



Llywodraeth Cymru
Welsh Government

Small Grants – Horticulture Start Up

Window 4

How to complete guidance

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Key Messages

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.

Small Grants – Horticulture Start Up Application – How to Complete Guidance

These instructions will give you step-by-step guidance on how to complete your Small Grants - Horticulture Start Up Application.

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

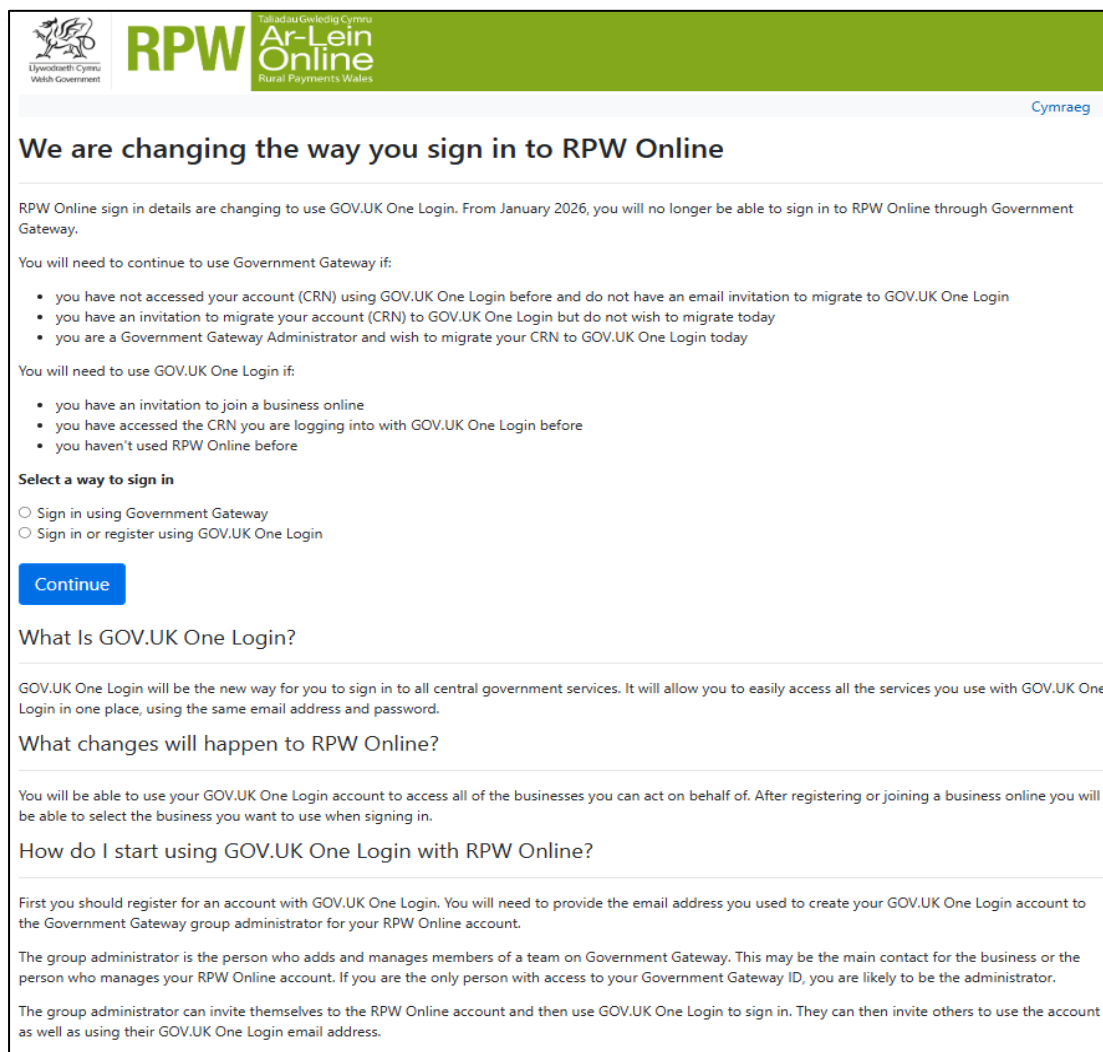
A summary of your completed Small Grants – Horticulture Start Up application will be added to the 'Messages' page on your RPW Online account under the title "Documents received by RPW". Ensure you check the information submitted thoroughly. If any of the information shown is incorrect, please reply to 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

Home page

The Small Grants – Horticulture Start Up Application, can be accessed via your RPW online Account by using the Government Gateway or GOV.UK One Login.



The screenshot shows the RPW Online homepage with a green header bar. On the left is the Welsh Government logo. In the center, the text reads 'RPW Online' with 'Rural Payments Wales' below it, and 'Taliadau Gwledig Cymru' above it. On the right, 'Ar-Lein' is written above 'Online'. A 'Cymraeg' link is in the top right corner. The main heading is 'We are changing the way you sign in to RPW Online'. The text below states that sign-in details are changing to GOV.UK One Login from January 2026. It lists conditions for continuing to use Government Gateway and for using GOV.UK One Login. There are two radio button options for signing in: 'Sign in using Government Gateway' and 'Sign in or register using GOV.UK One Login'. A blue 'Continue' button is below. Further down, sections titled 'What Is GOV.UK One Login?', 'What changes will happen to RPW Online?', and 'How do I start using GOV.UK One Login with RPW Online?' provide more information about the transition and registration process.

We are changing the way you sign in to RPW Online

RPW Online sign in details are changing to use GOV.UK One Login. From January 2026, you will no longer be able to sign in to RPW Online through Government Gateway.

You will need to continue to use Government Gateway if:

- you have not accessed your account (CRN) using GOV.UK One Login before and do not have an email invitation to migrate to GOV.UK One Login
- you have an invitation to migrate your account (CRN) to GOV.UK One Login but do not wish to migrate today
- you are a Government Gateway Administrator and wish to migrate your CRN to GOV.UK One Login today

You will need to use GOV.UK One Login if:

- you have an invitation to join a business online
- you have accessed the CRN you are logging into with GOV.UK One Login before
- you haven't used RPW Online before

Select a way to sign in

☐ Sign in using Government Gateway

☐ Sign in or register using GOV.UK One Login

Continue

What Is GOV.UK One Login?

GOV.UK One Login will be the new way for you to sign in to all central government services. It will allow you to easily access all the services you use with GOV.UK One Login in one place, using the same email address and password.

What changes will happen to RPW Online?

You will be able to use your GOV.UK One Login account to access all of the businesses you can act on behalf of. After registering or joining a business online you will be able to select the business you want to use when signing in.

How do I start using GOV.UK One Login with RPW Online?

First you should register for an account with GOV.UK One Login. You will need to provide the email address you used to create your GOV.UK One Login account to the Government Gateway group administrator for your RPW Online account.

