



Llywodraeth Cymru
Welsh Government

Sustainable Production Grant Application Form How to complete guidance

Welsh Government Rural Communities –
Rural Development Programme

2014-2020



Cronfa Amaethyddol Ewrop ar
gyfer Datblygu Gwledig:
Ewrop yn Buddsoddi mewn Ardaloedd Gwledig
European Agricultural Fund for
Rural Development:
Europe Investing in Rural Areas



Llywodraeth Cymru
Welsh Government

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Information

This guide takes you through the steps to complete and submit your application for the Sustainable Production Grant (SPG) to the Welsh Government.

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of selection is not received by the Welsh Government within 14 days of offer, the online application will be withdrawn.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

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 £50,000.

Applications must be submitted electronically via RPW online. The online application will be available to complete at any time during the 12 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
- Sustainable Drainage Systems (SuDS) Approving Body (SAB) approval if appropriate
- 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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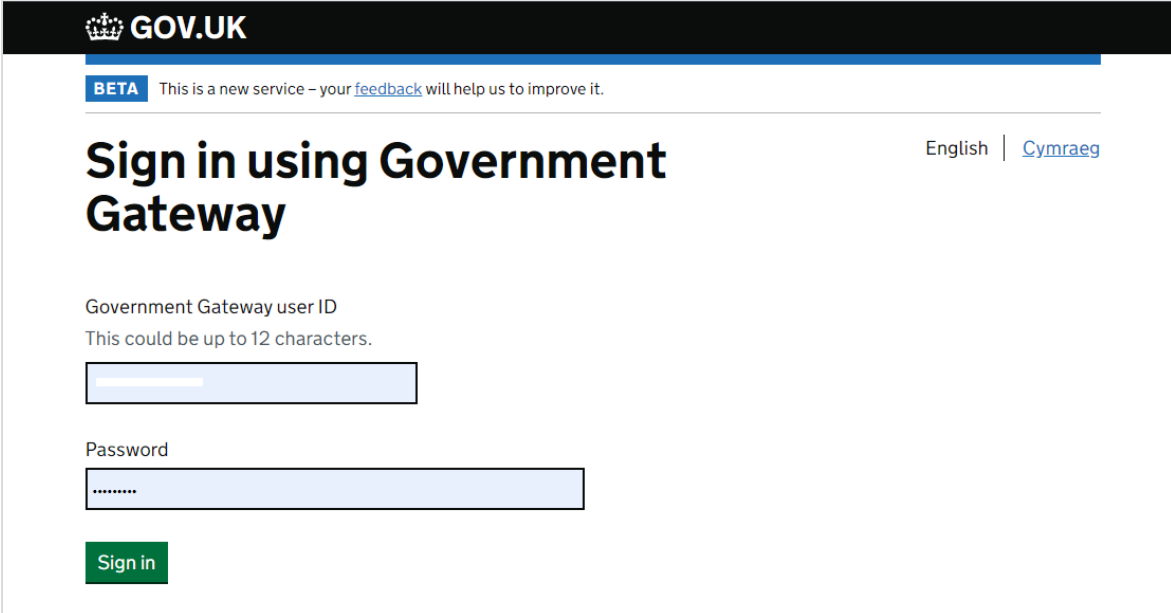
Registering for RPW Online

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.



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 a message: 'This is a new service – your [feedback](#) will help us to improve it.' The main heading is 'Sign in using Government Gateway'. To the right of the heading are links for 'English' and 'Cymraeg'. Below the heading, there are two input fields: 'Government Gateway user ID' with a hint 'This could be up to 12 characters.' and 'Password'. A green 'Sign in' button is located below the password field.

GOV.UK

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

Sign in using Government Gateway English | [Cymraeg](#)

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.



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 Sustainable Production Grant 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. 88 days left.

Capital Works Claim Available anytime

Farm Business Grant - Yard Coverings EOI Available until 31/12/2099. 28780 days left.

Farm Business Grant Expression Of Interest Available until 31/12/2099. 28780 days left.

Financial Year End - Project Update Available until 31/12/2099. 28780 days left.

Glastir Commons Claim 2021 Available until 11/06/2021. 88 days left.

Glastir Entry and Advanced Support Scheme 2020 Available until 31/12/2099. 28780 days left.

Glastir Woodland Creation Expression Of Interest Available until 31/12/2099. 28780 days left.

Investment on Board Vessels (Fisheries) Application Available until 25/03/2021. 10 days left.

Rural Business Investment Scheme - Food Form Available until 31/12/2021. 291 days left.

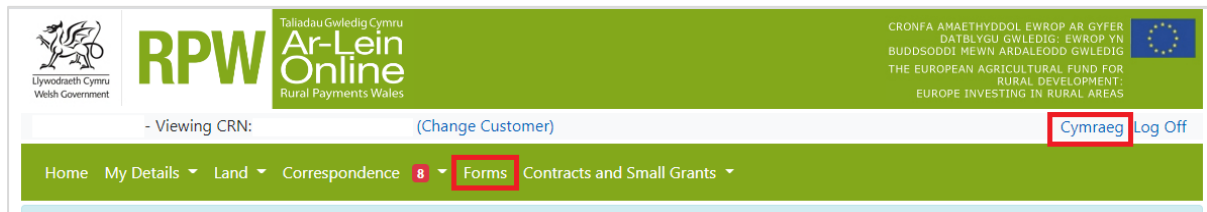
Rural Business Investment Scheme - Non Agriculture Form Available until 25/03/2021. 10 days left.

Small Scale Coastal Infrastructure EOI Available until 25/03/2021. 10 days left.

Sustainable Production Grant Application Available until 01/01/2022. 292 days left.

Welsh Fisheries - Seafood Resilience Scheme Available until 31/03/2021. 16 days left.

