



Llywodraeth Cymru
Welsh Government

Agricultural Diversification Scheme (Window 2)

Full Application Form - How to Complete Guidance

November 2023

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Information

This guide takes you through the steps to complete and submit your application for the Agricultural Diversification 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 Notes](#) 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 Agricultural Diversification Scheme Online Application.
- Business plan
- 3 Years of Certified Accounts (If certified accounts are not available for the most recent financial period, management accounts should be submitted for this period.)
- 3 year financial projections. (The proposed investment should be accounted for in the financial forecasts.)
- 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).
- Planning and Sustainable Drainage Systems (SuDS) approval, where available. If you do not have planning or SuDS approval, but they are required for the project to proceed, 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.

Please note: For any problems with RPW Online you should contact the RPW Online Helpdesk on 0300 062 5004.

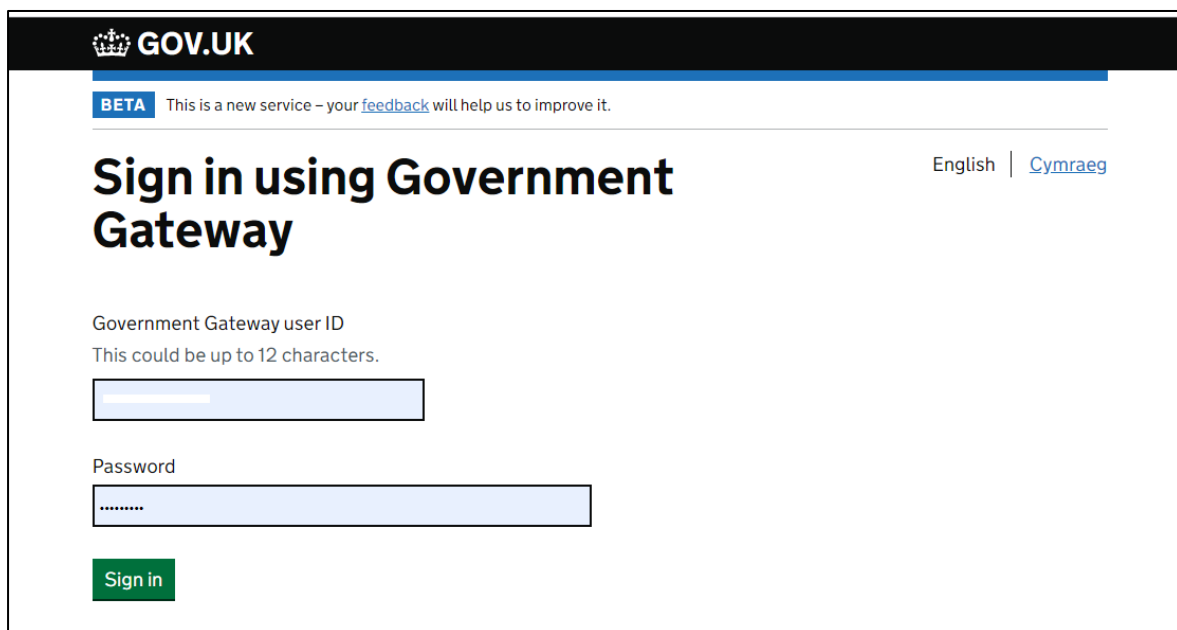
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Registering for RPW Online

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 interface. At the top is the GOV.UK logo. Below it, a blue banner indicates a BETA service with a feedback link. The main heading is 'Sign in using Government Gateway'. On the right, there are links for 'English' and 'Cymraeg'. The login fields are labeled 'Government Gateway user ID' (with a note 'This could be up to 12 characters.') and 'Password'. A green 'Sign in' button is at the bottom left of the form area.

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.

RPW Taliadau Gwledig Cymru
Ar-Lein Online
Rural Payments Wales

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

- Viewing CRN: (Change Customer) Cymraeg | Log Off

Home My Details Land Correspondence 6 Forms Contracts and Small Grants Woodland Plans

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
Grant Claim Form Summary : Grant Claim Form (12/10/2023)

Unread Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW
Grant Claim Form Summary : Grant Claim Form (04/10/2023)

Unread Derbyniwyd y Contract / Contract Accepted: MH000003 (2.00)

Unread Contract / Contract
Contract : MH000003_WMFSHealthAndSafetyContract_v2.00_20231002.pdf.pdf (02/10/2023)

View all messages

Useful Links

- BCMS
- Farming and scheme information
- Bovine TB
- Farm animal movements and identification
- Farming Connect
- Welsh Government Offices
- European Maritime and Fisheries Fund
- EID Cymru

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

Start a Form

Agricultural Diversification Scheme Application Available until days left.

Appeal Available anytime

Capital Works Claim Available anytime

FCERM Contract Variation Available until 31/12/2050. 10336 days left.

Farm Business Grant - Yard Coverings EOI Available until 31/12/2050. 10336 days left.

Farm Business Grant Expression Of Interest Available until 31/12/2099. 28233 days left.

Flood and Coastal Erosion Risk Management - Revenue Grant Available until 16/12/2022. 94 days left.

Flood and Coastal Erosion Risk Management - Small Scale Works Grant Available until 14/12/2022. 92 days left.

Flood and Coastal Erosion Risk Management Grant - Capital Application Available until 30/12/2022. 108 days left.

Glastir Woodland Creation Expression Of Interest Available until 31/12/2099. 28233 days left.

Glastir Woodland Restoration Expression Of Interest Available until 29/09/2022. 16 days left.

Grant Claim Form Available until 31/03/2023. 199 days left.

