



Llywodraeth Cymru
Welsh Government

Small Grants – Horticulture Start Up

Full application

How to complete guidance

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Registering for RPW Online

To register your business details for the first time, you need to complete the [online registration form](#). Please refer to the [how to register guidance](#) for further details. The vast majority of changes to business details can be done online. However, Welsh Government may require further details on any major changes. Please contact the Customer Contact Centre for further information.

Small Grants – Horticulture Start Up Full application – How to Complete Guidance

These instructions will give you step-by-step guidance on how to complete your Small Grants - Horticulture Start Up full application.

The Welsh Government produces this guidance in Welsh and English as required under the Welsh Government Welsh Language Scheme.

If you are encountering problems or are unable to access our website, please contact the RPW Online Helpdesk on 0300 062 5004.

Following Successful Submission

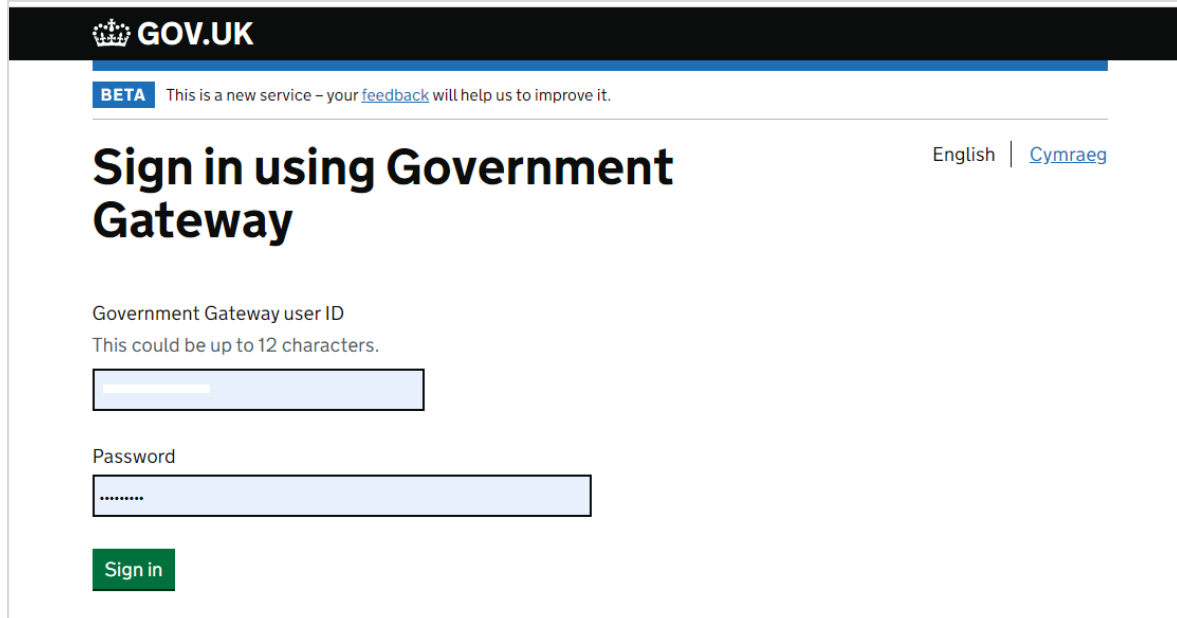
A summary of your completed Small Grants – Horticulture Start Up Full application will be added to the 'Messages' page on your RPW Online account under the title "Documents received by RPW". Ensure you check the information submitted thoroughly. If any of the information shown is incorrect, please reply to the Message detailing your concerns. You should do this as soon as you discover any incorrect information.

If you are encountering problems or are unable to access our website, please contact the RPW Online Helpdesk on 0300 062 5004.

Rural Payments Wales Online

Home page

Log into your RPW Online Account – enter your User ID and Password in the boxes and click the **Sign In** button.



The screenshot shows the 'Sign in using Government Gateway' page. At the top is a black header with the 'GOV.UK' logo. Below this is a blue banner with the word 'BETA' and the text 'This is a new service – your [feedback](#) will help us to improve it.' To the right of the banner are links for 'English' and 'Cymraeg'. The main heading is 'Sign in using Government Gateway'. Below this, there are two input fields: 'Government Gateway user ID' (with a note 'This could be up to 12 characters.') and 'Password'. A green 'Sign in' button is at the bottom left of the form area.

GOV.UK

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

English | [Cymraeg](#)

Sign in using Government Gateway

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

Password

Sign in

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

Once logged in to your online account the RPW Online 'Homepage' will appear. To access the Small Grants – Horticulture Start Up Full application, you can scroll down on your home page and select it from here.

Uywodraeth Cymru
Welsh Government

RPW Taliadau Gwledig Cymru
Ar-Lein Online
Rural Payments Wales

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

Viewing CRN: Cymraeg Log Off

Home My Details Land Correspondence **12** Forms Contracts and Small Grants

The submission deadline for SAF and Glastir Commons applications and supporting documents has been extended to 15 June due to Covid-19. Late submission penalties will apply from 16 June until 10 July. The wording in the applications has not been amended to reflect these new dates. 15 May remains the declaration date for land at your disposal.