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



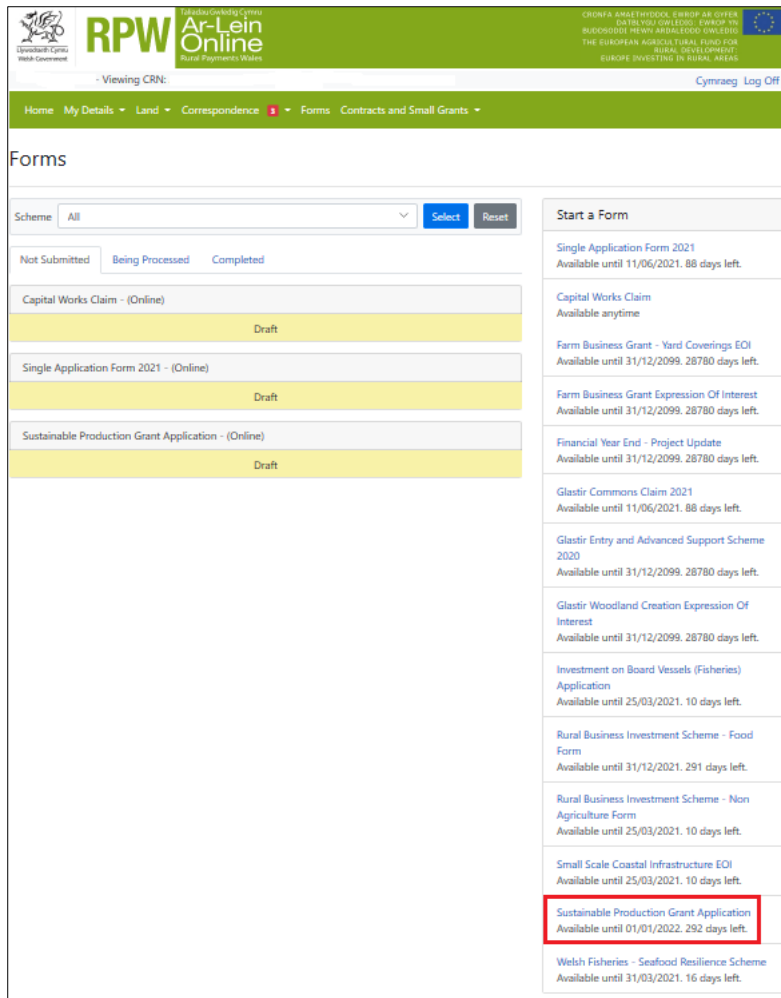
This will take you through to the 'Forms' page.

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 Sustainable Production Grant 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.



The screenshot shows the RPW Ar-Lein Online portal. The header includes the Welsh Government logo, the RPW Ar-Lein Online logo, and the European Union flag. The main navigation bar has links for Home, My Details, Land, Correspondence, Forms, and Contracts and Small Grants. The Forms page is active, showing a list of forms available for completion. The forms are categorized by status: Not Submitted, Being Processed, and Completed. The Sustainable Production Grant Application is highlighted with a red box.

Scheme	Status	Form Name	Availability
All	Not Submitted	Capital Works Claim - (Online)	Draft
All	Not Submitted	Single Application Form 2021 - (Online)	Draft
All	Not Submitted	Sustainable Production Grant Application - (Online)	Draft
All	Being Processed	Single Application Form 2021	Available until 11/06/2021. 88 days left.
All	Being Processed	Capital Works Claim	Available anytime
All	Being Processed	Farm Business Grant - Yard Coverings EOI	Available until 31/12/2019. 28780 days left.
All	Being Processed	Farm Business Grant Expression Of Interest	Available until 31/12/2019. 28780 days left.
All	Being Processed	Financial Year End - Project Update	Available until 31/12/2019. 28780 days left.
All	Being Processed	Glastir Commons Claim 2021	Available until 11/06/2021. 88 days left.
All	Being Processed	Glastir Entry and Advanced Support Scheme 2020	Available until 31/12/2019. 28780 days left.
All	Being Processed	Glastir Woodland Creation Expression Of Interest	Available until 31/12/2019. 28780 days left.
All	Being Processed	Investment on Board Vessels (Fisheries) Application	Available until 25/03/2021. 10 days left.
All	Being Processed	Rural Business Investment Scheme - Food Form	Available until 31/12/2021. 291 days left.
All	Being Processed	Rural Business Investment Scheme - Non Agriculture Form	Available until 25/03/2021. 10 days left.
All	Being Processed	Small Scale Coastal Infrastructure EOI	Available until 25/03/2021. 10 days left.
All	Being Processed	Sustainable Production Grant Application	Available until 01/01/2022. 292 days left.
All	Being Processed	Welsh Fisheries - Seafood Resilience Scheme	Available until 31/03/2021. 16 days left.

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

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Sustainable Production Grant Application Form

Start Application

Once you have read the Sustainable Production Grant (SPG) 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 website interface. At the top, there is a green header with the Welsh Government logo, the RPW Ar-Lein Online logo, and the European Union flag with text in Welsh and English. Below the header is a navigation bar with links: Home, My Details, Land, Correspondence (with a red '3' icon), Forms, and Contracts and Small Grants. The main content area is titled 'Start Application start an application or claim'. It contains several paragraphs of text explaining the application process, including a warning that the application will not be submitted until the 'Submit' option is clicked. It also provides a deadline for submission and a link to the Customer Contact Centre. Below this, there are two columns of links for 'Customer Details' and 'Online Preferences'. The 'Customer Details' column includes links for Trading Title, Address, Postcode, Telephone Number, Email Address, and Number of Partners. The 'Online Preferences' column includes links for Email or SMS (Text) Preference, Email Address, and Mobile Number. At the bottom of the page, there are two buttons: 'Start' (in blue) and 'Cancel' (in grey).

Viewing CRN:

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

Home My Details Land Correspondence 3 Forms Contracts and Small Grants

Start Application start an application or claim

You have asked to complete the following application online: **Sustainable Production Grant Application**.

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

If you have any problems completing your **Sustainable Production Grant 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
	Mobile Number
Postcode	
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 is a header with the Welsh Government logo, the text 'RPW Ar-Lein Online Rural Payments Wales', and the European Union flag with text in Welsh and English. Below the header, there is a navigation bar with links: Home, My Details, Land, Correspondence (with a red '3' icon), 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 links for 'Customer Details' and 'Online Preferences'. The 'Customer Details' section lists fields: Trading Title, Address, Postcode, Telephone Number, Email Address, and Number of Partners. The 'Online Preferences' section lists fields: Email or SMS (Text) Preference, Email Address, and Mobile Number. At the bottom, there is a light blue box stating 'Continue working on the Sustainable Production Grant Application which was last updated on 15/03/2021'. Below this box, there are two buttons: 'Continue' (highlighted with a red box) and 'Back'.

Viewing CRN: [redacted]

Home My Details Land Correspondence 3 Forms Contracts and Small Grants

Continue Application continue an application or claim

You have asked to complete the following application online: **Sustainable Production Grant Application**. You already have an application in progress. Please click 'Continue' to continue with your **Sustainable Production Grant Application**.

You may choose to remove your existing **Sustainable Production Grant Application** and start again. This will undo all of the changes that you have made since starting your **Sustainable Production Grant Application** and the new **Sustainable Production Grant 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 [redacted] You will not be able to submit the form after this date even if you started filling in the form on or before [redacted]

If you have any problems completing your **Sustainable Production Grant 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
	Mobile Number
Postcode	
Telephone Number	
Email Address	
Number of Partners	

Continue working on the **Sustainable Production Grant Application** which was last updated on 15/03/2021

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

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

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

Sustainable Production Grant Application - Delete / Start Again

This option will remove your **Sustainable Production Grant Application** application and will undo **ALL** of the changes that you have made since starting your **Sustainable Production Grant 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 **Sustainable Production Grant Application** has been removed you can start a new **Sustainable Production Grant 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 **Sustainable Production Grant Application** and start again.

Please click 'No' to keep the entries you have already made on your **Sustainable Production Grant Application** and return to the previous screen.