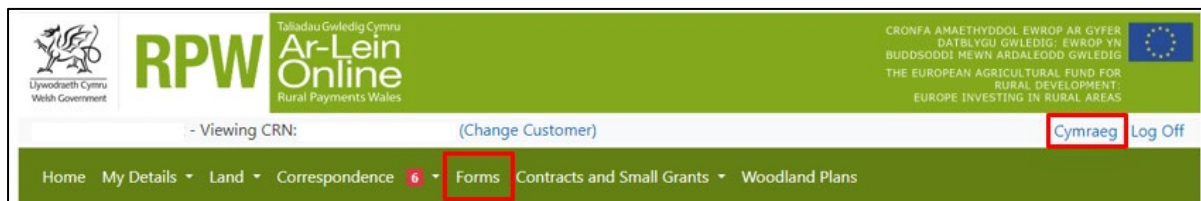
Growing for the Environment EOI Available until 12/12/2050. 10317 days left.

Horticulture Development Scheme Form Available until 31/12/2099. 28233 days left.

Integrated Natural Resources Scheme - Project Development Grant Application Available until 31/10/2022. 48 days left.

Nutrient Management Investment Scheme Application Available until 31/12/2099. 28233 days left.

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 Agricultural Diversification Scheme Application Form is displayed in.

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

The image shows the 'Forms' page on the RPW Ar-Lein Online website. The page has a header with the RPW logo, the text 'Taliadau Gwledig Cymru' and 'Ar-Lein Online Rural Payments Wales', and a banner for the European Agricultural Fund for Rural Development. Below the header, there is a navigation bar with tabs: Home, My Details, Land, Correspondence (with a red '6' icon), Forms (highlighted with a red box), Contracts and Small Grants, and Woodland Plans. In the top right corner, there is a 'Cymraeg' button and a 'Log Off' link. The main content area is titled 'Forms' and contains a blue box with a note: '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.' Below the note, there is a 'Scheme' dropdown menu set to 'All' with 'Select' and 'Reset' buttons. There are three tabs: 'Not Submitted', 'Being Processed', and 'Completed'. The 'Being Processed' tab is active. The main content area lists four forms: 'Basic Payment Scheme National Reserve Form (including Proof of Production) - (Online)' (Draft), 'Capital Works Claim - (Online)' (Draft), 'Grant Claim Form - (Online)' (Draft), and 'Habitat Wales Scheme Expression of Interest - (Online)' (Draft). On the right side, there is a 'Start a Form' section with a list of forms: 'Single Application Form 2023', 'Added Value (Fisheries) Application' (Available until 01/01/2050. 9558 days left.), 'Agricultural Diversification Scheme Application' (highlighted with a red box), 'Appeal' (Available anytime), 'Capital Works Claim', 'FCERM Contract Variation' (Available anytime), 'Farm Business Grant - Yard Coverings EOI' (Available until 31/12/2050. 9922 days left.), and 'Flood and Coastal Erosion Risk Management -'.

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

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Agricultural Diversification Scheme Application Form – Start Application

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

The screenshot shows the RPW Ar-Lein Online application form start page. The header includes the Welsh Government logo, RPW Ar-Lein Online logo, and the European Agricultural Fund for Rural Development logo. The main content area is titled 'Start Application start an application or claim'. It contains several paragraphs of information about the application process, including a deadline of 12 January 2024. Below the text, there are two columns of links for 'Customer Details' and 'Online Preferences'. At the bottom, there are 'Start' and 'Cancel' buttons, with the 'Start' button highlighted by a red box.

Start Application start an application or claim

You have asked to complete the following application online: **Agricultural Diversification Scheme Application** .

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 12 January 2024. You will not be able to submit the form after this date even if you started filling in the form on or before 12 January 2024.

If you have any problems completing your **Agricultural Diversification Scheme Application** then you can also contact 'Customer Contact Centre' for further guidance.

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

Customer Details	Online Preferences
Trading Title	Email or SMS (Text) Preference
Address	Email Address
	Mobile Number
Postcode	
Telephone Number	
Email Address	
Number of Partners	

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

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.

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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:

The screenshot shows the RPW Ar-Lein Online interface. At the top, there is a header with the Welsh Government logo, the RPW Ar-Lein Online logo, and the European Union flag. Below the header, there is a navigation bar with links to Home, My Details, Land, Correspondence, Forms, Contracts and Small Grants, and Woodland Plans. The main content area is titled 'Continue Application continue an application or claim'. It contains several paragraphs of text explaining the process of continuing or starting a new application. At the bottom, there is a table with two columns: 'Customer Details' and 'Online Preferences'. The 'Customer Details' column lists fields like Trading Title, Address, Postcode, Telephone Number, Email Address, and Number of Partners. The 'Online Preferences' column lists fields like Email or SMS (Text) Preference, Email Address, and Mobile Number. Below the table, there is a status bar indicating the application was last updated on a specific date and time. At the bottom, there are two buttons: 'Continue' (highlighted with a red box) and 'Back'.

Taliadau Gwledig Cymru
RPW Ar-Lein Online
Rural Payments Wales

CRONFA AMAETHYDDOL EWROP AR GYFER
DATBLYGU GWLEDIG: EWROP YN
BUDDSODDI Mewn Ardaloedd Gwledig
THE EUROPEAN AGRICULTURAL FUND FOR
RURAL DEVELOPMENT:
EUROPE INVESTING IN RURAL AREAS

- Viewing CRN: (Change Customer) Cymraeg | Log Off

Home My Details Land Correspondence 15 Forms Contracts and Small Grants Woodland Plans

Continue Application continue an application or claim

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

You may choose to remove your existing **Agricultural Diversification Scheme Application** and start again. This will undo all of the changes that you have made since starting your **Agricultural Diversification Scheme Application** and the new **Agricultural Diversification Scheme Application** 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 12 January 2024. You will not be able to submit the form after this date even if you started filling in the form on or before 12 January 2024.

