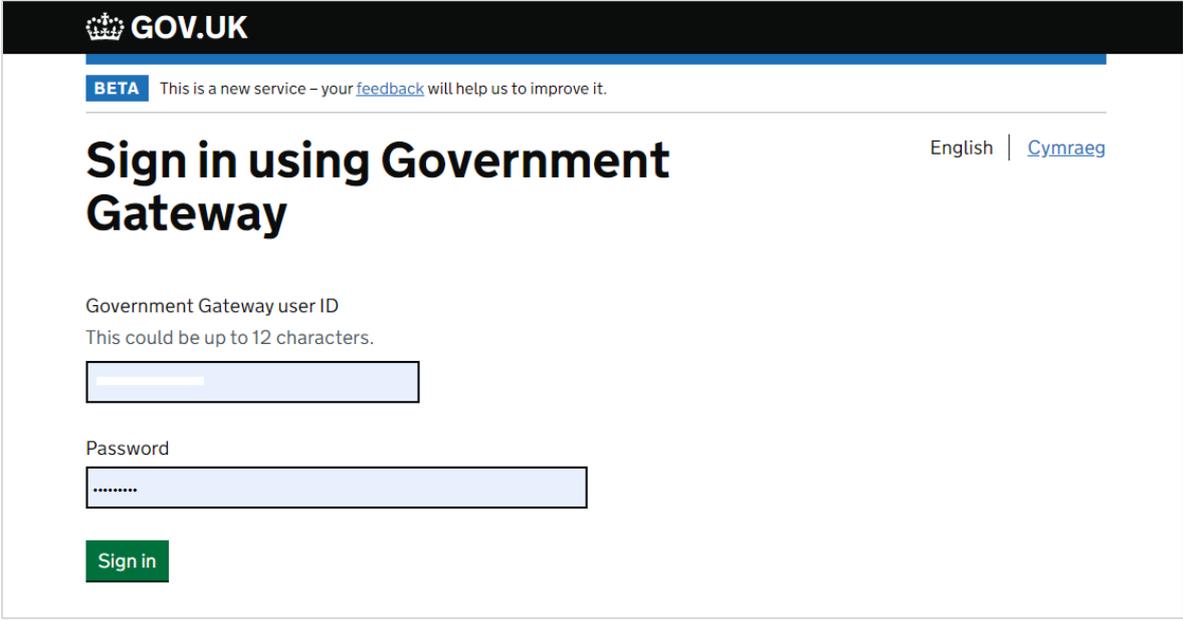
Registering for RPW Online

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.



GOV.UK

BETA This is a new service – your [feedback](#) will help us to improve it.

English | [Cymraeg](#)

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

Sign in

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

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Home Page

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

RPW Taliadau Gwledig Cymru
Ar-Lein Online
Rural Payments Wales

CRONFA AMAETHYDDOL EWROP AR GYFER
DATBLYGU GWLEDIG; EWROP YN
BUDDSODDI MEWN ARDALEODD 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

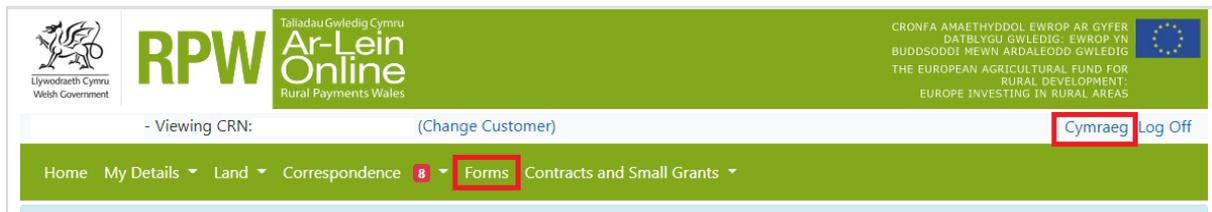
- BCMS
- Farming and scheme information
- Bovine TB
- Farm animal movements and identification
- Farming Connect
- Offices Map
- European Maritime and Fisheries Fund

In the Start a Form section at the bottom of the Home screen, click the relevant scheme name you wish to apply for. The Small Scale Coastal Infrastructure, Full Application Form will be available here until the closing date of the window.

Start a Form

- Single Application Form 2021 Available until 11/06/2021. 4 days left.
- Capital Works Claim Available anytime
- Farm Business Grant - Yard Coverings EOI Available until 25/06/2021. 18 days left.
- Farm Business Grant Expression Of Interest Available until 31/12/2099. 28696 days left.
- Financial Year End - Project Update Available until 31/12/2099. 28696 days left.
- Glastir Commons Claim 2021 Available until 11/06/2021. 4 days left.
- Glastir Entry and Advanced Support Scheme 2020 Available until 31/12/2099. 28696 days left.
- Glastir Woodland Creation Expression Of Interest Available until 31/12/2099. 28696 days left.
- Glastir Woodland Restoration Expression Of Interest Available until 31/12/2099. 28696 days left.
- Rural Business Investment Scheme - Food Form Available until 31/12/2021. 207 days left.
- Rural Business Investment Scheme - Non Agriculture Form Available until 31/12/2021. 207 days left.
- Small Scale Coastal Infrastructure EOI Available until 11/11/2021. 157 days left.
- Small Scale Coastal Infrastructure Full Application Available until 22/12/2021. 198 days left.**
- Sustainable Production Grant Expression Of Interest Available until 31/12/2050. 10799 days left.
- Welsh Fisheries Grant Available until 31/12/2050. 10799 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 Small Scale Coastal Infrastructure Scheme (SSCIS) Application Form is displayed in.

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Forms Page

Once you have selected the 'Forms' tab you will see your forms that are available for you to complete on the right hand side, or those you may already have started in the main body of text. If submitting multiple applications, each one will be listed as below, but only one form can be worked on and completed at any one time.

