



Llywodraeth Cymru  
Welsh Government

# Horticulture Development Scheme

Application Form - How to Complete Guidance for  
Window 3

September 2023

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# Information

This guide takes you through the steps to complete and submit your application for the Horticulture Development Scheme to the Welsh Government.

You will need to populate an online form providing the Welsh Government with details of your project so this can be assessed for eligibility and if acceptable, scored for selection. Applicants will be notified of the outcome of selection and only applications that have been selected will be subject to full appraisal for consideration of contract and award of grant.

Please read this guidance carefully, You will also need to refer to the [Guidance Booklet](#) as these contain the full details of the opportunities available as well as the key eligibility criteria.

For selected projects, the amount of funding to be made available for each application will be decided during the appraisal of the application and will not be finalised until the assessment and appraisal processes have been completed. The final grant figure awarded will not be higher than that stated in the application and where applicable capped to £100,000.

Applications must be submitted electronically via RPW online. Applications may be submitted at any time during the dates published for the opening and closing of the scheme window. There will be no opportunity for an extension.

There is no requirement for applications to wait until the end of the application window. It is strongly recommended that the application is submitted as early as possible.

The plans and documents that you must complete and submit include:

- The Horticultural Development Scheme Online Application
- Business plan
- 3 Years of Certified Accounts
- 3 year financial projections (including the project period)
- Evidence of funding available (bank loan, overdraft, etc.)
- Three quotes for each investment item (only one quote required for items under £5,000 invoiced cost)
- Evidence that the business is an existing producer of commercial horticultural crops
- Planning and Sustainable Drainage Systems (SuDS) approval: If your investment requires planning and SuDS approval, if available, include any existing planning consents (evidence of planning and SuDS approval will be required before any grant claim can be processed)

If information is missing from an application we will request it, but this will slow down the appraisal of your application. For any problems with RPW Online you should contact the RPW Online Helpdesk on 0300 062 5004.

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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.

## Rural Payments Wales Online Government Gateway Login 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 Government Gateway login page. At the top, there is a black header with the GOV.UK logo. Below the header, a blue banner reads "BETA This is a new service – your [feedback](#) will help us to improve it." The main heading is "Sign in using Government Gateway" in large, bold, black text. To the right of the heading, there are links for "English" and "Cymraeg". Below the heading, there are two input fields: "Government Gateway user ID" with a note "This could be up to 12 characters." and "Password" with a masked input field. A green "Sign in" button is located below the password field.

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

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## Home Page

Once logged in to your online account the RPW Online 'Home' page will appear.

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**

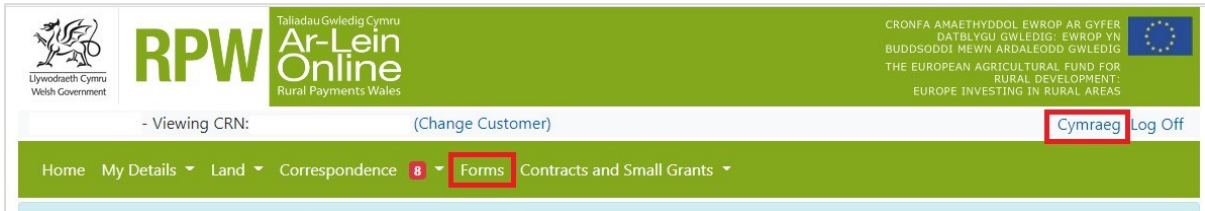
- BCMS
- Farming and scheme information
- Bovine TB
- Farm animal movements and identification
- Farming Connect
- Offices Map
- European Maritime and Fisheries Fund

In the Start a Form section at the bottom of the Home screen, click the relevant scheme name you wish to apply for. Horticulture Development Scheme Form will be available here until the closing date of the window.

**Start a Form**

- Single Application Form 2022 Available until 10/06/2022. 99 days left.
- Appeal Available anytime
- Capital Works Claim Available anytime
- Farm Business Grant - Yard Coverings EOI Available until 31/12/2050. 10530 days left.
- Farm Business Grant Expression Of Interest Available until 31/12/2099. 28427 days left.
- Financial Year End - Project Update Available until 31/12/2099. 28427 days left.
- Flood and Coastal Erosion Risk Management Grant - Capital Application Available until 31/03/2022. 28 days left.
- Glastir Small Grants Expression Of Interest Available until 31/12/2050. 10530 days left.
- Glastir Woodland Creation Expression Of Interest Available until 31/12/2099. 28427 days left.
- Glastir Woodland Restoration Expression Of Interest Available until 29/09/2022. 210 days left.
- Grant Claim Form Available until 31/12/2099. 28427 days left.
- Horticulture Development Scheme Form Available until 31/12/2099. 28427 days left.**
- Project Change Re-evaluation Available anytime
- Project Change Request Available anytime

Or you can click the tab labelled **'Forms'** on the RPW Online home page, 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 Horticulture Development Scheme Application Form is displayed in.

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## Forms Page

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



### Forms

**Please Note: Claims/Applications marked 'Ready for Payment' are still subject to checks and may therefore not result in a payment being made. Also, payment cannot be made until the specific scheme's payment window opens as detailed in scheme literature.**

Scheme:

Not Submitted | **Being Processed** | Completed

Growing for the Environment EOI - (Online)	Draft
Glastir Woodland Creation Expression Of Interest - (Online)	Draft
Glastir Woodland Creation Expression Of Interest - (Online)	Draft
Horticulture Development Scheme Form - (Online)	Draft

**Start a Form**

- Single Application Form 2022  
Available until 10/06/2022. 81 days left.
- Appeal  
Available anytime
- Capital Works Claim  
Available anytime
- Farm Business Grant - Yard Coverings EOI  
Available until 31/12/2050. 10512 days left.
- Farm Business Grant Expression Of Interest  
Available until 31/12/2099. 28409 days left.
- Financial Year End - Project Update  
Available until 31/12/2099. 28409 days left.
- Flood and Coastal Erosion Risk Management Grant - Capital Application  
Available until 31/03/2022. 10 days left.
- Glastir Small Grants Expression Of Interest

Scroll down the page to select the form you wish to submit.

