Ffermio Bro – Farming in Designated Landscapes

How to Complete Guide

Ffermio Bro – Farming in Designated Landscapes Guidance

These instructions will give you step-by-step guidance on how to complete your Ffermio Bro – Farming in Designated Landscapes form.

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.

Contents

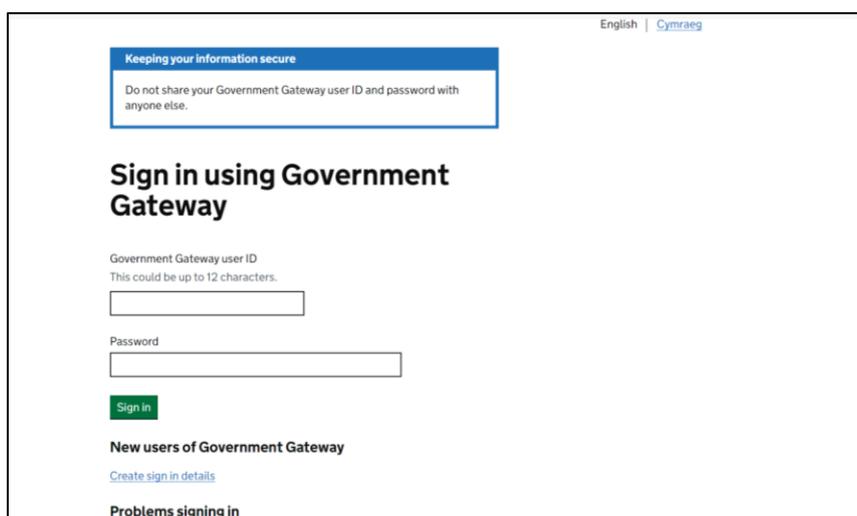# Rural Payments Wales Online - Home page

To register your business details for the first time, you need to complete the online registration form. Please refer to the how to register guidance for further details. The vast majority of changes to business details can be done online. However, Welsh Government may require further details on any major changes. Please contact the Customer Contact Centre for further information.

Rural Payments Wales Online

Government Gateway Login page

Log into your RPW Online Account - enter your Government Gateway user ID and Password in the boxes and click the **Sign in** button.
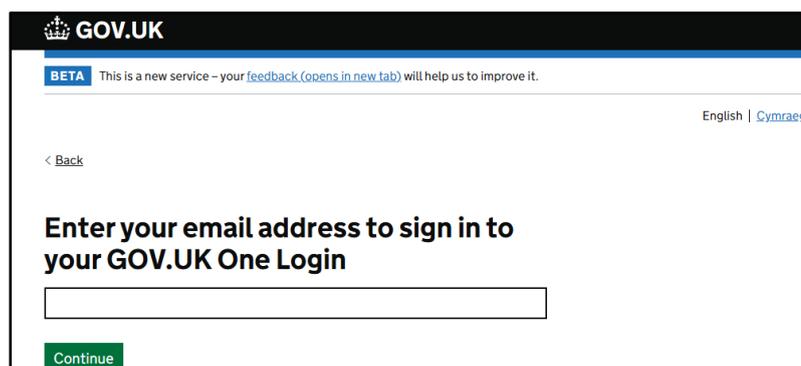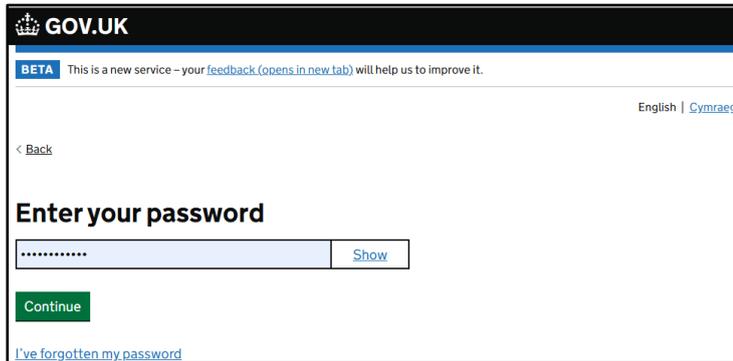

Rural Payments Wales Online

One Login page

If using One Login to access your RPW Online Account, you will have firstly followed the steps to migrate to One Login and will have the following details ready to log in to your 'One Login' account.

