



Llywodraeth Cymru  
Welsh Government

Small Grants – Woodland Creation  
Expression of Interest  
**Using RPW Online to Apply**

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# Small Grants Woodland Creation – Expression of Interest

## Using RPW Online to Apply

### Important Notice:

These instructions will give you step-by-step guidance on how to complete your Small Grants Woodland Creation Expression of Interest (Eoi).

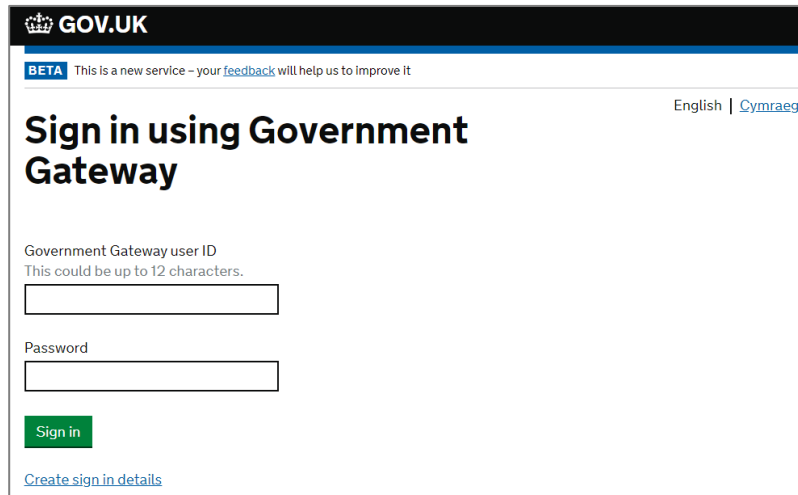
The Welsh Government produces this Guide in Welsh and English as required under the Welsh Government Welsh Language Scheme. Should you require a copy of this guide in the alternative language, you can access it from [gov.wales](http://gov.wales) by selecting the language switcher at the top of the page and re-opening the document.

If you are encountering problems or are unable to access our website, please contact the RPW Online Helpdesk on 0300 062 5004.

## SECTION 1 – GETTING STARTED

### RPW Online

Log into your RPW Online Account - enter your User ID and Password in the boxes and click the **Log In** button.



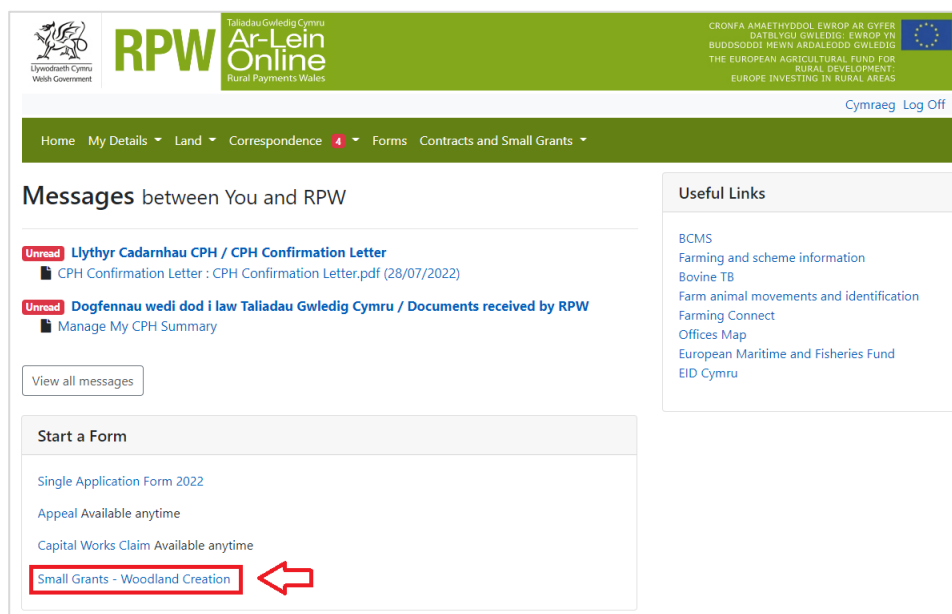
The screenshot shows the Government Gateway sign-in page. At the top left is the GOV.UK logo. Below it, a 'BETA' banner states 'This is a new service – your feedback will help us to improve it'. On the right, there are language options for 'English' and 'Cymraeg'. The main heading is 'Sign in using Government 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 positioned below the password field. At the bottom left, there is a link for 'Create sign in details'.

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

Once logged in to your online account the RPW Online Home page will appear. This page will show information and messages you have received or sent, as well as being able to start and submit any available Applications.

### Small Grants Woodland Creation Expression of Interest




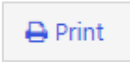



To start your Small Grants Woodland Creation EoI, click the appropriate link under the **Start a Form** area as shown:



The screenshot shows the RPW Online user dashboard. At the top, there is a header with the RPW logo, the text 'Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales', and the European Union logo with text in Welsh and English: 'CRONFA AMAETHYDDOL EWROP AR GYFER DATLBYGU GWLEDIG: EWROP YN BUDDSODDI HEWRWADALEDIG GWLEDIG THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT: EUROPE INVESTING IN RURAL AREAS'. Below the header is a navigation bar with 'Cymraeg' and 'Log Off' options. The main content area is divided into two sections. On the left, 'Messages between You and RPW' lists two unread messages: 'Llythyr Cadarnhau CPH / CPH Confirmation Letter' and 'Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW'. Below the messages is a 'View all messages' button. On the right, 'Useful Links' lists various resources: BCMS, Farming and scheme information, Bovine TB, Farm animal movements and identification, Farming Connect, Offices Map, European Maritime and Fisheries Fund, and EID Cymru. At the bottom, the 'Start a Form' section lists several options: 'Single Application Form 2022', 'Appeal Available anytime', 'Capital Works Claim Available anytime', and 'Small Grants - Woodland Creation'. A red box highlights the 'Small Grants - Woodland Creation' link, and a red arrow points to it from the right.