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# Horticulture Development Scheme Application Form – Start Application

Once you have read the Horticulture Development Scheme General Rules Booklet at [Rural grants and payments](#), to start your application form click the **Start** Button.

The screenshot shows the RPW Online interface. At the top, there is a header with the Welsh Government logo, the RPW Online logo, and the European Union logo 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 '24' 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 providing instructions and a deadline of 31 December 2019. Below the text, there are two columns of links for 'Customer Details' and 'Online Preferences'. At the bottom, there is a 'Start' button highlighted with a red box, and a 'Cancel' button. At the very bottom, there are links for 'Guidance Documents', 'Contact Us', 'Copyright Statement', and 'Accessibility Statement'.

This page provides some information prior to starting the application. It includes a Customer Contact Centre link if required, and details of the Customer Details and Online Preferences we hold for you. You should check and amend these before starting your application if they are incorrect.

# 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 you have started previously, on this screen you will now be able to Continue (blue button at the bottom of the screen), or Start Again by clicking the link shown on this screenshot:

Viewing CRN: (Change Customer) Cymraeg Log Off

Home My Details Land Correspondence 24 Forms Contracts and Small Grants

## Continue Application continue an application or claim

You have asked to complete the following application online: **Horticulture Development Scheme Form**. You already have an application in progress. Please click 'Continue' to continue with your **Horticulture Development Scheme Form**.

You may choose to remove your existing **Horticulture Development Scheme Form** and start again. This will undo all of the changes that you have made since starting your **Horticulture Development Scheme Form** and the new **Horticulture Development Scheme Form** will be populated with the latest available data. If you wish to do so, click **Start Again**.

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 2099. 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 2099.

If you have any problems completing your **Horticulture Development Scheme Form** 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.

<a href="#">Customer Details</a>	<a href="#">Online Preferences</a>
Trading Title	Email or SMS (Text) Preference
Address	Email Address
	Mobile Number
Postcode	
Telephone Number	
Email Address	
Number of Partners	

Continue working on the **Horticulture Development Scheme Form** which was last updated on 03/03/2022 at 11:19 by

[Continue](#) [Back](#)

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 wish click **No**, as shown in this screen:



## Horticulture Development Scheme Form - Delete / Start Again

This option will remove your **Horticulture Development Scheme Form** application and will undo **ALL** of the changes that you have made since starting your **Horticulture Development Scheme Form**. Please note that this will:

- remove all of the information that you have added
- un-set all of the questions that you have answered

When this **Horticulture Development Scheme Form** has been removed you can start a new **Horticulture Development Scheme Form**, which will be populated with the latest available data.

Do you wish to proceed with this option?

Please click 'Yes' to confirm that you wish to remove your **Horticulture Development Scheme Form** and start again.

Please click 'No' to keep the entries you have already made on your **Horticulture Development Scheme Form** and return to the previous screen.

[Guidance Documents](#)[Contact Us](#)[Copyright Statement](#)[Accessibility Statement](#)

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## Introduction

This is the introduction page which provides information about the Horticulture Development Scheme. For greater detail of the information provided on this page, please read the [Horticulture Development Scheme General Rules Booklet](#).

There is a link to this How to Complete Guide at the top left of this screen, you can also click on the text 'How to Complete' 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. In addition, 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:

**Horticulture Development Scheme Form**

**Introduction**

**Horticulture Development Scheme**

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

The Horticulture Development scheme is a Capital grant scheme available to existing commercial horticultural producers across Wales. The aim of the scheme is to:

- Support existing commercial horticultural producers to develop their businesses through investment in new equipment and technology that offer clear and quantifiable benefits to the horticultural enterprise.
- Enable horticultural businesses to sustainably expand production, diversify into new crops, improve production efficiency and enhance quality.
- Enable horticultural producers to enter new markets.
- Increase local employment and support the rural economy as part of the green recovery from Covid-19.

Before completing this application please read the [Horticulture Development Scheme 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 [RPN Online account](#) or by telephone on 0300 060 5004.

Navigation: < Previous | Save | Next >

Print | **Next** | Exit

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

## Privacy Notice

The Privacy Notice page is where we set out your rights and what we may need to do with your information in order to process your application. You must read the Privacy Notice.

**Horticulture Development Scheme Form**

**Privacy Notice**

**Privacy notice: Welsh Government grants**

How will we 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.

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 five years from the date it is published. The information will be available on the Defra website at: [www.cap-payments.defra.gov.uk](http://www.cap-payments.defra.gov.uk).

We will keep personal information contained in files in line with our retention policy. If successful in your application then your personal data will be kept for 7 years after the date when you, as grant recipient, are free from all conditions relating to the grant awarded and all payment have been made. 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
- to (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: [dataprotection@wales.gov.wales](mailto:dataprotection@wales.gov.wales)

The contact details for the Information Commissioner's Office are:  
2nd Floor, Churchill House  
Churchill Way  
Cardiff  
CF10 2RH  
Telephone: 0303 4 14 6421  
Website: <http://www.ico.gov.uk/>

Should you have any queries regarding this privacy statement please contact the RPN Customer Contact Centre.  
<https://gov.wales/privacy-notice-welsh-government-grants>

Navigation: < Previous | Save | Next >

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

## Business/Organisation Details

The Business/Organisation Details page is where you will provide information regarding your business such as what type of business you have, any reference numbers that apply, what size your business/Organisation is and how many

members of staff you have. This information will be used to help us establish your eligibility for the grant in question.

