



Llywodraeth Cymru
Welsh Government

Food Business Accelerator Scheme

Full application

How to complete guidance

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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.

Food Business Accelerator Scheme Full application – How to Complete Guidance

These instructions will give you step-by-step guidance on how to complete your Food Business Accelerator Scheme full 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.

Rural Payments Wales Online

Home page

Log into your RPW Online Account.

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 RPA 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.

How can I get in touch to ask a question?

If you require more information on the transition to GOV.UK One Login, [Contact Us](#)

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 RPW Online account, the 'Home' page will appear.

To access the Food Business Accelerator Scheme Full Application Form, from your home page you can scroll down on the Start a Form section and select it from here.

This will also show the deadline for submitting your full application and supporting evidence. After this deadline the form will not be available to you.

Start a Form

[Single Application Form 2025](#)

[Agricultural Diversification and Horticulture Application](#)

[Appeal](#)

[Capital Works Claim](#)

[Food Business Accelerator Scheme Application](#)

[Grant Claim Form](#)

[Groundworks Claim](#)

[Growing for the Environment EOI](#)

[Habitat Wales Scheme Expression of Interest](#)

[Horticulture Development Scheme Form](#)

[INRS - Project Delivery Plan](#)

[Integrated Natural Resources Scheme - Project Development Grant Application](#)

Or you can click the tab labelled '**Forms**' on the RPW Online home screen, 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 Food Business Accelerator Scheme form is displayed in.

Applications and Claims Page

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



Forms

Scheme	All	Select	Reset
Not Submitted Being Processed Completed			
Agricultural Diversification and Horticulture Application - (Online)			
Draft			
Food Business Accelerator Scheme Application - (Online)			
Draft			
Grant Claim Form - (Online)			
Draft			

Start a Form

Single Application Form 2025

Agricultural Diversification and Horticulture Application

Appeal

Capital Works Claim

Food Business Accelerator Scheme Application

Scroll down the page to select Food Business Accelerator Scheme Full Application form.

Food Business Accelerator Scheme Full Application – Getting Started

Once you have read the Food Business Accelerator Scheme Guidance at [Rural grants and payments](#), to start your full application click the **Start** button.

The screenshot shows the RPW Ar-Lein Online portal. At the top, there is a green header with the RPW logo and 'Ar-Lein Online Rural Payments Wales'. Below the header is a navigation bar with links: Home, CRN Details, Land, Correspondence (with a red '76' badge), Forms, Contracts and Small Grants, and Woodland Plans. On the right of the navigation bar, there is a 'Cymraeg | Sign out' link. Below the navigation bar, the main heading is 'Start Application start an application or claim'. A light blue box contains the text: 'You have asked to complete the following application online: **Food Business Accelerator Scheme Application - FBAS 2025**'. Below this, there is a paragraph of text explaining the application process, followed by a paragraph about the submission deadline (10 March 2025). Then, there is a paragraph about contacting the 'Customer Contact Centre' for guidance. Below that, there is a paragraph about checking the Customer Details and Online Preferences. At the bottom, there are two columns of links: 'Customer Details' (Trading Title, Address, Postcode, Telephone Number, Email Address, Number of Partners) and 'Online Preferences' (Email or SMS (Text) Preference, Email Address, Mobile Number). At the very bottom, there is a 'Start' button highlighted with a red box, and a 'Cancel' button next to it.

Uywodwrth Cymru
Welsh Government

RPW Ar-Lein Online
Rural Payments Wales

Cymraeg | Sign out

Home CRN Details Land Correspondence **76** Forms Contracts and Small Grants Woodland Plans

Start Application start an application or claim

You have asked to complete the following application online: **Food Business Accelerator Scheme Application - FBAS 2025**

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 10 March 2025. You will not be able to submit the form after this date even if you started filling in the form on or before 10 March 2025.

If you have any problems completing your **Food Business Accelerator Scheme 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](#)

Trading Title

Address

Postcode

Telephone Number

Email Address

Number of Partners

[Online Preferences](#)

Email or SMS (Text) Preference

Email Address

Mobile Number

Start Cancel

Introduction

This is the introduction page which provides information about the scheme. Use the hyperlinks to access further information.

Food Business Accelerator Scheme Application

Introduction

Food Business Accelerator Scheme Application

The FBAS is an important element of the Welsh Government – Rural Investment Schemes 2025-2026. It is designed to help those businesses that offer clear and quantifiable benefits to the food and drink industry in Wales. It is designed to improve the performance, competitiveness, sustainability and efficiency of their businesses; to support businesses to respond to consumer demand; to encourage diversification and to identify, exploit and service new emerging and existing markets.

The FBAS covers capital investments in processing equipment, minor internal building works and building sustainability improvements along with some associated costs and supports projects that offer clear and quantifiable benefits to the food and drink industry in Wales.

