



Llywodraeth Cymru
Welsh Government

Small Scale Coastal Infrastructure Scheme

*Full Application Form - How to Complete
Guidance*

June 2021



Contents

Information	4
Registering for RPW Online	5
Rural Payments Wales Online	5
Home Page	6
Forms Page.....	8
Small Scale Coastal Infrastructure Scheme (SSCIS) Start Application.....	9
Continue Application/Start Again	9
Introduction	12
Privacy Notice	13
Business/Project Plan	Error! Bookmark not defined.14
Business/Project Plan - Strategic Fit.....	19
Business/Project Plan - Suitability of Investment	21
Business/Project Plan - Project Delivery	22
Business/Project Plan - Delivery - Risk and Risk Management.....	24
Business/Project Plan - Long Term Sustainability.....	26
Business/Project Plan - Project Management.....	27
Business/Project Plan - Value for Money.....	28
Maximum & Minimum Grant Values	32
Business/Project Plan - Cross Cutting Themes	33
Business/Project Plan - Indicators and Outcomes	34
Business/Project Plan - Financial and Compliance	36
Checklist of Supporting Documents.....	38
Submission	40
Errors, Information and Summary	40
Declaration and Undertakings	41
Submission Page – Submit.....	42
Following Successful Submission	43
What happens next?.....	43
Contacts	44

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acceptance of selection is not received by the Welsh Government within 14 days of offer, the online application will be withdrawn.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.

[Back to Contents](#)

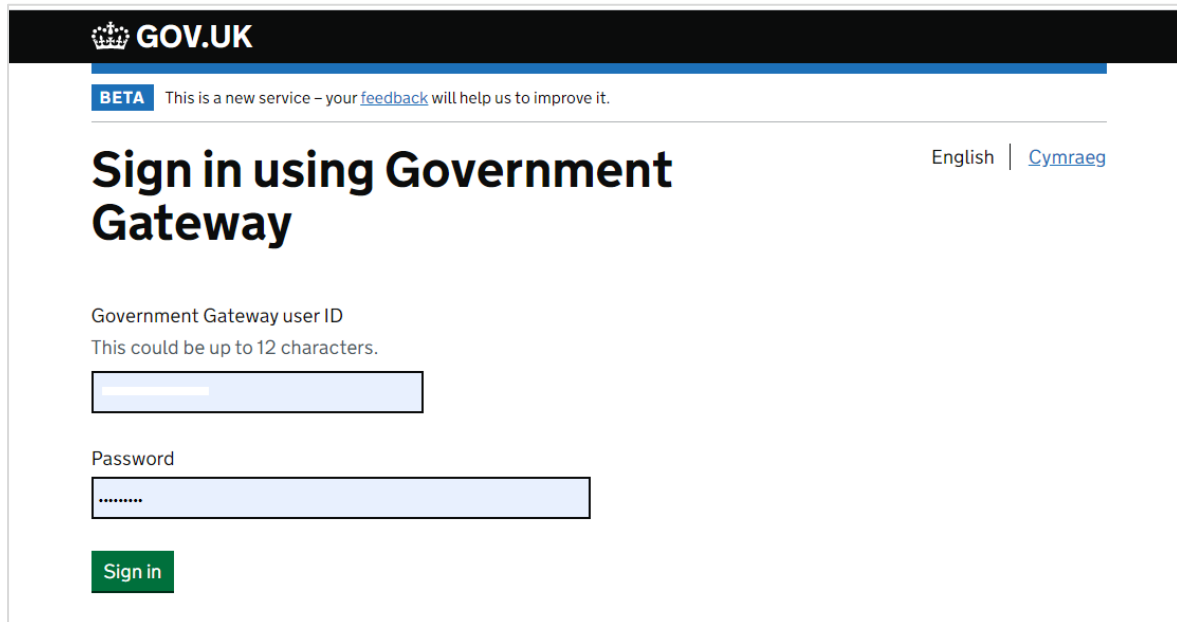
Registering for RPW Online

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.

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.

[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 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

RBS 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.