(Change Customer) Cymraeg Log Off

Home My Details Land Correspondence 57 Forms Contracts and Small Grants

Forms

Scheme: All Select Reset

Not Submitted Being Processed Completed

Scheme	Status
Co-operation and Supply Chain Delivery Scheme - Food Tourism - (Online)	Draft
Co-operation and Supply Chain Delivery Scheme - Food Tourism - (Online)	Draft
Capital Works Claim - (Online)	Draft
Glastir Woodland Restoration Expression Of Interest - (Online)	Draft
Welsh Fisheries - Seafood Resilience Scheme - (Online)	Draft
Small Scale Coastal Infrastructure EOI - (Online)	Draft
Small Scale Coastal Infrastructure Full Application - (Online) Date application received - 13/04/2021	Draft

Start a Form

Single Application Form 2021	Available until 11/06/2021. 4 days left.
Capital Works Claim	Available anytime
Farm Business Grant - Yard Coverings EOI	Available until 25/06/2021. 18 days left.
Farm Business Grant Expression Of Interest	Available until 31/12/2099. 28696 days left.
Financial Year End - Project Update	Available until 31/12/2099. 28696 days left.
Glastir Commons Claim 2021	Available until 11/06/2021. 4 days left.
Glastir Entry and Advanced Support Scheme 2020	Available until 31/12/2099. 28696 days left.
Glastir Woodland Creation Expression Of Interest	Available until 31/12/2099. 28696 days left.
Glastir Woodland Restoration Expression Of Interest	Available until 31/12/2099. 28696 days left.
Rural Business Investment Scheme - Food Form	Available until 31/12/2021. 207 days left.

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

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Small Scale Coastal Infrastructure Scheme

Start Application

Once you have read the Small Scale Coastal Infrastructure Scheme (SSCIS) 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 interface. At the top, there are logos for the Welsh Government, RPW, and the European Union. Below the logos is a navigation bar with a '(Change Customer)' link and a 'Log Off' button. The main navigation menu includes 'Home', 'My Details', 'Land', 'Correspondence' (with a '57' notification), 'Forms', and 'Contracts and Small Grants'. The main heading is 'Start Application start an application or claim'. A message box states: 'You have asked to complete the following application online: **Small Scale Coastal Infrastructure Full Application - Barrybados (7620375)**.' Below this, there are several informational paragraphs. The first paragraph explains that starting the application online is a commitment and that information is saved. The second paragraph states that the application will not be submitted until the 'Submit' button is clicked. The third paragraph mentions the submission deadline of 22 December 2021. The fourth paragraph provides a link to the 'Customer Contact Centre' for guidance. The fifth paragraph asks the user to verify their details before submitting. Below the text, there are two columns of labels for 'Customer Details' and 'Online Preferences'. The 'Customer Details' labels include Trading Title, Address, Postcode, Telephone Number, Email Address, and Number of Partners. The 'Online Preferences' labels include Email or SMS (Text) Preference, Email Address, and Mobile Number. At the bottom, there are 'Start' and 'Cancel' buttons.

(Change Customer) Cymraeg [Log Off](#)

Home My Details Land Correspondence **57** Forms Contracts and Small Grants

Start Application start an application or claim

You have asked to complete the following application online: **Small Scale Coastal Infrastructure Full Application - Barrybados (7620375)**.

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

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

The application must be submitted to Welsh Government by 22 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 22 December 2021.

If you have any problems completing your **Small Scale Coastal Infrastructure Full Application** 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
Postcode	Mobile Number
Telephone Number	
Email Address	
Number of Partners	

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

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:

The screenshot shows the RPW Ar-Lein Online interface. At the top, there are logos for the Welsh Government, RPW, and the European Union. Below the logos is a navigation bar with links for Home, My Details, Land, Correspondence (57), Forms, and Contracts and Small Grants. A 'Cymraeg Log Off' button is also present. The main heading is 'Continue Application continue an application or claim'. The text explains that the user has an application in progress and can either 'Continue' or 'Start Again'. The 'Start Again' link is highlighted with a red box. Below this, there are instructions about the application process, including a deadline of 22 December 2021. A form section follows, with labels for 'Customer Details' and 'Online Preferences'. The 'Continue' button at the bottom is also highlighted with a red box.

(Change Customer) Cymraeg Log Off

Home My Details Land Correspondence 57 Forms Contracts and Small Grants

Continue Application continue an application or claim

You have asked to complete the following application online: **Small Scale Coastal Infrastructure Full Application - Barrybados (7620375)**. You already have an application in progress. Please click 'Continue' to continue with your **Small Scale Coastal Infrastructure Full Application - Barrybados (7620375)**.

You may choose to remove your existing **Small Scale Coastal Infrastructure Full Application** and start again. This will undo all of the changes that you have made since starting your **Small Scale Coastal Infrastructure Full Application** and the new **Small Scale Coastal Infrastructure Full Application** 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 22 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 22 December 2021.

If you have any problems completing your **Small Scale Coastal Infrastructure Full Application** 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
Trading Title
Address
Postcode
Telephone Number
Email Address
Number of Partners

Online Preferences
Email or SMS (Text) Preference
Email Address
Mobile Number

Continue working on the **Small Scale Coastal Infrastructure Full Application** which was last updated on 13/04/2021 at 13:07 by

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:



Llywodraeth Cymru
Welsh Government



Taliadau Gwledig Cymru
RPW Ar-Lein Online
Rural Payments Wales

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



(Change Customer) Cymraeg Log Off

Home My Details ▾ Land ▾ Correspondence **57** ▾ Forms Contracts and Small Grants ▾

Small Scale Coastal Infrastructure Full Application - Delete / Start Again

This option will remove your **Small Scale Coastal Infrastructure Full Application** application and will undo **ALL** of the changes that you have made since starting your **Small Scale Coastal Infrastructure Full Application**. 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 **Small Scale Coastal Infrastructure Full Application** has been removed you can start a new **Small Scale Coastal Infrastructure Full Application**, 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 **Small Scale Coastal Infrastructure Full Application** and start again.

Please click 'No' to keep the entries you have already made on your **Small Scale Coastal Infrastructure Full Application** and return to the previous screen.