The group administrator is the person who adds and manages members of a team on Government Gateway. This may be the main contact for the business or the person who manages your RPW Online account. If you are the only person with access to your Government Gateway ID, you are likely to be the administrator.

The group administrator can invite themselves to the RPW Online account and then use GOV.UK One Login to sign in. They can then invite others to use the account as well as using their GOV.UK One Login email address.

If you are encountering any 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.



RPW

Taliadau Gwledig Cymru
Ar-Lein
Online
Rural Payments Wales

Cymraeg | Log Off

Home My Details ▾ Land ▾ Correspondence **12** ▾ Forms Contracts and Small Grants ▾ Woodland Plans

When you have finished your online session, please ensure that you log out and close the browser.

When completing applications ensure you do not use your browser's back button.

Messages between You and RPW

Unread Datganiad Talu / Payment Statement

Payment Statement

Datganiad Talu / Payment Statement

Payment Statement

Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW

Grant Claim Form Summary :

Unread Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW

Growing for the Environment EOI Summary

Useful Links

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

To access the Small Grants – Horticulture Start Up Application, you can scroll down on your home page and select it from here.

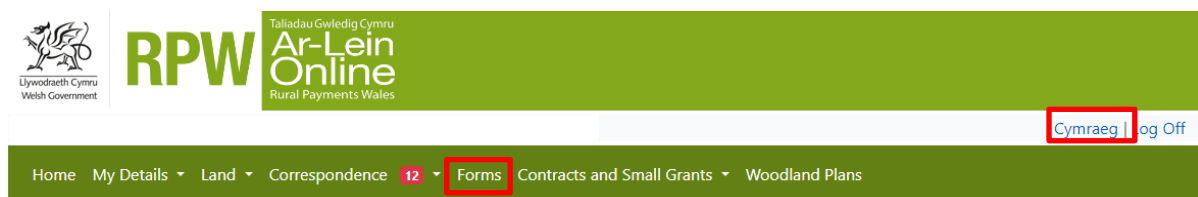
[View all messages](#)

Start a Form

- [Single Application Form 2024 Available until](#)
- [Agricultural Diversification Scheme Application Available](#)
- [Appeal Available anytime](#)
- [Capital Works Claim Available anytime](#)
- [Grant Claim Form Available anytime](#)
- [Groundworks Claim Available anytime](#)
- [Growing for the Environment EOI Available until](#)
- [Habitat Wales Scheme Expression of Interest Available until](#)
- [Horticulture Development Scheme Form Available until](#)
- [Nutrient Management Investment Scheme Application](#)
- [Nutrient Management Investment Scheme Expression of Interest](#)
- [Organic Conversion EOI Available until](#)
- [Project Change Re-evaluation](#)
- [Project Change Request Available anytime](#)
- [SFS Data Confirmation 2024 Available until](#)
- [Small Grants - Efficiency Expression of Interest Available until](#)
- [Small Grants - Environment Expression of Interest Available until](#)
- [Small Grants - Horticulture Start Up Application](#)
- [Small Grants - Woodland Creation](#)
- [Small Grants - Yard Coverings Expression of Interest](#)
- [Sustainable Production Grant Application](#)
- [WMFS General Funding Round Application](#)
- [Woodland Creation Planning Scheme EOI](#)
- [Woodland Restoration Scheme Expression of Interest Available until](#)

[Guidance Documents](#) [Contact Us](#) [Copyright Statement](#) [Accessibility Statement](#)

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



The image shows the RPW Online home screen. At the top left is the Welsh Government logo. Next to it is the RPW logo with the text 'Taliadau Gwledig Cymru', 'Ar-Lein Online', and 'Rural Payments Wales'. In the top right corner, there is a 'Cymraeg' button and a 'Log Off' link. Below this is a navigation bar with the following items: 'Home', 'My Details', 'Land', 'Correspondence', '12', 'Forms', 'Contracts and Small Grants', and 'Woodland Plans'. The 'Forms' tab is highlighted with a red box.


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 Small Grants – Horticulture Start Up Application is displayed in.

Applications and Claims Page

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

Scroll down the page to select Small Grants – Horticulture Start Up Application form.



RPW

Taliadau Gwledig Cymru
Ar-Lein Online
Rural Payments Wales

Cymraeg | Log Off

HomeMy DetailsLandCorrespondence12FormsContracts and Small GrantsWoodland Plans

Forms

SchemeAllSelectReset

Not SubmittedBeing ProcessedCompleted

Capital Works Claim - (Online)

Draft

Growing for the Environment EOI - (Online)

Draft

Integrated Natural Resources Scheme - Project Development Grant Application - (Online)

Draft

Small Grants - Horticulture Start Up Application - (Online)

Draft

Woodland Creation Planning Scheme EOI - (Online)

Draft

Start a Form

Single Application Form 2024
Available until

Agricultural Diversification Scheme Application
Available until

Appeal
Available anytime

Capital Works Claim
Available anytime

Grant Claim Form
Available anytime

Groundworks Claim
Available anytime

Growing for the Environment EOI
Available until

Habitat Wales Scheme Expression of Interest
Available until

Small Grants - Horticulture Start Up Application

Small Grants – Horticulture Start Up Application – Getting Started

Once you have read the Small Grants – Horticulture Start Up General Rules Booklet to start your application click the ‘**Start**’ button.

Start Application start an application or claim

You have asked to complete the following application online: **Small Grants - Horticulture Start Up Application**.

RPW Online will prompt you for the information required by the form. By starting this application online you are not committing to submitting it online; you may Exit the process at any time. If you Exit the application, you can come back later to complete the remainder, RPW Online will have saved the information you entered in your previous session.

The application will not be submitted to the Welsh Government until you click the 'Submit' option at the end of the process. Once you have submitted the application you will not be able to make changes to it using RPW Online.

The application must be submitted to Welsh Government by [date] You will not be able to submit the form after this date even if you started filling in the form on or before [date]

If you have any problems completing your **Small Grants - Horticulture Start Up Application** then you can also contact 'Customer Contact Centre' for further guidance.

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

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

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

[Guidance Documents](#) [Contact Us](#) [Copyright Statement](#) [Accessibility Statement](#)

This page provides some information prior to starting the application. It includes a Customer Contact Centre link if required, and details of the Customer Details and Online Preferences we hold for you. You should check and amend these before starting your application if they are incorrect.

Continue Application/Start Again

Once you start your application, you have the option to leave it and return to it again. If you are accessing an application that you have started previously, then you will be able to Continue (blue button at the bottom of the screen), or Start Again by clicking the link shown on this screenshot:

RPW Ar-Lein Online
Rural Payments Wales

[Cymraeg](#) | [Log Off](#)

[Home](#) [My Details](#) [Land](#) [Correspondence](#) [63](#) [Forms](#) [Contracts and Small Grants](#) [Woodland Plans](#)

Continue Application

continue an application or claim

You have asked to complete the following application online: **Small Grants - Horticulture Start Up Application**. You already have an application in progress. Please click 'Continue' to continue with your **Small Grants - Horticulture Start Up Application**.