Before completing this application please read the [Food Business Accelerator Scheme Guidance Notes](#). For help in filling in your application, please see the [How to Complete Instructions](#).

If you have any problems completing your application, you should contact the Customer Contact Centre using your RPW Online account or by telephone on 0300 062 5004.

**Llywodraeth Cymru
Welsh Government**

Print Cymraeg Exit Previous Save **Next**

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

Previous Save **Next**

Privacy Notice

You must read the Privacy Notice.

Food Business Accelerator Scheme 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, Data Protection Act 2018 or the European Union (Right to be Forgotten) Act 2016.

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

Under the data protection legislation, you have the right:

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

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: data.protection.officer@gov.wales

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

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

Telephone: 0300 414 6421

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

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

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

Previous Save **Next**

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

Business/Organisation Details

The Applicant/Business name, Business/Organisation Status, Company Number, VAT Number, Charity Number (if applicable) and Business Size that you provided in your

Pre-qualification Application will be displayed here. You will have to fill in all the fields marked with * on this page before continuing with the application.

The screenshot shows the 'Business/Organisation Details' section of the application. The left sidebar contains a navigation menu with options: Introduction, Privacy Notice, Business/Organisation Details (selected), Project Overview, Business/Project Plan, Supporting Documents, and Submission. The main content area is titled 'Business/Organisation Details' and includes a 'Questions marked with * are mandatory' note. The form fields are as follows:

- Applicant/Business Name* (text input)
- Business/Organisation Status* (dropdown menu)
- Status Details* (text input)
- If the business is an incorporated legal entity please supply a copy of the Memorandum & Articles. (checkbox)
- Company Number* (text input)
- VAT Number* (text input)
- Charity Number* (text input)
- Is the Business/Organisation a member of a group of companies? (radio buttons: Yes, No)
- Does the Business/Organisation have shareholders? (radio buttons: Yes, No)
- Is the Business/Organisation a wholly owned subsidiary? (radio buttons: Yes, No)
- Is the Business/Organisation a New Start Ltd? (radio buttons: Yes, No)
- Size of Business/Organisation (dropdown menu)
- Business Size (text input)
- Please give the following details for the business:
 - Number of employees - Before Project (Full Time Equivalents based on 30 hours per week)* (text input)
 - Number of employees - After Project (Full Time Equivalents based on 30 hours per week)* (text input)
 - Jobs safeguarded - Before Project* (text input)
 - Jobs safeguarded - After Project* (text input)
 - Annual gross turnover (for last financial year) (£)* (text input)
 - Balance sheet net assets (for last financial year) (£)* (text input)

Once you have completed and checked the information is correct, click on the **Next** button.

Project Overview

This page requires you to give a description of the project and investments which should include where appropriate, flow diagrams, technical specification and design to assist in explaining the project activity and location. If you had provided the project location, contact details and project start/end dates in the Pre-qualification Application, these will be shown here. You are able to edit these if they have changed.

You will have to answer all the questions marked with * as these are mandatory.

The screenshot shows the 'Project Overview' section of the application. The left sidebar contains a navigation menu with options: Introduction, Privacy Notice, Business/Organisation Details, Project Overview (selected), Business/Project Plan, Supporting Documents, and Submission. The main content area is titled 'Project Overview' and includes a 'Questions marked with * are mandatory' note. The form fields are as follows:

- Project name* (text input)
- Project description* (text area, with a note: 'Describe the project and investments, where appropriate, provide flow diagrams, technical specification and design to assist in explaining the project activity and location.')
 - Enter Details* (text input)
- Project start date* (text input)
- Project end date* (text input)
- Project Location (text input)
- Project location address* (text input)
- Postcode* (text input)
- Enter contact details (if different from those previously supplied):
 - Telephone Number* (text input)
 - Mobile Number* (text input)
 - Email Address* (text input)

Once you have filled in all the details click **Next** to continue.

Business/ Project plan

1 Strategic fit

This page has a field for each criteria, for you to explain how the proposed investment will contribute to the strategic aims and objectives of the scheme. The core criteria are:

Growth Every Year - the turnover value of Wales' food and drink sector will proportionately grow more than the rest of the UK, and to at least £8.5bn by 2026.

