

Flood and Coastal Erosion Risk Management – Natural Flood Management Grant

How to Complete Guidance

April 2023

		m, within the	ne Flood and Coastal Welsh Government			
	Mae'r ddogfen yma hefyd ar gael yn Gymraeg. This document is also available in Welsh.					
00	© Crown copyright 2022	WG44178	Digital ISBN 978-1-80391-493-0			

Flood and Coastal Erosion Risk Management – Natural Flood Management Grant.

How to Complete Guidance

These instructions will give you step-by-step guidance on how to complete your Flood and Coastal Erosion Risk Management – Natural Flood Management Grant.

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.

Contents

Subject	Page Number	
Rural Payments Wales Online – Home Page		
Forms Page	5	
Flood and Coastal Erosion Risk Management – Natural Flood Management Grant– Getting Started	6	
Introduction Page	6	
Privacy Notice	7	
Project Details	8	
Location details of project	10	
Evidence of flooding	14	
Cost and benefits	17	
Wider benefits and Well-being goals	18	
Details of proposed work	20	
Consultations and Consents	21	
Value for Money	22	
Checklist of supporting documents	22	
Submission Page – Errors, Information and Summary	23	
Submission Page – Declarations and Undertakings	24	
Submission Page – Submit		
Submitting supporting documents	26	

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.



If you are encountering 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.

Rural Payments Wales Online - Home page.

To access the Flood and Coastal Erosion Management– Natural Flood Management Grant application, click the Tab labelled 'Forms' on the RPW Online home screen, as shown below.

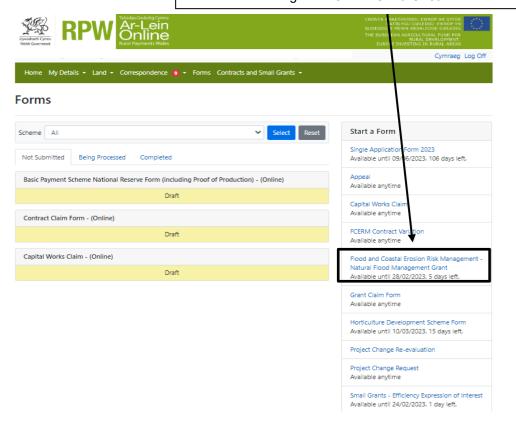


To change the language at any time, click the button located in the top right hand corner bar of the RPW Online information. This will allow you to choose the language your Flood and Coastal Erosion Management – Natural Flood Management Grant application is displayed in.

Forms Page

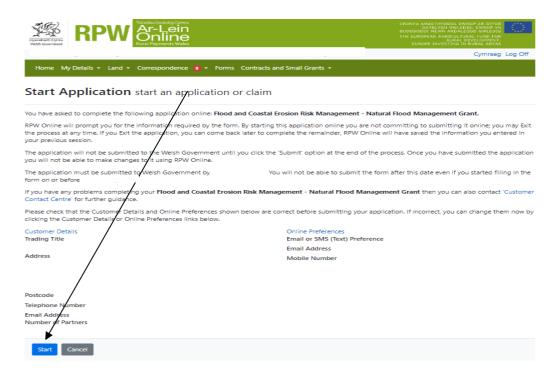
Once you have selected the Forms tab you will see the Forms that are available for you to complete.

Select the Flood and Coastal Erosion Risk Management – Natural Flood Management Grant from the list.



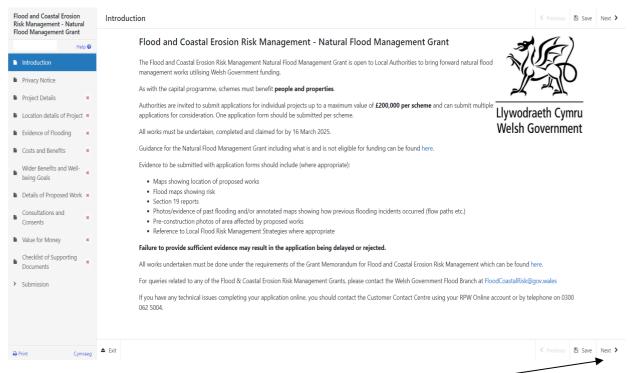
Getting Started

Once you have read the Guidance Booklets, to start your application click the Start Button.



