Llywodraeth Cymru
Welsh Government

Growing for the Environment

Expression of Interest – Window 3

How to complete guide

Growing for the Environment Expression of Interest (EOI) – Window 3 - How to Complete Guidance

These instructions will give you step-by-step guidance on how to complete your Growing for the Environment Expression of Interest (EOI) – Window 3.

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

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 Growing for the Environment Expression of Interest (EOI), click the tab labelled 'Forms' on the RPW Online home screen, as shown below
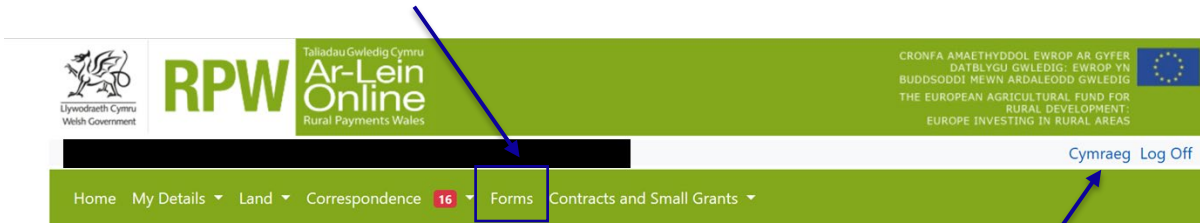

This will take you through to the 'Forms' page

To change the Language at any time click the button located in the top right hand corner bar of the RPW Online information. This will allow you to choose the language your Growing for the Environment EOI is displayed in.
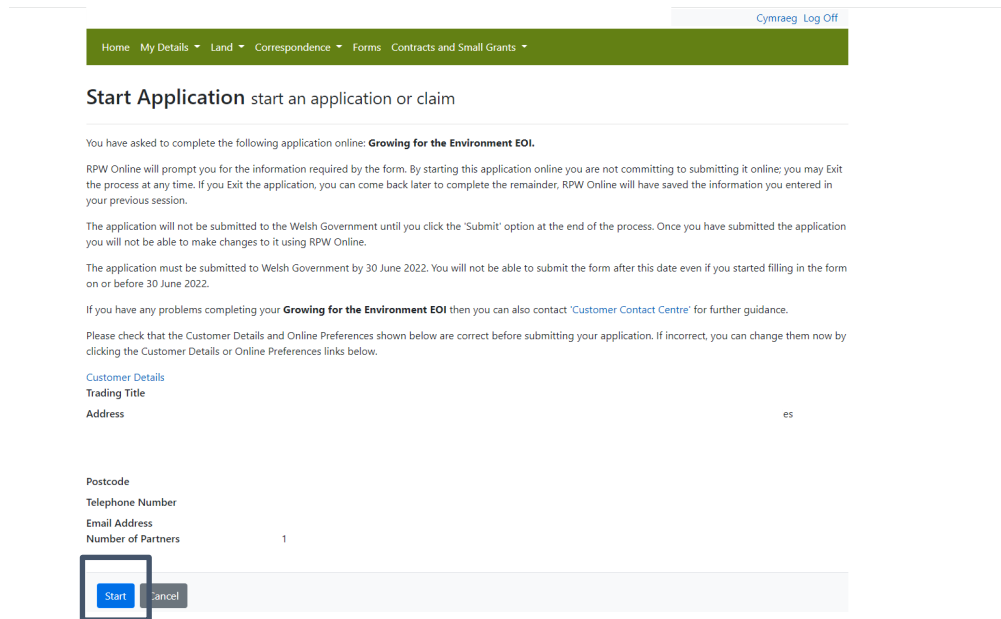
Forms Page