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

Certain questions may prompt you to provide more detail depending on the answer you provide as shown below.

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

## Project Overview

The Project Overview Page is where you will need to provide some general information on the Project such as the project name, description, location address and start and end dates.

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

The screenshot shows the 'Project Overview' section of a form. On the left is a navigation menu with items: Introduction, Privacy Notice, Business/Organisation Details, Project Overview (highlighted), Business/Project Plan, Checklist of Supporting Documents, and Submission. The main form area contains the following fields:

- Project name\***: A text input field.
- Project description\***: A text area with a character count of 0 / 500.
- Enter the address of the project location.**: A heading for the address section.
- Project postcode\***: A text input field with a **Find Address** button to its right.
- Project location address\***: A multi-line text area.
- Planned Project Timetable**: A heading for the date section.
- Project start date\***: A date picker showing 'dd/mm/yyyy'.
- Project end date\***: A date picker showing 'dd/mm/yyyy'.

At the top right of the form are buttons for '< Previous', 'Save', and 'Next >'. At the bottom right, there are buttons for '< Previous', 'Save', and 'Next >'. The bottom left corner shows 'Print' and 'Cymraeg' options.

Enter your postcode into the box and select the **Find Address** button

The 'Find Address' dialog box is shown. It has a title bar with a close button (X). Inside, there is a text input field containing the postcode 'SA71 5NA' and a **Find Address** button. Below the input field is a list of address suggestions:

- 1 Honeyhill Grove
- 2 Honeyhill Grove
- 3 Honeyhill Grove
- 4 Honeyhill Grove
- 5 Honeyhill Grove
- 6 Honeyhill Grove
- 7 Honeyhill Grove
- 8 Honeyhill Grove
- 9 Honeyhill Grove
- 10 Honeyhill Grove

A vertical scrollbar is visible on the right side of the list. At the bottom right of the dialog is a **Cancel** button.

Select the address from the list provided. You then need to enter your Planned Project start and end dates. You can either type in the date manually or select the

calendar icon as highlighted below. The maximum length of the project is 12 months, and all claims must be submitted by 31 March 2025.

Project postcode\* SA71 5NA

Project location address\*

**Planned Project Timetable**

Project start date\* dd/mm/yyyy

Project end date\* dd/mm/yyyy

Mo	Tu	We	Th	Fr	Sa	Su
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

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

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## Business/Project Plan

The next section of the form is concerned with your Project Plan. All applications for grant assistance must complete a Project Plan. The Project Plan is a standard template that has ten headings.

- Business/Project Plan
- Strategic Fit**
- Suitability of Investment
- Long Term Sustainability
- Value For Money
- Delivery - Project Delivery
- Delivery - Risk and Risk Management
- Project Management
- Cross Cutting Themes
- Indicators and Outcomes
- Financial and Compliance

The information provided under each of the headings will be used in the assessment and appraisal process from which a decision can be taken about the award of grant assistance to the project.

**Please note that if further information is required, this may delay the appraisal of the application so we recommend you follow the guidance carefully in order to provide the information requested. However, if anything is unclear or we require more information we will contact you.**

It is important to note that the amount of detail given in each section must be appropriate and proportionate to the scope and scale of the intended project.

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## Business/Project Plan – Strategic Fit

The Strategic Fit section is where you will need to describe the project, provide clear explanations on how the proposed investment will contribute to the strategic aims and objectives of Scheme as set out in the Scheme Guidance Notes, and demonstrate why the investment is required.

Your project will need to demonstrate a level of innovation and use of innovative techniques. This could be new techniques which provide a step change within the individual business, or the business could embrace industry-leading technology.

The Strategic fit section screen is shown in the screenshot below:

The screenshot shows a web-based form titled "Horticulture Development Scheme Form" with a "Strategic Fit" section selected. The left-hand navigation menu lists various sections: Introduction, Privacy Notice, Business/Organisation Details (marked with a green check), Project Overview (marked with a green check), Business/Project Plan (marked with a red X), Strategic Fit (selected and marked with a green check), Suitability of Investment (marked with a red X), Long Term Sustainability (marked with a red X), Value For Money (marked with a red X), Delivery - Project Delivery (marked with a red X), and Delivery - Risk and Risk (marked with a red X). The main content area is titled "Strategic Fit" and includes a "Previous" button, a "Save" button, and a "Next" button. Below the navigation, a note states "Questions marked with \* are mandatory." A light blue box contains the text "The strategic aims and objectives of the scheme are to" followed by a bulleted list: "Support existing commercial horticultural producers to develop their businesses through investment in new equipment and technology that offers clear and quantifiable benefits to the horticultural enterprise", "Enable horticultural businesses to sustainably expand production, diversify into new crops, improve production efficiency and enhance quality", "Enable horticultural producers to enter new markets", and "Increase local employment and support the rural economy as part of the green recovery from Covid-19". Below this, a prompt asks the user to "Describe the project and explain why the investment is required by the business. Where appropriate, provide diagrams, images or photographs to assist in explaining the project.\*" followed by a large empty text input area.

The text boxes are expandable and allow up to 4000 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.