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

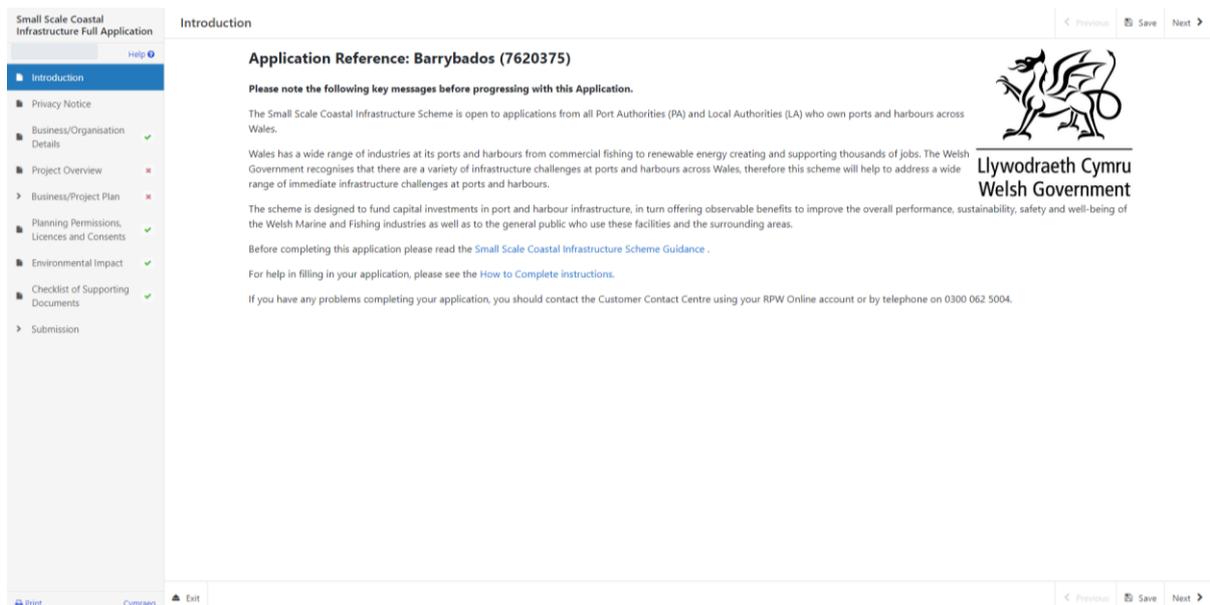
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Introduction

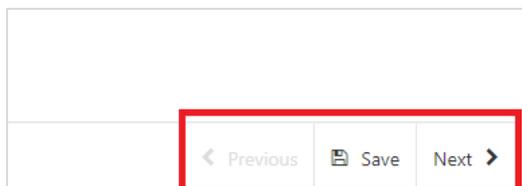
This is the introduction page which provides information about the Small Scale Coastal Infrastructure Scheme (SSCIS) scheme. For greater detail of the information provided on this page, please read the Small Scale Coastal Infrastructure Scheme (SSCIS) General Rules Booklet at [Rural grants and payments](#) 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:



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



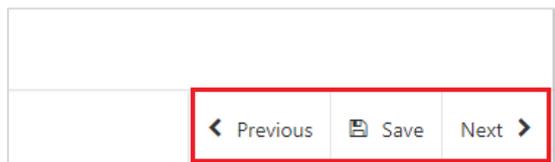
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Privacy Notice

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 application interface. On the left is a navigation menu with items like 'Introduction', 'Privacy Notice', 'Business Organisation Details', 'Project Overview', 'Business Project Plan', 'Planning Permissions, Licences and Consents', 'Environmental Impact', 'Checklist of Supporting Documents', and 'Submission'. The 'Privacy Notice' item is selected. The main content area is titled 'Privacy notice: Welsh Government grants' and contains several paragraphs of text explaining data handling, retention, and user rights. At the bottom of the page, there are navigation buttons: 'Previous', 'Save', and 'Next'. The 'Next' button is highlighted with a red box in the subsequent image.

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



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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.

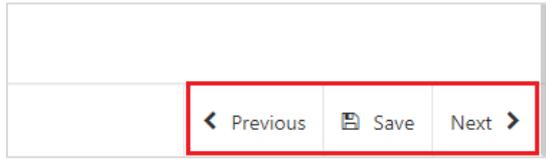
Most of the questions in this section are mandatory and you will not be able to submit your form without completing them.

The screenshot shows the 'Business/Organisation Details' form. The left sidebar contains a navigation menu with items like 'Introduction', 'Privacy Notice', 'Business/Organisation Details', 'Project Overview', 'Business/Project Plan', 'Planning Permissions, Licences and Consents', 'Environmental Impact', 'Checklist of Supporting Documents', and 'Submission'. The main content area is titled 'Business/Organisation Status' and includes a list of radio button options for 'What type of Organisation is this application for?'. Below this, there are several 'Yes/No' questions regarding the business's legal status and whether it trades under another name. The 'Business/Organisation' section follows, with input fields for 'Company Number', 'VAT Number', 'Charity Number', and 'Mutuals Public Registration Number'. It also includes 'Yes/No' questions about partnership status, membership in a group of companies, having shareholders, directors or trustees, and being a wholly owned subsidiary. The 'Size of Business/Organisation' section has radio button options for 'Micro-enterprise (up to 9 employees)', 'SME enterprise (10 to 250 employees)', and 'Large enterprise (more than 250 employees)'. At the bottom, there are input fields for 'No of Employees (Full Time Equivalents) *', 'Annual Gross Turnover (for last financial year) (£)*', and 'Balance Sheet Net Assets (for last financial year) (£) *'. The form has a 'Previous' button on the left and 'Save' and 'Next' buttons on the right.

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

This screenshot shows the 'Business/Organisation' section of the form. It includes input fields for 'Company Number', 'VAT Number', 'Charity Number', and 'Mutuals Public Registration Number'. A 'Yes/No' question 'Is the applicant a partnership business?' is highlighted with a red box, and its corresponding text input field is also highlighted with a red box. Below this, there are 'Yes/No' questions about being a member of a group of companies, having shareholders, and being a wholly owned subsidiary. The 'Please give the full names of all of the partners of the applicant business.*' question has a text input field with a '0 / 500' character count. Other questions include '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*', 'Does your organisation have shareholders?*', 'Please give details of all of the shareholders of the business/Organisation (including the Company Numbers) if registered in the UK*', and 'Does the Business/Organisation have directors or trustees?'. The form has a 'Previous' button on the left and 'Save' and 'Next' buttons on the right.

