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Llywodraeth Cymru
Welsh Government

**Cronfeydd Strwythurol a
Buddosoddi Ewropeaidd**
**European Structural
and Investment Funds**



Llywodraeth Cymru
Welsh Government

Welsh Government – European Maritime and Fisheries Fund 2014-2020

Measure I.22 Article 42: Added Value, product quality and use of unwanted catches

Standard Costs Scheme (SCS) Using RPW Online to Apply

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Information

These instructions will give you step-by-step guidance on how to complete your Standard Costs Scheme (SCS) 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.

Registration

In order to apply for the EMFF Standard Costs Scheme, you must first register an account on the Government Gateway, and on Rural Payments Wales Online (RPW Online).

Guidance for how to register can be found in the notes entitled 'RPW Online: How to Register' (<https://www.gov.wales/rpw-online-how-register>). Guidance for how to activate your RPW Online account can be found in the notes entitled 'RPW Online: Getting Started' (<https://www.gov.wales/rpw-online-getting-started>).

NOTE: Please follow the above instructions carefully. When creating your RPW Online account, you must set your account type as 'Customer' and then select 'I intend to apply for grants or make claims' or 'I intend to apply or claim and manage my CPH'. You will then be required to fill out more details. Failing to select one of these options will prevent you from claiming should your SCS application be successful.

The steps in this guidance can only be completed once you have created a Government Gateway account and an RPW Online account.

RPW Online: Login

To log into your RPW Online Account, enter your User ID and Password in the boxes and click the 'Log in' button.

RPW Online

Login

New user? [Register](#)

User ID [Forgotten your User ID?](#)

Password [Forgotten your password?](#)

When you have finished your online session, you should either close the browser or log out.
Please do not use the browser back button as it may not function as expected.

[Log in](#) [Cancel](#)

[Guidance Documents](#) [Contact Us](#) [FAQ](#)

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.

RPW Online: Homepage

To access the Added Value (Fisheries) application, 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 / English button.

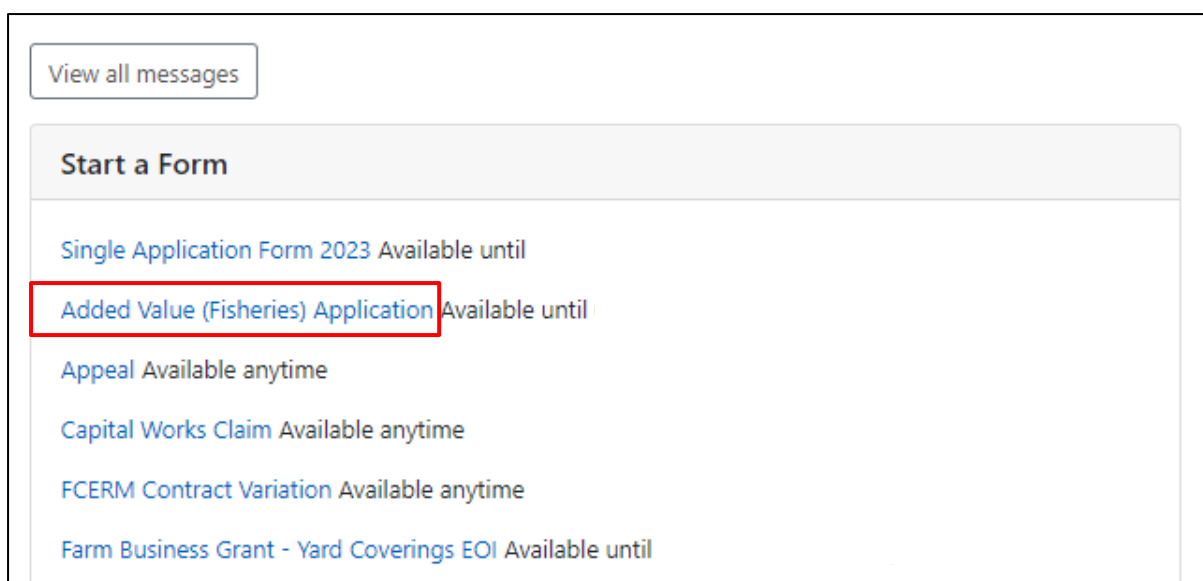
located in the top right hand corner bar of the RPW Online information. This will allow you to choose the language your application is displayed in.

Forms Page

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

The screenshot shows the RPW Ar-Lein Online portal. At the top, there is a header with the Welsh Government logo, the RPW logo, and the text 'Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales'. To the right, there is a banner for the European Agricultural Fund for Rural Development. Below the header, there is a navigation menu with 'Home', 'My Details', 'Land', 'Correspondence', 'Forms', and 'Contracts and Small Grants'. The 'Forms' tab is selected. The main content area is titled 'Forms' and features a dropdown menu for 'Scheme' set to 'All', with 'Select' and 'Reset' buttons. Below this, there are tabs for 'Not Submitted', 'Being Processed', and 'Completed'. The main content area lists three forms: 'Agricultural Diversification Scheme Application - (Online)' with a 'Draft' status, 'Appeal - (Online)' with a 'Draft' status, and 'Basic Payment Scheme National Reserve Form (including Proof of Production) - (Online)' with a 'Draft' status. On the right, there is a 'Start a Form' sidebar with a list of forms: 'Single Application Form 2023' (Available until), 'Added Value (Fisheries) Application' (Available until, highlighted with a red box), 'Appeal' (Available anytime), 'Capital Works Claim' (Available anytime), and 'FCERM Contract Variation' (Available anytime).