You may choose to remove your existing **Small Grants - Horticulture Start Up Application** and start again. This will undo all of the changes that you have made since starting your **Small Grants - Horticulture Start Up Application** and the new **Small Grants - Horticulture Start Up Application** will be populated with the latest available data. If you wish to do so, click [Start Again](#).

RPW Online will prompt you for the information required by the form. By starting this application online you are not committing to submitting it online; you may Exit the process at any time. If you Exit the application, you can come back later to complete the remainder, RPW Online will have saved the information you entered in your previous session.

The application will not be submitted to the Welsh Government until you click the 'Submit' option at the end of the process. Once you have submitted the application you will not be able to make changes to it using RPW Online.

The application must be submitted to Welsh Government by You will not be able to submit the form after this date even if you started filling in the form on or before

If you have any problems completing your **Small Grants - Horticulture Start Up Application** then you can also contact 'Customer Contact Centre' for further guidance.

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

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

[Postcode](#)

[Telephone Number](#)

[Email Address](#)

[Number of Partners](#)

Continue working on the **Small Grants - Horticulture Start Up Application** which was last updated

[Continue](#) [Back](#)

[Guidance Documents](#) [Contact Us](#) [Copyright Statement](#) [Accessibility Statement](#)

Please be aware – if you choose to Start Again, this will un-set all of the questions you have answered and remove all of the information you have added.

If you are sure you wish to Start Again, click 'Yes' or if you do not click 'No', as shown in this screen:

The screenshot shows the RPW Ar-Lein Online portal. The header includes the Welsh Government logo, the RPW logo, and the text 'Tollidau Gwledig Cymru Ar-Lein Online Rural Payments Wales'. A navigation bar contains links: Home, My Details, Land, Correspondence, Forms, Contracts and Small Grants, and Woodland Plans. The main heading is 'Small Grants - Horticulture Start Up Application - Delete / Start Again'. The text explains that this option will remove the application and undo all changes. It lists two consequences: removing all added information and un-setting all answered questions. It also states that a new application can be started with the latest data. A confirmation question 'Do you wish to proceed with this option?' is followed by two buttons: 'Yes' (highlighted with a red box) and 'No'.

RPW Tollidau Gwledig Cymru
Ar-Lein Online
Rural Payments Wales

[Cymraeg](#) | [Log Off](#)

[Home](#) [My Details](#) [Land](#) [Correspondence](#) [Forms](#) [Contracts and Small Grants](#) [Woodland Plans](#)

Small Grants - Horticulture Start Up Application - Delete / Start Again

This option will remove your **Small Grants - Horticulture Start Up Application** application and will undo **ALL** of the changes that you have made since starting your **Small Grants - Horticulture Start Up Application**. Please note that this will:

- remove all of the information that you have added
- un-set all of the questions that you have answered

When this **Small Grants - Horticulture Start Up Application** has been removed you can start a new **Small Grants - Horticulture Start Up Application**, which will be populated with the latest available data.

Do you wish to proceed with this option?

Please click 'Yes' to confirm that you wish to remove your **Small Grants - Horticulture Start Up Application** and start again.

[Yes](#)

Please click 'No' to keep the entries you have already made on your **Small Grants - Horticulture Start Up Application** and return to the previous screen.

[No](#)

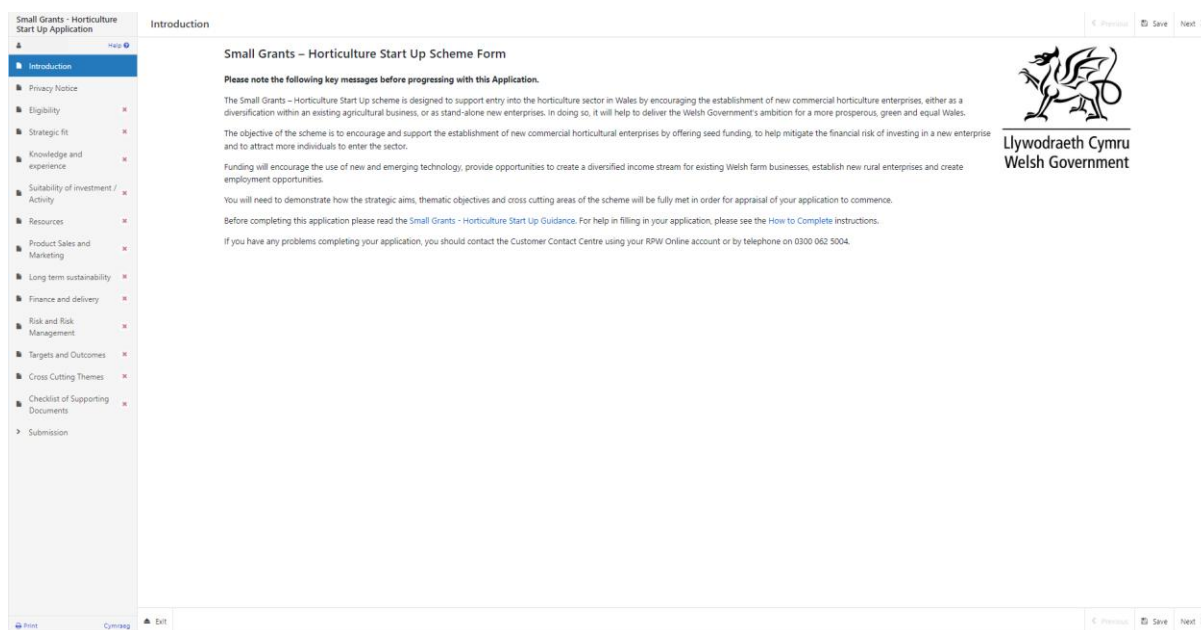
[Guidance Documents](#) [Contact Us](#) [Copyright Statement](#) [Accessibility Statement](#)

Small Grants – Horticulture Start Up Application – Introduction

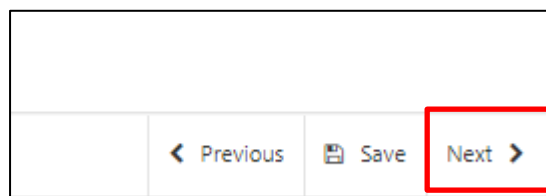
This is the introduction page which provides information about the scheme. For greater detail about the information provided on this page, please read the Small Grants – Horticulture Start Up Guidance Booklet at [Rural grants and payments](#).

There is a link at the top left of this screen, which will direct you to the How to Complete Guide on the Welsh Government website.