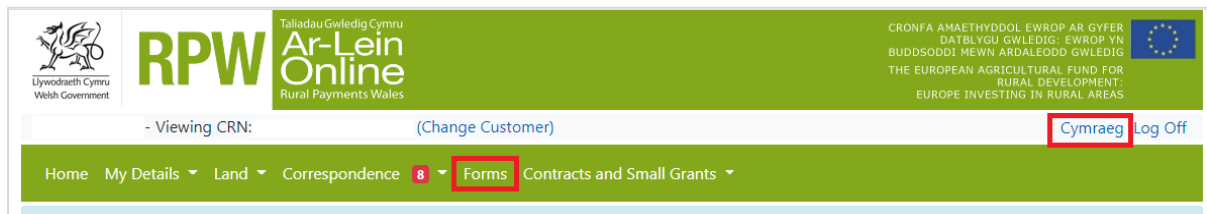
Small Scale Coastal Infrastructure EOI Available until 11/11/2021. 157 days left.

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.

[Back to Contents](#)


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.



Ydychydau Gwledydd Cymru
Ar-Lein Online
Rural Payments Wales

CRONFA ANAETHYDDOL EWROP AR OYFER
DATBLYGDI GWLEDIG - EWROP YN
RUDOSODDI HEYF ARIANU FODUR 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

Forms

Scheme All Select Reset

Not Submitted Being Processed Completed

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.

[Back to Contents](#)

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 application interface. 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 is a navigation bar with links: Home, My Details, Land, Correspondence (57), Forms, and Contracts and Small Grants. The main content area is titled 'Start Application' and contains a message: 'You have asked to complete the following application online: Small Scale Coastal Infrastructure Full Application - Barrybados (7620375)'. Below this message, there is a section for 'Customer Details' and 'Online Preferences'. The 'Customer Details' section includes fields for Trading Title, Address, Postcode, Telephone Number, Email Address, and Number of Partners. The 'Online Preferences' section includes fields for Email or SMS (Text) Preference, Email Address, and Mobile Number. At the bottom of the form, there are 'Start' and 'Cancel' buttons.

(Change Customer)

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

Trading Title

Address

Postcode

Telephone Number

Email Address

Number of Partners

Online Preferences

Email or SMS (Text) Preference

Email Address

Mobile Number

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 application interface. At the top, there is a header with the RPW logo and the text 'Ar-Lein Online Rural Payments Wales'. To the right, there is a banner for the European Agricultural Fund for Rural Development. Below the header, there is a navigation bar with links: Home, My Details, Land, Correspondence, Forms, and Contracts and Small Grants. The main content area is titled 'Continue Application continue an application or claim'. It contains several paragraphs of text explaining the application process, including a link to 'Start Again' which is highlighted with a red box. Below the text, there are two columns of form fields: 'Customer Details' and 'Online Preferences'. The 'Continue' button is located at the bottom left of the page, highlighted with a red box.

(Change Customer)

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

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:



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



(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.

Yes

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.

No

Guidance Documents

Contact Us

Copyright Statement

Accessibility Statement

[Back to Contents](#)

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:

Small Scale Coastal Infrastructure Full Application

Introduction

Application Reference: Barrybados (7620375)

Please note the following key messages before progressing with this Application.

The Small Scale Coastal Infrastructure Scheme is open to applications from all Port Authorities (PA) and Local Authorities (LA) who own ports and harbours across Wales.

Wales has a wide range of industries at its ports and harbours from commercial fishing to renewable energy creating and supporting thousands of jobs. The Welsh Government recognises that there are a variety of infrastructure challenges at ports and harbours across Wales, therefore this scheme will help to address a wide range of immediate infrastructure challenges at ports and harbours.

The scheme is designed to fund capital investments in port and harbour infrastructure, in turn offering observable benefits to improve the overall performance, sustainability, safety and well-being of the Welsh Marine and Fishing industries as well as to the general public who use these facilities and the surrounding areas.

Before completing this application please read the [Small Scale Coastal Infrastructure Scheme Guidance](#).

For help in filling in your application, please see the [How to Complete instructions](#).

If you have any problems completing your application, you should contact the Customer Contact Centre using your RPW Online account or by telephone on 0300 062 5004.

