



Llywodraeth Cymru
Welsh Government

Ffermio Bro – Farming in Designated Landscapes

How to Complete Guide

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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.

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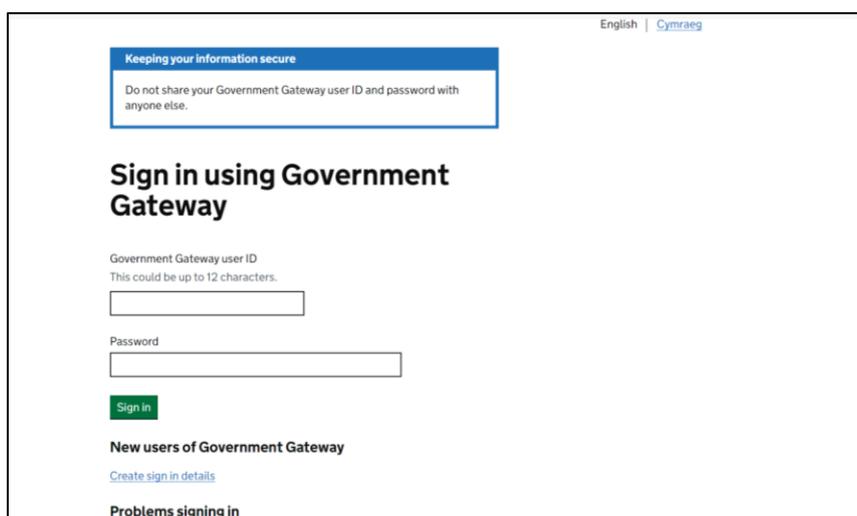
Rural Payments Wales Online - Home page

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.



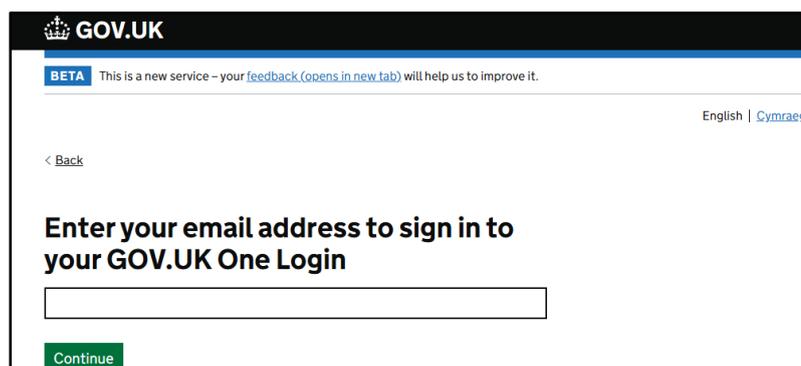
The screenshot shows the Government Gateway login page. At the top right, there are language options: "English" and "Cymraeg". Below this is a blue box with the text "Keeping your information secure" and "Do not share your Government Gateway user ID and password with anyone else." The main heading is "Sign in using Government Gateway". Below this, there are two input fields: "Government Gateway user ID" (with a note "This could be up to 12 characters.") and "Password". A green "Sign in" button is positioned below the password field. At the bottom, there is a link for "New users of Government Gateway" with a sub-link "Create sign in details" and a link for "Problems signing in".

Rural Payments Wales Online

One Login page

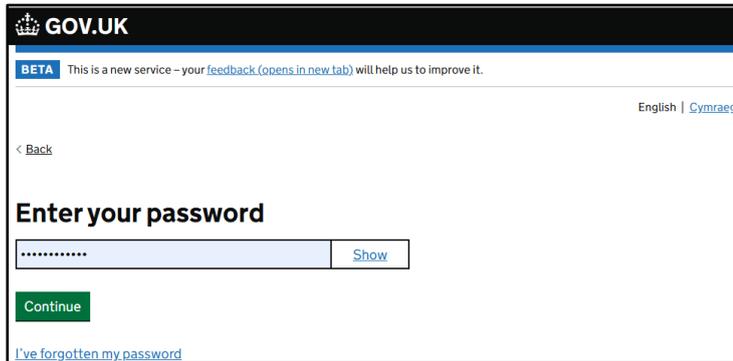
If using One Login to access your RPW Online Account, you will have firstly followed the steps to migrate to One Login and will have the following details ready to log in to your 'One Login' account.