The Form is also available in the 'Start a Form' section at the bottom of the 'Home' screen, click the relevant scheme name you wish to apply for. The Added Value (Fisheries) Application form will be available here until the closing date of the window.



SCS Application: Getting Started

Before beginning an application, please read the SCS Guidance Notes.

<https://www.gov.wales/support-added-value-product-quality-and-use-unwanted-catches-standard-cost-applications-guidance>

Start your application by clicking the 'Start' button.

The screenshot shows the RPW Ar-Lein Online portal interface. At the top, there is a header with the Welsh Government logo, the RPW Ar-Lein Online logo, and the European Union flag with text in Welsh and English. Below the header is a navigation bar with a green background containing links for Home, My Details, Land, Correspondence (with a red '41' notification), Forms, and Contracts and Small Grants. The main content area is titled 'Start Application start an application or claim'. It contains several paragraphs of text explaining the application process, including a warning that the application will not be submitted until the 'Submit' option is clicked. There are also links for 'Customer Details' and 'Online Preferences'. At the bottom of the form area, there are 'Start' and 'Cancel' buttons. A footer contains links for 'Guidance Documents', 'Contact Us', 'Copyright Statement', and 'Accessibility Statement'.

Continue Application/Start Again

Once you start your application, you have the option to leave it and return to it again. If you are accessing an application that you have started previously, then you will be able to Continue (blue button at the bottom of the screen), or Start Again by clicking the link shown on this screenshot:

The screenshot shows the RPW Ar-Lein Online portal. At the top, there are logos for the Welsh Government and the European Union, along with text in Welsh and English: 'Taliadau Gwledig Cymru', 'Ar-Lein Online', 'Rural Payments Wales', 'CRONFA AMAETHYDDOL EWROP AR GYFER DATBYGU GWLEDIG EWROP YN BUDDSODDI Mewn ARDALEDDO GWLEDIG', and 'THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT: EUROPE INVESTING IN RURAL AREAS'. A navigation bar includes 'Home', 'My Details', 'Land', 'Correspondence 193', 'Forms', and 'Contracts and Small Grants'. The main heading is 'Continue Application continue an application or claim'. The text explains that the user has an existing 'Added Value (Fisheries) Application' and can either click 'Continue' or 'Start Again' (highlighted with a red box). It also provides instructions on how to exit and return to the application, and lists links for 'Customer Details' and 'Online Preferences' (Email or SMS (Text) Preference, Email Address, Mobile Number). A status bar at the bottom indicates the application was last updated on 20/03/2023 at 17:48 by 'Charlies Estate Agent'. At the bottom left, there are 'Continue' (highlighted with a red box) and 'Back' buttons.

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

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

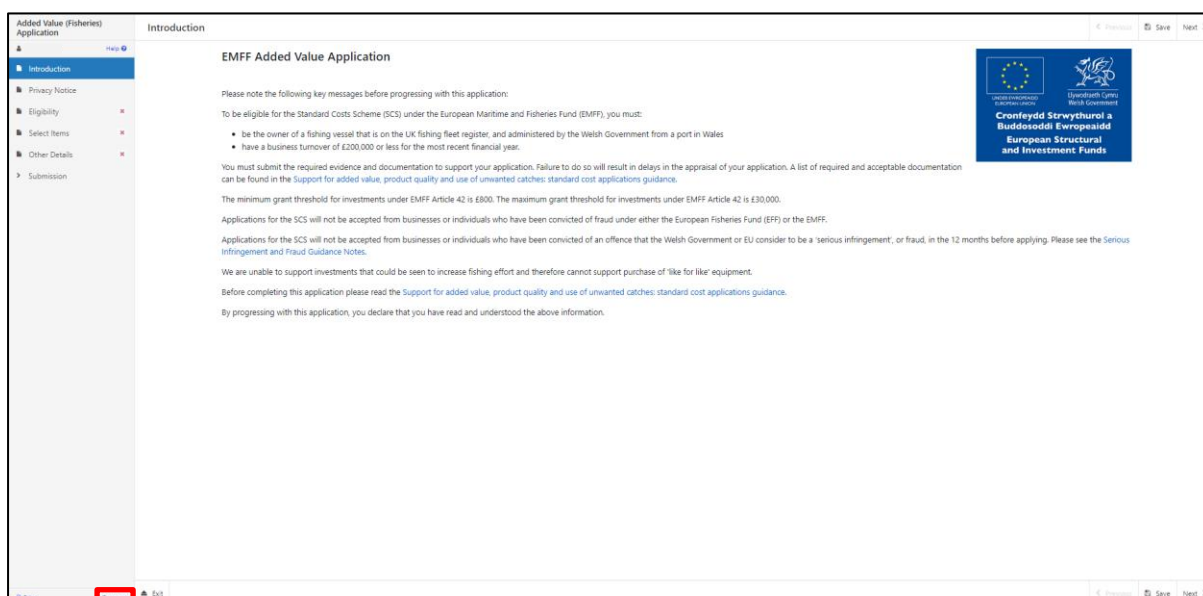
The screenshot shows the RPW Ar-Lein Online portal. The header includes the Welsh Government logo, the RPW logo, and the text 'Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales'. On the right, it mentions 'CRONFA AMAETHYDDOL EWROP AR GYFER DATBLYGU GWLEDIG; EWROP YN BUDDSODDI MEWN ARDALEODD GWLEDIG' and 'THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT; EUROPE INVESTING IN RURAL AREAS'. Below the header is a navigation menu with 'Home', 'My Details', 'Land', 'Correspondence 193', 'Forms', and 'Contracts and Small Grants'. The main heading is 'Added Value (Fisheries) Application - Delete / Start Again'. The content explains that this option will remove the application and undo all changes since starting. It lists two actions: 'remove all of the information that you have added' and 'un-set all of the questions that you have answered'. It also states that a new application can be started with the latest available data. A confirmation question 'Do you wish to proceed with this option?' is followed by two buttons: 'Yes' (blue) and 'No' (grey). The footer contains links for 'Guidance Documents', 'Contact Us', 'Copyright Statement', and 'Accessibility Statement'.