## SECTION 2 – OVERVIEW OF NAVIGATION CONTROLS

This is an overview of the Navigation controls on each page that you will need to use to complete your Application:

	<p>Located on the bottom left side of the page where applicable. This will allow you to choose the language your Application is displayed in.</p>
	<p>Located at the top left of each page where applicable. This button will take you to the <i>Using RPW Online to Apply</i> document for the scheme.</p>
	<p>Located at the top right and bottom right of each page where applicable, these buttons will allow you to move forwards and backwards between pages of your Application.</p>
	<p>Located at the bottom left of each page where applicable, this button will allow you to Print a snapshot of your Application in its current state. <b>Important note:</b> Printed copies of your Application will not be accepted for submission.</p>
	<p>Located at the top right and bottom right of each page where applicable, click this button to save any changes made. Clicking this button will also check to see if changes made to the current page are acceptable.</p>
	<p>Located at the bottom left of each page where applicable, click to exit your Application. Changes are saved automatically.</p>
	<p>These indicators appear next to each section of your Application, on the left side of the page.</p> <p>The green tick appears when entries made in a section are acceptable.</p> <p>The red cross appears where a required section/page hasn't been viewed yet, or if there are errors that need to be corrected.</p> <p>The blue Information icon appears where an Information message has been triggered due to a change made on the form.</p>

## SECTION 3 – THE APPLICATION

### Start Application Page

Once you have selected the appropriate link to start your Expression of Interest, you will see the following page.

The screenshot shows the 'Start Application' page on 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 DATBLYGU GWLEDIG: EWROP YN BUDDSODDI MEWN ARDALEODD GWLEDIG' and 'THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT: EUROPE INVESTING IN RURAL AREAS'. A navigation bar contains links for Home, My Details, Land, Correspondence (with a red '4' notification), Forms, and Contracts and Small Grants. The main heading is 'Start Application start an application or claim'. The text explains that the user has asked to complete an application online for 'Small Grants - Woodland Creation'. It states that RPW Online will prompt for required information and that the user is not committing to submitting it online. The application will not be submitted until the 'Submit' option is clicked. The application must be submitted to the Welsh Government by a certain date. A 'Start' button is visible at the bottom left of the main content area.

Before commencing please check that the details shown are correct. If needed, you can make changes by clicking the **Customer Details** link or the **Online Preferences** link.

If the details shown are correct, select the **Start** button. This will take you to the Introduction screen.

Note: If you exit an in progress Application, the changes will be saved to continue later. This page will change to **Continue Application** when revisited. There will be an additional option to restart your Application if necessary – click **Start Again** to delete your current Application. You may then begin the submission process again.

The screenshot shows the 'Continue Application' page on the RPW Ar-Lein Online portal. The header and navigation bar are identical to the 'Start Application' page, but the 'Correspondence' link now has a red '5' notification. The main heading is 'Continue Application continue an application or claim'. The text explains that the user has asked to complete an application online for 'Small Grants - Woodland Creation' and that they already have an application in progress. It states that the user may choose to remove their existing application and start again, which will delete the current application and populate the new one with the latest available data. A 'Start Again' button is highlighted with a red box and a yellow arrow pointing to it. The 'Start' button is also visible at the bottom left of the main content area.

## Introduction

This page provides key messages about the Application. Please ensure you read them thoroughly before you begin.

It also provides links to the relevant **Rules Booklet** and **How to Complete Guidance** on the Welsh Government website.

The screenshot shows the 'Introduction' page of the 'Small Grants - Woodland Creation' application. The page title is 'Introduction' and the main heading is 'Small Grants - Woodland Creation'. A red callout box points to a link in the text: 'Before completing this Application, please ensure you have read the associated Rules Booklet accessible by clicking this Link.' Another red callout box points to a link at the bottom of the page: 'Link to the How to Complete Instructions (this document)'. The page includes a sidebar with navigation options: Introduction (selected), Privacy Notice, Eligibility, Woodland Planting, Contract Conditions, and Submission. The main content area contains text about the scheme, a Welsh Government logo, and navigation buttons (Previous, Save, Next) at the top and bottom.

Once you have read and understood the Rules Booklet and Key Messages click **Next** to advance to the next screen of the Application.

# Privacy Notice

This screen details how the Welsh Government will handle information submitted as part of your Expression of Interest.

Please ensure you read and understand how your data will be used.

Small Grants - Woodland Creation	Privacy Notice	< Previous	Save	Next >
Help	<b>Privacy notice: Welsh Government grants</b>			
Introduction	How we will handle any personal data you provide in relation to your grant application or request for grant funding.			
<b>Privacy Notice</b>	The Welsh Government provides a wide range of grant schemes to help deliver our policies and create a fairer, more prosperous Wales.			
Eligibility	The Welsh Government will be data controller for any personal data you provide in relation to your grant application or request for grant funding. The information will be processed as part of our public task (i.e. exercising our official authority to undertake the core role and functions of the Welsh Government) and will help us assess your eligibility for funding.			
Woodland Planting	Before we provide grant funding to you, we undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks require us to process personal data about you to third party fraud prevention agencies.			
Contract Conditions	If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide the grant funding you applied for, or we may stop providing existing grant funding to you.			
Submission	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 Regulatory authorities, such as HM Revenue and Customs, Local Authorities, Health and Safety Executive and the Police.			
	Your information, including your personal information, may be the subject of a request by another member of the public. When responding to such requests the Welsh Government may be required to release information, including your personal information, to fulfil its obligations under the Freedom of Information Act 2000, the Environmental information Act 2004 or the Data Protection Act 2018.			
	The Welsh Government will publish details of the amounts paid to Rural Support beneficiaries. Data will be published for all beneficiaries on a searchable website, and will include the name and locality of the farmer/land manager and details of the amounts and schemes for which subsidy has been paid. However, for those receiving less than the equivalent of £1,250 in subsidies the name will be withheld. The data will be published annually on 31 May and remain available for two years from the date it is published. The information will be available on the Defra website at: <a href="http://www.cap-payments.defra.gov.uk">www.cap-payments.defra.gov.uk</a> .			
	We will keep personal information contained in files in line with our retention policy. If successful in your application then your personal data will be kept for 7 years after the date when you, as grant recipient, are free from all conditions relating to the grant awarded and all payment have been made. However, if the funding is awarded under General Block Exemption or De Minimis, your personal data will be kept for 10 years from the conclusion of any aid award. If you are unsuccessful your details will be kept for one year after the date you provided them.			