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



The screenshot shows the GOV.UK One Login page. At the top left is the GOV.UK logo. Below it is a blue banner with "BETA" and the text "This is a new service - your [feedback \(opens in new tab\)](#) will help us to improve it." At the top right, there are language options: "English" and "Cymraeg". Below this is a "< Back" link. The main heading is "Enter your email address to sign in to your GOV.UK One Login". Below this is a large input field for the email address. A green "Continue" button is positioned below the input field.

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



The screenshot shows the GOV.UK website interface for password entry. At the top left is the GOV.UK logo. Below it is a blue banner with the text 'BETA This is a new service – your [feedback \(opens in new tab\)](#) will help us to improve it.' In the top right corner, there are links for 'English' and 'Cymraeg'. Below the banner is a '< Back' link. The main heading is 'Enter your password'. There is a password input field containing ten dots, followed by a 'Show' button. Below the input field is a green 'Continue' button. At the bottom left, there is a link that says 'I've forgotten my password'.

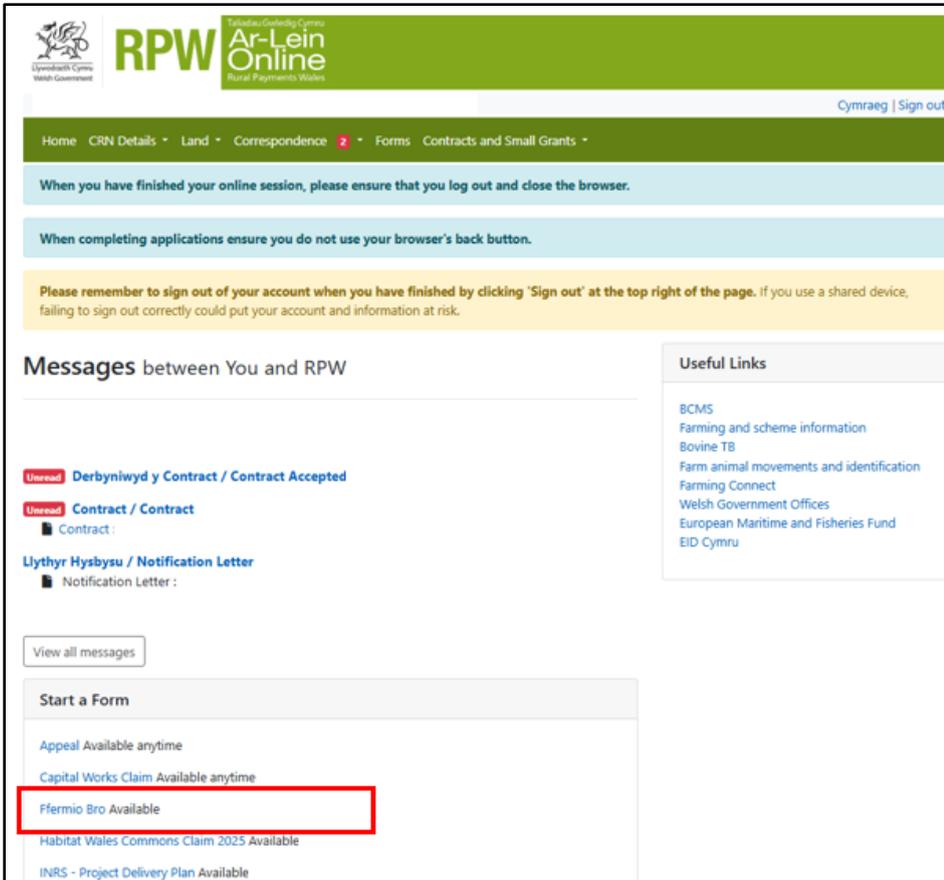
If you are encountering problems or are unable to access your online account, please contact the RPW Online Helpdesk on 0300 062 5004.

