



Llywodraeth Cymru  
Welsh Government

# Small Grants – Yard Coverings

## General Rules Booklet

# Supporting the rural economy and the transition to the Sustainable Farming Scheme

The Programme for Government sets out our commitments to continue supporting farmers to produce food in a sustainable way, whilst taking action to respond to the climate emergency and to help reverse the decline in biodiversity. Funding support for farmers, land managers and associated rural sectors over the next 3 years is delivered through a flexible framework of support, with schemes – including the Small Grants – Yard Coverings Scheme - delivering towards the following themes:

- Farm scale land management
- On farm environmental improvements
- On farm efficiency and diversification
- Landscape scale land management
- Woodland and forestry
- Food and farming supply chains

The framework is designed to both support action in response to the challenges and opportunities available over the next 3 years and to inform the continuing development of the Sustainable Farming Scheme, which will reward farmers for the work they do now to lower their carbon footprint, improve the environment and produce food in a sustainable way.

Further information on the themes and schemes being developed are available at: <https://businesswales.gov.wales/walesruralnetwork/>

## Section A – Introduction

These Guidance Notes explain the Small Grants – Yard Coverings Scheme. Please read it carefully. If you then consider your investment plans may qualify for support under this scheme and you want to apply for support, please see 'How to Apply' at section C and the How to Complete booklet.

The application window will open on 27 June 2022 and close on 5 August 2022.

The indicative budget allocation for this application window is £3.0m.

The Small Grants – Yard Coverings scheme is a capital scheme designed to support farmers in Wales to improve on-farm nutrient management by investing in existing on-farm infrastructure.

Support is provided to separate rainwater and slurry from areas such as livestock feeding and gathering areas, manure storage areas and slurry/silage stores.

The objectives are to increase on-farm investment, increase technical performance, increase on-farm production efficiencies and increase on-farm resource efficiencies.

The Small Grants – Yard Coverings provides capital investments in equipment that has been pre-identified as offering clear and quantifiable benefits to Welsh farm enterprises. The capital items have been specified, along with a standard cost for each item.

Please read the Small Grants – Yard Coverings rules and guidance document before submitting an Expression of Interest.

Any changes will be publicised via the Welsh Government website, GWLAD online and, where necessary, we will contact you directly.

## Section B - Small Grants – Yard Coverings Eligibility

### You are eligible to apply if:

- You are registered with the Welsh Government and have been issued with a Customer Reference Number (CRN). Please refer to the Welsh Government website for the how to register guidance or call the RPW Customer Contact Centre on 0300 062 5004. You must:
  - be a primary producer of agricultural products
  - have 3ha of eligible agricultural land registered with RPW in Wales or
  - be able to demonstrate over 550 standard labour hours

We will check if you have an eligible Basic Payment Scheme or Glastir Organic claim to verify if you are a primary producer of agricultural products and you have 3ha of eligible agricultural land in Wales.

If you have not submitted claims for either of these schemes, you must submit documentary evidence with your EoI to verify that you are a primary producer of agricultural products and that you meet either the 3ha of eligible agricultural land registered with RPW in Wales or 550 standard labour hours' eligibility criteria. If this documentary evidence is not submitted by the EoI closing date, your EoI will be rejected.

The primary production of agricultural products includes the following farming sectors:

- arable
- beef
- dairy
- goats
- horticulture (including hydroponics and aquaponics)
- pigs
- poultry
- sheep
- apiculture

### You are not eligible if:

- You are an Equine customer (including grazing horses).
- You are a Forestry customer (including woodland only owners).
- A group of farmers (including Producer Organisations).
- However, if two or more agricultural holdings are managed as a single unit, or in a single ownership, or to some extent have common management, common financial accounts, common livestock, machinery and/or feeding stores that will be classed as a single business.
- You have a live Farm Business Grant Yard Coverings contract for the same area/items

### Eligible costs

Only items included on the List of Eligible Capital Items set out in Annex A will attract funding.

Purchased items must meet or exceed the minimum specification described.

### Ineligible Costs

- The use of second hand materials.
- Construction of new manure storage areas, livestock gathering areas, livestock feeding areas, slurry stores and silage stores.
- Livestock handling and feeding areas with a stone / soil base.
- Temporary livestock feeding areas.
- General yards where slurry is not produced.
- Roofing over temporary livestock handling areas, e.g. mobile sheep / cattle handling units.
- Replacements for existing roof structures or existing livestock housing areas.
- Converting the Small Grants – Yard Coverings supported area for alternative uses, e.g. livestock housing, storage.

Costs related to the purchase of equipment are only eligible for grant aid when the cost has been correctly and fully defrayed by the claimant prior to submitting a claim. Therefore, the full costs of any equipment secured under a hire purchase or lease hire agreement or any other form of financial arrangement is not eligible for grant aid.

## **Maximum Grant Rate and Maximum Grant Threshold**

The maximum grant award is **£12,000** and the minimum is **£3,000**.

The grant provides a maximum 40% contribution towards standard costed capital investments (excluding VAT), which has been pre-identified as offering clear and quantifiable benefits to farm businesses.

Your application may exceed the maximum grant. If your EoI is selected, the related claim will be capped to the maximum £12,000.

If you have previously applied for Farm Business Grant Yard Coverings, the total grant received will not count towards the maximum grant available through the Small Grants – Yard Coverings scheme. All eligible applicants have £12,000 maximum grant available to them.

## **Key Requirements**

All items to be purchased within 12 months of the contract being offered.

Ensure all investments have been completed at the time you submit your claim.

For existing livestock feeding areas, livestock gathering areas and manure storage areas, applicants must demonstrate the whole area has a floor impermeable to water e.g. concrete.

Existing flooring will need to be shown in the EoI application using geo-tagged photographs.

Where a roof is constructed over a silage or slurry store, it is likely to impact on the integrity of the existing structure, therefore, a minimum of 14 days' notice must be issued to NRW in writing before construction of a new, substantially enlarged or reconstructed store containing silage begins.

For projects supported by the Small Grants – Yard Coverings scheme, all applicants that receive support for a roof over a silage or slurry store must in all circumstances inform NRW 14 days prior to construction commencing.

It is strongly recommended that you minimise the risk of losing any exemption you may currently have for your store and reduce the risk of receiving an enforcement notice by involving NRW early in the planning stage to prevent costly errors being made.

**Please note**, if you require planning permission, NRW is a statutory consultee in the planning process.

The separated rainwater must be directed from the newly covered area into an appropriate clean water drain or rainwater harvesting system. Appropriate guttering / downpipes must be incorporated into the new structure. Overflow from a rainwater harvesting system must be diverted to a clean water drain.

All slurry must be contained within the area as per current regulations and diverted into a suitably constructed store or appropriate reception tank.

All buildings should meet BS 5502 part 22:2013 – designed to withstand the typical loads to which it will be exposed, based on its use and location. Where it is manufactured off-site for subsequent erection, the unit should be CE marked. For any structures that are not CE marked, the applicant will need to demonstrate compliance to BS 5502 part 22:2013 through the provision of structural calculations from suitably qualified engineers.