On the left the different sections are displayed. A red cross indicates you either have not accessed each section yet, or you have errors on the section(s). A green tick will display once you have completed each section and there are no errors we can identify. There are various navigation buttons at the top and bottom of the form. Also, if you wish to switch between English and Welsh there is a button to do so at the bottom left of the screen as shown in the screenshot below:



Once you have read the information, click on the **'Next'** button.



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.

Small Grants - Horticulture
Start Up Application

Privacy Notice

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 or 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 awards. 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.

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: dataprotection@gov.wales

The contact details for the Information Commissioner's Office are:
2nd Floor, Churchill House
Churchill Way
Cardiff
CF10 2HH
Telephone: 0300 414 6421
Website: <https://ico.org.uk/>

Should you have any queries regarding this privacy statement please contact the NRW Customer Contact Centre:
<https://gov.wales/privacy-notice-welsh-government-grants>

Previous Save Next

Once you have read the information, click on the 'Next' button.

Previous Save Next

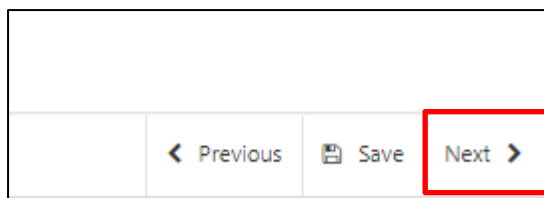
Eligibility

On this page you must answer the question to confirm if you are an owner, partner or shareholder with an active role in an existing business with an interest in commercial horticulture.

Please note that if your answer is 'Yes' you are not eligible to apply.

A screenshot of a web application titled 'Smart Grants - Horticulture Start Up Application'. The left sidebar contains a list of sections: Introduction, Privacy Notice, Eligibility (highlighted), Strategic fit, Knowledge and experience, Suitability of investment/Activity, Resources, Product Sales and Marketing, Long term sustainability, Finance and delivery, Risk and Risk Management, Targets and Outcomes, Cross Cutting Themes, Checklist of Supporting Documents, and Submission. The main content area is titled 'Eligibility' and contains the question: 'Are you an owner, partner or shareholder with an active role in an existing business with an interest in commercial horticulture?'. Below the question are two radio buttons labeled 'Yes' and 'No'. At the bottom right of the form, there are three buttons: '< Previous', 'Save', and 'Next >'. The 'Next >' button is highlighted with a red rectangle.

Once you have answered the question click on the '**Next**' button.

A close-up screenshot of the bottom navigation bar of the form. It contains three buttons: '< Previous', 'Save' (with a floppy disk icon), and 'Next >'. The 'Next >' button is highlighted with a red rectangle.

Strategic Fit

On this page you will detail your relevant qualifications, for example a qualification in horticulture, agriculture or related subject. (Related subject could include crop science, marketing, food safety, business studies etc).

You will also need confirm and evidence if you have undertaken any continued professional development (CPD) relating to horticulture, business planning, business management or development, marketing or any other CPD activity that would help you prepare to establish a successful horticultural enterprise.

Please note: You must submit the following documents, where applicable, by the closing date of this application:

- Copy of certificates of qualifications.
- Evidence of CPD activity undertaken between 1 January 2022 and 30 September 2025.

You will also be required to confirm the following:

- What type of horticultural enterprise you intend to establish – select one or more options from the list provided.
- What the business structure of the enterprise will be – select **one** of the two options listed.
- If you have developed a business plan for your proposed new horticultural enterprise – select ‘Yes’ or ‘No’.

Small Grants - Horticulture Start-Up Application

Strategic Fit

Questions marked with * are mandatory.

To support the establishment of a horticultural enterprise, list relevant qualifications you have, including level of qualification. *

How you undertake and can evidence any continued professional development (CPD) relating to horticulture, business planning, business management or development, marketing or any other CPD activity that would help you prepare to establish a successful new horticultural enterprise? List the relevant CPD activity completed between 1 January 2022 to 30 September 2025. *

What type of horticultural enterprise do you intend to establish? (Tick all that apply) *

☐ Controlled environment horticulture
☐ Vegetables / salad crops under plastic, includes poly tunnel or glass
☐ Field based salad crops
☐ Field based fruit
☐ Field based vegetables
☐ Non edible crops, flowers, ornamental shrubs, trees etc.

What will be the business structure of the enterprise? *

☐ A new stand alone enterprise (either as a sole trader, partnership or limited company) established for the purpose of trading as a horticultural enterprise.
☐ A new enterprise within an existing business (i.e. you are the owner, partner or shareholder in an existing business and the horticultural enterprise will be operated within that business).

Have you developed a business plan for your proposed new horticultural enterprise? *

☐ Yes ☐ No

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

	< Previous	Save
		Next >

Knowledge and Experience

On this page you will detail your current knowledge and experience that will help you start a horticulture business. The experience does not necessarily have to be within the horticulture sector, but wider experience such as staff management, sales etc would be considered beneficial.

You will also be required to provide a summary/description of your current job/role and explain how you plan to manage the new enterprise, considering your current/other roles. You could establish the enterprise on a part time basis while maintaining employment elsewhere, however, you will need to detail how you will manage the activity and deal with conflicting priorities.

The screenshot shows the 'Knowledge and experience' section of the 'Small Grants - Horticulture Start Up Application' form. The left sidebar contains a navigation menu with items: Introduction, Privacy Notice, Eligibility, Strategic fit, Knowledge and experience (highlighted), Sustainability of investment / Activity, Resources, Product Sales and Marketing, Long term sustainability, Finance and delivery, Risk and Risk Management, Targets and Outcomes, Cross Cutting Themes, Checklist of Supporting Documents, and Submission. The main content area has a title 'Knowledge and experience' and a 'Previous' button. Below the title, a blue box states: 'Questions marked with * are mandatory. Provide details about your current knowledge and experience. Experience does not have to be within the horticulture sector and can include wider experience, such as staff management, sales etc. You could establish the enterprise on a part time basis while maintaining employment elsewhere, however, you will need to detail how you will manage the activity and deal with conflicting priorities.' This is followed by a question: 'What experiences do you have which will benefit you as you establish a horticulture enterprise? *' with a large text input area (0 / 2000). Below this is another question: 'Please summarise your current job / role and explain how you plan to manage the new enterprise, considering your current / other roles. *' with another large text input area (0 / 2000). At the bottom, there are 'Previous', 'Save', and 'Next' buttons.

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

	< Previous	Save
		Next >

Suitability of Investment / Activity

The Suitability of Investment /Activity page allows you to provide details of why you want to establish the business including how this will be a viable enterprise.

You will need to provide a brief description of your proposed horticultural enterprise, including your reason for seeking to establish a horticulture enterprise and detail the structure of your business. You will need to provide an explanation as to why you want to establish the business to give confidence that you are doing so with the intention of establishing a viable enterprise.