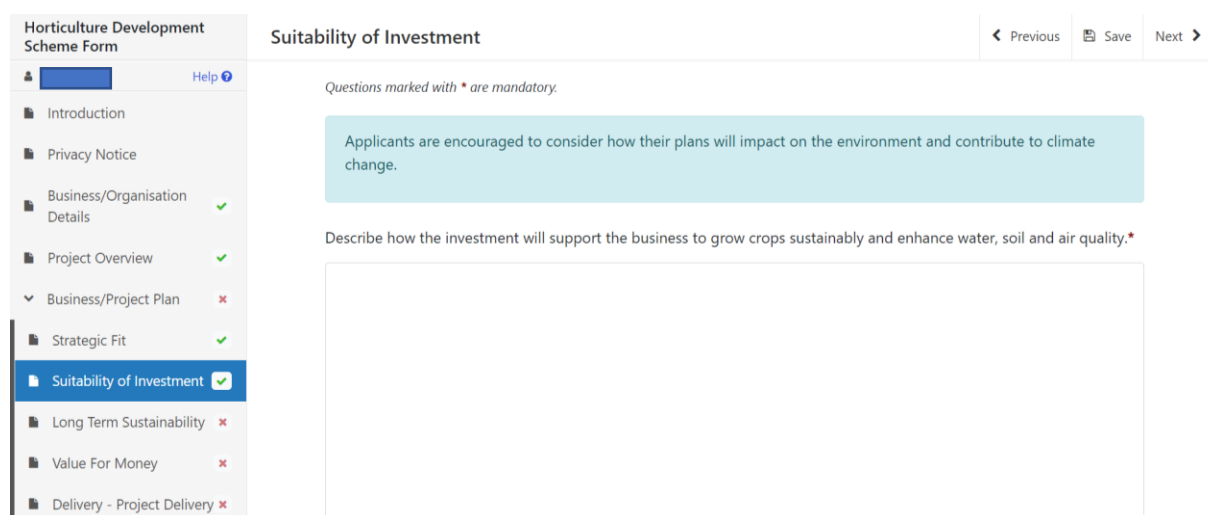
When you have finished filling in your answers, select the **Next** button.

## Business/Project Plan - 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.

Describe how the investment will enable the business to become more efficient in its use of nutrients, reducing emissions and enhancing the farm ecosystem.



The screenshot shows a web form titled "Horticulture Development Scheme Form" with a sub-header "Suitability of Investment". On the left is a navigation menu with items: Introduction, Privacy Notice, Business/Organisation Details (checked), Project Overview (checked), Business/Project Plan (expanded), Strategic Fit (checked), Suitability of Investment (checked and highlighted), Long Term Sustainability (unchecked), Value For Money (unchecked), and Delivery - Project Delivery (unchecked). The main content area has a light blue box with the text: "Applicants are encouraged to consider how their plans will impact on the environment and contribute to climate change." Below this is a prompt: "Describe how the investment will support the business to grow crops sustainably and enhance water, soil and air quality.\*" followed by a large empty text input area. At the top right of the form are buttons for "Previous", "Save", and "Next". A note at the top of the main area says "Questions marked with \* are mandatory."

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

## Business/Project Plan – Long Term Sustainability

The long term sustainability page is where you explain, including evidence, how the anticipated investment will have an impact on the long-term sustainability of the business and describe how the investment might encourage future investments.

The screenshot shows the 'Long Term Sustainability' section of the 'Horticulture Development Scheme Form'. The sidebar on the left lists various sections with their completion status: Introduction, Privacy Notice, Business/Organisation Details (checked), Project Overview (checked), Business/Project Plan (unchecked), Strategic Fit (checked), Suitability of Investment (checked), Long Term Sustainability (checked and highlighted), Value For Money (unchecked), Delivery - Project Delivery (unchecked), and Delivery - Risk and Risk (unchecked). The main content area is titled 'Long Term Sustainability' and contains the question: 'What impact will the investment have on the long-term sustainability of the business and describe how the investment may encourage further investment in the business?\*' with a large text input box below it. The input box shows '0 / 4000' characters. Navigation buttons for 'Previous', 'Save', and 'Next' are visible at the top right.

The text boxes are expandable and allow up to 4000 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.

## Business/Project Plan – Value for Money

The Value for Money page is where you will provide information on the Project costs and quotes.

To complete this section, you must refer to the Welsh Government Competitive Tendering and Public Procurement rules before incurring costs. For further information please see:

[Competitive Tendering and Public Procurement - Technical Guidance Notes](#)

[Competitive Tendering and Public Procurement - Register & Record](#)

In this section, please detail the forecasted impact on the financial performance of the business expected within three years of completion of the project plus an explanation of how those projections have been determined. Also consider the impact of the investment on your turnover and profitability.

In this section:

- Include all proposed expenditure and provide an explanation of how the estimated total project costs have been calculated.



- Explain how the costs of the project have been estimated considering the scope, scale and timescale of the proposals.
- Provide evidence of quotation exercises undertaken, or copies of quotes if available. A minimum of three quotes will be required when a purchase is £5,000 or more. Only one quote is required when the purchase is under £5,000. The quotation documents must contain all the necessary information for the supplier to be identified including address, contact details and Company Registration Number (VAT Number if applicable).
- Where appropriate show how different options for the achievement of the project objectives have been considered and explain how and why the chosen option was decided.