BPS Greening requirements regarding Crop Diversification have been removed due to the exceptional weather and Covid-19. The SAF may still display warning messages regarding Crop Diversification – these can be ignored. Other Greening requirements, including Permanent Pasture and EFA requirements remain in place; please do not ignore these warnings as failure to meet the requirements will affect your greening payment.

When you have finished your online session, please ensure that you log out and close the browser.

When completing applications ensure you do not use your browser's back button.

Messages between You and RPW

Unread Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW

- Single Application Form : Single Application Form 2021 (12/01/2021)
- Single Application Form - Summary : Single Application Form 2021 (12/01/2021)

Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW

- RBIS Food Form Summary : Rural Business Investment Scheme - Food Form (05/01/2021)

Unread Llythyr Terfynu'r CPH / CPH Expiry Letter

- Temp CPH Expiry Letter : CPHEXpiryLetter (04/01/2021)

Unread Llythyr Terfynu'r CPH / CPH Expiry Letter

- Temp CPH Expiry Letter : CPHEXpiryLetter (03/12/2020)

Useful Links

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

To access the Small Grants – Horticulture Start Up Full Application Form, you can scroll down on your home page and select it from here.

Start a Form

Single Application Form 2022 Available until 10/06/2022. FINAL DAY.

Agricultural and Horticultural Survey 2022 Available until 01/12/2099. 28298 days left.

Appeal Available anytime

Capital Works Claim Available anytime

Farm Business Grant - Yard Coverings EOI Available until 31/12/2050. 10431 days left.

Farm Business Grant Expression Of Interest Available until 31/12/2099. 28328 days left.

Financial Year End - Project Update Available until 31/12/2099. 28328 days left.

Glastir Woodland Creation Expression Of Interest Available until 31/12/2099. 28328 days left.

Glastir Woodland Restoration Expression Of Interest Available until 29/09/2022. 111 days left.

Grant Claim Form Available until 31/12/2099. 28328 days left.

Growing for the Environment EOI Available until 01/01/2023. 205 days left.

Horticulture Development Scheme Form Available until 31/12/2099. 28328 days left.

Nutrient Management Investment Scheme Expression of Interest Available until 31/12/2099. 28328 days left.

Project Change Re-evaluation Available anytime

Project Change Request Available anytime

Rural Business Investment Scheme - Non Agriculture Form Available until 31/12/2050. 10431 days left.

Small Grants - Efficiency Expression of Interest Available until 31/12/2099. 28328 days left.

Small Grants - Environment Expression of Interest Available until 25/06/2022. 15 days left.

Small Grants - Horticulture Start Up Expression of Interest Available until 31/12/2099. 28328 days left.

Small Grants - Horticulture Start Up Full Application Available until 31/12/2050. 10431 days left.

Small Grants - Yard Coverings Expression of Interest Available until 31/12/2050. 10431 days left.

Sustainable Production Grant Expression Of Interest Available until 31/12/2050. 10431 days left.

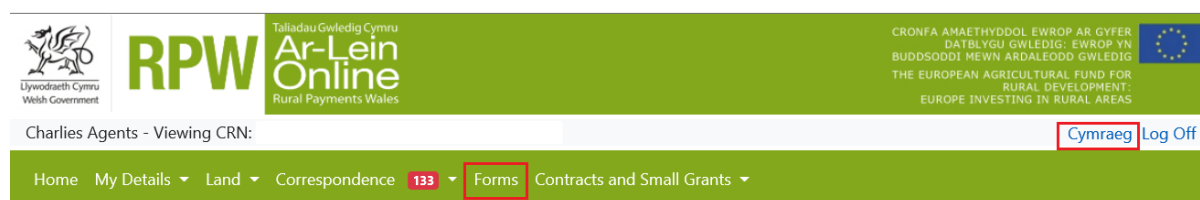
The Woodland Investment Grant Available until 31/12/2099. 28328 days left.

Welsh Fisheries Grant Available until 31/12/2050. 10431 days left.

Woodland Creation Planning Scheme EOI Available until 31/12/2022. 204 days left.

Woodland Restoration Scheme Expression of Interest Available until 31/12/2099. 28328 days left.