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



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Project Overview

The Project Overview Page is where you will need to provide information 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 a web application interface for a 'Small Scale Coastal Infrastructure Full Application'. The 'Project Overview' section is active, showing a sidebar with navigation options and a main form area. The form includes fields for 'Port Name (EOI Reference)', 'Project Postcode*', 'Project Location Address*', 'Project Start Date*', 'Project End Date*', 'Total Project Cost EOI (£)', and 'Total Grant requested EOI (£)'. A 'Find Address' button is visible next to the postcode field. The form is partially filled with 'Berybados (7620375)' for the port name and '100.00' for the cost fields. A red error message is visible below the start date field: 'Project Start Date must not be in the past.'

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

The screenshot shows a search window titled 'Chwilio am gyfeiriad' (Find Address). The search input field contains the postcode 'NP26 3DB'. Below the input field is a list of search results, including 'Pool Garage', 'Green Meadow Farm', 'Manor Farm', 'Pool House', 'Redhouse Farm', 'Sycamore Cottage', 'Sycamore Farm', 'The Barns', 'The Mead', 'The Red Barn Whitehall Farm', 'Three Gates', 'Upper Cottage', and 'Well Cottage'. A 'Canslo' (Close) button is located at the bottom right of the window.

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 31st March 2023.

Project postcode*	SA71 5NA
Project location address*	
Planned Project Timetable	
Project start date*	dd/mm/yyyy 
Project end date*	dd/mm/yyyy 

The form includes a calendar widget for date selection. The calendar shows December 2020, with the 15th highlighted. The calendar icon in the date input field is highlighted with a red box.

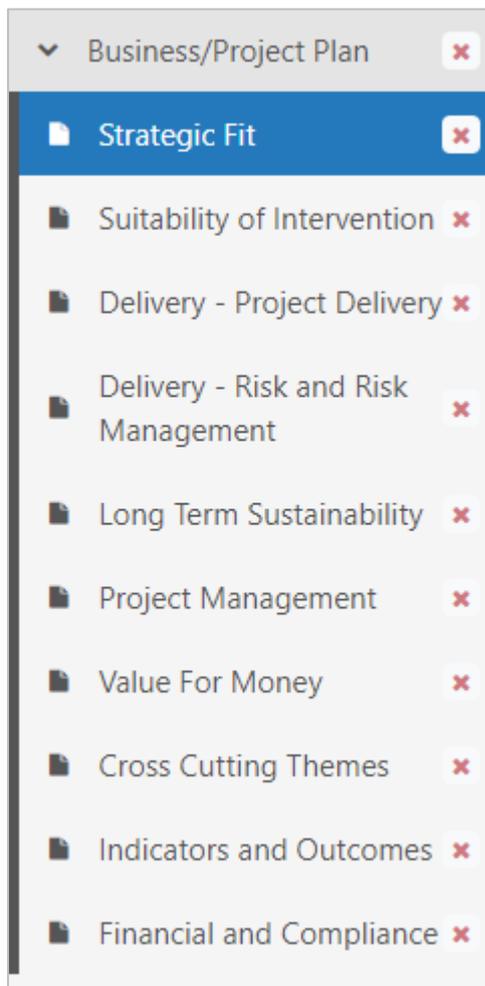
When you have finished filling in your answers, select the **Next** button.

The navigation buttons are highlighted with a red box.

Business/Project Plan

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



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.

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 need to provide details on how the investment will align to at least one or more of the objectives below

- Have potential to generate longer-term sustainable benefit to the marine and seafood industry.
- Support resources which can be shared at ports by all marine users.
- Be achievable in the short term to deliver benefits at pace within the financial year 2021/22.
- Deliver benefits for the area and make a difference by helping to sustain or create employment.
- Promote health and safety around coastal infrastructure in Wales.
- Describe the tangible benefits gained as a result of the grant, such as maintaining employment or a reduction in accidents.

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

The screenshot displays the 'Strategic Fit' section of a web application. On the left, a sidebar lists various application sections, with 'Strategic Fit' highlighted. The main content area features a light blue box with instructions: 'Applicants must ensure their approach for funding aligns to at least one or more of the objectives below'. Below this, a list of objectives is provided, including generating sustainable benefit, supporting shared resources, short-term achievability, employment creation, health and safety promotion, and describing tangible benefits. A large text input box labeled 'Enter details*' is positioned below the objectives, containing the placeholder text 'wegveergfur'. The interface includes navigation buttons for 'Previous', 'Save', and 'Next' at the top and bottom right, and a 'Hint' button at the bottom left.

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 →

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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.

You need to:

- Explain what competitive advantage will be gained by this investment
- Where appropriate explain how the proposed investment will help to achieve aims and objectives and targets in the context of a wider longer term strategic business development and investment plan.
- Where appropriate explain how any improvements or changes in market structure, competitors, customers, trends, new technology or differentiation of products or services has been considered in the context of the proposed project.
- Where appropriate explain how this project offers new and/or different approaches and solutions for the Business/Organisation.

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.

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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
- What you propose to do
- How you propose to do it
- Where you propose to do it
- What you need to put in place or do in order to carry out the project
- How you are going to meet the procurement and tendering process

You will need to provide timescales for delivery of your project by completing the Project Activities.

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.

Small Scale Coastal Infrastructure Full Application | Delivery - Project Delivery | < Previous Save Next >

Questions marked with * are mandatory.

You need to provide an explanation of:

- Why the project is necessary
- What you propose to do
- How you propose to do it
- Where you propose to do it
- What you need to put in place or do in order to carry out the project
- How you are going to meet the procurement and tendering process

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

Home Cancel Exit | < Previous Save Next >

When you have completed the 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.

Small Scale Coastal Infrastructure Full Application | Delivery - Project Delivery - Project Activities | Cancel | Save and Add Another | Save and Return

Questions marked with * are mandatory.