All suppliers must be genuine i.e. they are established business advertising the service required. If a business does not have a presence on the internet or companies house, further information will be required to satisfy this part of the form. This is not unusual, but further evidence that they are engaged in the relevant trade should be sought, this could be:

- A letter from their accountant
- HMRC business correspondence
- relevant business receipts
- local authority correspondence
- three years of accounts

**To complete this quotes section you must have obtained a quote for each investment item up to £5,000. For items over £5,000, three quotes are required. You must submit evidence of these quotes with this application.**

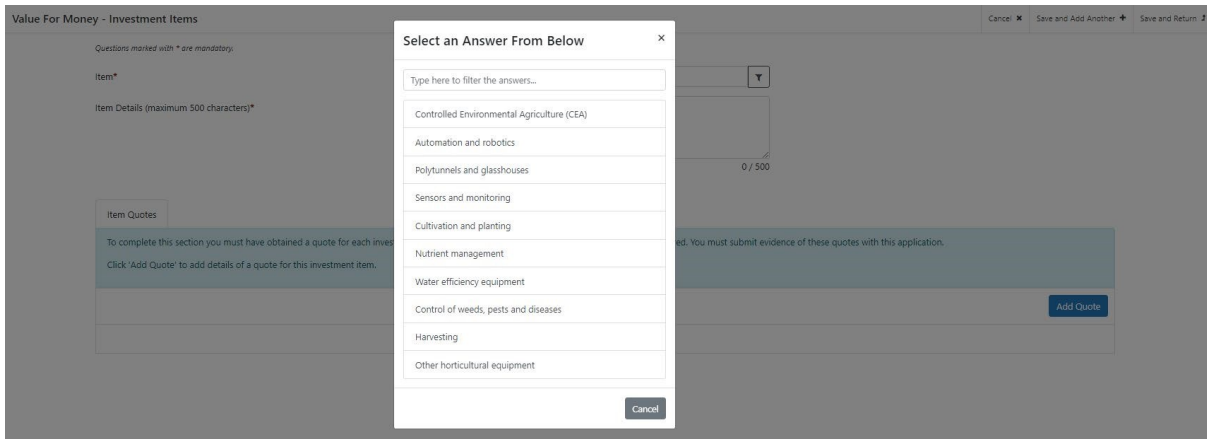
The Value for Money initial page is shown in the screenshot below:

The text boxes are expandable and allow up to 4000 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.

Click **Add Investment Item**. If you have more than one item under one category then you should combine the costs, so you get an overall total for each category. Please then provide a breakdown of what makes up this total in the 'Enter Details' box.

When you reach the Investment Items table, you will need to select the **Add Investment Item** button to continue and enter your quotes.

You can either search through the list for the item you require or start to type the first few letters in the search bar and the list will find the relevant matches.



Select an item from here.

Select the **Add Quote** button and you will see the following page. Enter your quote details. If you are adding only one quote for this investment item, you need to select the Preferred Quote tick box.

Value For Money - Investment Items - Item Quotes

Questions marked with \* are mandatory.

Quote value (£)\*

Supplier Trading Title\*

Preferred quote

Comment

Do you or anyone involved in the project need to declare an interest in this supplier?\*

Yes  No

What actions has the Business/Organisation taken to mitigate this conflict of interest?\*

0 / 255

If you answer 'Yes' to "Do you or anyone involved in the Project have an interest in this supplier?" a text box will open up for you to provide details on what actions the Business/Organisation has taken to mitigate this conflict of interest. This question must be answered in order to progress any further with the application.

Cancel ✕ Save and Add Another + Save and Return ↴

You then have the option to 'Save and Add Another' Quote or just to 'Save and Return' to the Investment Items page.

Once you have returned to the Investment Items page, your quote information will be shown.

Questions marked with \* are mandatory.

Item\*

Controlled Environmental Agriculture (CEA)

Item Details (maximum 500 characters)\*

5

1 / 500

Item Quotes

To complete this section you must have obtained a quote for each investment item up to £5,000. For items over £5,000, three quotes are required. You must submit evidence of these quotes with this application.  
Click 'Add Quote' to add details of a quote for this investment item.

Quote Value (£)	Supplier Trading Title	Preferred Quote	Supplier interest?	
6500.00	a	✓	No	<input type="button" value="Add Quote"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>

Item Value (£)

6500.00

You must enter at least 3 quotes, where the invoiced amount will exceed £5000.00. Tick this box to indicate that you wish to submit this application with less than three quotes for this investment item.\*

Explain why you are submitting less than three quotes for this investment item, where the invoiced amount exceeds £5000.00.\*

0 / 255

If your quote value is greater than £5,000 and you only have one quote available to submit, you must Tick the box to indicate that you wish to submit the application with less than three quotes for this investment item. A text box will also appear for you to explain why you are submitting less than three quotes for this investment item.

You must enter at least 3 quotes. Tick this box to indicate that you wish to submit this application with less than three quotes for this investment item.\*

Explain why you are submitting less than three quotes for this investment item.\*

0 / 255

You then have the option to 'Save and Add Another' Investment Item or just to 'Save and Return' to the Value for Money page.

<input type="button" value="Cancel ✕"/> <input type="button" value="Save and Add Another +"/> <input type="button" value="Save and Return ↴"/>

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## Maximum & Minimum Grant Values

As the maximum grant value available to apply for under the Horticulture Development Scheme is £100,000, the values entered into the quotes table in this section will be capped at this amount.

Investment Items

Enter details and quotes for each investment item.  
For each item required click 'Add Investment Item', then select the required item.