Previous Save Next

Print Cymraeg Exit

Previous Save Next

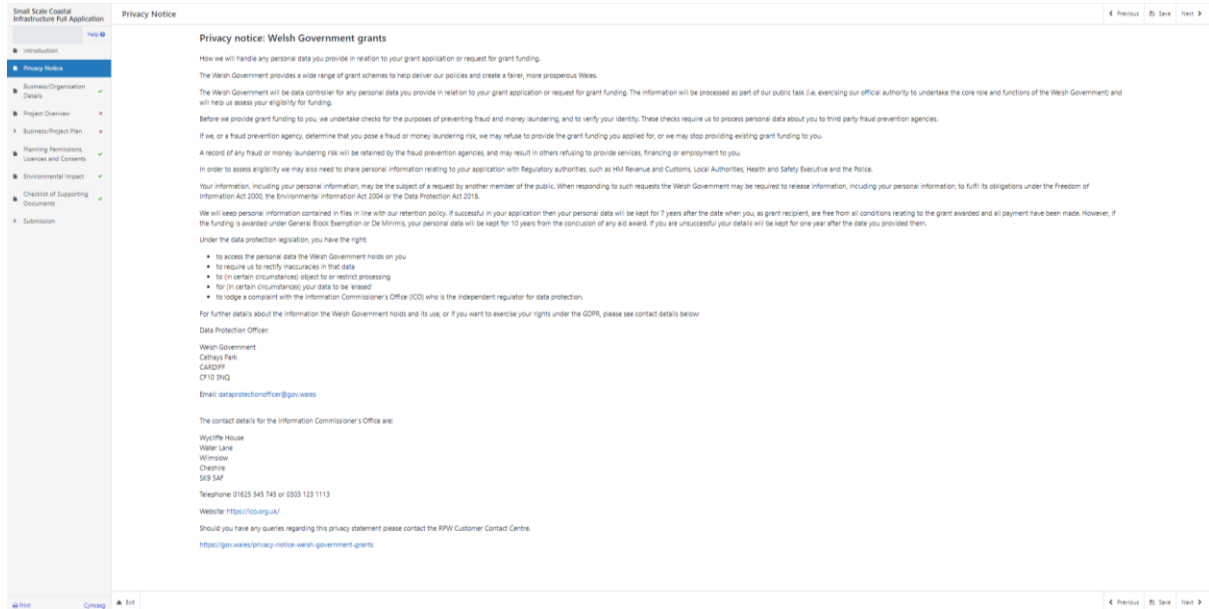
Once you have read the information click on the **Next** Button.

Previous Save Next

[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.



Small Scale Coastal Infrastructure Full Application

Privacy Notice

Introduction

Privacy Notice

Business Organisation Details

Project Overview

Business/Project Plan

Planning Permissions, Licences and Consents

Environmental Impact

Checklist of Supporting Documents

Submission

Privacy notice: Welsh Government grants

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

The Welsh Government provides a wide range of grant schemes to help deliver our policies and create a fairer, more prosperous Wales.

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

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

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

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

In order to assess eligibility we may also need to share personal information relating to your application with Regulatory authorities, such as HM Revenue and Customs, Local Authorities, Health and Safety Executive and the Police.

Your information, including your personal information, may be the subject of a request by another member of the public. When responding to such requests the Welsh Government may be required to release information, including your personal information, to fulfil its obligations under the Freedom of Information Act 2000, the Environmental Information Act 2004 or the Data Protection Act 2018.

We will keep personal information contained in files in line with our retention policy. If successful in your application then your personal data will be kept for 7 years after the date when you, as grant recipient, are free from all conditions relating to the grant awarded and all payment have been made. However, if the funding is awarded under General Broad Banding or De Minimis, your personal data will be kept for 10 years from the conclusion of any aid award. If you are unsuccessful your details will be kept for one year after the date you provided them.

Under the data protection legislation you have the rights:

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

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

Data Protection Officer:

Welsh Government
Cathays Park
Cardiff
CF10 3NQ

Email: data.protection.officer@gov.wales

The contact details for the Information Commissioner's Office are:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone 01625 545 745 or 0303 123 1113

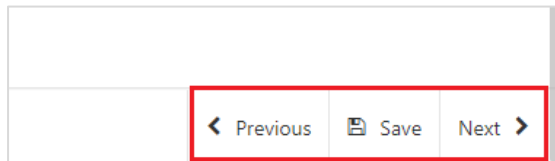
Website: <https://ico.org.uk/>

Should you have any queries regarding this privacy statement please contact the RPA Customer Contact Centre.

