



Llywodraeth Cymru
Welsh Government

Welsh Marine and Fisheries Scheme

General Funding Round *Full Application Form*

- How to Complete Guidance

Contents

Information.....	3
Registering for RPW Online	5
Rural Payments Wales Online	5
Government Gateway Login page.....	5
Home Page.....	6
Forms Page	8
WMFS General Funding Round Application Form – Start Application	9
Continue Application/Start Again.....	10
Introduction.....	12
Privacy Notice.....	13
Business / Organisation Details	14
Vessel Details.....	16
Project Overview.....	18
Project Plan	20
Project Plan - Strategic Fit	21
Project Plan - Suitability of Investment	23
Project Plan - Project Delivery.....	24
Project Plan – Project Delivery - Risk Management	26
Project Plan – Long Term Sustainability.....	28
Project Plan - Project Management.....	29
Project Plan – Value for Money	30
Maximum & Minimum Grant Values	33
Project Plan - Cross Cutting Themes	35
Project Plan - Indicators and Outcomes	36
Project Plan - Financial and Compliance.....	40
All Projects.....	40
Checklist of Supporting Documents	42
Submission	43
Errors, Information and Summary	43
Declaration and Undertakings	44
Submission Page – Submit	45
Following Successful Submission	46
What happens next?	46
Contacts.....	47

Version: 1

Issue Date: February 2024

Issued By: Welsh Government

© Crown Copyright 2024

WG46851 ISBN: 978-1-83577-109-9

Information

This guide takes you through the steps to complete and submit your application for the Welsh Marine and Fisheries Scheme (WMFS) General Funding Round 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 offer of Grant Award.

Please read this guidance carefully. You will also need to refer to the [Welsh Marine and Fisheries Scheme Overarching guidance booklet](#) and the [Welsh Marine and Fisheries Scheme: General Funding Round 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 applicants 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 WMFS General Funding Round Online Application.
- 3 year business plan (this is not required if the applicant is a Public Law Body or Academia).
- 3 Years of Certified Accounts (this is not required if the applicant is a Public Law Body or Academia).
- 3 years of financial projections (this is not required if the applicant is a Public Law Body or Academia).
- Evidence of match funding available (bank loan, overdraft, etc.) where applicable.
- Planning permission if appropriate and any other approvals / consents
- Any quotes received which form part of the full application.

For applications from Business / Organisations less than three years old, the available accounts will be considered.

If your investments require planning approval, if available, include any existing planning consents. (Evidence of planning 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.

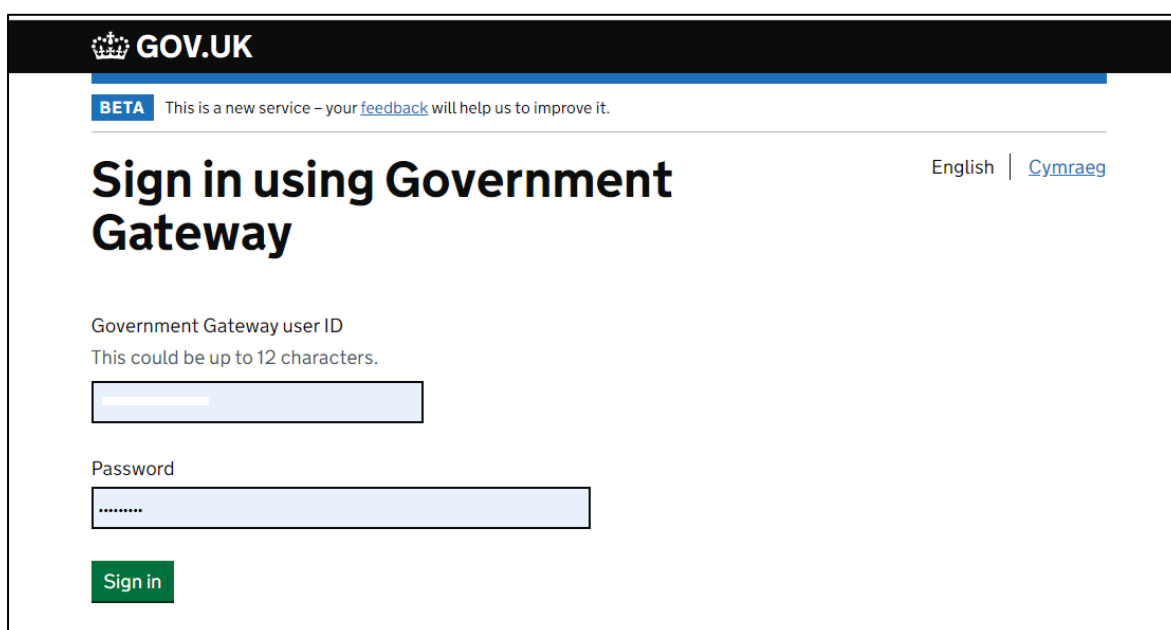
[Back to Contents](#)

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 left is the GOV.UK logo. Below it is a 'BETA' banner with the text 'This is a new service – your [feedback](#) will help us to improve it.' On the right side, there are language options: 'English' and '[Cymraeg](#)'. The main heading is 'Sign in using Government Gateway'. Below this, there are two input fields: 'Government Gateway user ID' with a note 'This could be up to 12 characters.' and 'Password'. A green 'Sign in' button is located 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.

[Back to Contents](#)

Home Page

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

The screenshot shows the RPW Online Home Page. At the top left is the Llywodraeth Cymru (Welsh Government) logo. Next to it is the RPW logo and the text 'Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales'. On the right, there is a banner for the European Agricultural Fund for Rural Development (EAFRD) with the text 'CRONFA AMAETHYDDOL EWROP AR GYFER DATLYBU GWLEDIGS EWROPEAEN BUDDSODDI MEWN ARDALEODD GWLEDIG THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT: EUROPE INVESTING IN RURAL AREAS' and the European Union flag.

Below the header, there is a 'CRN:' field and a 'Cymraeg Log Off' link. A navigation menu includes 'Home', 'My Details', 'Land', 'Correspondence' (with a red '12' notification), 'Forms', and 'Contracts and Small Grants'. Three light blue notification boxes are present:

- 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.**

The main content area is titled 'Messages between You and RPW' and lists several unread messages:

- 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)
- Llythyr Terfynu'r CPH / CPH Expiry Letter**
 - Temp CPH Expiry Letter : CPHEXpiryLetter (04/01/2021)
- Llythyr Terfynu'r CPH / CPH Expiry Letter**
 - Temp CPH Expiry Letter : CPHEXpiryLetter (03/12/2020)

On the right side, there is a 'Useful Links' box containing:

- 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. The WMFS General Funding Round Application form will be available here until the closing date of the window.

Start a Form

- Single Application Form 2024
- Added Value (Fisheries) Application Available until
- Appeal Available anytime
- Capital Works Claim
- FCERM Contract Variation Available anytime
- Farm Business Grant - Yard Coverings EOI Available until
- Flood and Coastal Erosion Risk Management - Natural Flood Management Grant Available until
- Grant Claim Form
- Growing for the Environment EOI Available until
- Habitat Wales Scheme Expression of Interest Availat
- Health and Safety (Welsh Marine and Fisheries Scheme) Application Available until
- Horticulture Development Scheme Form Available until
- Small Grants - Horticulture Start Up Full Application Available until
- Small Grants - Woodland Creation Available until
- Small Grants - Yard Coverings Expression of Interest
- WMFS General Funding Round Application Available until**
- Woodland Creation Planning Scheme EOI Available until

Or you can click the tab labelled **'Forms'** on the RPW Online home page, as shown below:

The screenshot shows the top navigation bar of the RPW Online website. On the left is the Welsh Government logo. The main branding reads 'RPW Ar-Lein Online Rural Payments Wales'. On the right, there is text in Welsh and English regarding the European Agricultural Fund for Rural Development. Below the branding is a search field for 'CRN:'. In the bottom right corner, there is a 'Cymraeg' button and a 'Log Off' link, both highlighted with red boxes. The navigation menu includes 'Home', 'My Details', 'Land', 'Correspondence', 'Forms' (highlighted with a red box), and 'Contracts and Small Grants'.

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 WMFS General Funding Round Application Form is displayed in.

