



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



Llywodraeth Cymru
Welsh Government



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Welsh Government

Welsh Government Rural Communities – Rural Development Programme 2014-2020

Rural Development Programme/EMFF 2014-2020.

Project Change/Re-evaluation - How to Complete Guide

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Purpose of this Guidance

This guidance shows, step by step in RPW Online, how you request changes to projects approved under the Welsh Government Rural Communities – Rural Development Programme 2014-2020 and European Maritime and Fisheries Fund Programme 2014-2020.

A Project Change Re-evaluation is the process of agreeing significant changes to an approved project. For further details of what changes can be requested, see Guidance for Project Applicants to Request Changes to an Approved Project.

1. How to request changes to an approved project

To request changes to your project, there is a two-step process:

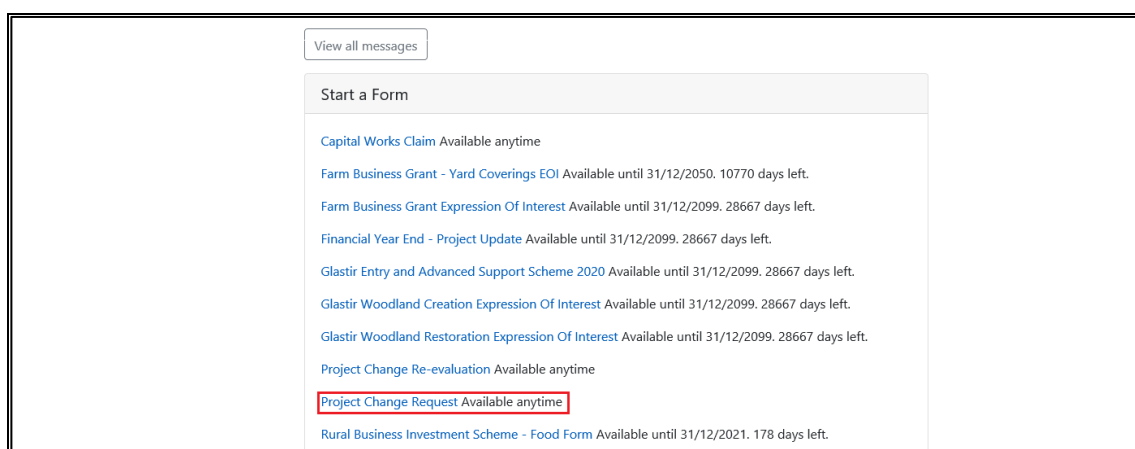
- Step 1 - complete a Project Change Request through your RPW Online account
- Step 2 - once your request is processed, you will be notified to complete an online Project Change Re-evaluation in RPW Online

2. How to complete a Project Change Request

In RPW Online, click **Home** as shown in the screenshot to access the Home screen.



In the **Start a Form** section at the bottom of the Home screen, click **Project Change Request** link as shown in the screenshot:



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Start Application

This page provides your customer information prior to starting the Project Change Request. It includes a Customer Contact Centre link if required, Customer Details and Online Preferences we hold for you. You should check and amend these before starting your application if they are incorrect. Page shown in the screenshot below:

The screenshot shows the 'Start Application' page on the RFW Online portal. At the top, there is a navigation bar with links: Home, My Details, Land, Correspondence, Forms, and Contracts and Small Grants. The 'Correspondence' link is highlighted with a red icon. In the top right corner, there are links for 'Cymraeg' and 'Log Off'.

The main heading is 'Start Application start an application or claim'. Below this, there is a section titled 'You have asked to complete the following application online: **Project Change Request**.' This section contains several paragraphs of text explaining the process, including a warning that the application will not be submitted until the 'Submit' option is clicked at the end of the process. It also mentions that the application will be saved in the user's previous session and that they can contact the 'Customer Contact Centre' for further guidance.

Below the text, there are two columns of links. The left column is titled 'Customer Details' and includes links for 'Trading Title', 'Address', 'Postcode', 'Telephone Number', 'Email Address', and 'Number of Partners'. The right column is titled 'Online Preferences' and includes links for 'Email or SMS (Text) Preference', 'Email Address', and 'Mobile Number'. Each link is accompanied by a large, empty rectangular box for input.

At the bottom of the form, there are two buttons: 'Start' (in blue) and 'Cancel' (in grey). Below the buttons, there are four links: 'Guidance Documents', 'Contact Us', 'Copyright Statement', and 'Accessibility Statement'.