## Eligibility

This page establishes your eligibility to enter the scheme. All questions are mandatory. After selecting your response to each question, click **Save** or **Next**. If any questions have been selected with an answer that contravenes scheme rules, an error message will be shown. Note that you cannot progress with your Expression of Interest if any errors are shown here.

Small Grants - Woodland Creation		Eligibility		< Previous Save Next >	
A0000015 <a href="#">Help</a>		<i>Questions marked with * are mandatory.</i>			
Introduction		Will you have management control of the proposed planting land for the duration of the contract?*	<input type="radio"/> Yes <input type="radio"/> No		
Privacy Notice		Are you a tenant of the proposed planting land?*	<input type="radio"/> Yes <input type="radio"/> No		
Eligibility <input checked="" type="checkbox"/>		Has there been any new tree planting, excluding hedgerows in the past 5 years within 10m of the the proposed woodland creation?*	<input type="radio"/> Yes <input type="radio"/> No		
Woodland Planting <input checked="" type="checkbox"/>		Is the area to be planted agriculturally improved by ploughing, re-seeding, applying fertiliser or drainage?*	<input type="radio"/> Yes <input type="radio"/> No		
Contract Conditions <input checked="" type="checkbox"/>		Have all neighbours and individuals whose properties adjoin the proposed planting confirmed they are happy with the planting proposals?*	<input type="radio"/> Yes <input type="radio"/> No		
Submission		Will the planting be carried out using manual planting, scarification, or inverted & hinge mounding ?*	<input type="radio"/> Yes <input type="radio"/> No		
<a href="#">Print</a> Cymraeg <a href="#">Exit</a>		< Previous Save Next >			

### Management Control

You must have management control of the land to be planted on submission of your EoI and for the full duration of your contract.

### Tenants

If you are a tenant, you must have agreement from your landlord to enter land into the scheme. You will not be eligible if you do not have agreement from your landlord for your proposed tree planting. Land held under a Grazing Licence is ineligible for this scheme.

### Environmental Impact Assessment

To comply with the Environmental Impact Assessment (Forestry) Regulations the environmental impact of adjoining planting needs to be considered together with your new planting proposal. This includes woodland creation on your neighbour's land. Adjoining land is defined as within 10m of your proposed tree planting.

The Threshold for the Environmental Impact Assessment (EIA) is 2ha where any part of the land is within a National Park or Area of Outstanding Natural Beauty (AONB), and 5ha for other non-sensitive areas. Any tree planting in the last 5 years adjoining the proposed woodland creation including neighbouring land will count towards this threshold.

If your proposed planting does not meet the EIA scheme eligibility you should consider applying to the Woodland Creation Planning Scheme.

Further information is available at [Natural Resources Wales / Planning my forestry project](#)

### Is the area to be planted agriculturally improved?

Please see **Protection of Potentially Sensitive Habitats at** Section A - Site Assessment, of the Small Grants – Woodland Creation guidance for help in determining whether your land is agriculturally improved.

You will need to establish if there are any Priority Habitats or Sites of Importance for Nature Conservation on the area you wish to plant trees. If these are present on the areas you propose to plant then your proposed planting does not meet scheme eligibility requirements and your EoI will be rejected. You may still be able to apply to the Woodland Creation Planning Scheme instead so that a woodland creation plan can be developed with support from a registered Woodland Planner.

### Consulting neighbours and individuals whose properties adjoin the proposed planting

You must have consulted with any individuals whose properties adjoin the new planting. Where neighbours have concerns that cannot be addressed, you will either need to alter the design to reach agreement before submitting your application, or alternatively, if there are no grounds for the objection, you can apply to the Woodland Creation Planning Scheme.

### Methods of Planting




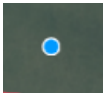

Please see **Methods of Planting at** Section A - Site Assessment, of the Small Grants – Woodland Creation guidance for help in determining whether your proposed method of planting will be eligible.

Planting must be carried out using manual planting, scarification, or inverted & hinge mounding. If you intend to carry out your proposed planting using an alternative method, your expression of interest will be ineligible.


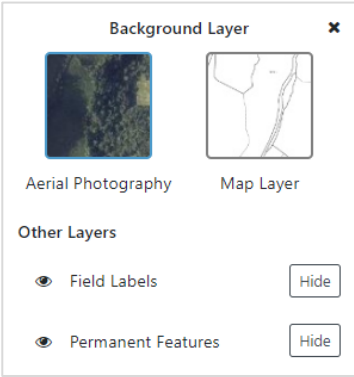


## Woodland Planting

The Woodland Planting page allows you to specify eligible areas of your land for planting under the scheme. Each individual planting area you create has its own linked fencing and gate creation options, applicable to just that planting area. You may have multiple planting areas, each with its own linked fencing and gate options.