If you have any problems completing your **Agricultural Diversification Scheme Application** then you can also contact 'Customer Contact Centre' for further guidance.

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

Customer Details	Online Preferences
Trading Title	Email or SMS (Text) Preference
Address	Email Address
	Mobile Number
Postcode	
Telephone Number	
Email Address	
Number of Partners	

Continue working on the **Agricultural Diversification Scheme Application** which was last updated on [] at [] 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 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 Ar-Lein Online logo, and the European Agricultural Fund for Rural Development logo. The main navigation bar contains links for Home, My Details, Land, Correspondence, Forms, Contracts and Small Grants, and Woodland Plans. The page title is 'Agricultural Diversification Scheme Application - Delete / Start Again'. The content area explains that this option will remove the application and undo all changes. It lists two consequences: removing all added information and un-setting all answered questions. It also states that a new application can be started with the latest available data. At the bottom, there is a confirmation question: 'Do you wish to proceed with this option?'. There are two buttons: 'Yes' (highlighted with a red box) and 'No'.

RPW Ar-Lein Online
Rural Payments Wales

CRONFA AMAETHYDDOL EWROPEL AR GYFER
DATBLYGU GWLEDIG: EWROPEL YN
BUDDSODDI Mewn ARDALEDD GWLEDIG
THE EUROPEAN AGRICULTURAL FUND FOR
RURAL DEVELOPMENT:
EUROPE INVESTING IN RURAL AREAS

- Viewing CRN: (Change Customer) Cymraeg | Log Off

Home My Details Land Correspondence 11 Forms Contracts and Small Grants Woodland Plans

Agricultural Diversification Scheme Application - Delete / Start Again

This option will remove your **Agricultural Diversification Scheme Application** application and will undo **ALL** of the changes that you have made since starting your **Agricultural Diversification Scheme Application**. 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 **Agricultural Diversification Scheme Application** has been removed you can start a new **Agricultural Diversification Scheme Application**, 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 **Agricultural Diversification Scheme Application** and start again. **Yes**

Please click 'No' to keep the entries you have already made on your **Agricultural Diversification Scheme Application** and return to the previous screen. **No**

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Introduction

This is the introduction page which provides information about the Agricultural Diversification Scheme. For greater detail of the information provided on this page, please read the Agricultural Diversification [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.

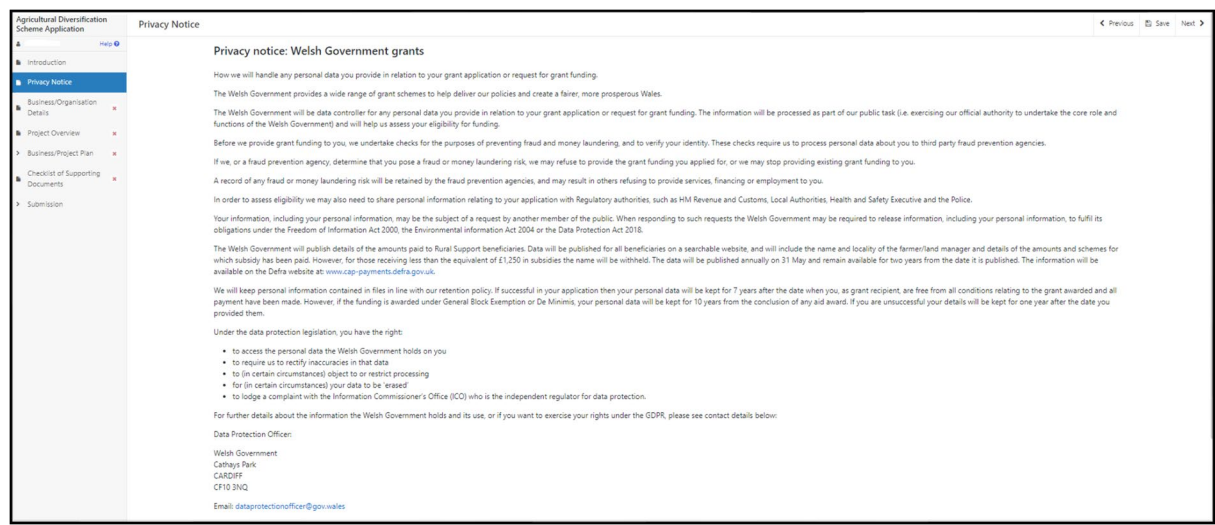
On the left the different sections are displayed. A red cross indicates you either have not accessed each section yet, or you have errors on the section(s). A green tick will display once you have completed each section and there are no errors we can identify. There are various navigation buttons at the top and bottom of the form. 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.

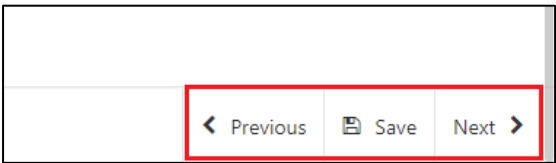
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Privacy Notice

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.



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



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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.

Business/Organisation Details

Questions marked with * are mandatory

Business/Organisation Status

What type of Business/Organisation is this application for?*

- ☐ Sole Trader
- ☐ Partnership
- ☐ Private limited company
- ☐ Public limited company
- ☐ Public sector organisation
- ☐ Co-operative (Industrial and Provident Society or Mutual)
- ☐ Charity / Third Sector
- ☐ Trust/Community Group
- ☐ Private Company Limited by Guarantee
- ☐ Local Community Group
- ☐ Local Authority
- ☐ The Welsh Government
- ☐ Community Interest Company
- ☐ Community Amateur Sports Clubs
- ☐ University
- ☐ Other

If the business is an incorporated legal entity please supply a copy of the Memorandum & Articles.