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Introduction Page

You have now accessed the Introduction for the request form, as shown in the screenshot below. Ensure you read all the notes on this section.

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 the system has found no errors.

There are navigation buttons at the top and bottom of the form. You can switch to the Welsh form, by selecting Cymraeg at the bottom left hand-side of the screen.

The screenshot shows the 'Project Change Request' form, specifically the 'Introduction' section. The left sidebar contains a menu with 'Introduction' selected, and other options like 'Privacy Notice', 'Project Changes', and 'Submission'. The main content area is titled 'Project Change Request Form' and contains several paragraphs of text explaining the process of requesting changes to an approved project. It includes a list of key messages and a link to the Project Change Re-evaluation Guidance. On the right side, there are logos for the European Union and the Welsh Government, along with the text 'Cronfeydd Strwythurol a Buddsoddi Ewropeaidd' and 'European Structural and Investment Funds'. At the top and bottom of the form, there are navigation buttons: 'Previous', 'Save', and 'Next'. The bottom left corner has an 'Exit' button.

Once you have finished on this section, click **Next**.

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Privacy Notice Page

Next you will see the Privacy Notice. Ensure you read the information on this section, which states what the data provided is used for as shown in the screenshot below:

Privacy Notice	< Previous	Save	Next >
<p>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 expression of interest. 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 Expression of Interest.</p> <p>As part of our processing of your expression of interest we may need to share the information you provide with the following parties:</p> <ul style="list-style-type: none">• Fraud Prevention Agencies• Regulatory authorities, such as HM Revenue and Customs, Local Authorities and the Police <p>You have the right to:</p> <ul style="list-style-type: none">• 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. <p>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:</p> <p>Data Protection Officer:</p> <p>Welsh Government Cathays Park CARDIFF CF10 3NQ</p> <p>Email: dataprotectionofficer@gov.wales</p> <p>The contact details for the Information Commissioner's Office are:</p> <p>Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF</p> <p>Telephone: 01625 545 745 or 0303 123 1113</p> <p>Website: https://ico.org.uk/</p> <p>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'.</p> <p>Should you have any queries regarding this privacy statement please contact the RPW Customer Contact Centre.</p> <p>https://gov.wales/privacy-notice-welsh-government-grants</p>			

Once you have finished on this section, click **Next**.

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Project Changes Page

In this page, you provide details of the project and the changes you wish to make to the project:

Project Change Request | Project Changes | Previous | Save | Next

A0001306 | Help

Introduction

Privacy Notice

Project Changes

Submission

Project Changes

Questions marked with * are mandatory.

Project Details

Project Title*

Scheme*

Case ID Number*

Please select all that apply from the list below:

I want to:

Change which organisation is delivering the project (Lead Sponsor or Applicant)* ☐ Yes ☐ No

Add new types of expenditure headings (categories)* ☐ Yes ☐ No

Move (vire) money between types of expenditure headings* ☐ Yes ☐ No

Decrease project costs / grant* ☐ Yes ☐ No

Extend project (change when the Last Financial Claim will be)* ☐ Yes ☐ No

Change unit cost rates (Simplified Costs)* ☐ Yes ☐ No

Add new or change types of Indicator outputs (targets)* ☐ Yes ☐ No

Re-profile expenditure (move to later claims)* ☐ Yes ☐ No

Move expenditure between financial years* ☐ Yes ☐ No

Other* ☐ Yes ☐ No

Print | Cymraeg | Exit | Previous | Save | Next

- enter the **project title**
- select the **scheme** from the dropdown list
- enter the **case ID** (a 5 digit reference for your approved project)
- select **Yes** to any answers that apply to the changes you wish to make; there must be an answer in each question so select No if not required

Once you have finished on this section, click **Next**.

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Errors, Information and Summary Page

This page gives a summary of the changes you are requesting and highlights any errors. If you need to make any alterations select **Previous** or if you are happy to proceed, click **Next**.