Activity name*

Activity description* 0 / 500

Proposed activity start date* dd/mm/yyyy

Proposed activity end date* dd/mm/yyyy

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

Planning Permissions, Licences and Consents

Environmental Impact

Checklist of Supporting Documents

Submission

Print | Contact

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 >

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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 a web application. On the left is a navigation menu with various sections like 'Introduction', 'Privacy Notice', 'Business/Organisation Details', 'Project Overview', 'Business/Project Plan', 'Strategic Fit', 'Suitability of Intervention', 'Delivery - Project Delivery', 'Delivery - Risk and Risk Management' (highlighted), 'Long Term Sustainability', 'Project Management', 'Value For Money', 'Cross Cutting Themes', 'Indicators and Outcomes', 'Financial and Compliance', 'Planning Permissions, Licences and Consents', 'Environmental Impact', 'Checklist of Supporting Documents', and 'Submission'. The main content area has a title 'Delivery - Risk and Risk Management' and navigation buttons for 'Previous', 'Save', and 'Next'. 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 is a 'Risk Table' section with a light blue header that says 'Click: Add Risk* to add risk details.' and a table with one empty row and a blue 'Add Risk' button on the right. Below the table, it says 'No Entries'. At the bottom of the page, there are 'Home', 'Contact', and 'Help' links, and another set of 'Previous', 'Save', and 'Next' navigation buttons.

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:

Small Scale Coastal Infrastructure Full Application

Delivery - Risk and Risk Management - Risk Table

Cancel Save and Add Another Save and Return

Questions marked with * are mandatory.

What is the risk*

During the delivery of this project what is the likelihood of this happening*

What would the consequences be if it did happen*

0 / 1000

How might the effect on the Project be reduced?*

0 / 1000

Next Cancel

Cancel Save and Add Another Save and Return

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:

Delivery - Risk and Risk Management

Previous

Questions marked with * are mandatory.

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.

Risks

Click 'Add Risk' to add risk details.

Please make at least 5 entries.

Risk	Likelihood	Consequences	Mitigation
<input type="button" value="Add Risk"/>			

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

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Business/Project Plan - Long Term Sustainability

The Long Term Sustainability page is where you explain;

- The exit strategy of your project
- What potential future investments might there be
- Could the activities be supported through another funding mechanism or be mainstreamed into other provisions.

Small Scale Coastal Infrastructure Full Application Long Term Sustainability

Questions marked with * are mandatory.

Explain what is the exit strategy for the project.
Explain what potential future investments might there be.
Could the activities be supported through another funding mechanism or be mainstreamed into other provisions?

Enter details*

0 / 4000

Print Cancel 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. 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 >

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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 Business/Organisation 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.

The screenshot shows the 'Project Management' page in the 'Small Scale Coastal Infrastructure Full Application'. The sidebar on the left contains a list of navigation items, with 'Project Management' highlighted. The main content area displays a question: 'Questions marked with * are mandatory.' followed by a light blue box containing the following text: 'Explain how the Business/Organisation 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.' Below this text is a large text input box labeled 'Enter details*' with a character count of '0 / 4000'. At the bottom right of the page, 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.

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.

The screenshot shows a close-up of the navigation buttons at the bottom of the form. The buttons are '< Previous', 'Save', and 'Next >'. The 'Next >' button is highlighted with a red border.

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Business/Project Plan - Value for Money

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

The investment items that have been submitted and selected in your Expression of Interest will be auto populated in this section. You cannot amend these or add any further items.

To complete this section you must have obtained three quotes for each investment item. You must submit evidence of these quotes with this application.

All applicants must refer to and comply with the Welsh Government Competitive Tendering and Public Procurement Technical Guidance Notes available on the following link [Competitive Tendering and Public Procurement - Technical Guidance Notes](#)

All applicants must document and retain for their records all competitive tendering using the Welsh Government Competitive Tendering Register and Record available on the attached link [Competitive Tendering and Public Procurement - Register & Record](#)

The applicant is responsible for ensuring the competitive tendering process is followed correctly, fully documented and the documentation is available upon request.

If you are considering purchasing second hand equipment and are unsure of how to evidence with quotes, please contact the Customer Contact Centre on 0300 062 5004 for advice.

There is a significant risk that grant could be recovered in full or in part if the competitive tendering process is not followed correctly and supporting documentation is not retained.

Appraisal checks of all quotes submitted will include the following:

- Compliance with Welsh Government Competitive Tendering and Public Procurement procedures and requirements;
- Reasonableness of costs;
- Reason and rationale provided by the applicant if the cheapest supplier is not the preferred quote;
- Comparability and timeliness of quotes;
- Further investigation with applicant and/or supplier by the Welsh Government if any risk or anomaly is identified during appraisal;
- Welsh Government will request the Competitive Tendering and Public Procurement Register and Record during appraisal.

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

You must:

- Show how the total project costs have been arrived at by providing a detailed breakdown of the proposed expenditure.
- Explain how the costs of the Project are considered to be reasonable taking into account the scope, scale and timescale of the proposals.

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.

Below the Value for Money questions, your pre-populated Investment Items are listed:

Click on 'Modify' to open each individual item to allow description entry and quote upload.

Small Scale Coastal Infrastructure Full Application

Value For Money - Investment Items

Questions marked with * are mandatory.

Item: £500

Item Description: ENVIRONMENTAL - Marine Skimmer

EOI Value (£): \$0.00

Item Details (maximum 500 characters)*

0 / 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.

Please make at least one entry.

Add Quote

No Entries

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.

Value For Money - Investment Items - Item Quotes

Questions marked with * are mandatory.

Quote Value*

Supplier Trading Title*

Preferred Quote

Comment

Do you or anyone involved in the Project have an interest in this supplier?* Yes No

What actions has the Business/Organisation taken to mitigate this conflict of interest?

0 / 255

Cancel Save and Add Another Save and Return

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.

Cancel × Save and Add Another + Save and Return ↕

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.

Value For Money - Investment Items

Questions marked with * are mandatory.

Item*: SP54 - Below ground tanks/skurry stores and associated reception pits.

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?
\$00000.00	Test	<input checked="" type="checkbox"/>	Yes

Item Value (£): \$00000.00

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.*

Add Quote

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 ↴

Maximum Grant Values

As the maximum grant value that can be applied for under Small Scale Coastal Infrastructure Scheme is £100,000, the values entered into the quotes table in this section will be capped at this amount.

