Nutrient Management

Investment Scheme

Window 3

Grant Application
How to complete guidance

Contents

Information

This guide takes you through the steps to complete and submit your application for the Nutrient Management Investment Scheme (NMIS) to the Welsh Government.

The NMIS Application will only be made available online to selected customers. If you do not accept selection, or do not reply to the Welsh Government by the date in the letter, your EoI will not progress further, and the offer of selection will be withdrawn.

You will need to complete the online form providing the Welsh Government with details of your project and submit the necessary supporting documents so your application can be subject to full appraisal for consideration of contract and award of grant.

Please read this guidance carefully. You will also need to refer to the Guidance notes.

The final grant figure awarded, will not be higher than that stated in the EOI application and where applicable capped to £50,000.

Applications must be submitted electronically via RPW online. The online application will be available to complete at any time during the 12 week window. The closing date for completion of the application is detailed in the selection letter. There will be no opportunity for an extension.

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

Applicants need to respond to questions based on:

- Suitability of Investment
- Project delivery
- Risk and risk management
- Long term sustainability
- Value for money
- Financial and compliance

The application asks you to explain how your project will contribute towards the Welsh Government's cross cutting themes of:

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

The indicators and outcomes that will be monitored as a result of the investment are:

- Number of jobs created or
- Number of jobs safeguarded.

- Volume of new slurry storage installed.
- Area of roofing installed.
- Number of precision nutrient application items supported.

In addition to completing the full application online you will need to submit the following supporting documents online for appraisal by the Welsh Government within 12 weeks of your selection notification:

- Evidence to demonstrate your existing slurry storage capacity and future slurry storage requirements of the farm in relation to the Water Resources (Control of Agricultural Pollution) (Wales) Regulations 2021.
- Latest Certified Accounts (for the previous financial year).
- Quotes for each investment item selected on the EoI in accordance with the competitive tendering and procurement rules.
- Evidence of funding available.
- Evidence you have submitted your planning application.
- Planning Permission if appropriate and available
- Sustainable Drainage Systems (SuDS) Approving Body (SAB) approval if appropriate and available.
- If you are applying for underfloor channels, roofing over existing yards and livestock yard renewal, provide photographs of the location for these projects.

The assessment will not commence until the application and ALL of the supporting documentation has been received by the Welsh Government. You may provide other documentation and evidence in addition to the above to support 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.

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.

In the Start a Form section at the bottom of the Home screen, click the relevant scheme name you wish to apply for. The Nutrient Management Investment Scheme Grant Application Form will be available here until the closing date of the window.

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

This will take you through to the 'Forms' page.

To change the Language at any time, click the '**Cymraeg**' button located in the top right hand corner bar of the RPW Online information. This will allow you to choose the language your Nutrient Management Investment Scheme 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.

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

Nutrient Management Investment Scheme Grant Application Form

Start Application

Once you have read the Nutrient Management Investment Scheme (NMIS) General Rules Booklet at [Rural grants and payments](), 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 you have started previously, on this screen you will now be able to Continue (blue button at the bottom of the screen), or Start Again by clicking the link shown on this screenshot:

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:

Introduction

This is the introduction page which provides information about the Nutrient Management Investment Scheme Grant Application. For greater detail of the information provided on this page, please read the Nutrient Management Investment Scheme General Rules Booklet at Rural grants and payments section of 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.