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

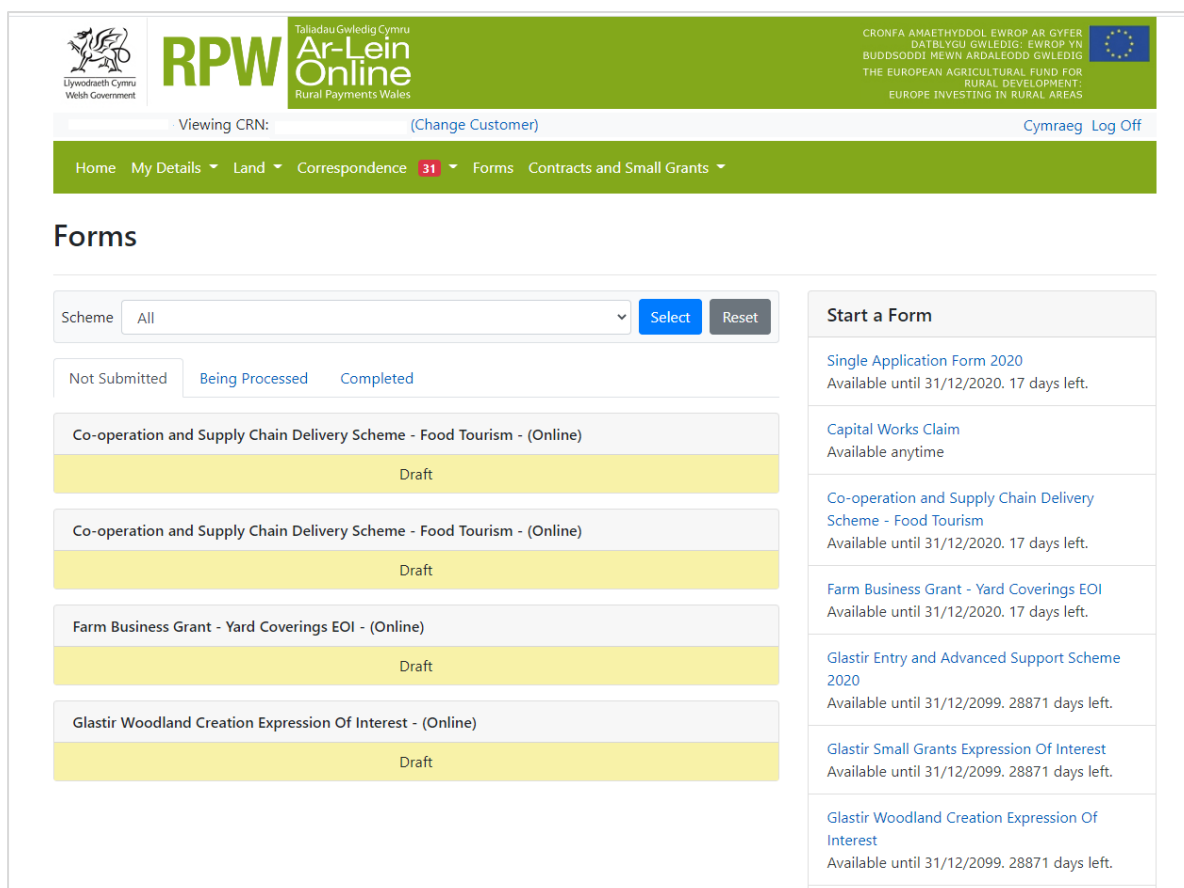


This will take you through to the 'Forms' page.

To change the Language at any time, click the **Cymraeg** button located in the top right hand corner bar of the RPW Online information. This will allow you to choose the language your Small Grants – Horticulture Start Up EOI is displayed in.

Applications and Claims Page

Once you have selected the 'Forms' tab, you will see the forms available for you to complete.



Viewing CRN: (Change Customer) Cymraeg Log Off

Home My Details Land Correspondence 31 Forms Contracts and Small Grants

Forms

Scheme All Select Reset

Not Submitted Being Processed Completed

Co-operation and Supply Chain Delivery Scheme - Food Tourism - (Online)
Draft

Co-operation and Supply Chain Delivery Scheme - Food Tourism - (Online)
Draft

Farm Business Grant - Yard Coverings EOI - (Online)
Draft

Glastir Woodland Creation Expression Of Interest - (Online)
Draft

Start a Form

[Single Application Form 2020](#)
Available until 31/12/2020. 17 days left.

[Capital Works Claim](#)
Available anytime

[Co-operation and Supply Chain Delivery Scheme - Food Tourism](#)
Available until 31/12/2020. 17 days left.

[Farm Business Grant - Yard Coverings EOI](#)
Available until 31/12/2020. 17 days left.

[Glastir Entry and Advanced Support Scheme 2020](#)
Available until 31/12/2019. 28871 days left.

[Glastir Small Grants Expression Of Interest](#)
Available until 31/12/2019. 28871 days left.

[Glastir Woodland Creation Expression Of Interest](#)
Available until 31/12/2019. 28871 days left.

Scroll down the page to select Small Grants – Horticulture Start Up Full Application form.

Small Grants – Horticulture Start Up Full Application – Getting Started

Once you have read the Small Grants – Horticulture Start Up General Rules Booklet at [Rural grants and payments](#), to start your EOI click the **Start Button**.

Start Application start an application or claim

You have asked to complete the following application online: **Small Grants - Horticulture Start Up Full Application - 7680900.**

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

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

The application must be submitted to Welsh Government by 31 December 2020. You will not be able to submit the form after this date even if you started filling in the form on or before 31 December 2020.