Investment Items

Details and quotes must only be entered for each of the investment items submitted on your Expression of Interest. Investment Items will be checked and any additions will be removed from the appraisal process.
When completing this section, please refer to the schedule of investment items on your accepted selection offer along with Annex A of List of eligible capital items.
For each item required click 'Add Investment Item', then select the required item.

Item	Item Value (£)	Reason for choice of Quote
SP56 - Covered manure stores	150000.00	

Total Project Cost (£)

Maximum Grant Value

[Add Investment Item](#) [Modify](#) [Delete](#)

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

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

[← Previous](#) [Save](#) [Next →](#)

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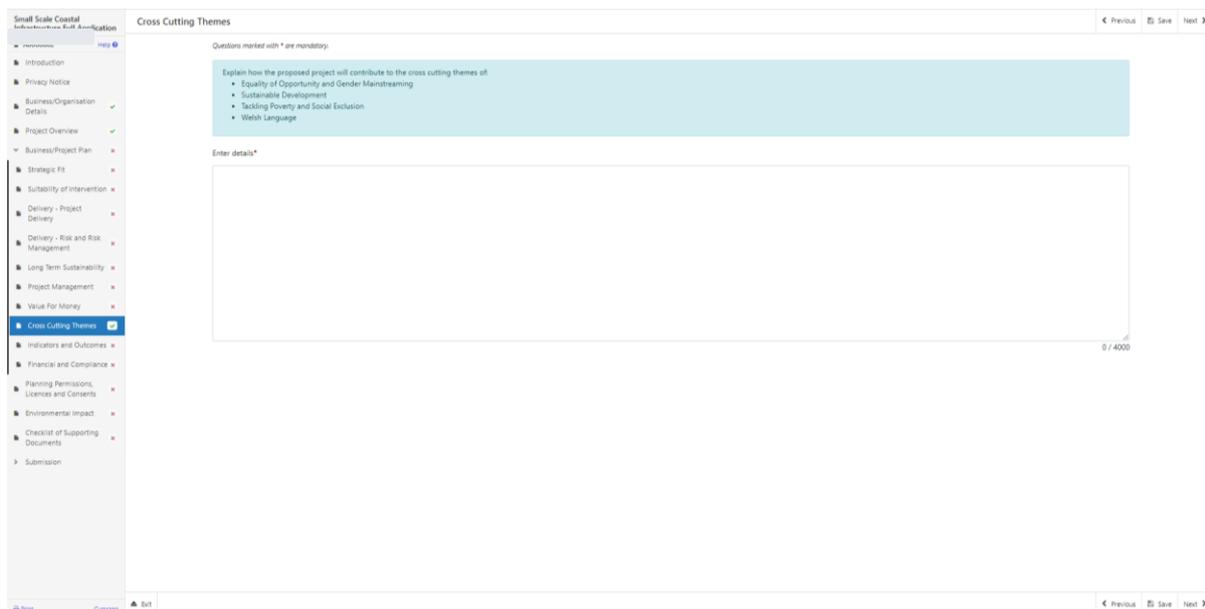
Business/Project Plan - Cross Cutting Themes

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.

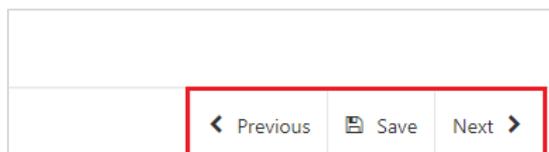
The text boxes are expandable, and allow up to 2000 characters. This is not the number of words allowed, but the number of characters.

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



The screenshot shows a web form titled 'Small Scale Coastal Infrastructure Full Application' with a 'Cross Cutting Themes' section. The left sidebar lists various sections, with 'Cross Cutting Themes' selected and marked with a checkmark. The main content area contains a question: 'Explain how the proposed project will contribute to the cross cutting themes of:' followed by a list of themes: 'Equality of Opportunity and Gender Mainstreaming', 'Sustainable Development', 'Tackling Poverty and Social Exclusion', and 'Welsh Language'. Below the question is a large text input box labeled 'Enter details*' with a character count of '0 / 4000'. Navigation buttons for 'Previous', 'Save', and 'Next' are visible at the top and bottom right of the form.

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



A close-up view of the navigation buttons at the bottom of the form. The buttons are 'Previous', 'Save', and 'Next', each with a corresponding icon. The 'Next' button is highlighted with a red border.

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Business/Project Plan - Indicators and Outcomes

The Small Scale Coastal Infrastructure scheme requires applicants to achieve one or more of the outcomes listed below which correspond to, and can be measured, by one or more of the indicators listed below.

Outcomes

- Environmental – Increase in the recycling of Marine litter
- Safety – Reduction in number or accidents reported at ports or harbours
- Security – Reduction in number of criminal acts (vandalism, theft etc.)
- Operational – Increase in Jobs safeguarded by investment
-

Indicators

- Environmental – Volume of material recycled by port or harbour (Tonnes)
- Safety – The number of work-related injuries and accidents (by single unit)
- Security – The number of incidents reported (by single unit)
- Operational – Number of jobs safeguarded and created (FTE)

On the Indicator Table, select the 'Add Indicator' blue button to provide responses to the Indicators listed above.

Case Level Indicator Table

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

No Entries

Add Indicator

Previous Save Next

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

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

Small Scale Coastal Infrastructure Full Application

Indicators and Outcomes - Indicator Table

Questions marked with * are mandatory

Indicator*

Enter Actual Pre-Investment Number*

Enter Target Post-Investment Number*

Enter Details*

0 / 500

How will the Target be met?*

0 / 500

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

0 / 500

Cancel Save and Add Another Save and Return

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

Planning Permissions, Licences and Consents

Environmental Impact

Checklist of Supporting Documents

Submission

Cancel Save and Add Another Save and Return

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

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

Indicator	Actual Number	Target Number	Measurable Outcome	How targets Met	How Progress Monitored	
Environmental – Volume of material recycled by port or harbour (Tonnes)	2.0	3.0	french	travel	tally charts	Modify Delete
Safety – The number of work-related injuries and accidents (by single unit)	1.0	1.0	Crashes	None	Test	Modify Delete
Security – The number of incidents reported (by single unit)	1.0	1.0	Test	Test	Test	Modify Delete
Operational – Number of jobs safeguarded and created (FTE)	1.0	1.0	Test	Test	Test	Modify Delete

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

< Previous Save Next >

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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.