Project Change Request		Errors, Information and Summary		Previous	Save	Next																																			
A0001306 Help Introduction Privacy Notice Project Changes Submission Errors, Information and Summary Declaration and Undertakings Submit		Important - Please review this summary. Please scroll down if applicable. No Errors or Information Messages identified. Introduction Project Change Request Form																																							
Print Cymraeg		<table border="1"> <thead> <tr> <th colspan="2">Project Changes</th> </tr> </thead> <tbody> <tr> <td>Project Title</td> <td>Milking machine</td> </tr> <tr> <td>Scheme</td> <td>Food Business Investment Scheme</td> </tr> <tr> <td>Case ID Number</td> <td>81245</td> </tr> <tr> <td>Change which organisation is delivering the project (Lead Sponsor or Applicant)</td> <td> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </td> </tr> <tr> <td>Add new types of expenditure headings (categories)</td> <td> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </td> </tr> <tr> <td>Move (vire) money between types of expenditure headings</td> <td> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td>Decrease project costs / grant</td> <td> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </td> </tr> <tr> <td>Extend project (change when the Last Financial Claim will be)</td> <td> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </td> </tr> <tr> <td>Add new types of expenditure headings (categories)</td> <td> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </td> </tr> <tr> <td>Move (vire) money between types of expenditure headings</td> <td> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td>Decrease project costs / grant</td> <td> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </td> </tr> <tr> <td>Extend project (change when the Last Financial Claim will be)</td> <td> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </td> </tr> <tr> <td>Change unit cost rates (Simplified Costs)</td> <td> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </td> </tr> <tr> <td>Add new or change types of Indicator outputs (targets)</td> <td> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </td> </tr> <tr> <td>Re-profile expenditure (move to later claims)</td> <td> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td>Move expenditure between financial years</td> <td> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </td> </tr> <tr> <td>Other</td> <td> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </td> </tr> </tbody> </table>				Project Changes		Project Title	Milking machine	Scheme	Food Business Investment Scheme	Case ID Number	81245	Change which organisation is delivering the project (Lead Sponsor or Applicant)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Add new types of expenditure headings (categories)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Move (vire) money between types of expenditure headings	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Decrease project costs / grant	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Extend project (change when the Last Financial Claim will be)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Add new types of expenditure headings (categories)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Move (vire) money between types of expenditure headings	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Decrease project costs / grant	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Extend project (change when the Last Financial Claim will be)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Change unit cost rates (Simplified Costs)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Add new or change types of Indicator outputs (targets)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Re-profile expenditure (move to later claims)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Move expenditure between financial years	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Other	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Print Cymraeg		Exit		Previous Save Next																																					

Declaration and Undertakings Page

Once satisfied that the form is complete, tick I agree to the above declaration and undertakings and click **Next**. As shown in the screenshot below:

The screenshot shows a web browser window with the URL <https://ipwonline.test.gov.wales/static-resources/generic-form/index.html?fbx7Cns8huc7bOekJLGSF4D4PbuQ1Y0dBNvOEPnAjP4AR07c4f/submission/declaration-and-undertakings>. The page title is 'Form Framework'. The left sidebar shows the navigation menu with 'Declaration and Undertakings' selected. The main content area has a yellow banner that says 'Please tick the box to accept the declarations and undertakings.' Below this is a grey box containing the following text:

I confirm that:

The details provided on this form and any supporting documentation are true, accurate and complete to the best of my knowledge and belief.

I will advise the Welsh Government of any material changes to the information provided in this form or supporting documentation.

I understand that any person who makes a false declaration or fails to notify Welsh Government of a material change to the information given in this application is liable to prosecution.

I have read and understood the Welsh Governments Privacy Policy (<https://beta.gov.wales/rural-grants-and-payments-privacy-notice>) for Rural Payments Wales online.

I agree to the above declarations and undertakings ☒

At the bottom of the page, there are buttons for 'Exit', 'Previous', 'Save', and 'Next'.

Then click **Submit**, as shown below:

The screenshot shows a web browser window with the URL <https://ipwonline.test.gov.wales/static-resources/generic-form/index.html?fbx7Cns8huc7bOekJLGSF4D4PbuQ1Y0dBNvOEPnAjP4AR07c4f/submission/submit>. The page title is 'Form Framework'. The left sidebar shows the navigation menu with 'Submit' selected. The main content area has a light blue banner that says 'Click the button below to submit your Project Change Request.' Below this is a blue button labeled 'Submit'. Below the button, there is a message: 'A Message containing a copy of your submitted Project Change Request will be available in your online Messages page within one working day.' At the bottom of the page, there are buttons for 'Exit', 'Previous', 'Save', and 'Next'.

The following message will appear confirming that the Project Change request has been submitted.