You will need to detail what Horticultural crop/crops you intend to grow, you should do this by selecting the **'Add Crop'** button.

Small Grants - Horticulture Start Up Application

Suitability of Investment / Activity

Questions marked with * are mandatory.

Provide details of why you want to establish the business including how this will be a viable enterprise. You will need to confirm crops and area you intend to grow in the first year. It is expected that you have a clear plan to implement.

Provide a brief description of your proposed horticultural enterprise including your reason for seeking to establish a horticultural enterprise and detail the structure of your business.

0 / 2000

Crops

Click 'Add Crop' to add details for each crop you intend to grow.

No Entries

Why have you decided to grow this specific crop or crops?

0 / 2000

Print Summary

Previous Save Next

Small Grants - Horticulture Start Up Application

Suitability of investment / Activity - Crops

Questions marked with * are mandatory.

Crop Type*

Area (ha)*

Cancel Save and Add Another Save and Return

Print Summary

Save and Add Another Save and Return

Enter the crop and the area you intend to grow.

If you intend to grow more than one crop Press '**Save & Add Another**' otherwise Press '**Save and Return**'.

Small Grants - Horticulture Start Up Application

Provide a brief description of your proposed horticultural enterprise. Including your reason for seeking to establish a horticultural enterprise and detail the structure of your business.*

4 / 2000

Crops

Click 'Add Crop' to add details for each crop you intend to grow

Crop Type	Area (ha)
	1.00

Add Crop

Modify Delete

Why have you decided to grow this specific crop or crops?*

0 / 2000

Print Cymraeg Exit Previous Save Next

You can amend a crop entry by selecting the '**Modify**' button or remove an entry by selecting the '**Delete**' button.

Small Grants - Horticulture Start Up Application

0 / 2000

Crops

Click 'Add Crop' to add details for each crop you intend to grow

No Entries

Add Crop

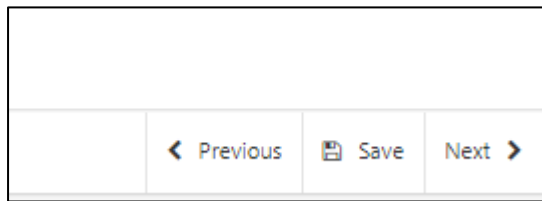
Why have you decided to grow this specific crop or crops?*

0 / 2000

Print Cymraeg Exit Previous Save Next

You will need to state your intention regarding crops, including the scale of the enterprise in the first year. It is expected that you have a clear plan to implement.

Once you have answered all of the questions click on the 'Next' button.

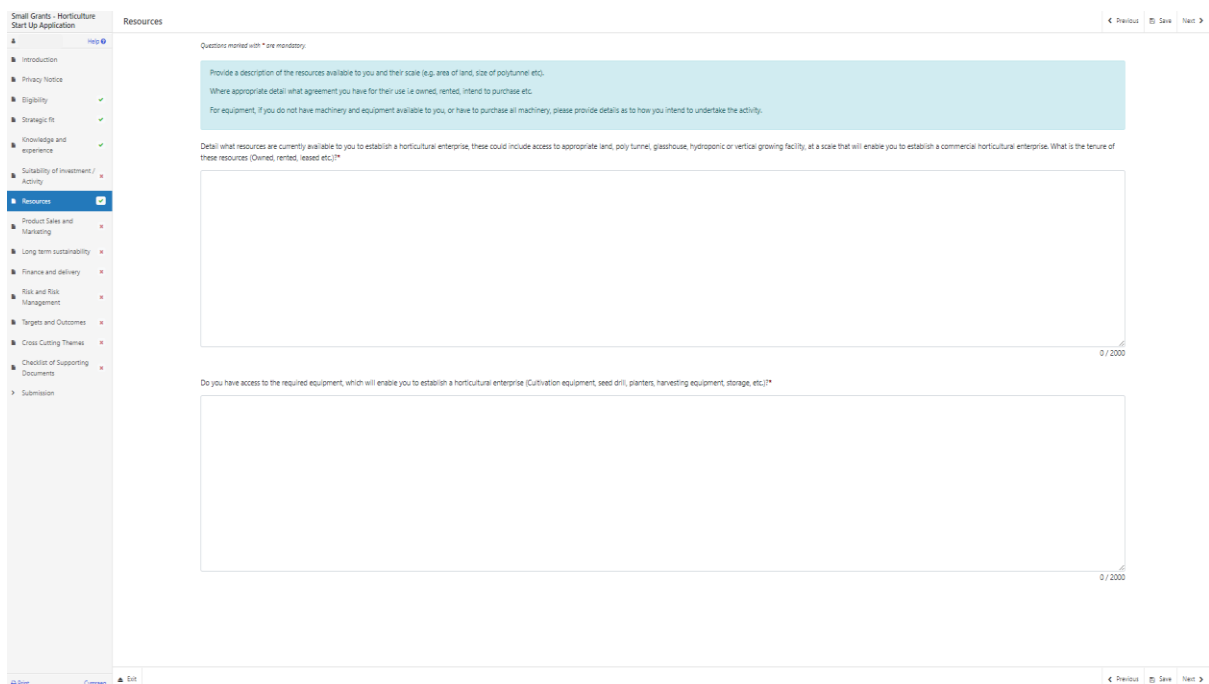
A screenshot of a navigation bar with three buttons: 'Previous' with a left arrow, 'Save' with a floppy disk icon, and 'Next' with a right arrow.

Resources

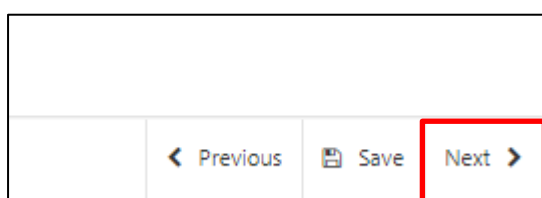
On this page you will confirm the resources available to you to set up your horticultural enterprise. This will include access to land, any facilities and other machinery or equipment.

It should be noted that if you do not have access to resources and have not explained how this will be achieved, you will receive a low score.

For equipment, if you do not have machinery and equipment available to you, or you have to purchase all machinery, you will need to detail how you intend to undertake the activity.