Does the Business/Organisation trade under another name?*

☐ Yes ☐ No

Business/Organisation

Please provide all of the following Business/Organisation Reference Numbers that apply

Company Number

VAT Number

Charity Number

Manukū Public Registration Number

Is the Business/Organisation a member of a group of companies?*

☐ Yes ☐ No

Does the Business/Organisation have shareholders?*

☐ Yes ☐ No

Does the Business/Organisation have directors or trustees?*

☐ Yes ☐ No

Is the Business/Organisation a wholly owned subsidiary?*

☐ Yes ☐ No

Size of Business/Organisation

Select size of Business/Organisation*

- ☐ Micro enterprise (0 to 9 employees)
- ☐ SME enterprise (10 to 249 employees)
- ☐ Large enterprise (more than 250 employees)

Please give the following details:

Number of employees full time equivalents**

Annual gross turnover for last financial year (£)*

Balance sheet net assets for last financial year (£)*

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

Is the Business/Organisation a member of a group of companies?* ☒ Yes ☐ No

Please give the name of the immediate parent company, and if different, the ultimate parent company, and the country or countries in which they are registered.* 0 / 255

Does the Business/Organisation have shareholders?* ☒ Yes ☐ No

Please give details of all of the shareholders of the Business/Organisation. (including the Company Number(s) if registered in the UK)* 0 / 500

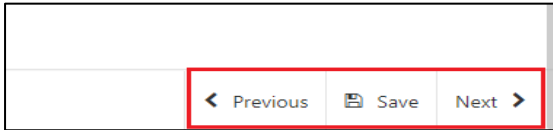
Does the Business/Organisation have directors or trustees?* ☒ Yes ☐ No

Please give details of all of the directors or trustees.* 0 / 500

Is the Business/Organisation a wholly owned subsidiary?* ☒ Yes ☐ No

Please give the name of the immediate, and if different, the ultimate parent company or organisation and the country in which they are registered.* 0 / 255

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

A horizontal navigation bar with three buttons: 'Previous' with a left arrow, 'Save' with a floppy disk icon, and 'Next' with a right arrow. The entire bar is enclosed in a red rectangular border.

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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 screenshot shows the 'Project Overview' page of the 'Agricultural Diversification Scheme Application'. The left sidebar contains a navigation menu with the following items: 'Add', 'Introduction', 'Privacy Notice', 'Business/Organisation Details', 'Project Overview' (highlighted), 'Business/Project Plan', 'Checklist of Supporting Documents', and 'Submission'. The main content area is titled 'Project Overview' and includes a 'Previous' button and a 'Next' button. The form contains several sections: 'Questions marked with * are mandatory.' followed by 'Project name*' and 'Project description*' (with a character count of 0 / 500); 'Enter the address of the project location.' followed by 'Project postcode*' (with a 'Find Address' button) and 'Project location address*'; 'Planned Project Timetable' with 'Project start date*' and 'Project end date*' (both with date pickers); and 'Contact Details' with a blue instruction bar 'Enter contact details for the Officer acting as the principal contact for this project.' followed by 'Who is the principal contact for this project*', 'Telephone Number*', 'Email address*', and 'Confirm Email Address*'. Each of these fields has a corresponding text input box.

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

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

The screenshot shows a 'Find Address' modal window. It has a title bar with a close button (X). The main area contains a text input field with the value 'SA71 5NA' and a 'Find Address' button. Below the input field is a list of address suggestions, all starting with '1 Honeyhill Grove' through '10 Honeyhill Grove'. At the bottom right of the modal 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.

Planned Project Timetable

Project start date*

Project end date*

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2024

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dd/mm/yyyy

Please provide the contact details of the person who will be the principle contact for the project.

Contact Details

Enter contact details for the Officer acting as the principal contact for this project.

Who is the principal contact for this project?*

Telephone Number*

Email address*

Confirm Email Address*

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

< Previous

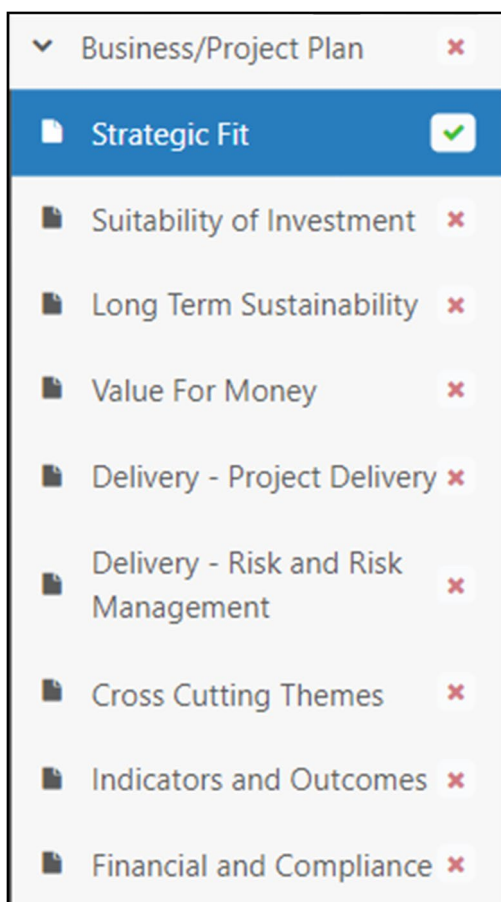
Save

Next >

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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	✗
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 explain how the proposed Project will make a contribution to the strategic aims and objectives of Scheme as set out in the Scheme Guidance Notes.

You will need to provide clear explanations on how the proposed investment will contribute to the strategic aims and objectives of the scheme and demonstrate why the investment is required. You will need to detail how the investment will increase the technical and financial performance of the business and how the investment will enable the business to sustainably-expand production.