Item	Item Details	Item Value (£)	Reason for choice of Quote
Automation and robotics	a	200000.00	

Total Project Cost (£) 206500.00

Maximum Grant Value 50000.00

[Add Investment Item](#) [Modify](#) [Delete](#)

An on screen message *'The maximum grant value of £100,000 has been exceeded. One item will be part funded.'* will appear to reflect this:

Investment Items

Enter details and quotes for each investment item.  
For each item required click 'Add Investment Item', then select the required item.

Item	Item Details	Item Value (£)	Reason for choice of Quote
Automation and robotics	a	100000.00	
Cultivation and planting	b	100000.00	

Total Project Cost (£) 200000.00

Maximum Grant Value 50000.00

• The maximum grant value of £50000.00 has been exceeded. One item will be part funded.

[Add Investment Item](#) [Modify](#) [Delete](#)

If a number of investment items exceed the £100,000 maximum grant value, you must remove an item as the other investment items entered have already exceeded the maximum grant value.

If the values entered into this section do not meet the minimum grant value for Horticulture Development Scheme of £3,000, as shown below, an on screen message will appear reflecting this. You will not be able to proceed any further with your application until the minimum grant value has been met.

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

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## Business/Project Plan - Project Delivery

The Delivery – Project Delivery page is where you will provide a plan of the work that the Business/Organisation intends to undertake.

In this section, you need to provide an explanation of the key activities and investments you want the funding for. Referencing members of the business and contractors who will have responsibility or will undertake the activity. In particular, provide:

- A timetable of delivery for all activities and stages of your project
- Key activities that will need to be undertaken
- Resources that will be required during implementation
- Who will manage the work
- Describe how timescales have been determined
- Effect of the Project on production capacity

The text boxes are expandable and allow up to 4000 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.

Horticulture Development Scheme Form

Delivery - Project Delivery

Questions marked with \* are mandatory.

Provide a project plan / timescale of the key activities and investments. Include references to members of the business and contractors who will have responsibility or will undertake the activity.\*

0 / 4000

Describe how the timescales have been determined.\*

Describe the effect of the Project on production capacity.\*

0 / 4000

When you have completed the first question, you will need to add the Project Activities. Select the **Add Activity** button to proceed.

Provide a plan of the work that the Business/Organisation intends to undertake to realise the Project. This must include timescales for all stages.

Project Activities

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

**Add Activity**

No Entries

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

development Delivery - Project Delivery - Project Activities

Help

Questions marked with \* are mandatory.

Activity name\*

Activity description\*

Proposed activity start date\*

Proposed activity end date\*

dd/mm/yyyy

dd/mm/yyyy

0 / 255

Project

Here you need to enter the name and description of the Activity, a proposed start and end date for it. Simply 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.

# Business/Project Plan - 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:



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 appear as completed as shown in the screenshot below:

Delivery - Risk and Risk Management

Questions marked with \* are mandatory.

Recognition that there will be some risks to a Project, no matter how unlikely, is an important part of managing a Project. Give details of at least the top 5 risks that might affect the delivery of the Project and the achievement of outputs and objectives of the Project.

Risks

Click 'Add Risk' to add risk details.

Please make at least 5 entries.

Risk	Likelihood	Consequences	Mitigation
------	------------	--------------	------------

Add Risk

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

## Business/Project Plan - Project Management

The Project Management Page is where you will need to provide the following information on the management of the Project:

- Provide details of the activities that will be undertaken during implementation of the project to ensure its success, e.g. training undertaken, advice received, etc.

Horticulture Development Scheme Form

Project Management

Questions marked with \* are mandatory.

Provide details of the activities that will be undertaken during implementation of the project to ensure its success, e.g. training undertaken, advice received, etc.\*

0 / 4000

Print Exit

The text boxes are expandable and allow up to 4000 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.

## Business/Project Plan - 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 2000 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.

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\*

0 / 2000

Tackling Poverty and Social Exclusion\*

0 / 2000

Welsh Language\*

0 / 2000

Exit

< Previous Save Next >

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

# Business/Project Plan - Indicators and Outcomes

The Indicators and Outcomes page is where you will provide information on how the project will contribute to the scheme Performance Indicators (PIs).

The PIs that will be monitored as a result of the investment are:

- Number of businesses supported
- Number of jobs created
- Number of jobs safeguarded
- Impact on the turnover of the business
- Innovative practices or technology introduced

The online form will list the relevant PIs and you will need to set targets against at least **two** of these.

Explain how the targets will be met.

Explain how progress will be monitored, including any arrangements for independent external evaluation where necessary.

Your project may not be supported if you do not select a minimum of two from the list of case level indicators shown. More than two case level indicators can be selected.

Projects will be required to provide Welsh Government with targets for each of the indicators selected. These targets will need to be broken down so that progress can be measured at various points during the lifetime of the project (operation).

It should also be noted that successful applicants may also be contacted for future research activities to evaluate the effectiveness of this Scheme.

Performance Indicator Name	Definition
Case Level Indicators	<b><u>MUST ANSWER AT LEAST 2 case level indicators</u></b>
Number of businesses supported	Number of businesses supported

Number of Jobs Created (FTE)	Total number of permanent jobs created (not maintained) through supported projects expressed in full time equivalent (FTE). Only new jobs actually created should be counted, excluding jobs maintained. It relates to employment when the project is up and running, i.e. if the project is creation of a farm shop, it does not include employment created during the design/construction building phase – consultant/architect/builders, but the employment which is created when the shop is running (manager, sales assistants, etc.). Voluntary work should not be counted but self-employment is included. Data is calculated in FTE; therefore, if an existing halftime job is transformed into a full time job, the value of the indicator is 0.5 (a half job is considered created). To count one job created, the duration of the contract should be one year or more (e.g. a six month contract at 100% is 0.5).
Number of jobs safeguarded	Total number of permanent jobs maintained through supported projects and expressed in full time equivalent (FTE).
Impact on the turnover of the business	The amount the turnover of the business should be increased by within 3 years of the project.
Innovative practices or technology introduced	<b>As a result of the investment, state the number of business practices or activities that will be enhanced through the introduction of innovative practices or use of new technology. (e.g. automation of planting as opposed to manual activity, continuous temperature monitoring of crop stores, introduction of precision application for nutrients etc)</b>

## Indicators and Outcomes

The Indicators and Outcomes page is where you will provide information on how targets will be met along with monitoring and progress to meet the Case Level Indicators.