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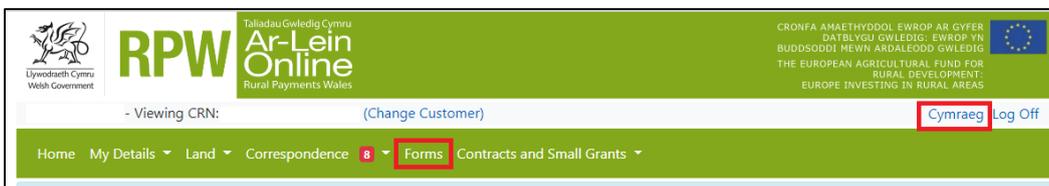
Rural Payments Wales Online - Forms page

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:



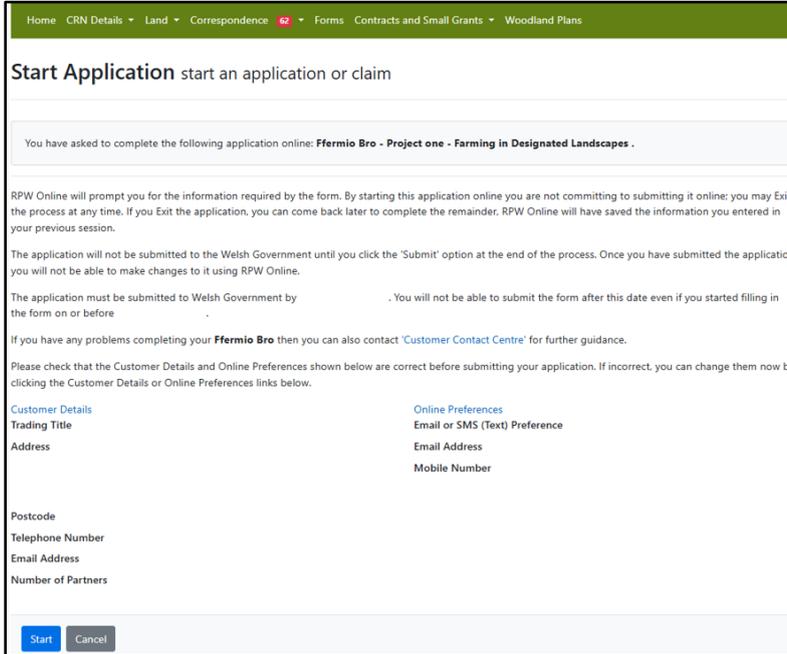
To change the language at any time, click the '**Cymraeg**' button located on the top right-hand corner of your page. This will allow you to choose the language your Application Form is displayed in.

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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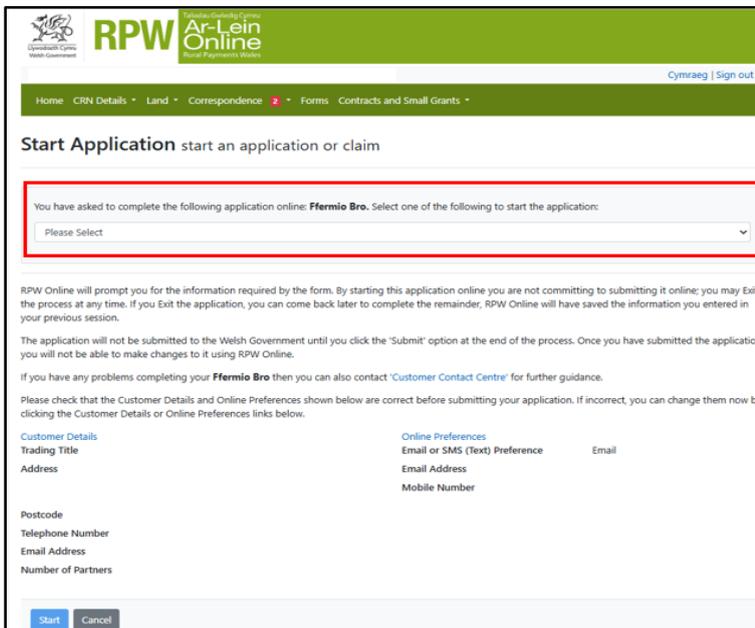
Ffermio Bro – Farming in Designated Landscapes – Getting Started

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.