Enter the email address used when creating your 'One Login' account and select '**Continue'**.

You will then need to enter your unique, memorable password in the box and select '**Continue'**.


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

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Rural Payments Wales Online - Forms page

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

In the **Start a Form** section at the bottom of the 'Home' screen, the schemes open for applications are listed.
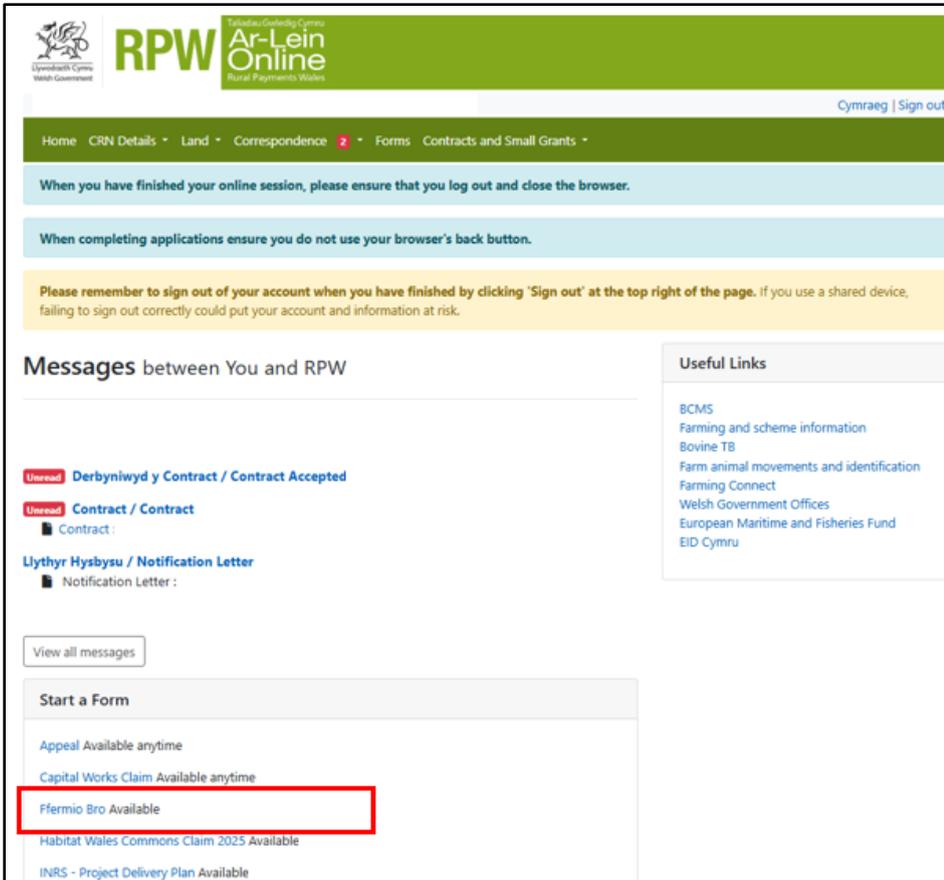
In the 'Start a Form' section shown above you will need to select '**Ffermio Bro'**. Or you can click the tab labelled **'Forms'** on the RPW Online home page, as shown below:
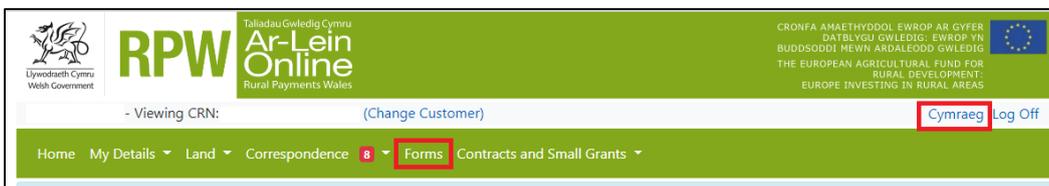

To change the language at any time, click the **'Cymraeg'** button located on the top right-hand corner of your page. This will allow you to choose the language your Application Form is displayed in.