If you have any problems completing your **Small Grants - Horticulture Start Up Full Application** then you can also contact 'Customer Contact Centre' for further guidance.

Please check that the Customer Details and Online Preferences shown below are correct before submitting your application. If incorrect, you can change them now by clicking the Customer Details or Online Preferences links below.

[Customer Details](#)

Trading Title

Address

Postcode

Telephone Number

Email Address

Number of Partners

[Online Preferences](#)

Email or SMS (Text) Preference

Email Address

Mobile Number

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

[Guidance Documents](#)

[Contact Us](#)

[Copyright Statement](#)

[Accessibility Statement](#)

Small Grants – Horticulture Start Up Full Application

This is the introduction page which provides information about the scheme. For greater detail about the information provided on this page, please read the Small Grants – Horticulture Start Up Guidance Booklet at [Rural grants and payments](#).

Small Grants - Horticulture Start Up Full Application Previous Save **Next**

Introduction

Small Grants - Horticulture Start Up Full Application

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

The Small Grants – Horticulture Start Up scheme is designed to support entry into the horticulture sector in Wales by encouraging the establishment of new commercial horticulture enterprises, either as a diversification within an existing agricultural business, or as stand-alone new enterprises. In doing so, it will help to deliver the Welsh Government's ambition for a more prosperous, green and equal Wales.

The objective of the scheme is to encourage and support the establishment of new commercial horticultural enterprises by offering seed funding, to help mitigate the financial risk of investing in a new enterprise and to attract more individuals to enter the sector.


Funding will encourage the use of new and emerging technology, provide opportunities to create a diversified income stream for existing Welsh farm businesses, establish new rural enterprises and create employment opportunities.

As you have accepted a selection offer based on your previously submitted Expression of Interest (EOI) details, you are now required to demonstrate how you propose to establish the new enterprise and the outcomes you expect to achieve.

You will also need to demonstrate how the strategic aims, thematic objectives and cross cutting areas of the scheme will be fully met in order for appraisal of your application to commence.

Before completing this application please read the [Small Grants - Horticulture Start Up Guidance](#). For help in filling in your application, please see the [How to Complete instructions](#).

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


Llywodraeth Cymru
Welsh Government

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

< Previous	Save	Next >

Privacy Notice

You must read the Privacy Notice.

Privacy Notice	< Previous	Save	Next >
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Privacy notice: Welsh Government grants

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

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

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

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

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

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

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

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

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.

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

Under the data protection legislation, you have the 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

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 RFW Customer Contact Centre.

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

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

Business/Organisation Details

You must answer both questions on this page confirming why you wish to set up a horticultural business and how it will be structured.

Small Grants - Horticulture
Start Up Full Application

Help

Introduction

Privacy Notice

Business/Project Plan

**Business/Organisation
Details**

Activity

Resources

Product Sales and
Marketing

Knowledge and
Experience

Suitability of Investment

Delivery - Project
Delivery

Financial and Compliance

Delivery - Risk and Risk
Management

Cross Cutting Themes

Checklist of Supporting
Documents

Submission

Business/Organisation Details

Questions marked with * are mandatory.

Applicants need to explain why they want to establish the business to give confidence they are doing so with the intention of establishing a viable enterprise.

Provide your reason for seeking to establish a horticultural enterprise*

0 / 1000

Detail the structure of your business.*

0 / 1000

Print

Cymraeg

Exit

Previous

Save

Next

Once you have answered both questions, click on the **Next Button**.

Activity

This page allows you to confirm the details of the Horticulture enterprise you intend to establish.

You must answer all the questions on this page.

You can choose more than 1 horticultural crop. Select Add Crop

Small Grants - Horticulture Start Up Full Application

Activity

Questions marked with * are mandatory:

Applicants will need to state their intention for the new enterprise regarding crops, including the scale of the enterprise in the first year. It is expected that the applicant will have a clear plan for growing a crop or crops. This will be implemented during the contract period.

Provide the area of each crop you intend to grow

Crops
Click 'Add Crop' to add details for each crop you intend to grow
<div>Add Crop</div>
No Entries

Why have you decided to grow this specific crop or crops**

0 / 1000

Number of customers targeted*

Value of sales*

Print Cymraeg Exit

Previous Save Next

Enter the crop and the area you intend to grow.

If you intend to produce more than one crop Press 'Save & add another' otherwise Press 'Save and Return'

Activity - Crops

Questions marked with * are mandatory.

Crop Type*

Area (ha)*

Cancel Save and Add Another Save and Return

Cancel Save and Add Another Save and Return

Activity

Questions marked with * are mandatory.

Applicants will need to state their intention for the new enterprise regarding crops, including the scale of the enterprise in the first year. It is expected that the applicant will have a clear plan for growing a crop or crops. This will be implemented during the contract period.

Provide the area of each crop you intend to grow

Crops

Click 'Add Crop' to add details for each crop you intend to grow

Crop Type	Area (ha)	
lettuce	10.00	Add Crop Modify Delete

Why have you decided to grow this specific crop or crops?