A screenshot of a web application form titled 'Small Grants - Horticulture Start Up Application'. The left sidebar shows a list of sections: Introduction, Privacy Notice, Eligibility, Strategic fit, Knowledge and experience, Suitability of investment/Activity, Resources (highlighted), Product Sales and Marketing, Long term sustainability, Finance and delivery, Risk and Risk Management, Targets and Outcomes, Cross Cutting Themes, Checklist of Supporting Documents, and Submission. The main content area is titled 'Resources' and contains two text input fields. The first field is for describing resources available to the user, with a prompt: 'Provide a description of the resources available to you and their scale (e.g. area of land, size of polytunnel etc). Where appropriate detail what agreement you have for their use (i.e. owned, rented, intend to purchase etc). For equipment, if you do not have machinery and equipment available to you, or have to purchase all machinery, please provide details as to how you intend to undertake the activity.' The second field is for detailing resources currently available to establish a horticultural enterprise, with a prompt: 'Detail what resources are currently available to you to establish a horticultural enterprise, these could include access to appropriate land, poly tunnel, glasshouse, hydroponic or vertical growing facility, at a scale that will enable you to establish a commercial horticultural enterprise. What is the tenure of these resources (Owned, rented, leased etc)?'. Both fields have a '0 / 2000' character count at the bottom right. At the bottom of the form, there are navigation buttons: 'Previous', 'Save', and 'Next'.

Once you have answered all of the questions click on the 'Next' button.

A screenshot of a navigation bar with three buttons: 'Previous' with a left arrow, 'Save' with a floppy disk icon, and 'Next' with a right arrow. The 'Next' button is highlighted with a red rectangle.

Product sales and Marketing

On this page you will confirm the details of your proposed market and any market research you have undertaken.

Local sales could impact on existing producers, you will need to demonstrate that you have considered this. If you propose to sell outside your local area or have an agreement with a customer, your application will achieve a higher score.

Small Events - Horticulture
Start-Up Application

Product Sales and Marketing

Questions marked with * are mandatory

Provide details of your proposed market for the produce, detailing any market research undertaken and any known impacts on other producers.

Provide detail of your proposed market for the produce*

0/2000

Detail any market research you have undertaken*

0/2000

What impact will your business have on existing local producers? Will you be directly competing for the same market with an existing local producer?*

0/2000

Print Cancel Save

Previous Save Next

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

Previous Save Next >

Long term sustainability

The Long term sustainability page is where you will need to provide details to enable the evaluation of how the project will impact on the environment and contribute to climate change. Resource efficiency is crucial in order to help achieve a Well-being economy, as well as reducing emissions. You are encouraged to consider how your plans will impact on the environment and climate change.

Provide details of how the investment will support the business to grow crops sustainably and enhance water, soil and air quality. You should describe how you intend to grow crops sustainably with consideration of water soil and air quality conservation.

Provide a detailed explanation of how your plans will commit to the efficient use of nutrients, reducing emissions and enhancing the farm ecosystem.

The screenshot shows the 'Long term sustainability' page within the 'Small Grants - Horticulture Start Up Application' system. The left sidebar contains a navigation menu with items like Introduction, Privacy Notice, Eligibility, Strategic fit, Knowledge and experience, Sustainability of investment / Activity, Resumes, Product Sales and Marketing, Long term sustainability (highlighted), Finance and delivery, Risk and Risk Management, Targets and Outcomes, Cross Cutting Themes, Checklist of Supporting Documents, and Submission. The main content area is titled 'Long term sustainability' and includes a note: 'Questions marked with * are mandatory.' Below this, there are two text input fields. The first field is for 'Describe how you intend to grow crops sustainably with consideration of water, soil and air quality and conservation.*' and the second field is for 'Describe how the business will make the best use of nutrients, reduce emissions and enhance the farm ecosystem.*'. Both fields have a character count of '0 / 2000'. At the bottom right of the page, there are navigation buttons: '< Previous', 'Save', and 'Next >'. The 'Next >' button is highlighted with a red box.

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

A close-up view of the navigation buttons at the bottom of the form. The buttons are '< Previous', 'Save', and 'Next >'. The 'Next >' button is highlighted with a red box.

Finance and delivery

In this section you will be required to provide information on the financial aspect, compliance and delivery of your project.

You are required to provide details on how the project will be funded, in addition to any grant awarded, and how you are going to comply with any obligations required. You are also required to provide a plan of the work that the Business/Organisation intends to undertake this will confirm the timetable of delivery for all activities and stages of your project.

You should provide details around the costs you plan to incur during the establishment of your enterprise for example capital investments, cultivation costs, seeds, harvesting, packaging, marketing costs etc.

You will need to provide a project plan detailing proposed costs and timeline for expenditure.

You will need to provide details of the proposed activities along with a proposed start and end date for each activity.

You will need to have considered how you source items to achieve value for money, including obtaining any competitive quotes.

You will also need to provide evidence of funding, sufficient to cover all proposed expenditure.

You will need to provide an explanation as to why you are unable to progress without grant support.

It should be noted that higher scores will be achieved by providing detailed investment proposals along with a detailed plan and timescales and also by having detailed full use of the proposed grant.

Small Grants - Horticulture Start Up Application

Finance and delivery

Questions marked with * are mandatory.

Provide details about the investment proposal and project plan with timescales in establishing your horticultural enterprise.

What costs do you plan to incur during the establishment of your enterprise? (During initial 12 months) e.g. capital investments, cultivation costs, seeds, harvesting, packaging, marketing costs, with a breakdown of the proposed expenditure

0 / 2000

Provide a 12 month project plan.

Project Activities

Click 'Add Activity' to add details for each stage of the Project.

Add Activity

No Entries

During the establishment of the horticulture enterprise, how will you ensure value for money with all investments or expenditure?*

0 / 2000

What funds do you have available to finance the initial establishment of the enterprise prior to grant being received?*

0 / 2000

Why are you unable to establish the enterprise without the grant support?*

0 / 2000

Print Cancel Exit Previous Save Next

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

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

To add Project Activities click on the '**Add Activity**' button.

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. 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.

Risk and Risk Management

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

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

The screenshot shows a web-based application form titled 'Small Grants - Horticulture Start Up Application'. The left sidebar contains a list of sections: Introduction, Privacy Notice, Eligibility, Strategic fit, Knowledge and experience, Suitability of investment / Activity, Resources, Product Sales and Marketing, Long term sustainability, Finance and delivery, Risk and Risk Management (highlighted in blue), Targets and Outcomes, Cross Cutting Themes, Checklist of Supporting Documents, and Submission. The main content area is titled 'Risk and Risk Management' and includes a note: 'Questions marked with * are mandatory.' Below this, a light blue box contains the text: 'Recognising that there will be some risks to a project, no matter how unlikely, it is important to identify potential risks to assist you to manage the project. Give details of the key risks that might affect the delivery of the Project. Please make at least 5 entries.' A table with the heading 'Risks' is shown, with a prompt 'Click 'Add Risk' to add risk details.' and a red-bordered button labeled 'Add Risk' in the bottom right corner. The table currently shows 'No Entries'. Navigation buttons at the top right include '< Previous', 'Save', and 'Next >'. At the bottom left, there are buttons for 'Print', 'Cymraeg', and 'Exit'. At the bottom right, there are buttons for '< Previous', 'Save', and 'Next >'.

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:

You can amend an entry by selecting the '**Modify**' button or remove an entry by selecting the '**Delete**' button.