### Map Screen Overview

	<p><b>Red boundary lines</b> indicate the land you have registered with Welsh Government. You may add planting areas within the boundaries of your registered land. Any planting areas drawn outside the extent of your registered land will be 'clipped out'.</p>
	<p><b>Red filled polygons</b> denote areas that have been evaluated as ineligible for planting under the scheme. If you draw a mapping polygon over a red ineligible area polygon it will be 'clipped out' of the final planting area determined.</p>
	<p><b>Permanent Features</b> are denoted with a purple/pink hatching.</p>
	<p>The <b>mouse pointer</b> (blue circle) has two functions when in map view:</p> <p>Click and hold the left mouse button to drag/move the map around the view.</p> <p>Single click the left mouse button to drop a point node – used when <b>drawing areas, drawing fencing or removing areas</b>.</p>
	<p>Click the <b>Home</b> button to zoom out to the overview of your land.</p>

<div data-bbox="272 181 504 226" style="border: 1px solid orange; padding: 2px;">Search...</div> <div data-bbox="225 264 552 573" style="border: 1px solid gray; padding: 5px;"> <p><b>Planting Area</b></p> <hr/> <div style="border: 1px solid black; padding: 2px;">SH1425 </div> <hr/> <div style="border: 1px solid gray; padding: 2px;">SH1425 2567</div> <hr/> <div style="border: 1px solid gray; padding: 2px;">SH1425 2647</div> <hr/> <div style="border: 1px solid gray; padding: 2px;">SH1425 3051</div> </div>	<p>The <b>Search box</b> can be used to find field numbers for land that is registered to you. You may also use this box to search by post code.</p> <p>Begin typing the Sheet number in the box and results will appear in a list. Click an item to move the map to that location.</p>
<div data-bbox="204 853 571 904" style="background-color: #444; color: white; padding: 5px; text-align: center;"> <span style="font-size: 1.2em;">+</span> Draw Area </div>	<p>The <b>Draw Area</b> button is used to specify the area for planting. Click to start drawing your shape; click to add additional points; click on the first point to complete the shape, or double click to add a point and complete the shape. If you have already drawn a shape and you draw an additional shape which overlaps the first shape, the shapes will be merged into a single shape. Note that if you draw outside the extent boundary of your registered land, the shape will be clipped to the boundary.</p> <p>Also note that drawing over ineligible land (denoted by red polygon) will also be clipped out.</p>
<div data-bbox="220 1285 555 1337" style="background-color: #444; color: white; padding: 5px; text-align: center;"> <span style="font-size: 1.2em;">-</span> Remove Area </div>	<p>The <b>Remove Area</b> button allows you to remove all or part of a previously drawn shape. Click to start drawing the shape to be removed; click to add additional points; click on the first point to complete the shape; or double click to add a point and complete the shape. When you complete the shape to be removed, any part of the existing shape which intersects with this shape will be removed (cut) from the original shape(s).</p>
<div data-bbox="240 1592 533 1644" style="background-color: #444; color: white; padding: 5px; text-align: center;"> <span style="font-size: 1.2em;">🗑️</span> Clear </div>	<p>Click the <b>Clear</b> button to completely remove any planting shapes drawn on the map.</p> <p>Note that this will only remove drawn areas on the current item, and not remove any other separately drawn and saved items.</p>

 	<p>The <b>Settings</b> button allows adjustment to the map view. You may toggle between aerial photography and OS Map view.</p> <p>You may also toggle field parcel references and Permanent Features on/off.</p>
	<p>The <b>Zoom</b> buttons will allow the map view to be zoomed inwards and outwards.</p> <p>You may also use the scroll wheel on your mouse to zoom if desired.</p>
	<p>Click <b>Done</b> when you have finished drawing a planting area item. The map will close and return to the main view so that <i>Planting Category</i>, <i>Fencing</i> and <i>Gates</i> can be specified.</p>

## Adding Planting Area(s) to your Expression of Interest

On the Woodland Planting overview page, click **Add Woodland Planting** to create an area for planting.

Small Grants - Woodland Creation

Woodland Planting

Help

- Introduction
- Privacy Notice
- Eligibility ✓
- Woodland Planting** ✓
- Contract Conditions ✗
- Submission

Woodland Planting

Click 'Add Woodland Planting' to draw the area of woodland

Add Woodland Planting

No Entries

Total area of planting (ha):

Print Cymraeg Exit Previous Save Next

The next screen will allow you to draw the planting area, choose the planting category, and specify fencing and gate(s). Firstly, click **Draw Planting Location**:

Small Grants - Woodland Creation

Woodland Planting - Planting area

Cancel Save and Add Another Save and Return

Help

- Introduction
- Privacy Notice
- Eligibility ✓
- Woodland Planting** ✗
- Contract Conditions ✓
- Submission

Questions marked with \* are mandatory.