Introduction Page

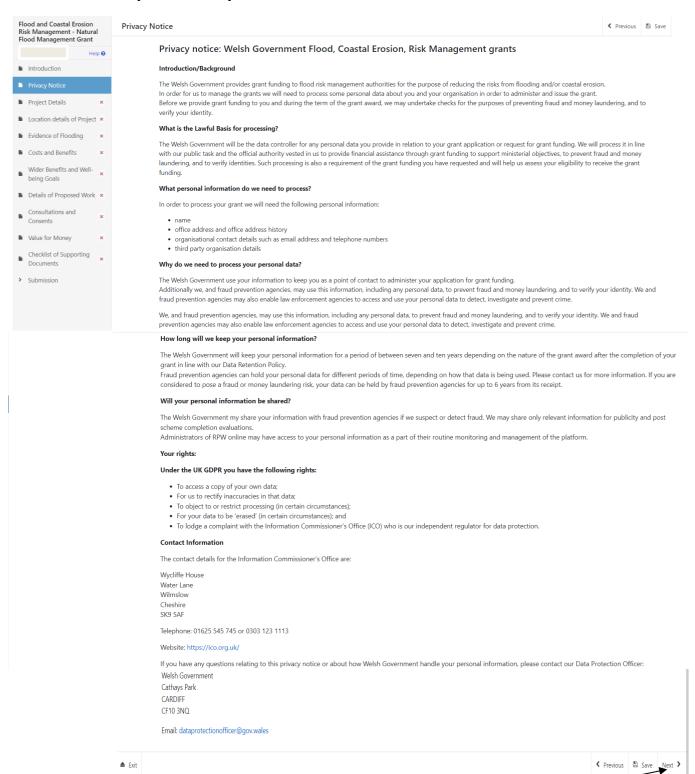
This is the introduction page which provides information about the Flood and Coastal Erosion Risk Management – Natural Flood Management Grant.



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

Privacy Notice

This is the Privacy notice that you must read.

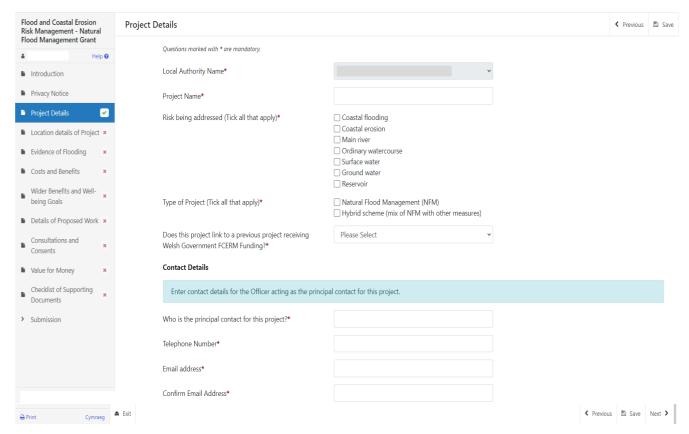


Once you have read the information click on the Next Button.

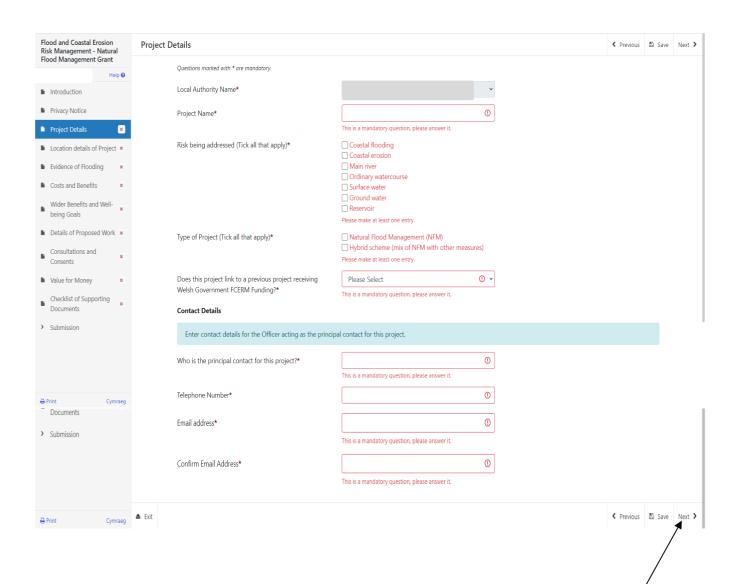
Project Details

You must answer all mandatory questions marked with * on this page.

The Risk Management Authority Name will be automatically populated.



There are basic data integrity checks built into this form and any errors or information messages will appear once you either 'Save' or click 'Next on each page.



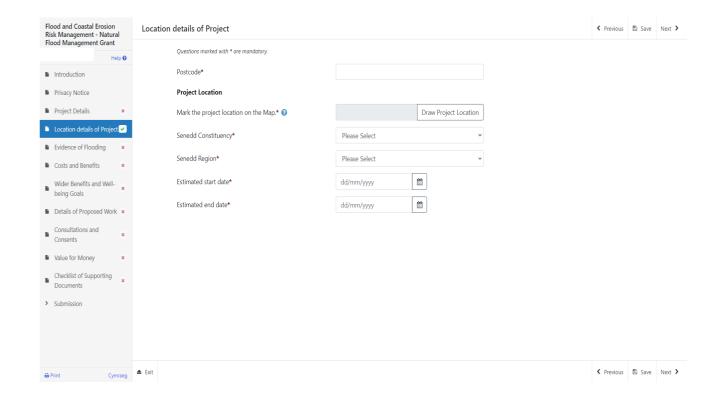
Once you have corrected any errors and answered all the questions on each page click on the Next Button.