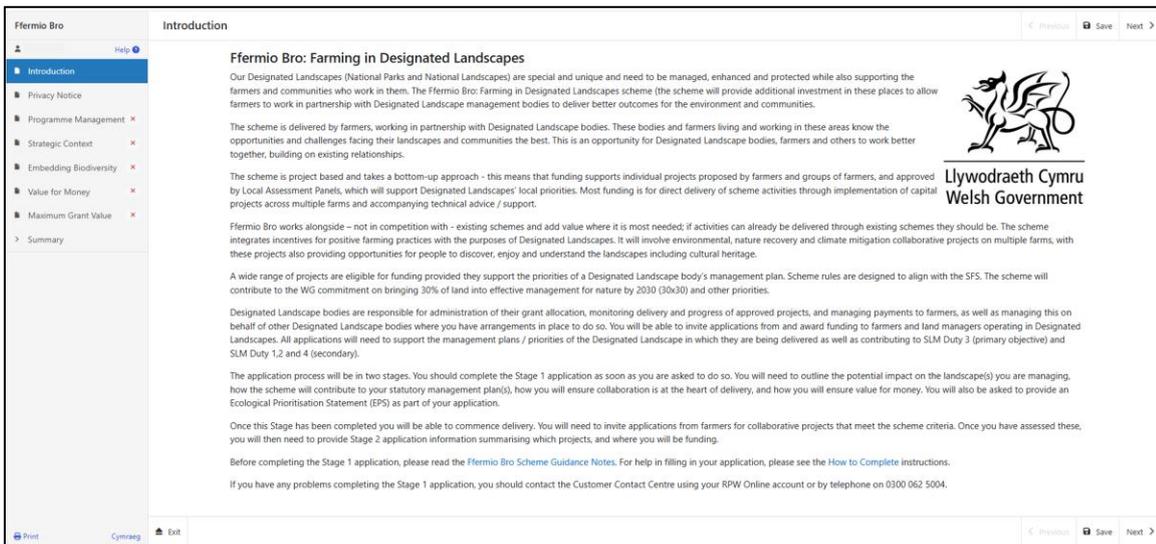
If you are submitting applications for multiple customers, you will have a drop-down box where you can select which customers project application you wish to select and progress.



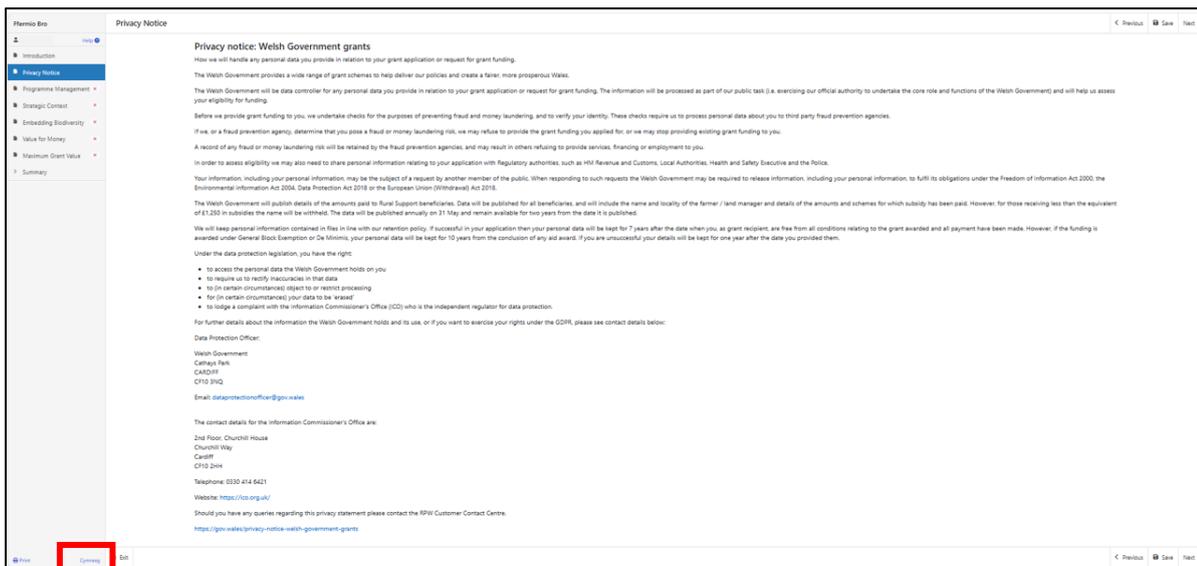
Ffermio Bro – Introduction and Privacy notice pages