0 / 1000

Number of customers targeted*

Value of sales*

Exit Previous Save Next

Confirm why you intend to grow the crop, what customers you intend to target and the value of sales.

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

Resources

On this page you will confirm the resources available to you to set up your horticultural enterprise. This will include access to land, any facilities and other machinery or equipment.

Resources	< Previous	Save	Next >
<p><i>Questions marked with * are mandatory.</i></p> <div><p>Applicants will need to provide a description of the resources available and their scale (e.g. area of land, size of polytunnel etc.)</p><p>Where appropriate, detail what agreement you have for their use, i.e. owned, rented, intend to purchase, etc.</p><p>For equipment, if you do not have machinery and equipment available to you, or have to purchase all machinery, applicants will need to detail how they intend to undertake the activity.</p></div> <p>Detail what resources are currently available to you to establish a horticultural enterprise, these could include access to appropriate land, poly tunnel, glasshouse, hydroponic or vertical growing facility, at a scale that will enable you to establish a commercial horticultural enterprise?*</p> <div></div> <p><small>This is a mandatory question, please answer it.</small></p>			

0 / 1000

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

Product sales and Marketing

On this page you will confirm the details of your proposed market and any market research you have undertaken considering the impact on other local producers.

Product Sales and Marketing

< Previous Save Next >

Questions marked with * are mandatory.

Applicants must consider their proposed market for the produce, detail any research or considerations taken into account as you consider establishing your horticultural enterprise.

Provide detail of your proposed market for the produce.*

This is a mandatory question, please answer it.

0 / 1000

Detail any market research you have undertaken.*

This is a mandatory question, please answer it.

0 / 1000

What impact will your business have on existing local producers? (Will you be directly competing for the same market with an existing local producer?)*

This is a mandatory question, please answer it.

0 / 1000

▲ Exit

< Previous Save **Next >**

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

Knowledge and Experience

On this page you will detail your current knowledge and experience that will help you start a horticulture business. The experience does not necessarily have to be within the horticulture sector.

The screenshot shows a web form titled "Knowledge and Experience". At the top right, there are navigation buttons: "< Previous", "Save", and "Next >". Below the title, a light blue box contains instructions: "Provide details about your current knowledge and experience. Experience does not have to be within the horticulture sector and can include wider experience, such as staff management, sales, etc." Below this, the first question is "What experiences do you have which will benefit you as you establish a horticultural enterprise?*", marked as mandatory. It has a large text input area with a character count of "0 / 1000". Below this, the second question is "Please summarise your current job / role and explain how you plan to manage the new enterprise, considering your current / other roles?*", also marked as mandatory. It has a large text input area with a character count of "0 / 1000". At the bottom left is an "Exit" button, and at the bottom right are "Previous", "Save", and "Next >" buttons. The "Next >" button is highlighted with a red rectangle.

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

Suitability of Investment

The suitability of investment page is where you will need to provide details to enable the evaluation of how the project will impact on the environment and contribute to climate change:

Provide details of how the investment will support the business to grow crops sustainably and enhance water, soil and air quality.

Provide explanations of how plans will commit to the efficient use of nutrients, reducing emissions and enhancing the farm ecosystem.

The screenshot shows a web form titled "Suitability of Investment". At the top right, there are navigation buttons: "< Previous", "Save", and "Next >". Below the title, a note states "Questions marked with * are mandatory." A light blue box contains the text: "Resource efficiency is crucial in order to help achieve a Well-being economy, as well as reducing emissions. Applicants are encouraged to consider how their plans will impact on the environment and to what effect they will have on climate change." The first question is "Describe how you intend to grow crops sustainably with consideration of water, soil and air quality and conservation*", followed by a large text input area. Below this area, it says "This is a mandatory question, please answer it." and "0 / 1000". The second question is "Describe how the business will make the best use of nutrients, reduce emissions and enhance the farm ecosystem.*", also followed by a large text input area. Below this area, it says "This is a mandatory question, please answer it." and "0 / 1000". At the bottom left, there is an "Exit" button. At the bottom right, there are navigation buttons: "< Previous", "Save", and "Next >". The "Next >" button is highlighted with a red rectangle.

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

Delivery – Project Delivery

The Delivery – Project Delivery page is where you will provide a plan of the work that the Business/Organisation intends to undertake this will confirm the timetable of delivery for all activities and stages of your project.

Select Add Activity to proceed

Delivery - Project Delivery

Questions marked with * are mandatory.

Provide a project plan of the key activities and investments. This must include timescales for all stages.

Project Activities

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

Please make at least one entry.

Add Activity

No Entries

Exit < Previous Save Next >

Once you have selected the **Add Activity** button you will see the following page.

Delivery - Project Delivery - Project Activities

Cancel ✕ Save and Add Another + Save and Return ↩

Questions marked with * are mandatory.