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

Growing for the Environment Expression of Interest from the list
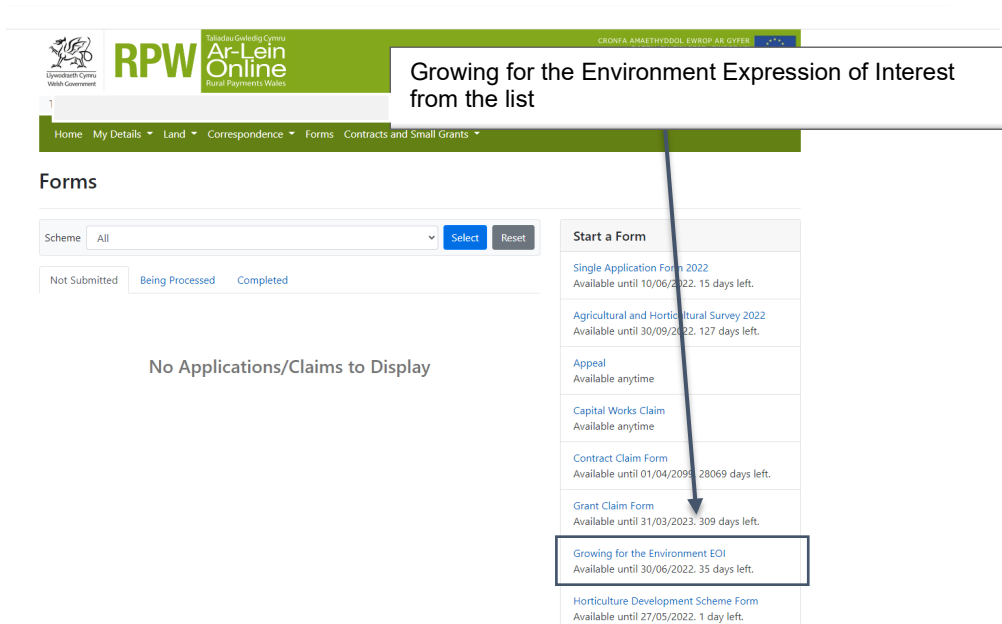
Growing for the Environment Expression of Interest – Getting Started

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

Growing for the Environment Expression of Interest

This is the introduction page which provides information about Growing for the Environment.

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

Growing for the Environment Expression of Interest

This is the Privacy notice that you must read

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

Eligibility Questions

You must answer all questions on this page.

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'.
The information messages will not prevent you from submitting an EOI, but it will be subject to further eligibility checks. Please refer to the [Growing for the Environment General Rules booklet](#) for further information on eligibility.

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

Select Items

Select the crop for each individual field parcel which will comprise your application.

For each crop and field parcel required click Add Item then select the required crop and field parcel.