The roof materials need to be resistant to corrosion and minimise condensation. To achieve this, the cladding should be constructed of fibre cement, or, alternatively, of insulated plastic coated profiled steel where this can meet the corrosion resistance requirements. Purlins should be either treated timber or galvanised steel, with treated timber being preferable. Whilst painted steelwork is adequate, galvanised would be a better choice for longevity.

Applications must also demonstrate that the following have been addressed.

## **Planning Permission**

If your investment requires planning consent, the payment of any grant will not be made until planning approval documents have been submitted and verified by the Welsh Government.

If the project has been considered by the planning authority not to require planning consent, you will need to provide evidence from the planning authority to confirm.

## **Sustainable drainage System (SuDS) Approving Body (SAB) approval**

If your investment requires SAB approval, the payment of any grant will not be made until SAB approval documents have been submitted and verified by the Welsh Government.

For an overview of what requires SAB approval and for more detailed guidance please visit the Welsh Government website at: [Sustainable drainage systems \(SuDS\): guidance | GOV.WALES](#)

If the project has been considered by the local SAB not to require SuDS, you will need to provide evidence from the SAB to confirm this. While SAB approval is independent of planning permission, the evidence you submit will be assessed by the appraisal team in a manner consistent with its processes relating to planning consent.

Some applications for construction with drainage implications which require approval by the SAB may not require planning permission from the local planning authority (for example, permitted development less than 100 square metres). It should, therefore, not be assumed that the absence of a requirement for planning permission would negate the need for SAB approval.

## **Other Consents**

All other consents, licences and permissions have been granted where required.

Compliance with minimum standards and legislative requirements regarding the environment, hygiene, animal welfare and all relevant health and safety standards.



## **Section C – Applying for the Small Grants – Yard Coverings Scheme**

### **RPW Online**

You can only complete an Eol for the Small Grants – Yard Coverings scheme by accessing Rural Payments Wales (RPW) Online. If you already have a Customer Reference Number (CRN) you should have received a letter informing you of your Activation Code to set up your account. If you no longer have this, please telephone the Customer Contact Centre on 0300 062 5004 (Monday – Thursday 8:30 – 17:00, Friday 8:30 – 16:30) and tell the operator your CRN. They will send you a new Activation Code.

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.

Once registered, you can access your RPW Online account. The Small Grants – Yard Coverings Eol is available from the “Applications and Claims” section of your account.

Agents acting on behalf of a client will need to register as a Rural Payments Wales agent. If you have yet to do this, you are advised to complete an online or paper copy Agent / Farming Union Customer Details (Wales) form immediately. The form is available on the Welsh Government website. Upon receipt of the form, we will send you an Agent Customer Reference Number (Agent CRN) and an RPW Online Activation Code. You will also need to complete an Association Authorisation Form which can be completed once you register with RPW Online, please refer to our how to register guidance.

If you have any questions about registering for RPW Online or completing your Eol, please contact the Customer Contact Centre on 0300 062 5004. They will be able to provide advice, including the digital assistance that is available to you.

Further details regarding RPW Online are available on the Welsh Government Website.

## **Section D: The Eol and selection process**

### **Submitting an Eol**

Guidance on how to submit your Eol via RPW Online is available at this link:

<https://gov.wales/small-grants-yard-coverings-using-rpw-online-apply>

RPW’s Online Manage My Land (MML) service must be used to inform RPW of land registrations. You must submit your MML and all supporting documents to notify us of land registrations for items selected on that land to be eligible for consideration for selection.

Geo-tagged photographs are required before and after work is completed, to demonstrate support is provided for eligible areas of farm infrastructure. For primary items a minimum of four photographs for each item is required, taken from different angles to evidence the whole area within the application. Where location allows, from a North, South, East and West direction.

Please refer to the separate Small Grants – Yard Coverings Geo-tagged Photograph Guidance for details of how to submit your geo-tagged photographs: <https://gov.wales/small-grants-yard-coverings-geotagged-photo-guidance>

On submission of the Eol, geo-tagged photographs must be submitted to evidence the following:

- Area to be covered and its current use.
- Relation of the area to neighbouring permanent structures.
- Current flooring of the whole area.
- Intended location of supportive items.
- If you are applying for supportive items that will be in more than one location you will need to submit photographs showing each location.
- For primary items (roofing) a minimum of four photographs are required, taken from different angles. Where location allows, from a North, South, East and West direction.

Additional geo-tagged photos, taken beyond the 30-metre permissible distance to the item location can be submitted to add context and support the geo-tagged photo for the item's location.

Photographs need to clearly demonstrate location, use and, if appropriate, flooring. If floor is covered in slurry or manure, the appropriate area needs to be washed prior to taking geo-tagged photographs.

For slurry and silage stores which are full and the floor is not exposed, photographs of the area to be covered will need to be supported with a description of the flooring. Photographic evidence of flooring will be required prior to the claim being paid. If the flooring is subsequently found not to be impermeable to water e.g. not concrete, the claim may be rejected.

For slurry storage areas which are not fully emptied during the year and obtaining photographs of flooring is not possible, claims may be subject to inspection prior to payment.

For livestock feeding areas which are not in use during the summer, photographs of the permanent feeding barriers and slurry collection location should be submitted along with a description of its winter use.

Where photographs are submitted that do not provide a clear picture of the area to be covered and flooring, the application may be rejected.

If you applied for more than one primary item and one item is not eligible, you may be offered a Small Grants – Yard Coverings contract for the eligible items.

We will issue a maximum of 2 reminders for Eols in draft via your RPW Online account prior to the closing date.

**It is your responsibility to ensure that the Eol is correctly completed and that the information provided in support of your project is accurate.**

## **Selecting items from the Annex A list of eligible items**

Annex A lists all the eligible items you can apply for under the Small Grants – Yard Coverings scheme. Items will be identified as 'Primary' and 'Supportive'.

The Primary items will address the Small Grants – Yard Coverings' objectives.

The Supportive items are optional, but conditional on you selecting a Primary item first. They are included to ensure the Primary item can achieve its objectives.

## **Selecting Successful EOIs**

If your Eol is selected, you will be notified via your RPW Online account.

You must purchase all items and complete all investments and claim for all the items on your contract via your RPW online account within 12 months of the date of the contract offer.

You must accept your contract within 30 calendar days of the date of the contract offer via the blue button on your RPW online homepage. You cannot purchase the items included in your EoI until you have been offered a contract.

If you do not accept the contract within 30 calendar days, the contract will be withdrawn.

Full details of when your contract must be accepted and when the items must be purchased and claimed for will be in the contract.

We will issue a reminder via your RPW Online account prior to the deadline date in your letter.

If you accept a Small Grants – Yard Coverings contract and withdraw once you have accepted the contract, or do not submit a valid claim, the value of the contract will be deducted from the £12,000 maximum available grant available to you in any subsequent windows.

E.g. EoI submitted for Window 1 and contract offered with a total contract value of £8,000. Where the contract is accepted but a valid claim is not submitted; the total amount available for any subsequent window will be £4,000.

Where the claim submitted is partially valid, (e.g. one item does not meet the specification, or supporting documentation is not submitted) the contract value which was not eligible may be deducted from the total amount available for any subsequent window.

## Scoring

Each capital item has been scored against the following criteria:

- Resource Efficiency.
- Technical Efficiency.
- Animal Health & Welfare.
- Health & Safety.

The resultant score is given in Annex A - *List of Eligible Capital Items* against each individual item.

