Llywodraeth Cymru
Welsh Government

Small Scale Coastal Infrastructure Scheme

Expression of Interest – How to Complete

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Mae'r ddogfen yma hefyd ar gael yn Gymraeg / This document is also available in Welsh.

Registering for RPW Online

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

Small Scale Coastal Infrastructure Scheme - Expression of Interest (EOI) – How to Complete Guidance

These instructions will give you step-by-step guidance on how to complete your Small Scale Coastal Infrastructure Scheme 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

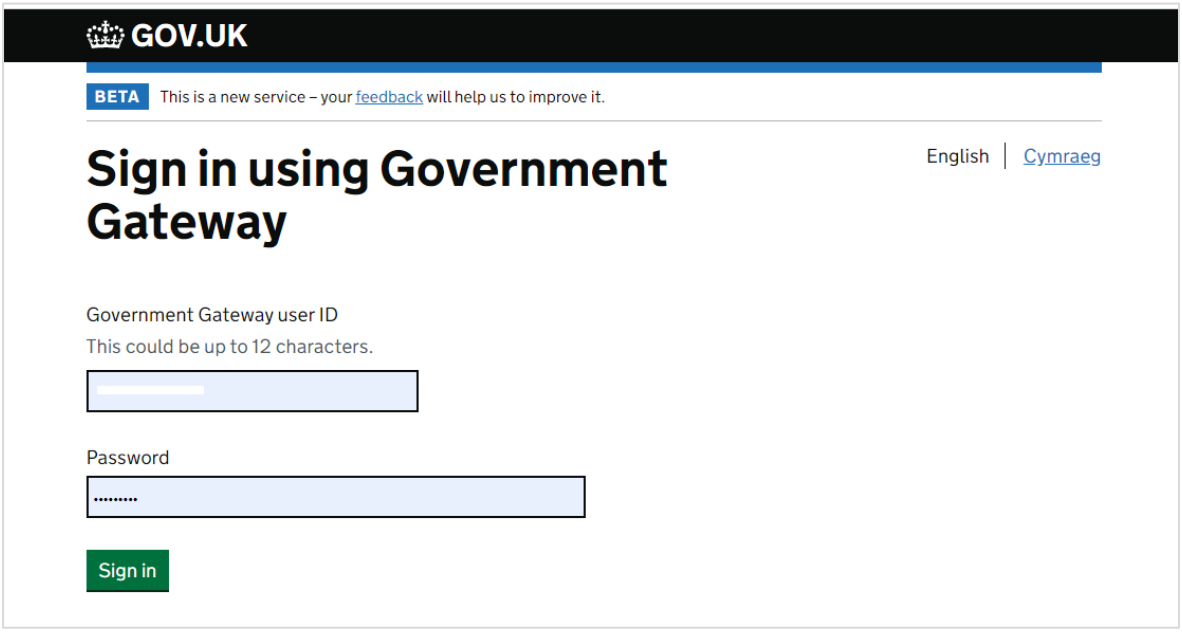
A summary of your completed Small Scale Coastal Infrastructure Scheme Expression of Interest will be added to the 'Messages' page on your RPW Online account under the title "Documents received by RPW". Ensure you check the information submitted thoroughly. If any of the information shown is incorrect, 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