[Back to Contents](#)

Forms Page

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

The screenshot shows the RPW Ar-Lein Online portal interface. At the top, there is a header with the RPW logo, the text 'Taliadau Gwledig Cymru' and 'Ar-Lein Online Rural Payments Wales', and the European Union flag with the text 'CRONFA AMETHYDDOL EWROP AR BYRER DATLUNYD GWLEDDU FWRWOP YN BUDDSODDI Mewn ARDALEDDO GWLEDDIG' and 'THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT EUROPE INVESTING IN RURAL AREAS'. Below the header, there is a navigation bar with a 'CRN:' field and a 'Cymraeg | Log Off' link. The main navigation menu includes 'Home', 'My Details', 'Land', 'Correspondence', 'Forms', 'Contracts and Small Grants', and 'Woodland Plans'. The 'Forms' section is active, showing a dropdown menu for 'Scheme' set to 'All', with 'Select' and 'Reset' buttons. Below this, there are three tabs: 'Not Submitted', 'Being Processed', and 'Completed'. The 'Not Submitted' tab is selected, displaying a list of forms. The forms listed are: 'Grant Claim Form - (Online)' (Draft), 'Single Application Form 2015 - (Online)' (Draft), and 'Small Grants - Horticulture Start Up Expression of Interest - (Online)' (Draft). To the right of the main list, there is a 'Start a Form' section with a list of available forms: 'Single Application Form 2024', 'Added Value (Fisheries) Application Available until', 'Appeal Available anytime', 'Capital Works Claim', 'FCERM Contract Variation Available anytime', 'Farm Business Grant - Yard Coverings EOI Available until', 'Flood and Coastal Erosion Risk Management - Natural Flood Management Grant Available until', 'Grant Claim Form', 'Growing for the Environment EOI Available until', 'Habitat Wales Scheme Expression of Interest Available anytime', 'Health and Safety (Welsh Marine and Fisheries Scheme) Application Available until', 'Horticulture Development Scheme Form Available until', 'WMFS General Funding Round Application Available until', and 'Woodland Creation Planning Scheme EOI Available until'. The 'WMFS General Funding Round Application Available until' entry is highlighted with a red border.

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

[Back to Contents](#)

WMFS General Funding Round Application Form – Start Application

It is advisable to have read the Welsh Marine and Fisheries Scheme Overarching guidance booklet and the Welsh Marine and Fisheries Scheme General Funding Round guidance booklet before starting the application form.

The screenshot shows the 'Start Application' page on the RPW Ar-Lein Online portal. The page header includes the Welsh Government logo, the 'RPW Ar-Lein Online' branding, and the European Union logo with text in Welsh and English: 'CRONFA AMAETHYDDOL EWROP AR GYFER DATBLYGU GWLEDIG: EWROP YN BUDDSODDI MEWN ARDALEODD GWLEDIG' and 'THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT: EUROPE INVESTING IN RURAL AREAS'. The user is logged in as 'CRN' and can 'Sign out'. A navigation menu includes 'Home', 'CRN Details', 'Land', 'Correspondence' (with a '10' notification), 'Forms', 'Contracts and Small Grants', and 'Woodland Plans'. The main heading is 'Start Application start an application or claim'. The text explains that the user has asked to complete the 'WMFS General Funding Round Application' and that RPW Online will prompt for required information. It states that starting the application online does not commit the user to submitting it, and they can exit at any time. The application will not be submitted until the 'Submit' option is clicked. A deadline notice states: 'The application must be submitted to Welsh Government by [blank] You will not be able to submit the form after this date even if you started filling in the form on or before [blank]'. A link to the 'Customer Contact Centre' is provided for further guidance. Below, there are two columns of links for 'Customer Details' (Trading Title, Address, Postcode, Telephone Number, Email Address, Number of Partners) and 'Online Preferences' (Email or SMS (Text) Preference, Email Address, Mobile Number). At the bottom, there are 'Start' and 'Cancel' buttons, and a footer with links for 'Documents', 'Contact Us', 'Copyright Statement', and 'Accessibility Statement'.

To start your application form, click the **Start** Button.

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

The screenshot shows the RPW Ar-Lein Online interface. At the top, there are logos for the Welsh Government, RPW, and the European Agricultural Fund for Rural Development. The main navigation bar includes links for Home, CRN Details, Land, Correspondence (with a '10' notification), Forms, Contracts and Small Grants, and Woodland Plans. The 'Continue Application' section is highlighted, with the text 'continue an application or claim'. Below this, there is a message stating that the user has an existing application in progress and can either 'Continue' or 'Start Again'. The 'Start Again' link is highlighted with a red box. Further down, there are sections for 'Customer Details' and 'Online Preferences', each with a list of fields to be reviewed. At the bottom, there is a status bar indicating the application was last updated on 02/02/2024 at 12:18 by Charles Estate Agent. Two buttons, 'Continue' (highlighted with a red box) and 'Back', are visible at the bottom of the main content area. The footer contains links for Guidance Documents, Contact Us, Copyright Statement, and Accessibility Statement.

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 Union logo with text in Welsh and English: "CRONFA AMAETHYDDOL EWROP AR GYFER DAI BLYGŪ GWLEDIG: ENROP YN BUDDSOODI MEWN ARDALEODD GWLEDIG THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT: EUROPE INVESTING IN RURAL AREAS". Below the header is a navigation bar with "Home", "CRN Details", "Land", "Correspondence 10", "Forms", "Contracts and Small Grants", and "Woodland Plans". The main content area is titled "WMFS General Funding Round Application - Delete / Start Again". It contains a warning message: "This option will remove your WMFS General Funding Round Application application and will undo ALL of the changes that you have made since starting your WMFS General Funding Round Application. Please note that this will:" followed by a list of actions: "remove all of the information that you have added" and "un-set all of the questions that you have answered". Below this is another warning: "When this WMFS General Funding Round Application has been removed you can start a new WMFS General Funding Round Application, which will be populated with the latest available data." The question "Do you wish to proceed with this option?" is followed by two buttons: a blue "Yes" button (highlighted with a red box) and a grey "No" button. The footer contains links for "Guidance Documents", "Contact Us", "Copyright Statement", and "Accessibility Statement".

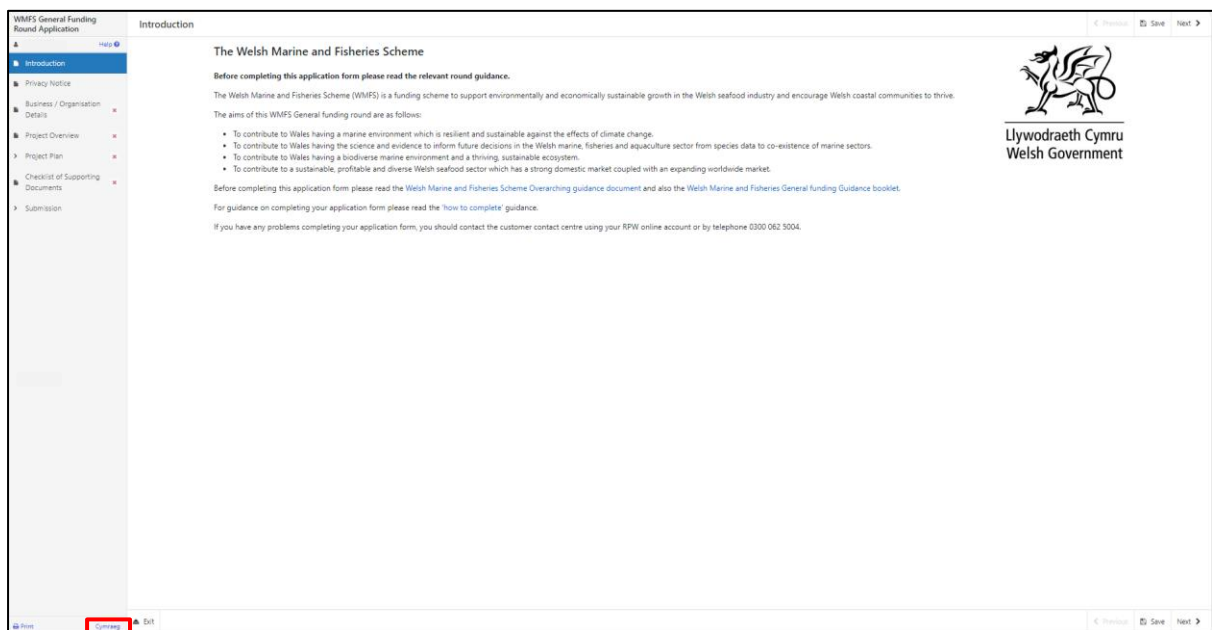
[Back to Contents](#)

Introduction

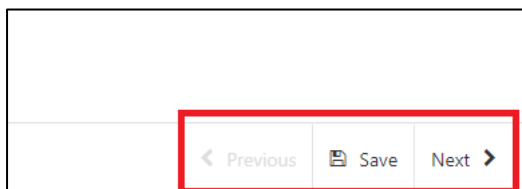
This is the introduction page which advises you prior to completing the application to read the [Welsh Marine and Fisheries Scheme: General Funding Round guidance booklet](#).

There is a link to the Marine and Fisheries grants page at the top left of this screen, which will direct you to the How to Complete Guide 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.