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 the 'Strategic Fit' section of the 'Agricultural Diversification Scheme Application' form. The left sidebar lists various sections, with 'Strategic Fit' highlighted. The main content area is titled 'Strategic Fit' and contains a 'Questions marked with * are mandatory' note. Below this, there is a light blue box with the text 'The strategic aims and objectives of the scheme are to:' followed by a bulleted list of five points. Below this, there is a text box with the prompt 'Explain how the proposed investment will contribute to the strategic aims and objectives of the scheme.*' and a character count '0 / 4000'. At the bottom, there is another text box with the prompt 'Describe the project and investments. Where appropriate, provide diagrams, images or photographs to assist in explaining the project activity and location.*' and a character count '0 / 4000'. The bottom navigation bar includes 'Back', 'Save', and 'Next' buttons.

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.

This close-up screenshot shows the bottom navigation bar of the form. It includes a 'Previous' button with a left arrow, a 'Save' button with a floppy disk icon, and a 'Next' button with a right arrow. The 'Next' button is highlighted with a red border. Above the buttons, there is a character count '0 / 4000'.

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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 sustainably and, where appropriate, explain how the investment will have a positive impact on the environment, including enhancing water, soil and air quality.

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

The screenshot shows the 'Suitability of Investment' page. On the left is a sidebar with a list of sections: Introduction, Privacy Notice, Business/Organisation Details, Project Overview, Business/Project Plan, Strategic Fit, Suitability of Investment (highlighted), Long Term Sustainability, Value For Money, Delivery - Project Delivery, Delivery - Risk and Risk Management, Cross Cutting Themes, Indicators and Outcomes, Financial and Compliance, Checklist of Supporting Documents, and Submission. The main content area is titled 'Suitability of Investment' and includes a note: 'Questions marked with * are mandatory.' Below this, a light blue box states: 'Applicants are encouraged to consider how their plans will impact on the environment and contribute to tackling climate change.' The main instruction reads: 'Describe how the investment will support the business to grow sustainably and, where appropriate, explain how the investment will have a positive impact on the environment, including enhancing water, soil and air quality, make better use of nutrients, reduce emissions and enhance the farm ecosystem.*' A large text box is provided for the answer, with a character count '0 / 4000' at the bottom right. At the top right of the main area are buttons for '< Previous', 'Save', and 'Next >'.

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.

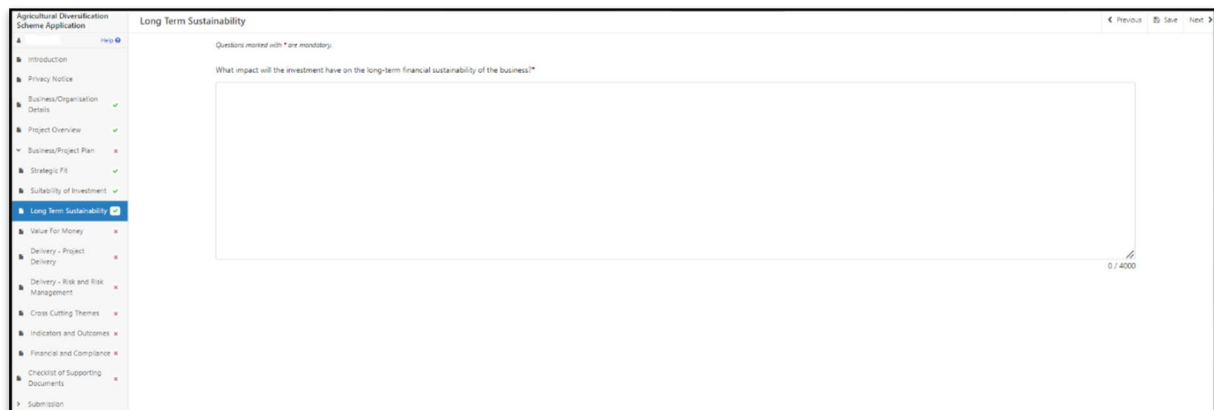
When you have finished filling in your answers, select the **Next** button.

This close-up shows the bottom of the text box with the character count '0 / 4000'. Below the text box is a row of three buttons: '< Previous', 'Save' (with a floppy disk icon), and 'Next >'. The 'Previous' and 'Next' buttons are highlighted with a red border.

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Business/Project Plan – Long Term Sustainability

The Long Term Sustainability page is where you explain, including evidence, how the anticipated investment will have a positive impact on the long-term sustainability of the business.

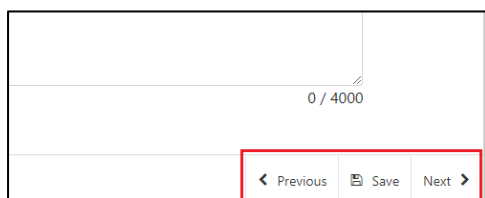


The screenshot shows the 'Long Term Sustainability' section of the 'Agricultural Diversification Scheme Application'. The left sidebar lists various sections, with 'Long Term Sustainability' highlighted. The main content area contains a question: 'What impact will the investment have on the long-term financial sustainability of the business?'. Below the question is a large text input box with a character count '0 / 4000' at the bottom right. At the top right of the main area are navigation buttons: 'Previous', 'Save', and 'Next'.

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.



This close-up shows the bottom right corner of the text input box. It displays the character count '0 / 4000' and a navigation bar with three buttons: 'Previous', 'Save', and 'Next'. The 'Next' button is highlighted with a red border.

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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 Rural Communities - Competitive Tendering and Public Procurement Technical Guidance Notes 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 provide details of the anticipated increased turnover projection within three years of completion of the project plus an explanation of how those projections have been determined.

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 considered taking into account 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.