On submission of your EoI, each Primary item will be scored. The score for each item will then be multiplied by a factor for where in a water quality priority area in which they are located and a water quantity priority area score added to it for the parcel in which the Primary item is located. Additional scores, 'enhancements', will only be added where the primary item is located in areas covered by freshwater pearl mussel, gwyniad, evidenced nutrient issues, biological SSSIs (including 300m buffers), sensitive rivers and sensitive lakes priority area. The scoring matrix is included in Annex A. Maps showing the location of the priority water quality, priority water quantity, freshwater pearl mussel and gwyniad can be found here: <https://gov.wales/glastir-advanced-score-map>. The evidenced nutrient issues can be found at: <https://gov.wales/small-grants-yard-coverings-enhanced-nutrient-issues-map>

Applicants are required to select capital items up to the maximum grant award of £12,000, or one additional item which exceeds this,. The grant will be capped to £12,000. The system will automatically calculate the applicant's score by averaging the number of points against each individual item.

All EoIs will be scored and ranked. The highest scoring EoIs will be offered contracts based on the available budget.



Where applications have equal scores, the lowest value application will be selected first.

Where applications have equal scores and are of the same value and rank on the available budget threshold, the Welsh Government reserves the right to either select or reject these applications, depending on budget availability.

The purpose of this scoring is to allow Welsh Government to rank the Eols against the funding available for each Eol window.

## **Withdrawal of Eols**

**Once a business has submitted an Eol for Small Grants Yard Coverings can it be withdrawn?**

**A. Yes - during an open Eol window**

You can withdraw your application via “My Messages” in your RPW Online account; you may re-submit an application before the window has closed.

**B. Yes - after an Eol window has closed BUT before the business has received the contract.**

You can withdraw your application via “My Messages” in your RPW Online account. If you have selected the wrong items or have changed your mind about the items that you have selected or have missed items that you wanted to select, you must withdraw your application and apply again in the next round. Please remember that the process is competitive and there is no guarantee that you will be successful in the next round.

**C. No - once the business has been selected and been offered a contract**

We cannot accept a withdrawal of the Eol once a contract has been offered.

We cannot accept changes to the items on the contract at this point.

If, following selection, you decide not to proceed with your contract or fail to accept the offer of a contract within the time permitted, you may not be able to apply for Small Grants - Yard Coverings under any subsequent Small Grants - Yard Coverings rounds, without sufficient justification for doing so.

If you decide to withdraw from the contract prior to completing the work or if you do not complete all the work approved in your contract, you will not be able to apply for Small Grants - Yard Coverings under any subsequent rounds and may be required to repay any payments made.

You must purchase, install and claim for all the items on your contract via your RPW online account within 1 year of the contract offer date.

## **SECTION E - Conditions of Grant**

The Small Grants – Yard Coverings Scheme is subject to a range of relevant legislation (see Section K). The Welsh Government and the applicant / recipient must act in accordance with that legislation.

The offer of a Small Grants – Yard Coverings grant is made subject to terms and conditions, which will be set out in full in your contract, and include those set out below. The contract will be for 12 months from the date the contract is issued. **Failure to meet the terms and conditions of the award could result in the cancellation of your award and / or the recovery of sums already paid, or a reduction of the amount of grant payable.**

## **Conditions:**

The award is made on the basis of statements and declarations made by you or your representatives in the application form and the claim form and any subsequent correspondence. **The making of false or misleading statements is an offence.**

You must have bought the equipment and contacted RPW via RPW Online by the claim deadline within the contract offer. **If you have not contacted RPW within that time, the grant offer will be automatically rejected.**

The Welsh Government may need to update the rules and conditions to take account of changes to the UK's legislative requirements, including the Government of Wales Act 2006.

You agree to abide by any changes following notification by the Welsh Ministers.

You agree to comply with all applicable domestic, or international laws or regulations or official directives.

No alterations may be made to the project, including the location of the activity, without the written approval of the Welsh Government.

Equipment purchased with grant aid may not be disposed of, transferred or sold during the project and for five years from the contract end date only with prior written consent of the Welsh Government. The grant awarded must be re-paid in full.

You are required to read and understand the relevant scheme rules and guidance notes.

You have given details that are true, accurate and complete to the best of your knowledge and belief on the applications and any supporting documentation.

You acknowledge that neither Welsh Government nor any adviser appointed by Welsh Government shall be responsible for any advice given, including without limit any advice given in relation to the applications and that you are solely responsible for all business decisions undertaken.

You are required to comply with the rules on eligible costs as detailed in the Scheme Guidance Notes.

Projects should be completed within the timetable agreed with Welsh Government. You should not deviate from this without prior written agreement from Welsh Government.

Claims must be submitted via the RPW Online Grants Claim application and be supported by all supporting documents as required by the scheme.

Claims must be submitted in accordance with the timetable set out in the contract. You must not deviate from the agreed timing and value of your claims without prior written agreement from Welsh Government.

You undertake to meet any obligations in relation to obtaining planning permission, where necessary.

You must confirm that none of the items covered by the application are replacements under an insurance claim.

You must provide confirmation that no other public funding has been sought. If it is found that you have received public funding from another source your claim may be rejected, payments may be recovered and penalties may be applied.

Records concerning the application and claim for this grant, including all original invoices and any other related documents, must be retained for at least five years after the project end date.

You must undertake to meet any statutory obligations such as Health and Safety; employment; hygiene; environmental management and protection; animal or crop health and welfare that apply during the time of this project.

You must allow representatives of Welsh Government, the Auditor General for Wales or their representatives to access and inspect land and any relevant equipment. On request, you must provide them with information and / or access to original documentation in relation to the project.

The information provided in the application and any supporting documentation is subject to the requirements of the Welsh Government's Code of Practice on Public Access to Information, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

**You should be aware that, if successful, the Welsh Government reserve the right to publish the name of your business or company, the amount of grant you were awarded and a summary of your project.**

The information provided in the application is subject to the Privacy Notice. The Privacy Notice explains the Welsh Government's processing and use of your personal data and your rights under the General Data Protection Regulation (GDPR).

## Section F – Payments

### Claims

The Small Grants – Yard Coverings scheme is only available to claim using the Grants Claim page on your RPW Online account. Payments will be made following the successful validation of your claim. Claims will only be paid when the Welsh Government is satisfied the relevant expenditure has taken place and that the work has been completed according to plan. Payment will be made by electronic transfer to your bank account.

In order to receive a Small Grants – Yard Coverings payments you must:

- Have accepted a Small Grants – Yard Coverings scheme contract within 30 calendar days of the offer date and adhere to all the requirements.
- Ensure that you have only purchased items listed in your contract after you have been offered a contract.
- Ensure that you have purchased **all** of the items listed in your contract.
- Ensure all items purchased are on the premises at the time you submit your claim.
- Submit the claim using the Capital Works Claim page on your RPW Online account within 1 year of the date of the contract offer date. **All supporting documents required must also be submitted by this date.**
- Submit invoices for all claimed items which includes the dimensions of the roof area.
- Submit geo-tagged photographs showing location and completion of investment.
- Submit geo-tagged photographs showing the outflow of re-directed rainwater and collection of slurry / effluent from within the roofed area and demonstrating that the item meets the description and requirements as per those set out in Annex A.
- Submit Planning Permission. If your investment requires planning consent, you must submit the planning approval documents. If the project has been considered by the planning authority not

to require planning consent, you will need to provide evidence from the planning authority to confirm.