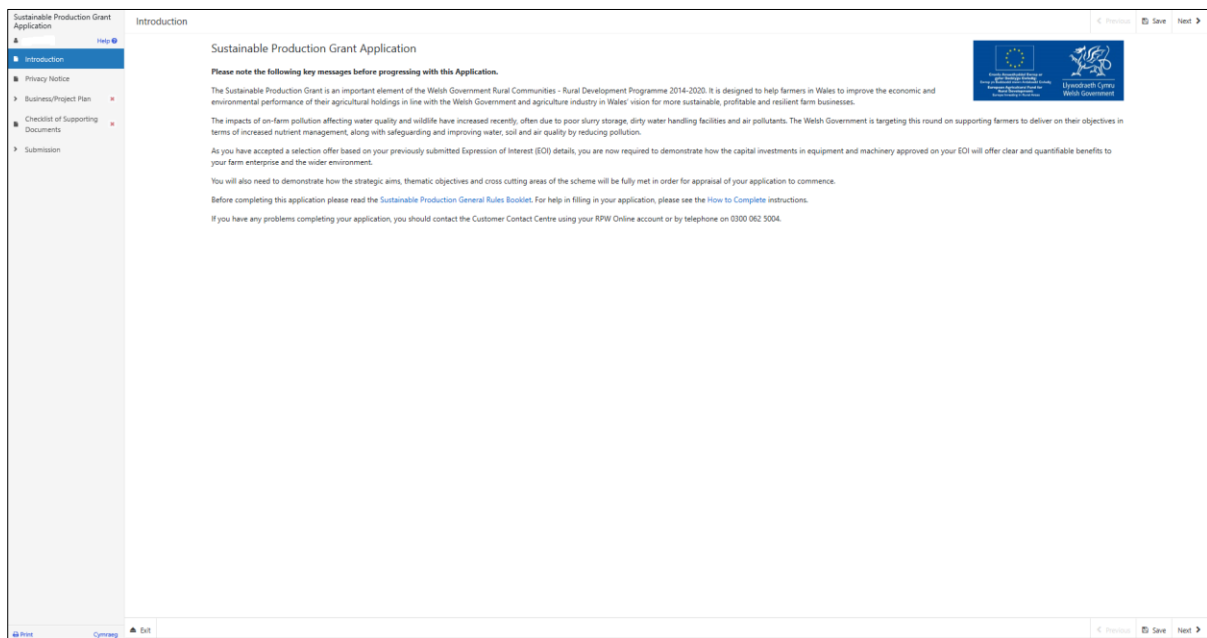
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Introduction

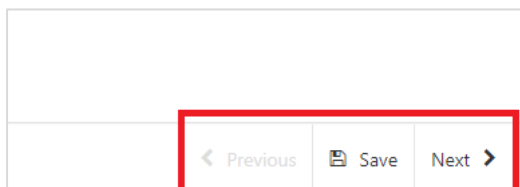
This is the introduction page which provides information about the Sustainable Production Grant Application scheme. For greater detail of the information provided on this page, please read the Sustainable production Grant scheme General Rules Booklet at [Rural grants and payments](#) section of the Welsh Government website.

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

On the left the different sections are displayed. A red cross indicates you either have not accessed each section yet, or you have errors on the section(s). A green tick will display once you have completed each section and there are no errors we can identify. There are various navigation buttons at the top and bottom of the form. Also if you wish to switch between English and Welsh there is a button to do so at the bottom left of the screen as shown in the screenshot below:

The screenshot shows the 'Sustainable Production Grant Application' interface. On the left is a sidebar menu with sections: Introduction (highlighted with a blue bar and a green tick), Privacy Notice, Business/Project Plan, Checklist of Supporting Documents, and Submission. The main content area is titled 'Introduction' and contains text about the grant scheme, including a note about key messages and instructions for applicants. At the top right of the main area are buttons for 'Previous', 'Save', and 'Next'. At the bottom right of the main area are buttons for 'Previous', 'Save', and 'Next'. At the bottom left of the main area is a button for 'How to Complete'.

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

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

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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 for the 'Sustainable Production Grant Application'. On the left is a sidebar menu with options: Introduction, Privacy Notice (highlighted), Business/Project Plan, Checklist of Supporting Documents, and Submission. The main content area is titled 'Privacy Notice' and contains the following text:

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

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

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

You have the right to:

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

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

Data Protection Officer:
Welsh Government
Cathays Park
CARDIFF
CF10 3NQ
Email: dataprotectionofficer@gov.wales

The contact details for the Information Commissioner's Office are:
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: [01629 545 746](tel:01629545746) or 0303 123 1113
Website: <https://ico.org.uk/>

The Retention period for the data we hold will be in accordance with the Commission Implementing Regulation (EU) No 908/2014, 'Conservation of Accounting Information'.
Should you have any queries regarding this privacy statement please contact the RPIW Customer Contact Centre.
<https://gov.wales/privacy-notice-welsh-government-grants>

At the top right of the page are navigation buttons: '< Previous', 'Save' (with a floppy disk icon), and 'Next >'.

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

A close-up of the bottom of the form showing three buttons: '< Previous', 'Save' (with a floppy disk icon), and 'Next >'. The 'Next >' button is highlighted with a red rectangular border.

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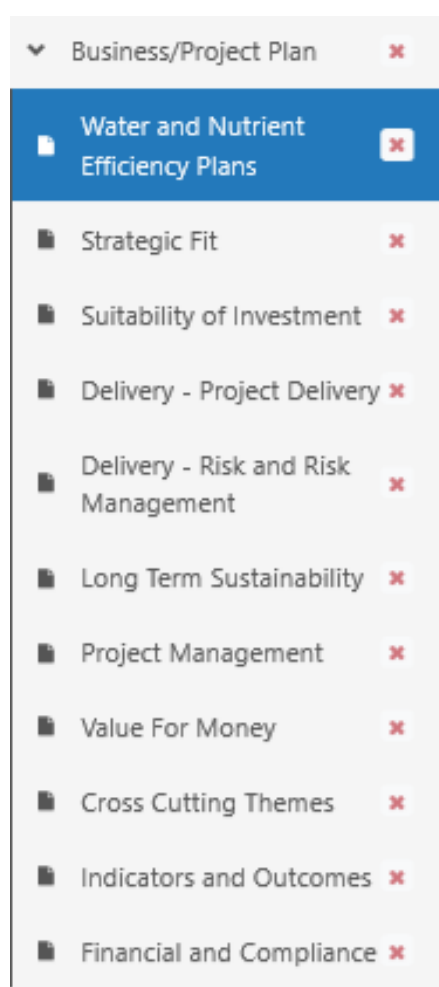
Business/Project Plan

The next section of the form is concerned with your 5 Year Business Plan including your Water Efficiency and Nutrient Efficiency Plans. In order to determine the viability of a business, validity of a proposed investment and need for grant, a detailed 5 year business plan of the whole business is required.