Planting Area\* Draw Planting Location

Woodland Category\* Please Select

Area of planting (ha)\*

Total length of fencing (m)

Fencing and Gates

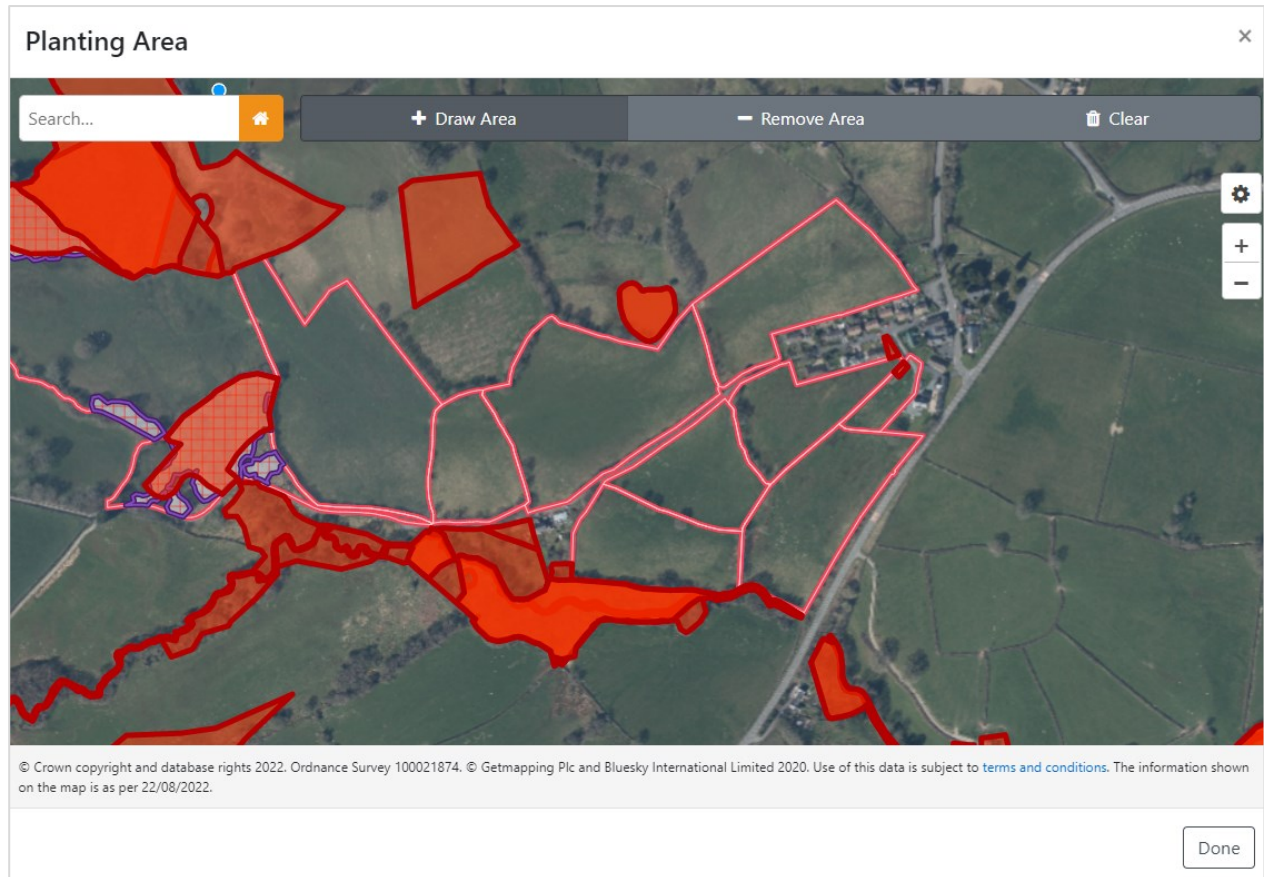
Click 'Add Fencing and Gates' to draw the fencing and add the gates

Add Fencing and Gates

No Entries

Print Cymraeg Cancel Save and Add Another Save and Return

The interactive **Planting Area** map will load.



### Drawing a Planting Area

- Locate the area you wish to plant in the map view using the various tools detailed in the *Map Screen Overview* table above. Please zoom the map in to a sufficient level so that the planting area of interest fills the screen – this will ensure that all layers are loaded, including the ineligible red layer and permanent features, and you will be able to see the fine details of the area when drawing your planting polygon.
- Click the **Draw Area** button.
- Single left click the mouse to set the first point/node. Move the mouse and single left click again to drop a connecting node, and so on.



- Continue to drop connecting nodes until you have formed your planting area, then single left click on the start node or double left click to complete the area polygon.



- Note if you draw outside the extent of your registered land, shown in the example below left, when completing the polygon, the shape will be clipped back to the boundary as shown below right:






- Click **Done** when finished. The map will close and return to the Woodland Planting screen. An image will show the area you have drawn and show the area automatically measured by the system. It will also show a perimeter measurement in metres:

Woodland Planting - Woodland Planting Cancel ✕ Save and Add Another + Save and Return ↩

Questions marked with \* are mandatory.

Planting Area\*



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1.15 ha | 632 m Draw Planting Location

Planting Category\* Please Select

Area of planting (ha)\*

Total length of fencing (m)

Fencing and Gates

Click 'Add Fencing and Gates' to draw the fencing and add the gates

Add Fencing and Gates

No Entries

- Select the **Woodland Category** that applies to the drawn area:

Planting Category\*

Area of planting (ha)\*

Total length of fencing (m)

Fencing and Gates

Click 'Add Fencing and Gates' to draw the fencing and add the gates

Please Select

Please Select

Native Biodiversity 1100

Native Biodiversity 1600

Native Shelterwood

Red Squirrel 1600

Red Squirrel 2500

Shelterwood (productive)

Wet Woodland and Streamside 1100

Wet Woodland and Streamside 1600

Wood fuel (productive)

- You must manually confirm the area of intended planting in the **Area of planting (ha)** box. At your discretion, this area may differ from the measurement automatically made by the system - for example to account for unplanted areas within the drawn polygon. Note that the Area of Planting (ha) you manually enter must be within +/-10% of the system measured area.

### Adding Fencing to a Planting Area

Please see the **Capital Works Post and Wire Fencing with Stock Netting** specifications at Section C of the **Small Grants – Woodland Creation Guidance** for more information.