Activity name*

Activity description*

0 / 255

Proposed activity start date*

dd/mm/yyyy

Proposed activity end date*

dd/mm/yyyy

Here you need to enter the name and description of the Activity, a proposed start and end date for it. Select the **calendar** button to add your dates. Once you have entered all your information, select either **Save and Add Another** button (to add another activity) or **Save and Return** button (if you are finished). You may enter as many project activities as you wish.

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

Financial and Compliance

In this section you will be required to provide information on the financial aspect and compliance or your project.

The Financial and Compliance page is where you will provide details on how the Project will be funded, in addition to any grant awarded, and how you are going to comply with any obligations required.

Financial and Compliance

Previous

Save

Next

Questions marked with * are mandatory.

What costs do you plan to incur during the establishment of your enterprise? (During initial 12 months) e.g. capital investments, cultivation costs, seeds, harvesting, packaging, marketing costs, etc.*

This is a mandatory question, please answer it.

0 / 1000

During the establishment of the horticulture enterprise, how will you ensure value for money with all investments or expenditure?*

This is a mandatory question, please answer it.

0 / 1000

What funds do you have available to finance the initial establishment of the enterprise prior to grant being received?*

This is a mandatory question, please answer it.

0 / 1000

Why are you unable to establish the enterprise without the grant support?*

This is a mandatory question, please answer it.

0 / 1000

Exit

Previous

Save

Next

The text boxes are expandable and allow up to 1000 characters. This is not the number of words allowed, but the number of characters

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

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

Delivery – Risk and Risk Management

The Delivery - Risk and Risk Management page is where you will use a table to set out a summary of at least the top five risks that might affect the delivery of the project and the achievement of outputs and objectives of the project that includes:

- What the risk is and what the likelihood is of it happening during the time that the project is being delivered?
- What the consequences to the project would be if it did happen?
- What steps might be taken to try and avoid it happening and what might be done to reduce the effect on the project if it did happen?

The question in this section is mandatory and you will not be able to submit your form without adding at least 5 risks.

Click **Add Risk** to start inputting your first risk.

Once you click this it will bring up the entry screen as shown in the screenshot below:

Delivery - Risk and Risk Management - Risks
Cancel
Save and Add Another
Save and Return

Questions marked with * are mandatory.

What is the risk?*

During the delivery of this project, what is the likelihood of the risk happening?
Please Select

What would be the consequences if it did happen?*
0 / 1000

What mitigation actions will you take to reduce the risk?*
0 / 1000

Cancel
Save and Add Another
Save and Return

Once you have entered all your information, select **Save and Add Another** button to add another activity or **Save and Return** button if you are finished.

You will need to complete this for at least 5 different risks. If you do not provide at least 5 then an error message will show and this section will not show as completed as shown in the screenshot below:

Delivery - Risk and Risk Management
Previous
Save
Next

Questions marked with * are mandatory.

Recognising that there will be some risks to a project, no matter how unlikely, it is important to identify potential risks to assist you to manage the project. Give details of the key risks that might affect the delivery of the Project.

Risks

Click 'Add Risk' to add risk details.

Please make at least 5 entries.

Risk	Likelihood	Consequences	Mitigation
test	Low	test	test

Add Risk
Modify
Delete

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

Previous
Save
Next

Cross-Cutting Themes

The Cross Cutting Themes page is where you will provide evidence on how the proposed Project contributes to cross cutting themes. In this section you need to explain how the proposed project will contribute to the cross-cutting themes of:

- Equality of Opportunity and Gender Mainstreaming;
- Tackling Poverty and Social Exclusion;
- Welsh Language.

The text boxes are expandable and allow up to 1000 characters. This is not the number of words allowed, but the number of characters. Please bear this in mind when completing your form.

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

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

Cross Cutting Themes

Questions marked with * are mandatory.

Please provide evidence of how your project will contribute towards the cross cutting themes of:

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

Equality of opportunity and Gender mainstreaming*

This is a mandatory question, please answer it.

0 / 1000

Tackling Poverty and Social Exclusion*

This is a mandatory question, please answer it.

0 / 1000

Welsh Language*

This is a mandatory question, please answer it.

0 / 1000

Exit

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Checklist of Supporting Information

This page confirms any supporting documentation you MAY need to submit with your Expression of Interest and asks you to confirm how you will be submitting it.

Checklist of Supporting Documents

← Previous Save **Next >**

You may submit supporting documentation to support your application if they relate to the application questions.
Tick the appropriate box(es) below.

I am submitting supporting documents online by the deadline. ☐

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

▲ Exit Previous Save **Next >**

Once you have answered the question, click on the **Next Button**.

Submission Page – Errors, Information and Summary

This gives a summary of the items you have selected and informs you of any errors or information messages on your application.

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

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

Privacy Notice

Privacy notice: Welsh Government grants

Business/Project Plan > Business/Organisation Details

Applicants need to explain why they want to establish the business to give confidence they are doing so with the intention of establishing a viable enterprise.