All SPG applications for grant assistance through the Rural Programmes 2014 – 2020 must complete a 5 Year Business Plan.

You must fully complete each section online before you submit your application and before the window for submitting your application is closed. A separate 5 year business plan document will not be acceptable as an alternative.

In addition, applicants are required to provide 3 years of Certified Accounts. The plan should not simply focus on the capital grant requested, but be an holistic plan directed at the future of the business, rather than solely designed to secure grant.



The screenshot shows a web-based form interface for the 'Business/Project Plan' section. The main heading 'Business/Project Plan' is at the top with a dropdown arrow and a red 'x' icon. Below it, a blue bar highlights the 'Water and Nutrient Efficiency Plans' section, also with a red 'x' icon. A list of ten sub-sections follows, each with a document icon and a red 'x' icon, indicating they are yet to be completed:

- Strategic Fit
- Suitability of Investment
- 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.

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Business/Project Plan - Water and Nutrient Efficiency Plan

You will have to explain how the investment will improve the nutrient management on the farm as well as the impact it has on the Greenhouse Gases. You must also outline the current water requirements and cost to the farm along with options and how the capital investment will help improve water efficiency.

The screenshot shows a web-based application form titled 'Sustainable Production Grant Application'. The left sidebar contains a navigation menu with the following items: Introduction, Privacy Notice, Business/Project Plan (selected), Water and Nutrient Efficiency Plans (highlighted), Strategic Fit, Suitability of Investment, Delivery - Project Delivery, Delivery - Risk and Risk Management, Long Term Sustainability, Project Management, Value for Money, Cross Cutting Themes, Indicators and Outcomes, Financial and Compliance, Checklist of Supporting Documents, and Submission. The main content area is titled 'Water and Nutrient Efficiency Plans' and includes a sub-header 'Questions marked with * are mandatory'. There are two text input fields, each preceded by a light blue instruction box. The first instruction box says: 'Give details of the current water requirements and cost to your farm along with options, and explain how the capital investment will help improve water efficiency.' The second instruction box says: 'Give details of how the SPG investment for which you are requesting grant support will improve the nutrient management on farm and the impact it will have on Greenhouse Gases.' Both input fields have a '0 / 4000' character count at the bottom right. The form has navigation buttons at the top right ('Previous', 'Save', 'Next') and bottom right ('Previous', 'Save', 'Next').

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 either bring the farm into compliance with The Water Resources (Control of Agricultural Pollution) (Wales) Regulations 2021 (with specific reference to slurry storage) or assist the farm to become compliant by 1 August 2024.

For those applicants that are already compliant, or where minimal investment is required, your investment and business plan narrative should reflect this.

Examples of evidence that will support you to demonstrate this includes:

- Complete the template within Annex 2 of [The Water Resources \(Control of Agricultural Pollution\) \(Wales\) Regulations 2021 - Guidance for Farmers and Land Managers](#). (Part 1. Storage of organic manure (including slurry))
- Report produced by NRW detailing current storage capacity.
- Calculations completed by consultants evidencing current and future storage requirements.

- Confirmation through business plan narrative that no slurry is produced on farm e.g. no cattle, cattle out wintered, etc.

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

The screenshot shows the 'Strategic Fit' section of the 'Sustainable Production Grant Application' form. The left sidebar contains a navigation menu with the following items: Introduction, Privacy Notice, Business/Project Plan, Water and Nutrient Efficiency Plans, Strategic Fit (highlighted with a blue bar and a checkmark), Suitability of Investment, Delivery - Project Delivery, Delivery - Risk and Risk Management, Long Term Sustainability, Project Management, Value For Money, Cross Cutting Themes, Indicators and Outcomes, Financial and Compliance, Checklist of Supporting Documents, and Submission. The main content area is titled 'Strategic Fit' and contains two questions marked with an asterisk (*), indicating they are mandatory. The first question is: 'How does the proposed project contribute to the strategic aims and objectives of the scheme? E.g. to the Welsh Government strategies for the sector or to Action plan targets.' Below the question is a large text box labeled 'Enter details*' with a character count of '2 / 4000'. The second question is: 'How will the investment support the farm to reach compliance with The Water Resources (Control of Agricultural Pollution) (Wales) Regulations 2021, or assist the farm to become compliant by 1 August 2024? (The regulations require 5 months of slurry storage for cattle and sheep or 6 months for pigs and poultry, or more, if necessary, to meet the other requirements of the regulations). The slurry storage requirements can be established using the Farm Guidance Document; Annex 2 Part 1. Farmer Guidance - Water Resources (Control of Agricultural Pollution) (Wales) Regulations 2021.' Below this question is another large text box labeled 'Enter details*' with a character count of '2 / 4000'. At the bottom right of the form, there are navigation buttons: '< Previous', 'Save', and 'Next >'. The bottom left of the form shows '44 Items' and 'Continuing'.

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.

This close-up screenshot shows the bottom right corner of the form. It features a large text box with a character count of '0 / 4000'. Below the text box is a red-bordered button bar containing three buttons: '< Previous', 'Save' (with a floppy disk icon), and 'Next >'. The 'Next >' button is highlighted with a red border.

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Business/Project Plan - Suitability of Investment

The Suitability of Investment page is where you will need to provide details to enable the evaluation of the appropriateness of the investment.

Explain why the investment is required by the business at this time and the advantages gained by the business and wider rural economy as a result of the investment.

You also need to explain how the investment will offer a new or different approach/solution for the existing business.

Explain how the project will deliver a step change in best practice and modernisation within the business

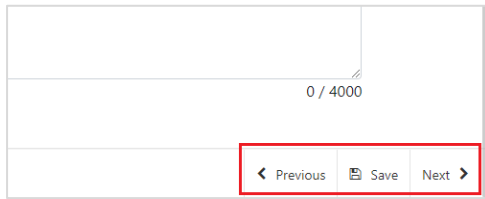
The screenshot shows the 'Suitability of Investment' page within the 'Sustainable Production Grant Application' system. The left sidebar contains a navigation menu with the following items: Introduction, Privacy Notice, Business/Project Plan, Water and Nutrient Efficiency Plans, Strategic Fit, Suitability of Investment (highlighted with a blue bar and a small square icon), 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, and Checklist of Supporting Documents. At the bottom of the sidebar are 'Print' and 'Cymraeg' links. The main content area is titled 'Suitability of Investment' and includes a 'Previous Save Next' button bar at the top right. Below the title, a note states 'Questions marked with * are mandatory.' The first section is 'Describe why the investment is required by the business.' followed by a large text input box with a '0 / 4000' character count at the bottom right. The second section is 'Describe the advantage that will be gained by the business as a result of the investment.' followed by another large text input box with a '0 / 4000' character count at the bottom right.