The screenshot shows the 'Value for Money' section of the 'Agricultural Diversification Scheme Application' form. The left-hand navigation menu lists various sections: Introduction, Privacy Notice, Business/Organisation Details, Project Overview, Business/Project Plan, Strategic Fit, Suitability of Investment, Long Term Sustainability, Value for Money (highlighted with a checkmark), Delivery - Project, Delivery, Delivery - Risk and Risk Management, Cross Cutting Themes, Indicators and Outcomes, Financial and Compliance, Checklist of Supporting Documents, and Submission. The main content area is titled 'Value for Money' and includes a 'Previous' button and a 'Next' button. It contains two mandatory questions, indicated by an asterisk (*). The first question asks for a breakdown of proposed expenditure, with a text box for the answer and a character count of 0 / 4000. The second question asks for details of the forecasted impact on turnover and profitability, also with a text box and a character count of 0 / 4000. A light blue banner at the top of the main content area provides guidance on procurement, mentioning 'Procurement Guidance' and 'Competitive Tendering and Public Procurement - Register and Record'.

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.

The screenshot shows the 'Investment Items' section of the form. It features a light blue banner with instructions: 'Enter details and quotes for each investment item. For each item required click 'Add Investment Item', then select the required item.' Below the banner is a table with the heading 'No Entries'. To the right of the table is a red-bordered button labeled 'Add Investment Item'. At the bottom of the section, there are two input fields: 'Total Project Cost (£)' and 'Maximum Grant Value', with the value '0.00' entered in the second field.

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

Select the **Item** button to activate the drop-down list of Items to choose from.

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.

Value For Money - Investment Items

Save and Add Another +

Questions marked with * are mandatory.

As part of an application, you will be required to state for each capital item, which of the following criteria the item relates to:

Item*

Establishment of a new alternative crop enterprise

Item Details (maximum 500 characters)*

Test

4 / 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?	
150000.00	Test	✓	No	<div><div>Add Quote</div><div><div>Modify</div><div>Delete</div></div></div>

Item Value (£)

150000.00

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.*

☒

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.

Cancel ✕

Save and Add Another ➕

Save and Return ↴

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Maximum & Minimum Grant Values

As the maximum grant value that can be applied for under the Agricultural Diversification 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	Add Investment Item
Other agricultural diversification enterprise	test	250000.00		Modify Delete

Total Project Cost (£)250000.00

Maximum Grant Value100000.00

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	Add Investment Item
Other agricultural diversification enterprise	test	280000.00		Modify Delete

Total Project Cost (£)280000.00

Maximum Grant Value100000.00

- The maximum grant value of £100000.00 has been exceeded. One item will be part funded.

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.

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	Add Investment Item
Other agricultural diversification enterprise	test	280000.00		Modify Delete
Establishment of a new alternative livestock enterprise	test	13000.00		Modify Delete

Total Project Cost (£)293000.00

Maximum Grant Value100000.00

- The maximum grant value of £100000.00 has been exceeded. Please remove items.

If the values entered into this section do not meet the minimum grant value for Agricultural Diversification 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.

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	Add Investment Item
Establishment of a new alternative crop enterprise	Test	5000.00		<div>ModifyDelete</div>

Total Project Cost (£)

5000.00

Maximum Grant Value

2000.00

- Please ensure the Maximum Grant Value is at least £3000.00.

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

< Previous

 Save

Next >

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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 what you want the funding for and who is needed to achieve it including:

- A timetable of delivery for all activities and stages of your project.
- How you intend to deliver 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.

The screenshot shows the 'Delivery - Project Delivery' form. On the left is a sidebar with navigation links: Introduction, Privacy Notice, Business/Organisation Details, Project Overview, Business/Project Plan, Strategic Fit, Suitability of Investment, Long Term Sustainability, Value For Money, Delivery - Project Delivery (highlighted), Delivery - Risk and Risk Management, Cross Cutting Themes, Indicators and Outcomes, Financial and Compliance, Checklist of Supporting Documents, and Submission. The main area contains a question: 'Describe how you intend to deliver your project. What will be the key activities that will need to be undertaken, the resources that will be required during implementation and who will manage the work?'. Below this is a large text box with a character count of 0 / 4000. A note states: 'This is a mandatory question please answer it.' Below the text box is a section titled 'Project Activities' with a note: 'Click: Add Activity to add details for each stage of the Project.' and a red bar with the text: 'Please make at least one entry.' At the bottom right of this section is a blue button labeled 'Add Activity'.

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

This is a close-up of the 'Project Activities' section. It shows a light blue header bar with the text: 'Provide a project plan of the key activities and investments. This must include timescales for all stages.' Below this is a section titled 'Project Activities' with a note: 'Click: Add Activity to add details for each stage of the Project.' and a red bar with the text: 'Please make at least one entry.' At the bottom right of this section is a blue button labeled 'Add Activity', which is highlighted with a red box.

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

Delivery - Project Delivery - Project Activities

Cancel ✕ Save and Add Another ➕ Save and Return ↗

Questions marked with * are mandatory.

Activity name*

Activity description*

0 / 255

Proposed activity start date*

dd/mm/yyyy

Proposed activity end date*

dd/mm/yyyy

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

0 / 4000

< Previous Save Next >

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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.

The screenshot shows the 'Delivery - Risk and Risk Management' page. The sidebar on the left lists various sections of the application, with 'Delivery - Risk and Risk Management' highlighted at the bottom. The main content area has a header 'Delivery - Risk and Risk Management' and a sub-header 'Questions marked with * are mandatory.' Below this is a light blue box with text: 'Recognising that there will be some risks to a project, no matter how unlikely, it is important to identify potential risks to assist you to manage the project. Give details of the key risks that might affect the delivery of the Project.' Below this is a table with the heading 'Risks' and a single row with the text 'Click 'Add Risk' to add risk details.' A red box highlights the 'Add Risk' button in the bottom right corner of the table. The table also shows 'No Entries' at the bottom.