The screenshot shows a web browser window with the URL <https://rpwonline.test.gov.wales/itatic-resources/generic-form/index.html?bty7Csd8hucTbDeKJLGSF4QaRBUQ1YQdBNvOEPhdgpPhAROTcR/submission/submission-confirmation>. The page title is "Submission Confirmation". On the left, there is a sidebar with "Project Change Request" and "A0001306" with a "Help" link. The main content area displays "Project Change Request : Reference Number: 7622159". Below this, a message states: "Your Project Change Request was submitted for CRN [redacted]. A message confirming receipt of your Project Change Request 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 Project Change Request 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." There is a "Print this Screen" button. Below that, a note says: "If you are required to attach files to your submission click 'Submit Documentation' otherwise click 'Exit'." There are two buttons: "Submit Documentation" and "Exit". At the bottom right of the page, there is an "Exit" link. The footer of the page contains "Print" and "Cymraeg" links.

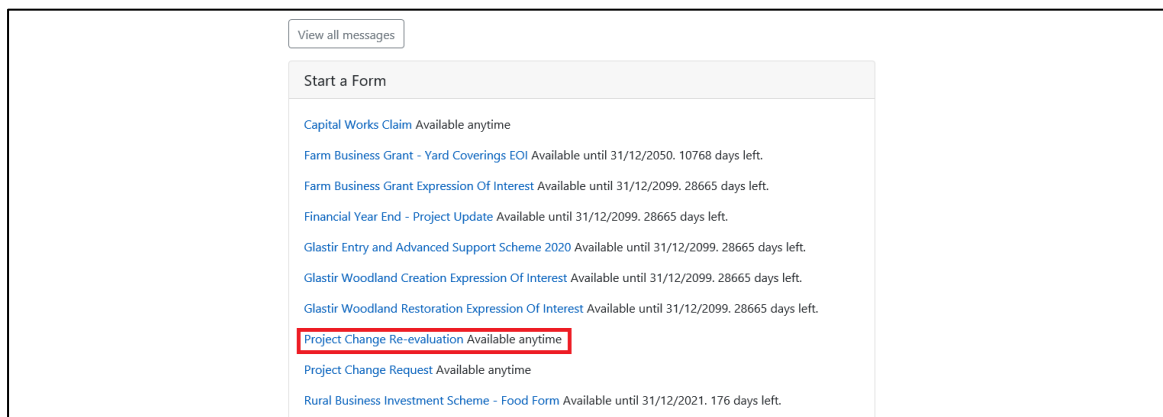
Once you submit the Project Change Request, SMU will review your request and inform you whether you need to complete an online Re-evaluation Form or not. If required, this form and supplementary documents will be made available in your RPW online account for you to complete.

3. How to complete the Project Change Re-evaluation form

You can access this form from the RPW Online **Home** page.



In the **Start a Form** section at the bottom of the Home screen, click **Project Change Re-evaluation** link as shown in the screenshot:



Start Application Page

This page provides customer information prior to starting the Project Change Re-evaluation. As shown in the screenshot below:

The screenshot shows the 'Start Application' page on the RPW Online portal. The page has a green header with the text 'Rural Payments Wales' and 'EUROPE INVESTING IN RURAL AREAS'. Below the header is a navigation bar with links: Home, My Details, Land, Correspondence, Forms, and Contracts and Small Grants. The main content area is titled 'Start Application start an application or claim'. It contains a message: 'You have asked to complete the following application online: Project Change Re-evaluation - Milking machine.' Below this, there is a paragraph explaining that the application will not be submitted until the 'Submit' option is clicked at the end of the process. It also mentions that the application can be exited at any time and that the information entered will be saved. A link to 'Customer Contact Centre' is provided for further guidance. At the bottom, there are two sections: 'Customer Details' and 'Online Preferences'. The 'Customer Details' section includes fields for Trading Title, Address, Postcode, Telephone Number, Email Address, and Number of Partners. The 'Online Preferences' section includes fields for Email or SMS (Text) Preference, Email Address, and Mobile Number. There are two large empty boxes for the Address and Email Address fields.

Once you have finished on this section, click **Next**.

Introduction Page

You have now accessed the Re-evaluation form, with an introduction as shown in the screenshot below. Ensure you read all the notes on this section.

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 the system has found no errors.

There are navigation buttons at the top and bottom of the form. You can switch to the Welsh form, by selecting Cymraeg at the bottom left hand-side of the screen.