This screenshot shows the same 'Suitability of Investment' page, but with the second section expanded. The first section, 'Describe why the investment is required by the business.', is now collapsed. The second section, 'Describe how the investment will offer a different approach and solution for the business.', is expanded, showing a large text input box with a '0 / 4000' character count at the bottom right. The sidebar and navigation elements remain the same as in the previous screenshot.

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 web form interface. The form has a light gray border and is divided into several sections. In the top right corner, there is a progress indicator showing '0 / 4000'. At the bottom of the form, there is a navigation bar with three buttons: '< Previous', 'Save', and 'Next >'. The 'Previous' and 'Next' buttons have arrows, and the 'Save' button has a floppy disk icon. The entire navigation bar is highlighted with a red rectangular box.

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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 investment is necessary for the business at this time.
- Proposals for implementation/installation, you must include diagrams and images
- You need to include location and planning consents and reference to the following
- Describe how timescales have been determined.
- The need for SAB approval; submit either the SAB approval documents or a receipt from the local authority that SAB approval is not required.
- Compliance of funded items with Regulatory Requirements, including, where applicable:
 - SSAFO;
 - Control of Pollution (Oil Storage) Wales Regulations 2016;
 - BS 5502;
 - NRW/Local authority Consents where investments affect slurry or silage storage systems or could affect water flow.

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.

The screenshot shows a web form titled 'Sustainable Production Grant Application' with a sidebar menu on the left. The menu includes: Introduction, Privacy Notice, Business/Project Plan, Water and Nutrient Efficiency Plans, Strategic Fit, Suitability of Investment, **Delivery - Project Delivery** (highlighted), Delivery - Risk and Risk Management, Long Term Sustainability, Project Management, Value For Money, Cross Cutting Themes, Indicators and Outcomes, Financial and Compliance, and Checklist of Supporting Documents. The main content area is titled 'Delivery - Project Delivery' and has navigation buttons 'Previous', 'Save', and 'Next' in the top right. Below the title, it says 'Questions marked with * are mandatory.' There are two mandatory questions, each with a light blue header and a large text input box. The first question is 'Give details of why the investment is required by the business and describe what you are going to do.' with a '0 / 4000' character count. The second question is 'Provide details of the location of the investment including reference to planning consents.' with a '0 / 4000' character count. At the bottom left of the sidebar, there are 'Print' and 'Cymraeg' links.

Sustainable Production Grant Application

Describe the work to be undertaken to implement/install the investment and how this will be done. Include diagrams and images with your application where possible.

Enter details*

0 / 4000

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

Project Activities

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

Add Activity

No Entries

Describe how the timescales have been determined.

Print Cymraeg

When you have completed the first 3 questions, 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.

Sustainable Production Grant Application

Delivery - Project Delivery - Project Activities

Cancel Save and Add Another Save and Return

Questions marked with * are mandatory.

Activity name*

Activity description*

0 / 255

Proposed activity start date*

dd/mm/yyyy

Proposed activity end date*

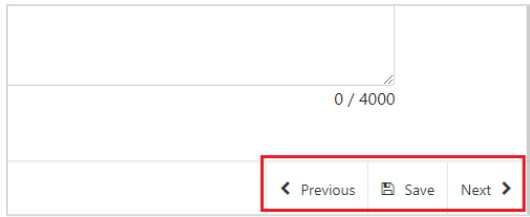
dd/mm/yyyy

Cancel Save and Add Another Save and Return

Print Cymraeg

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' page. The sidebar on the left contains navigation links: Introduction, Privacy Notice, Business/Project Plan, Water and Nutrient Efficiency Plans, Strategic Fit, Suitability of Investment, 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, and Checklist of Supporting Documents. The main content area has a header 'Delivery - Risk and Risk Management' with 'Previous', 'Save', and 'Next' buttons. Below the header, there is a note: 'Questions marked with * are mandatory.' followed by a light blue box with 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 table with the heading 'Risks' and a sub-header 'Click 'Add Risk' to add risk details.' The table is currently empty, showing 'No Entries'. An 'Add Risk' button is highlighted with a red box. At the bottom of the page, there is an 'Exit' button and 'Previous', 'Save', and 'Next' 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:

The screenshot shows the 'Delivery - Risk and Risk Management - Risks' entry screen. The sidebar on the left contains navigation links: Introduction, Privacy Notice, Business/Project Plan, Water and Nutrient Efficiency Plans, Strategic Fit, Suitability of Investment, Delivery - Project Delivery, **Delivery - Risk and Risk Management**, Long Term Sustainability, Project Management, Value For Money, Cross Cutting Themes, Indicators and Outcomes, Financial and Compliance, Checklist of Supporting Documents, and Submission. The main content area has a header 'Delivery - Risk and Risk Management - Risks' with 'Cancel', 'Save and Add Another', and 'Save and Return' buttons. Below the header, there is a note: 'Questions marked with * are mandatory.' followed by three form fields: 'What is the risk*', 'During the delivery of this Project what is the likelihood of this happening*', and 'What would the consequences be if it did happen*'. The first two fields have input boxes, and the third has a dropdown menu. Below these fields are two large text areas for 'How might the effect on the Project be reduced?'. At the bottom of the page, there are 'Cancel', 'Save and Add Another', and 'Save and Return' buttons.

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
<div>Add Risk</div>			

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

< Previous

Save

Next >

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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 and how the investment will be maintained in the future. You will also need to explain what your business is aiming to do in the future as a result of the investment.

The screenshot shows the 'Long Term Sustainability' section of the 'Sustainable Production Grant Application' form. The left sidebar lists various sections, with 'Long Term Sustainability' highlighted. The main content area has two questions, both marked as mandatory with an asterisk. The first question asks for the exit strategy, and the second asks for the business's future aims. Both questions have a text input area with a character count of 0 / 4000. Navigation buttons 'Previous', 'Save', and 'Next' are visible at the top right and bottom right of the form.

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.

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). The 'Next' button is highlighted with a red border.

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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:

- How you intend to deliver your project
- What will be the key resources and activities required during implementation and when will they be used.
- Include references to members of the business and contractors for example.

The screenshot shows the 'Project Management' section of the 'Sustainable Production Grant Application' form. The left sidebar lists various sections, with 'Project Management' highlighted. The main content area has two text input fields, each with a character count of 0 / 4000. The first field is preceded by a light blue header bar with the instruction: 'Describe how you intend to deliver your project. What will be the key activities and resources that will be required during implementation and when they will be used. Include references to members of the business and contractors for example.' The second field is preceded by a light blue header bar with the instruction: 'Describe how the work will be managed and by whom.' At the bottom right of the form, there are three buttons: 'Previous', 'Save', and 'Next', with 'Next' being highlighted in red.

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

Only investment items that have been selected as submitted in your Expression of Interest can be entered in this section. The investment items submitted in your application will be checked and any additions will be removed from appraisal.

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.