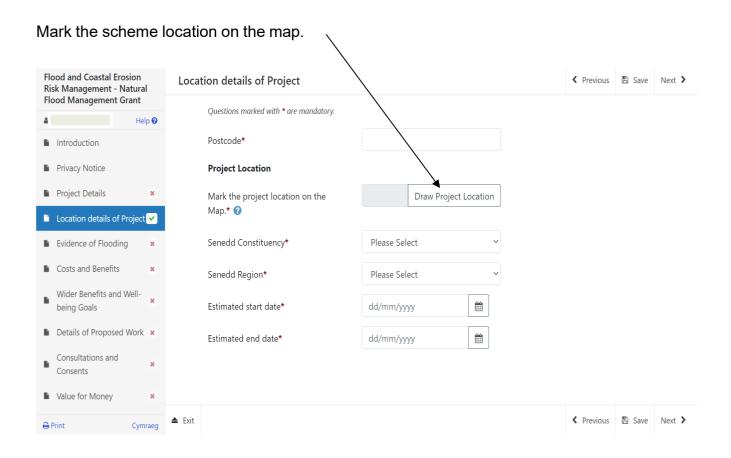
Location details of Project

You must answer all mandatory questions marked with * on this page.

Extra information for questions will be displayed when you place the cursor over the ? symbol on this page.

Enter the location details of the scheme.





The map will open by showing the area covered by the Risk Management Authority submitting the application.

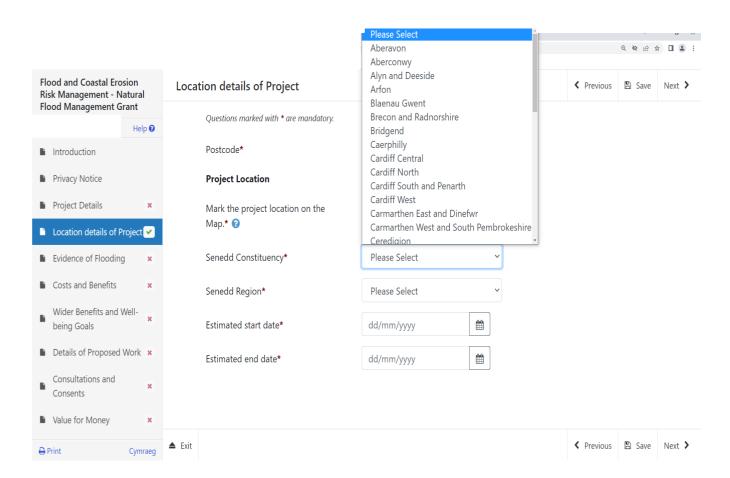
Select area to draw location by using the search bar and selecting name of area or postcode.

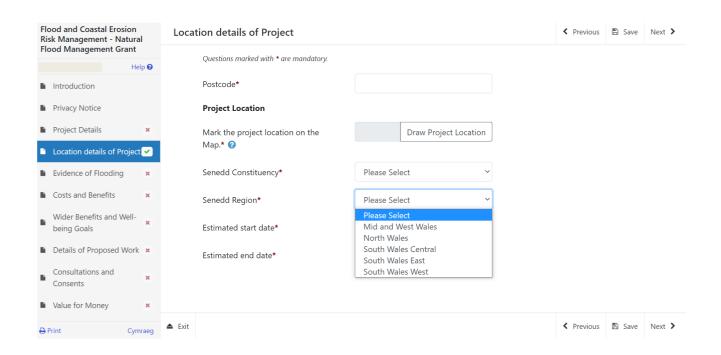


Select +Draw area on the map, when drawing the area click on the map and drag the cursor to create the shape, this will be shown in blue.

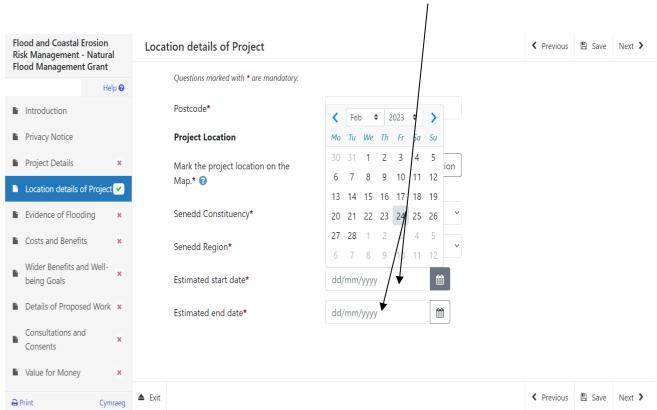


Select the Senedd Constituency and Senedd Region from the drop-down lists.