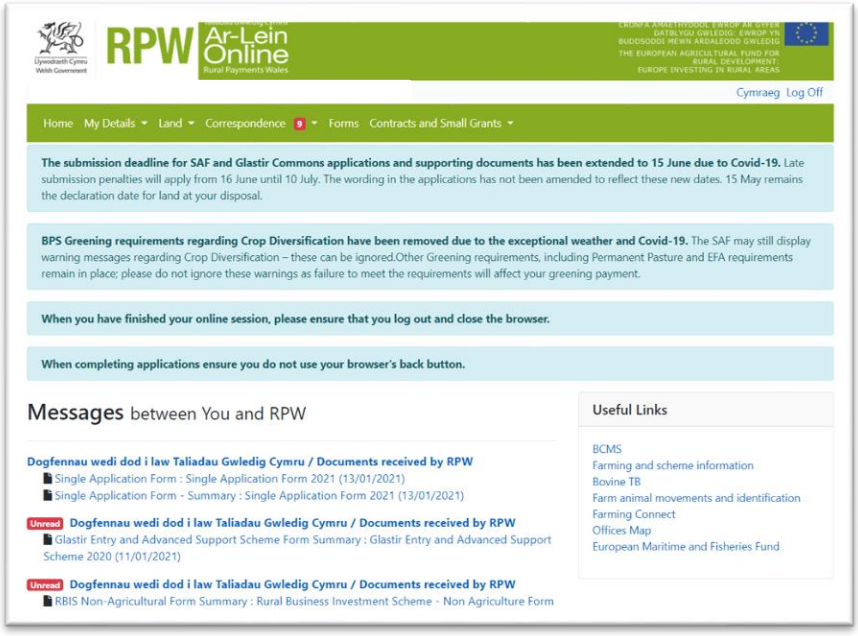
Home page

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

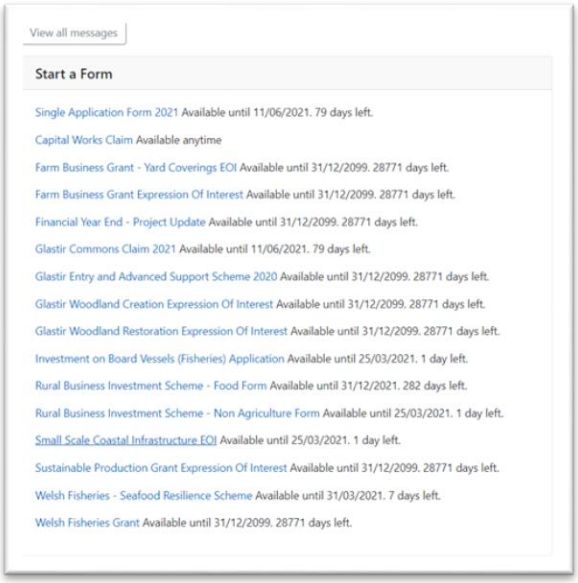


If you are encountering any problems or are unable to access your online account, please contact the RPW Online Helpdesk on 0300 062 5004.

Once logged in to your online account the RPW Online ‘Homepage’ will appear. To access the Small Scale Coastal Infrastructure Scheme Expression of Interest (EOI), you can scroll down on your home page and select it from here.



To access the Small Scale Coastal Infrastructure Scheme Expression of Interest Application Form, you can scroll down on your home page and select it from here.



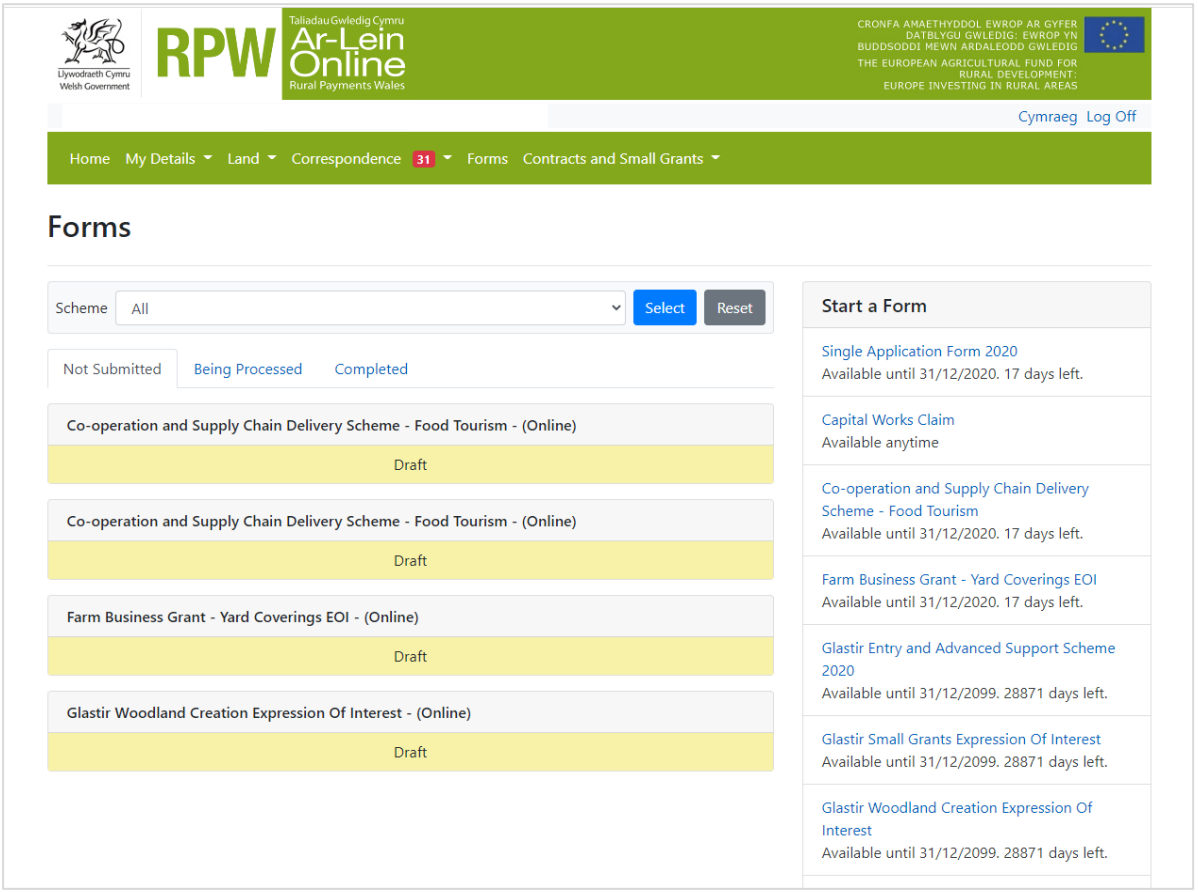
Or you can click the tab labelled **‘Forms’** on the RPW Online home screen, as shown below:

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 Small Scale Coastal Infrastructure Scheme EOI is displayed in.