Privacy Notice

The Privacy Notice page is where we set out your rights and what we may need to do with your information in order to process your application. You must read the Privacy Notice.
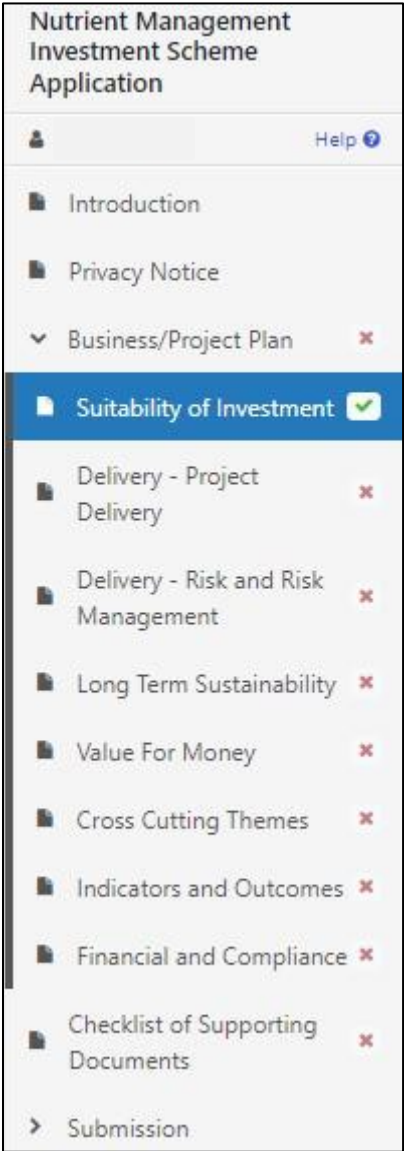
Once you have read the information click on the **Next** Button.

Business/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 eight 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.

Business/Project Plan - Suitability of Investment

The Suitability of Investment page is where you will need to provide details to enable the evaluation of the appropriateness of the investment.

In this section, you need to provide a description of:

Your farm business, business details and details of the area and tenure of the land farmed by the business.

All enterprises including livestock numbers and current winter housing arrangements for livestock.

Details of current slurry and manure storage and information to demonstrate current compliance with the slurry storage requirements of the Water Resources (Control of Agricultural Pollution) (Wales) Regulations 2021.

You are required to submit evidence of slurry storage capacity calculations as supporting documentation.

You also need to describe the project and should submit diagrams, images, or photographs of the location, to assist in explaining the project location. This should include field parcel number and planning reference number if available.

Nutrient Management Investment Scheme Application

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

Help

Print   Cymraeg

< Previous   Save   Next >

Questions marked with * are mandatory.

Provide a description of your farm business, this should include Business details and details of the area (ha) and tenure of the land farmed by the business.

Enter Details*

0 / 4000

Provide details of all enterprises, including livestock numbers, and details on your current winter housing arrangements for livestock - housing types (cubicles, straw loose housing) and the numbers housed.

Enter Details*

0 / 4000

16

0 / 4000

Provide details of your current slurry and manure storage.

Enter Details*

0 / 4000

Provide the following information to demonstrate your current compliance with the slurry storage requirements of The Water Resources (Control of Agricultural Pollution) (Wales) Regulations 2021.

Total volume, in cubic meters, of slurry produced on the holding (including parlour washings and silage clamp runoff if entering the slurry store).*

Total annual rainfall, in millimetres, during the 5 or 6 month closed period for your location? Rainfall for your location can be found at Average Rainfall Figures.*

The total area, in square meters, of uncovered dirty yards and manure storage areas where the rainwater mixes with slurry, or enters the store.*

Current total slurry storage capacity for your holding in cubic meters.*

Taking account of the above, what is the total storage capacity required for your holding? (Slurry + rainwater + freeboard)*

Submit evidence of slurry storage capacity calculations as supporting documentation.

The following workbook can be used to assist you to evidence slurry storage capacity requirements: Farm Workbook
Guidance to complete the workbook is available at: Farm Workbook guidance

Please only answer one of the following questions:

1. If you are not currently compliant, provide an explanation as to how the investment will support the farm to reach compliance with The Water Resources (Control of Agricultural Pollution) (Wales) Regulations 2021. Explain what additional slurry and/or manure storage capacity is required.

Enter details

0 / 4000

2. If you are currently compliant, provide an explanation as to how the investment will support the farm to improve its nutrient management and enhance water, air and soil quality.

Enter details

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2. If you are currently compliant, provide an explanation as to how the investment will support the farm to improve its nutrient management and enhance water, air and soil quality.

Enter details

0 / 4000

Describe the project. Diagrams, images, or photographs of the location should be submitted, to assist in explaining the project location. Include field parcel number and planning reference number if available.

Enter details*

0 / 4000

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.

Business/Project Plan - Project Delivery

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

In this section, you need to provide the following:

- Describe key activities and investments and who will have responsibility for undertaking these activities.

- Describe how timescales have been determined.