- Submit Sustainable drainage System (SuDS) Approving Body (SAB) approval or evidence from the SAB that approval is not required
- Submit evidence that NRW have been informed if you are constructing a roof over a silage or slurry store 14 days prior to construction starting.
- Submit the claim using the Grant Claim page on your RPW Online account by the claim deadline – 12 months after contract is issued with all supporting documentation.

We will issue a maximum of 2 reminders for any outstanding claims via your RPW Online account prior to the claim submission deadline.

**A claim is not considered valid unless it has been submitted via the RPW Online Grants Claim page with all supporting documentation.**

You can submit your claim at any time once the investment has been completed.

Requests for extensions to the claim deadline can only be accepted in exceptional circumstances and must be explained and received in writing via your RPW Online account before the claim deadline.

**No extensions will be granted beyond 31 March 2024.**

## **Supporting Documentation**

**You must submit the following with your claim:**

- Invoices for all claimed items, clearly indicating the area of roof constructed.
- **Geo-tagged photographs of the roofed area and supported items after the investment has been completed.**
- Planning approval documents or proof planning permission is not required.
- SAB approval if applicable.

A geo-tagged photograph includes location information within the photograph data. Most mobile phones with an internet connection and a camera will record GPS coordinates automatically. They also record the date and time the photograph was taken.

Detailed guidance on the geo-tagged photographs required and how to submit geo-tagged photographs will be available on the website at the claim stage.

Geo-tagged photographs must be submitted as supporting documentation to evidence the following:

- New roof cover.
- Relation of area to neighbouring permanent structures.
- Outlet and flow for diverted rain water.
- Outlet / method of collecting slurry from covered area and route to storage tank/store.
- Location of the slurry store / reception pit.
- The installation of supportive items, except for slurry analysis kits.
- If you are claiming for supportive items that are in more than one location you will need to submit photographs showing each location.

For primary items (roofing) a minimum of four photographs are required to show the new roof taken from different angles. Where location allows, from a North, South, East and West direction.

You can submit the invoices by scanning them and sending them via “My Messages” in your RPW Online account.

## Items not delivered

If you have been advised by the supplier/manufacturer that they cannot deliver and erect the roofing or deliver and install the supporting items before the claim deadline, you will need to contact us via “My Messages” in your RPW Online account notifying us of the issue.

You will need to request an extension to the claim deadline and provide proof of ordering the item and documentary evidence from the supplier to confirm that they cannot supply or install the item.

If you have not had planning permission (where applicable) confirmed by the claim date you will need to request an extension to the deadline to claim and provide proof of requesting planning permission including dates that the permission was requested.

This information must be submitted before the original 12 month claim deadline and demonstrate that you have attempted to have the item supplied in time for the original deadline.

**No extensions will be granted beyond 31 March 2024.**

## Incorrect claims and penalties

You have a responsibility to make sure the claim submitted is eligible and accurate, all the items and costs are eligible and the claim is submitted on time.

All of the items approved must have been purchased **after the contract has been offered**.

Your claim is incorrect if:

- You have purchased items before the contract is offered.
- You have not purchased all of the items listed in the contract.
- You have purchased items or completed an investment that do not meet the minimum specification.
- You have not submitted a claim and supporting documents by the claim deadline.
- Not all of the items claimed are present on your holding at a visit to your premises.

**You must claim for all of the Primary items listed in your contract.**

**If all Primary items are not claimed, the claim will be rejected.**

Where we find that items purchased do not meet the specification, payments will be reduced to the amount of items purchased to the required specification.

If the amount of ineligible items is determined to be more than 10% of the eligible costs, an amount equivalent to the value of ineligible items will be deducted from your payment.

For example

A customer claims the following Small Grants – Yard Coverings items worth a total grant value of £10,000

<b>Small Grants – Yard Coverings item</b>	<b>Quantity</b>	<b>Grant value</b>
Roofing – Livestock feeding area	250 sq m	£10,000

Roofing – Livestock gathering area	20 sq m	£800
Roofing – manure storage area	26 sq m	£1,040
<b>Total</b>		<b>£11,840</b>

In this example, the roofing over livestock gathering area, worth £800, does not meet the specification. The total amount claimed is £11,840 and the value of the ineligible item is £800. As the value of the ineligible item is less than 10% of the eligible costs (£11,040) the total payment due is £11,040.

However, if the roofing over manure storage area, worth £1,040, does not meet the specification, the total amount claimed is £11,840 and the value of the ineligible item is £1,040. The value of the ineligible item, £1,040, is deducted from the original claim of £11,840, leaving a remaining amount of £10,800. As the value of the ineligible item is more than 10% of the eligible costs (£10,800) an amount equivalent to the value of ineligible item, £1,040, is also deducted from the remaining amount. The total payment due is £9,760..

It is essential, if you have any doubts about anything you need for your contract, you request written confirmation of its eligibility, before you incur the costs.

## Offences

Regulation 13 of the Rural Development Programmes (Wales) Regulations 2014 (No. 3222 (W.327)) establishes criminal offences and penalties in relation to certain aspects of rural development funding. That Regulation and those offences are applicable to the Small Grants – Yard Coverings Scheme. Examples of offences include knowingly or recklessly providing false or misleading information in relation to rural development funding, obstructing an inspector or official, and refusing to provide information when requested to do so.

## Section G - Changes to Scheme Rules

### Legislation Changes (Including Changes in Interpretation)

Legislation may change from time to time and you will be required to abide by any changes to the scheme rules following notification from the Welsh Government.

### Changes to Scheme Rules or Contract

We may need to make changes to the scheme rules and/or your contract for a number of reasons. For example, we may need to update the management conditions to take account of the latest scientific advice, amend scheme rules to take account of any changes to legislation. We will publicise changes on the Welsh Government website and where necessary contact you directly.

## Section H - Controls, Monitoring and Record Keeping

### Controls

The Welsh Government must enforce the Small Grant – Yard Coverings Scheme rules.

Your claim may be selected for a visit to verify the realisation of the investment before the payment is made to you or it may be selected for a visit after the payment has been made.

All the details in your application, the details in your claim and the declarations that you made in submitting the application and claim will be checked.



The Welsh Government and the specialist control bodies will try to ensure that visits cause you the minimum of disruption but some checks require visits to be unannounced, which means it may not be possible to give you notice. You may be subject to more than one visit during a calendar year.

If you refuse to allow a visit or obstruct an officer or fail to give reasonable assistance, your claim may not be paid, we may recover payments and you may be prosecuted.

## **Monitoring**

It is a requirement that all grant awards are monitored and the effect of the grant on the business is evaluated following completion.

You must allow officials from Welsh Government, or their representatives, to inspect the items purchased within this five-year period.

Site visits will be made on a percentage of the projects approved within five years following final completion (Project End Date) to ensure the applicant still has and is using the equipment purchased with the grant and that the business is performing as expected.

It will be a requirement of the grant award that equipment purchased with the aid of a grant must be kept in situ, operational and in good repair, and used for the same purpose as set out in the original application, for at least five years from the date of completion of the project as set out in the contract. This is to ensure the longevity of the project and to guarantee primary producers a lasting share of the project's benefits.