Applications and Claims Page

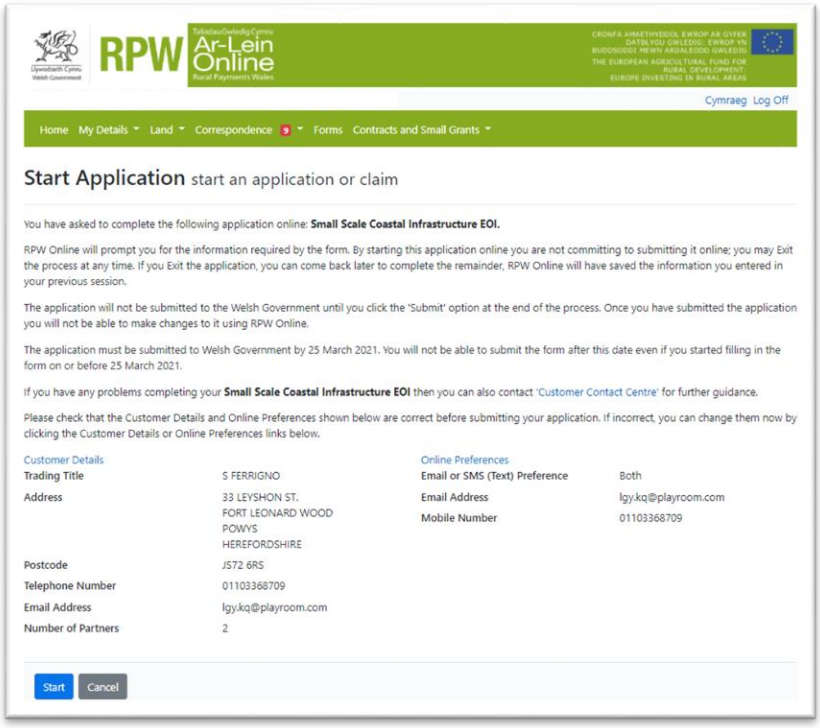
Once you have selected the ‘Forms’ tab you will see your forms that are available for you to complete.



Scroll down the page to select Small Scale Coastal Infrastructure Scheme Expression of interest form.

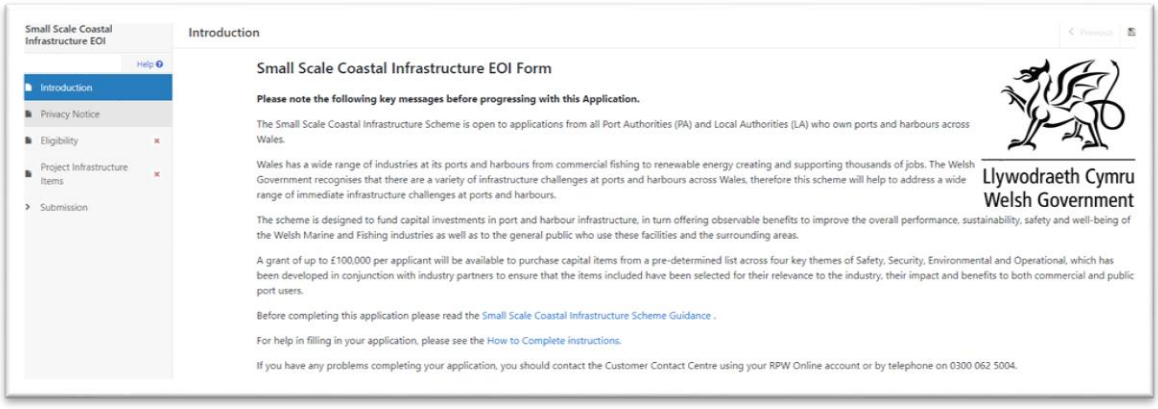
Small Scale Coastal Infrastructure Scheme – Getting Started

Once you have read the Small Scale Coastal Infrastructure Scheme General Rules Booklet at Rural grants and payments, to start your EOI click the **Start Button**.

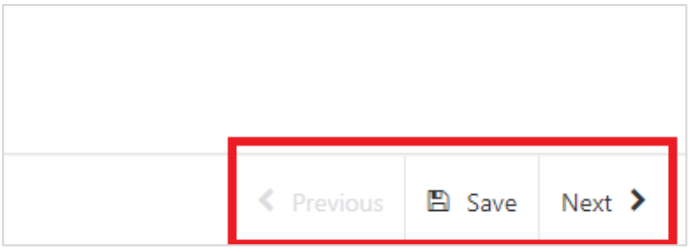


Small Scale Coastal Infrastructure Scheme Expression of Interest

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 Small Scale Coastal Infrastructure Scheme General Rules Booklet at [Rural grants and payments](#).