An estimated scheme start and end date must be selected.

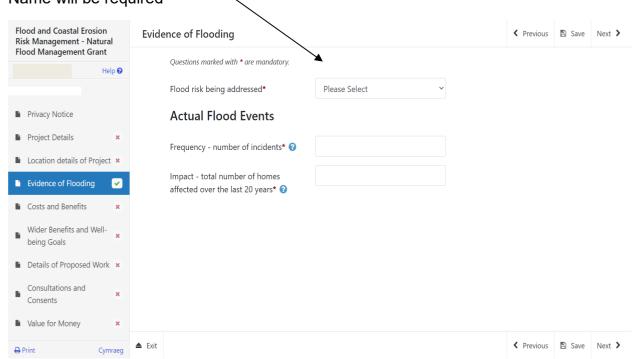


Evidence of flooding

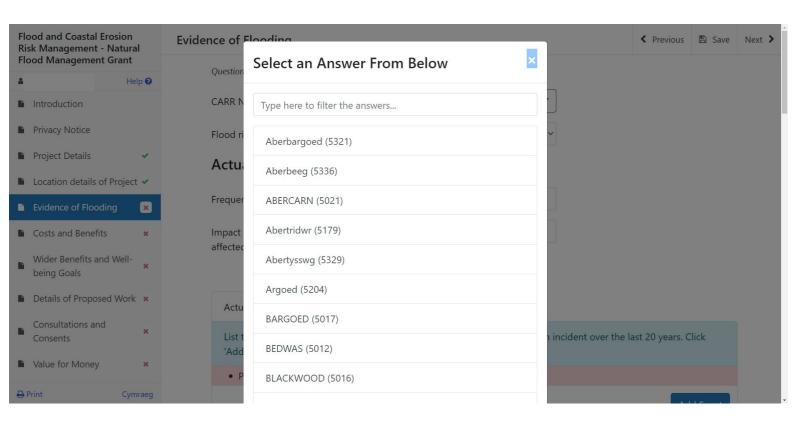
You must answer all mandatory questions marked with * on this page.

Extra information for questions will be displayed when you place the cursor over the ? symbol on this page.

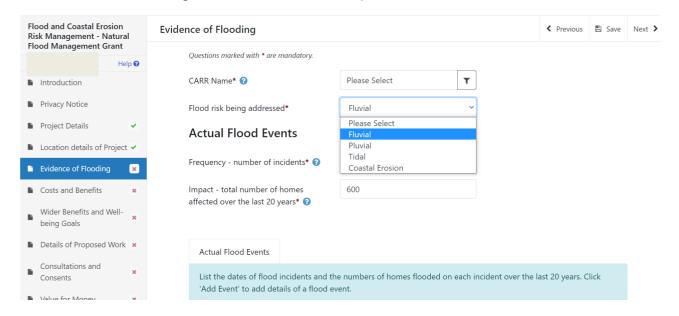
If Coastal Flooding, Main River, Ordinary Watercourse or Surface Water is selected at the 'Risk Being Addressed' question within Project Details section the CARR Name will be required



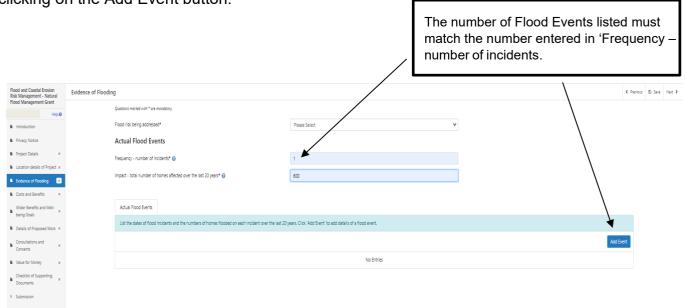
Select the CARR name from the drop-down list. CARR names will display for the Risk Management Authority submitting the application.



Select the flood risk being addressed from the drop-down list.



Once the number of flood incidents is entered you must add further details by clicking on the Add Event button.