## **Record keeping**

You must keep all records and information you need to evidence that you have provided complete and accurate information and have complied with your undertakings for five years.

You will also be required to:

- Supply to the Welsh Government any information about your Small Grants – Yard Coverings contract and supply that information within the period determined by the Welsh Government.
- Make available to the Welsh Government, its authorised persons or its agents, records, accounts, receipts and other information including access to computer data relating to your Small Grants – Yard Coverings contract. Permit the Welsh Government to remove any such document or record to take copies or extracts from them.

## **Section I - Appeals and Complaints Procedure**

### **Appeals procedure**

**There are no grounds for appeal at the Eol stage.**

The 'Independent Appeals Process for Rural Grants and Payments' allows you to request a review if you feel the Welsh Government has not reached a correct decision according to the rules of the scheme.

The appeals process consists of two stages:

- Stage 1: review by RPW

- Stage 2: review by an Independent Appeals Panel (if you are dissatisfied with the Stage 1 response).

The Independent Panel make recommendations to the Welsh Ministers, who take the final decision, which concludes the process.

There is no charge for Stage 1 of the process, but there is a charge at Stage 2 – £50 for a written hearing or £100 for an oral hearing. These charges are repaid in full if the Stage 2 appeal is either partially or fully successful.

Appeals, including supporting evidence, must be submitted via RPW Online within 60 days of the date of the letter outlining the decision you wish to appeal against.

We welcome receiving appeals in Welsh and will respond to any correspondence in Welsh. This will not lead to a delay in processing your appeal.

Further details of the appeals process and how to submit an appeal using the online appeal form, can be obtained from the Customer Contact Centre or our website Rural Grants and Payments appeals.

## **Complaints procedure**

Complaints will be dealt with under the Welsh Government's procedure on Complaints. Further advice on how to make a complaint can be obtained from the Complaints Advice Team:

Welsh Government  
Crown Buildings  
Cathays Park  
Cardiff  
CF10 3NQ

Tel: 03000 251378  
E-mail: [complaints@gov.wales](mailto:complaints@gov.wales)  
Website: [Complaints about Welsh Government](#)

You may also choose to contact the Public Services Ombudsman for Wales:

1 Ffordd yr Hen Gae  
Pencoed,  
CF35 5LJ

Tel: 0300 790 0203  
Website: [Ombudsman](#)

## **Section J - Privacy Notice: Welsh Government grants**

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

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

The Welsh Government will be data controller for any personal data you provide in relation to your grant application or request for grant funding. The information will be processed as part of our

public task (i.e. exercising our official authority to undertake the core role and functions of the Welsh Government) and will help us assess your eligibility for funding.

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

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

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

In order to assess eligibility we may also need to share personal information relating to your application with:

- Natural Resources Wales
- Animal and Plant Health Agency
- Veterinary Medicine Directorate
- Welsh Local Authorities
- Food Standards Agency Wales
- DEFRA
- Other UK Government Agriculture Offices.
- Regulatory authorities, such as HM Revenue and Customs, Local Authorities, Health and Safety Executive and the Police.

We may also share your information with organisations which deliver training, knowledge transfer and innovation advice and support on behalf of the Welsh Government for the purposes of appropriate targeting of support.

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

The Welsh Government will publish details of the amounts paid to Rural Support beneficiaries. Data will be published for all beneficiaries on a searchable website and will include the name and locality of the farmer/land manager and details of the amounts and schemes for which subsidy has been paid. However, for those receiving less than the equivalent of £1,250 in subsidies the name will be withheld. The data will be published annually on 31 May and remain available for two years from the date it is published. The information will be available on the Defra website at: [www.cap-payments.defra.gov.uk](http://www.cap-payments.defra.gov.uk)

We will keep personal information contained in files in line with our retention policy. If successful in your application then your personal data will be kept for 7 years after the date when you, as grant recipient, are free from all conditions relating to the grant awarded and all payment have been made. If you are unsuccessful, your details will be kept for one year after the date you provided them.

Under the data protection legislation, you have the right:

- to access the personal data the Welsh Government holds on you
- to require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing

- for (in certain circumstances) your data to be 'erased'
- to lodge a complaint with the Information Commissioner's Office (ICO) who is the independent regulator for data protection.

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

Data Protection Officer  
Welsh Government  
Cathays Park  
CARDIFF  
CF10 3NQ

Email: [dataprotectionofficer@gov.wales](mailto:dataprotectionofficer@gov.wales)

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

2nd Floor, Churchill House  
Churchill Way  
Cardiff  
CF10 2HH

Telephone: 0330 414 6421

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

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

[Privacy notice Welsh Government grants](#)

## Section K - Legislation

The Small Grants – Yard Coverings Scheme delivers against a range of Government commitments and objectives, these are listed below along with the legislation and governance that applies.

The Small Grants – Yard Coverings Scheme is governed by Retained EU Law (REUL) Council Regulations No. 1305/2013, 1303/2013 and 1306/2013, Implementing Regulation No. 808/2014 and No. 809/2014 and Delegated Regulation 640/2014 and 807/2014 (all as amended from time to time).

The retained EU Law is implemented in Wales through the following domestic law (all as amended from time to time), including by the Agricultural Support (Miscellaneous Amendments) (Wales) (EU Exit) Regulations 2021/400 (W.129):

- The Rural Development Programmes (Wales) Regulations 2014/3222 (W.327)
- The Common Agricultural Policy (Integrated Administration and Control System and Enforcement and Cross Compliance) (Wales) Regulations 2014/3223 (W.328)

Funding support for farmers, land managers and associated rural sectors over the next 3 years in response to four Welsh Government strategic objectives which are:

- Fostering the competitiveness of agriculture;
- Contributing towards the sustainable management of natural resources as set out in Part 1 of the Environment (Wales) Act 2016;
- Ensuring climate resilience;

- Achieving a balanced territorial development of rural economies and communities including the creation and maintenance of employment.

In addition, there are three cross cutting objectives for the Small Grants – Yard Coverings Scheme:

- Climate change mitigation and adaptation;
- Innovation;
- Environment.

Your project will contribute to these cross cutting objectives.

Your project will contribute towards the Welsh Governments cross cutting themes of:

- Equality of opportunity and Gender mainstreaming;
- Tackling Poverty and Social Exclusion;
- Welsh Language.

In addition, applications for the Small Grants – Yard Coverings scheme will address the strategic and thematic objectives of the Welsh Government.

Activities will address **at least one** of the following Welsh Government priorities:

- (1) Fostering knowledge transfer and innovation in agriculture, forestry, and rural areas;
- (2) Enhancing farm viability and competitiveness of all types of agriculture in all regions and promoting innovative farm technologies and the sustainable management of forests;
- (3) Promoting food chain organisation, including processing and marketing of agricultural products, animal welfare and risk management in agriculture;
- (4) Restoring, preserving and enhancing ecosystems dependent on agriculture and forestry;
- (5) Promoting resource efficiency and supporting the shift towards a low carbon and climate resilient economy in the agriculture, food and forestry sectors;
- (6) Promoting social inclusion, poverty reduction and economic development in rural areas.