The screenshot shows the 'Strategic Fit' section of the 'Food Business Accelerator Scheme Application' form. The left sidebar contains a navigation menu with items: Introduction, Privacy Notice, Business/Organisation Details, Project Overview, Business/Project Plan, Strategic Fit (selected), Suitability of Investment, Delivery - Project Delivery, Delivery - Risk and Risk Management, Long Term Sustainability, Value For Money, Financial and Compliance, Cross Cutting Themes, Indicators and Outcomes, Supporting Documents, and Submission. The main content area is titled 'Strategic Fit' and includes a 'Previous' button, a 'Save' button, and a 'Next >' button. A note states 'Questions marked with * are mandatory.' Below this, a light blue box lists the strategic aims and objectives of the scheme: Growth Every Year (turnover value of Wales' food and drink sector will proportionately grow more than the rest of the UK, and to at least £8.5bn by 2026), Productivity (three-year average of Gross Value Added (GVA) per hour worked in the industry will increase proportionately more than the rest of the UK), Fair Work Every Year (proportion of food and drink sector employees receiving at least the Welsh Living Wage will increase, to achieve 80% by 2026), Accreditation Every Year (increase in the proportion of manufacturing businesses in the industry holding accreditation), Awards Every Year (increase in the proportion of businesses in the food and drink manufacturing sector achieving awards), and Carbon Reduction (food and drink sector has a responsibility to decarbonise to support the transition to a net zero Wales). Below this, another light blue box prompts the user to 'Explain how the proposed investment will contribute to the strategic aims and objectives of the scheme.' The 'Growth Every Year *' criterion is highlighted, and a large text input field is provided for the user to enter their response. The bottom right corner of the form shows '0 / 4000' characters used.

Productivity - The three-year average of Gross Value Added (GVA) per hour worked in the industry will increase proportionately more than the rest of the UK.

The screenshot shows the 'Productivity' section of the 'Food Business Accelerator Scheme Application' form. The left sidebar is the same as in the previous screenshot, with 'Strategic Fit' selected. The main content area is titled 'Productivity*' and features a large text input field for the user to explain how the proposed investment will contribute to the strategic aims and objectives of the scheme. The bottom right corner of the form shows '0 / 4000' characters used.

Fair Work Every Year - the proportion of food and drink sector employees receiving at least the Welsh Living Wage will increase, to achieve 80% by 2026.

Accreditation Every Year - there will be an increase in the proportion of manufacturing businesses in the industry holding accreditation (e.g., environmental management, staff development, production and other relevant standards). Awards Every Year - there will be an increase in the proportion of businesses in the food and drink manufacturing sector achieving awards appropriate to their business.

Carbon Reduction – the food and drink sector has a responsibility to decarbonise to support the transition to a net zero Wales.

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

2 Suitability of investment

There are 3 separate questions on this page, you will need to respond to the questions below.

Food Business Accelerator Scheme Application

Suitability of Investment

Questions marked with * are mandatory

How will the investment support the business to grow sustainably and contribute to the increase?

- productivity
- efficiency
- competitiveness of the business

0 / 4000

Food Business Accelerator Scheme Application

Suitability of Investment

What is the increase in anticipated turnover and profit in Years 1, 2 and 3 following project completion and how will that turnover be achieved, taking into account any assumptions provided in those projections?*

0 / 4000

Food Business Accelerator Scheme Application

Suitability of Investment

What innovative approaches will be adopted by the business?*

0 / 4000

Once you have answered the questions click the **Next** button to continue.

3 Delivery – Project Delivery

The Delivery – Project Delivery page is where you will provide a plan of the work that the Business/Organisation intends to undertake. You will need to describe how you intend to deliver your project. What resources will be required during implementation and who will manage the work? You will also need to detail the capacity of the business to successfully deliver the project, the track record of the delivery team, key staff involvement and how the project will be delivered to plan and timescale.

Food Business Accelerator Scheme Application

Delivery - Project Delivery

Questions marked with * are mandatory

Describe how you intend to deliver your project. What resources will be required during implementation and who will manage the work? Detail the capacity of the business to successfully deliver the project, the track record of the delivery team, key staff involvement and how the project will be delivered to plan and timescale.

Enter details*

Provide a project plan / timescale of the key activities and investments. This must include timescales for all stages.

Project Activities

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

Add Activity

No Entries

Once you have completed how you are going to deliver your project you will need to provide a project plan / timescale of the key activities and investments. This must include timescales for all stages.

You will need to add details for each stage of the project in the project activities section.

Select the Add Activity button and you will then be taken to this page.

Food Business Accelerator Scheme Application

Delivery - Project Delivery - Project Activities

Questions marked with * are mandatory.

Activity name*

Activity description*

Proposed activity start date*

Proposed activity end date*

Cancel Save and Add Another Save and Return

Enter the name and description of the Activity. Use the calendar buttons to select the activity start and end dates. To add another activity select the Save and Add Another button and you can add as many activities as you like.

When you have completed this section select the Save and Return button.

Once you are satisfied that you have finished filling in your answers select the Next button.

4 Delivery – Risk and Risk Management

On this page you will need to detail the risks to your project succeeding, no matter how unlikely. It is important to identify potential risks to assist you to manage the project.

Food Business Accelerator Scheme Application

Delivery - Risk and Risk Management

Questions marked with * are mandatory.

Recognising that there will be some risks to a project, no matter how unlikely, it is important to identify potential risks to assist you to manage the project.