Introduction

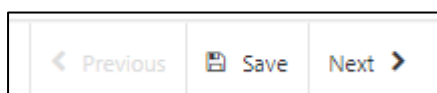
This is the Introduction page which provides key information about the scheme you are applying for.

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

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

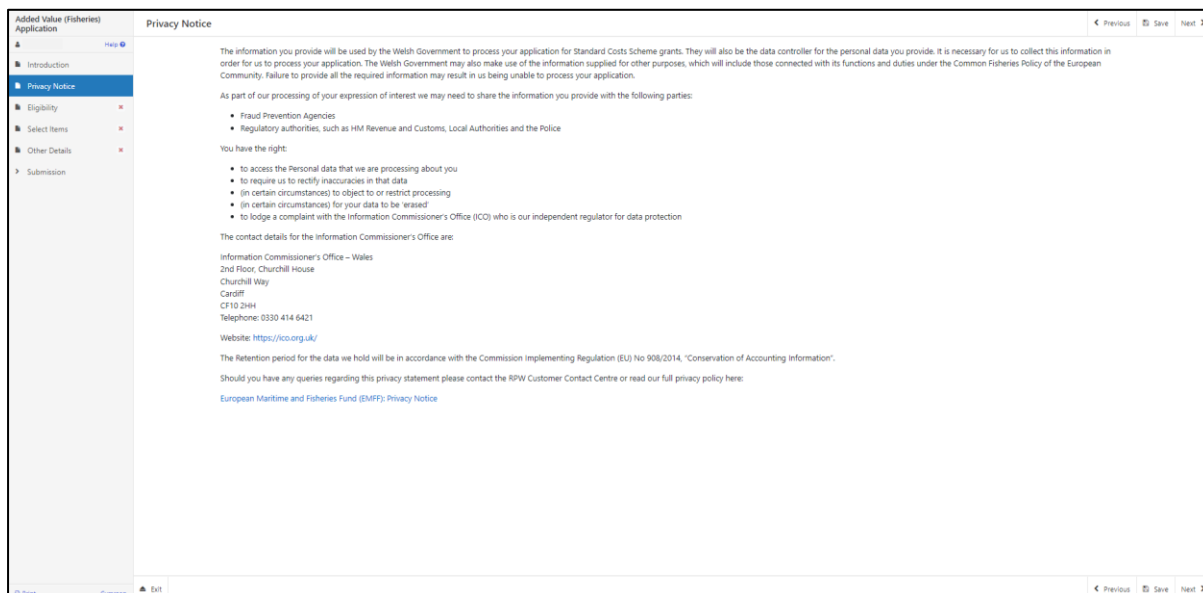


Once you have read the information, click on the 'Next' button.



Privacy Notice

This is the Privacy Notice page which provides information about how your data will be managed by the Welsh Government.



Once you have read the information, click on the 'Next' button.



Eligibility Questions

This is the Eligibility page, which contains questions that establish your eligibility for the scheme. You must answer all questions on this page.

The screenshot shows the 'Eligibility' page of the 'Added Value (Fisheries) Application'. The page has a sidebar on the left with navigation links: Introduction, Privacy Notice, Eligibility (selected), Select Items, Other Details, and Submission. The main content area contains the following elements:

- Questions marked with * are mandatory.
- A checkbox question: "I confirm my business turnover was £200,000 or less in the most recent financial year. *"
- A radio button question: "What is the size of your Business or Organisation?*" with three options: Micro-enterprise (0 to 9 employees), SME enterprise (10 to 250 employees), and Large enterprise (more than 250 employees).
- A section titled "Your Vessel Details" with a light blue header: "Please enter the details for each vessel involved in your project. Eligible vessels are those you own or are the part owner of, are on the UK fishing fleet register and are administered by the Welsh Government from a port in Wales."
- A sub-section "Vessel Details" with a light blue header: "To add details of a vessel, click the 'Add Vessel' button."
- A table with the text "No Entries" and an "Add Vessel" button.

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

This screenshot is identical to the previous one, but it shows an error message in the 'Your Vessel Details' section. The error message is: "Please make at least one entry." This message is displayed in a red box below the "Vessel Details" header. Additionally, the radio button options for business size now include red error messages: "To be eligible, you must meet this requirement." for the Micro-enterprise option, and "This is a mandatory question, please answer it." for the Large enterprise option.

If an error message is visible when the details you have entered are correct, click the 'Save' button to update the form and resolve any old error messages. Throughout this form, it is good practice to click the 'Save' button once you have completed all the questions on-screen.