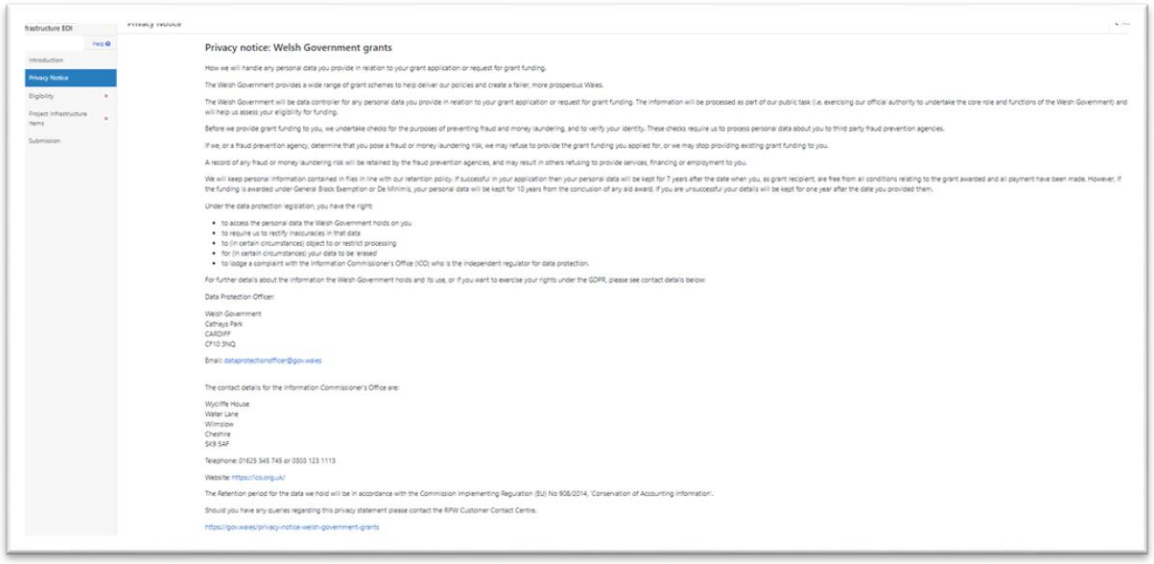


Once you have read the information click on the **Next Button**.



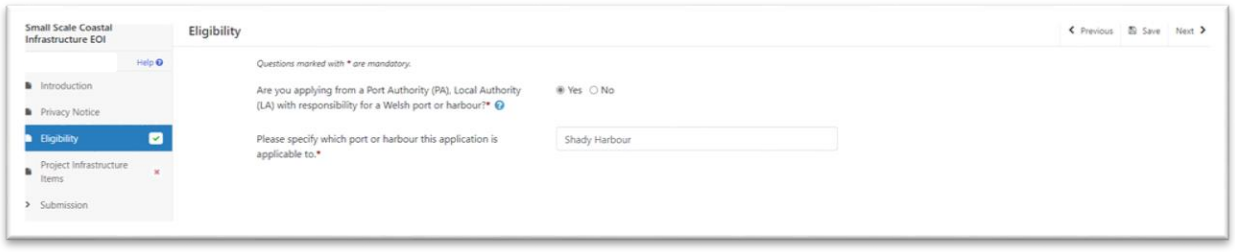
Privacy Notice

You must read the Privacy Notice.

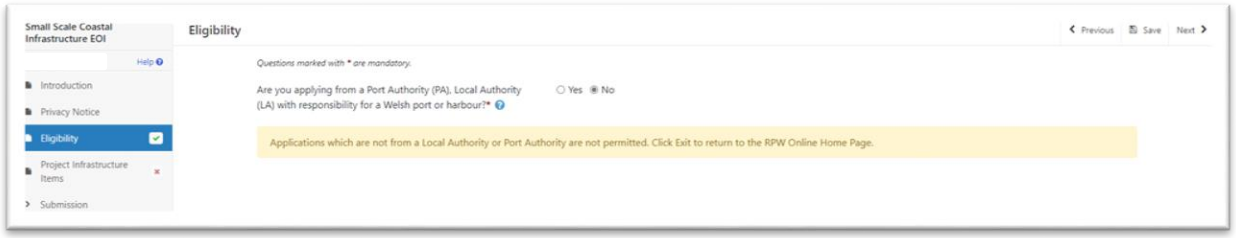


Once you have read the information click on the **Next Button**. Eligibility Questions

You must answer all questions on this page.



If you are not applying from a Port Authority or Local Authority, you will be shown a message to explain that you are not eligible and will be unable to continue.



Project Infrastructure Items

Before choosing your infrastructure items, ensure you have read the Small Scale Coastal Infrastructure Scheme Annex A – at the end of the Small Scale Coastal Infrastructure Scheme Guidance Booklet at Rural grants and payments. This will give you the specifications; cost and score for each item.