Risks

Give details of the key risks that might affect the delivery of the Project and how these will be addressed.
Click 'Add Risk' to add risk details.

No Entries

Add Risk

To add a risk, click 'Add Risk'.

There are 2 fields, the first one is for Risks where you give details of the key risks that might affect the delivery of the Project and the what the consequences would be if it did happen. The second field, is how the effect on the project might be reduced.

Food Business Accelerator Scheme Application

Delivery - Risk and Risk Management - Risks

Questions marked with * are mandatory.

What is the risk?*

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

What would the consequences be if it did happen?*

No Entries

Add Risk

When you have added all risks applicable to your project, they will show on the first screen as below:

Food Business Accelerator Scheme Application

Delivery - Risk and Risk Management

Questions marked with * are mandatory.

Recognising that there will be some risks to a project, no matter how unlikely, it is important to identify potential risks to assist you to manage the project.

Risks

Give details of the key risks that might affect the delivery of the Project and how these will be addressed.
Click 'Add Risk' to add risk details.

Risk	Likelihood	Consequences	Mitigation	
test	Low			Modify Delete
test	Medium			Modify Delete
test	High			Modify Delete

Add Risk

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

5 Long Term Sustainability

On this page you need to tell us what impact the investment will have on the long-term financial sustainability of the business.

Food Business Accelerator Scheme Application

Long Term Sustainability

Questions marked with * are mandatory.

What impact will the investment have on the long-term financial sustainability of the business?

Enter details*

0 / 4000

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

6 Value for Money

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

To complete this section, you must 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 accurate 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.

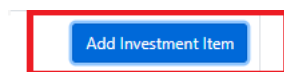
If you have obtained quotes at the time of submitting this application, you must also submit the supporting evidence for those quotes.

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

The screenshot shows the 'Value For Money' page. On the left is a sidebar with a list of sections: Introduction, Privacy Notice, Business/Organisation Details, Project Overview, Business/Project Plan, Strategic Fit, Suitability of Investment, Delivery - Project Delivery, Delivery - Risk and Risk Management, Long Term Sustainability, Value For Money (highlighted), Financial and Compliance, Cross Cutting Themes, Indicators and Outcomes, and Supporting Documents. The main content area has a header 'Value For Money' and a sub-header 'Questions marked with * are mandatory.' Below this is a section titled 'Investment Items' with a light blue background containing instructions: 'You must refer to the following before incurring costs: Rural Grants: competitive tendering guidance | GOV.WALES. Enter details and quotes for each investment item. For each item required click "Add Investment Item", then select the required item.' There is an 'Add Investment Item' button. Below the instructions is a table with the following data:

No Entries	
Total Project Cost (£)	0.00
Maximum Approved Grant (from Pre-qualification Application)	90000.00

You will need to add an investment item. To do this, click 'Add Investment Item'.



You can choose the following investment items;

The screenshot shows a 'Select Item' dialog box. It has a search bar at the top with the placeholder text 'Type here to filter the answers...'. Below the search bar is a list of three items: 'Building works', 'Equipment, Fixtures and Fittings', and 'IT Equipment'. At the bottom right of the dialog box is a 'Cancel' button.

When you have selected the required investment item(s), you will need to input the estimated total cost, give details of the item and indicate if the value of the item is less than £1000.

Food Business Accelerator Scheme Application

Value For Money - Investment Items

Cancel Save Save and Return

Introduction

Privacy Notice

Business/Organisation Details

Project Overview

Business/Project Plan

Strategic Fit

Suitability of Investment

Delivery - Project Delivery

Delivery - Risk and Risk Management

Long Term Sustainability

Value For Money

Financial and Compliance

Cross Cutting Themes

Indicators and Outcomes

Supporting Documents

Id: FAD01

Item: Building works

Payment Rate: 40.00 %

Estimated Total Cost: £

Grant Value: £ 0.00

Item Details

Is the estimated value of the item less than £1000? ☐ Yes ☐ No

If you indicate that the estimated cost of the item is more than £1000, another question will generate and will ask if you have quotes for the item.

Food Business Accelerator Scheme Application

Value For Money - Investment Items

Save Save and Return

Introduction

Privacy Notice

Business/Organisation Details

Project Overview

Business/Project Plan

Strategic Fit

Suitability of Investment

Delivery - Project Delivery

Delivery - Risk and Risk Management

Long Term Sustainability

Value For Money

Financial and Compliance

Cross Cutting Themes

Indicators and Outcomes

Supporting Documents

Id: FAD01

Item: Building works

Payment Rate: 40.00 %

Estimated Total Cost: £ 800

Grant Value: £ 320.00

Item Details

Is the estimated value of the item less than £1000? ☐ Yes ☒ No

Do you have Quotes for this item? ☐ Yes ☐ No

If you indicate that you have quotes for the item, it will generate an area on the form where you can add quotes. If an item is valued between £1,000 and £4,999 only one quote is required, if an item is valued over £5,000, three quotes are required.

