Sustainable Production Grant

Expression of Interest

How to complete guidance

The Welsh Government Rural Communities - Rural Development Programme for Wales

2014-2020
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Sustainable Production Grant Expression of Interest (EOI) – How to Complete Guidance

These instructions will give you step-by-step guidance on how to complete your Sustainable Production Grant Expression of Interest (EOI).

The Welsh Government produces this guidance in Welsh and English as required under the Welsh Government Welsh Language Scheme.

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

Following Successful Submission

A summary of your completed Sustainable Production Grant Expression of Interest will be added to the ‘Messages’ page on your RPW Online account under the title “Documents received by RPW”. Ensure you check the information submitted thoroughly. If any of the information shown is incorrect, please reply to the Message detailing your concerns. You should do this as soon as you discover any incorrect information.

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

Home page

Log into your RPW Online Account – enter your User ID and Password in the boxes and click the **Log In** button.

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

Once logged in to your online account the RPW Online ‘Home page’ will appear. To access the Sustainable Production Grant Expression of Interest (EOI), click the tab labelled ‘Application and Claims’ on the RPW Online home screen, as shown below:

This will take you through to the ‘Applications and Claims’ 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 Sustainable Production Grant EOI is displayed in.
Applications and Claims Page

Once you have selected the 'Applications and Claims' tab you will see your Applications and Claims that are available for you to complete.

Select the Sustainable Production Grant Expression of interest from the list.
Sustainable Production Grant Expression of Interest – Getting Started

Once you have read the SPG General Rules Booklet at [Rural grants and payments | beta.gov.wales](https://beta.gov.wales), to start your EOI click the **Start Button**.
Sustainable Production Grant Expression of Interest

This is the introduction page which provides information about the Sustainable Production Grant. For greater detail of the information provided on this page, please read the Sustainable Production Grant General Rules Booklet at Rural grants and payments | beta.gov.wales.

Once you have read the information click on the Next Button.
Privacy Notice

You must read the Privacy Notice.

The information you provide will be used by the Welsh Government to process your expression of interest for Sustainable Production Grants. They will also be the data controller for the personal data you provide. It is necessary for us to collect this information in order for us to process your expression of interest. The Welsh Government may also make use of the information supplied for other purposes, which will include those connected with its functions and duties under the Common Agricultural Policy of the European Community. Failure to provide all the required information may result in us being unable to process your Expression of Interest.

As part of our processing of your expression of interest we may need to share the information you provide with the following parties:

- Fraud Prevention Agencies
- Regulatory authorities, such as HM Revenue and Customs, Local Authorities and the Police

You have the right:

- to access the Personal data that we are processing about you
- to require us to rectify inaccuracies in that data
- to object to or restrict processing (in certain circumstances)
- for your data to be ‘erased’ (in certain circumstances)
- to lodge a complaint with the Information Commissioner’s Office (ICO) who is the independent regulator for data protection.

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

Wpsi EH House
Welsh Lan
Welsh Lan
Chester
CH1 5AF
Telephone: 01695 645 745 or 0800 123 1113
Website: https://ico.org.uk/

The Retention period for the data we hold will be in accordance with the Commission Implementing Regulation (EU) No 993/2014, “Conservation of Accounting Information”.

Should you have any queries regarding this privacy statement please contact the RFD Customer Contact Centre or read our full privacy policy here.


Once you have read the information click on the Next Button.
Eligibility Questions

You must answer all questions on this page.

You are not eligible if you have been selected under previous Sustainable Production Grant Scheme rounds.

Group Eligibility

A group of farmers may submit an EOI for Sustainable Production Grant. To do so, all farmers that comprise the group must meet all the eligibility conditions as outlined in the Sustainable Production Grant General Rules Booklet at [Rural grants and payments | beta.gov.wales](https://beta.gov.wales). In addition, the group must be registered with the Welsh Government and have been issued with a Customer Reference Number (CRN) for the group. The EOI must be submitted under the CRN as issued for the group.

There are basic data integrity checks built in to this page and any errors or information messages will appear once you either ‘Save’ or click ‘Next’.
Once you have answered all of the questions click on the **Next Button**.
Investment Items

Before choosing your items, ensure you have read the Sustainable Production Grant Annex A – List of Eligible Items which can be found at Rural grants and payments | beta.gov.wales. This will give you the specifications; cost and score for each item.