## **World Trade Organisation and Subsidy Control**

1. Subsidies provided under this scheme are considered to be payments under an environmental programme, which fall within the scope of Annex II of the WTO Agreement on Agriculture (AoA) and have been classified as 'green box'.
2. As such, these subsidies are exempt from the UK-EU Trade and Cooperation Agreement (TCA) and the interim UK subsidy control regime.

## **Section L - Contacts**

### **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's website](#). By visiting the website, you can also sign up to receive the Rural Affairs e-newsletter which delivers the latest news directly to your e-mail inbox.

## Gwlad

The Gwlad e-newsletter is the Welsh Government's e-newsletter for farm and forestry businesses and all those involved with agriculture and rural Wales. It contains news stories, guidance and information in an accessible, easy-to-read format. To keep informed and up to date with all the latest agriculture news and developments in future we would encourage you to sign up to receive the Gwlad e-newsletter. You can do this either at [www.gov.wales/news-alerts](http://www.gov.wales/news-alerts) or at [Subscribe to Gwlad](#).



## Annex A – List of Eligible Capital Items

When submitting a claim, evidence must be provided to demonstrate the roofed area meets the requirements in full.

### Primary items

	Item	Description and minimum requirements.	Score	Standard cost per square metre	Grant value per square metre
1.	Roofing – livestock feeding area	<p>Roof structure impermeable to rainwater, including supporting uprights, inclusive of guttering and downpipes, over previously uncovered existing livestock feeding area.</p> <p>The whole area under the roof will have an existing concrete floor that is impermeable to water.</p> <p>All slurry must be contained within the area as per current regulations and diverted into a suitably constructed store or appropriate reception tank.</p> <p>Where a new reception pit or store is installed to collect the slurry, a minimum of 14 days' notice must be submitted to Natural Resources Wales (NRW) in writing <b>before</b> construction begins. Evidence of this notice will be required at claim stage.</p> <p>Where collection of all slurry, run-off and dirty water is not evidenced, the claim will not be valid.</p> <p>Clean water from roof must be diverted to a clean water drain or rainwater harvesting system.</p> <p>Feeding area must be enclosed to retain livestock with either walls or permanent barriers, including gates therein, where applicable. Areas which are considered temporary feeding areas will not be eligible.</p> <p>The area should be used throughout the winter feeding period with livestock fed through permanent feeding arrangements. Where temporary or movable feeders are used, (e.g. to feed round bales) evidence will be required to demonstrate how the area relates to animal housing and access to water and</p>	32	£100 / sqm	£40.00 / sqm

		<p>that the area is a permanent feeding area.</p> <p>Self-feeding within silage stores and/or silage stores used as feeding areas are ineligible under this item. These should be submitted as silage stores.</p> <p>Woodchip corrals and straw yards without a base impermeable to water and where resultant slurry is not contained are ineligible.</p> <p>The roofed area has to remain as a feeding area, the installation of a roof should not enable the area to be used for livestock housing.</p> <p>For livestock feeding areas which are not in use during the summer, photographs of the permanent feeding barriers and slurry collection location should be submitted along with a description of its winter use.</p>			
2	Roofing – livestock gathering area	<p>Roof structure impermeable to rainwater, including supporting uprights, inclusive of guttering and downpipes, over previously uncovered existing livestock gathering area.</p> <p>The whole area under the roof will have an existing concrete floor that is impermeable to water.</p> <p>All slurry must be contained within the area as per current regulations and diverted into a suitably constructed store or appropriate reception tank.</p> <p>Where a new store or reception pit is installed to collect the slurry, a minimum of 14 days' notice must be submitted to NRW in writing <b>before</b> construction begins. Evidence of this notice will be required at claim stage.</p> <p>Clean water from roof must be diverted to a clean water drain or rainwater harvesting system.</p> <p>The gathering area must be enclosed to retain livestock with either walls or permanent barriers, including gates therein, where applicable. Areas which are considered temporary gathering areas will not be eligible.</p> <p>The purpose of the gathering area must be demonstrated, e.g. collecting yard for milking parlour or access to a permanent handling system.</p> <p>Areas where livestock travel infrequently between buildings or open yards</p>	30	£100 / sqm	£40 / sqm

		<p>are ineligible.</p> <p>Areas where slurry is scraped from buildings to a store across open yards with no livestock activity are ineligible.</p> <p>Gathering areas for livestock handling systems: The handling systems must be permanent and secured to the floor, roofs over mobile handling systems are ineligible.</p> <p>Existing sheep or cattle handling systems are only eligible if all slurry, run-off and dirty water from washings produced are contained as per current regulatory requirements and diverted into a suitably constructed store or appropriate reception tank.</p> <p>Where collection of all slurry, run-off and dirty water is not evidenced, the claim will not be valid. (e.g. a sheep handling system where currently there is no collection of run-off: The area will need to be contained and all slurry, run-off and dirty water diverted into a suitably constructed store or appropriate reception tank. A minimum of 14 days' notice must be submitted to NRW in writing before construction of a store begins in all circumstances.</p> <p>The roofed area must remain as a gathering area, the installation of a roof should not enable the area to be used for livestock housing.</p>			
3	Roofing – Manure storage area	<p>Roof structure impermeable to rainwater, including supporting uprights, inclusive of guttering and downpipes, over previously uncovered existing manure storage area.</p> <p>The store must be for farmyard (solid) manure and <b>not slurry</b>. The store would be suitable for any bedding contaminated with any organic manure that can be stacked without slumping.</p> <p>The whole area under the roof will have an existing concrete floor that is impermeable to water.</p> <p>The liquid run-off arising from solid manure stored on an impermeable surface is classed as slurry and must be contained appropriately. This slurry must be diverted to an existing slurry store or appropriate reception pit. If no store is currently available, all effluent must be contained within the facility.</p> <p>Where a new reception pit is installed to collect the slurry, a minimum of 14 days' notice must be submitted to NRW in writing <b>before</b> construction</p>	24	£100 / sqm	£40 / sqm

		<p>begins. Evidence of this notification will be required at claim stage.</p> <p>The base of outside walls will be impermeable to stop polluted liquids getting out, or to prevent water getting in.</p> <p>Clean water from roof must be diverted to a clean water drain or rainwater harvesting system.</p> <p>The roofed area must remain as a manure storage area, the installation of a roof should not enable the area to be used for livestock housing.</p>			
4	Roofing – slurry stores	<p>Roof structure impermeable to rainwater, including supporting uprights, inclusive of guttering and downpipes, over previously uncovered existing slurry stores.</p> <p>The base of the store and walls will be impermeable to stop polluted liquids getting out and to prevent water getting in.</p> <p>Clean water from roof must be diverted to a clean water drain or rainwater harvesting system.</p> <p>A roof over above ground circular stores are ineligible.</p> <p>You must notify NRW before construction begins: A minimum of 14 days' <i>notice is required</i> in writing <b>before</b> construction of any new, substantially enlarged, or reconstructed store containing slurry begins. This notification is a requirement for <b>all roofing over slurry stores</b>. Evidence of this notification will be required at claim stage.</p> <p>It is strongly recommended that you minimise the risk of losing any exemption you may currently have for your store and reduce the risk of receiving an enforcement notice by involving NRW early in the planning stage to prevent costly errors being made.</p> <p>Note, if you require planning permission, NRW is a statutory consultee in the planning process.</p>	22	£100 / sqm	£40 / sqm