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

On the Case Level Indicator Table, select 'Add Indicator' blue button to provide responses to the Case Level Indicators as per table above.

Please select the Case Level Indicator you wish to respond to from the drop down list available.

Indicators and Outcomes - Case Level Indicator Table

Questions marked with \* are mandatory.

Case Level Indicator\*

Enter Number\*

Enter Details\*

How will the target be met?\*

Responses to all the questions are mandatory and you will not be able to submit your form without completing them.

Indicators and Outcomes - Case Level Indicator Table

Questions marked with \* are mandatory.

Case Level Indicator\*

Enter Number\*

Enter Details\*

How will the target be met?\*

How will progress be monitored, including any arrangements for external evaluation where necessary?\*

### **YOU MUST EVIDENCE AT LEAST 2 CASE LEVEL INDICATORS**

Indicators and Outcomes

Questions marked with \* are mandatory.

Complete the indicators and outcomes table, you must enter details for at least 2 indicators.

Case Level Indicator Table

Click "Add Indicator" to select a Case Level indicator.

Please make at least 2 entries.

Case Level Indicator	Number	Measurable Outcome	How targets Met	How Progress Monitored	
Number of jobs created	1.00	a	a	a	<input type="button" value="Add Indicator"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>

Once both Case Level Indicators responses have been added, save your entries and return to the main Indicators and Outcomes page.

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

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## **Business/Project Plan - Financial and Compliance**

In the final sub-section within the Business/Project Plan you will be required to provide information on the financial aspect and compliance of your project.

### **All Projects**

What funding will be used to cover any non-grant element of the project? Provide evidence of correspondence where available.

What funding has been explored to fund the project prior to the request for grant? Provide evidence of correspondence where available.

What existing funding does the business have? Provide evidence of existing overdraft/loan or other banking facilities where available.

Provide a detailed explanation of the need for grant of the specific amount requested.

In answering the above you must consider and include the following in your explanations:

Explain how you as the applicant intend to meet the financial and compliance obligations required for the delivery of the project.

Outline the sources of finance for this proposal. You must indicate if each source of funding is already secured or only provisional. There are four elements that may be covered in the financial data:

- Profit and loss account
- balance sheet
- cash forecast
- turnover

Please outline your assumptions concerning turnover and cash flow.

Please list your research sources.

Provide an assessment of the project affordability i.e. evidence that your business can sustain the costs with the grant funding.

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.

The screenshot shows the 'Financial and Compliance' section of the 'Horticulture Development Scheme Form'. The sidebar on the left lists various sections, with 'Financial and Compliance' highlighted. The main content area contains two text boxes for answers. The first text box is titled 'Describe how you intend to fund the investment in addition to the grant. Please refer to evidence to support your application.\*' and the second is titled 'What is the financial need for the grant? What would happen without any support?'. Both text boxes have a character count of 0 / 4000. The page also includes a 'Next' button at the bottom right.

The text boxes are expandable and allow up to 4000 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.

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## Checklist of Supporting Documents

The Checklist of supporting documents page is a list of all documentation that you are required to submit with you application, along with a list of some of the other documents you may need to submit to support your application depending on your project.

All supporting documents **must** be submitted by the deadline.

You must confirm the method of supporting document submission in order to proceed to the next page.

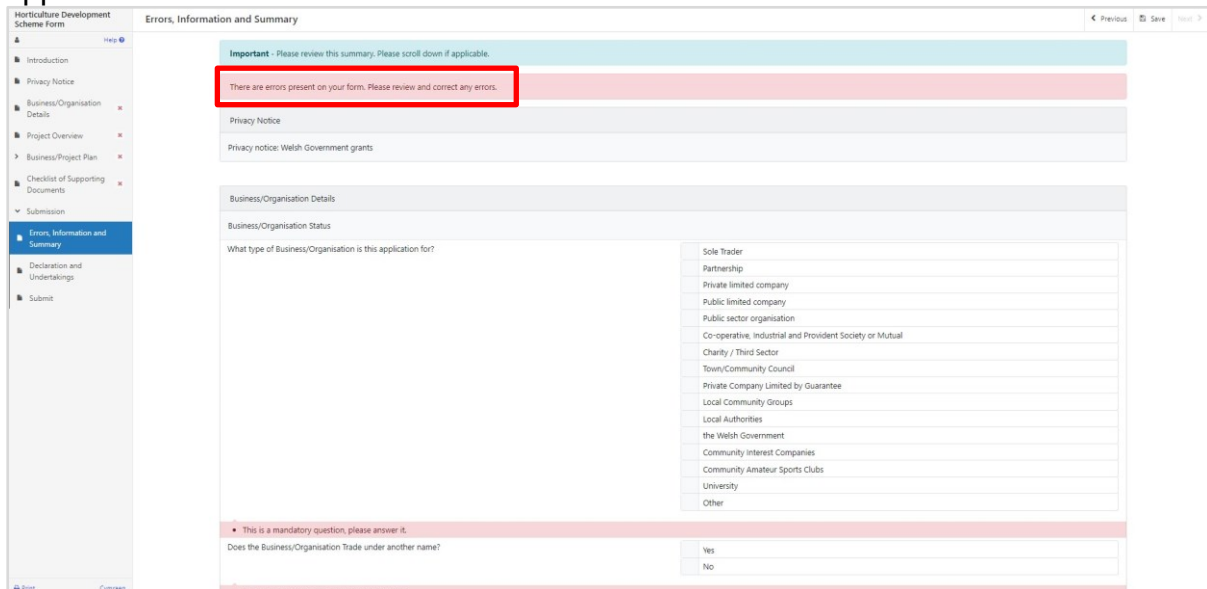
When you have finished selecting your answer, select the **Next** button.