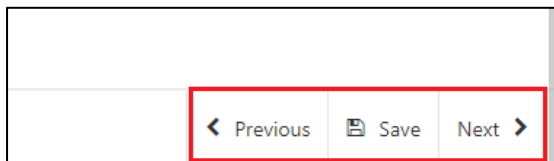
[Back to Contents](#)

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.

The screenshot shows a web application interface for 'WMS General Funding Round Application'. The left sidebar contains a navigation menu with items: Introduction, Privacy Notice (highlighted), Business / Organisation Details, Project Overview, Project Plan, Checklist of Supporting Documents, and Submission. The main content area is titled 'Privacy Notice: Welsh Government financial assistance'. It contains several sections of text, including 'How we will 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 funding.', 'Before we provide funding to you, we undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity.', '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 funding to you.', 'A record of any fraud or money laundering risk will be retained by the fraud prevention agencies, and may result in others refusing to provide services, financing or employment to you.', 'In order to assess eligibility, we may also need to share personal information relating to your application with:', followed by a bulleted list of agencies: Natural Resources Wales, Animal and Plant Health Agency, Veterinary Medicine Directorate, Welsh Local Authorities, Food Standards Agency Wales, DEFRA, Marine Management Organisation (MMO), Other UK Government Marine and Fisheries Administrations, Maritime and Coastguard Agency, and Regulatory authorities, such as HM Revenue and Customs, Local Authorities, Health and Safety Executive and the Police. Other sections include 'The Welsh Government may publish details of grant recipients, amounts and business name on a transparency register where we are obliged to do so, for example, under the Subsidy Control Act 2022.', '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 seven 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. 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:', followed by a bulleted list: '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', 'for (in certain circumstances) your data to be 'erased'', and 'to lodge a complaint with the Information Commissioner's Office (ICO) who is the independent regulator for data protection.'. It also includes contact information for the Data Protection Officer: 'Welsh Government, Cathays Park, CARDIFF, CF10 3NQ, Email: dataprotectionofficer@gov.wales'. At the bottom right of the page, there are navigation buttons: '< Previous', 'Save', and 'Next >'. The 'Next >' button is highlighted with a red border.

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



[Back to Contents](#)

Business / Organisation Details

The Business / Organisation Details page is where you will provide information regarding your business / organisation such as what type of business / organisation you have, any reference numbers that apply, what size your business / organisation is and how many members of staff you have (if applicable). 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.

The screenshot shows a web application interface for 'WIFS General Funding Round Application'. The main heading is 'Business / Organisation Details'. A sidebar on the left contains a navigation menu with items: Introduction, Privacy Notice, Business / Organisation Details (highlighted), Project Overview, Project Plan, Checklist of Supporting Documents, and Submission. The main content area is titled 'Business / Organisation Details' and contains the following sections:

- Questions marked with * are mandatory.**
- Business / Organisation Status**
 - Is your Business / Organisation registered and based in Wales? Yes No
 - What type of Business / Organisation is this application for?
 - 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 Registration Number
 - Charity Number
 - Mutuals Public Registration Number
 - Is the Business / Organisation VAT registered? Yes No
 - 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

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

Please note that if you enter 'Annual Gross Turnover' and / or 'Balance Sheet Net Assets' you will be required to provide supporting evidence. This evidence can be in the form of a letter from an accountant confirming your business turnover or balance from the previous financial year. Or the previous years tax return showing turnover / balance. This evidence is not required if you are a Public Law Body or Academia.

Once you have selected if your Business / Organisation is in the 'Catch Sector' or 'Aquaculture Sector' additional questions will appear that you must also complete.

Business / Organisation Sector

Which of the following sectors is your Business / Organisation best aligned with:*

- Catch Sector
 Aquaculture Sector
 Other

Catch Sector

Are you the owner / part owner or skipper of a licensed commercial vessel that is on the UK fishing fleet register and administered by Welsh Government from a port in Wales?*

- Yes No

Are you a permit or licence holder for shellfish gathering in intertidal areas in Wales?*

- Yes No

Are you a licenced gangmaster based and operating in gathering shellfish in Wales? *

- Yes No

Business / Organisation Sector

Which of the following sectors is your Business / Organisation best aligned with:*

- Catch Sector
 Aquaculture Sector
 Other

Aquaculture Sector

Do you have a marine licence issued by Natural Resources Wales for the purposes of Aquaculture (e.g. seaweed)?*

- Yes No

Is the Business / Organisation authorised as an Aquaculture Production Business (APB)?*

- Yes No

Vessel Details

If you have selected 'Catch Sector' and 'Yes' to 'Are you the owner / part owner or skipper of a licensed commercial vessel that is on the UK fishing fleet register and administered by Welsh Government from a port in Wales?' you must enter details of each vessel involved in your project. To do so, click the 'Add Vessel' button.

Catch Sector

Are you the owner / part owner or skipper of a licensed commercial vessel that is on the UK fishing fleet register and administered by Welsh Government from a port in Wales? Yes No

Vessel Details

Please enter the details of each relevant vessel. Relevant vessels are vessels where you are the owner / part owner or skipper. The vessels must be on the UK fishing fleet register and be administered by the Welsh Government from a port in Wales. To add details of a vessel, click the 'Add Vessel' button.

[Add Vessel](#)

No Entries


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

Business / Organisation Details - Vessel Details

Questions marked with * are mandatory.

Name of vessel*

Vessel Licence Number*

Vessel Registry of Seamen and Shipping (RSS) number* 

Vessel Ownership details - Please list all registered owners of this vessel*

Overall registered length of vessel (m)*

Clicking on the question marks will provide information on the correct format for Vessel Registry of Seamen and Shipping (RSS) number.

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

The Business / Organisation screen will now show the vessel details you have entered.

WIMFS General Funding Round Application

Introduction

Business / Organisation Details

Project Overview

Project Plan

Checklist of Supporting Documents

Submission

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*

SME - Micro (less than 10 employees)
 SME - Non Micro (less than 250 employees)
 Large enterprise (250 or more employees)

Please give the following details:

No of Employees (Full Time Equivalents) *

Annual Gross Turnover (for last financial year) (£)

Balance Sheet Net Assets (for last financial year) (£)

Business / Organisation Sector

Which of the following sectors is your Business / Organisation best aligned with*

Catch Sector
 Aquaculture Sector
 Other

Catch Sector

Are you the owner / part owner or skipper of a licensed commercial vessel that is on the UK fishing fleet register and administered by Welsh Government from a port in Wales?* Yes No

Vessel Details

Please enter the details of each relevant vessel. Relevant vessels are vessels where you are the owner / part owner or skipper. The vessels must be on the UK fishing fleet register and be administered by the Welsh Government from a port in Wales. To add details of a vessel, click the 'Add Vessel' button.

Vessel Name	Licence Number	RSS Number	Vessel Ownership details	Length (m)	Add Vessel
Vessel 1	123456	B12345	Mr S Smith	12.00	Modify Delete

Are you a permit or licence holder for shellfish gathering in intertidal areas in Wales?* Yes No

Are you a licensed gangmaster based and operating in gathering shellfish in Wales? * Yes No

Home Cymraeg Exit

Previous Save Next

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

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

← Previous Save Next →

[Back to Contents](#)

Project Overview

The Project Overview Page is where you will need to provide some general information on the Project such as which one of the Schemes aims your project is aligned to, under which category and subcategory you are applying, 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.

WMS General Funding Round Application

Project Overview

Questions marked with * are mandatory.

Please select which one of the Scheme aims your project is aligned to*

- Contribute to Wales having a marine environment which is resilient and sustainable against the effects of climate change.
- Contribute to Wales having the science and evidence to inform future decisions in the Welsh marine, fisheries and aquaculture sector from species data to co-existence of marine sectors.
- Contribute to Wales having a biodiverse marine environment and a thriving, sustainable ecosystem.
- Contribute to a sustainable, profitable and diverse Welsh seafood sector which has a strong domestic market coupled with an expanding worldwide market.

Please select the category under which you are submitting your application along with the relevant sub category.

Under which category are you applying?*

- Innovation
- Advisory Services
- Promotion of human capital and networking
- Health, safety and wellbeing
- Fishing ports, landing sites and shelters
- Increasing the potential of aquaculture sites
- Marketing measures
- Processing and added value
- Limitation of the impact of seafood production
- Protection, restoration and enhancement of marine biodiversity and ecosystems
- Energy efficiency

Project Name*

Project Description*

0 / 500

Project Location

Project Postcode*

Project Location Address*

Project Timetable

Project Start Date*

Project End Date*

Once you have selected which category you are applying under, a list of subcategories will be listed for you to choose from. This list will be pre-determined from the information you have entered in the previous Business / Organisation Details page.

Project Overview

Questions marked with * are mandatory.