Vessel Details

You must enter details of at least one vessel which is eligible for the scheme. To do so, click the 'Add Vessel' button.

Your Vessel Details

Please enter the details for each vessel involved in your project. Eligible vessels are those you own or are the part owner of, are on the UK fishing fleet register and are administered by the Welsh Government from a port in Wales.

Vessel Details

To add details of a vessel, click the 'Add Vessel' button.

- Please make at least one entry.

Add Vessel

No Entries

Clicking 'Add Vessel' takes you to the 'Vessel Details' screen, where you can enter information about vessels you own, or are the part-owner of. You must answer all questions on this page.

Clicking on the question marks will provide information on the correct format for Community Fleet References (CFRs) and Port Letters and Numbers (PLNs).

Eligibility - Vessel Details

Cancel Save and Add Another Save and Return

Questions marked with * are mandatory.

Name of vessel*

Community Fleet Reference (CFR)*

Port Letters and Numbers (PLN)*

Are you the full-owner or part-owner of the vessel?* Full owner Part owner

Overall registered length of vessel (m)*

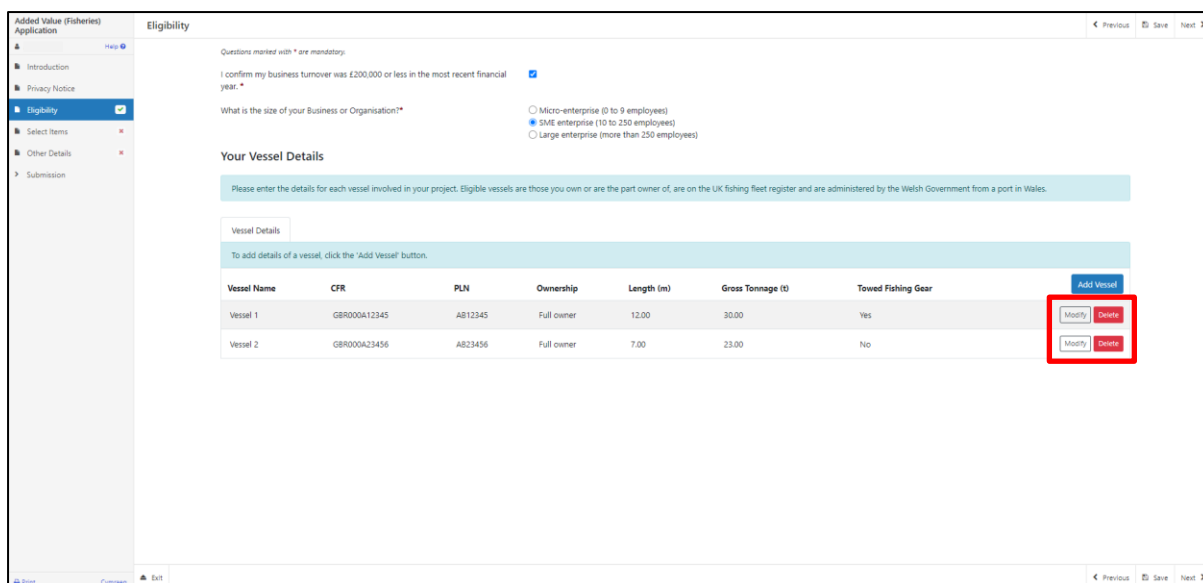
Gross Tonnage (t)*

Does this vessel use towed fishing gear?* Yes No

Once you have answered all of the questions, click on the 'Save' button, and then on the 'Save and Return' button.

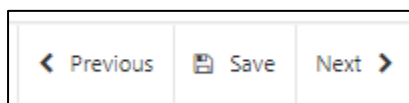
Eligibility: Complete

The Eligibility screen will now show the vessel details you have entered.



Vessel details can be modified or deleted by using these buttons.

Once you have checked that the details you have entered are correct, click the 'Next' button.