5	Roofing – silage stores	<p>Roof structure impermeable to rainwater, including supporting uprights, inclusive of guttering and downpipes, over previously uncovered existing silage stores.</p> <p>The base of the store and walls will be impermeable to stop polluted liquids getting out and to prevent water getting in.</p> <p>Clean water from roof must be diverted to a clean water drain or rainwater harvesting system.</p> <p>Effluent from the store must be contained within an existing effluent tank or slurry store.</p> <p>Where a tank is installed to collect the silage effluent, a minimum of 14 days' notice must be issued to NRW in writing <b>before</b> construction begins. Evidence of this notification will be required at claim stage.</p> <p>Roofing over storage areas for wrapped silage bales are ineligible.</p> <p>The construction of a roof over a silage store is likely to impact on the integrity of the existing structure: A minimum of 14 days' <i>notice</i> must be issued to NRW in writing <b>before</b> construction of a new, substantially enlarged or reconstructed store containing silage begins. This notification is a requirement for <b>all roofing over silage stores</b>. Evidence of this notification will be required at claim stage.</p> <p>It is strongly recommended that you minimise the risk of losing any exemption you may currently have for your store and reduce the risk of receiving an enforcement <i>notice</i> by involving NRW early in the planning stage to prevent costly errors being made.</p> <p>Note, if you require planning permission, NRW is a statutory consultee in the planning process.</p> <p>The roofed area must remain as a silage store, the installation of a roof should not enable the area to be used for livestock housing.</p>	14	£100 / sqm	£40 / sqm
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## Supportive items:

	Item	Description	Standard cost	Grant value
6	Cross Drains	Cross Drains, to include the purchase and installation of a polychannel drainage system with grating. The channel, once installed, should be able to support the weight of slow moving, heavy machinery. See Annex B.	£82.20 m	£32.88 m
7	Kerbing	Kerbing, in accordance with the relevant British Standards BS 8000 and BS 8500, to direct water off the track. Must be sufficiently robust to stand up to farm vehicle movements and not undermine the track in any way. See Annex B.	£39.78 m	£15.91 m
8	Sleeping Policemen	Sleeping Policemen, in accordance with the relevant British Standards BS 8000 and BS 8500, to direct water off the track. Must be sufficiently robust to stand up to farm vehicle movements and not undermine the track in any way. See Annex B.	£36.36 m	£14.54 m
9	Rainwater Goods (Guttering)	Rainwater Goods (Guttering). This is for the provision of new gutters on existing farm buildings. Clean water from new gutters must be directed into a clean water drain or rainwater harvesting system. See Annex B.	£9.02 m	£3.61 m
10	Rainwater Goods (Downpipe)	Rainwater Goods (Downpipe). This is for the provision of new downpipes on existing farm buildings. Clean water from new downpipes must be directed into a clean water drain, or rainwater harvesting system. See Annex B.	£15.04 m	£6.02 m
11	Rainwater harvesting and filtering systems (Above ground)	<p>Rainwater harvesting and filtering systems (Above ground). Above ground tank, filtration system and associated taps and fittings. Minimum tank size 10,000 litres. Must include an entry filtration system. Overflow must be diverted to a clean water drain. Water needs to be usable for cleaning, drinking, or washing. (Must be connected to a suitable system).</p> <p>Overflow must be diverted to a clean water drain.</p> <p>The tank should be mounted on a suitable base on either sand or concrete at ground level, or on a constructed base to provide clearance for any outlet. Any base or stand must be of sufficient dimensions to provide adequate support for the tank when full and capable of doing so for the lifetime of the tank.</p> <p>BS 8515 covers the design and construction of rainwater harvesting systems and any rainwater harvesting system must be BS8515 compliant.</p>	£1,622.00 each	£649.00 each



12	Rainwater harvesting and filtering systems (Below ground)	<p>Rainwater harvesting and filtering systems (Below ground) minimum roof area of 1,000msq collected. Below ground tank, filtration system and associated connectors and fittings, water pump, UV filter. Minimum tank size 20,000 litres. Must include an entry filtration system. Overflow must be diverted to a clean water drain. Water needs to be usable for cleaning, drinking, or washing. (Must be connected to a suitable system).</p> <p>BS 8515 covers the design and construction of rainwater harvesting systems and any rainwater harvesting system must be BS8515 compliant.</p>	£9,000.00 each	£3,600.00 each
13	Slurry analysis kit	Slurry analysis kit suitable for on-farm use to measure available nitrogen levels in slurry / farmyard manure.	£415.00 each	£166.00 each

# Annex B – Scoring Matrix

## Priority Water Quality and Quantity area score matrix

A	B	C	D	E	Enhancement Score (ONLY INCLUDE IN FINAL SCORE WHERE APPLICABLE)						L
					F	G	H	I	J	K	
Priority Water Quality Area	Priority Water Quality Area Score	Item Score	Priority Water Quantity Area	Priority Water Quantity Area Score	Evidenced Nutrient Issues	Biological SSSIs & 300m Buffer	Gwyniad	Sensitive Rivers	Sensitive Lakes	Freshwater Pearl Mussel	Final Score = (BxC)+E+F+G+H+I+J+K
1	100	Insert primary item score	1	10	8	6	6	4	4	4	
			2	20	8	6	6	4	4	4	
			3	100	8	6	6	4	4	4	
			4	180	8	6	6	4	4	4	
			5	320	8	6	6	4	4	4	
			6	600	8	6	6	4	4	4	
			7	200	8	6	6	4	4	4	
			8	200	8	6	6	4	4	4	
			NA	5	8	6	6	4	4	4	
2	80	Insert primary item score	1	10	8	6	6	4	4	4	
			2	20	8	6	6	4	4	4	
			3	100	8	6	6	4	4	4	
			4	180	8	6	6	4	4	4	
			5	320	8	6	6	4	4	4	
			6	600	8	6	6	4	4	4	
			7	200	8	6	6	4	4	4	
			8	200	8	6	6	4	4	4	
			NA	5	8	6	6	4	4	4	
3	70	Insert primary item score	1	10	8	6	6	4	4	4	
			2	20	8	6	6	4	4	4	
			3	100	8	6	6	4	4	4	
			4	180	8	6	6	4	4	4	
			5	320	8	6	6	4	4	4	
			6	600	8	6	6	4	4	4	
			7	200	8	6	6	4	4	4	
			8	200	8	6	6	4	4	4	
			NA	5	8	6	6	4	4	4	
4	50	Insert primary item score	1	10	8	6	6	4	4	4	
			2	20	8	6	6	4	4	4	
			3	100	8	6	6	4	4	4	
			4	180	8	6	6	4	4	4	
			5	320	8	6	6	4	4	4	
			6	600	8	6	6	4	4	4	
			7	200	8	6	6	4	4	4	
			8	200	8	6	6	4	4	4	
			NA	5	8	6	6	4	4	4	
5	20	Insert primary item score	1	10	8	6	6	4	4	4	
			2	20	8	6	6	4	4	4	
			3	100	8	6	6	4	4	4	
			4	180	8	6	6	4	4	4	
			5	320	8	6	6	4	4	4	
			6	600	8	6	6	4	4	4	
			7	200	8	6	6	4	4	4	
			8	200	8	6	6	4	4	4	
			NA	5	8	6	6	4	4	4	
NA	10	Insert primary item score	1	10	8	6	6	4	4	4	
			2	20	8	6	6	4	4	4	
			3	100	8	6	6	4	4	4	
			4	180	8	6	6	4	4	4	
			5	320	8	6	6	4	4	4	
			6	600	8	6	6	4	4	4	
			7	200	8	6	6	4	4	4	
			8	200	8	6	6	4	4	4	
			NA	5	8	6	6	4	4	4	

## Annex C – Technical Notes

### 6. CROSS DRAINS (Polychannel)

This technical note describes the minimum standard of work required in order to receive payments for 'Cross Drains (polychannel)', as specified in your Small Grants - Yard Coverings Contract. Where there are local traditional methods or styles that vary from this standard, these can be used, but the Welsh Government must approve any significant variation.