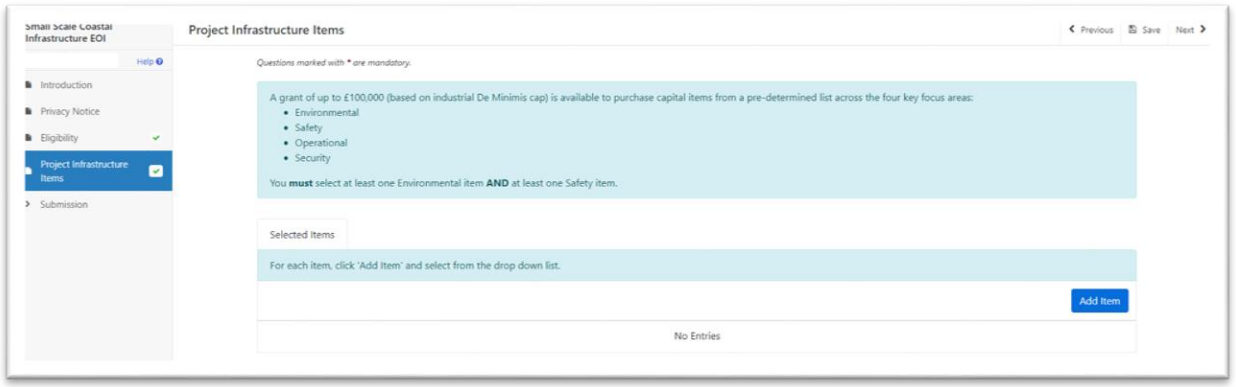
The maximum grant award is **£1000,000.**

An EOI total grant value over this amount will be capped to £100,000.

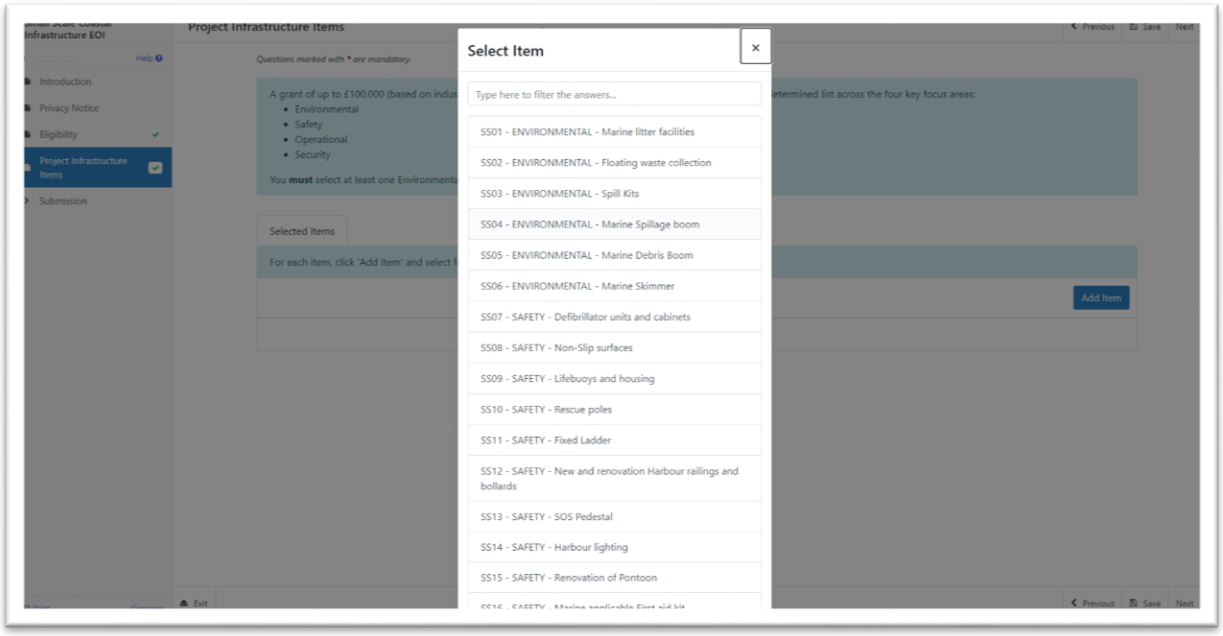
You are advised to obtain quotes for each infrastructure item you submit on your EOI. If your EOI is selected, any grant awarded will not be higher than that submitted on your EOI or that was capped to £100,000.

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

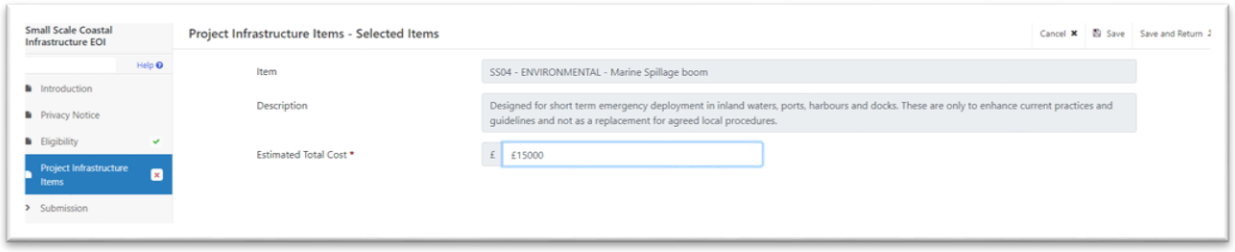
Click on the Add Item button below to see a drop-down list of all available items.