<https://gov.wales/privacy-notice-welsh-government-grants>

Previous Save Next

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



Previous Save Next

[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.

Small Scale Coastal Infrastructure Full Application

Business/Organisation Details

Questions marked with * are mandatory:

Business/Organisation Status

What type of 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

If the business is an incorporated legal entity please supply a copy of the Memorandum & Articles.

Does the Business/Organisation Trade under another name* ☐ Yes ☒ No

Business/Organisation

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

Company Number

VAT Number

Charity Number

Mutuals Public Registration Number

Is the applicant a partnership business** ☐ Yes ☒ No

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

Does your organisation have shareholders** ☐ Yes ☒ No

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

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

Size of Business/Organisation

Select size of Business/Organisation*

- ☒ Micro-enterprise (up to 9 employees)
- ☐ SME enterprise (10 to 250 employees)
- ☐ Large enterprise (more than 250 employees)

Please give the following details:

No of Employees (Full Time Equivalents) *

Annual Gross Turnover (for last financial year) (£)*

Balance Sheet Net Assets (for last financial year) (£) *

Previous Save Next

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

Small Scale Coastal Infrastructure Full Application

Business/Organisation Details

Questions marked with * are mandatory:

Business/Organisation Status

What type of 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

If the business is an incorporated legal entity please supply a copy of the Memorandum & Articles.

Does the Business/Organisation Trade under another name* ☐ Yes ☒ No

Business/Organisation

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

Company Number

VAT Number

Charity Number

Mutuals Public Registration Number

Is the applicant a partnership business** ☒ Yes ☐ No

Please give the full names of all of the partners of the applicant business.* 0 / 500

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 / 500

Does your organisation have shareholders** ☒ Yes ☐ No


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

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

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

Previous Save Next

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 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.

Small Scale Coastal Infrastructure Full Application

Project Overview

Introduction

Privacy Notice

Business/Organisation Details

Project Overview

Business/Project Plan

Planning Permissions, Licences and Consents

Environmental Impact

Checklist of Supporting Documents

Submission

Project Overview

Questions marked with * are mandatory:

Port Name (EOI Reference)

Barmybadon (7620375)

Project Postcode*

Find Address

Project Location Address*

Project Timetable

Project Start Date*

dd/mm/yyyy

Project Start Date must not be in the past.

Project End Date*

dd/mm/yyyy

Project Costs

Total Project Cost EOI (£)

100.00

Total Grant requested EOI (£)

100.00

Print

Cancel

Save

Next

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

Chwilio am gyfeiriad

NP26 3DB

Chwilio am gyfeiriad

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

Well Cottage

Canslo

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*	<div>dd/mm/yyyy </div>
Project end date*	<div>dd/mm/yyyy </div>

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

< Previous	Save	Next >

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.

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

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:

Small Scale Coastal Infrastructure Full Application

Strategic Fit

Questions marked with * are mandatory.

Applicants must ensure their approach for funding aligns 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.

Enter details*

wegvevghv

10 / 4000

Print Cancel 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
	<div>◀ Previous Save Next ▶</div>

[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.

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.

Small Scale Coastal Infrastructure Full Application

Suitability of Intervention

Questions marked with * are mandatory:

Capital investment projects

- 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.

Enter details*

wrgnrgng

8 / 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.

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
- 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

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

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

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

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 a web application interface for 'Small Scale Coastal Infrastructure Full Application'. The main section is titled 'Delivery - Risk and Risk Management'. It contains a sidebar with a list of navigation items, including 'Introduction', 'Privacy Notice', 'Business/Organisation Details', 'Project Overview', 'Business/Project Plan', 'Strategic Fit', 'Sustainability of Intervention', 'Delivery - Project Delivery', 'Delivery - Risk and Risk Management' (which is 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 header 'Questions marked with * are mandatory'. Below this, there is a light blue box with 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 box is a 'Risk Table' section with a light blue header and a table body. The table body contains the text 'Click: Add Risk* to add risk details.' and an 'Add Risk' button. The table body also shows 'No Entries'.