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:

Home CRN Details ▾ Land ▾ Correspondence 3 ▾ Forms Contracts and Small Grants ▾

Continue Application continue an application or claim

You have asked to complete the following application online: **Ffermio Bro** - . You already have an application in progress. Please click 'Continue' to continue with your **Ffermio Bro** -

You may choose to remove your existing **Ffermio Bro** and start again. This will undo all of the changes that you have made since starting your **Ffermio Bro** and the new **Ffermio Bro** 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 **Ffermio Bro** 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	RPW Email or SMS (Text) Preference
Address	Email Address
	Mobile Number
Postcode	
Telephone Number	
Email Address	
Number of Partners	

Continue working on the **Ffermio Bro** which was last updated on

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

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'.

Home CRN Details Land Correspondence 2 Forms Contracts and Small Grants

Select Application

select an application or claim

Application Type
Ffermio Bro

Draft Applications
you have the following Draft applications:

Application Name	Last Updated	Updated By
FB - Test Project 2	31/01/2025 12:01	

Continue Application

Available Applications
Click 'Start New application' if you want to start one of the following applications which are available to you:

Application Name
FB - Test Project 3

Start new Application Back

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.

Home CRN Details Land Correspondence 2 Forms Contracts and Small Grants

Ffermio Bro - Delete / Start Again

This option will remove your **Ffermio Bro - FB - Test Project 2** application and will undo **ALL** of the changes that you have made since starting your **Ffermio Bro - FB - Test Project 2**.

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 **Ffermio Bro - FB - Test Project 2** has been removed you can start a new **Ffermio Bro - FB - Test Project 2**, 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 **Ffermio Bro - FB - Test Project 2** and start again.

Please click 'No' to keep the entries you have already made on your **Ffermio Bro - FB - Test Project 2** and return to the previous screen.

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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

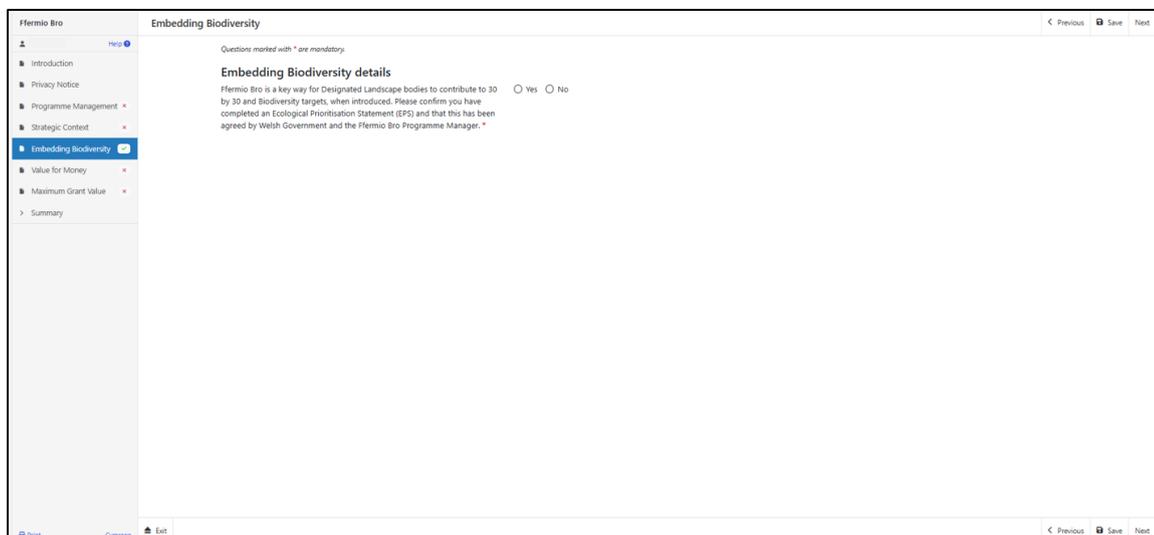
You must answer all questions on this page. Where written details are requested, please provide as much detail as possible within the 4000 character limit for each question. Please ensure you have read the [Ffermio Bro General Rules guidance](#).