- The need for SAB approval; submit either the SAB approval documents or a receipt from the local authority that SAB approval is not required.

- Compliance of funded items with Regulatory Requirements, including, where applicable:
    - SSAFO;
    - Control of Pollution (Oil Storage) Wales Regulations 2016;
    - BS 5502;
    - NRW/Local authority Consents where investments affect slurry or silage storage systems or could affect water flow.

You will need to provide timescales for delivery of your project by completing the Project Activities.

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, and the person responsible. 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](#)

Delivery - Risk and Risk Management

The Delivery - Risk and Risk Management page is where you will use a table to set out a summary of at least the top five risks that might affect the delivery of the project and the achievement of outputs and objectives of the project that includes:

- What the risk is and what the likelihood is of it happening during the time that the project is being delivered?

- What the consequences to the project would be if it did happen?

- What steps might be taken to try and avoid it happening and what might be done to reduce the effect on the project if it did happen?

The question in this section is mandatory and you will not be able to submit your form without adding at least 5 risks.

Click **Add Risk** to start inputting your first risk.

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

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

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

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

Long Term Sustainability

The Long Term Sustainability page is where you explain the impact the investment will have on the long term sustainability of the business.

The text box is expandable and allows up to 4000 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 answer, select the **Next** button.

Business/Project Plan - Value for Money

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

Only investment items that have been selected as submitted in your Expression of Interest can be entered in this section. The investment items submitted in your application will be checked and any additions will be removed from appraisal.

To complete this section, you must have obtained a quote for each investment item. If you have not obtained quotes at the time of submitting the application, you will be asked to provide an estimated value.

For items with a value of less than £1,000 no quote is required, for items with a value between £1,000 and £4,999 1 quote or estimate is required and for items with a value of £5,000 or greater 3 quotes or estimates are required.

If you have obtained quotes at the time of submitting this application, you must also submit the supporting evidence for those quotes.

It should be noted that if you do not submit required evidence of the quotes at the time of submitting the application you will need to do so prior to submitting any claims.

All applicants must refer to and comply with the Welsh Government Competitive Tendering and Public Procurement Technical Guidance Notes available on the following link Rural grants: competitive tendering guidance.

The applicant is responsible for ensuring the competitive tendering process is followed correctly, fully documented and the documentation is available upon request.

If you are considering purchasing second hand equipment and are unsure of how to evidence with quotes, please contact the Customer Contact Centre on 0300 062 5004 for advice.

There is a significant risk that grant could be recovered in full or in part if the competitive tendering process is not followed correctly and supporting documentation is not retained.

Appraisal checks of all quotes submitted will include the following:

- Compliance with Welsh Government Competitive Tendering and Public Procurement procedures and requirements;
- Reasonableness of costs;
- Reason and rational provided by the applicant if the cheapest supplier is not the preferred quote;
- Comparability and timeliness of quotes;
- Further investigation with applicant and/or supplier by the Welsh Government if any risk or anomaly is identified during appraisal.

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.

All investment items submitted in your EOI application will be prepopulated under the EOI Selected Investment Items tab. Click **Modify** to add quotes or an estimate for the investment item.

If the estimated value of the item is less than £1,000 select 'Yes'. As no quotes are required press 'Save and Return' to return to the previous screen.

If the estimated value of the item is not less than £1,000 select 'No'. You will then be asked 'Do you have Quotes for this item?'. If you select 'No' press 'Save and Return' to return to the previous page.

If you select 'Yes' to 'Do you have Quotes for this item?' further information will be presented for completion.

Select the **Add Quote** button and you will see the following page. Enter your quote details.

If you are adding only one quote for this investment item, you need to select the Prefered Quote tick box.

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

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

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

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

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

Maximum & Minimum Grant Values

As the maximum grant value that can be applied for under NMIS is £50,000, the values entered into the quotes table in this section will be capped at this amount or the amount claimed in your EOI.

Example capped to £50,000.

28

Example Capped to EOI Value.

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

Business/Project Plan - Cross Cutting Themes

The Cross Cutting Themes page is where you will provide evidence on how the proposed Project contributes to cross cutting themes. In this section you need to explain how the proposed project will contribute to the cross cutting themes of:

- Equality of Opportunity and Gender Mainstreaming;
- Tackling Poverty and Social Exclusion;
- Welsh Language.

