



Llywodraeth Cymru  
Welsh Government

# **Welsh Marine and Fisheries Scheme**

## **Energy Efficiency and Mitigation of Climate Change**

### *Full Application Form - How to Complete Guidance*

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# Information

This guide takes you through the steps to complete and submit your application for the Welsh Marine and Fisheries Scheme: Energy Efficiency and Mitigation of Climate Change funding round to the Welsh Government.

You will need to populate an online form providing the Welsh Government with details of your project. Only applications that have been selected at EoI stage will be subject to full appraisal for consideration of contract and award of grant.

Please read this guidance carefully. You will also need to refer to the [Welsh Marine and Fisheries Scheme Overarching guidance booklet](#) and the [Welsh Marine and Fisheries Scheme: Energy Efficiency and Mitigation of Climate Change guidance booklet](#) as these contain the full details of the opportunities available as well as the key eligibility criteria.

For selected projects, the amount of funding to be made available for each application will be decided during the appraisal of the application and will not be finalised until the assessment and appraisal processes have been completed. The final grant figure awarded, will not be higher than that stated in the application and where applicable capped to £100,000.

Applications must be submitted electronically via RPW online. Applications may be submitted at any time during the dates published for the opening and closing of the scheme window. There will be no opportunity for an extension.

There is no requirement for applicants to wait until the end of the application window. It is strongly recommended that the application is submitted as early as possible.

The plans and documents that you must complete and submit include:

- The Welsh Marine and Fisheries Scheme: Energy Efficiency and Mitigation of Climate Change Online Application.
- 3 year business plan
- 3 Years of Certified Accounts.
- 3 years of financial projections.
- Evidence of match funding available (bank loan, overdraft, etc.)
- Planning permission if appropriate and any other approvals/consents
- Any quotes received which form part of the full application.
- Evidence that the applicant is based in Wales and is a marine, seafood or aquaculture enterprise.

For applications from enterprises less than three years old, the available accounts will be considered.

If your investments require planning approval, if available, include any existing planning consents. (Evidence of planning approval will be required before any grant claim can be processed).

If information is missing from an application, we will request it, but this will slow down the appraisal of your application.

Please note: For any problems with RPW Online you should contact the RPW Online Helpdesk on 0300 062 5004.

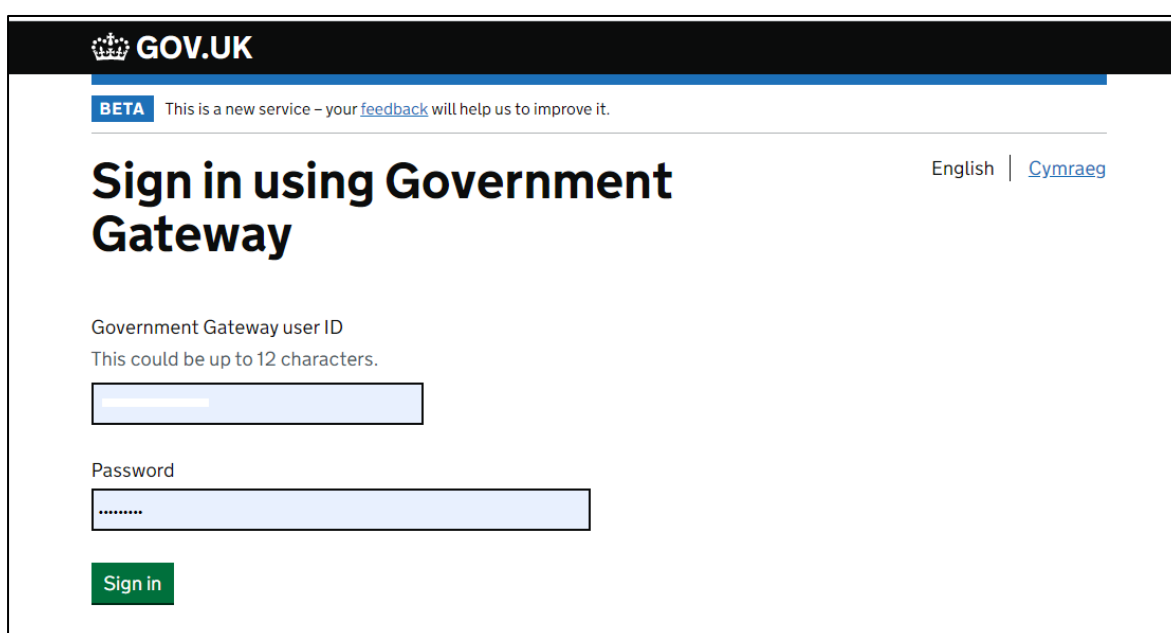
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# Registering for RPW Online

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.