Provide your reason for seeking to establish a horticultural enterprise	test
Detail the structure of your business.	test

Business/Project Plan > Activity

Applicants will need to state their intention for the new enterprise regarding crops, including the scale of the enterprise in the first year. It is expected that the applicant will have a clear plan for growing a crop or crops. This will be implemented during the contract period.

Provide the area of each crop you intend to grow

Crops	
Crop Type	Area (ha)
lettuce	5
Why have you decided to grow this specific crop or crops?	
test	
Number of customers targeted	100
Value of sales	5000

Business/Project Plan > Resources

Applicants will need to provide a description of the resources available and their scale (e.g. area of land, size of polytunnel etc.)

Where appropriate, detail what agreement you have for their use, i.e. owned, rented, intend to purchase, etc.

For equipment, if you do not have machinery and equipment available to you, or have to purchase all machinery, applicants will need to detail how they intend to undertake the activity.

Detail what resources are currently available to you to establish a horticultural enterprise, these could include access to appropriate land, poly tunnel, glasshouse, hydroponic or vertical growing facility, at a scale that will enable you to establish a commercial horticultural enterprise?	test
---	------

What is the tenure of these resources? (Owned, rented, leased etc.)	test
---	------

Do you have access to the required equipment, which will enable you to establish a horticultural enterprise? (Cultivation equipment, seed drill, planters, harvesting equipment, storage etc.)	test
--	------

Business/Project Plan > Product Sales and Marketing

Applicants must consider their proposed market for the produce, detail any research or considerations taken into account as you consider establishing your horticultural enterprise.

Provide detail of your proposed market for the produce.	test
Detail any market research you have undertaken.	test
What impact will your business have on existing local producers? (Will you be directly competing for the same market with an existing local producer?)	test

Business/Project Plan > Knowledge and Experience

Provide details about your current knowledge and experience.

Experience does not have to be within the horticultural sector and can include wider experience, such as staff management, sales, etc.

What experiences do you have which will benefit you as you establish a horticultural enterprise?	test
Please summarise your current job / role and explain how you plan to manage the new enterprise, considering your current / other roles?	test

Business/Project Plan > Suitability of Investment

Resource efficiency is crucial in order to help achieve a Well-being economy, as well as reducing emissions. Applicants are encouraged to consider how their plans will impact on the environment and to what effect they will have on climate change.

Describe how you intend to grow crops sustainably with consideration of water, soil and air quality and conservation

test

Describe how the business will make the best use of nutrients, reduce emissions and enhance the farm ecosystem.

test

Business/Project Plan > Delivery - Project Delivery

Provide a project plan of the key activities and investments. This must include timescales for all stages.

Project Activities

Activity Name	Description	Proposed Start	Proposed End
test	test	01/01/2023	11/06/2023

Business/Project Plan > Financial and Compliance

What costs do you plan to incur during the establishment of your enterprise? (During initial 12 months) e.g. capital investments, cultivation costs, seeds, harvesting, packaging, marketing costs, etc.

test

During the establishment of the horticulture enterprise, how will you ensure value for money with all investments or expenditure?

test

What funds do you have available to finance the initial establishment of the enterprise prior to grant being received?

test

Why are you unable to establish the enterprise without the grant support?

test

Business/Project Plan > Delivery - Risk and Risk Management

Recognising that there will be some risks to a project, no matter how unlikely, it is important to identify potential risks to assist you to manage the project.

Give details of the key risks that might affect the delivery of the Project:

Risks

Please make at least 5 entries.

Risk	Likelihood	Consequences	Mitigation
test	Low	test	test

Business/Project Plan > Cross Cutting Themes

Please provide evidence of how your project will contribute towards the cross cutting themes of:

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

Equality of opportunity and Gender mainstreaming

test

Tackling Poverty and Social Exclusion

test

Welsh Language

test

Checklist of Supporting Documents

I am submitting supporting documents online by the deadline.

I am submitting supporting documents by mail by the deadline.

Exit

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

Submission Page – Declarations and Undertakings

You must read the Declarations and Undertakings and **tick** the box to confirm you have read and agree to them.

Declaration and Undertakings
Previous Save Next

Please tick the box to accept the declarations and undertakings.

I confirm that I have read and understood the relevant Scheme Rules and Guidance Notes and permit the Welsh Government to use my information to support my application.

I declare that the project would not be carried out without the grant requested and that the funding allocated is necessary for the project to proceed.

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

I understand that the Welsh Government may need to update the rules and conditions to take account of changes made to the Government of Wales Act 2006.

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

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

I have given details that are true, accurate and complete to the best of my knowledge and belief on this application and any supporting documentation.

I confirm that all pre-populated details are correct or have been amended if incorrect.

I undertake to notify Welsh Government of any planned changes to the nature or construction of this project prior to implementation.

I undertake to notify the Welsh Government of any other application for grant aid for this project.

I confirm that no work on this project has been undertaken other than consultancy work, site purchase, the obtaining of quotations, or the drawing up of site plans.