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:

The screenshot shows the 'Value For Money' section of the 'Sustainable Production Grant Application' form. The left sidebar lists various sections, with 'Value For Money' highlighted. The main content area has a title 'Value For Money' and navigation buttons 'Previous', 'Save', and 'Next'. A note states: 'Questions marked with * are mandatory.' Below this, a light blue box contains instructions: 'You must refer to the following before incurring costs' followed by links to 'Welsh Government Rural Communities - Rural Development Programme 2014-2020 Competitive Tendering Public Procurement Technical Guidance Notes' and 'Competitive Tendering and Public Procurement - Register and Record'. Another light blue box says: 'Show how the total project costs have been arrived at by providing a detailed breakdown of the proposed expenditure.' Below these are two 'Enter details*' text boxes. The first box is empty, and the second box contains the instruction: 'Explain how the costs of the Project are considered to be reasonable taking into account the scope, scale and timescale of the proposals.' The character count '0 / 4000' is visible at the bottom right of the first text 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.

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

The screenshot shows the 'Value For Money' section of the 'Rural Business Investment Scheme - Food Form' application. The left sidebar lists various sections, with 'Value For Money' highlighted. The main content area has a title 'Value For Money' and navigation buttons 'Previous', 'Save', and 'Next'. A note states: 'Questions marked with * are mandatory.' Below this, a light blue box contains instructions: 'Enter details and quotes for each investment item. For each item required click 'Add Investment Item', then select the required item.' Below this is a table with the heading 'Investment Items'. The table is currently empty, with the text 'No Entries' displayed. To the right of the table is a button labeled 'Add Investment Item'. Below the table are two input fields: 'Total Project Cost (£)' and 'Maximum Grant Value', both showing '0.00'. The character count '0 / 4000' is visible at the bottom right of the first text box.

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.

[Add Investment Item](#)

No Entries

Total Project Cost (£)

Maximum Grant Value

0.00

Previous Save Next

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

Rural Business Investment Scheme - Food Form

Value For Money - Investment Items

Cancel Save and Add Another Save and Return

Questions marked with * are mandatory.

Item*

Please Select

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.

[Add Quote](#)

No Entries

Print Cymraeg

Cancel Save and Add Another Save and Return

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

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

Value For Money - Investment Items

Questions marked with * are mandatory.

Item*

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.

Select an Answer From Below

Type here to filter the answers...

- SP53 - Under-floor storage and transfer channels
- SP54 - Below-ground tanks/slurry stores and associated reception pits.
- SP55 - Above ground slurry stores
- SP56 - Covered manure stores
- SP57 - Systems for dilute slurry
- SP58 - Silage clamps
- SP59 - Integral slurry store.
- SP60 - Fixed floating plastic membrane to cover a lagoon
- SP61 - Free floating plastic cover for above ground slurry stores
- SP62 - Fixed cover for above ground slurry tank
- SP63 - Roofing for existing yards
- SP64 - Vacuum tanker plus Band Spreader or Trailing Shoe
- SP65 - Vacuum tanker plus Injector (Slurry)
- SP66 - Dumped tanker plus Band Spreader or Trailing shoe

Select an item from here.

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

Sustainable Production Grant Application

Value For Money - Investment Items - Item Quotes

Cancel Save and Add Another Save and Return

Introduction

Privacy Notice

Business/Project Plan

Water and Nutrient Efficiency Plans

Strategic Fit

Subsidiarity of Investment

Delivery - Project Delivery

Delivery - Risk and Risk Management

Long Term Sustainability

Project Management

Value For Money

Cross Cutting Themes

Indicators and Outcomes

Financial and Compliance

Checklist of Supporting Documents

Submission

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?*

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.

Sustainable Production Grant Application

Value For Money - Investment Items

Save and Add Another Save and Return

Introduction

Privacy Notice

Business/Project Plan

Water and Nutrient Efficiency Plans

Strategic Fit

Subsidiarity of Investment

Delivery - Project Delivery

Delivery - Risk and Risk Management

Long Term Sustainability

Project Management

Value For Money

Cross Cutting Themes

Indicators and Outcomes

Financial and Compliance

Checklist of Supporting Documents

Submission

Questions marked with * are mandatory.

Item*

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?
500000.00	Test	✓	Yes

Item Value (£)

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.*

0 / 255

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 & Minimum Grant Values

As the maximum grant value that can be applied for under SPG is £50,000, 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

If the values entered into this section do not meet the minimum grant value for SPG of £12,000, as shown below, an on screen message will appear reflecting this. You will not be able to proceed any further with your application until the minimum has been met.

Investment Items

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	
SP64 - Vacuum tanker plus Band Spreader or Trailing Shoe	10000.00		<div>Add Investment Item</div> <div>ModifyDelete</div>
SP65 - Vacuum tanker plus Injector (Slurry)	5000.00		<div>Add Investment Item</div> <div>ModifyDelete</div>
Total Project Cost (£)	<div>15000.00</div>		
Maximum Grant Value	<div>6000.00</div>		

Please ensure the Maximum Grant Value is at least £12000.00.

PreviousSaveNext

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 the 'Cross Cutting Themes' section of the 'Sustainable Production Grant Application' form. The left sidebar contains a navigation menu with items like 'Introduction', 'Privacy Notice', 'Business/Project Plan', 'Water and Nutrient Efficiency Plans', 'Strategic Fit', 'Suitability of Investment', 'Delivery - Project Delivery', 'Delivery - Risk and Risk Management', 'Long Term Sustainability', 'Project Management', 'Value For Money', 'Cross Cutting Themes' (highlighted), 'Indicators and Outcomes', 'Financial and Compliance', 'Checklist of Supporting Documents', and 'Submission'. The main content area is titled 'Cross Cutting Themes' and includes a 'Previous' button and a 'Next' button. Below the title, there is a blue box with the instruction: 'Describe how your project will contribute towards the cross cutting themes of:'. This is followed by a list of themes: 'Equality of opportunity and Gender mainstreaming', 'Sustainable Development', 'Tackling Poverty and Social Exclusion', and 'Welsh Language'. Below this, there are two text input fields. The first field is labeled 'Equality of opportunity and Gender mainstreaming*' and has a character count of '2 / 2000'. The second field is labeled 'Sustainable Development*' and also has a character count of '2 / 2000'.

This screenshot shows the continuation of the 'Cross Cutting Themes' section. It features the same left sidebar and navigation menu as the previous screenshot. The main content area shows the 'Tackling Poverty and Social Exclusion*' section with a text input field and a character count of '2 / 2000'. Below this is the 'Welsh Language*' section, also with a text input field and a character count of '2 / 2000'. At the bottom of the form, there are buttons for 'Print', 'Cancel', 'Save', and 'Next'.

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

	< Previous	Save	Next >

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Business/Project Plan - Indicators and Outcomes

All supported projects are required to report progress to Welsh Government against a number of agreed Performance Indicators (PIs).