## Rural Payments Wales Online Government Gateway Login page

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



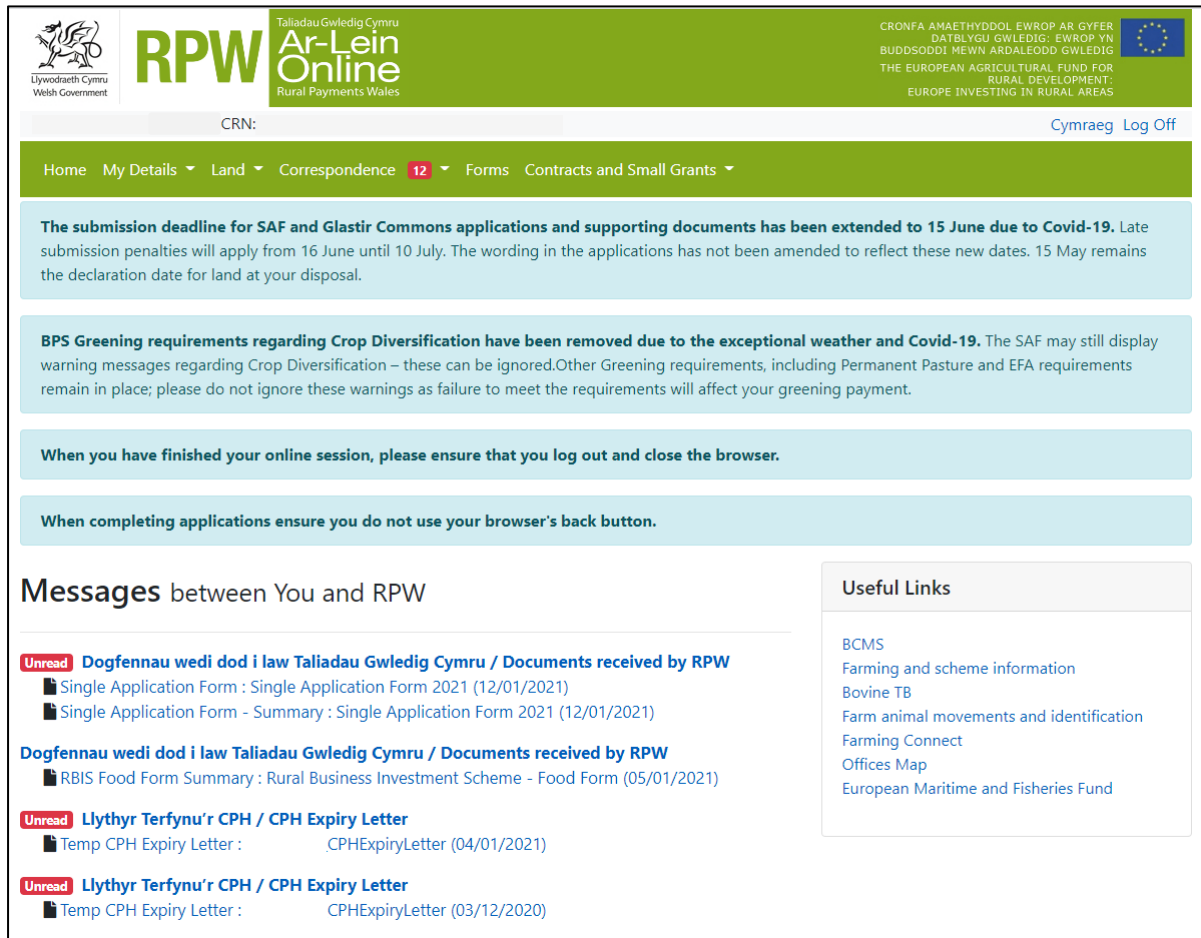
The screenshot shows the Government Gateway login page. At the top left is the GOV.UK logo. Below it is a 'BETA' banner with the text 'This is a new service – your [feedback](#) will help us to improve it.' On the right side, there are language options: 'English' and 'Cymraeg'. The main heading is 'Sign 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 located below the password field.

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

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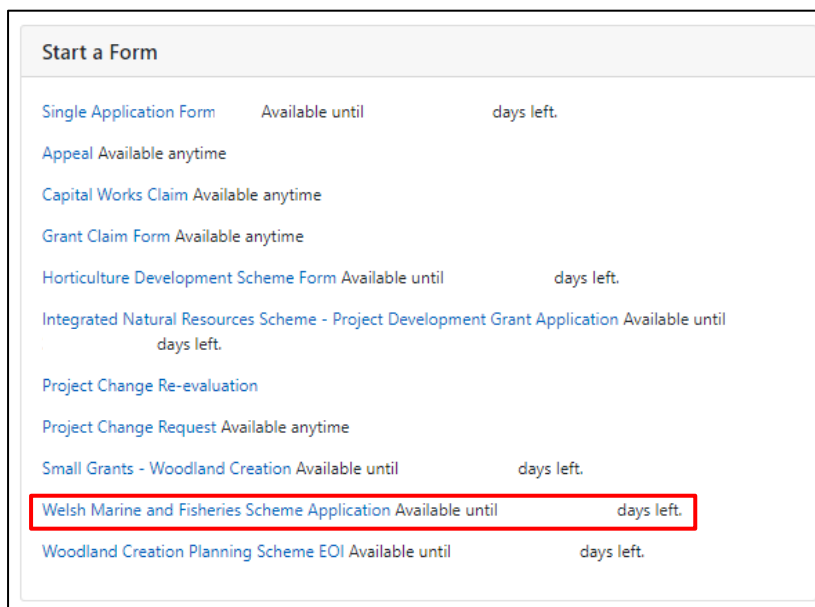
# Home Page