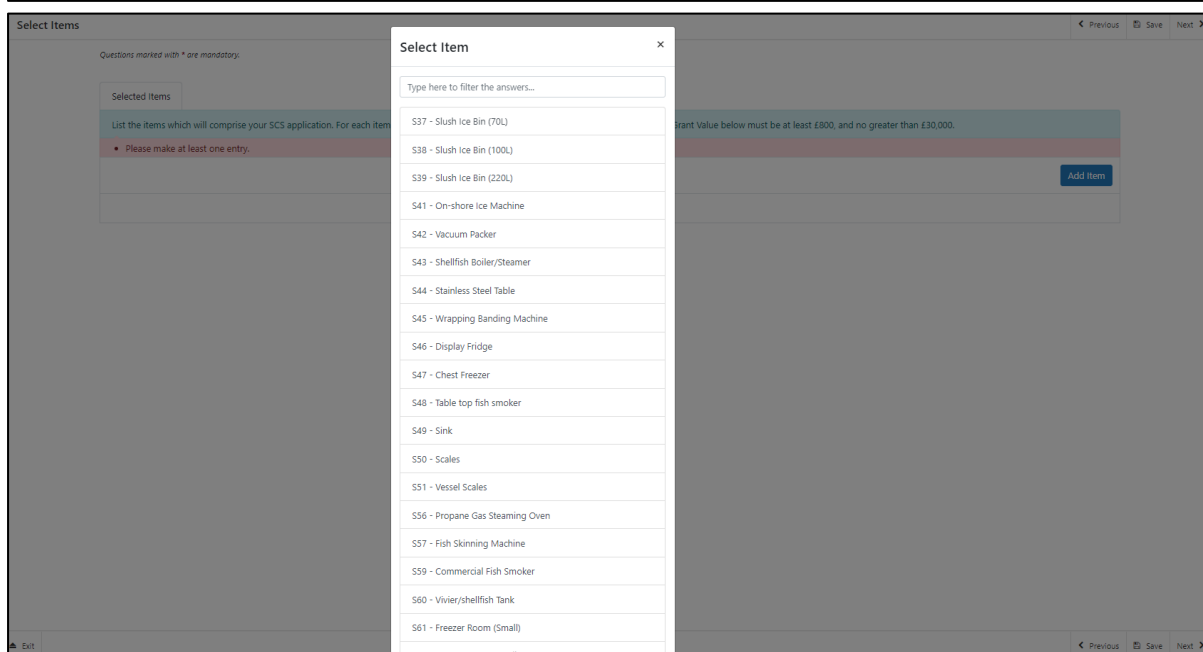
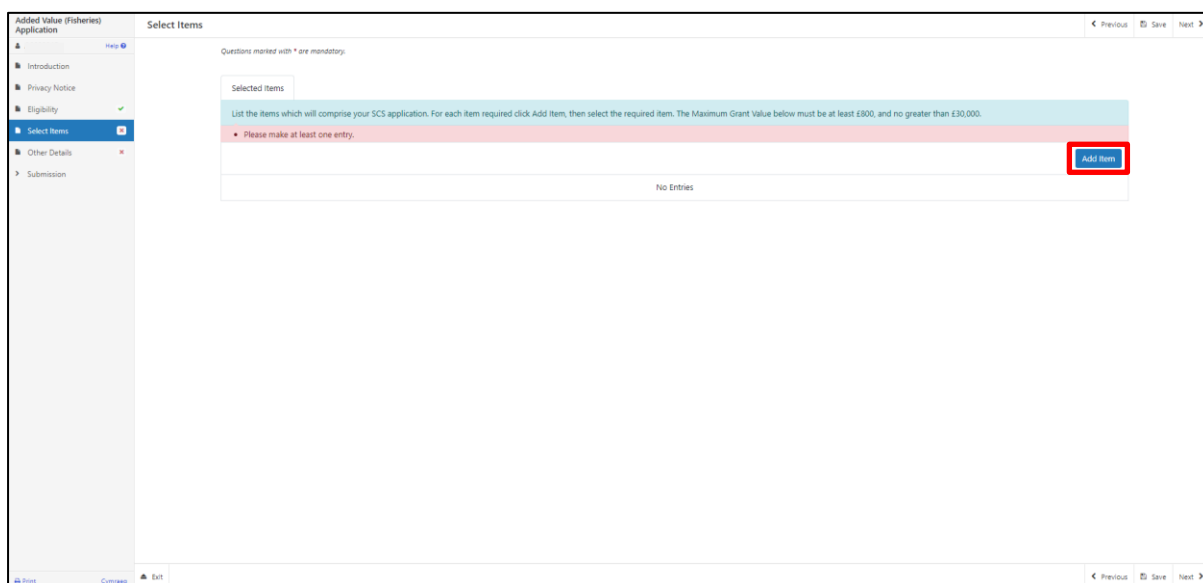


Select Items

Before choosing your items, ensure you have read the List of Eligible Items, found in the guidance entitled Support for added value, product quality and use of unwanted catches: list of items eligible for funding. This will give you the specifications, cost and score for each item.

[Support for added value, product quality and use of unwanted catches: list of items eligible for funding | GOV.WALES](#)

Click the 'Add Item' button to see a drop-down list of all available items.



You can search the available options by scrolling, or by typing their names in the search bar at the top of the list. The List of Eligible Items can be found in the Support for added value, product quality and use of unwanted catches: list of items eligible for funding.

Selected Items

Clicking on an item will take you to the 'Selected Items' screen, where you can read the item description and find the amount of grant money you will receive per item if your application is successful.

The screenshot shows the 'Selected Items' screen with the following details:

Item	S37 - Slush Ice Bin (70L)
Description	Small (70 litre) insulated fish box for storing ice on board fishing vessels to retain catch quality
Payment Rate	£ 95.26
Quantity *	2
Value	£ 190.52

Callout boxes provide the following information:

- Quantity:** Enter the quantity of the item you wish to apply for here. Please note that some items will have a fixed maximum quantity. An error message will appear if you exceed that value.
- Payment Rate:** The 'Payment Rate' will be based on the intervention rate that has been determined on the applicant type and vessel details provided.
- Value:** The 'Value' will be adjusted based on the value you enter for 'Quantity'. This will show you the total grant amount you will receive for this item/these items.

Once the details on this page are correct, click the 'Save' button, followed by the 'Save and Return' button to return to the 'Select Items' screen.

The screenshot shows the 'Select Items' screen with the following details:

Code	Description	Quantity	Value
S37	Slush Ice Bin (70L)	2	£190.52
S41	On-shore Ice Machine	1	£1,546.00
Total Score		0.5759	
Maximum Grant Value		£1,736.52	

You may now continue to add items to your application. Please ensure that your Maximum Grant Value falls between the minimum and maximum thresholds described on-screen.