The text boxes are expandable and allow up to 2000 characters. This is not the number of words allowed, but the number of characters.

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](#)

Business/Project Plan - Indicators and Outcomes

All supported projects are required to report progress to Welsh Government against a number of agreed Performance Indicators.

The online form will list the relevant indicators and you will need to set targets against these.

You will need to provide information for **the following Indicators**:

- Number of jobs created or
- Number of jobs safeguarded.
- Volume of new slurry storage installed (cubic meters).
- Area of roofing installed (square meters).
- Number of precision nutrient application items supported.

Performance Indicator Name	Definition
Number of jobs created or safeguarded	Total number of permanent jobs created (not maintained) through supported projects expressed in FTE, by gender. Only new jobs actually created should be counted, which excludes jobs maintained (as too problematic to assess). It relates to employment when the project is up and running, i.e. if the project is the creation of a farm shop, it does not include employment created during the design/construction building phase – consultant/architect/builders, but the employment which is created when the shop is running (manager, sales assistants, etc.). Voluntary work should not be counted but self-employment is included. Indicator is calculated in FTE; therefore, if an existing halftime job is transformed into a full time job, the value of the indicator is 0.5 (a half job is considered created). To count one job created, the duration of the contract should be one year or more (e.g. a six month contract at 100% is 0.5). This does not include jobs that have been relocated. Jobs safeguarded are where jobs are known to be at risk over the next 12 months. Jobs should be scored as FTE and permanent (a seasonal job may be scored provided the job is expected to recur indefinitely; the proportion of the year worked should also be recorded). The job itself should be scored, not an estimate of how many people may occupy the job. If the job is not fulltime then the hours per week will need to be divided by 30 to find the proportion of FTE represents (e.g. 18 hours per week would be 0.6 FTE).
Volume of new slurry storage installed.	Volume in cubic metres (M^3) of new or additional slurry storage installed to allow for: • Slurry produced during the closed period (5 months for dairy and beef and 6 months for pigs and poultry) • Average rainfall for the closed period • Freeboard.
Performance Indicator Name	**Definition**
Area of roofing installed.	Area in square metres (M^2) of new roofing installed over: • Livestock feeding areas • Livestock gathering areas • Slurry stores • Silage stores • Manure stores.

Number of precision nutrient application items supported.	Number (units) of the following items: • NM13 – Slurry tanker plus injector • NM15 – Pumped tanker plus injector • NM18 – Umbilical hose plus injector • NM21 – Injector (Slurry) • NM22 - Variable rate controller for sprayers and fertiliser spreaders • NM31 – GPS for precision farming • NM32 – GPS and flow systems for slurry application.

Indicators and Outcomes

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

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

Select 'Add Indicator' blue button to provide responses to the Level Indicators.

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

Once selected you will be provided with further questions to answer.

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

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

[Back to Contents](#)

Business/Project Plan - Financial and Compliance

You will be required to provide information on the financial aspect and compliance of your project.

You will need to provide your explanation and supporting evidence of the following for appraisal.

- Financial position of the business, to include financial overheads and turnover, issues and concerns.
- How the project will be funded in addition to any award of grant.
- Trading outlook and how the financial performance of the business will be impacted by the investment.

- Evidence that the investment and any subsequent planned investment will save money or decrease costs and any benefits that it would bring to the existing business.
- How the business will be more profitable and that profit is sufficient for the future
  i.e. profit in relation to cash needs.
- Evidence provided that demonstrates that, without grant, the project would not proceed.

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](#)

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.

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

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

[Back to Contents](#)

Submission

Errors, Information and Summary

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

The following screen shows the messages that will display when there are errors:

The following screen shows the message that will display if there are no errors:

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.

[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.