Please select which one of the Scheme aims your project is aligned to*

- Contribute to Wales having a marine environment which is resilient and sustainable against the effects of climate change.
- Contribute to Wales having the science and evidence to inform future decisions in the Welsh marine, fisheries and aquaculture sector from species data to co-existence of marine sectors.
- Contribute to Wales having a biodiverse marine environment and a thriving, sustainable ecosystem.
- Contribute to a sustainable, profitable and diverse Welsh seafood sector which has a strong domestic market coupled with an expanding worldwide market.

Please select the category under which you are submitting your application along with the relevant sub category.

Under which category are you applying?*

- Innovation
- Advisory Services
- Promotion of human capital and networking
- Health, safety and wellbeing
- Fishing ports, landing sites and shelters
- Increasing the potential of aquaculture sites
- Marketing measures
- Processing and added value
- Limitation of the impact of seafood production
- Protection, restoration and enhancement of marine biodiversity and ecosystems
- Energy efficiency

Under which sub-category are you applying?*

- Developing Technical, Scientific or Organisational knowledge
- Conserving marine biological resources
- Finding new markets, developing products and improving processes

Once selected enter your Project Name and Project Description. The text box is expandable and allows up to 500 characters. This is not the number of words allowed, but the number of characters.

Project Name*

Project Description*

0 / 500

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

Find Address ×

SA71 5NA

- 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

Select the address from the list provided. You then need to enter your Project start and end dates. You can either type in the date manually or select the calendar icon as highlighted below. All claims must be submitted by 31 March 2025.

Project Timetable

Project Start Date*

Project End Date*

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*

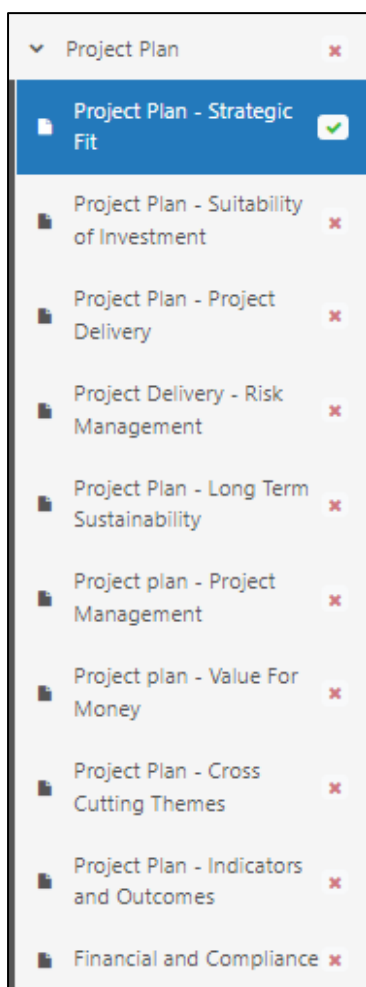
Mo	Tu	We	Th	Fr	Sa	Su
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

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

[Back to Contents](#)

Project Plan

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



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.

[Back to Contents](#)

Project Plan - Strategic Fit

The Strategic Fit section is where you will need to explain how the proposed investment will contribute to the aim / objective of the General Funding Round that you have selected in the Project Overview section of the form:

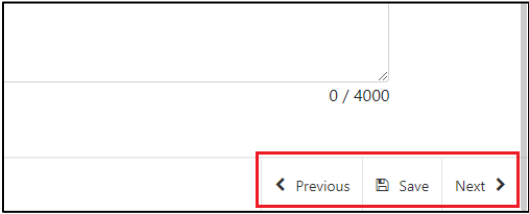
- Contribute to Wales having a marine environment which is resilient and sustainable against the effects of climate change.
- Contribute to Wales having the science and evidence to inform future decisions in the Welsh marine, fisheries and aquaculture sector from species data to co-existence of marine sectors.
- Contribute to Wales having a biodiverse marine environment and a thriving, sustainable ecosystem.
- Contribute to a sustainable, profitable and diverse Welsh seafood sector which has a strong domestic market coupled with an expanding worldwide market.

You will need to provide clear explanations on how the proposed investment will contribute to the strategic aim and objective of the funding round you have selected and demonstrate why the investment is required.

The Strategic fit section screen 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.

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



[Back to Contents](#)

Project Plan - Suitability of Investment

The suitability of investment page is where you will need to provide details to enable the evaluation of how suitable the investment is for achieving the project's goals.

You will need to demonstrate why your proposal is suitable for a grant investment. Thought needs to be given to risks and benefits of the proposal and whether the nature of the investment aligns with the Welsh Governments 7 Well-being goals which are:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of more cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales

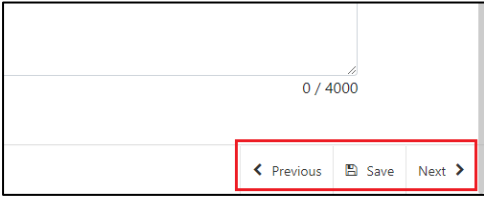
More detailed information can be found at <https://www.gov.wales/well-being-future-generations-act-essentials-html#60676>

The screenshot shows the 'Project Plan - Suitability of Investment' section of the WfMS General Funding Board Application. The sidebar on the left lists various sections of the application, with 'Project Plan - Suitability of Investment' highlighted. The main content area contains a question marked as mandatory: 'Explain how this investment is the most effective use of resources to achieve the project's goals (Does this project build on any previous activities or lessons learned from previous programmes? Does this project offer any new / and or different approaches or solutions for the proposed activities?)*'. Below the question is a large text input box with a character count of 0 / 4000. The form also includes navigation 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.



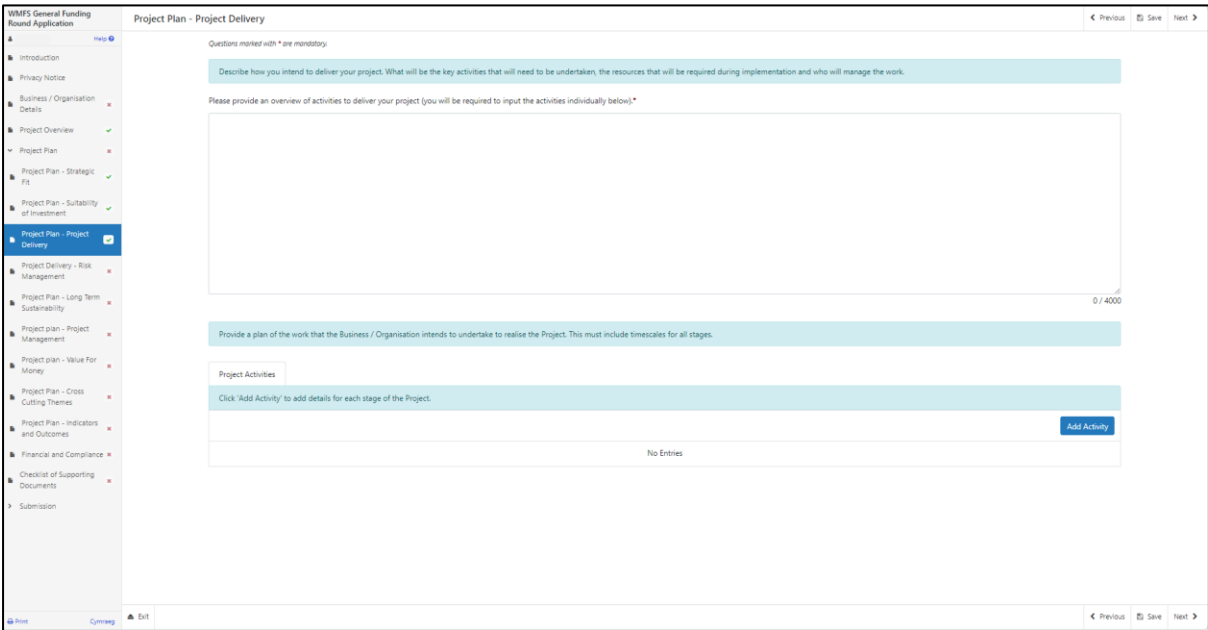
[Back to Contents](#)

Project Plan - Project Delivery

The 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:

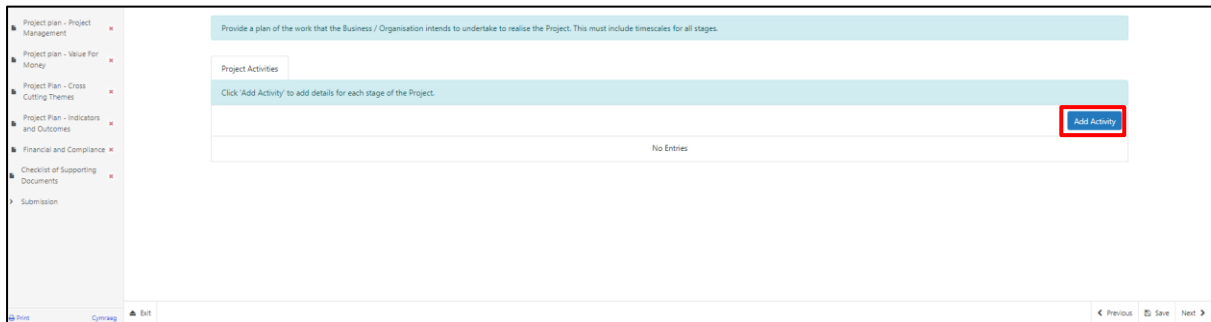
- A timetable of delivery for all activities and stages of your project.
- How you intend to deliver your project.
- Key activities that will need to be undertaken.
- Resources that will be required during implementation.
- Who will manage the work.
- Describe how timescales have been determined.