You will need to provide your explanation and supporting evidence of the following for appraisal. Financial appraisal will also include assessment of your submitted 3 years accounts.

- Financial position of the business, to include financial overheads and turnover, issues and concerns.
- How the project will be funded in addition to any award of grant.
- Trading outlook and how the business will cope. Consideration will also be given to any cash flow issues noted as part of the appraisal.
- Evidence that the investment and any subsequent planned investment will save money or decrease costs and any benefits that it would bring to the existing business.
- How the business will be more profitable and that profit is sufficient for the future i.e. profit in relation to cash needs.
- Examination of the latest accounts to determine:
 - a positive profit in the profit and loss account;
 - a positive balance sheet net current asset (working capital) position and any explanations provided.
- Has the investment applied for been accounted for in the financial forecasts and is the forecast reasonable in comparison with previous years.
- Evidence provided that demonstrates that, without grant, the project would not proceed. If the need for grant is financial, does the cash flow forecast show a cash deficit without grant support?

Small Scale Coastal Infrastructure Full Application

Financial and Compliance

Questions marked with * are mandatory.

Click the help button for guidance on how to complete this section.

Enter details*

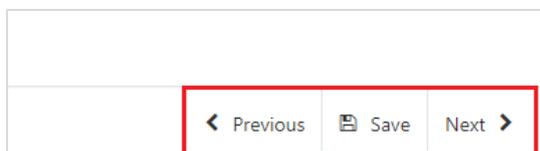
0 / 4000

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.

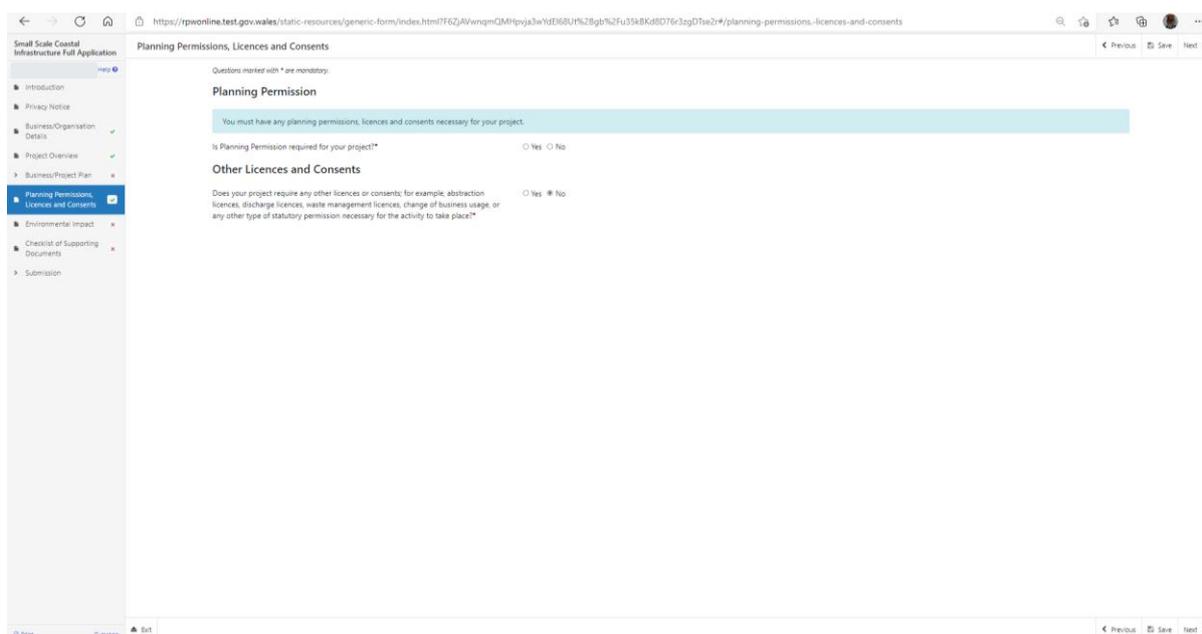


A screenshot of a form navigation bar. It features three buttons: 'Previous' with a left-pointing arrow, 'Save' with a floppy disk icon, and 'Next' with a right-pointing arrow. The buttons are enclosed in a red rectangular border.

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Planning Permission, Licences and Consents

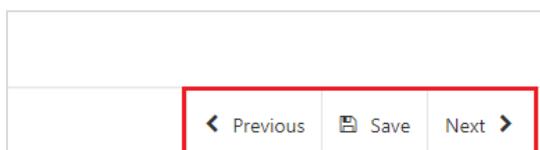
You must have any planning permissions, licences and consents necessary for your project. Certain questions may prompt you to provide more detail depending on the answer you provide.



A screenshot of a web form titled 'Planning Permissions, Licences and Consents'. The form is displayed in a browser window. The left sidebar shows a navigation menu with the following items: Introduction, Privacy Notice, Business/Organisation Details, Project Overview, Business/Project Plan, Planning Permissions, Licences and Consents (highlighted), Environmental Impact, Checklist of Supporting Documents, and Submission. The main content area contains the following text: 'Questions marked with * are mandatory.', 'Planning Permission', 'You must have any planning permissions, licences and consents necessary for your project.', 'Is Planning Permission required for your project?' with radio buttons for 'Yes' and 'No', 'Other Licences and Consents', and 'Does your project require any other licences or consents; for example, 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?' with radio buttons for 'Yes' and 'No'. The browser address bar shows the URL: 'https://rpfonline.test.gov.wales/static-resources/generic-form/index.html?FGZ4VwngmCMHtpja3wYdE68UJ%28gh%2Fu35k8Kd8D76r3zgDTsa2*#/planning-permissions-licences-and-consents'. The bottom of the form has a 'Next' button and a 'Save' button.