Submission Page – Submit

To submit your Nutrient Management Investment Scheme Application Form click on the **Submit** Button.
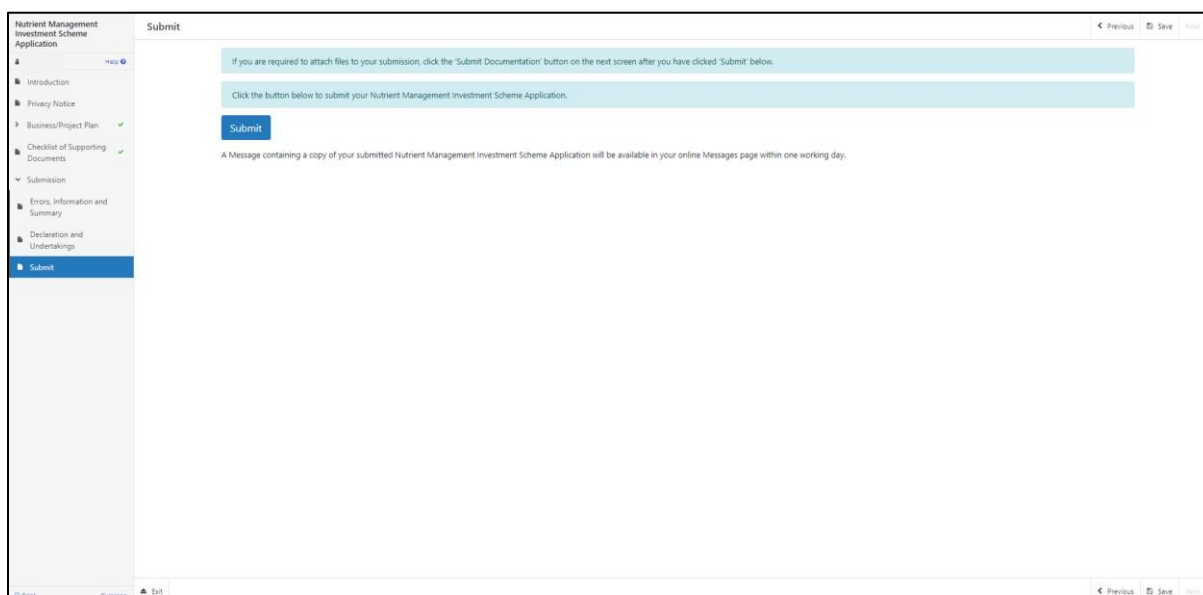
Once submitted, you will see a Submission Confirmation page which you can print for your own records, by selecting the **Print this Screen** button.
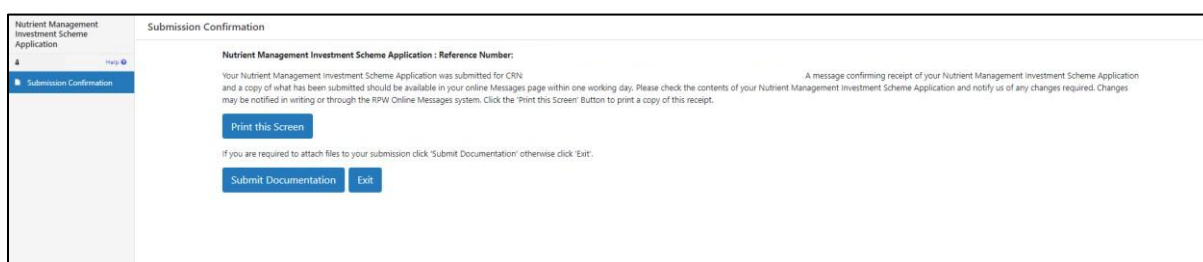
You can now select the **Submit Documentation** button to go directly to your Messages page in RPW Online, or you can select the **Exit** button.

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 Nutrient Management Investment Scheme Application Form will be added to the 'Messages' page on your RPW Online account under the title "Documents received by RPW". Ensure you check the information submitted thoroughly. If any of the information shown is incorrect, please reply to the Message detailing your concerns. You should do this as soon as you discover any incorrect information.

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

What happens next?

Once you have submitted your application, it will be fully appraised for consideration of offer of contract. The assessment will consider where appropriate any supporting documentation submitted.

You will be informed of the outcome of your application, via your RPW Online account. If successful, you will be offered a contract which you will need to accept or decline via your RPW online account by the date specified in your offer letter.

Applications which are not successful 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 Agricultural and Rural Affairs information, visit the Welsh Government website. By visiting the website, you can also sign up to receive the Gwlad e-news letter.