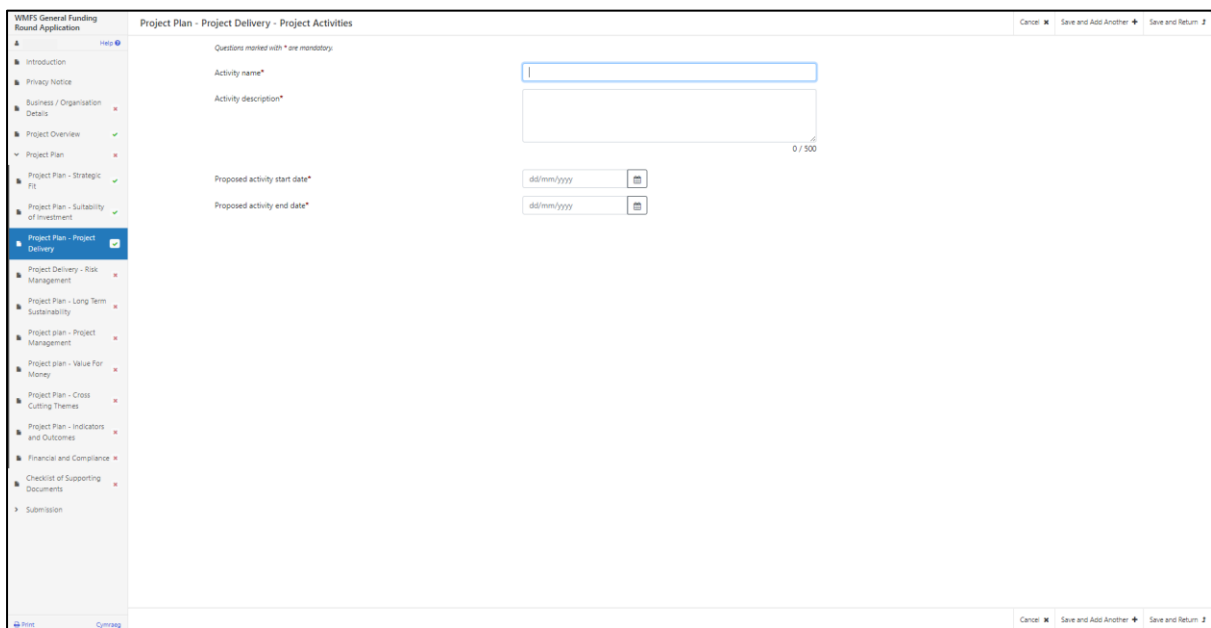
The text boxes are expandable and allow up to 4000 characters. This is not the number of words allowed, but the number of characters.

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

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

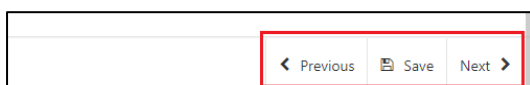


Once you have selected the **Add Activity** button you will see the following page.



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.



[Back to Contents](#)

Project Plan – Project Delivery - 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
- 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 will be taken to reduce the risk?

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.

The screenshot shows the 'Project Delivery - Risk Management' section of the WAFS General Funding Round Application. The left sidebar lists various sections, with 'Project Delivery - Risk Management' selected. The main content area contains the following text:

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.

Please make at least 5 entries.

Risk Table

Click 'Add Risk' to add risk details.

No Entries

The 'Add Risk' button is highlighted with a red box.

Once you click this it will bring up the entry screen as shown in the screenshot below:

WIMMS General Funding Round Application

Project Delivery - Risk Management - Risk Table

Cancel Save and Add Another Save and Return

Questions marked with * are mandatory.

What is the risk?*

During the delivery of this project what is the likelihood of this happening?*

What would the consequences be if it did happen?*

What mitigation actions will you take to reduce the risk?*

Cancel Save and Add Another Save and Return

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:

Project Delivery - 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. Please make at least 5 entries.

Risk Table

Click 'Add Risk' to add risk details.

Please make at least 5 entries.

Add Risk

No Entries

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

Previous Save Next

[Back to Contents](#)

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 / Organisation. Including how the investment might encourage future investments.

WAFS General Funding Round Application

Project Plan - Long Term Sustainability

Questions marked with * are mandatory.

Applicants need to consider how the investment will affect the Business / Organisation in the long term.

What impact will the investment have on the long-term sustainability of the Business / Organisation?*

0 / 4000

Describe how the investment may encourage further investment in the Business / Organisation or the project's purpose.*

0 / 4000

Navigation: < 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.

0 / 4000

< Previous Save Next >

[Back to Contents](#)

Project Plan - Project Management

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

- Explain how the Business / Organisation has the resources and capacity necessary to successfully deliver the project and who will manage the work.
- Provide details of the activities that will be undertaken during implementation of the project to ensure its success, e.g. training undertaken, advice required, etc.

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.

[Back to Contents](#)

Project Plan – Value for Money

The Value for Money page is where you will provide information of 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](#)

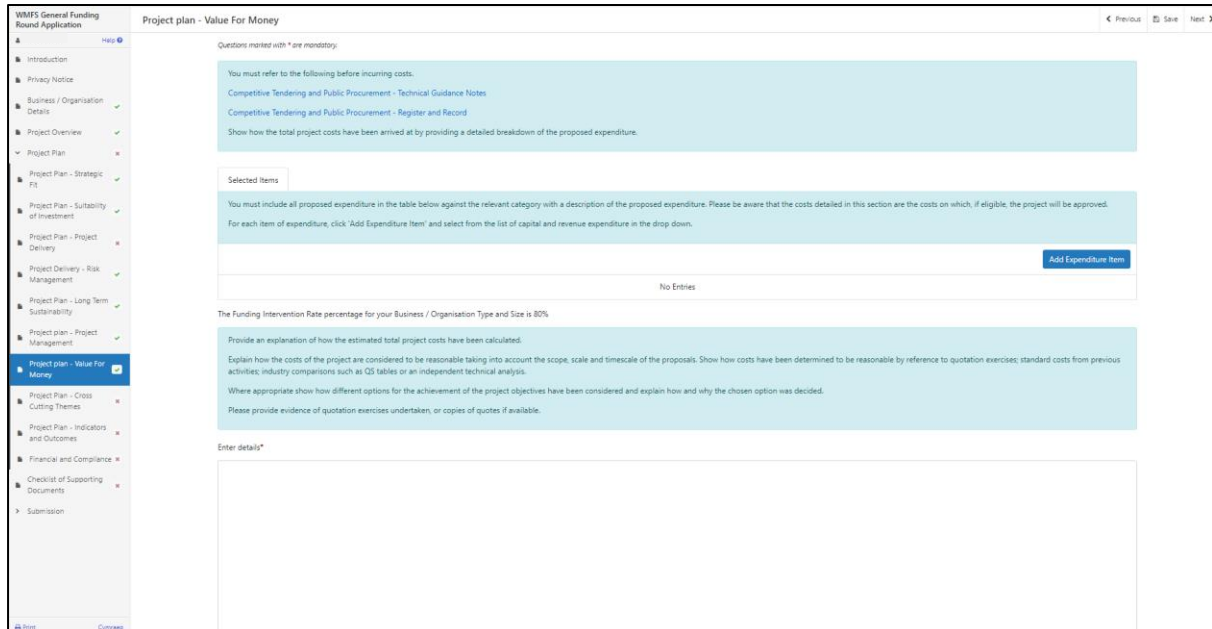
In this section, please show how the total project costs have been arrived at by providing a detailed breakdown of the proposed expenditure. You must include all proposed expenditure against the relevant category with a description. Please be aware that the costs detailed in this section are the costs of which if eligible, the project will be approved.

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 to be reasonable taking into account the scope, scale and timescale of the proposals. Show how costs have been determined to be reasonable by reference to quotation exercises; standard costs from previous activities; industry comparisons such as QS tables or an independent technical analysis.
- 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.
- Provide evidence of quotation exercises undertaken, or copies of quotes if available.