To navigate through the form beyond this point there will be 'Previous' 'Save' and 'Next' buttons at the top and bottom right of the page. Please note that RPW has an automatic time out if left idle for too long so please 'save' your work as you go along.

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Ffermio Bro – Farming in Designated Landscapes – Getting Started

Once you have read the Ffermio Bro – Farming in Designated Landscapes [guidance](), to start your application click the '**Start'** Button.
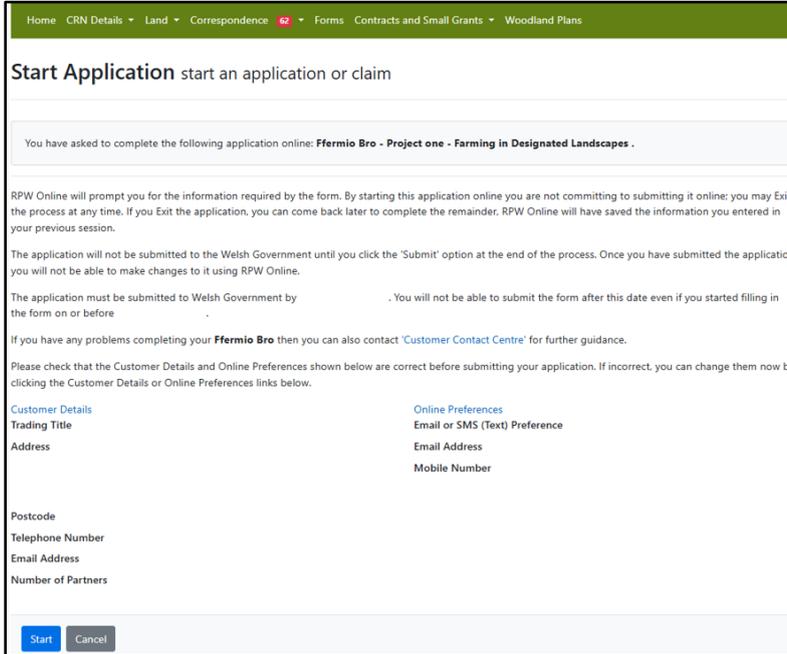
This page provides some information prior to starting the application. It includes a Customer Contact Centre link and details of the Customer Details and Online Preferences we hold for you. You should check and amend these before starting your application if they are incorrect.

If you are submitting applications for multiple customers, you will have a drop-down box where you can select which customers project application you wish to select and progress.
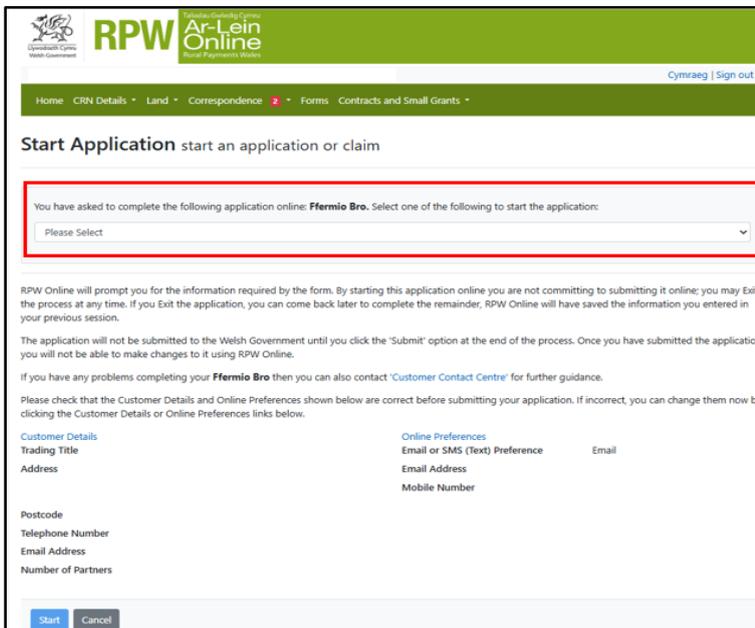
Ffermio Bro – Introduction and Privacy notice pages