An open channel is the most effective way of intercepting run-off water from tracks and yards, as it can easily be cleared of accumulated silt and debris. This water can then be diverted into ditches, swales and sediment traps ensuring that nearby rivers are not polluted during flash floods.

The work will include the purchase and installation of a polychannel drainage system with grating. The channel once installed should be able to support the weight of slow moving, heavy machinery.

Minimum work expected:

- Excavate a trench across the width of the track or along part of the farmyard, allowing sufficient depth and width for the concrete bed and surround.
- Make sure the outlet of the trench runs into a suitable ditch or swale or where the clean water remains separated from dirty water.
- Slope the bed of the trench towards the outlet, following the depth of the proposed channel.
- Ensure any arrows on the side of the channel point towards the outlet i.e. in the direction of flow.
- Set levels and lay out the channels alongside the trench, always starting at the outlet point.
- Pour bedding – Begin at the outlet position, a good quality concrete bedding should be poured into the trench.
- Working away from the outlet, lower the channels into position following the manufacturer's instructions.
- Check alignment of channel.
- The grating should be loosely laid and wrapped in plastic, spanning the channel joints to ensure a clean final installation.
- The concrete surround can now be poured into the trench, taking care not to disturb the line of the run. This should finish 3mm above the channel and grating top surface.
- Once the concrete has set, lift out gratings and remove the protective plastic.
- To support heavy slow-moving machinery, a minimum concrete bed and surround of 200mm is required, unless specified otherwise with Polychannel installation instructions.

Certain works you may be carrying out under your Small Grants - Yard Coverings contract may require permission or a licence before they are undertaken. Ensure that you carry out the works in line with the licenses or permission issued in your contract.

You will be responsible for ensuring that all safety requirements are observed when undertaking any work.

## 7. KERBING

This technical note describes the minimum standard of work required in order to receive payments for 'Kerbing', as specified in your Small Grants – Yard Coverings Contract. Where there are local traditional methods or styles that vary from this standard these can be used, but the Welsh Government must approve any significant variation.

The use of Kerbing across or along the track may be appropriate to direct water off the track. It must be sufficiently robust to stand up to farm vehicle movements and not undermine the track in any way. For tracks, work should include:

- The excavation of a trench across the track to a minimum depth of 300mm.
- Fill with concrete and key in kerbstones protruding from the track.
- Tamper the concrete on the lower side of the track to the edge of kerbstone.
- Leave concrete on the upside of track flat below the level of kerbstone.
- Kerbstones – 900mm x 255mm x 125mm (half battered)
- The water from the kerbing should be directed to a stable drainage outlet such as a ditch, culvert, or other drainage outfall.
- Concrete work should be carried out in accordance with the relevant British Standards BS 8000 and BS 8500.

Certain works you may be carrying out under your Small Grants - Yard Coverings Contract may require permission or a licence before they are undertaken. Ensure that you carry out the works in line with the licenses or permission issued in your contract.

You will be responsible for ensuring that all safety requirements are observed when undertaking any work.

## 8. SLEEPING POLICEMEN

This technical note describes the minimum standard of work required in order to receive payments for 'Sleeping Policemen', as specified in your Small Grants - Yard Coverings Contract. Where there are local traditional methods or styles that vary from this standard these can be used, but the Welsh Government must approve any significant variation.

Sleeping policemen (cross humps) may be appropriate to direct water off the track. They must be sufficiently robust to stand up to farm vehicle movements and not undermine the track in any way. The spacing of the cross humps is critical and you should seek advice if necessary. For tracks, work should include:

- The excavation of a trench across the track to a minimum depth of 100mm
- Key concrete into the trench and up to a height of at least 150mm above track level.
- Concrete work should be carried out in accordance with the relevant British Standards BS 8000 and BS 8500.
- The water from the sleeping policemen should be directed to a stable drainage outlet such as a ditch, culvert or other drainage outfall.

Certain works you may be carrying out under your Small Grants - Yard Coverings Contract may require permission or a licence before they are undertaken. Ensure that you carry out the works in line with the licences or permission issued in your contract.

You will be responsible for ensuring that all safety requirements are observed when undertaking any work.

## **RAINWATER GOODS (9. GUTTERING and 10. DOWNPIPE)**

This technical note describes the minimum standard of work required to receive payments for 'Rainwater Goods – Guttering' and 'Rainwater Goods – Downpipe', as specified in your Small Grants - Yard Coverings Contract. Where there are local traditional methods or styles that vary from this standard these can be used, but the Welsh Government must approve any significant variation.

### **Rainwater Goods**

This is for the provision of new rainwater goods (downpipes), where existing, ineffective, or non-existent rainwater goods discharge clean water onto fouled yard areas. This option is for existing buildings within the farmyard that currently do not have rainwater goods, or which have existing rainwater goods, but they are beyond their serviceable life and need replacement. Clean water from new rainwater goods must be directed into a clean water drain.

Rainwater goods on proposed new buildings are not eligible for a grant, as these should be included as part of the primary new roof project.

Where rainwater goods are at risk of being damaged by livestock, suitable protection should be installed.

### **Work Should:**

- Satisfy Town and Country Planning requirements.
- Be properly designed for the agricultural purposes for which it is to be used.
- Only take place once you have consulted Natural Resources Wales about your assessment of clean water and about discharge consents.
- Use guttering, downpipe and brackets that satisfy BS EN 607, BS EN12200 and BS EN 1462 and are appropriate in size to handle the volume of water from the area of roof.
- Installation work should satisfy all relevant British Standards, e.g. BS 5502, BS EN1917. Drainage works to comply with BS 8000, BS EN 752 and BS EN 1610.
- Meet Health and Safety Regulations, and Construction (Design and Management) Regulations 2007.
- Comply with the Management of Health and Safety at Work Regulations 1999.

These regulations place duties on employers and the self-employed to make suitable and sufficient assessment of the risks to their own health and safety and that of others from the work they do. Free HSE farm self-assessment software package can be downloaded from:

[www.hse.gov.uk/agriculture/assessment](http://www.hse.gov.uk/agriculture/assessment).

Certain works you may be carrying out under your Small Grants - Yard Coverings Contract may require permission or a licence before they are undertaken. Ensure that you carry out the works in line with the licences or permission issued in your contract.

You will be responsible for ensuring that all safety requirements are observed when undertaking any work.