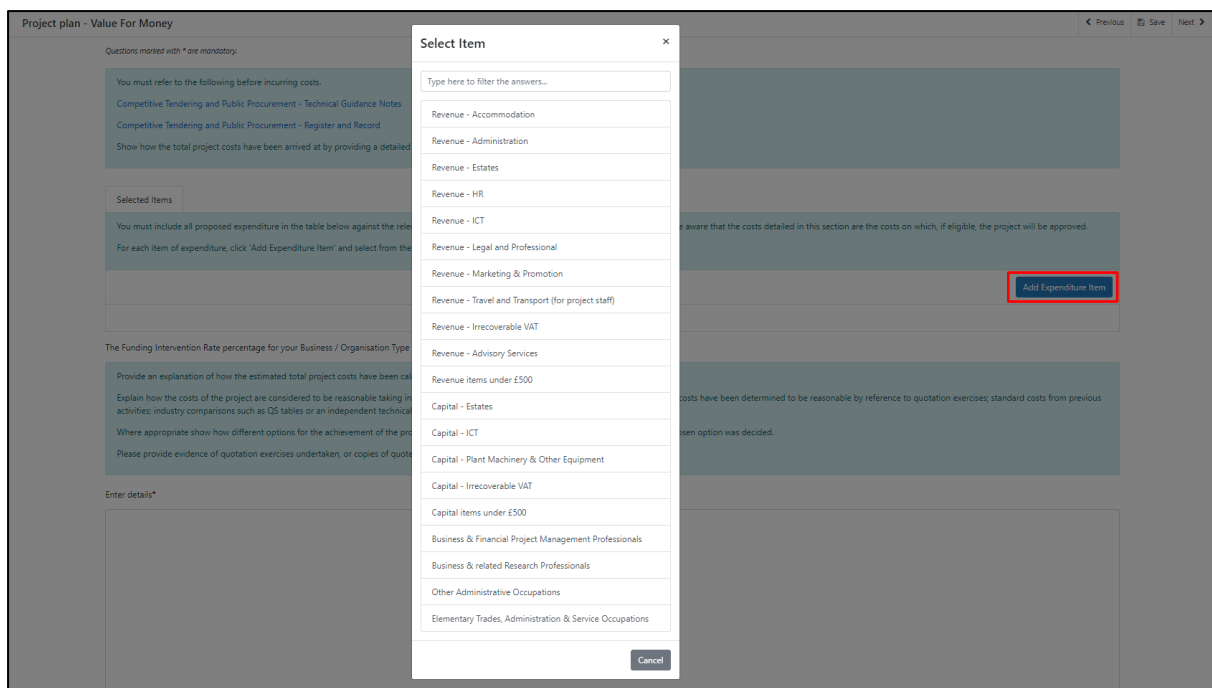
The Value for Money initial page is shown in the screenshot below:

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 Expenditure Item**.

Select the **Item** from the list. 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. It should be noted that costs have automatically been adjusted to the value appropriate to your approved intervention rate.



Enter the Estimated Total Cost and Item Details.

Project plan - Value For Money - Selected Items Cancel ✕ Save Save and Return ↴

Id: GF001

Item: Revenue - Advisory Services

Payment Rate: 80.00 %

Estimated Total Cost: £

Grant Value: £ 0.00

Item Details:
 0 / 500

Project plan - Value For Money - Selected Items Cancel ✕ Save Save and Return ↴

Id: GF001

Item: Business & Financial Project Management Professionals

Payment Rate: 80.00 %

Estimated Total Cost: £

Grant Value: £ 0.00

Item Details:
 0 / 500

You then have the option to 'Save' or to 'Save and Return' to the Selected Items page.

Cancel ✕ **Save** **Save and Return ↴**

Once you have returned to the Selected Items page your Expenditure Items will be shown.

Project plan - Value For Money Previous Save Next

*Questions marked with * are mandatory.*

You must refer to the following before incurring costs.
[Competitive Tendering and Public Procurement - Technical Guidance Notes](#)
[Competitive Tendering and Public Procurement - Register and Record](#)
 Show how the total project costs have been arrived at by providing a detailed breakdown of the proposed expenditure.

Selected Items

You must include all proposed expenditure in the table below against the relevant category with a description of the proposed expenditure. Please be aware that the costs detailed in this section are the costs on which, if eligible, the project will be approved.
 For each item of expenditure, click 'Add Expenditure Item' and select from the list of capital and revenue expenditure in the drop down.

Id	Description	Estimated Total Cost	Grant Value	Item Details	Add Expenditure Item
GF001	Revenue - Advisory Services	£5,000.00	£4,000.00	Advisory Services.	Modify Delete
GF002	Business & Financial Project Management Professionals	£10,000.00	£8,000.00	Project Manager.	Modify Delete
GF003	Capital - ICT	£5,000.00	£4,000.00	ICT.	Modify Delete
Maximum Grant Value			£16,000.00		

The Funding Intervention Rate percentage for your Business / Organisation Type and Size is 80%

Are you applying for the maximum grant value above? Yes No

Provide an explanation of how the estimated total project costs have been calculated.
 Explain how the costs of the project are considered to be reasonable taking into account the scope, scale and timescale of the proposals. Show how costs have been determined to be reasonable by reference to quotation exercises, standard costs from previous activities, industry comparisons such as QS tables or an independent technical analysis.
 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.
 Please provide evidence of quotation exercises undertaken, or copies of quotes if available.

Enter details*

To calculate Project Staff costs please refer to the 'Key Project Staff Costs' section in the WMFS General Funding Round guidance.

You will need to calculate the number of employees under the specific job roles by the number of hours worked times by the hourly rate. The hourly rate listed has been calculated at 100%. When you enter the amount you have calculated in the 'Estimated Total Cost' box the 'Grant Value' will be automatically updated to show the value appropriate to your approved intervention rate.

In the 'Item Details' you should provide full details of the job role and work undertaken, how many employees under this job role and the number of hours worked.

In order to evidence staff costs you will need to provide completed timesheets signed by an authorised project officer for each member of staff that you are claiming for.

[Back to Contents](#)

Maximum & Minimum Grant Values

The minimum grant value is £500 and the maximum grant value that can be applied for under the WMFS General Funding Round is £100,000. The values entered into the Selected Items table in this section will be capped at the maximum grant value.

If the number of expenditure items exceed the Maximum Grant value the items will be part funded.

Id	Description	Estimated Total Cost	Grant Value	Item Details	
GF001	Revenue - Advisory Services	£5,000.00	£4,000.00	Advisory Services.	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
GF002	Business & Financial Project Management Professionals	£60,000.00	£48,000.00	Project Manager.	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
GF003	Capital - ICT	£5,000.00	£4,000.00	ICT.	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
GF004	Business & related Research Professionals	£60,000.00	£48,000.00	Researchers.	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
			Maximum Grant Value	£104,000.00	

The Funding Intervention Rate percentage for your Business / Organisation Type and Size is 80%

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

Additional questions will appear that you must also complete.

Project plan - Value For Money ◀ Previous Save Next

Questions marked with * are mandatory.

You must refer to the following before incurring costs.
[Competitive Tendering and Public Procurement - Technical Guidance Notes](#)
[Competitive Tendering and Public Procurement - Register and Record](#)
 Show how the total project costs have been arrived at by providing a detailed breakdown of the proposed expenditure.

Selected Items

You must include all proposed expenditure in the table below against the relevant category with a description of the proposed expenditure. Please be aware that the costs detailed in this section are the costs on which, if eligible, the project will be approved.
 For each item of expenditure, click 'Add Expenditure Item' and select from the list of capital and revenue expenditure in the drop down.

Id	Description	Estimated Total Cost	Grant Value	Item Details	Add Expenditure Item
GF001	Revenue - Advisory Services	£5,000.00	£4,000.00	Advisory Services.	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
GF002	Business & Financial Project Management Professionals	£60,000.00	£48,000.00	Project Manager.	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
GF003	Capital - ICT	£5,000.00	£4,000.00	ICT.	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
GF004	Business & related Research Professionals	£60,000.00	£48,000.00	Researchers.	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
Maximum Grant Value			£104,000.00		

The Funding Intervention Rate percentage for your Business / Organisation Type and Size is 80%

• The maximum grant value of £100000.00 has been exceeded. Items will be part funded.

Are you applying for the maximum grant value above?* Yes No
This is a mandatory question, please answer it.

If you answer 'No' to 'Are you applying for the maximum grant value above?' you will also need to enter the 'Value of the grant being requested (£)'.

The Funding Intervention Rate percentage for your Business / Organisation Type and Size is 80%

• The maximum grant value of £100000.00 has been exceeded. Items will be part funded.

Are you applying for the maximum grant value above?* Yes No

Value of grant being requested (£)*
This is a mandatory question, please answer it.