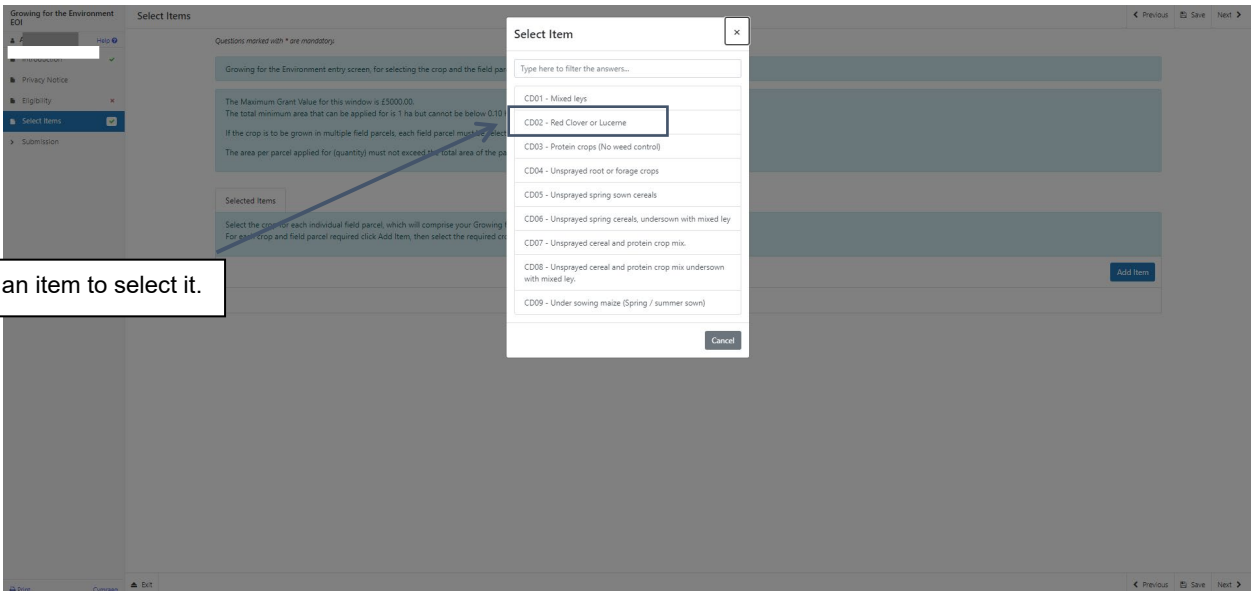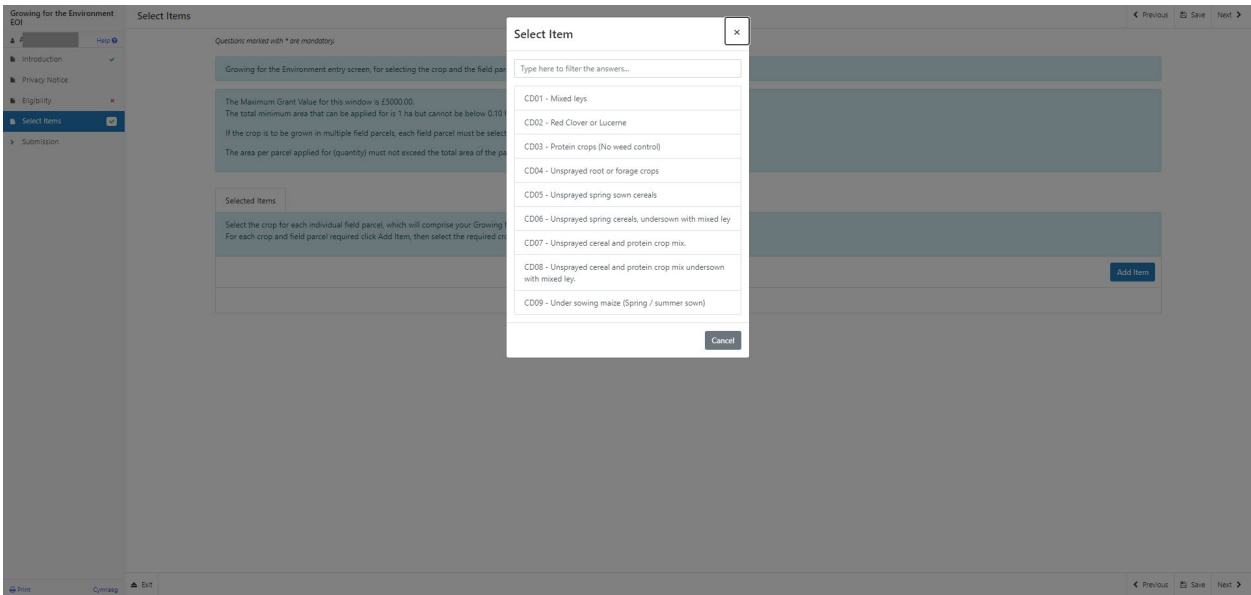Once you have clicked the Add Item button the list of available items will display in a drop down list.

Before choosing your items, ensure you have read the Growing for the Environment of the guidance booklet. This will give you the specifications, cost and score for each item.

Click on an item to select it.

Once you have selected an item, the details will appear on the next screen.

Enter the quantity (area) of the item (crop) for each of the field parcels that the crops will be grown in.

If the crop is to be grown in multiple field parcels each parcel must be selected separately with and the corresponding quantity (area) entered for each one.

The area per parcel applied for (quantity) must not exceed the total area of the parcel minus permanent features. The form will not allow you to enter a quantity that exceeds this.