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](#).

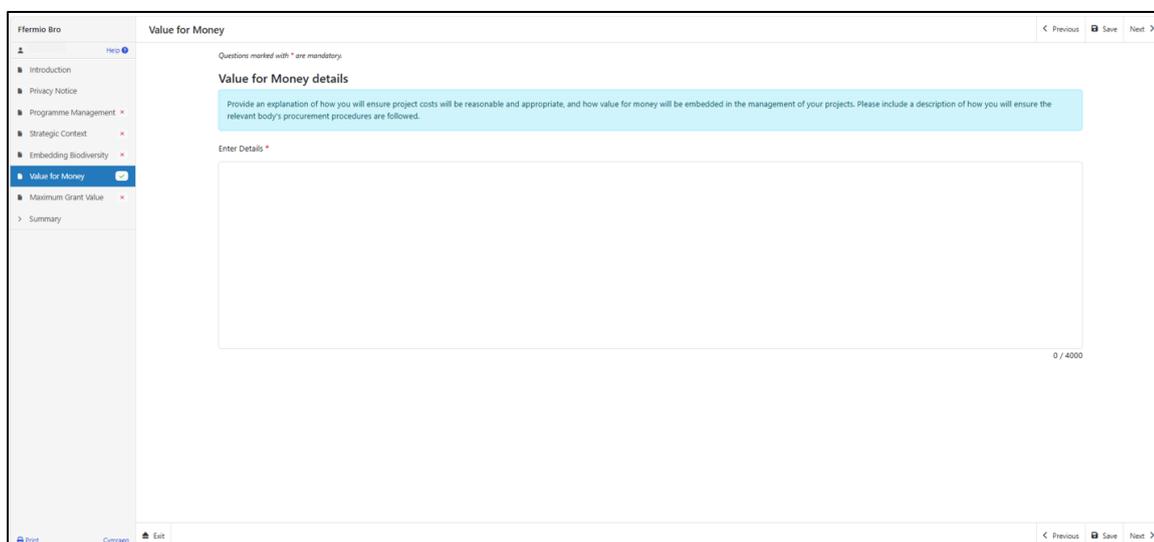


The screenshot shows the 'Embedding Biodiversity' section of the Ffermio Bro form. The left-hand navigation menu includes: Introduction, Privacy Notice, Programme Management, Strategic Context, Embedding Biodiversity (highlighted), Value for Money, Maximum Grant Value, and Summary. The main content area is titled 'Embedding Biodiversity details' and contains the following text: 'Ffermio Bro is a key way for Designated Landscape bodies to contribute to 30 by 30 and Biodiversity targets, when introduced. Please confirm you have completed an Ecological Prioritization Statement (EPS) and that this has been agreed by Welsh Government and the Ffermio Bro Programme Manager.' Below this text are radio buttons for 'Yes' and 'No'. At the bottom of the form, there are 'Previous', 'Save', and 'Next' buttons.

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](#).



The screenshot shows the 'Value for Money' section of the Ffermio Bro form. The left-hand navigation menu includes: Introduction, Privacy Notice, Programme Management, Strategic Context, Embedding Biodiversity, Value for Money (highlighted), Maximum Grant Value, and Summary. The main content area is titled 'Value for Money details' and contains the following text: 'Provide an explanation of how you will ensure project costs will be reasonable and appropriate, and how value for money will be embedded in the management of your projects. Please include a description of how you will ensure the relevant body's procurement procedures are followed.' Below this text is a large text input area labeled 'Enter Details *'. At the bottom right of the input area, it says '0 / 4000'. At the bottom of the form, there are 'Previous', 'Save', and 'Next' buttons.

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.

Category	Value (£)
Capital Value	2210.33
Revenue Value	563.21
Total Agreed Grant	2773.54

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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.

Ffermio Bro Errors, Information and Summary < Previous Save Next >

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

No Errors or Information Messages identified.

Introduction

Ffermio Bro: Farming in Designated Landscapes

Privacy Notice

Privacy notice: Welsh Government grants

Programme Management

Scheme Management details

Designated Landscape you are managing this grant for:

Contact Details

Who is the principal contact for your project? x

Telephone Number

Confirm Email Address

Please describe how Ffermio Bro will be managed effectively within your landscape. For example, additional staffing and management arrangements, assessment arrangements, training and promotion.