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 navigation bar. It features three buttons: 'Previous' with a left-pointing arrow, 'Save' with a floppy disk icon, and 'Next' with a right-pointing arrow. The buttons are enclosed in a red rectangular border.

Environmental Impact

You must give details of any potential environmental impact your project may have and provide any further environmental information that you have in your possession e.g. correspondence with Natural Resources Wales, CADW or other Statutory Body.

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.

Checklist of Supporting Documents

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

Small Scale Coastal Infrastructure Full Application 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 22/12/2021. 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:

- Last three years trading accounts (where applicable)
- Cashflow – 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 BREEM 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.

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.

< Previous Save Next >

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Submission

Errors, Information and Summary

The next section will show a summary of your application and any errors which require more information or amendments by you.

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:

The screenshot displays the 'Errors, Information and Summary' section of the RPW Online application. The sidebar on the left contains the following navigation items: Introduction, Privacy Notice, Business/Organisation Details, Project Overview, Business/Project Plan, Planning Permissions, Licences and Consents, Environmental Impact, Checklist of Supporting Documents, Submission, Errors, Information and Summary (highlighted), Declaration and Undertakings, and Submit. The main content area is titled 'Errors, Information and Summary' and includes a navigation bar with 'Previous', 'Save', and 'Next' buttons. The content is organized into sections: 'Important - Please review this summary. Please scroll down if applicable', 'There are errors present on your form. Please review and correct any errors.', 'Introduction' (Application Reference: Barrybados (7628373)), 'Privacy Notice' (Privacy notice: Welsh Government grants), and 'Business/Organisation Details' (Business/Organisation Status). The 'Business/Organisation Status' section includes a dropdown menu for 'What type of Organisation is this application for?' with options: Sole Trader (checked), 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 is a question 'Does the Business/Organisation Trade under another name?' with 'Yes' and 'No' (checked) options.

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

The screenshot shows the navigation buttons at the bottom of the application interface. The buttons are 'Previous', 'Save', and 'Next', with the 'Next' button highlighted in red.

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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:

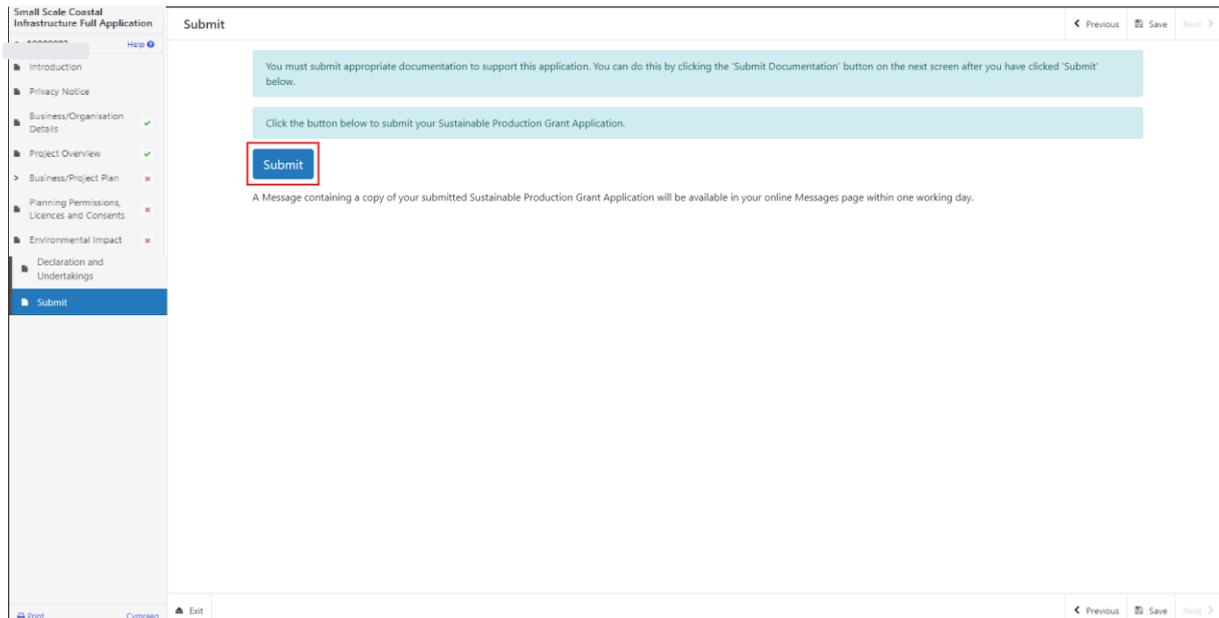
Once you have read the Declarations and Undertakings **tick** the box to confirm that you have read and agree to them.

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

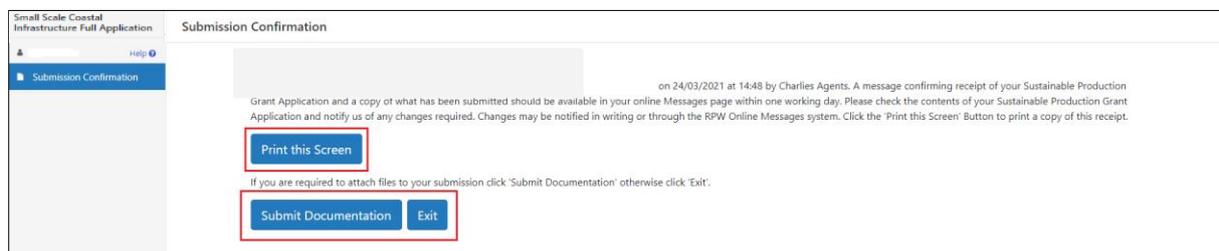
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Submission Page – Submit

To submit your Small Scale Coastal Infrastructure Scheme (SSCIS) Scheme Application Form click on the **Submit** Button.



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



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.

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Following Successful Submission

A summary of your completed Small Scale Coastal Infrastructure Scheme (SSCIS) 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 fully appraised for consideration of offer of contract. The assessment will consider where appropriate any supporting documentation submitted.

You will be informed of the outcome of your application, via your RPW Online account. If successful you will be offered a contract which you will need to accept or decline via your RPW online account by the date specified in your offer letter.

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

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

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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.