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:

The screenshot shows the 'Delivery - Risk and Risk Management - Risks' entry screen. The form contains the following fields:

- 'What is the risk?*' with a text input field.
- 'During the delivery of this project, what is the likelihood of the risk happening?*' with a dropdown menu showing 'Please Select'.
- 'What would be the consequences if it did happen?*' with a large text area.
- 'What mitigation actions will you take to reduce the risk?*' with a text input field.

At the bottom right of the text area, there is a character count '0 / 4000'.

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

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

Delivery - Risk and Risk Management

< Previous

Save

Next >

Questions marked with * are mandatory.

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

Risks

Click 'Add Risk' to add risk details.

Please make at least 5 entries.

Risk	Likelihood	Consequences	Mitigation	
1	Low	Test	Test	<div><div>Modify</div><div>Delete</div></div>

Add Risk

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

< Previous

Save

Next >

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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.

The screenshot shows the 'Cross Cutting Themes' section of the 'Agricultural Diversification Scheme Application' form. The left sidebar lists various sections, with 'Cross Cutting Themes' highlighted and marked with a checkmark. The main content area has a title bar with 'Previous', 'Save', and 'Next' buttons. Below the title bar, a note states 'Questions marked with * are mandatory.' A light blue box contains the instruction: 'Please provide evidence of how your project will contribute towards the cross cutting themes of:' followed by a bulleted list: 'Equality of opportunity and Gender mainstreaming', 'Tackling Poverty and Social Exclusion', and 'Welsh Language'. Below this, there are three text input areas. The first is labeled 'Equality of opportunity and Gender mainstreaming*' and has a character count of '0 / 2000'. The second is labeled 'Tackling Poverty and Social Exclusion*' and also has a character count of '0 / 2000'. The third area is partially visible and labeled 'Welsh Language*'.

This screenshot shows the 'Cross Cutting Themes' section, specifically focusing on the 'Welsh Language*' question. The left sidebar remains the same, with 'Cross Cutting Themes' selected. The main content area shows the 'Welsh Language*' question with a large text input box below it, which currently has a character count of '0 / 2000'. The 'Equality of opportunity and Gender mainstreaming*' question is visible above it, also with a '0 / 2000' character count.

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

	< Previous	Save	Next >

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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 or safeguarded
- Impact on the turnover of the business.

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	<u>MUST ANSWER AT LEAST 2 case level indicators</u>
Number of businesses supported.	Number of businesses supported.
Number of Jobs Created and safeguarded	Total number of permanent jobs created (not maintained) through supported projects expressed in full time equivalent (FTE), by gender. 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).

Performance Indicator Name	Definition
	Jobs safeguarded are where jobs are known to be at risk over the next 12 months. Jobs should be scored as FTE and permanent (a seasonal job may be scored provided the job is expected to recur indefinitely; the proportion of the year worked should also be recorded). The job itself should be scored, not an estimate of how many people may occupy the job. If the job is not full time, then the hours per week will need to be divided by 30 to find the proportion of FTE represents (e.g. 18 hours per week would be 0.6 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.

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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.

Agricultural Diversification Scheme Application

Indicators and Outcomes

Questions marked with * are mandatory.

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

- Number of businesses supported
- Number of jobs created or safeguarded
- Impact on the turnover of the business

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

Some data has not been entered or is invalid. Please Modify or Delete this before continuing.

Buttons: Add Indicator, Modify, Delete

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*
Please Select
Please Select
Number of businesses supported
Number of jobs created or safeguarded
Impact on the turnover of the business

Enter Number*
0 / 500

Enter Details*
How will the target be met?*

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

0 / 500

Buttons: Cancel, Save and Add Another, Save and Return

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

YOU MUST EVIDENCE AT LEAST 2 CASE LEVEL 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 businesses supported	3.00	test	tt	t	<div><div>Modify</div><div>Delete</div></div>


Add Indicator

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

Once you have entered the Case Level Indicators responses, 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.

< Previous

 Save

Next >

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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;
- and 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 applicant 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.

Agricultural Diversification Scheme Application

Financial and Compliance

Questions marked with * are mandatory.

The Agricultural Diversification scheme offers a maximum 40% grant towards the cost of investment up to a maximum of £50000.00 grant.

Describe how you intend to fund the investment in addition to the grant. Please refer to evidence to support your application.*

Test

4 / 4000

What is the financial need for the grant? What would happen without any support?*

Test

< Previous Save Next >

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.

< Previous Save Next >

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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.

The screenshot shows a web application interface for the 'Agricultural Diversification Scheme Application'. The left sidebar contains a navigation menu with the following items: Introduction, Privacy Notice, Business/Organisation Details (marked with a green check), Project Overview (marked with a green check), Business/Project Plan (marked with a green check), Checklist of Supporting Documents (highlighted in blue with a red 'x' icon), and Submission. The main content area is titled 'Checklist of Supporting Documents' and contains the following text:

You will be required to submit the following supporting documents.

Business plan

Submit a business plan that provides a holistic outline of your business.

As a minimum, the business plan should be for next 3 years and include the following:

- Business details.
- Details of resources available, business activity and farming system.
- Recent financial performance (with reference to certified accounts).
- Recent physical and financial performance of the diversification enterprise.
- Future objectives and investment proposals.
- Considerations and options appraisal for the future business and investment proposal.

The plan should cover the whole business and explain how the project and agricultural enterprises are integrated.

In support of the business plan, you should provide:

- 3 years of Certified Accounts. (If certified accounts are not available for the most recent financial period, management accounts should be submitted for this period.)
- 3 year financial projections. (The proposed investment should be accounted for in the financial forecasts.)
- Evidence of funding available (bank loan, overdraft, etc.)
- Three quotes for each investment item (only one quote required for items under £5,000 invoiced costs)
- Planning and Sustainable Drainage Systems (SuDS) approval: If your investments 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)

Tick the appropriate box(es) below.