Enter Details x

As part of the SFS Collaborative Layer, collaborative working lies at the heart of this scheme. Many of the activities that we wish to fund through this programme are already able to be funded at an individual farm level through the Universal Layer or through other targeted payment mechanisms. This programme is primarily aimed at collaborations of farmers, working as part of a Cluster, informal partnership or as part of an existing landscape collaboration such as a river catchment management. Collaboration can take several forms, including those that are geographic or thematically based. Describe how you will support collaboration within the Designated Landscape, the types of collaboration you intend to support and how you will ensure strong collaborative projects are developed.

Print Cymraeg

Ffermio Bro

intend to support, and how you will ensure strong collaborative projects are developed.

Enter Details x

Strategic Context

Strategic Context details

Please set out how you will ensure that the Sustainable Land Management Objectives, particularly "Maintain and enhance resilience of ecosystems and benefits they provide", will be met through delivery of Ffermio Bro in your landscape.

Enter Details x

Designated Landscape Management Plans guide the integration of policies and priorities at a landscape scale. Set out how you will align delivery of this programme with the priorities set out in your statutory Management Plan(s) and any other key strategic document, e.g. Area Statements, Nature Recovery Action Plans.

Enter Details x

Embedding Biodiversity

Embedding Biodiversity details

Ffermio Bro is a key way for Designated Landscape bodies to contribute to 30 by 30 and Biodiversity targets, when introduced. Please confirm you have completed an Ecological Prioritisation Statement (EPS) and that this has been agreed by Welsh Government and the Ffermio Bro Programme Manager.

Yes
 No

Value for Money

Value for Money details

Provide an explanation of how you will ensure project costs will be reasonable and appropriate, and how value for money will be embedded in the management of your projects. Please include a description of how you will ensure the relevant body's procurement procedures are followed.

Enter Details x

Print Cymraeg

Maximum Grant Value

Maximum Grant details

Capital Value (£)	28000.00
Revenue Value (£)	54000.00
Total Agreed Grant (£)	82000.00

Print Cymraeg Exit < Previous Save Next >

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.

Phemio Bro 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 undertake 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 Government.
I agree to comply with all applicable domestic, or international law or regulations or official directives.
I have given details that are true, accurate and complete to the best of my knowledge and belief on this application and any supporting documentation.
I confirm that all pre-populated details are correct or have been amended if incorrect.
I undertake to notify the Welsh Government of any 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 purchases, the obtaining of quotations, or the drawing up of site plans.
I acknowledge that neither the Welsh Government nor any adviser appointed by the 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 the 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 on their duly authorised agents, 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 Phemio Bro Farming in Designated Landscapes programme 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 Purposes. 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 Phemio Bro Farming in Designated Landscapes application with other organisations and I agree to any necessary disclosure 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.

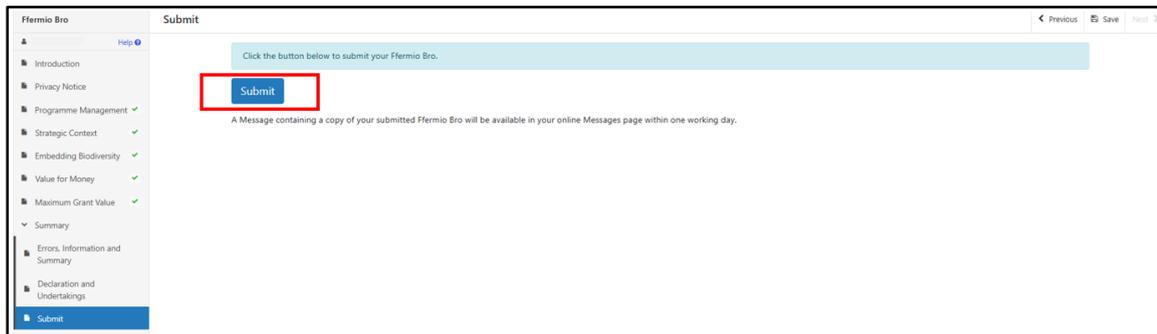
I agree to the above declarations and undertakings *

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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