Food Business Accelerator Scheme Application

Value For Money - Investment Items

Cancel Save Save and Return

Introduction

Privacy Notice

Business/Organisation Details

Project Overview

Business/Project Plan

Strategic Fit

Suitability of Investment

Delivery - Project Delivery

Delivery - Risk and Risk Management

Long Term Sustainability

Value For Money

Financial and Compliance

Cross Cutting Themes

Indicators and Outcomes

Supporting Documents

Id: FAD01

Item: Building works

Payment Rate: 40.00 %

Item Cost: £

Grant Value: £

Item Details

Is the estimated value of the item less than £1000? ☐ Yes ☒ No

Do you have Quotes for this item? ☒ Yes ☐ No

Item Quotes

To complete this section you must have obtained quotes for each item as detailed below. You must submit evidence of the quotes with this application.

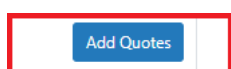
- Investment item value between £1,000 and £4,999 one quote is required
- Investment item value £5,000 or above three quotes are required

Click 'Add Quote' to add details of a quote for this investment item.

Add Quotes

No Entries

To add a quote, click the 'Add Quotes' button.



A new page will be generated. You will need to enter a quote value, supplier trading title, indicate if this is a preferred quote, indicate if you or anyone on the project has an interest in the supplier and upload supporting documents. The supporting documents will need to include the quote value and supplier details.

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

Food Business Accelerator Scheme Application

Value For Money - Investment Items - Add Quotes

Quote Value *

Supplier Trading Title *

Preferred quote ☐

Comment

Do you or anyone involved in the Project have an interest in this supplier? * ☐ Yes ☐ No

Supporting Documents

You are required to upload evidence of the quote. This should include the quote value and supplier details.

Document Type - Proof of Quote

No files loaded

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.

Food Business Accelerator Scheme Application

Value For Money - Investment Items - Add Quotes

Quote Value *

Supplier Trading Title *

Preferred quote ☒

Comment

Do you or anyone involved in the Project have an interest in this supplier? * ☒ Yes ☐ No

What actions has the Business/Organisation taken to mitigate this conflict of interest? *

Supporting Documents

You are required to upload evidence of the quote. This should include the quote value and supplier details.

Document Type - Proof of Quote

No files loaded

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

Food Business Accelerator Scheme Application

Value For Money - Investment Items

Id: FA001

Item: Building works

Payment Rate: 40.00 %

Item Cost: £ 4,000.00

Grant Value: £ 1,600.00

Item Details *

test

4 / 500

Is the estimated value of the item less than £1000? * ☐ Yes ☒ No

Do you have Quotes for this item? * ☒ Yes ☐ No

Item Quotes

To complete this section you must have obtained quotes for each item as detailed below. You must submit evidence of the quotes with this application.

- Investment item value between £1,000 and £4,999 one quote is required
- Investment item value £5,000 or above three quotes are required

Click 'Add Quote' to add details of a quote for this investment item.

Quote Value	Supplier Trading Title	Preferred quote	Supplier interest	Supporting Documents Provided	
£4,000.00	test	Yes	No	Yes	Add Quotes Modify Delete
£6,000.00	test		No	Yes	Modify Delete
£20,000.00	test	No	Yes	Yes	Modify Delete

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.

Food Business Accelerator Scheme Application

Value For Money

Payment Rate: 40.00 %

Item Cost: £ 6,000.00

Grant Value: £ 2,400.00

Item Details *

test

4 / 500

Is the estimated value of the item less than £1000? * ☐ Yes ☒ No

Do you have Quotes for this item? * ☒ Yes ☐ No

Item Quotes

To complete this section you must have obtained quotes for each item as detailed below. You must submit evidence of the quotes with this application.

- Investment item value between £1,000 and £4,999 one quote is required
- Investment item value £5,000 or above three quotes are required

Click 'Add Quote' to add details of a quote for this investment item.

The cost of this item is equal to or greater than £5000. You should provide 3 Quotes for this item.

Quote Value	Supplier Trading Title	Preferred quote	Supplier interest	Supporting Documents Provided	
£6,000.00	test	Yes	No	Yes	Add Quotes Modify Delete

You must enter at least 3 quotes. Tick this box to indicate that you wish to submit this application with less than three quotes for this investment item. ☒

Explain why you are submitting less than three quotes for this investment item. *

0 / 255

If your total project costs differ from Pre-qualification Application estimate by more than 15% you will be presented with a further field where you need to explain why that is the case.

Food Business Accelerator Scheme Application

Questions marked with * are mandatory.