- Click the **Add Fencing and Gates** button at the bottom of the screen:

- Choose the option required, e.g. Fencing:

- Click the **Draw Fencing** button to specify the area you plan to fence off

Woodland Planting - Woodland Planting - Fencing and Gates Cancel ✕ Save and Add Another + Save and Return ↕

Questions marked with \* are mandatory.

Type\*

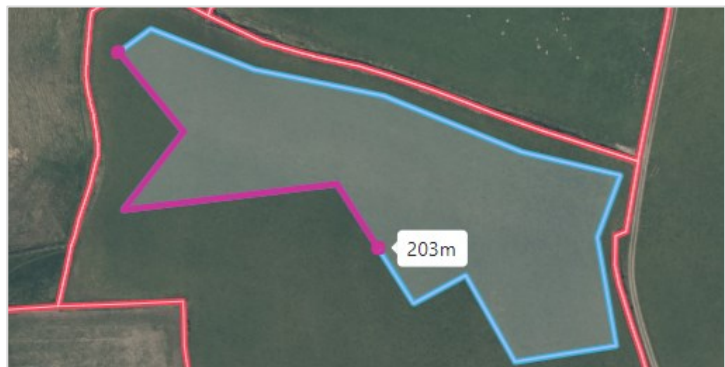
Fencing\*

Length Drawn (m)\*

Fencing type

Length of Fencing\*

- Use the **Trace Boundary** tool to draw the fencing. The tool will 'snap' to the edge of the drawn polygon making drawing of the fence line easier. A measurement will be shown as you progress. Double click to finish the fence line. Click **Done** to save.




- The map view will close and return to the main screen. An image of the drawn fence line will be shown along with the measured length. If you wish to amend your fence line, click the **Draw Fencing** button again.

Woodland Planting - Woodland Planting - Fencing and Gates Cancel ✕ Save and Add Another + Save and Return ↕

Questions marked with \* are mandatory.

Type\*

Fencing\* 

Length Drawn (m)\*

Fencing type

Length of Fencing\*

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- If you are satisfied with the Fence Line, choose the required Fencing Type from the drop down (currently only one standard option).

Length Drawn (m)*	338
Fencing type	Please Select
Length of Fencing*	Please Select Post and wire fencing with netting

- You must manually confirm the length of intended fencing in the **Length of Fencing** box. At your discretion, this may differ from the measurement automatically made by the system, however the Length of Fencing you manually enter must not exceed the perimeter of the Area of Planting by more than 10%.
- You can click **Cancel** to cancel entry of fencing, click **Save and Add Another** to add another fence line or gate to the planting area, or click **Save and Return** to go back to the Planting Area screen.

Cancel ✕	Save and Add Another +	Save and Return ↑
----------	------------------------	-------------------

### Adding Gates to your Expression of Interest

Please see the **Capital Works eligible Gate specifications** at Section C of the **Small Grants – Woodland Creation Guidance** for more information.

- If you wish to add any gates to the drawn planting area and fencing, select to add Gates.

**Woodland Planting - Woodland Planting - Fencing and Gates**

*Questions marked with \* are mandatory.*

Type*	Please Select Please Select Fencing Gates
-------	--

- Choose the Gate type

Woodland Planting - Woodland Planting - Fencing and Gates

Questions marked with \* are mandatory.

Type\*

Type of Gate\*

Number of Gates\*

*(Note: The dropdown menu for 'Type of Gate\*' is open, showing options: Please Select, Timber Bridle Gate and Posts, and Timber Kissing Gate and Posts. 'Timber Bridle Gate and Posts' is selected.)*

- Specify the number of Gates required. Note that you do not have to specify the location the gates will be installed.

Woodland Planting - Woodland Planting - Fencing and Gates

Questions marked with \* are mandatory.

Type\*

Type of Gate\*

Number of Gates\*

- Once entry of Gates is complete you may **Save and Add Another** or click **Save and Return** to go back to the Planting Area screen.


- Entry of a planting area, with fencing and gates is now complete. The Planting Area page will show a summary of the drawn area, fencing and gates.

You may modify the original planting area by clicking the **Draw Planting Location** button or modify / delete fence line or gates by clicking the appropriate **Modify / Delete** button. You may add more fencing and gates if required by clicking **Add Fencing and Gates**.

Woodland Planting - Woodland Planting
Save and Add Another +
Save and Return ↴

Questions marked with \* are mandatory.

Planting Area\*



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1.23 ha | 630 m
Draw Planting Location

Planting Category\*

Native Biodiversity 1100
▼

Area of planting (ha)\*


1.15

Total length of fencing (m)

300

Fencing and Gates

Click 'Add Fencing and Gates' to draw the fencing and add the gates

Type	Fencing	Length	Gate Type	Number of Gates	
Fencing		300			<div style="display: flex; gap: 5px;"> <span>Modify</span> <span>Delete</span> </div>
Gates			Timber Bridle Gate and Posts	2	<div style="display: flex; gap: 5px;"> <span>Modify</span> <span>Delete</span> </div>

Save and Add Another +
Save and Return ↴

Click **Save and Add Another** to start creating a new additional Planting Area (with its own fencing and gates). Or click **Save and Return** to go to the main Woodland Planting overview page.

Save and Add Another +

Save and Return ↴

## Woodland Planting Overview



The main Woodland Planting overview page will show a list of each planting area you add to your Application. You can add as many planting areas as you wish, however the area size added must be within the scheme rules.

Any errors that need to be addressed will be shown on the page in red. Click **Modify** on a planting area to go back and fix the issues.

Woodland Planting ← Previous Save

Woodland Planting

Click 'Add Woodland Planting' to draw the area of woodland

Species mix	Area	Planting area	Total Fencing	
Native Biodiversity 1100	1.15		300	<span>Modify</span> <span>Delete</span>
Native Biodiversity 1100	1.19			<span>Modify</span> <span>Delete</span>

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

Total area of planting (ha):



- Total planting area must be less than or equal to 1.99ha

When errors have been addressed and you have finished adding planting areas, fencing and gates, click **Next** to move to the next section of the Application.