Once you have selected the 'Start' button, you will be taken to the Introduction page and then a Privacy notice page. You will see several hyperlinks which take you to additional information and guides which you should take the time to read before filling out this application. You should always ensure you fully understand the information on these pages before continuing.

On the left-hand side of your screen the different sections of the form 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 identified.
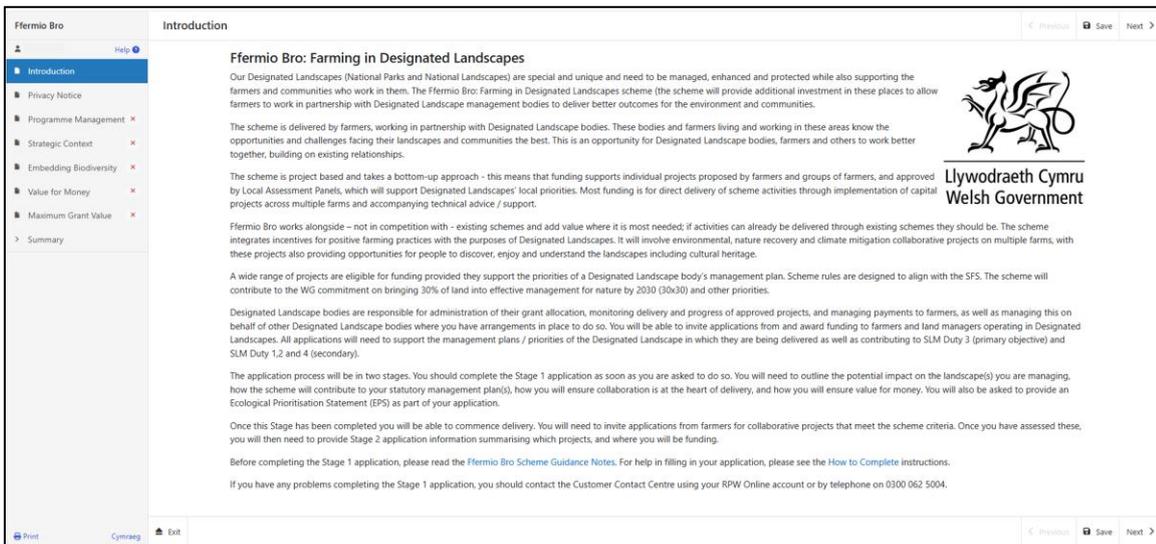
If you wish to switch between English and Welsh, there is a button at the bottom left of the screen as shown in the screenshot below:
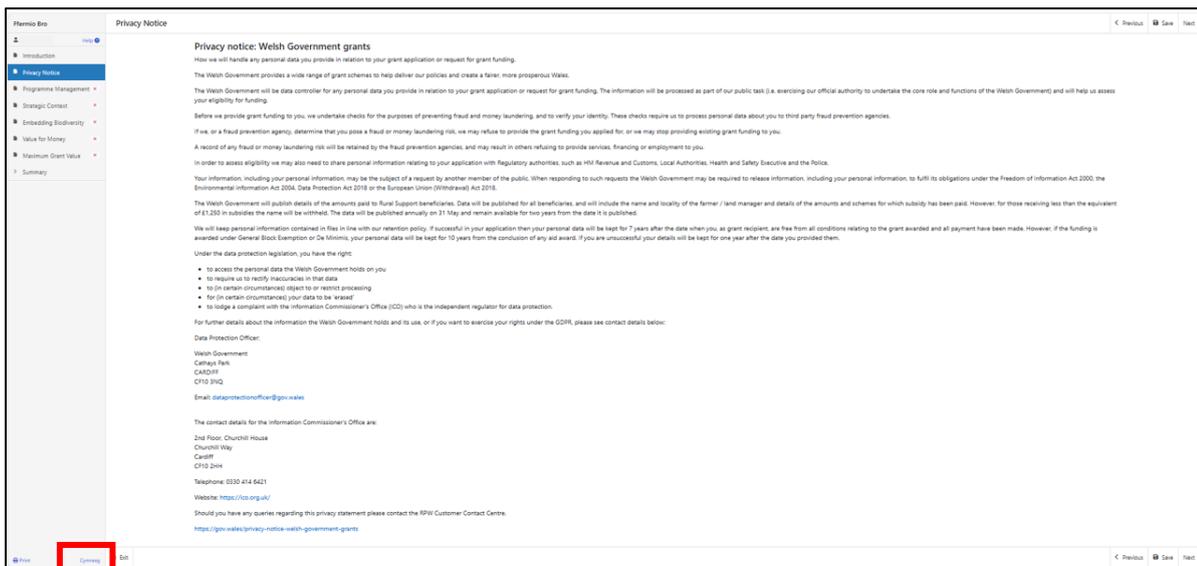
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Ffermio Bro – Continue Application/Start Again