Investment Items

You must refer to the following before incurring costs:
Rural Grants: competitive tendering guidance | GOV.WALES
Enter details and quotes for each investment item.
For each item required click 'Add Investment Item', then select the required item.

Please ensure the Grant Value is at least £20,000.

Id	Description	Estimated Total Cost	Grant Value	Item Details	
FA001	Building works	£4,000.00	£1,600.00	test	Add Investment Item Modify Delete
FA002	Equipment, fixtures and fittings	£6,000.00	£2,400.00	test	Modify Delete
		Maximum Grant Value		£4,000.00	

Total Project Cost (£) 10000.00

Maximum Approved Grant (from Pre-qualification Application) 90000.00

Please explain why your Total Project Cost differs from your Pre-qualification estimate by more than 15%*

0 / 1000

When you have completed this section select the Save and Return button.

Once you are satisfied that you have finished filling in your answers select the Next button.

7 Financial and compliance

The Scheme offers a maximum 40% grant towards the cost of investment up to a maximum of £500,000 grant. There are 2 fields, the first field is for you to describe how you intend to fund the investment in addition to the grant. Please refer to evidence to support your application. The second field is to tell us what is the financial need for grant? What would happen without any support?

Food Business Accelerator Scheme Application

Financial and Compliance

Questions marked with * are mandatory.

The Scheme offers a maximum 40% grant towards the cost of investment up to a maximum of £500,000 grant.

Describe how you intend to fund the investment in addition to the grant. Please refer to evidence to support your application.

Enter details*

0 / 4000

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

Enter details*

0 / 4000

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

8 Cross Cutting Themes

On this page you will have 3 fields in which you need to provide evidence of how your project will contribute towards the cross-cutting themes of:

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

The screenshot shows the 'Cross Cutting Themes' section of the 'Fast Business Accelerator Scheme Application' form. On the left is a sidebar with a list of sections: Privacy Notice, Business/Organisation Details, Project Overview, Business/Project Plan, Strategic Fit, Suitability of Investment, Delivery - Project Delivery, Delivery - Risk and Risk Management, Long Term Sustainability, Value for Money, Financial and Compliance, Cross Cutting Themes (highlighted), Indicators and Outcomes, Supporting Documents, and Submission. The main content area is titled 'Cross Cutting Themes' and includes a note: 'Questions marked with * are mandatory'. Below this, it asks the user to 'Please provide evidence of how your project will contribute towards the cross-cutting themes of:' followed by a bulleted list: 'Equality of opportunity and Gender mainstreaming', 'Tackling Poverty and Social Exclusion', and 'Welsh Language'. There are three large text input fields for these themes, each with a character count (0 / 2000). The first field is for 'Equality of opportunity and Gender mainstreaming*', the second for 'Tackling Poverty and Social Exclusion*', and the third for 'Welsh Language*'. At the bottom right of the form, there are navigation buttons: '< Previous', 'Save' (with a floppy disk icon), and 'Next >'.

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

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

9 Indicators and outcomes

Here you will be required to complete the mandatory indicator fields (Growth, Fair Work, Carbon Reduction and No. of Jobs Created) along with at least one optional indicator.

Click the ‘Modify’ button alongside the mandatory indicators to give further details.

This will generate a further screen to complete including the target value, detail of how the target will be met and how progress will be monitored including any arrangements for external evaluation where necessary.

When you are satisfied that you have completed the mandatory indicators, select ‘Save and Return’.

To select at least two optional indicators, select ‘Add Indicator’.

Food Business Accelerator Scheme Application

Indicators and Outcomes

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

Indicator Table

Click 'Add Indicator' to select indicators.

Indicator	Target Value	Add Indicator
Growth - Value increase in Turnover		Modify
Fair Work - Number of employees receiving at least the Welsh Living Wage		Modify
Carbon reduction		Modify
Number of jobs created		Modify

Print Cymraeg Exit

Previous Save Next

You will be presented with the following optional indicators:

Select Indicator

Productivity - Gross Value Added (GVA) per hour worked

Number of new markets accessed

Number of farm businesses supported

Increase Welsh Produce - Number of New Products launched

Increase Welsh Produce - Number of New Process Innovations launched

Creation of local supply chains utilising Welsh Produce

Cancel

Select the optional indicator, and complete similarly to the mandatory indicators, add the target value, detail how the target will be met and how progress will be monitored including any arrangements for external evaluation where necessary.

Food Business Accelerator Scheme Application

Indicators and Outcomes - Indicator Table

Indicator	Target Value *	Enter Details *
Productivity - Gross Value Added (GVA) per hour worked	1.5	0 / 1000
How will the Target be met? *		0 / 1000
How will progress be monitored, including any arrangements for external evaluation where necessary? *		0 / 1000

Cancel Save Save and Return

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

Supporting Documents

The next page gives a full list of what we expect to be sent in as supporting documents.