Woodland Planting Previous Save Next

Woodland Planting

Click 'Add Woodland Planting' to draw the area of woodland

Species mix	Area	Planting area	Total Fencing	<a href="#">Add Woodland Planting</a>
Native Biodiversity 1100	1.15		300	<span>Modify</span> <span>Delete</span>
Native Biodiversity 1100	0.47			<span>Modify</span> <span>Delete</span>

Total area of planting (ha):

Exit Previous Save Next



## Contract Conditions

Please see **Section A - Site Assessment, of the Small Grants – Woodland Creation Guidance** for help in assessing your proposed planting area in order to accurately answer the Contract Condition questions. Completion of these questions are mandatory.

Small Grants - Woodland Creation		Contract Conditions		< Previous		Save		Next >	
Help		<i>Questions marked with * are mandatory.</i>							
Introduction		Are there any public rights of way through or adjacent to your proposed planting area? *		<input type="radio"/> Yes		<input type="radio"/> No			
Privacy Notice		Are you proposing to fence across a public right of way? *		<input type="radio"/> Yes		<input type="radio"/> No			
Eligibility		Are there any overhead or underground utilities within the proposal area? *		<input type="radio"/> Yes		<input type="radio"/> No			
Woodland Planting		Is the proposed planting within 20m of a river, stream or pond? *		<input type="radio"/> Yes		<input type="radio"/> No			
Contract Conditions		Is there evidence of badgers using the proposed planting site? *		<input type="radio"/> Yes		<input type="radio"/> No			
Submission		Are any hedgerows / stonewalls / earth banks included or adjacent to the proposed planting area? *		<input type="radio"/> Yes		<input type="radio"/> No			
		Is the proposed planting area within a red squirrel guidance area? *		<input type="radio"/> Yes		<input type="radio"/> No			
		Will the trees need protection from deer? *		<input type="radio"/> Yes		<input type="radio"/> No			
		Are there standing trees present? *		<input type="radio"/> Yes		<input type="radio"/> No			
		Is the site of the planting proposal adjacent to a non-agricultural building? *		<input type="radio"/> Yes		<input type="radio"/> No			
Print		Exit		< Previous		Save		Next >	

The **Small Grants – Woodland Creation Guidance** provides information in assessing the following:

- Protection of potentially sensitive habitats
- Areas of Priority Habitat or Sites of Importance for Nature Conservation
- Sites of Importance for Nature Conservation (SINC)
- Public rights of way
- Overhead or Underground utilities
- Planting near main rivers, streams and ponds
- Evidence of Badgers
- Hedgerows, stonewalls and earth banks included or adjacent to the proposed planting
- Red Squirrel Guidance Area
- Methods of Planting
- Protection from deer
- Existing Trees
- Planting adjacent to a non-agricultural building

# SECTION 4 – SUBMISSION

## Errors, Information & Summary

Details of your Expression of Interest are summarised on this page, including your responses to the various questions, and Woodland Planting areas that you have added.

Small Grants - Woodland Creation

[Help](#)

- Introduction
- Privacy Notice
- Eligibility ✓
- Woodland Planting ✓
- Contract Conditions ✓
- Submission
  - Errors, Information and Summary
  - Declaration and Undertakings
  - Submit

✓ No

Has there been any new tree planting, excluding hedgerows in the past 5 years within 10m of the the proposed woodland creation?

Yes

✓ No

✓ Yes

Is the area to be planted agriculturally improved by ploughing, re-seeding, applying fertiliser or drainage?

No

✓ Yes

Have all neighbours and individuals whose properties adjoin the proposed planting confirmed they are happy with the planting proposals?


No

✓ Yes

Will the planting be carried out using manual planting, scarification, or inverted & hinge mounding ?

No

Woodland Planting

Species mix	Area	Planting area	Total Fencing
Native Biodiversity 1100	1.15	 <p style="font-size: 8px; margin-top: 5px;">© Crown copyright and database rights 2022. Ordnance Survey 100021674. © Getmapping Plc and Bluesky International Limited 2020. Use of this data is</p>	300

Any problems found with your Application will be shown in the **Errors and Information** box at the top of the screen. Scroll down the page to see further details of the errors.

You can go back to previous pages of your Application to check and correct problems by selecting the **Previous** button or selecting the appropriate page on the left hand side (a red cross indicates a page with an error).

Small Grants - Woodland Creation


[Help](#)

- Introduction
- Privacy Notice
- Eligibility ✗
- Woodland Planting ✗
- Contract Conditions ✓
- Submission
  - Errors, Information and Summary
  - Declaration and Undertakings
  - Submit

✗

Native Biodiversity 1100

700



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- Area of planting entered must be within 10% of the area drawn

Total area of planting (ha):

701.15

- Total planting area must be less than or equal to 1.99ha

## Declaration and Undertakings

When all errors are resolved, you may advance to the Declarations and Undertakings confirmation page. Please ensure that you have read the **Declarations and Undertakings** carefully and fully understand them prior to submitting your Expression of Interest.

Small Grants - Woodland Creation Declaration and Undertakings

Please tick the box to accept the declarations and undertakings.

I confirm that I have read and understood the relevant Scheme Rules and Guidance Notes and permit the Welsh Government to use my information to support my application.

I undertake to meet any statutory obligations such as Health and Safety; employment; hygiene; environmental management and protection; animal or crop health and welfare that apply during the time of this project.

I understand that the Welsh Government may need to update the rules and conditions to take account of changes made to the Government of Wales Act 2006.