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

You will need to provide information for **both Programme Level Indicators**:

1. Number of operations supported
2. Number of holdings/beneficiaries supported

You will need to choose at **least 2 Case Level Indicators** to provide information for

1. Number of jobs created
2. Number of jobs safeguarded
3. Area of land managed under a resource management plan
4. Estimated decrease in Green House Gases
5. Increase in turnover and profitability

Performance Indicator Name	Definition
Programme Level Indicators (EC set)	
O.3 Number of operations supported.	Number of operations supported. Within the indicator on WEFO you will also be required to provide us with the size of your farm and type of agricultural branch. When reporting this breakdown you'll need to select the most relevant option to your project from a pre-set list.
O.4 Number of holdings/beneficiaries supported	The number of holdings and/or beneficiaries supported. Within the indicator on WEFO you will also be required to provide us with the gender and age of the lead signature of the holding, as well as the type of holding and type of ANC. When reporting this breakdown you'll need to select the most relevant option to your project from a pre-set list.

Performance Indicator Name	Definition
Case Level Indicators	
Number of jobs created	Total number of permanent jobs created (not maintained) through supported projects expressed in FTE, by gender. Only new jobs actually created should be counted, which excludes jobs maintained (as too problematic to assess). It relates to employment when the project is up and running, i.e. if the project is the creation of a farm shop, it does not include employment created during the design/construction building phase – consultant/architect/builders, but the employment which is created when the shop is running (manager, sales assistants, etc.). Voluntary work should not be counted but self-employment is included. Indicator is calculated in FTE; therefore, if an existing halftime job is transformed into a full time job, the value of the indicator is 0.5 (a half job is considered created). To count one job created, the duration of the contract should be one year or more (e.g. a six month contract at 100% is 0.5). This does not include jobs that have been relocated.
Number of jobs safeguarded	Jobs safeguarded are where jobs are known to be at risk over the next 12 months. Jobs should be scored as FTE and permanent (a seasonal job may be scored provided the job is expected to recur indefinitely; the proportion of the year worked should also be recorded). The job itself should be scored, not an estimate of how many people may occupy the job. If the job is not fulltime then the hours per week will need to be divided by 30 to find the proportion of FTE represents (e.g. 18 hours per week would be 0.6 FTE).
Area of land managed under a resource management plan.	Total amount of land (in hectares) being managed under a resource management plan. A resource management plan identifies the risks from current farming practices arising from the production, use and disposal of potentially polluting substances on the farm. A resource Management Plan will be made up of a Soil Nutrient Management Plan (where slurry, farmyard manure or other organic waste is applied to the land), but also include sections on water & energy use. To be recorded once contract is signed and works are claimed and paid.
Estimated decrease in GHG	The estimated decrease (Tonnes/CO ₂ e) in Green House Gas Emissions as a result of the project. GHG emissions are measured in Carbon Dioxide equivalent (CO ₂ e). Using a carbon calculator, businesses can identify their current GHG emissions in CO ₂ e and then calculate the reduction or increase as a result of a business change, such as through investment from the SPG scheme. To be recorded once contract is signed and works are claimed and paid.
Increase in turnover or profitability	The Increase in turnover or profitability as a result of the project intervention. To be recorded once contract is signed and works are claimed and paid.

Indicators and Outcomes

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

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

The screenshot shows the 'Indicators and Outcomes' section of the Sustainable Production Grant Application. The sidebar on the left lists various application sections, with 'Indicators and Outcomes' selected. The main content area includes instructions on how to report progress against Performance Indicators (PIs) and provides two tables for entering data. The 'Programme Level Indicator Table' and 'Case Level Indicator Table' both have an 'Add Indicator' button highlighted with a red box.

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

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

This screenshot shows a close-up of the 'Indicators and Outcomes - Programme Level Indicator Table' form. It includes a dropdown menu for selecting a 'Programme Level Indicator'. The dropdown is open, showing options such as 'Number of operations supported' and 'Number of holdings/beneficiaries supported'. The form also includes fields for 'Enter Number*' and 'Enter Details*'. A note at the bottom right indicates '0 / 500'.

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

Indicators and Outcomes - Programme Level Indicator Table

Questions marked with * are mandatory.

Programme Level Indicator*

This is a mandatory question, please answer it.

Enter Number*

This is a mandatory question, please answer it.

Enter Details*

This is a mandatory question, please answer it. 0 / 500

How will the Target be met?*

This is a mandatory question, please answer it. 0 / 500

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

This is a mandatory question, please answer it. 0 / 500

Sustainable Production Grant Application

A0000119 [Help](#)

- Introduction
- Privacy Notice
- Business/Project Plan ✓
- Water and Nutrient Efficiency Plans ✓
- Strategic Fit ✓
- Suitability of Investment ✓
- Delivery - Project Delivery ✓
- Delivery - Risk and Risk Management ✓
- Long Term Sustainability ✓
- Project Management ✓
- Value For Money ✓
- Cross Cutting Themes ✓
- Indicators and Outcomes ✓**

Indicators and Outcomes

Questions marked with * are mandatory.

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

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

Explain how the targets will be met.

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

Programme Level Indicator Table

Click 'Add Indicator' to select a Programme Level indicator. All Programme Level indicators must be completed.

Programme Level Indicator	Number	Measurable Outcome	How targets Met	How Progress Monitored	
Number of operations supported	2.00	Test	Test	Test	Add Indicator Modify Delete
Number of holdings/beneficiaries supported	5.00	Test	Test	Test	Modify Delete

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

You will now need to complete at least 2 of the Case Level Indicators on the table.

Case Level Indicator Table
Click 'Add Indicator' to select a Case Level indicator.
<div>Add Indicator</div>
No Entries

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

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

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

Indicators and Outcomes - Case Level Indicator Table

*Questions marked with * are mandatory.*

Case Level Indicator*

Enter Number*

Enter Details*

How will the Target be met?*

Please Select

Please Select

Number of jobs created

Jobs safeguarded

Area of land managed under a resource management plan

Estimated decrease in greenhouse gases

Increase in turnover or profitability

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

Indicators and Outcomes - Case Level Indicator Table

*Questions marked with * are mandatory.*

Case Level Indicator*

Enter Number*

Enter Details*

How will the Target be met?*

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

Please Select

This is a mandatory question, please answer it.

This is a mandatory question, please answer it.

This is a mandatory question, please answer it.

0 / 500

This is a mandatory question, please answer it.

0 / 500

This is a mandatory question, please answer it.

0 / 500

Sustainable Production Grant Application

A0000119 [Help](#)

Introduction

Privacy Notice

Business/Project Plan ✓

Water and Nutrient Efficiency Plans ✓

Strategic Fit ✓

Suitability of Investment ✓

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 ✓

Any other strategic objectives

Explain how the targets will be met.

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

Programme Level Indicator Table

Click 'Add Indicator' to select a Programme Level indicator. All Programme Level indicators must be completed.

Programme Level Indicator	Number	Measurable Outcome	How targets Met	How Progress Monitored	Add Indicator
Number of operations supported	2.00	Test	Test	Test	Modify Delete
Number of holdings/beneficiaries supported	5.00	Test	Test	Test	Modify Delete

Case Level Indicator Table

Click 'Add Indicator' to select a Case Level indicator. A minimum of two Case Level indicators must be completed.