The screenshot shows a web application interface for the 'Food Business Accelerator Scheme Application'. On the left is a sidebar menu with the following items: Introduction, Privacy Notice, Business/Organisation Details, Project Overview, Business/Project Plan, Supporting Documents (highlighted with a blue bar and a checkmark icon), and Submission. The main content area is titled 'Supporting Documents' and contains the following text:

Questions marked with * are mandatory.

You will be required to submit the following supporting documents:

Business plan

Submit a business plan that provides full details of your business. As a minimum, the business plan should be for next 3 years and include the following areas:

- Business Details
- Executive Summary
- Key Assumptions
- Market Analysis - Opportunities & Threats
- Internal business Analysis - Strengths & Weaknesses
- Critical Success Factors
- Commercial Strategy
- Operations Strategy
- Activity Plan
- Financial Plans
- Risk Management
- Organisational Readiness

The plan should cover both the whole business and the specific project site to explain how the project and business are integrated.

In support of the business plan, you should provide:

- 3 years of Certified Accounts (If certified accounts are not available for the most recent financial period, management accounts should be submitted for this period.)
- 3-year financial projections. (The proposed investment should be accounted for in the financial forecasts.)
- Evidence of funding available (bank loan, overdraft, etc.)
- No quotes required for items valued under £1,000
- One quote required for items valued between £1,000 and £4,999
- Three quotes required for items valued £5,000 or above
- Full Planning Permission and any other approval, where necessary.
- Independent evidence/verification from key stakeholders to support statements made under Suitability of Investment. This includes a finance and technical report.
- Carbon Reduction Report.

Tick to confirm that you will be submitting supporting documents online by the deadline.* ☐

You must upload all supporting documents straight after submitting your full application and by the given deadline.

Once you have read this page please click **Next**.

Submission Page – Errors, Information and Summary

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

Food Business Accelerator Scheme Application

Previous
Save

Introduction
Privacy Notice
Business/Organisation Details
Project Overview
Business/Project Plan
Supporting Documents
Submission
Errors, Information and Summary
Declaration and Undertakings
Submit

Print
Cymraeg

Errors, Information and Summary

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

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

Business/Organisation Details

Applicant/Business Name
Business/Organisation Status
Company Number
VAT Number
VAT PENDING
Charity Number
Is the Business/Organisation a member of a group of companies?
Yes
No
Does the Business/Organisation have shareholders?
Yes
No
Is the Business/Organisation a wholly owned subsidiary?
Yes
No
Is the Business/Organisation a New Start-Up?
Yes
No
Size of Business/Organisation
Business Size
Large
Number of employees - Before Project (Full Time Equivalents based on 30 hours per week)
1

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

Submission Page – Declarations and Undertakings

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

Food Business Accelerator Scheme Application

Previous
Save

Introduction
Privacy Notice
Business/Organisation Details
Project Overview
Business/Project Plan
Supporting Documents
Submission
Errors, Information and Summary
Declaration and Undertakings
Submit

Print
Cymraeg

Declaration and Undertakings

Please tick the box to accept the declarations and undertakings.

I confirm that:

I have read and understood the relevant Scheme Guidance Notes and Technical guide to competitive tendering and public procurement, and permit the Welsh Government to use my information to support my application.
I declare 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 have checked and confirm that all of the pre-populated details are correct.
I confirm that none of the items covered by the application are replacements under an insurance claim.
I declare that the project would not be carried out but for the grant requested and that the level of grant applied for is the minimum necessary for the project to proceed.
I undertake to meet any obligations in relation to obtaining of planning permission and, where appropriate, tendering for public works.
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 undertake to notify Welsh Government of any changes to the nature or construction of this project.
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, the obtaining of planning permission 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 declare that I am authorised to submit this application.
I understand 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 recovery of any payments made.
I will repay aid received together with any interest, if I am asked to do so by the appropriate Department, as a consequence of a breach of the rules, or of the declarations made or undertakings given in this application. I will repay on demand any overpayments to me as a result of a miscalculation by the Welsh Government or otherwise.
I understand that the Welsh Government may need to update the rules and conditions to take account of changes to European Regulations or the Welsh Government Rural Communities - Rural Development Programme for Wales 2014 - 2020.
I agree to abide by any changes following notification by the Welsh Ministers.
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.