Select an item from the drop down box



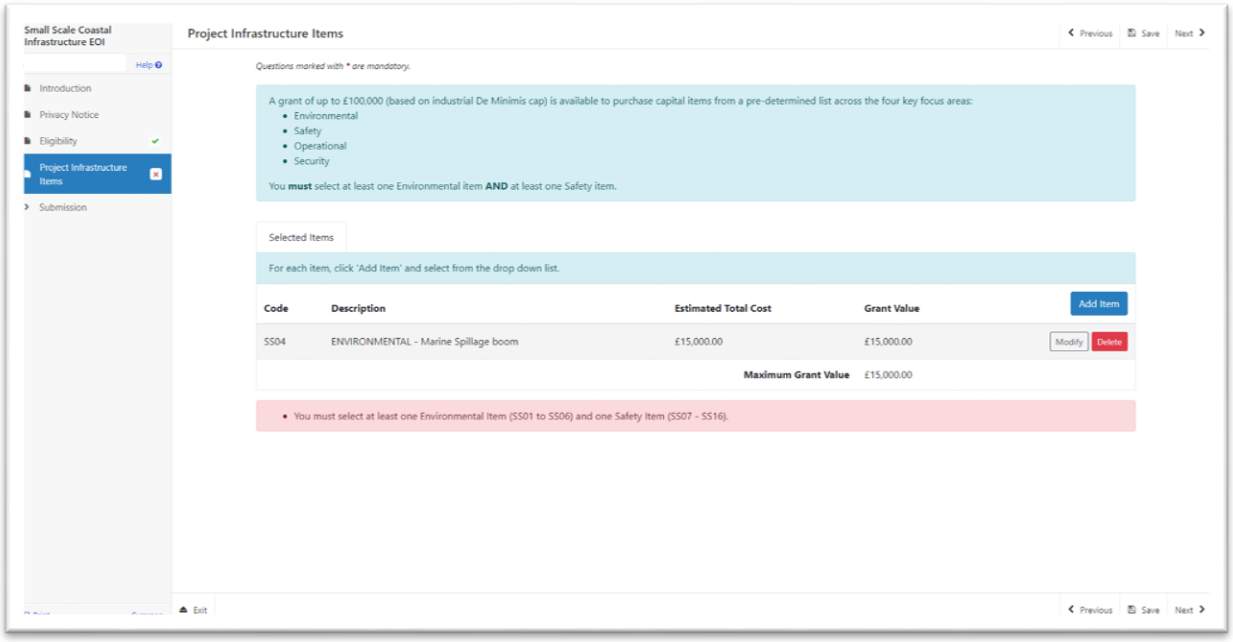
On the next screen, enter the Estimated Total cost of the item selected.



Click Save and Return

You must select at least one infrastructure item listed under Environmental and one infrastructure item under Safety to be eligible.

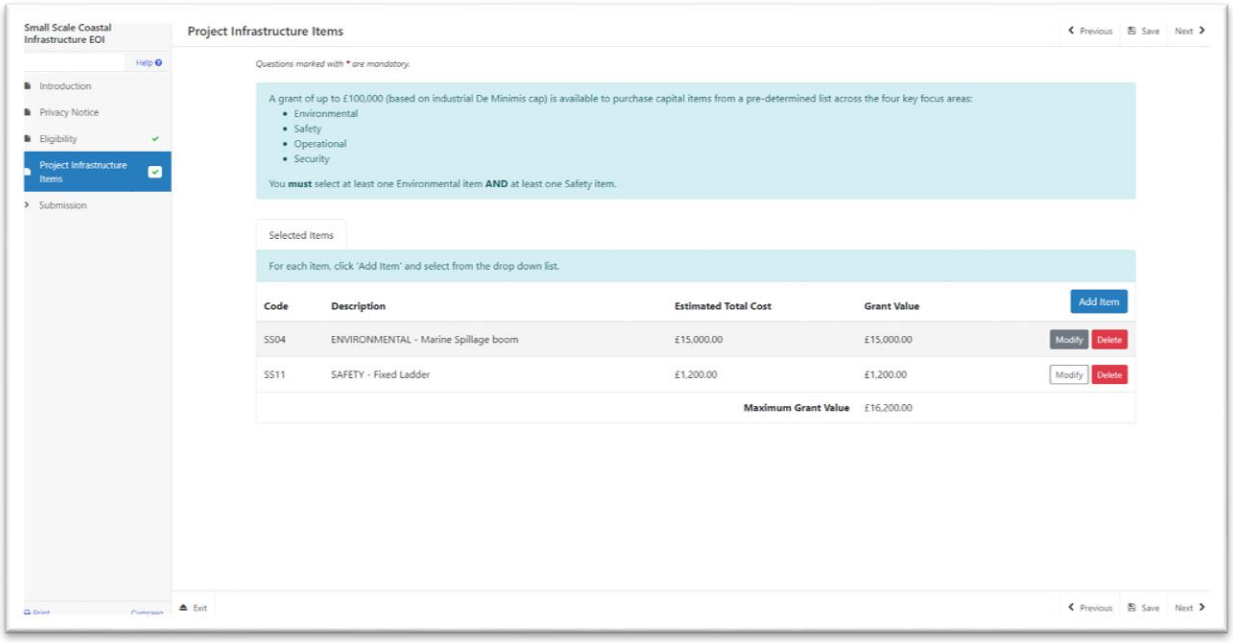
If you do not select one from each list, you will be shown a warning message and will not be allowed to continue with the EOI