The screenshot shows a web browser displaying the 'Project Change Re-evaluation Form' introduction page. The browser's address bar shows a URL from gov.wales. The page has a header with 'Project Change Re-evaluation' and 'Introduction' tabs, and navigation buttons for 'Previous', 'Save', and 'Next'. On the left is a sidebar menu with links: 'A0001306', 'Help', 'Introduction' (highlighted), 'Privacy Notice', 'Project Changes', 'Rationale for Changes', and 'Submission'. The main content area is titled 'Project Change Re-evaluation Form' and contains several paragraphs of text explaining the re-evaluation process, including a note about the delivery profile template and a link to the guidance. On the right is a blue banner with the European Union flag and the Welsh Government logo, with text in both Welsh and English: 'Cronfeydd Strwythurol a Buddsoddi Ewropeaidd' and 'European Structural and Investment Funds'. At the bottom of the page are 'Print' and 'Cymraeg' links, and a footer with 'Exit', 'Previous', 'Save', and 'Next' buttons.

Click **Next** and this will take you to the privacy notice which is previously detailed on page 6. Click **Next** again.

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Project Details Page

This page shows the details you entered when completing the Project Change Request, but you can amend the type of changes at this point. Click **Next**.

Project Change Re-evaluation

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Introduction

Privacy Notice

Project Changes

Rationale for Changes

Submission

Project Details

Project Title: Milking machine

Scheme: Food Business Investment Scheme

Case ID Number: 81245

Date of Latest Approval: 07-07-2021

Current Financial Completion Date: 31-12-2021

Please select all that apply from the list below:

I want to:

Change which organisation is delivering the project (Lead Sponsor or Applicant)* ☐ Yes ☒ No

Add new types of expenditure headings (categories)* ☐ Yes ☒ No

Move (vire) money between types of expenditure headings* ☒ Yes ☐ No

You will need to submit an updated Delivery Profile

Decrease project costs / grant* ☐ Yes ☒ No

Extend project (change when the Last Financial Claim will be)* ☐ Yes ☒ No

Change unit cost rates (Simplified Costs)* ☐ Yes ☒ No

Add new or change types of Indicator outputs (targets)* ☐ Yes ☒ No

Move expenditure between financial years* ☐ Yes ☒ No

Other* ☐ Yes ☒ No

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

Each change that is selected as Yes will show the supporting documents that you will need to complete.

When we issued this form, we also made the required templates available to you in your messages.

If you have selected Yes to Move expenditure between financial years, a table appears, as shown below, to enter the revised monetary values for the current and future years; this must match the values entered in the supporting documentation. You need to enter the Requested Grant (Capital) and Requested Grant (Revenue) for each financial year that is relevant. You will also need to provide an explanation in the Rationale for Change section as detailed in the Rational for Change instructions below.

Version: 1
Issue Date: July 2021
Issued By: Welsh Government

Rationale for Change Page

In this section, you need provide full details of the changes you wish to make to the project:

- describe the proposed changes in detail
- the reason for the changes, for example what happened to impact the delivery of the project
- describe how the changes affect delivery, especially the indicators and outcomes
- explain how the changed project still reflects the aims of the business plan and the scheme

Project Change Re-evaluation

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Rationale for Changes

Previous Save Next

Questions marked with * are mandatory.

Please describe what the proposed changes are in detail.*

0 / 1000

Why are the changes required i.e. what has happened that has impacted on the delivery of the project.*

0 / 1000

Project Change Re-evaluation

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Rationale for Changes

Previous Save Next

How will the changes affect your delivery of the approved project, including indicators/outputs?*

0 / 1000

How will the proposed changes reflect the aims of your Business Plan and the Scheme?*

0 / 1000

If you selected to move expenditure between financial years, you need to provide an explanation in the 'Please provide detail of the exceptional circumstances for requesting to move between financial years' box.

The screenshot shows a web browser window with the address bar displaying a URL from `rpwonline.test.gov.wales`. The page title is "Form Framework". The left sidebar contains a navigation menu with the following items: "Project Change Re-evaluation", "A0000190", "Introduction", "Privacy Notice", "Project Changes", "Rationalise for Changes" (highlighted in blue), and "Submission". The main content area contains three text input fields. The first field is labeled "This is a mandatory question please answer it." and has a character count of "0 / 1000". The second field is labeled "How will the proposed changes reflect the aims of your Business Plan and the Scheme?" and also has a character count of "0 / 1000". The third field is labeled "Please provide detail of the exceptional circumstance for requesting to move between financial years." and has a character count of "0 / 1000". At the bottom of the page, there are navigation buttons: "Print", "Cancel", "Save", and "Next".