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

◀ Previous Next ▶

[Back to Contents](#)

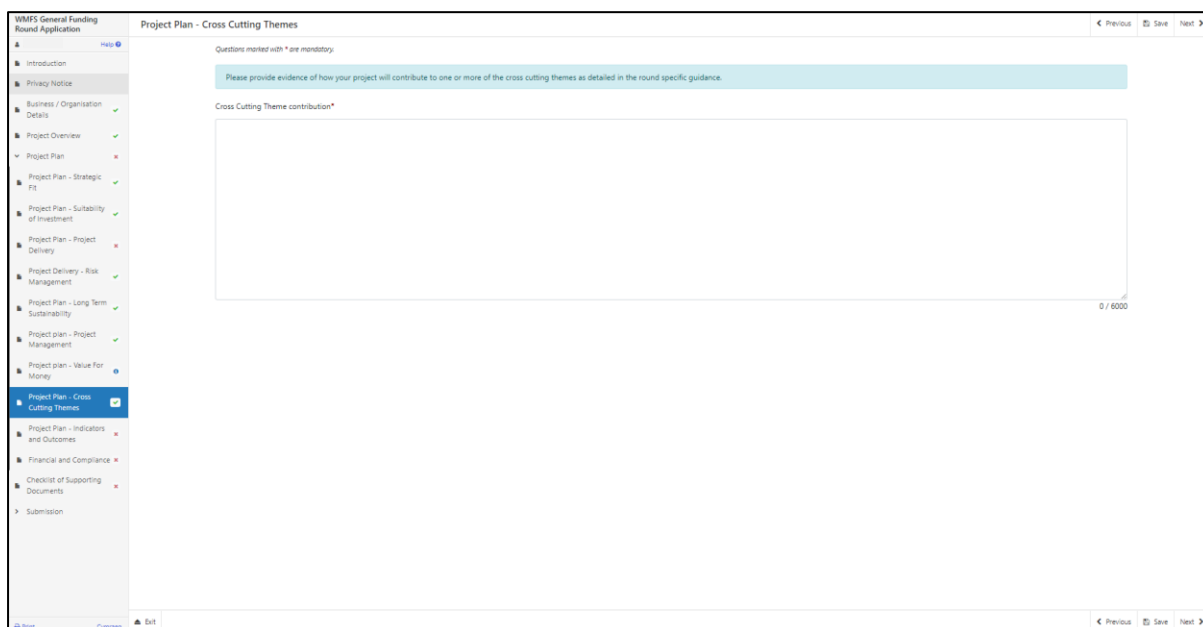
Project Plan - Cross Cutting Themes

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:

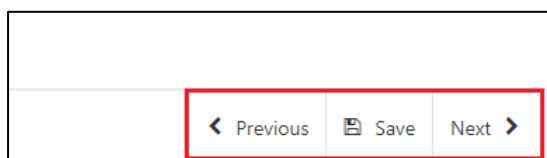
- Welsh Language
- Equality of opportunity and Gender mainstreaming
- Tackling Poverty and Social Exclusion

The text box is expandable and allows up to 6000 characters. This is not the number of words allowed, but the number of characters. Please bear this in mind when completing your form.

The question in this section is mandatory and you will not be able to submit your form without completing it.



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

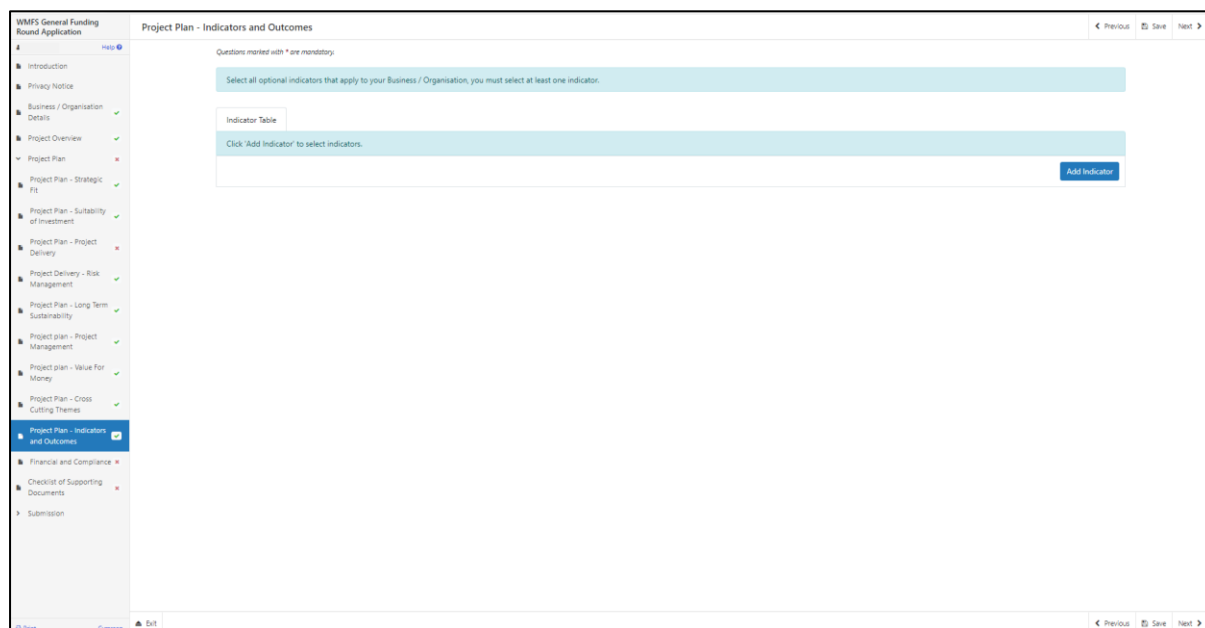


[Back to Contents](#)

Project Plan - Indicators and Outcomes

The Indicators and Outcomes page is where you will provide information on how the project will contribute to the Funding Round Result Indicators.

For a list of the Result Indicators relevant to each sub-category please see Annex A in the Welsh Marine and Fisheries Scheme General Funding Round guidance booklet. The Result Indicators that will be monitored as a result of the investment are dependent on the sub-category.



The screenshot shows a web application interface for 'Project Plan - Indicators and Outcomes'. On the left is a navigation menu with various sections like 'Introduction', 'Privacy Notice', 'Business / Organisation Details', 'Project Overview', 'Project Plan', 'Project Plan - Strategic Fit', 'Project Plan - Suitability of Investment', 'Project Plan - Project Delivery', 'Project Delivery - Risk Management', 'Project Plan - Long Term Sustainability', 'Project plan - Project Management', 'Project plan - Value For Money', 'Project Plan - Cross Cutting Themes', 'Project Plan - Indicators and Outcomes' (highlighted), 'Financial and Compliance', 'Checklist of Supporting Documents', and 'Submission'. The main content area has a header 'Project Plan - Indicators and Outcomes' and a sub-header 'Questions marked with * are mandatory'. Below this is a light blue box with the text 'Select all optional indicators that apply to your Business / Organisation, you must select at least one indicator.' Underneath is a table titled 'Indicator Table' with the instruction 'Click "Add Indicator" to select indicators.' and an 'Add Indicator' button.

The online form will list the relevant Result Indicators and you will need to set targets against at least **one** of these. More than one Result Indicator can be entered.

Explain how the target will be met.

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

Projects will be required to provide Welsh Government with targets for each of the indicators selected. Some indicators require initial baseline figures to enable measurement over an agreed time period. A baseline of zero, where applicable, will be accepted.

Please note the target that you should enter is the target that you will achieve 3 years post investment or sooner where applicable. i.e. a report / study indicator would be completed prior to this target.

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 Result Indicators.

The Indicators and Outcomes will need to be monitored and you may be required to provide information confirming the current indicators level being achieved as well as confirming the level achieved three years from the end of your Grant Award.

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

On the Indicator Table, select 'Add Indicator' blue button to provide responses to the indicators.

Please select the indicator you wish to respond to from the list available.

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

Project Plan - Indicators and Outcomes - Indicator Table

Cancel Save Save and Return

Indicator: No. of audits carried out

Target Value *

Enter Details *

0 / 1000

How will the Target be met? *

0 / 1000

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

0 / 1000

YOU MUST EVIDENCE AT LEAST 1 INDICATOR

WIMPS General Funding Board Application

Project Plan - Indicators and Outcomes

Questions marked with * are mandatory.

Select all optional indicators that apply to your Business / Organisation, you must select at least one indicator.

Indicator Table

Click 'Add Indicator' to select indicators.

Please select at least 1 optional indicator.

Add Indicator

- Introduction
- Privacy Notice
- Business / Organisation Details
- Project Overview
- Project Plan
- Project Plan - Strategic Fit
- Project Plan - Suitability of Investment
- Project Plan - Project Delivery
- Project Delivery - Risk Management
- Project Plan - Long Term Sustainability
- Project plan - Project Management
- Project plan - Value For Money
- Project Plan - Cross Cutting Themes
- Project Plan - Indicators and Outcomes
- Financial and Compliance
- Checklist of Supporting Documents
- Submission

Previous Save Next

Once the indicator response has been added, save your entry and return to the main Indicators and Outcomes page.