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

Targets and Outcomes

The Targets and Outcomes page is where you provide details of the targets and outcomes you aim to achieve during the first 12 months of your enterprise. You will need to provide the following:

- Area of crops / crops grown
- Number of customers targeted
- Value of sales

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

It should be noted that we expect that the targets you provide are reasonable and sufficiently ambitions for a start-up business. Growing a very small area of crop and targeting one customer would result in a low score.

The screenshot shows the 'Targets and Outcomes' section of a web application. On the left is a sidebar with a list of application sections: Introduction, Privacy Notice, Eligibility, Strategic fit, Knowledge and experience, Suitability of investment / Activity, Resources, Product Sales and Marketing, Long term sustainability, Finance and delivery, Risk and Risk Management, **Targets and Outcomes** (highlighted), Cross Cutting Themes, Checklist of Supporting Documents, and Submission. The main content area is titled 'Targets and Outcomes' and includes a note: 'Questions marked with * are mandatory.' Below this, it asks: 'What targets and outcomes do you aim to achieve during the first 12 months of your enterprise? Please complete the following table:'. The table lists three indicators: 'Area of crop / crops grown', 'Number of customers targeted', and 'Value of sales'. Each indicator has a 'Modify' button next to it, which are highlighted with a red rectangle. At the bottom of the page, there are navigation buttons: 'Previous', 'Save', and 'Next'.

To add your target values, click the '**Modify**' button for each of the Indicators in turn.

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

Small Grants - Horticulture Start Up Application

Targets and Outcomes - Indicator Table

Indicator: Area of crop / crops grown

Target Value: 1

Enter Details:

How will the Target be met?:

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

Save Save and Return

Once you have entered the Target Value select the **'Save and Return'** button.

You will need to complete the Target and Outcome table for all 3 Indicators. If you do not, an error message will show, and this section will not show as completed as shown in the screenshot below:

Small Grants - Horticulture Start Up Application

Targets and Outcomes

Questions marked with * are mandatory.

What targets and outcomes do you aim to achieve during the first 12 months of your enterprise? Please complete the following table:

- Area of crop / crops grown
- Number of customers targeted
- Value of sales

Indicator Table

Click 'Modify' to confirm Target Value.

Indicator	Target Value
Area of crop / crops grown	1
Number of customers targeted	2
Value of sales	1

This is a mandatory question, please answer it.

Previous Save Next

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

Previous Save Next

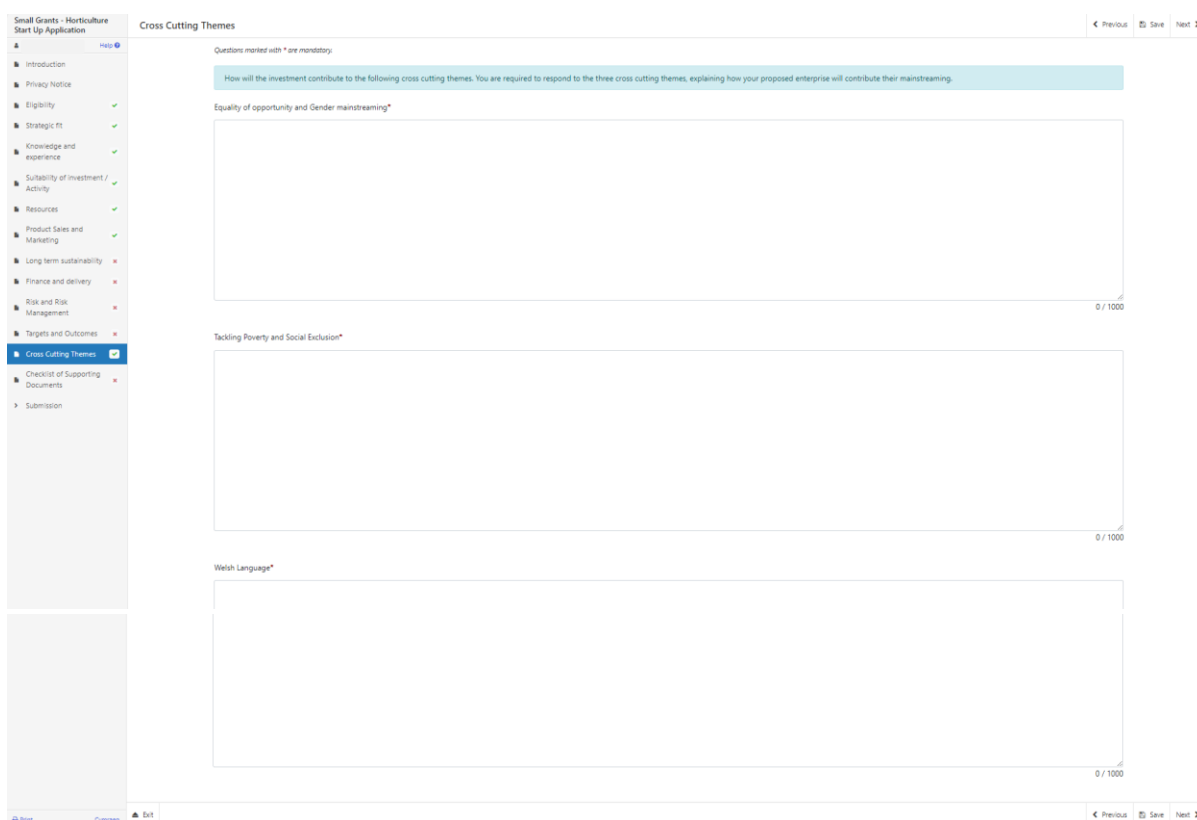
Cross-Cutting Themes

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 below cross-cutting themes, explaining how your proposed enterprise will contribute your mainstreaming:

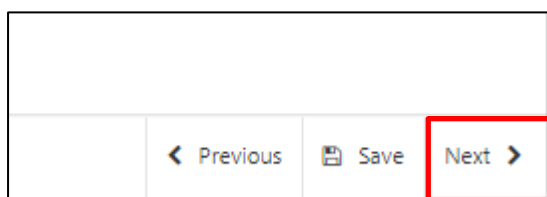
- Equality of Opportunity and Gender Mainstreaming;
- Tackling Poverty and Social Exclusion;
- Welsh Language.

The text boxes are expandable and allow up to 1000 characters. This is not the number of words allowed, but the number of characters. Please bear this in mind when completing your form.

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



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



Checklist of Supporting Information

This page confirms any supporting documentation you need to submit with your application.