To add another item, click on the Add Item again.

As you add items the running total will show here for all items selected.

If you are adding, removing or amending items click on the **Save Button** to refresh the page to ensure that it displays the correct totals.



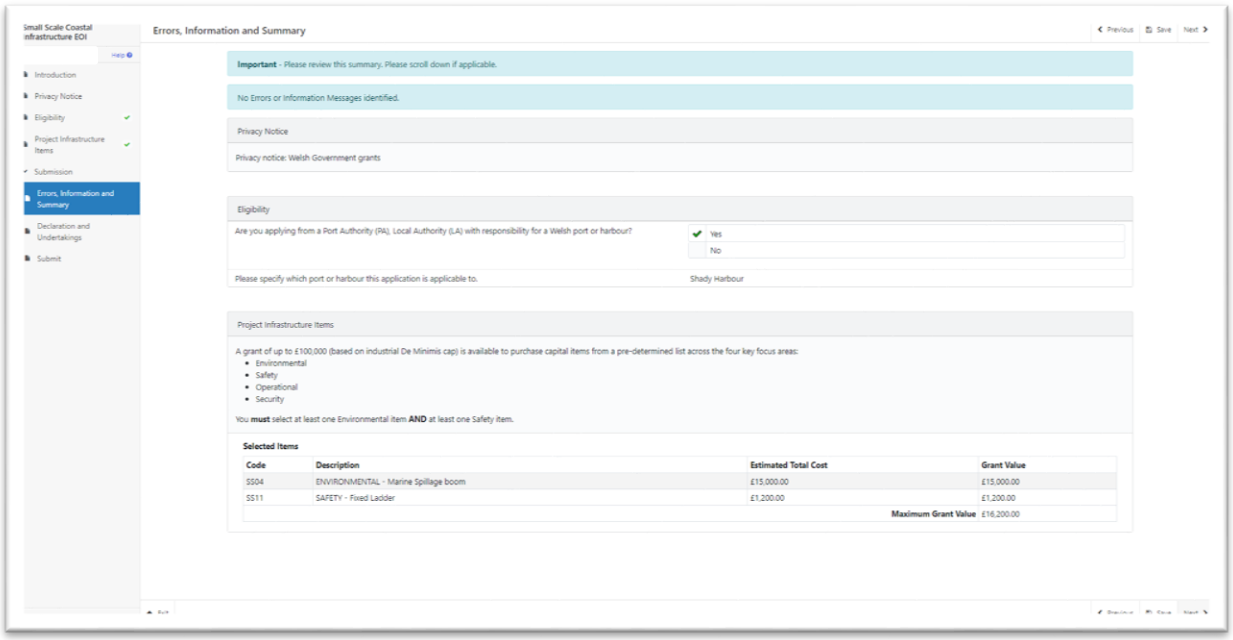
Once you have selected all your items click on the **Next Button**.

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 £100,000.