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# Submission

## Errors, Information and Summary

The next section will show any Errors on your application, and a Summary of your application.



The text you have written in any of the large text boxes will not display here but it will be shown in the PDF summary that will be sent to you via RPW Online once you have successfully submitted your application.

The following screenshot shows the message that will display if there are errors, and these will be identified for you to rectify:

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

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

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## Declaration and Undertakings

You must read the Declaration and Undertakings section shown in the following screenshot and once you have done so, tick the box at the bottom to confirm you agree to these as shown in the screenshot below:



**Declaration and Undertakings**

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 but for the grant requested and that the level of grant applied for is the minimum 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 the 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 the Welsh Government nor any adviser appointed by the 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 the 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 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 Horticulture Development 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 Horticulture Development 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 \*

Once you have read the Declarations and Undertakings **tick** the box to confirm that you have read and agree to them.

I agree to the above declarations and undertakings \*

Click on the **Next** Button to continue to the Submission page.

## Submission Page – Submit

To submit your Horticulture Development Scheme Application Form, click on the **Submit** Button.

**Submit**

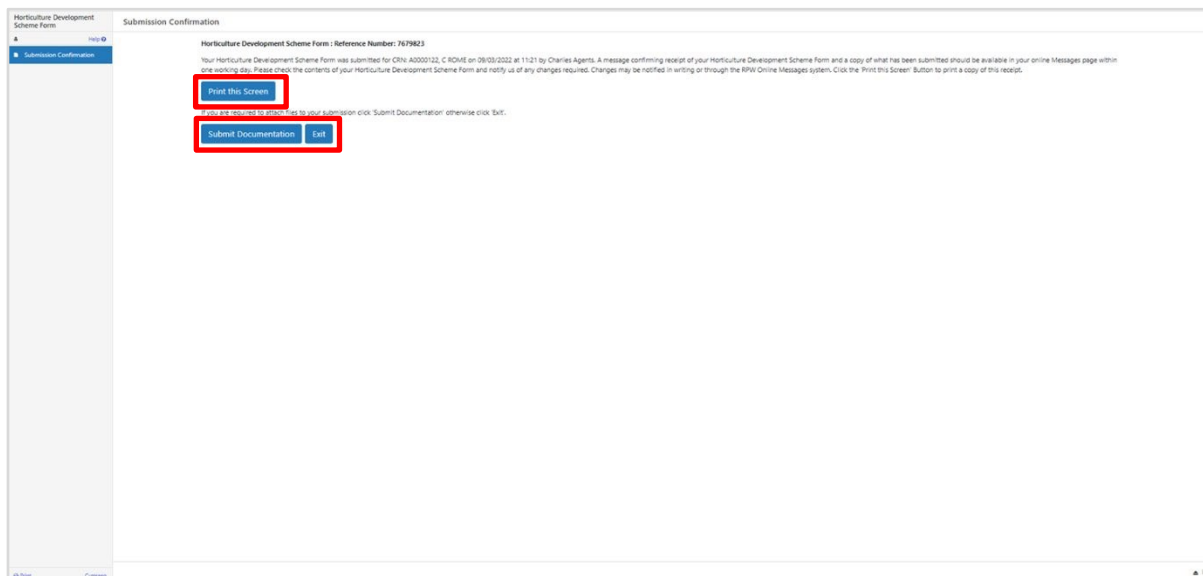
You must submit appropriate documentation to support this application. You can do this by clicking the 'Submit Documentation' button on the next screen after you have clicked 'Submit' below.

Click the button below to submit your Horticulture Development Scheme Form.

**Submit**

A message containing a copy of your submitted Horticulture Development Scheme Form will be available in your online Messages page within one working day.

Once submitted, you will see a Submission Confirmation page which you can print for your own records, by selecting the **Print this Screen** button.



You can now select the **Submit Documentation** button to go directly to your Messages page in RPW Online, or you can select the **Exit** button.

**Please Note:** Once the application is submitted, you cannot amend the items you have selected.

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## Following Successful Submission

A summary of your completed Horticulture Development Scheme Application Form 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?

If your application is selected, you will be notified via your RPW Online account. You must either accept or decline the selection by completing and returning the Application Annex included with your selection notification letter to the Welsh Government via your online account by the date given in your letter.

You will be informed, via your RPW Online account as to whether your application has been selected and is being fully appraised for consideration of offer of contract.

Applications which are not successful at selection stage will be informed via your RPW online account.

Please ensure that you follow the guidance as failure to do so may delay appraisal.

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# Contacts

## RPW Online

Access the RPW Online service via the Government Gateway at [www.gateway.gov.uk](http://www.gateway.gov.uk), or once you have enrolled for the RPW Online service, access it via [www.wales.gov.uk/RPWOnline](http://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.