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



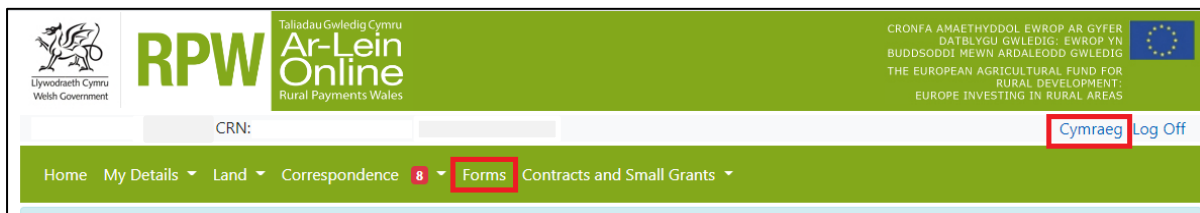
The screenshot shows the RPW Online Home Page. At the top, there are logos for Llywodraeth Cymru (Welsh Government), RPW (Rural Payments Wales), and the European Union. The main navigation bar includes links for Home, My Details, Land, Correspondence (with a notification badge for 12), Forms, and Contracts and Small Grants. Below the navigation bar, there are several informational messages: a notice about the extension of the submission deadline for SAF and Glastir Commons applications to 15 June; a notice about the removal of BPS Greening requirements regarding Crop Diversification; and two reminders to log out and not use the browser's back button. The page is divided into two main sections: Messages and Useful Links. The Messages section lists several unread documents received by RPW, including Single Application Forms and CPH Expiry Letters. The Useful Links section provides quick access to various resources like BCMS, Farming and scheme information, and the European Maritime and Fisheries Fund.

In the Start a Form section at the bottom of the Home screen, click the relevant scheme name you wish to apply for. The Welsh Marine and Fisheries Scheme: Energy Efficiency and Mitigation of Climate Change form will be available here until the closing date of the window.



The screenshot shows the 'Start a Form' section of the RPW Online Home Page. It lists various application forms and their availability. The 'Welsh Marine and Fisheries Scheme Application' is highlighted with a red box, indicating it is available until a certain date. Other forms listed include Single Application Form, Appeal, Capital Works Claim, Grant Claim Form, Horticulture Development Scheme Form, Integrated Natural Resources Scheme - Project Development Grant Application, Project Change Re-evaluation, Project Change Request, Small Grants - Woodland Creation, and Woodland Creation Planning Scheme EOI.

Or you can click the tab labelled '**Forms**' on the RPW Online home page, 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 Welsh Marine and Fisheries Scheme Application Form is displayed in.

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# Forms Page

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

The screenshot displays the RPW Ar-Lein Online interface. At the top, there is a header with the RPW logo and the text 'Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales'. To the right, there is a banner for the European Agricultural Fund for Rural Development. Below the header, a navigation menu includes 'Home', 'My Details', 'Land', 'Correspondence', 'Forms', and 'Contracts and Small Grants'. The 'Forms' section is active, showing a 'Scheme' dropdown set to 'All' and buttons for 'Select' and 'Reset'. There are three tabs: 'Not Submitted', 'Being Processed', and 'Completed'. The main content area shows a table with one entry: 'Welsh Marine and Fisheries Scheme Application - (Online)' with a status of 'Draft'. On the right, a 'Start a Form' sidebar lists various forms, including 'Single Application Form', 'Appeal', 'Capital Works Claim', 'Grant Claim Form', 'Horticulture Development Scheme Form', 'Integrated Natural Resources Scheme - Project Development Grant Application', 'Project Change Re-evaluation', 'Project Change Request', 'Small Grants - Woodland Creation', 'Welsh Marine and Fisheries Scheme Application' (highlighted in a red box), and 'Woodland Creation Planning Scheme EOI'. Each form entry includes its name and 'Available until' information.

Scroll down the page to select the form you wish to submit.

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# Welsh Marine and Fisheries Scheme: Energy Efficiency and Mitigation of Climate Change Form – Start Application

## Single Application

It is advisable to have read the Welsh Marine and Fisheries Scheme Overarching guidance booklet and the Welsh Marine and Fisheries Scheme: Energy Efficiency and Mitigation of Climate Change guidance booklet before starting the application form.

The screenshot shows the RPW Ar-Lein Online interface. At the top, there is a green header with the RPW logo and text in Welsh and English. Below the header is a navigation menu with options like Home, My Details, Land, Correspondence, Forms, and Contracts and Small Grants. The main content area is titled 'Start Application start an application or claim'. A message box states: 'You have asked to complete the following application online: Welsh Marine and Fisheries Scheme Application - Energy Efficiency and mitigation of climate change - Project13.' Below this, there is explanatory text about the application process, including a warning that the application will not be submitted until the 'Submit' option is clicked. There are also links for 'Customer Details' and 'Online Preferences'. The 'