



Llywodraeth Cymru
Welsh Government

Small Grants - Efficiency
Expression of Interest
How to complete guidance

Contents

- 2** Government Gateway Login Page
- 3** Rural Payments Wales Online – Home Page
- 3** Forms Page
- 4** Small Grants - Efficiency Expression of Interest – Getting Started
- 5** Eligibility Questions
- 7** Select Items
- 10** Submission Page – Errors, Information and Summary
- 11** Submission Page – Declarations and Undertakings
- 11** Submission Page – Submit

Small Grants - Efficiency Expression of Interest (EOI) – How to Complete Guidance

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

The Welsh Government produces this guidance in Welsh and English as required under the Welsh Government Welsh Language Scheme.

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

Following Successful submission

A summary of your completed Small Grants - Efficiency 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.

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

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 login page for the Rural Payments Wales Online Government Gateway. At the top, there is a black header with the GOV.UK logo. Below the header, a blue banner reads "BETA This is a new service – your [feedback](#) will help us to improve it." To the right of the banner, there are links for "English" and "Cymraeg". Below the banner, a blue box contains the text "Keep your information secure" and "Do not share your Government Gateway user ID and password with anyone else." 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. Below the button, there is a link for "Create sign in details". At the bottom, there is a section titled "Problems signing in" with three links: "I have forgotten my password", "I have forgotten my Government Gateway user ID", and "I have forgotten my Government Gateway user ID and password".

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

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

Home Page

To access the Small Grants - Efficiency Expression of Interest (EOI), click the tab labelled **'Forms'** on the RPW Online home screen, as shown below:

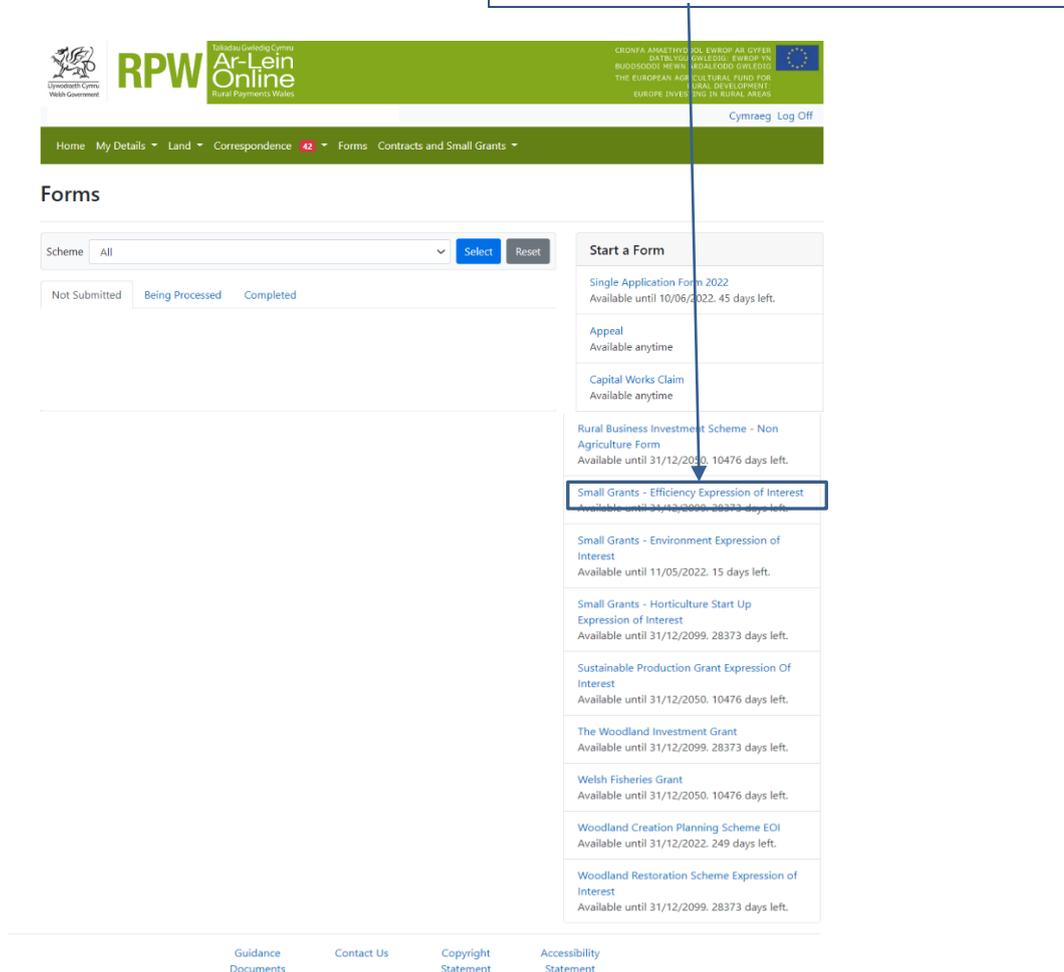


To change the Language at any time click the **Cymraeg** button located in the top right hand corner bar of the RPW Online information. This will allow you to choose the language your Small Grants - Efficiency EOI is displayed in.

Forms Page

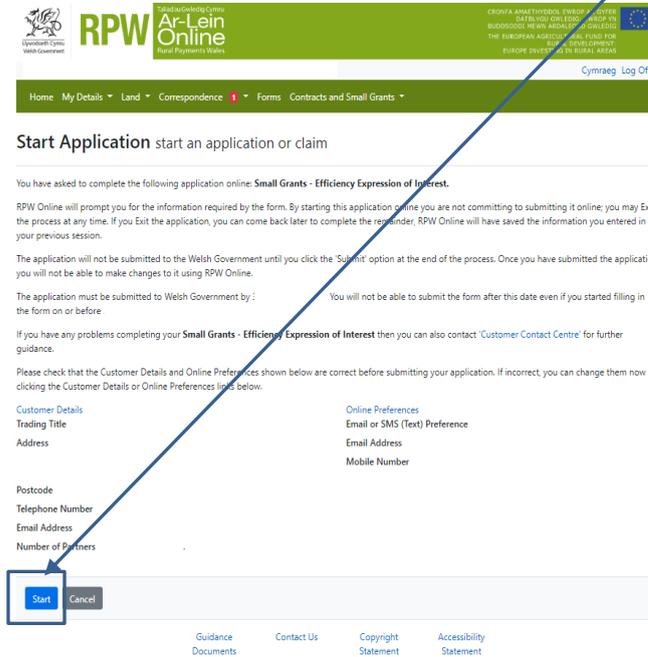
Once you have selected the 'Forms' tab you will see the Forms that are available for you to complete.

Select the Small Grants - Efficiency Expression of interest from the list.



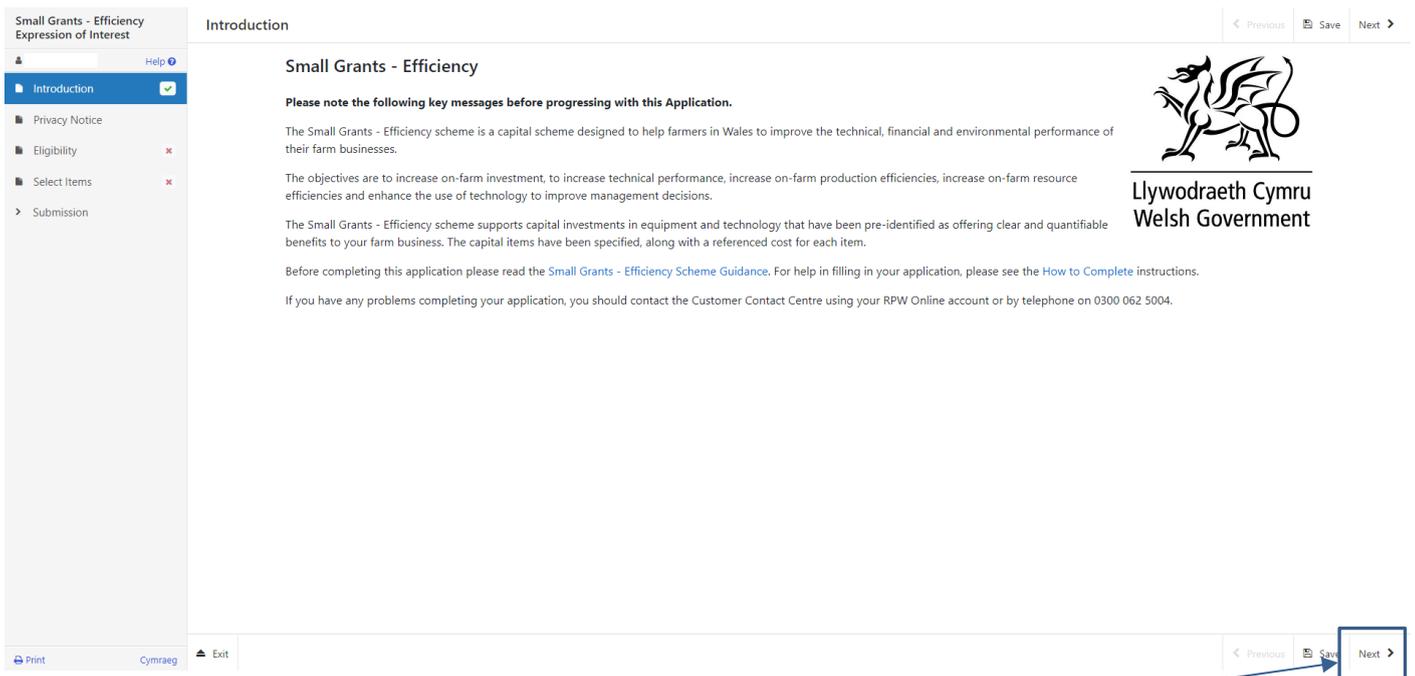
Getting Started

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



Introduction

This is the introduction page which provides information about the Small Grants Efficiency scheme.



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

Privacy Notice

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

This screenshot shows the 'Privacy Notice' page within a web application. The page title is 'Privacy notice: Welsh Government grants'. The left-hand navigation menu includes 'Introduction', 'Privacy Notice' (which is highlighted), 'Eligibility', 'Select Items', and 'Submission'. The main content area contains the following text:

Privacy notice: Welsh Government grants

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 grant funding. The information will be processed as part of our public task (i.e. exercising our official authority to undertake the core role and functions of the Welsh Government) and will help us assess your eligibility for funding.

Before we provide grant funding to you, we undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks require us to process personal data about you to third party fraud prevention agencies.

If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide the grant funding you applied for, or we may stop providing existing grant funding to you.

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, the Data Protection Act 2018 or the European Union (Withdrawal) Act 2018.

The Welsh Government will publish details of the amounts paid to Rural Support beneficiaries. Data will be published for all beneficiaries, 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.

We will keep personal information contained in files in line with our retention policy. If successful in your application then your personal data will be kept for 7 years after the date when you, as grant recipient, are free from all conditions relating to the grant awarded and all payment have been made. However, if the funding is awarded under General Block Exemption or De Minimis, your personal data will be kept for 10 years from the conclusion of any aid award. If you are unsuccessful your details will be kept for one year after the date you provided them.

Under the data protection legislation, you have the right:

- to access the personal data the Welsh Government holds on you
- to require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing
- for (in certain circumstances) your data to be 'erased'
- to lodge a complaint with the Information Commissioner's Office (ICO) who is the independent regulator for data protection.

At the bottom of the page, there are links for 'Print' and 'Cymraeg'.

This screenshot shows the 'Submission' page. The left-hand navigation menu has 'Submission' selected. The main content area contains the following text:

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer:

Welsh Government
Cathays Park
CARDIFF
CF10 3NQ

Email: dataprotectionofficer@gov.wales

The contact details for the Information Commissioner's Office are:

2nd Floor, Churchill House
Churchill Way
Cardiff
CF10 2HH

Telephone: 0330 414 6421

Website: <https://ico.org.uk/>

Should you have any queries regarding this privacy statement please contact the RPW Customer Contact Centre.

<https://gov.wales/privacy-notice-welsh-government-grants>

At the bottom of the page, there are links for 'Print', 'Cymraeg', and 'Exit', along with navigation buttons for 'Previous', 'Save', and 'Next'.

Eligibility Questions

You must answer all questions on this page.

Small Grants - Efficiency Expression of Interest

Eligibility

Questions marked with * are mandatory.

Does your business have at least 3ha of eligible registered agricultural land in Wales?* Yes No

Can your business demonstrate over 550 standard labour hours per annum?* Yes No

Is your business a primary producer of agricultural products?* Yes No

Print Cymraeg Exit Previous Save Next

There are basic data integrity checks built into this page and any errors or information messages will appear once you either 'Save' or click 'Next'.

Small Grants - Efficiency Expression of Interest

Eligibility

Questions marked with * are mandatory.

Does your business have at least 3ha of eligible registered agricultural land in Wales?* Yes No
This is a mandatory question, please answer it.

Can your business demonstrate over 550 standard labour hours per annum?* Yes No
This is a mandatory question, please answer it.

Is your business a primary producer of agricultural products?* Yes No
This is a mandatory question, please answer it.

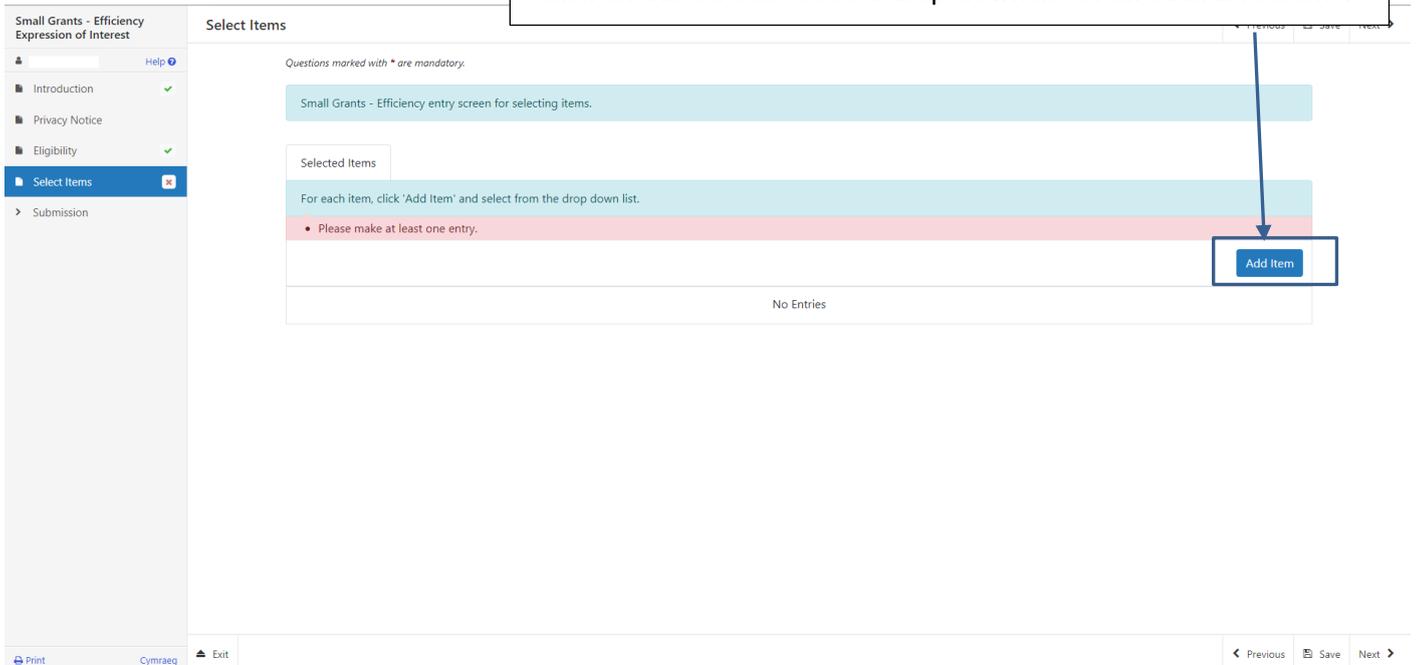
Print Cymraeg Exit Previous Save Next

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

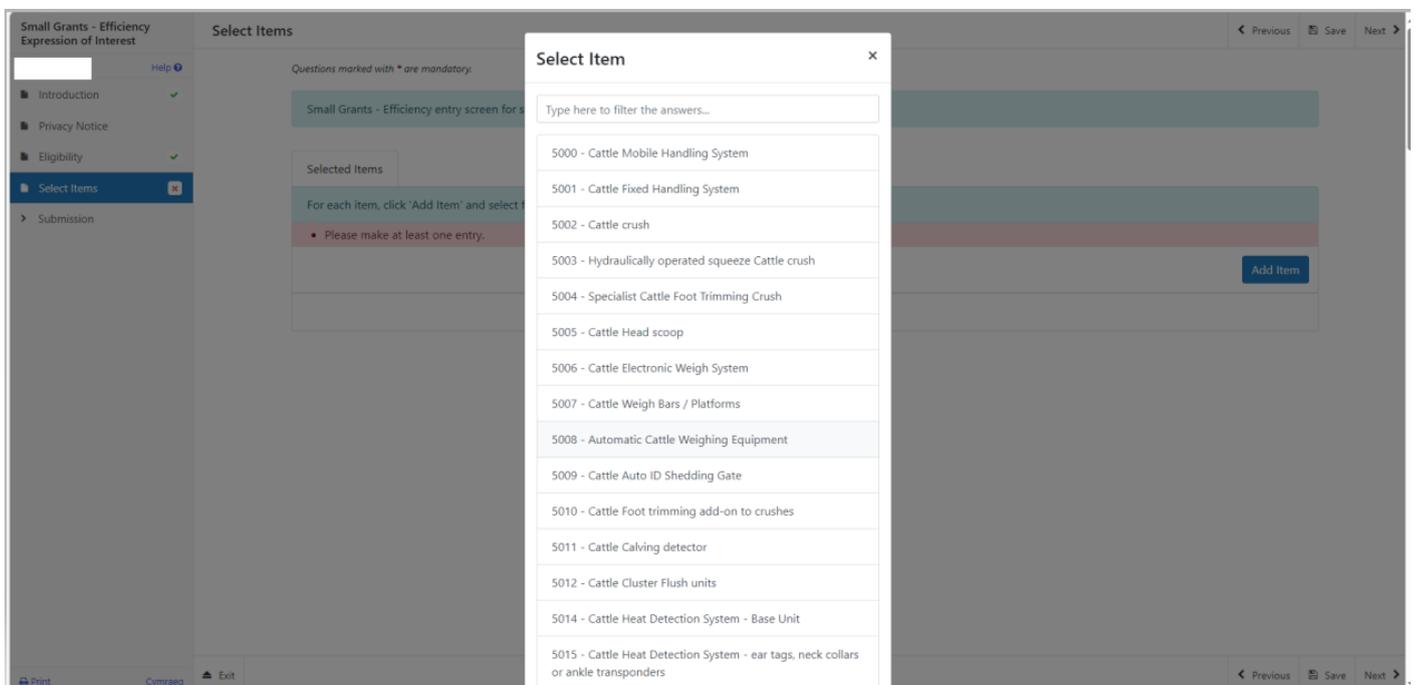
Select Items

Before choosing your items, ensure you have read the Small Grants - Efficiency Annex A – List of Eligible Capital Items. This will give you the specifications; cost and score for each item.

Click on this button to see a drop-down list of all available items.



The screenshot shows the 'Select Items' page in a web application. On the left is a navigation menu with 'Select Items' highlighted. The main content area has a header 'Select Items' and a sub-header 'Small Grants - Efficiency entry screen for selecting items.' Below this is a 'Selected Items' section with instructions: 'For each item, click 'Add Item' and select from the drop down list.' A red banner below the instructions says 'Please make at least one entry.' At the bottom of this section is an 'Add Item' button, which is highlighted with a blue box and an arrow from the text above. The page footer includes 'Print', 'Cymraeg', 'Exit', 'Previous', 'Save', and 'Next' buttons.



This screenshot shows the 'Select Item' dropdown menu that appears when the 'Add Item' button is clicked. The menu has a search bar at the top with the placeholder text 'Type here to filter the answers...'. Below the search bar is a list of 15 items, each with a unique ID and a description: 5000 - Cattle Mobile Handling System, 5001 - Cattle Fixed Handling System, 5002 - Cattle crush, 5003 - Hydraulically operated squeeze Cattle crush, 5004 - Specialist Cattle Foot Trimming Crush, 5005 - Cattle Head scoop, 5006 - Cattle Electronic Weigh System, 5007 - Cattle Weigh Bars / Platforms, 5008 - Automatic Cattle Weighing Equipment, 5009 - Cattle Auto ID Shedding Gate, 5010 - Cattle Foot trimming add-on to crushes, 5011 - Cattle Calving detector, 5012 - Cattle Cluster Flush units, 5014 - Cattle Heat Detection System - Base Unit, and 5015 - Cattle Heat Detection System - ear tags, neck collars or ankle transponders. The background of the page is dimmed, and the 'Add Item' button is still visible on the right side of the dropdown.

Small Grants - Efficiency Expression of Interest

Select Items - Selected Items

Item: 5002 - Cattle crush

Description: Cattle crush. For full specification, see Annex A – List of Eligible Capital Items

Payment Rate: £ 1,553.00

Quantity: 1

Value: £ 1,553.00

When you have selected an item from the drop-down menu it will appear here. Specify how much of the item you want to apply for. You can remove an item by clicking the cancel button.