If the number of investment items exceed the Maximum Grant value of £30,000, you must remove an item.

Select Items ← Previous Save Next →

Questions marked with * are mandatory.

You must enter your Vessel details (including Vessel Length) in the Eligibility section before you can Select Items.

Selected Items

List the items which will comprise your SCS application. For each item required click Add Item, then select the required item. The Maximum Grant Value below must be at least £800, and no greater than £30,000.

• The Maximum Grant Value has exceeded £30,000. Please reduce the quantity or remove one or more items.

Code	Description	Quantity	Value	Add Item
SC46	Display Fridge	1	£940.74	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
SC41	On-shore Ice Machine	1	£2,473.59	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
SC63	Freezer Room (Large)	2	£15,094.50	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
SC43	Shellfish Boiler/Steamer	1	£2,299.74	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
SC56	Propane Gas Steaming Oven	1	£3,110.54	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
SC57	Fish Skinning Machine	1	£4,780.80	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
SC60	Vivier/shellfish Tank	1	£3,840.00	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
			Total Score	0.0953
			Maximum Grant Value	£32,539.91

Once you have selected all your items click on the 'Next' button.

← Previous

Next →

Other Details

This is the 'Other Details' page, which contains further questions about your investment. You must answer all the questions on this page.

Added Value (Fisheries) Application

Other Details

Questions marked with * are mandatory.

This section captures details about the investment and the expected benefits.

To which type of fishing activity does this investment relate?*

Sea Fishing
 Inland Fishing
 Both

Type of Operation:**
 Investments that improve the quality of the fishery products
 Investments that add value to products

Number of fishermen concerned with (benefiting from) the investment*

What is the gender of the lead beneficiary?*

Male
 Female
 Prefer not to say
 Self identify

Result Indicators

For each of the questions below, enter Yes if you expect the investment to result in a beneficial change.
 Failure to enter Yes against at least one Result Indicator may result in your application being rejected.
 It should be noted that Welsh Government will be contacting you after the investment has been made to determine the results actually achieved.

[1.3] Will the investment change the annual net profit?*

Yes No

[1.5] Will the investment change the fuel consumption and/or catch landed?*

Yes No

[1.8] Will the investment change the level of Employment (FTE) maintained in the fisheries sector or complementary activities?*

Yes No

[1.9a] Will the investment change the number of work related injuries or accidents?*

Yes No

Other Details: Results Indicators

The ‘Result Indicators’ section contains questions which establish the change that your investment is expected to make to your business.

Result Indicators

For each of the questions below, enter Yes if you expect the investment to result in a beneficial change.
 Failure to enter Yes against at least one Result Indicator may result in your application being rejected.
 It should be noted that Welsh Government will be contacting you after the investment has been made to determine the results actually achieved.

[1.3] Will the investment change the annual net profit?*

Yes No

[1.5] Will the investment change the fuel consumption and/or catch landed?*

Yes No

[1.8] Will the investment change the level of Employment (FTE) maintained in the fisheries sector or complementary activities?*

Yes No

[1.9a] Will the investment change the number of work related injuries or accidents?*

Yes No

Clicking on the ‘Yes’ option for any of these questions will result in additional questions appearing below, which must then be answered.

European Maritime and Fisheries Fund – Standard Costs Scheme Guidance Notes

Result Indicators

For each of the questions below, enter Yes if you expect the investment to result in a beneficial change.

Failure to enter Yes against at least one Result Indicator may result in your application being rejected.

It should be noted that Welsh Government will be contacting you after the investment has been made to determine the results actually achieved.

[1.3] Will the investment change the annual net profit? Yes No

Annual net profit before the investment (£)*

Forecast annual net profit after the investment (£)*

Forecast change in annual net profit (£)

[1.5] Will the investment change the fuel consumption and/or catch landed? Yes No

Annual fuel consumption before the investment (litres)*

Annual catch landed before the investment (tonnes)*

Annual fuel consumption before the investment (litres per tonne)

Forecast annual fuel consumption after the investment (litres)*

Forecast annual catch landed after the investment (tonnes)*

Forecast annual fuel consumption after the investment (litres per tonne)

Forecast reduction in annual fuel consumption (litres per tonne)

[1.8] Will the investment change the level of Employment (FTE) maintained in the fisheries sector or complementary activities? Yes No

Number of jobs considered to be at risk before the investment (FTE jobs to 1 decimal place)*

Forecast number of jobs considered to be at risk after the investment (FTE jobs to 1 decimal place)*

Forecast reduction in number of jobs considered to be at risk (FTE jobs to 1 decimal place)

[1.9a] Will the investment change the number of work related injuries or accidents? Yes No

Annual number of injuries or accidents before the investment*

Forecast annual number of injuries or accidents after the investment*

Forecast reduction in number of annual work related accidents or injuries

Failure to answer ‘Yes’ to any of these questions suggests that your business may not accrue any benefit from the investment. You must enter ‘Yes’ for atleast one of the questions or you will not be able to proceed any further with your application.

Result Indicators

For each of the questions below, enter Yes if you expect the investment to result in a beneficial change.

Failure to enter Yes against at least one Result Indicator may result in your application being rejected.

It should be noted that Welsh Government will be contacting you after the investment has been made to determine the results actually achieved.