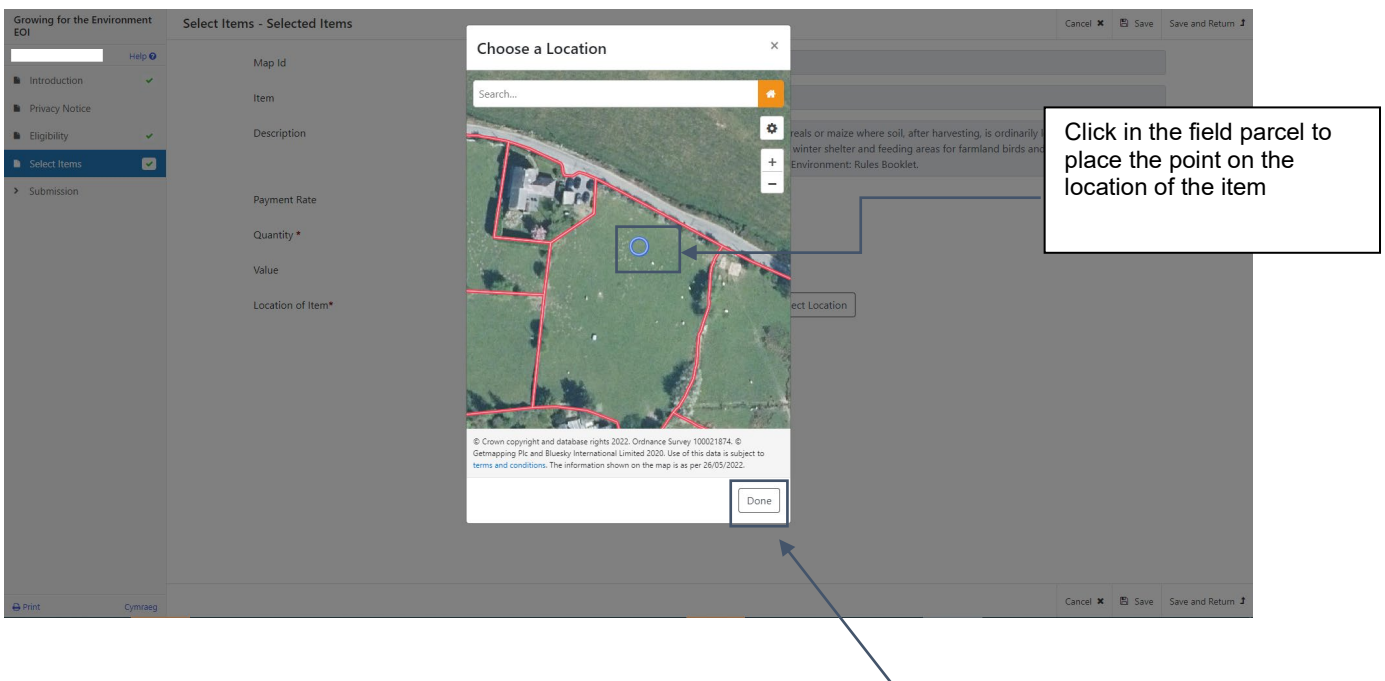When you have entered the quantity click on the Save button