Errors, Information and Summary

This page gives a summary of the requested changes and the information provided but at this stage you select Previous to amend any details. If there are any errors on the form these will also show on the following screenshot:

Text box

Project Change Re-evaluation

Errors, Information and Summary

Project Change Re-evaluation Form

Project Title	Milking machine
Scheme	Food Business Investment Scheme
Case ID Number	81245
Date of Latest Approval	07-07-2021
Current Financial Completion Date	31-12-2021

I want to:

Change which organisation is delivering the project (Lead Sponsor or Applicant)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Add new types of expenditure headings (categories)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Move (vire) money between types of expenditure headings	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

You will need to submit an updated Delivery Profile

Project Change Re-evaluation

Errors, Information and Summary

Project Change Re-evaluation Form

Decrease project costs / grant	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Extend project (change when the Last Financial Claim will be)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Change unit cost rates (Simplified Costs)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Add new or change types of Indicator outputs (targets)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Move expenditure between financial years	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Rationale for Changes

Please describe what the proposed changes are in detail.	/g.fg/fg
Why are the changes required i.e. what has happened that has impacted on the delivery of the project.	fg/df/gf/g
How will the changes affect your delivery of the approved project, including indicators/outputs?	gf.mfg.ls
How will the proposed changes reflect the aims of your Business Plan and the Scheme?	.fg.fg/

Declaration and Undertakings

If you are content with the information you have inputted, tick 'I agree to the above declarations and undertakings', then click **Next**.

The screenshot shows a web browser window with the URL <https://govonline.test.gov.wales/static-resources/generic-form/index.html?PwCqR%2BQ85e1PwCe4zTB8V0XDm3FP5D4H9bE8c3W8F/submission/declaration-and-undertakings>. The page title is 'Declaration and Undertakings'. On the left, a sidebar menu lists: Project Change Re-evaluation, Introduction, Privacy Notice, Project Changes, Rationale for Changes, Submission, Errors, Information and Summary, Declaration and Undertakings (highlighted), 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 is a grey box containing the following text: 'I confirm that: The details provided on this form and any supporting documentation are true, accurate and complete to the best of my knowledge and belief. I will advise the Welsh Government of any material changes to the information provided in this form or supporting documentation. I understand that any person who makes a false declaration or fails to notify Welsh Government of a material change to the information given in this application is liable to prosecution. I have read and understood the Welsh Governments Privacy Policy (<https://beta.gov.wales/rural-grants-and-payments-privacy-notice>) for Rural Payments Wales online.' At the bottom of this box is a checkbox labeled 'I agree to the above declarations and undertakings' which is checked. To the right of the main content area are buttons for 'Previous', 'Save', and 'Next'. At the bottom of the page are 'Print' and 'Cymraeg' links.

Then click **Submit**.

The screenshot shows the same web browser window, but the URL is <https://govonline.test.gov.wales/static-resources/generic-form/index.html?PwCqR%2BQ85e1PwCe4zTB8V0XDm3FP5D4H9bE8c3W8F/submission/submit>. The page title is 'Submit'. The sidebar menu is the same, but 'Submit' is now highlighted. The main content area has a light blue header bar that says 'Click the button below to submit your Project Change Re-evaluation.' Below this is a blue button labeled 'Submit'. Below the button is a message: 'A Message containing a copy of your submitted Project Change Re-evaluation will be available in your online Messages page within one working day.' To the right of the main content area are buttons for 'Previous', 'Save', and 'Next'. At the bottom of the page are 'Print' and 'Cymraeg' links.

The following message will appear confirming that the Re-evaluation request has been submitted.

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** <https://rpwonline.test.gov.wales/itatic-resources/generic-form/index.html?SPHwCQg%2BQ8B5oIPuCe4zTB6VDXDm3FP5D4kt6H8tE83zKWBf/submission/submission-confirmation>
- Page Title:** Submission Confirmation
- Left Sidebar:**
 - Project Change Re-evaluation
 - A0001306 [Help](#)
 - Submission Confirmation**
- Main Content Area:**
 - Project Change Re-evaluation : Reference Number: 7622196**
 - Text: "Your Project Change Re-evaluation was submitted for CRN: A0001306, P PINKSTON on 08/07/2021 at 16:08 by Helen Thomas. A message confirming receipt of your Project Change Re-evaluation 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 Project Change Re-evaluation and notify us of any changes required. Changes may be notified in writing or through the RPW Online Messages system. Click the 'Print this Screen' Button to print a copy of this receipt."
 - [Print this Screen](#)
 - Text: "If you are required to attach files to your submission click 'Submit Documentation' otherwise click 'Exit'."
 - [Submit Documentation](#) [Exit](#)
- Footer:** [Print](#) [Cymraeg](#)