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 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

[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 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 links: 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 (highlighted), 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 'Project Management' and a subtitle 'Questions marked with * are mandatory'. Below this is 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 box labeled 'Enter details*' with a character count '0 / 4000' at the bottom right. At the bottom of the page, there are navigation buttons: '< Previous', 'Save', and 'Next >'. The 'Save' button is highlighted with a red box.

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 the navigation buttons at the bottom of the form: '< Previous', 'Save', and 'Next >'. The 'Save' button is highlighted with a red box.

[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.

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 rational 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: \$509

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

Add Quote

Item Value (£): \$000000.00

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.* ☐

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		<div>Add Investment Item</div> <div>ModifyDelete</div>
Total Project Cost (£)	<div>150000.00</div>		
Maximum Grant Value	<div>50000.00</div>		

Previous

Save

Next

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.

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

Small Scale Coastal Infrastructure Fund Application

Cross Cutting Themes

Questions marked with * are mandatory

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

Enter details*

0 / 4000

Previous Save Next

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 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.

The screenshot shows a web interface titled 'Case Level Indicator Table'. It contains a light blue instruction box that says 'Click 'Add Indicator' to select a Case Level indicator.' Below this is a table with the text 'No Entries' in the center. A blue button labeled 'Add Indicator' is located on the right side of the table. At the bottom right of the interface are navigation buttons: '< Previous', 'Save', and '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.

This screenshot shows a more complex application interface. On the left is a sidebar menu with various sections like 'Introduction', 'Privacy Notice', 'Business/Project Plan', 'Strategic Fit', 'Sustainability of Intervention', 'Delivery - Project Delivery', 'Delivery - Risk and Risk Management', 'Long Term Sustainability', 'Project Management', 'Value For Money', 'Cross Cutting Themes', 'Indicators and Outcomes' (which is highlighted), 'Financial and Compliance', 'Planning Permissions, Licences and Consents', 'Environmental Impact', 'Checklist of Supporting Documents', and 'Submission'. The main area is titled 'Indicators and Outcomes - Indicator Table'. It contains a list of questions, some marked as mandatory with an asterisk. The first question is 'Indicator*', followed by 'Enter Actual Pre-Investment Number*', 'Enter Target Post-Investment Number*', and 'Enter Details*'. Below these are three text input fields, each with a '0 / 500' character count. A dropdown menu is open, showing a list of indicators: 'Please Select', 'Please Select', 'Environmental - Volume of material recycled by port or harbour (Tonnes)', 'Safety - The number of work-related injuries and accidents (by single unit)' (which is highlighted), 'Security - The number of incidents reported (by single unit)', and 'Operational - Number of jobs safeguarded and created (FTE)'. At the bottom right are navigation buttons: 'Cancel', 'Save and Add Another', and '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
Safety – The number of work-related injuries and accidents (by single unit)	1.0	1.0	Crashes	None	Test
Security – The number of incidents reported (by single unit)	1.0	1.0	Test	Test	Test
Operational – Number of jobs safeguarded and created (FTE)	1.0	1.0	Test	Test	Test

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

[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.

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?

The screenshot shows a web-based application interface. On the left is a vertical sidebar with a list of sections: Introduction, Privacy Notice, Business/Organisation Details, Project Overview, Business/Project Plan (expanded), 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 (highlighted in blue), Planning Permissions, Licences and Consents, Environmental Impact, Checklist of Supporting Documents, and Submission. The main content area is titled 'Financial and Compliance' and contains a light blue box with the text 'Click the help button for guidance on how to complete this section.' Below this is a large text input field labeled 'Enter details*'. At the bottom right of the input field, it says '0 / 4000'. The top right of the main area has navigation buttons: '< Previous', 'Save', and 'Next >'. The bottom of the page has a footer with 'Print', 'Cancel', and 'Exit' buttons on the left, and the same navigation buttons on the right.

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](#)

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.