Click on Select Location to indicate the location of the item

Once you have clicked on Select Location the map will appear
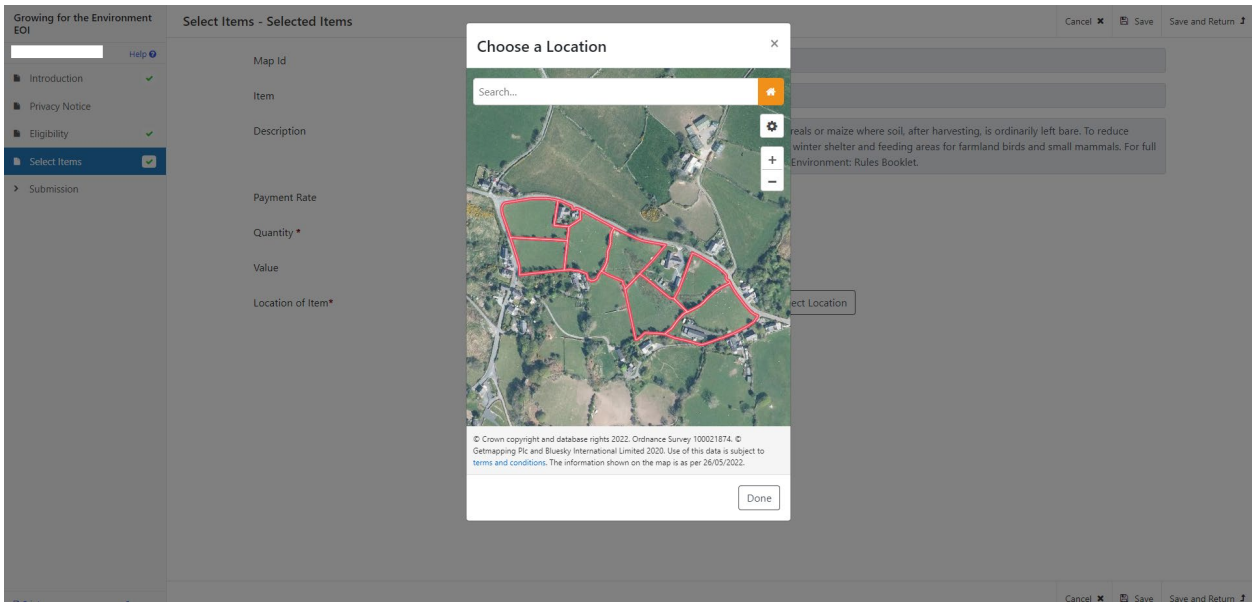
Zoom in or use the search to locate the field parcel the item is located in

Click in the field parcel to place the point on the location of the item

Once you have chosen the location of the item click on the Done Button, this will take you back to the Selected Item screen where a thumbnail image of the map location will be displayed.

To add another item, click on the Add an item Button.

Growing for the Environment EOI

Select Items

Questions marked with * are mandatory.

Growing for the Environment entry screen, for selecting the crop and the field parcels.

The Maximum Grant Value for this window is £5000.00.
The total minimum area that can be applied for is 1 ha but cannot be below 0.10 ha in size in any individual field parcel.

If the crop is to be grown in multiple field parcels, each field parcel must be selected separately.

The area per parcel applied for (quantity) must not exceed the total area of the parcel minus permanent features.

Selected Items

Select the crop for each individual field parcel, which will comprise your Growing for the Environment application.
For each crop and field parcel required click Add Item, then select the required crop and field parcels.

Map Id	Code	Description	Quantity	Value	
GE001	CD05	Unsprayed spring sown cereals	2.00 ha	£324.00	Modify Delete
GE002	CD04	Unsprayed root or forage crops	1.50 ha	£177.00	Modify Delete
			Maximum Grant Value	£501.00	

Errors will display and you can modify or delete items

Growing for the Environment EOI

Select Items

Questions marked with * are mandatory.

Growing for the Environment entry screen, for selecting the crop and the field parcels.

The Maximum Grant Value for this window is £5000.00.
The total minimum area that can be applied for is 1 ha but cannot be below 0.10 ha in size in any individual field parcel.

If the crop is to be grown in multiple field parcels, each field parcel must be selected separately.

The area per parcel applied for (quantity) must not exceed the total area of the parcel minus permanent features.

Selected Items

Select the crop for each individual field parcel, which will comprise your Growing for the Environment application.
For each crop and field parcel required click Add Item, then select the required crop and field parcels.

Map Id	Code	Description	Quantity	Value	
GE001	GE07	Cover crops	50.00 ha	£6,200.00	Modify Delete
• The area applied for exceeds the maximum usable area for the field parcel. Please reduce the area to remove the area of permanent features					
			Maximum Grant Value	£6,200.00	

• The maximum grant value of £5000.00 has been exceeded. One item will be part funded.

Once all items have been selected the Select Items screen will show the list of items.

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.

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

Once you have checked the summary and corrected any errors 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.

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

Submission Page – Submit

To submit your Growing for the Environment Expression of Interest click on the Submit Button.

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

Following Successful submission

A summary of your completed Growing for the Environment Expression of Interest 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.

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