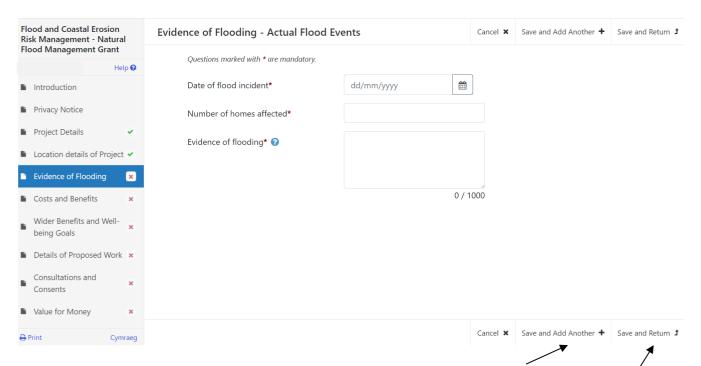
Evidence of flooding - Actual Flood Events

All actual flood events must be entered on this page.

You must answer all mandatory questions marked with * on this page.

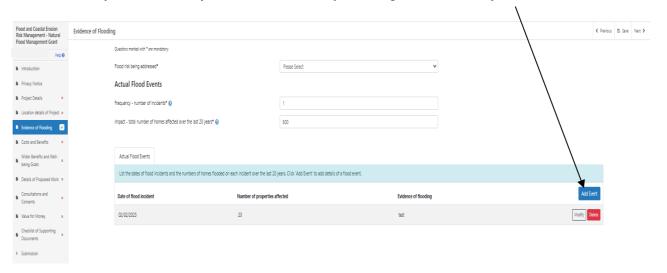
Extra information for questions will be displayed when you place the cursor over the ? symbol on this page.

The date of the flood event must be selected, if only the month of the event is known, use the 1st of that month as the day.



If entering multiple events click on Save and Add Another. Once all events have been entered click on Save and Return to return to the main Evidence of flooding page.

Once all events have been entered a list will appear at the bottom of the page, you can modify or delete any of the incidents by clicking on the Modify or Delete buttons.



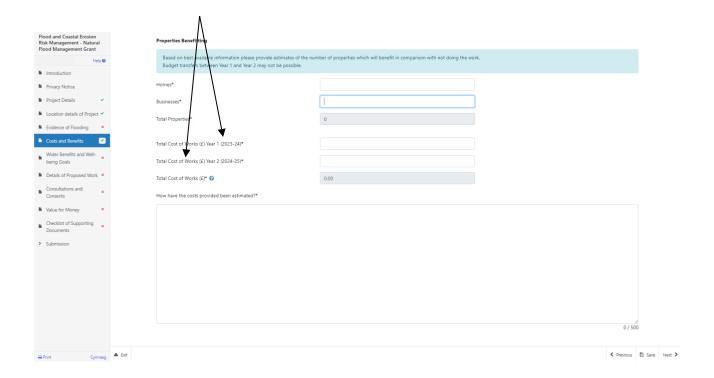
Costs and Benefits

Enter the number of homes and businesses that will benefit, the "Total Properties" will update as these are entered.

You must answer all mandatory questions marked with * on this page.

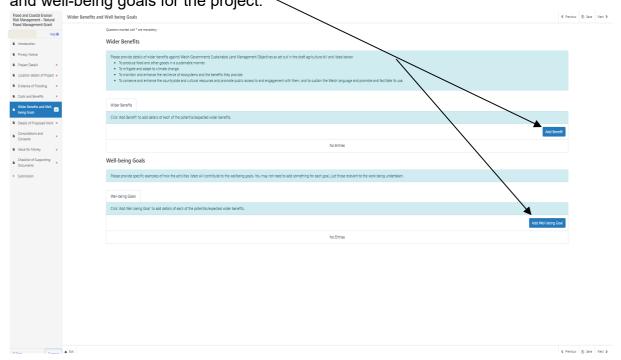
The total cost of the Project should be split over two years. Please enter the amount of Total Costs Works for Year 1 (2023-2024) and for Year 2 (2024-2025). The total of these Two Years cannot exceed £300,000. Should you wish to progress a scheme which you expect to exceed £300k over the two years please contact Flood Branch at Floodcoastalrisk@gov.wales to discuss options.

Please try <u>to divide</u> costs as accurately as possible as budget transfer between these two years may not be possible.



Wider Benefits and Well-being Goals

Click on the Add Benefit and/or Add Well-being Goal button/s to add wider benefits and well-being goals for the project.

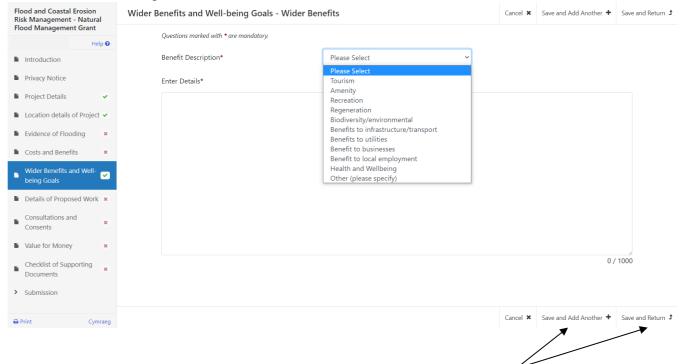


Note. As a condition of this funding you will be asked to report against the wider benefits listed in the text box and below.