The maximum grant award is £50,000.

The minimum grant award is £12,000.

An EOI total grant value over this amount will be capped to £50,000.

You are advised to obtain quotes for each investment item you submit on your EOI. If your EOI is selected, any grant awarded will not be higher than that submitted on your EOI or that was capped to £50,000.

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

Click on this button below to see a drop-down list of all available items.
Once you have selected all your items click on the **Next Button**.

You are advised to obtain three quotes for each investment item you submit on your EOI. If your EOI is selected, any grant awarded will not be higher than that submitted on your EOI or that was capped to £50,000.

Once the EOI is submitted, you cannot amend the items you have selected.
Submission Page – Errors, Information and Summary

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

Once you have checked the summary and 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 that you have read and agree them.

Once you have read and agreed the Declarations and Undertakings click on the Next Button.
Submission Page – Submit

To submit your Sustainable Production Grant Expression of Interest click on the Submit Button.

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

Once the EOI is submitted, you cannot amend the items you have selected.
What happens next…..

The application process is in two-stages. An Expression of Interest via RPW Online, open for 8 weeks and, if your EOI is selected, appraisal of submitted plans and supporting documents.

You will be informed of the selection outcome via a letter accessed through your RPW Online account ONLY.

If your EOI is selected you must accept or decline the selection and return the Application Annex included with your selection notification letter to the Welsh Government via your RPW Online account by the date given in the letter.

If you accept, you will then need to provide specific information about your business and the investment proposals. Guidance on the content and format required for these documents is available at Rural grants and payments | beta.gov.wales. Please ensure that you follow the guidance as failure to do so may delay appraisal.
Contacts

Farmer Enquiries – Customer Contact Centre
Your first point of contact for all telephone enquiries and email correspondence should be the Customer Contact Centre where staff are on hand to provide information and answer queries. The Customer Contact Centre is open between 08:30 and 17:00.

The contact details for the Customer Contact Centre are as follows:

Tel: 0300 062 5004
E-mail: rpwonline@gov.wales
PO Box address: Rural Payments Wales, PO Box 1081, Cardiff, CF11 1SU

Regional and Area Offices

Offices at Aberystwyth, Caernarfon, Carmarthen and Llandrindod Wells will continue to be open for visitors between 09:00 and 16:30 Monday to Friday. Area offices are open less frequently to visitors and so farmers are advised to check our website or ring the Customer Contact Centre on 0300 062 5004 for opening hours.

Caernarfon Regional Office
Welsh Government
Victoria Dock
Caernarfon
Gwynedd LL55 1TH

Carmarthen Divisional Office
Government Buildings
Picton Terrace
Carmarthen SA31 3BT

Aberystwyth Area Office
Welsh Government
Rhodfa Padarn
Llanbadam Fawr
Aberystwyth
Ceredigion SY23 3UR

Newtown Area Office
Ladywell House
Park Street
Newtown SY16 1JB

Llandrindod Wells Divisional Office
Government Buildings
Spa Road East
Llandrindod Wells LD1 5HA

Llandudno Junction Regional Office
Sam Mynach
Llandudno Junction
Conwy LL31 9RZ

Rural Payments Wales
Welsh Government
West Core 4th Floor
Cathays Park
Cardiff CF10 3NQ

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’s website at www.gov.wales/agrischemes. By visiting the website, you can also sign up to receive the Rural Affairs e-newsletter which delivers the latest news directly to your e-mail inbox.

Gwlad

Gwlad is the Welsh Government’s magazine for farm and forestry businesses and all those involved with agriculture and rural Wales. It contains news stories, guidance and information in an accessible, easy-to-read format. The March/April 2016 edition of Gwlad was the final one issued in hard copy. Following the final copy one of the ways that we communicate with you is through the Gwlad e-newsletter. To keep informed and up to date with all the latest agriculture news and developments in future we would encourage you to sign up to receive the Gwlad e-newsletter. You can do this either at www.gov.wales/news-alerts or at www.gov.wales/gwlad