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

Submission Page – Errors, Information and Summary

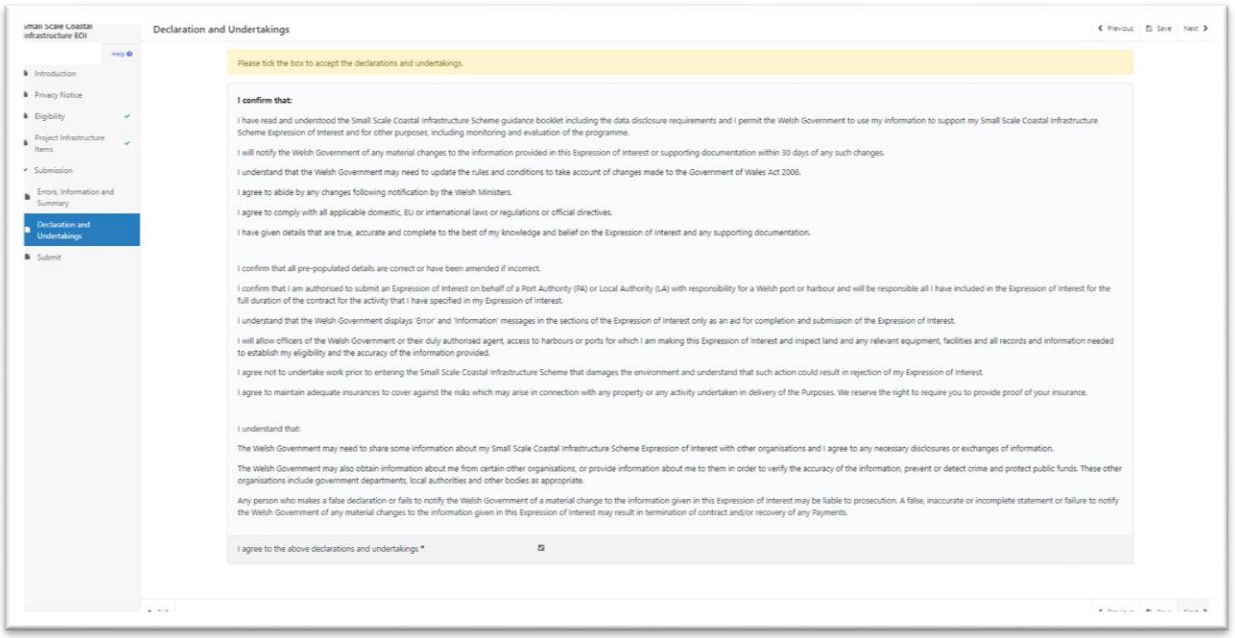
This gives a summary of the items you have selected and informs you of any errors or information messages on your application.



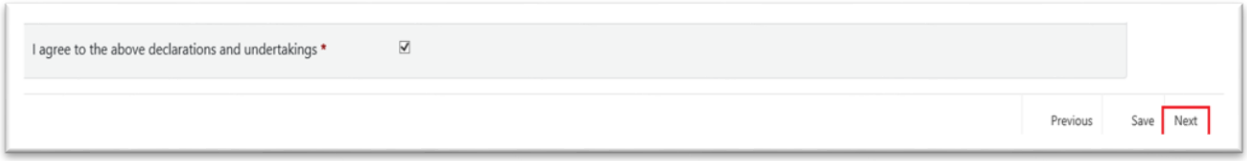
Once you have checked the summary and corrected any errors click on the **Next Button**.

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.

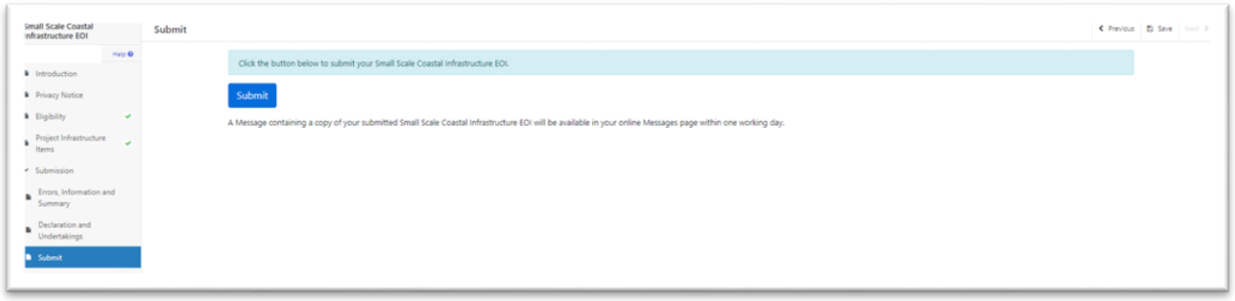


Once you have read and agreed the Declarations and Undertakings click on the **Next Button**.

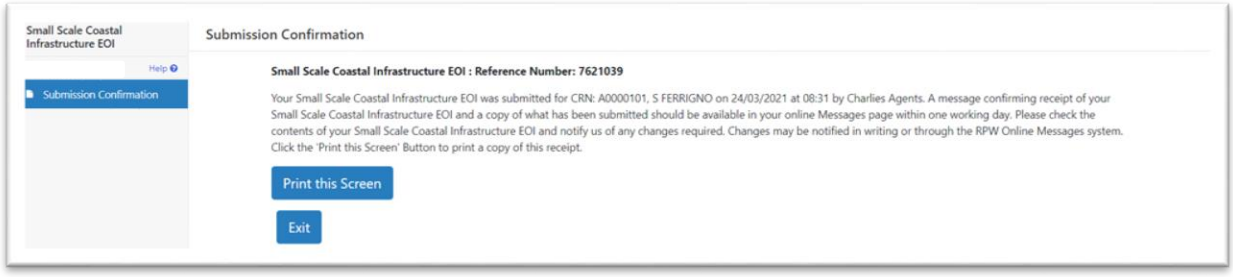


Submission Page – Submit

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 three-stages. An Expression of Interest via RPW Online, open for four weeks. If your EOI is selected, submission of a full application via RPW Online and then 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. Please ensure that you follow the guidance as failure to do so may delay appraisal.

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.

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