- To produce food and other goods in a sustainable manner.
- To mitigate and adapt to climate change.
- To maintain and enhance the resilience of ecosystems and the benefits they provide.
- To conserve and enhance the countryside and cultural resources and promote public access to and engagement with them, and to sustain the Welsh language and promote and facilitate its use."

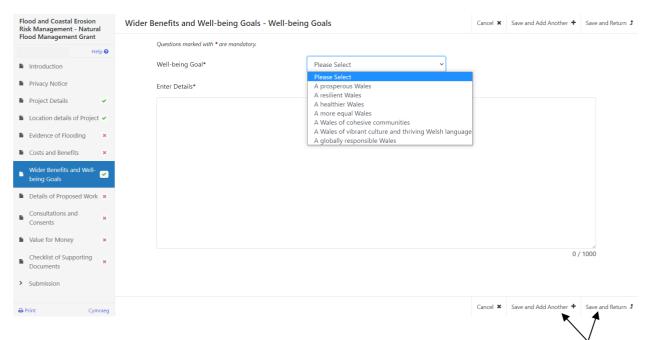
Please make sure you add a line under each of these benefits. Where a wider benefit is not applicable, please indicate this.

You can enter as many Wider Benefits as applicable by selecting from the dropdown list and entering the details in the text box.



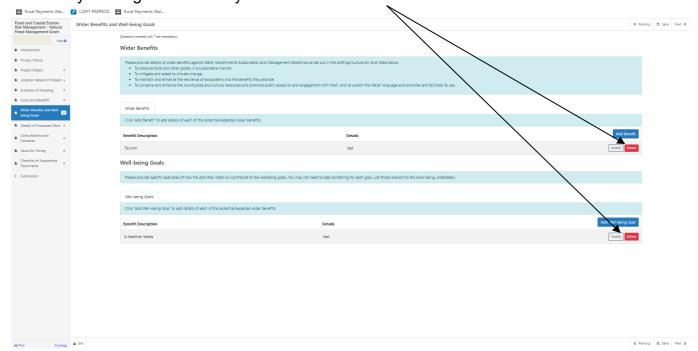
If entering multiple wider benefits click on Save and Add Another, once all wider benefits have been entered click on Save and Return to return to the main Wider Benefits and Well-being Goals screen.

You can enter as many Well-being Goals as applicable by selecting from the drop-down list and entering the details in the text box.



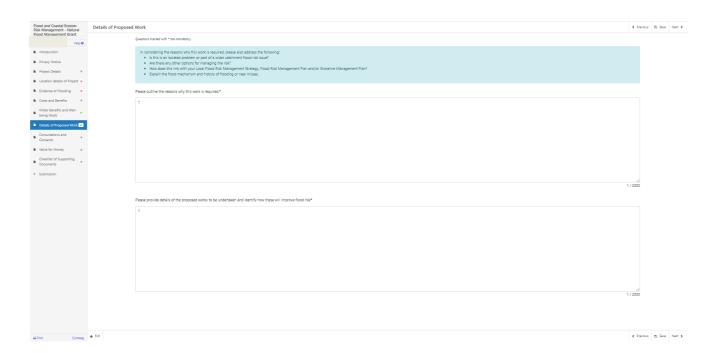
If entering multiple well-being goals click on Save and Add Another. Once all wider benefits have been entered click on Save and Return to return to the main Wider Benefits and Well-being Goals screen.

Once all wider benefits and well-being goals have been entered lists will appear on the Wider Benefits and Well-being Goals page, you can modify or delete any of the benefits by clicking on the Modify or Delete buttons.



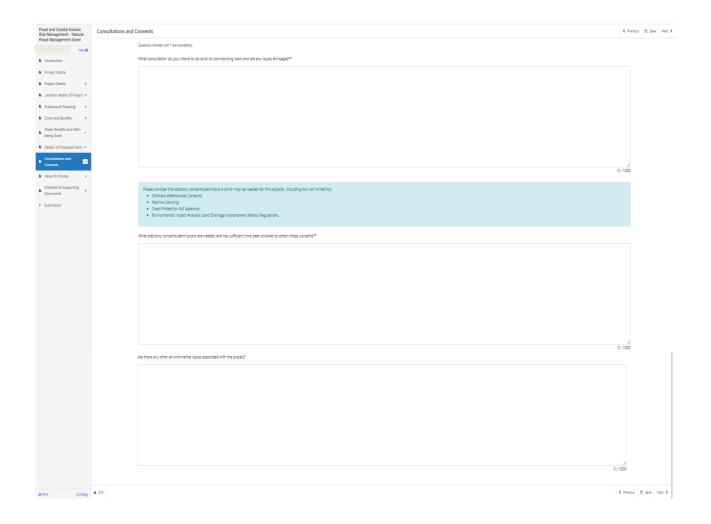
Details of Proposed Work

Enter the details of the proposed work and the reasons why the work is required.