Once you start your application, you have the option to leave and return at a later date.

If you are accessing an application you have started previously, on this screen you will now be able to Continue or Start Again by clicking the link shown on this screenshot:

If you are submitting a Ffermio Bro application for more than one beneficiary, you will see the below page where you can select which application you wish to 'start' and/or 'continue'.

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 already provided.

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Ffermio Bro – Scheme Management details

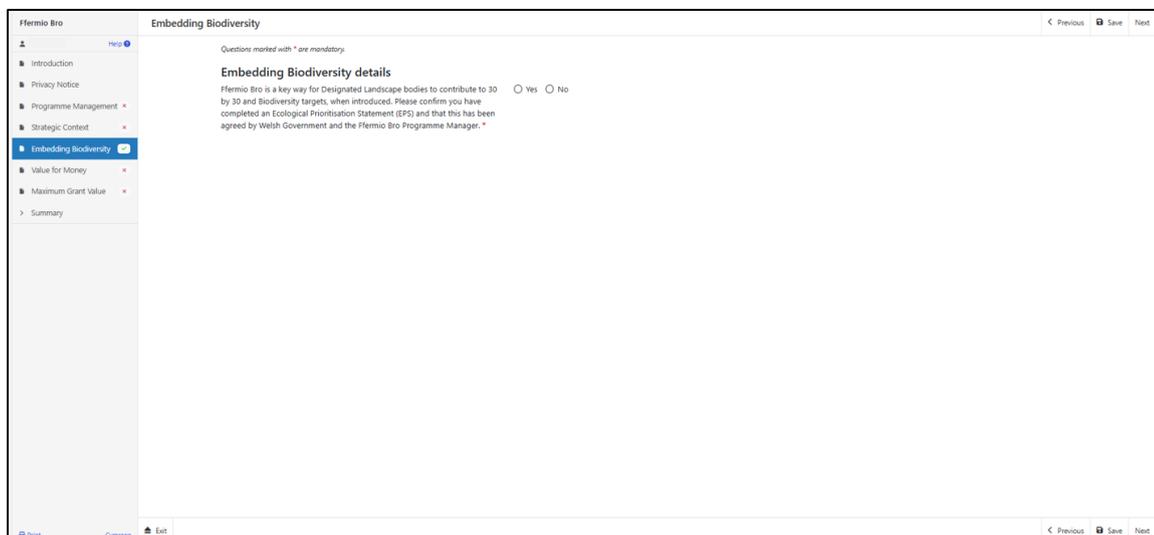In this section you need to provide contact details for the **principal contact** of the Ffermio Bro project.