I am submitting supporting documents online by the deadline. ☐

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

At the bottom right of the page, there are navigation buttons: '< Previous', 'Save' (with a floppy disk icon), and 'Next >'. The 'Previous', 'Save', and 'Next' buttons are highlighted with a red border.

You must select at least one method of supporting document submission in order to proceed to the next page.

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

A close-up of the navigation buttons at the bottom of the page. The buttons are '< Previous', 'Save' (with a floppy disk icon), and 'Next >'. The 'Previous', 'Save', and 'Next' buttons are highlighted with a red border.

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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 screenshot shows the 'Errors, Information and Summary' section of the 'Agricultural Diversification Scheme Application' form. The left sidebar contains a navigation menu with items: Introduction, Privacy Notice, Business/Organisation Details (checked), Project Overview (checked), Business/Project Plan (marked with a red X), Checklist of Supporting Documents (checked), Submission, Errors, Information and Summary (selected), Declaration and Undertakings, and Submit. The main content area has a title 'Errors, Information and Summary' and navigation buttons '< Previous', 'Save', and 'Next >'. A blue banner at the top says 'Important - Please review this summary. Please scroll down if applicable.' Below it, a red-bordered box contains the message: 'There are errors present on your form. Please review and correct any errors.' The form content is divided into sections: 'Privacy Notice' (Privacy notice: Welsh Government grants), 'Business/Organisation Details' (Business/Organisation Status), and a dropdown menu for 'What type of Business/Organisation is this application for?'. The dropdown options are: Sole Trader (checked), Partnership, Private limited company, Public limited company, Public sector organisation, Co-operative, Industrial and Provident Society or Mutual, Charity / Third Sector, Town/Community Council, Private Company Limited by Guarantee, Local Community Groups, Local Authorities, and the Welsh Government.


The screenshot shows the 'Project Overview' and 'Business/Project Plan' sections of the 'Agricultural Diversification Scheme Application' form. The left sidebar is the same as the previous screenshot. The main content area has a title 'Project Overview' and navigation buttons '< Previous', 'Save', and 'Next >'. The 'Project Overview' section contains a table with the following data: Project name (test), Project location address (SA32 7AH, Frynlan, Rhydargaeau Road, Rhydargaeau, Carmarthen, Sir Gaerfyrddin), Planned Project Timetable, Project start date (21/10/2022), and Project end date (14/06/2023). Below this is the 'Business/Project Plan > Strategic Fit' section. It contains a heading 'The strategic aims and objectives of the scheme are to:' followed by a list of five bullet points: 'Support the development of existing agricultural diversification enterprises.', 'Support the establishment of new agricultural diversification enterprises.', 'Build resilience into Welsh agriculture by developing new income streams.', 'Reduce the reliance on traditional agricultural enterprises.', and 'Respond to new market opportunities and develop new markets.' Below this is a heading 'Explain how the proposed investment will contribute to the strategic aims and objectives of the scheme.' followed by a red-bordered box containing the message: 'This is a mandatory question, please answer it.' Below this is a text box with the prompt 'Describe the project and investments. Where appropriate, provide diagrams, images or photographs to assist in explaining the project activity and location.' and the text 'Test'. Below this is the 'Business/Project Plan > Suitability of Investment' section, which contains the text 'Applicants are encouraged to consider how their plans will impact on the environment and contribute to tackling climate change.'

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.

	< Previous	 Save	Next >

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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:

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

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

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Submission Page – Submit

To submit your Agricultural Diversification Scheme Application Form, click on the **Submit** Button.

The screenshot shows the 'Submit' page of the 'Agricultural Diversification Scheme Application' system. On the left is a navigation menu with items: Introduction, Privacy Notice, Business/Organisation Details (checked), Project Overview (checked), Business/Project Plan (checked), Checklist of Supporting Documents (checked), Submission (expanded), Errors, Information and Summary, Declaration and Undertakings, and Submit (highlighted in blue). The main content area has a title 'Submit' and navigation links 'Previous', 'Save', and 'Next'. It contains two light blue informational boxes: the first states '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.'; the second says 'Click the button below to submit your Agricultural Diversification Scheme Application .'. Below these boxes is a red-outlined 'Submit' button. A final note at the bottom states: 'A Message containing a copy of your submitted Agricultural Diversification Scheme Application 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.

The screenshot shows the 'Submission Confirmation' page. The left navigation menu now highlights 'Submission Confirmation'. The main content area has a title 'Submission Confirmation' and navigation links 'Previous', 'Save', and 'Next'. It displays the application reference number: 'Agricultural Diversification Scheme Application : Reference Number: 7721096'. Below this is a paragraph of text: 'Your Agricultural Diversification Scheme Application was submitted for CRN: A0000056, M VOISARD on 04/10/2022 at 16:18 by Charles Agents. A message confirming receipt of your Agricultural Diversification Scheme Application and a copy of what has been submitted should be available in your online Messages page within one working day. Please check the contents of your Agricultural Diversification Scheme Application and notify us of any changes required. Changes may be notified in writing or through the RPW Online Messages system. Click the 'Print this Screen' Button to print a copy of this receipt.' Below the text are three buttons: 'Print this Screen' (highlighted with a red box), 'Submit Documentation', and 'Exit' (both the latter two are grouped within a red box). A small note at the bottom says: 'If you are required to attach files to your submission click 'Submit Documentation' otherwise click 'Exit'.'

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 Agricultural Diversification 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, or once you have enrolled for the RPW Online service, access it via [RPW Online](#). 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.