[1.3] Will the investment change the annual net profit? Yes No

[1.5] Will the investment change the fuel consumption and/or catch landed? Yes No

[1.8] Will the investment change the level of Employment (FTE) maintained in the fisheries sector or complementary activities? Yes No

[1.9a] Will the investment change the number of work related injuries or accidents? Yes No

• You have not declared a beneficial change for this investment. You must enter ‘Yes’ for at least one of the above questions.

Result Indicators

For each of the questions below, enter Yes if you expect the investment to result in a beneficial change.
Failure to enter Yes against at least one Result Indicator may result in your application being rejected.
It should be noted that Welsh Government will be contacting you after the investment has been made to determine the results actually achieved.

[1.3] Will the investment change the annual net profit?* Yes No

[1.5] Will the investment change the fuel consumption and/or catch landed?* Yes No

[1.8] Will the investment change the level of Employment (FTE) maintained in the fisheries sector or complementary activities?* Yes No

Number of jobs considered to be at risk before the investment (FTE jobs to 1 decimal place)*

Forecast number of jobs considered to be at risk after the investment (FTE jobs to 1 decimal place)*

Forecast reduction in number of jobs considered to be at risk (FTE jobs to 1 decimal place)

[1.9a] Will the investment change the number of work related injuries or accidents?* Yes No

Annual number of injuries or accidents before the investment*

Forecast annual number of injuries or accidents after the investment*

Forecast reduction in number of annual work related accidents or injuries

These figures are automatically calculated for the difference before and after the investment based on the information entered.

Once you have completed all the questions on this page, please click on the 'Next' button.

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

Submission Page: Errors, Information and Summary

This screen presents a summary of the items you have selected and the details you have entered.

The screenshot shows the 'Errors, Information and Summary' page with a sidebar on the left containing navigation options: Introduction, Privacy Notice, Eligibility, Select Items, Other Details, Submission, Errors, Information and Summary (highlighted), Declaration and Undertakings, and Submit. The main content area displays a summary of the application with the following sections:

- Important:** Please review this summary. Please scroll down if applicable.
- No Errors or Information Messages Identified.**
- Introduction:** EMFF Added Value Application
- Eligibility:** I confirm my business turnover was £200,000 or less in the most recent financial year. * (checked). What is the size of your Business or Organisation? (SME enterprise (10 to 250 employees) checked).
- Your Vessel Details:**

Vessel Name	CFR	PLN	Ownership	Length (m)	Gross Tonnage (t)	Towed Fishing Gear
Vessel 1	GBR000A12345	AB12345	Full owner	12	30	Yes
Vessel 2	GBR000A23456	AB33456	Full owner	7	23	No
- Select Items:**

Code	Description	Quantity	Value
S37	Slush Ice Bin (70L)	2	£190.52
S41	On-shore Ice Machine	1	£1,546.00
Total Score			0.5759
Maximum Grant Value			£1,736.52

It also highlights any errors found throughout the form.

This screenshot shows the same 'Errors, Information and Summary' page, but with several sections highlighted in red to indicate errors. A red cross is visible in the sidebar next to 'Eligibility' and 'Other Details'. A text box with an arrow pointing to the sidebar contains the following text:

Pages with errors will display a red cross and you can return to the pages to make amendments by clicking on the sidebar.

The main content area shows the following error messages:

- Important:** Please review this summary. Please scroll down if applicable.
- There are errors present on your form. Please review and correct any errors.**
- Eligibility:** I confirm my business turnover was £200,000 or less in the most recent financial year. * (To be eligible, you must meet this requirement).

You must resolve all errors before you can submit the application. Once you have checked the summary and corrected any errors click on the 'Next' button.

The navigation buttons are: < Previous, Save, Next >

Submission: Declarations and Undertakings

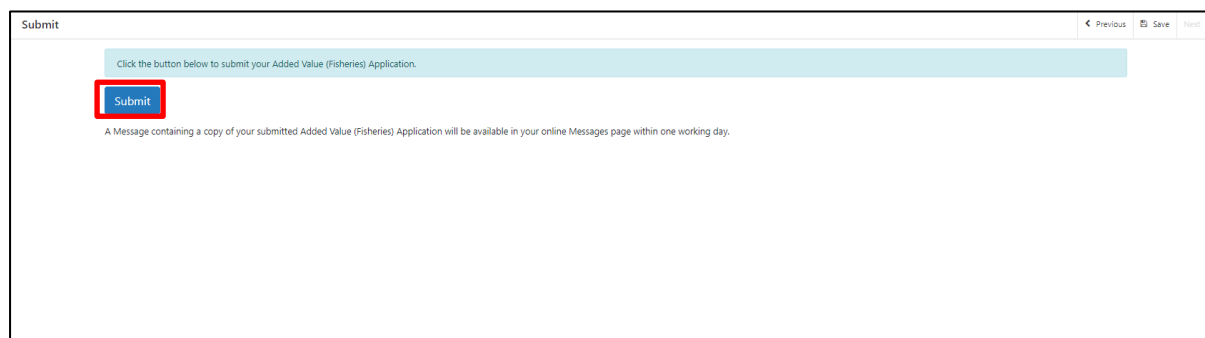
This page contains information you must read, and responsibilities and undertakings you must accept before you submit your application.

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

Once you have done so, click on the 'Next' button.