You must ensure you answer all questions on this page. Where written details are requested, please provide as much detail as possible within the 4000 character limit for

each question. Before entering information, ensure you have read the Ffermio Bro [General Rules guidance](#).

Once you have completed the information click on the **Next** Button. If you have not answered a question, you will not be allowed to continue and the textbox with missing data will be highlighted red.

Ffermio Bro – Strategic Context details

You must answer all questions on this page. Where written details are requested, please provide as much detail as possible within the 4000 character limit for each question. Please ensure you have read the Ffermio Bro [General Rules guidance](#).

Once you have completed the information click on the **Next** Button. If you have not answered a question, you will not be allowed to continue and the textbox with missing data will be highlighted red.

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Ffermio Bro – Embedding Biodiversity details

This page requires you to select either 'Yes' or 'No' to the question asked before providing written details as requested. Please provide as much detail as possible within the 4000 character limit. Please ensure you have read the Ffermio Bro [General Rule guidance](#).

Once you have completed the information click on the **Next** Button. If you have not answered a question, you will not be allowed to continue and the textbox with missing data will be highlighted red.

Ffermio Bro – Value for Money

In this section you will be required to give an explanation of the how you will ensure project costs will be reasonable and appropriate and how value for money will be embedded in your programme. Please provide as much detail as possible within the 4000 character limit. Please ensure you have read the Ffermio Bro [General Rules guidance](#).

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Once you have completed the information click on the **Next** Button. If you have not answered a question, you will not be allowed to continue and the textbox with missing data will be highlighted red.

Ffermio Bro – Maximum Grant Value

In this section the 'Maximum Grant Value' has already been pre-populated to show your Total Agreed Grant value. This is made up of your projects 'Capital' and 'Revenue' costs.

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Ffermio Bro – Submission, Errors, Information and Summary

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

Please ensure you have proof read all answers provided throughout your application before progressing to the next step.

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

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Ffermio Bro – Declaration and Undertakings

You must read the Declaration and Undertakings and tick the box to confirm that you have read and agree.

Once you have read and agreed the Declaration and Undertakings click on the **Next** button.

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Ffermio Bro – Submission Page - Submit

To submit your Ffermio Bro – Farming in Designated Landscapes application, click on the **Submit** button.
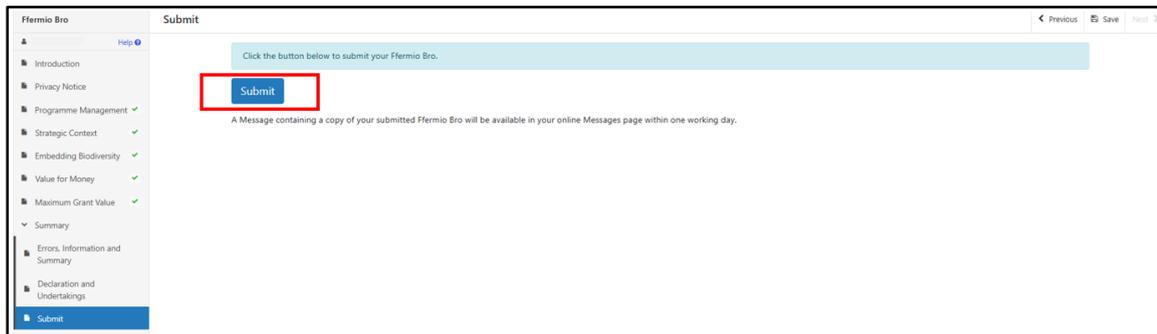
Following Successful submission

A summary of your completed Ffermio Bro – Farming in Designated Landscapes 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.

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