The screenshot shows a web application interface for 'Small Grants - Horticulture Start Up Application'. The main heading is 'Checklist of Supporting Documents'. On the left is a sidebar menu with various sections: Introduction, Privacy Notice, Eligibility, Strategic fit, Knowledge and experience, Suitability of investment / Activity, Resources, Product Sales and Marketing, Long term sustainability, Finance and delivery, Risk and Risk Management, Targets and Outcomes, Cross Cutting Themes, Checklist of Supporting Documents (highlighted), and Submission. The main content area contains a light blue box with instructions: 'You must submit the following documents, where applicable, by the closing date of this application.' followed by a bulleted list: 'Copy of certificates of qualifications.' and 'Evidence of CPD activity undertaken between 1 January 2022 and 30 September 2023.' Below this, it says 'Tick the appropriate box(es) below.' and provides two options with checkboxes: 'I am submitting supporting documents online by the deadline.' and 'I am submitting supporting documents by mail by the deadline.' At the bottom of the page, there are navigation buttons: '< Previous', 'Save' (with a floppy disk icon), and 'Next >'. The 'Next >' button is highlighted with a red box.

Once you have answered the question, click on the **'Next'** button.

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

Submission Page – Errors, Information and 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 of the 'Small Grants - Horticulture Start Up Application' system. The left sidebar contains a navigation menu with sections like Introduction, Privacy Notice, Eligibility, Strategic fit, Knowledge and experience, Suitability of investment / Activity, Resources, Product Sales and Marketing, Long term sustainability, Finance and delivery, Risk and Risk Management, Targets and Outcomes, Cross Cutting Themes, Checklist of Supporting Documents, Submission, Declaration and Undertakings, and Submit. The 'Submission' section is expanded, showing 'Errors, Information and Summary' as the active page. The main content area has a title bar with 'Errors, Information and Summary' and navigation buttons for 'Previous', 'Save', and 'Next'. Below the title bar, there is an 'Important' message: 'Please review this summary. Please scroll down if applicable.' followed by a red banner stating 'There are errors present on your form. Please review and correct any errors.' The content is organized into sections: 'Privacy Notice' (with a sub-section 'Privacy notice: Welsh Government grants'), 'Eligibility' (with a sub-section 'Eligibility' and a question 'Are you an owner, partner or shareholder with an active role in an existing business with an interest in commercial horticulture?' with 'Yes' and 'No' radio buttons, where 'No' is selected), 'Strategic fit' (with a question 'What type of horticultural enterprise do you intend to establish? (Tick all that apply)' and a list of options: 'Controlled environment horticulture' (checked), 'Vegetable / salad crops under plastic, includes poly tunnel or glass', 'Field based salad crops', 'Field based fruit', 'Field based vegetables', and 'Non edible crops, flowers, ornamental shrubs, trees etc.'), 'What will be the business structure of the enterprise?' (with a list of options: 'A new stand-alone enterprise (either as a sole trader, partnership or limited company) established for the purpose of trading as a horticultural enterprise' (checked), 'A new enterprise within an existing business (e.g. you are the owner, partner or shareholder in an existing business and the horticultural enterprise will be operated within that business)'), and 'Have you developed a business plan for your proposed new horticultural enterprise?' (with 'Yes' and 'No' radio buttons, where 'No' is selected). The 'Knowledge and experience' section is also visible, with a sub-section 'Knowledge and experience' and a question 'Provide details about your current knowledge and experience.'

Once you have checked the summary and corrected any errors, click on the **'Next'** button.

A close-up of the navigation buttons at the bottom of the page. The buttons are 'Previous', 'Save', and 'Next'. The 'Next' button is highlighted with a red rectangle.

Submission Page – Declarations and Undertakings

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

Small Grants - Horticulture Start Up Application

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 declare that the project would not be carried out without the grant requested and that the funding allocated is necessary for the project to proceed.

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 - Horticulture Start Up 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 Purpose. 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 - Horticulture Start Up 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.

Previous Save Next

Once you have ticked that you agree to the Declarations and Undertakings, the **'Next'** button will become available for you to click.

Previous Save Next

Submission Page – Submit

To submit your Small Grants – Horticulture Start Up Application, click on the **‘Submit’** button.

The screenshot shows the 'Submit' page of the Small Grants - Horticulture Start Up Application. On the left is a sidebar with a list of sections: Introduction, Privacy Notice, Eligibility, Strategic fit, Knowledge and experience, Suitability of investment / Activity, Resources, Product Sales and Marketing, Long term sustainability, Finance and delivery, Risk and Risk Management, Targets and Outcomes, Cross Cutting Themes, Checklist of Supporting Documents, Submission, Error Information and Summary, Declaration and Undertakings, and Submit. The 'Submit' section is highlighted in blue. The main content area has a title 'Submit' and navigation links 'Previous', 'Save', and 'Next'. It contains two light blue informational boxes. The first box states: 'You must submit appropriate documentation to support this application. You can do this by clicking the 'Submit Documentation' button on the next screen after you have clicked 'Submit' below.' The second box states: 'Click the button below to submit your Small Grants - Horticulture Start Up Application.' Below these boxes is a blue button labeled 'Submit', which is highlighted with a red rectangle. A final message at the bottom states: 'A Message containing a copy of your submitted Small Grants - Horticulture Start Up Application will be available in your online Messages page within one working day.'

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

The screenshot shows the 'Submission Confirmation' page of the Small Grants - Horticulture Start Up Application. The sidebar on the left has 'Submission Confirmation' highlighted. The main content area has a title 'Submission Confirmation' and navigation links 'Previous', 'Save', and 'Next'. It contains a section titled 'Small Grants - Horticulture Start Up Application : Reference Number:' followed by two paragraphs of text. The first paragraph states: 'Your Small Grants - Horticulture Start Up Application was submitted for CRN. Please check the contents of your Small Grants - Horticulture Start Up Application and notify us of any changes required. Changes may be notified in writing or through the RPIH Online Messages system. Click the 'Print this Screen' Button to print a copy of this receipt.' The second paragraph states: 'A message confirming receipt of your Small Grants - Horticulture Start Up Application and a copy of what has been submitted should be available in your online Messages page within one working day.' Below the text are three buttons: 'Print this Screen', 'Submit Documentation', and 'Exit'. The 'Print this Screen' button is highlighted with a blue background.

Once the application is submitted, you cannot amend the items you have selected.

What happens next?

There are two possible outcomes from application appraisal:

1. Your project is ineligible and is not approved for an award. You will be informed of the reasons why your application was not successful via your RPW Online account. You may apply again with the same project should further application windows be made available (amending the application if you wish), **but only if you have not started a horticultural enterprise.**
2. Your project is eligible and is approved for an award. A Grant Award offer letter will be issued to you setting out the terms and conditions of the award via your RPW Online account which you will be asked to accept within 30 days as agreement that you accept the terms and conditions therein. The Grant Award offer letter will also provide you with the authority to start work. **You will need to accept or decline the Grant Award offer within 30 days.** Failure to accept the Grant Award within 30 days will lead to the Grant Award being withdrawn.

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.