Case Level Indicator	Number	Measurable Outcome	How targets Met	How Progress Monitored	Add Indicator
Number of jobs created	2.00	Test	Test	Test	Modify Delete
Jobs safeguarded	1.00	Test	Test	Test	Modify Delete

Print Cymraeg Exit

Previous Save Next

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

Programme Level Indicator Table

Click 'Add Indicator' to select a Programme Level indicator. All Programme Level indicators must be completed.

Programme Level Indicator	Number	Measurable Outcome	How targets Met	How Progress Monitored	Add Indicator
Number of operations supported	2.00	Test	Test	Test	Modify Delete
Number of holdings/beneficiaries supported	5.00	Test	Test	Test	Modify Delete

Case Level Indicator Table

Click 'Add Indicator' to select a Case Level indicator. A minimum of two Case Level indicators must be completed.

Case Level Indicator	Number	Measurable Outcome	How targets Met	How Progress Monitored	Add Indicator
Number of jobs created	2.00	Test	Test	Test	Modify Delete
Jobs safeguarded	1.00	Test	Test	Test	Modify Delete

Previous Save Next

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?

The screenshot shows the 'Financial and Compliance' section of the 'Sustainable Production Grant Application' form. The left sidebar lists various sections, with 'Financial and Compliance' highlighted. The main content area has a title bar with 'Previous', 'Save', and 'Next' buttons. Below the title bar, there is a light blue box with the text: 'SPG offers 40% grant towards the cost of investment to a maximum of £50,000 grant. Describe how you intend to fund the investment in addition to the grant. Please provide evidence where it is available with your application.' This is followed by a large text input area labeled 'Enter details*'. Below this, another light blue box states: 'Provide details and calculations of the financial return you expect for the business following the investment.' This is followed by another large text input area labeled 'Enter details*'. At the bottom left, there are 'Print' and 'Cymraeg' links. At the bottom right, there is a page indicator '1 / 4000'.

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 >

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Checklist of Supporting Documents

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

Sustainable Production Grant 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 01/01/2022. 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:

- 5 year business plan
- 3 Quotes for each investment item
- For existing businesses, certified accounts for three consecutive years immediately preceding the date of the application

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.

- Financial forecasts for the period of the Project.
- Technical documentation such as design and specification
- Technical specifications for equipment and machinery
- Planning permissions
- A copy of the Local Authority's detailed planning approval
- Sustainable Drainage Systems (SUDS) Approving Body (SAB) approval
- Environmental Impact Assessments and/or habitat surveys
- Evidence of competitive tendering exercises for goods or services
- Evidence of procurement exercises

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. ☐

Print Cymraeg Exit

Previous Save Next

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

Tick the appropriate box(es) below.

I am submitting supporting documents online by the deadline. ☒

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

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

Previous Save Next

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Submission

Errors, Information and Summary

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

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

Sustainable Production Grant Application

Errors, Information and Summary

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

No Errors or Information Messages Identified.

Business/Project Plan > Water and Nutrient Efficiency Plans

Give details of the current water requirements and cost to your farm along with options, and explain how the capital investment will help improve water efficiency.

Enter details Test

Give details of how the SPG investment for which you are requesting grant support will improve the nutrient management on farm and the impact it will have on Greenhouse Gases.

Enter details Test

Business/Project Plan > Strategic Fit

How does the proposed project contribute to the strategic aims and objectives of the scheme? E.g. to the Welsh Government strategies for the sector or to Action plan targets.

Enter details Test

How will the investment support the farm to reach compliance with The Water Resources (Control of Agricultural Pollution) (Wales) Regulations 2021, or assist the farm to become compliant by 1 August 2024? (The regulations require 5 months of slurry storage for cattle and sheep or 6 months for pigs and poultry, or more, if necessary, to meet the other requirements of the regulations). The slurry storage requirements can be established using the Farm Guidance Document: Annex 2 Part 1. Farmer Guidance - Water Resources (Control of Agricultural Pollution) (Wales) Regulations 2021.

Enter details Test

Business/Project Plan > Suitability of Investment

Describe why the investment is required by the business.

Enter details Test

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

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

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

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

Previous Save Next

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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:

The screenshot shows the 'Declaration and Undertakings' section of the 'Sustainable Production Grant Application' form. The left sidebar contains a navigation menu with options: Introduction, Privacy Notice, Business/Project Plan (checked), Checklist of Supporting Documents (checked), Submission, Errors, Information and Summary, Declaration and Undertakings (selected), and Submit. The main content area has a yellow header bar that says 'Please tick the box to accept the declarations and undertakings.' Below this, there is a section titled 'I confirm that:' followed by several paragraphs of text detailing the applicant's obligations and acknowledgments. At the bottom of this section, there is a checkbox labeled 'I agree to the above declarations and undertakings *'. The bottom of the form features a navigation bar with 'Previous', 'Save', and 'Next' buttons. The 'Next' button is highlighted with a red box.

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

A close-up of the checkbox area from the previous screenshot. It shows the text 'I agree to the above declarations and undertakings *' followed by a blue checkbox with a white checkmark inside it.

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

A close-up of the navigation bar at the bottom of the form. It shows three buttons: 'Previous', 'Save', and 'Next'. The 'Next' button is highlighted with a red box.

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Submission Page – Submit

To submit your Sustainable Production Grant Scheme Application Form click on the **Submit** Button.

The screenshot shows the 'Submit' page of the Sustainable Production Grant Application system. On the left is a navigation menu with options: Introduction, Privacy Notice, Business/Project Plan (checked), Checklist of Supporting Documents (checked), Submission (selected), Errors, Information and Summary, Declaration and Undertakings, and Submit. The main content area has a light blue header with instructions: '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.' Below this is a button labeled 'Submit' which is highlighted with a red rectangle. A message states: 'A Message containing a copy of your submitted Sustainable Production Grant Application will be available in your online Messages page within one working day.' At the bottom of the page are buttons for 'Print', 'Cymraeg', and 'Exit', and navigation links for 'Previous', 'Save', and 'Next'.

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

The screenshot shows the 'Submission Confirmation' page. The navigation menu on the left now has 'Submission Confirmation' selected. The main content area displays the 'Sustainable Production Grant Application : Reference Number:' and a confirmation message: 'Your Sustainable Production Grant Application was submitted for CRN: 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.' Below the message is a button labeled 'Print this Screen' which is highlighted with a red rectangle. At the bottom, there are two buttons: 'Submit Documentation' and 'Exit', both highlighted with a red rectangle. The bottom of the page features the same 'Print', 'Cymraeg', 'Exit', 'Previous', 'Save', and 'Next' navigation and utility buttons as the previous page.

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

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

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Following Successful Submission

A summary of your completed Sustainable Production Grant 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.