I agree to abide by any changes following notification by the Welsh Ministers.

I agree to comply with all applicable domestic, or international laws or regulations or official directives.

I have given details that are true, accurate and complete to the best of my knowledge and belief on this application and any supporting documentation.

I confirm that all pre-populated details are correct or have been amended if incorrect.

I undertake to notify Welsh Government of any planned changes to the nature or construction of this project prior to implementation.

I undertake to notify the Welsh Government of any other application for grant aid for this project.

I confirm that no work on this project has been undertaken other than consultancy work, site purchase, the obtaining of quotations, or the drawing up of site plans.

I acknowledge that neither Welsh Government nor any adviser appointed by Welsh Government shall be responsible for any advice given, including without limit any advice given in relation to this application or business development plan, and that I am solely responsible for all business decisions undertaken.

I undertake to notify Welsh Government of any changes to the details provided in the Applicant Details part of the form.

I understand that the Welsh Government displays 'Error' and 'Information' messages in the sections of the application only as an aid for completion and submission of the application.

I will allow officers of the Welsh Government or their duly authorised agent, access to and inspect land and any relevant equipment, facilities and all records and information needed to establish my eligibility and the accuracy of the information provided for which I am making this application.

**I agree:**

Not to undertake work prior to entering the Small Grants - Woodland Creation scheme that damages the environment and understand that such action could result in rejection of my application.

I agree to maintain adequate insurances to cover against the risks which may arise in connection with any property or any activity undertaken in delivery of the Purposes. We reserve the right to require you to provide proof of your insurance.

**I understand that:**

The Welsh Government may need to share some information about my Small Grants - Woodland Creation application with other organisations and I agree to any necessary disclosures or exchanges of information.

The Welsh Government may also obtain information about me from certain other organisations, or provide information about me to them in order to verify the accuracy of the information, prevent or detect crime and protect public funds. These other organisations include government departments, local authorities and other bodies as appropriate.

The publication and disclosure of information by the Welsh Government will be in accordance with the obligations and duties under the Freedom of Information Act 2000, the Data Protection Act 2018 and the Environmental Information Regulations 2004. Other information provided may also be disclosed where permitted by law.

**WARNING – Any person who makes a false declaration or fails to notify the Welsh Government of a material change to the information given in this application may be liable to prosecution. A false, inaccurate or incomplete statement or failure to notify the Welsh Government of any material changes to the information given in this application may result in termination of contract and/or recovery of any Payments.**

I agree to the above declarations and undertakings \*

Once you have read the Declarations and Undertakings you will need to tick the box marked **I agree to the above Declarations and Undertakings**.

Once done, select **Next** to be taken to the Submit screen.

## Submission Page

Click to Submit your Expression of Interest.

<b>Small Grants - Woodland Creation</b>	<b>Submit</b>	<a href="#">← Previous</a> <a href="#">Save</a> <a href="#">Next &gt;</a>
<a href="#">Help</a>	<p>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.</p>	
<ul style="list-style-type: none"><li>Introduction</li><li>Privacy Notice</li><li>Eligibility ✓</li><li>Woodland Planting ✓</li><li>Contract Conditions ✓</li><li>Submission<ul style="list-style-type: none"><li>Errors, Information and Summary</li><li>Declaration and Undertakings</li><li><b>Submit</b></li></ul></li></ul>	<p>Click the button below to submit your Small Grants - Woodland Creation.</p> <p><b>Submit</b></p> <p>A Message containing a copy of your submitted Small Grants - Woodland Creation will be available in your online Messages page within one working day.</p>	

The following submission message will be generated:

<b>Small Grants - Woodland Creation</b>	<b>Submission Confirmation</b>
<a href="#">Help</a>	
<b>Submission Confirmation</b>	<p><b>Small Grants - Woodland Creation : Reference Number:</b></p> <p>Your Small Grants - Woodland Creation was submitted for CRN: <span style="float: right;">A message confirming receipt of your Small Grants - Woodland Creation 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 Small Grants - Woodland Creation 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.</span></p> <p><b>Print this Screen</b></p> <p>If you are required to attach files to your submission click 'Submit Documentation' otherwise click 'Exit'.</p> <p><b>Submit Documentation</b> <b>Exit</b></p>

## **SECTION 5 - WHAT TO DO FOLLOWING SUCCESSFUL SUBMISSION**

A summary of your completed Expression of Interest will be added to the Messages page on your RPW Online account under the title **Documents received by RPW**. Ensure you check the information submitted thoroughly. If any of the information shown is incorrect, please reply to the Message detailing your concerns. You should do this as soon as you discover any incorrect information.

For guidance on how to use your Messages page, please go to [gov.wales/rural-payments-wales-rpw-online](http://gov.wales/rural-payments-wales-rpw-online):-

- Select the **How to use RPW Online** link from the right hand side menu.
- Select either *Customers*, *Agents/Farming Unions* or *Agents/Farming Unions acting on behalf of a Customer*, then choose **Messages** from the list of step-by-step instructions.

### **Supporting Documentation**

If you wish to submit any supporting documents online, you should use your **Messages** page. Attach all your supporting documents to this one message so that it can be managed under one Message Reference Number.

### **Amendments and Additions**

After you have submitted your Application, you may need to make amendments and/or additions. You should use your **Messages** page to do this. Select the existing message received when you submitted your EOI then attach details of your amendment and/or additional documents (if relevant) to this one message so that it can be managed under one Message Reference Number.

### **Withdrawing your Expression of Interest**

If you wish to withdraw your Application after submission online, you should go to your **Messages** page. Select the existing message received when you submitted your Application. Write your request for withdrawal (attaching any relevant information) to this one message so that it can be managed under one Message Reference Number.