The screenshot shows a web browser window with the URL https://rpwonline.test.gov.wales/static-resources/generic-form/index.html?F62j4fwnqmCMtpja3wYd68U%28gt%2fu35k8Kd8D76r3zgD7sa2*/planning-permissions-licences-and-consents. The page title is 'Planning Permissions, Licences and Consents'. On the left is a sidebar menu with 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 has a heading 'Planning Permission' and a sub-heading 'You must have any planning permissions, licences and consents necessary for your project.' Below this are two mandatory questions marked with an asterisk. The first question is 'Is Planning Permission required for your project?' with radio button options 'Yes' and 'No'. The second question is 'Other Licences and Consents' with the text '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?' and radio button options 'Yes' and 'No'. At the bottom right of the form are navigation buttons: '< Previous', 'Save', and 'Next >'. The bottom left of the browser window shows 'Print' and 'Close' buttons.

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 >

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 screenshot shows the 'Environmental Impact' section of a 'Small Scale Coastal Infrastructure Full Application' form. The left-hand navigation menu includes: Introduction, Privacy Notice, Business/Organisation Details, Project Overview, Business/Project Plan, Planning Permissions, Licences and Consents, **Environmental Impact** (highlighted), Checklist of Supporting Documents, and Submission. The main content area is titled 'Environmental Impact' and contains several mandatory questions marked with an asterisk (*). The questions are: 'Give details of any potential environmental impact your project may have.', 'Will your project affect a Ramsar Convention Site or a Conservation Area established under either the Wild Birds Directive (WBD) or the Habitat and Species Directive (HSD)?', 'Will the project have an impact on surface or ground water (including streams, lakes, coastal waters etc.) or will the main uses of water in the zone be adversely affected?', 'Will the atmosphere in the area of the project be adversely affected?', 'Will the noise generated by the project be significantly higher than existing background levels?', 'Will the project create dangerous, irritative or noxious wastes/emissions?', and 'In the area of the project site are there risks of erosion or landslide?'. Each question has 'Yes' and 'No' radio button options. Below these questions, a light blue box instructs the user to 'Please answer the questions below as fully as possible and provide any further environmental information that you have in your possession e.g. correspondence with Natural Resources Wales, CADW or other Statutory Body.' This is followed by two more questions: 'Does the project involve the use of chemicals (or other products) which are harmful to the environment?' and 'Will the project have a significant impact on any of the following? (Please tick all that apply.)'. The second question has a list of checkboxes for: flora and fauna, soils, topography, climate, geology, vegetation, and cultural heritage. At the bottom of the form, there are navigation buttons: 'Print', 'Cancel', 'Back', 'Previous', 'Save', and 'Next'.

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 close-up of the navigation buttons at the bottom of the form. The buttons are 'Previous', 'Save', and 'Next', each with a corresponding icon (left arrow, floppy disk, and right arrow respectively). The 'Previous', 'Save', and 'Next' buttons are highlighted with a red rectangular border.

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 1:1,250/1:1,250 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 ▶

[Back to Contents](#)

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:

Small Scale Coastal Infrastructure Full Application

Errors, Information and Summary

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: Barryados (7628373)

Privacy Notice

Privacy notice: Welsh Government grants

Business/Organisation Details

Business/Organisation Status

What type of 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

Print Cancel

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:

Small Scale Coastal Infrastructure Full Application

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

Small Scale Coastal Infrastructure Full Application

Submit

Help

Introduction

Privacy Notice

Business/Organisation Details

Project Overview

Business/Project Plan

Planning Permissions, Licences and Consents

Environmental Impact

Declaration and Undertakings

Submit

Print Cymraeg Exit

Previous Save Next

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

Click the button below to submit your Sustainable Production Grant Application.

Submit

A Message containing a copy of your submitted Sustainable Production Grant Application will be available in your online Messages page within one working day.

Previous Save 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.

Small Scale Coastal Infrastructure Full Application

Submission Confirmation

Help

Submission Confirmation

Print Cymraeg Exit

on 24/03/2021 at 14:48 by Charles Agents. A message confirming receipt of your Sustainable Production Grant Application 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 Sustainable Production Grant Application and notify us of any changes required. Changes may be notified in writing or through the RPW Online Messages system. Click the 'Print this Screen' Button to print a copy of this receipt.

Print this Screen

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

Submit Documentation Exit

Previous Save Next

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 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.

[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.