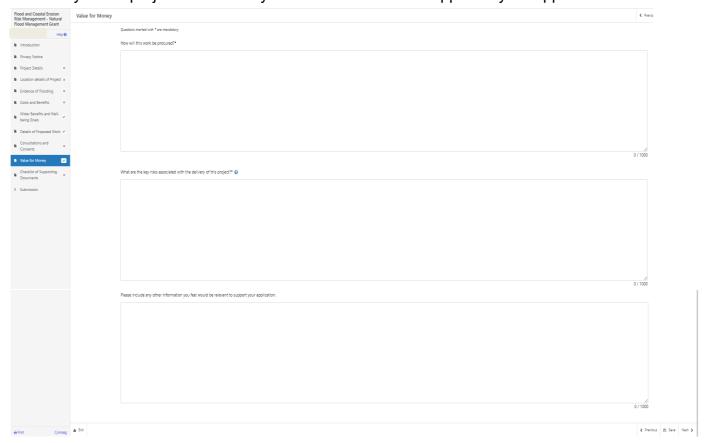
Consultations and Consents

Enter the details of consultations and consents. If applicable enter any other environmental issues associated with the project



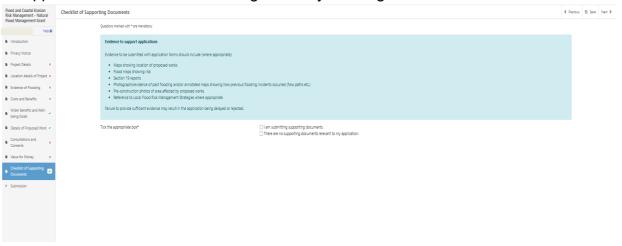
Value for Money

Enter the details of how the work will be procured and the key risks associated with delivery of the project. Include any further information in support of your application.



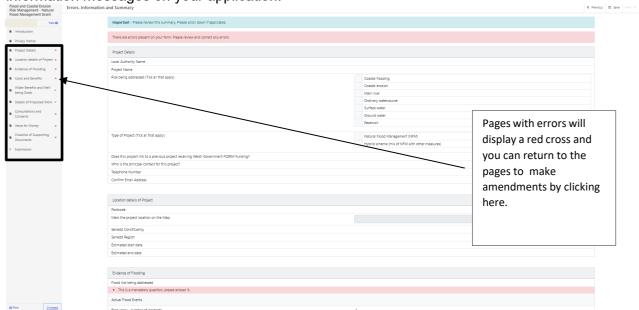
Checklist of Supporting Documents

Supporting documents must be submitted by the closing date either at the time that the application is submitted or through the "My Messages" tab on the Home screen.

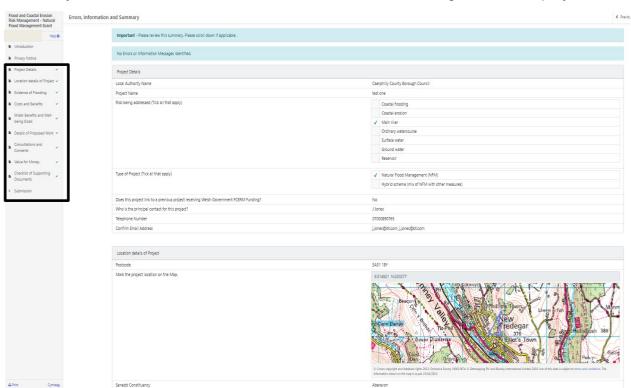


Submission Page – Errors, Information and Summary

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

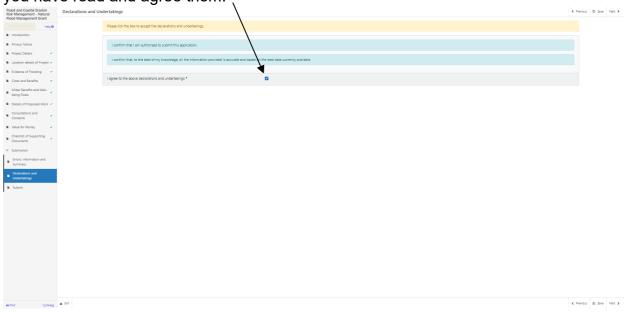


Once any errors have been corrected each section will have a green tick displayed