WfMS General Funding Round Application

Project Plan - Indicators and Outcomes

Questions marked with * are mandatory.

Select all optional indicators that apply to your Business / Organisation, you must select at least one indicator.

Indicator Table

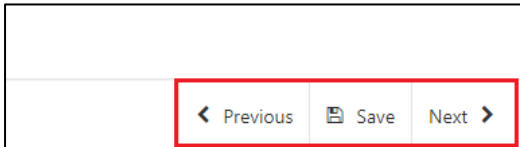
Click 'Add Indicator' to select indicators.

Indicator	Initial Value	Final Value	Target Value	
No. of market research, survey or studies carried out	N/A	N/A	1	<input type="button" value="Add Indicator"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>

← Previous Save Next →

← Previous Save Next →

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



[Back to Contents](#)

Project Plan - Financial and Compliance

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

All Projects

How will you intend to fund the investment in addition to the grant (where applicable). Provide evidence to support your application.

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

Provide a detailed explanation of the amount, purpose and grant body of any public funding the Business / Organisation has received within this and the previous two financial years.

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.

WMFS General Funding Round Application

Financial and Compliance

Questions marked with * are mandatory.

Applicants need to consider how they can demonstrate the financial propriety of the investment.

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

0 / 4000

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

0 / 4000

Please provide details of the amount, purpose and grant body of any public funding your Business / Organisation has received within this and the previous two financial years.*

0 / 4000

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 >

[Back to Contents](#)

Checklist of Supporting Documents

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

Please note that you are not required to submit 3 years of certified accounts, 3 years of financial projections, or a three year business plan if you are a Public Law Body or Academia.

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

You will also be asked if the Business / Organisation is less than 3 years old and therefore you are unable to provide 3 years of certified accounts. You will be asked to supply all accounts available and asked to tick the box to confirm.

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

WMFS General Funding Round Application

Checklist of Supporting Documents

You will be required to submit the following supporting documents and complete on-line questions.

- 3 years certified accounts
- 3 years financial projections
- Three Year Business Plan
- Evidence of match funding available (bank loan, overdraft, etc)
- Planning Permissions if appropriate and any other approvals / consents
- Any quotes received which form part of the full application

You must select at least one method of supporting document submission.

If the Business / Organisation is less than 3 years old and therefore unable to provide 3 years of certified accounts, please supply all accounts which are available and tick the box to confirm.

I am submitting supporting documents online by the deadline.

I am submitting supporting documents by mail by the deadline.

< Previous Save Next >

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

< Previous Save Next >

[Back to Contents](#)

Submission

Errors, Information and Summary

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

WIMFS General Funding Round Application

Errors, Information and Summary

Important - Please review this summary. Please scroll down if applicable.

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

Privacy Notice

Privacy Notice: Welsh Government financial assistance

Business / Organisation Details

Business / Organisation Status

Is your Business / Organisation registered and based in Wales?

Yes No

Your Business / Organisation is not eligible for this scheme.

What type of Business / Organisation is this application for? Sole Trader

Does the Business / Organisation trade under another name?

Yes No

Business / Organisation

Company Registration Number

Charity Number

Mutuals Public Registration Number

Is the Business / Organisation VAT registered?

Yes No

Enter VAT Number

This is a mandatory question, please answer it.

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

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 >

[Back to Contents](#)

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:

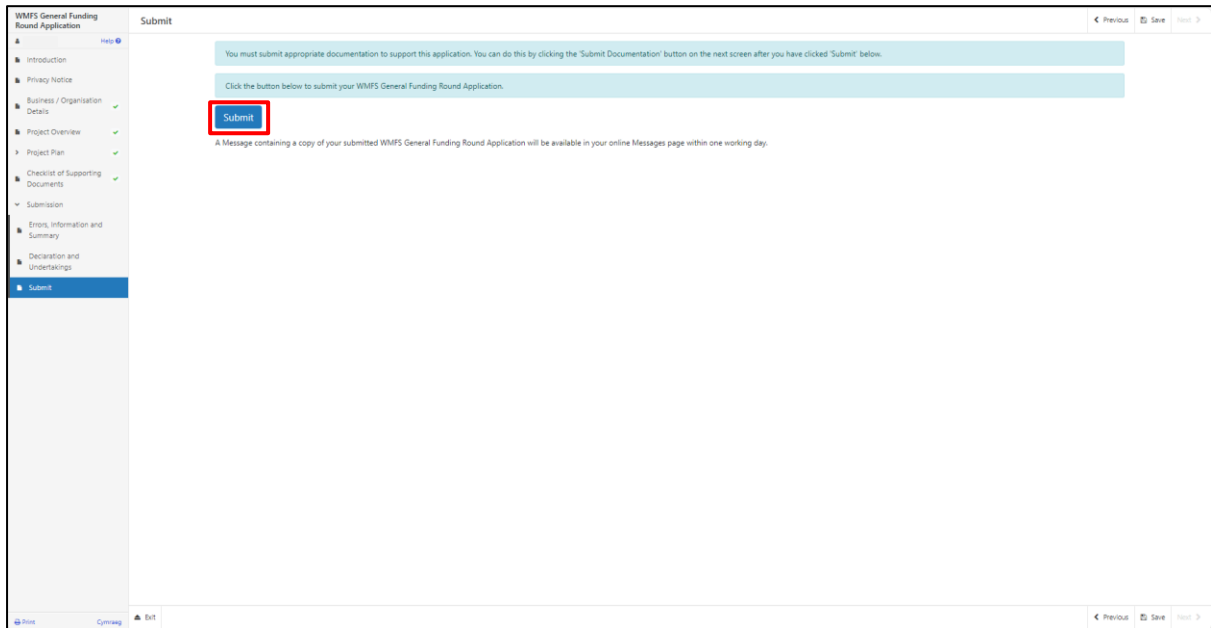
Once you have read the Declarations and Undertakings **tick** the box to confirm that you have read and agree to them.

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

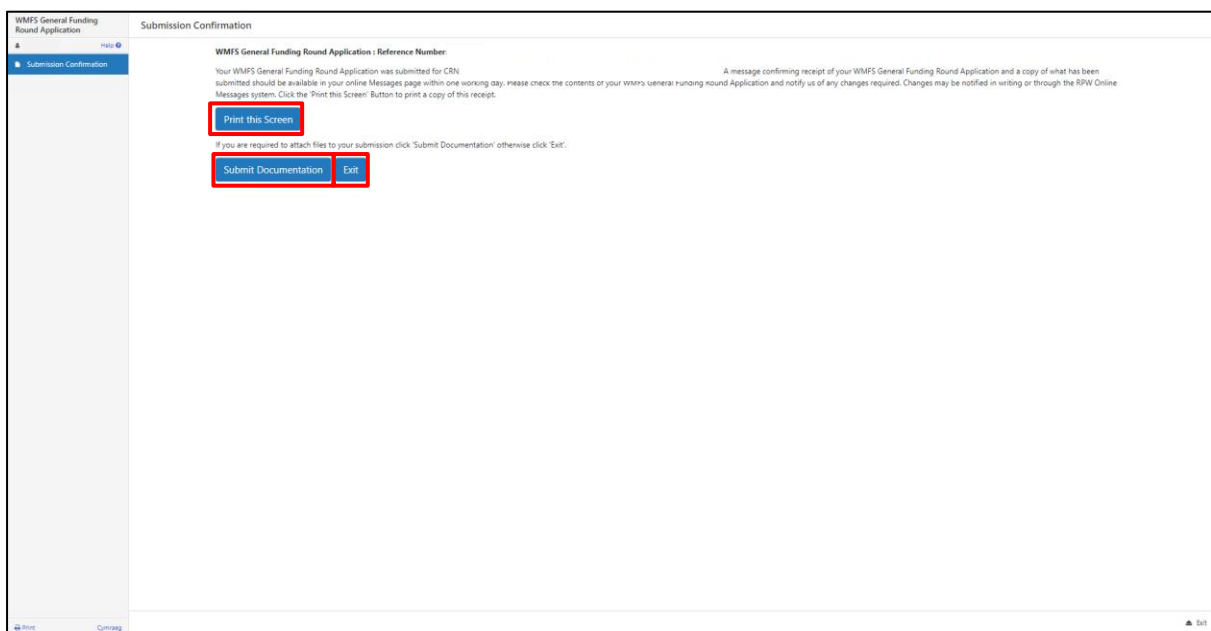
[Back to Contents](#)

Submission Page – Submit

To submit your WMFS General Funding Round Application Form click on the **Submit** Button.



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.

[Back to Contents](#)

Following Successful Submission

A summary of your completed WMFS General Funding Round 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 Grant Award.

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.

[Back to Contents](#)

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 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 Marine and Fisheries information, visit the [Welsh Government website](#).