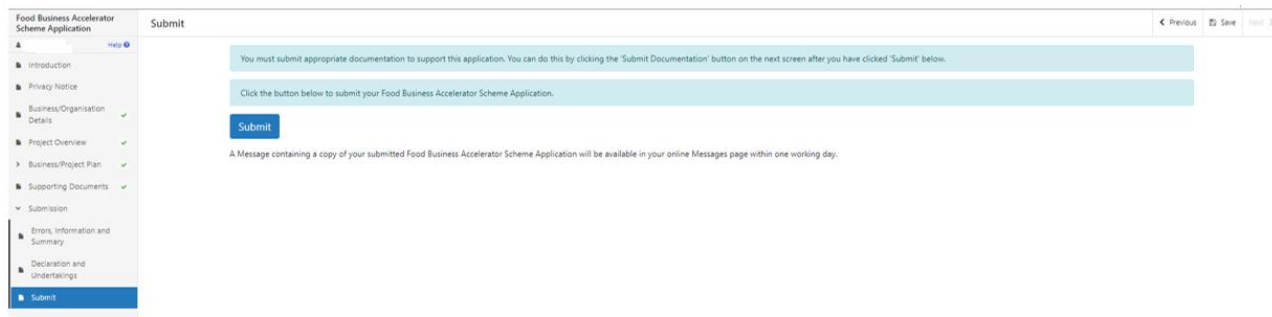
WARNING - Any person who knowingly or recklessly makes false or misleading statements for the purposes of obtaining grant under the Rural Programmes or assisting another to obtain grant may be prosecuted.

I agree to the above declarations and undertakings *

Once you have agreed the Declarations and Undertakings, click on the **Next** button.

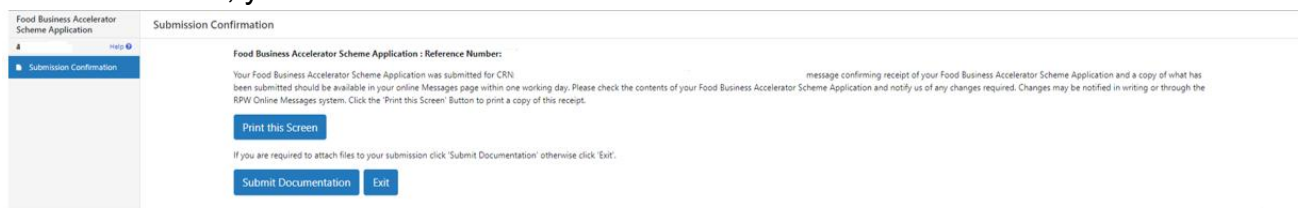
Submission Page – Submit

To submit your Food Business Accelerator Scheme Full Application, click on the **Submit** button.



The screenshot shows the 'Submit' page of the Food Business Accelerator Scheme Application. On the left is a navigation menu with items: Introduction, Privacy Notice, Business/Organisation Details (checked), Project Overview (checked), Business/Project Plan (checked), Supporting Documents (checked), Submission (expanded), Errors, Information and Summary, Declaration and Undertakings, and Submit (highlighted). The main content area has a title bar 'Submit' and navigation buttons '< Previous', 'Save', and 'Next >'. It contains a light blue box with instructions: '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.' Below this is another light blue box with the text: 'Click the button below to submit your Food Business Accelerator Scheme Application.' and a blue 'Submit' button. At the bottom, a message states: 'A Message containing a copy of your submitted Food Business Accelerator Scheme Application will be available in your online Messages page within one working day.'

Once submitted, you will see a confirmation screen.



The screenshot shows the 'Submission Confirmation' page. The navigation menu on the left has 'Submission Confirmation' highlighted. The main content area has a title bar 'Submission Confirmation' and navigation buttons '< Previous', 'Save', and 'Next >'. It displays the 'Food Business Accelerator Scheme Application : Reference Number:' followed by a long alphanumeric string. Below this, a message states: 'Your Food Business Accelerator Scheme Application was submitted for CRN. message confirming receipt of your Food Business Accelerator Scheme Application and a copy of what has been submitted should be available in your online Messages page within one working day. Please check the contents of your Food Business Accelerator Scheme Application and notify us of any changes required. Changes may be notified in writing or through the RPW Online Messages system. Click the 'Print this Screen' Button to print a copy of this receipt.' There is a blue 'Print this Screen' button. At the bottom, a message says: 'If you are required to attach files to your submission click 'Submit Documentation' otherwise click 'Exit'.' There are two buttons: 'Submit Documentation' and 'Exit'.

After the Full application is submitted, you cannot amend any of the details in the form including the items you have selected.

Following Successful Submission

A summary of your completed Food Business Accelerator Scheme Full 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.

You must upload before the given deadline all the supporting evidence in the same Documents received by RPW message. Failure to do this can result in your application being rejected.

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?

There are 3 possible outcomes from full application appraisal:

- Your project is not eligible for the grant. You will be informed of the reasons why your application was not successful via your RPW Online account.
- Your project is eligible for consideration but is not approved for an award. You will be informed of the reasons why your application was not successful. You may apply again with the same project (amending the application if you wish) but only if you have not started work.
- Your project is eligible and is approved for an award. A contract 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 contract will also provide you with the authority to start work. You will need to accept or decline the offer of contract within 30 days. Failure to accept the contract within 30 days will lead to the contract 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.