I acknowledge that neither Welsh Government nor any adviser appointed by Welsh Government shall be responsible for any advice given, including without limit any advice given in relation to this application or business development plan, and that I am solely responsible for all business decisions undertaken.

I undertake to notify Welsh Government of any changes to the details provided in the Applicant Details part of the form.

I understand that the Welsh Government displays 'Error' and 'Information' messages in the sections of the application only as an aid for completion and submission of the application.

I will allow officers of the Welsh Government or their duly authorised agent, access to and inspect land and any relevant equipment, facilities and all records and information needed to establish my eligibility and the accuracy of the information provided for which I am making this application.

I agree:

Not to undertake work prior to entering the Small Grants - Horticulture Start Up scheme that damages the environment and understand that such action could result in rejection of my application.

I agree to maintain adequate insurances to cover against the risks which may arise in connection with any property or any activity undertaken in delivery of the Purposes. We reserve the right to require you to provide proof of your insurance.

I understand that:

The Welsh Government may need to share some information about my Small Grants - Horticulture Start Up application with other organisations and I agree to any necessary disclosures or exchanges of information.

The Welsh Government may also obtain information about me from certain other organisations, or provide information about me to them in order to verify the accuracy of the information, prevent or detect crime and protect public funds. These other organisations include government departments, local authorities and other bodies as appropriate.

The publication and disclosure of information by the Welsh Government will be in accordance with the obligations and duties under the Freedom of Information Act 2000, the Data Protection Act 2018 and the Environmental Information Regulations 2004. Other information provided may also be disclosed where permitted by law.

WARNING - Any person who makes a false declaration or fails to notify the Welsh Government of a material change to the information given in this application may be liable to prosecution. A false, inaccurate or incomplete statement or failure to notify the Welsh Government of any material changes to the information given in this application may result in termination of contract and/or recovery of any Payments.

I agree to the above declarations and undertakings * ☐

Exit Previous Save Next

Once you have read and agreed the Declarations and Undertakings, click on the **Next Button**.

I agree to the above declarations and undertakings *
☒

Previous Save **Next**

Submission Page – Submit

To submit your Small Grants – Horticulture Start Up Full Application, click on the **Submit Button**.

Submit

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

Click the button below to submit your Small Grants - Horticulture Start Up Full Application.

Submit

A Message containing a copy of your submitted Small Grants - Horticulture Start Up Full Application will be available in your online Messages page within one working day.

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Once submitted, you will receive a confirmation which you can print for your own records.

Small Grants - Horticulture Start Up Full Application

Submission Confirmation

A0069702

Help

Submission Confirmation

Small Grants - Horticulture Start Up Full Application : Reference Number: 7719570

Your Small Grants - Horticulture Start Up Full Application was submitted for CRN: A0069702, GOAT WILLOW FARM on 04/07/2022 at 14:20 by Jolene Taylor. A message confirming receipt of your Small Grants - Horticulture Start Up Full Application and a copy of what has been submitted should be available in your online Messages page within one working day. Please check the contents of your Small Grants - Horticulture Start Up Full Application and notify us of any changes required. Changes may be notified in writing or through the RPW Online Messages system. Click the 'Print this Screen' Button to print a copy of this receipt.

Print this Screen

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

Submit Documentation

Exit

Print

Cymraeg

Exit

Once the Full application is submitted, you cannot amend the items you have selected.

What happens next?

There are two possible outcomes from full application appraisal:

1. Your project is ineligible and is not approved for an award. You will be informed of the reasons why your application was not successful via your RPW Online account. You may apply again with the same project should further application windows be made available (amending the application if you wish), **but only if you have not started a horticultural enterprise.**
2. Your project is eligible and is approved for an award. A contract will be issued to you setting out the terms and conditions of the award via your RPW Online account which you will be asked to accept within 30 days as agreement that you accept the terms and conditions therein. The contract offer will also provide you with the authority to start work. **You will need to accept or decline the offer of contract within 30 days.** Failure to accept the contract within 30 days will lead to the contract being withdrawn.

Contacts

RPW Online

Access the RPW Online service via the Government Gateway at www.gateway.gov.uk, or once you have enrolled for the RPW Online service, access it via www.wales.gov.uk/RPWOnline. If you are not yet registered with RPW Online, please refer to the Welsh Government website for the how to register guidance or call the Customer Contact Centre on 0300 062 5004.

Enquiries – Customer Contact Centre

For all enquiries, please contact the [RPW Customer Contact Centre](#)
Enquiries can be submitted via RPW Online at any time.

Access to Welsh Government offices for people with disabilities or special needs

If you have any special needs which you feel are not met by our facilities contact the Customer Contact Centre on 0300 062 5004. Welsh Government officials will then endeavour to make arrangements to accommodate your requirements.

Welsh Government Website

For all of the latest Agricultural and Rural Affairs information, visit the Welsh Government website. By visiting the website, you can also sign up to receive the Gwlad e-news letter.