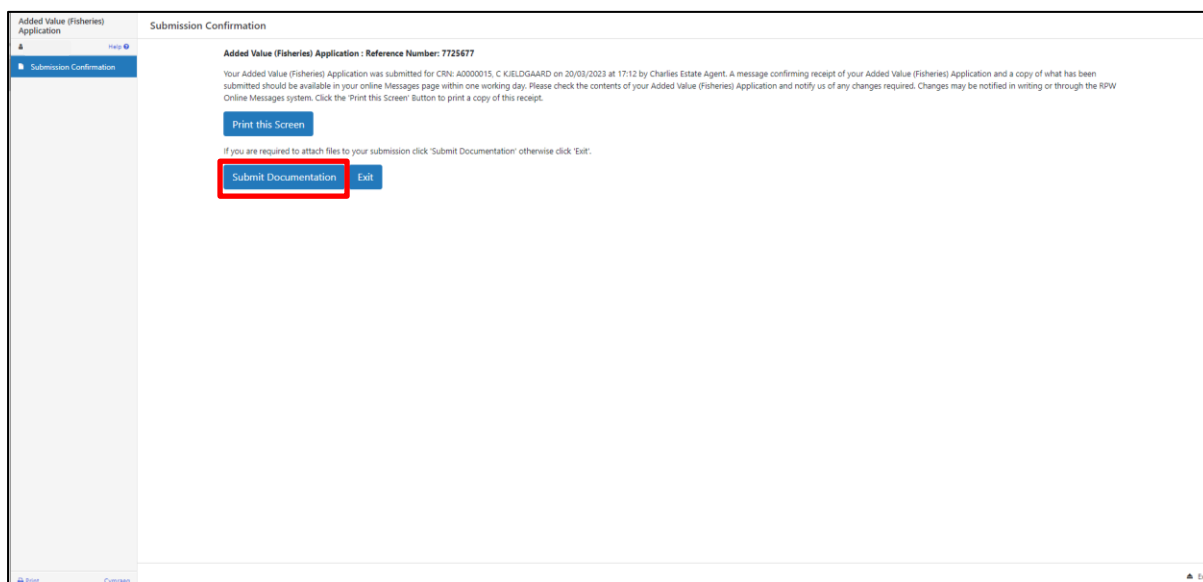
Submission Page: Submit

To submit your SCS Application click on the 'Submit' button.



Submit Documentation

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



Click on the 'Submit Documentation' button to upload the necessary documents in support of your application.

Submit Documentation: Messages

You will be directed to the 'Messages' screen on RPW Online.

The screenshot shows the RPW Ar-Lein Online portal interface. At the top, there is a header with the Welsh Government logo, the RPW Ar-Lein Online logo, and the European Union flag with text in Welsh and English. Below the header, there is a navigation bar with links for Home, My Details, Land, Correspondence (with a red '42' notification), Forms, and Contracts and Small Grants. A secondary navigation bar shows Documents and Messages (with a red '42' notification). The main content area is titled 'Messages between You and RPW'. On the right side of this area, a blue button labeled 'Create a Message' is highlighted with a red rectangular box. Below the title, there is a pagination control showing page 1 of 5, and a 'Print this Page' button. The main message list shows one unread message with the subject 'Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW' and reference number 'Ref: 4611986'. The message content is truncated, and there is a 'View' button at the bottom right of the message card. On the right side of the message list, there are filters for 'Scheme' (set to 'All') and 'Only Unread' (unchecked), along with 'Find Messages' and 'Reset' buttons.

Click on the 'Create a Message' button.

The screenshot shows the 'Create a Message' form in the RPW Ar-Lein Online portal. The form includes a title field, a message text area, and an 'Add Files...' button, which is highlighted with a red box. There are also 'Send' and 'Cancel' buttons at the bottom of the form. The page header includes the Welsh Government logo, 'RPW Ar-Lein Online Rural Payments Wales', and the European Union logo with text in Welsh and English. The navigation menu includes 'Home', 'My Details', 'Land', 'Correspondence' (with a red '42' notification), 'Forms', and 'Contracts and Small Grants'. The footer contains links for 'Guidance Documents', 'Contact Us', 'Copyright Statement', and 'Accessibility Statement'.

Click on the 'Add Files' button and attach all necessary supporting documentation.

A list of the documentation required, and the types of documents that will be accepted, can be found in the scheme guidance notes:

<https://www.gov.wales/support-added-value-product-quality-and-use-unwanted-catches-standard-cost-applications-guidance>

Check to ensure that your documents have been uploaded correctly and enter a title and a message clearly explaining the documentation you have uploaded.

The screenshot shows the 'Create a Message' form in the RPW Ar-Lein Online portal. The form includes a title field, a message text area, and an 'Add Files...' button. The 'Send' button is highlighted with a red box. The portal header includes the Welsh Government logo, 'RPW Ar-Lein Online Rural Payments Wales', and the European Agricultural Fund for Rural Development logo. The navigation menu includes 'Home', 'My Details', 'Land', 'Correspondence' (with a red '42' notification), 'Forms', and 'Contracts and Small Grants'. The footer contains links for 'Guidance Documents', 'Contact Us', 'Copyright Statement', and 'Accessibility Statement'.

Click on the 'Send' button.

When all supporting documents have been uploaded, your application will be complete.

Following Successful Submission

A summary of your completed Standard Costs Scheme 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.

What happens next?

There are three possible outcomes from 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.
2. The project is eligible but is not selected based on scoring.
3. 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 will also provide you with the authority to purchase the items. 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.