Cancel Save Save and Return

Once you have completed the item quantity click on the Save and Return button to return to the Select Items page

Small Grants - Efficiency Expression of Interest

Select Items

Questions marked with * are mandatory.

Small Grants - Efficiency entry screen for selecting items.

Selected Items

For each item, click 'Add Item' and select from the drop down list.

Code	Description	Quantity	Value
5002	Cattle crush	1	£1,553.00
Maximum Grant Value			£1,553.00

Add Item

Modify Delete

Previous Save Next

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

Once you have selected all your items click on the **Next Button**

If you select the same item twice from the drop-down list, you will see the error message displayed below

Small Grants - Efficiency Expression of Interest

Select Items

Questions marked with * are mandatory.

Small Grants - Efficiency entry screen for selecting items.

Selected Items

For each item, click 'Add Item' and select from the drop down list.

Code	Description	Quantity	Value	
5002	Cattle crush	1	£1,553.00	<input type="button" value="Add Item"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>
• Please remove duplicate entries from the Table.				
5002	Cattle crush	1	£1,553.00	<input type="button" value="Add Item"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>
• Please remove duplicate entries from the Table.				
			Maximum Grant Value	£3,106.00

Print Cymraeg Exit Previous Save Next

To resolve this error, delete one of the rows and modify the remaining row to amend the quantity.

Small Grants - Efficiency Expression of Interest

Select Items

Questions marked with * are mandatory.

Small Grants - Efficiency entry screen for selecting items.

Selected Items

For each item, click 'Add Item' and select from the drop down list.

• The maximum grant value of £15,000 has been exceeded. One item will be part funded.

Code	Description	Quantity	Value	
5000	Cattle Mobile Handling System	1	£6,317.00	<input type="button" value="Add Item"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>
5001	Cattle Fixed Handling System	1	£4,727.00	<input type="button" value="Add Item"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>
5003	Hydraulically operated squeeze Cattle crush	1	£4,723.00	<input type="button" value="Add Item"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>
			Maximum Grant Value	£15,767.00

Print Cymraeg Exit Previous Save Next

This information message is to confirm £15,000 is the maximum grant available for Small Grants Efficiency window 3, where you exceed this value, your claim will be part funded up to the £15,000 available.

Submission Page – Errors, Information and Summary

Summary

This gives a summary of the items you have selected and informs you of any errors or information messages on your application.

The screenshot shows the 'Errors, Information and Summary' page. The left sidebar has 'Errors, Information and Summary' selected. The main content area displays an 'Important' message, a confirmation that no errors were found, and a summary of the application details. The 'Eligibility' section shows three questions with 'Yes' or 'No' answers. The 'Select Items' section contains a table of selected items.

Code	Description	Quantity	Value
5002	Cattle crush	1	£1,553.00
			Maximum Grant Value £1,553.00

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

This screenshot shows the same page but with an error. The 'Eligibility' section has a red error message: 'Your business must have at least 3ha of eligible registered agricultural land in Wales or demonstrate at least 550 hours of standard labour costs per annum.' The sidebar shows a red cross next to 'Eligibility'. A blue box highlights the sidebar with an arrow pointing to the 'Eligibility' item.

Code	Description	Quantity	Value
5002	Cattle crush	1	£1,553.00
			Maximum Grant Value £1,553.00

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

Submission Page – Declarations and Undertakings

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

Small Grants - Efficiency Expression of Interest

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 the Welsh Government of any other application for grant aid for this project.

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 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 am a primary producer of agricultural products.

I undertake to meet any obligations in relation to obtaining planning permission, where necessary.

I confirm that none of the items covered by the application are replacements under an insurance claim.

I acknowledge that payment of grant will be subject to the terms and conditions of the scheme and undertake with the Welsh Government to comply with these conditions.

I understand that:

The Welsh Government may need to share some information about my Small Grants - Efficiency - Expression of Interest 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, the Environmental Information Regulations 2004, or the European Union (Withdrawal) Act 2018. 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 *

Print Cymraeg Exit Previous Save Next

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

Submission Page – Submit

To submit your Small Grants - Efficiency Expression of Interest click on the **Submit Button**.

Small Grants - Efficiency Expression of Interest

Submit

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

Click the button below to submit your Small Grants - Efficiency Expression of Interest.

Submit

A Message containing a copy of your submitted Small Grants - Efficiency Expression of Interest will be available in your online Messages page within one working day.

Previous Save Next

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