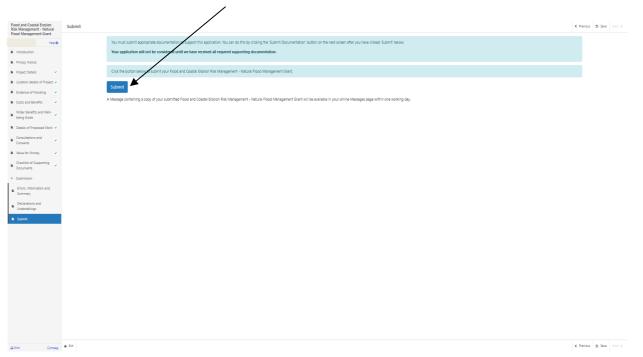
Submission Page – Declarations and Undertakings

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



Submission Page - Submit

To submit your Flood and Coastal Erosion Risk Management — Natural Flood Management Grant click on the Submit Button.



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

You can also submit documentation at this point by clicking on the Submit Documentation button or exit the application.

Once the application has been submitted you are able to start a new application.

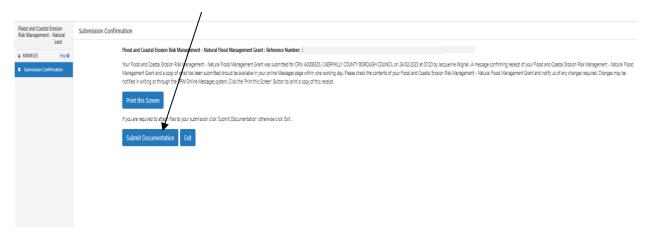


A summary of your completed Flood and Coastal Erosion Management – Natural Flood Management Grant will be added to the 'Messages' page on your RPW Online account under the title "Documents received by RPW". Ensure you check the information submitted thoroughly. If any of the information shown is incorrect, 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.

Submitting Supporting Documents

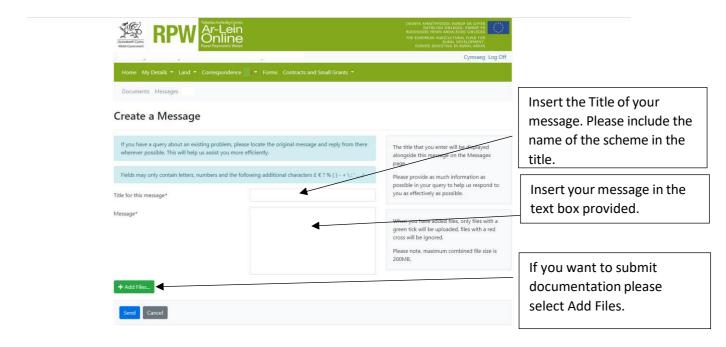
You can submit supporting documentation along with your application by selecting Submit Documentation and follow the Create a Message instructions below.



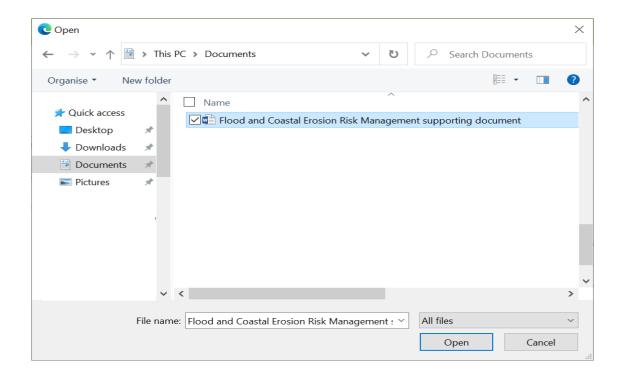
You can also provide the supporting documentation at a later stage by following the guidelines below.

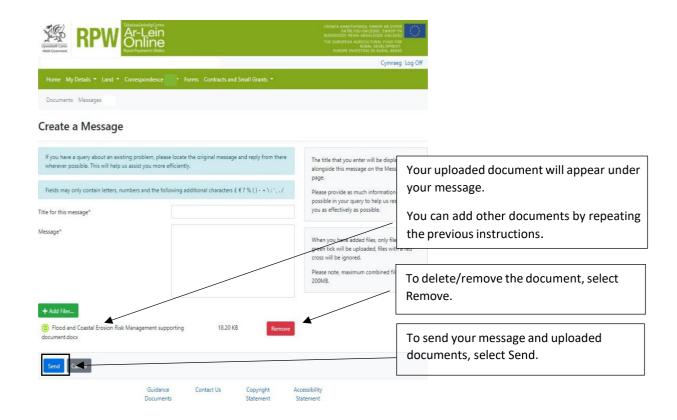
To add any supporting documents click the Correspondence Tab on the RPW Online home screen and select Messages, as shown below.





Choose which file you want to upload into you message and select Open.





Once the message has been sent you will receive a notification on screen with your reference.

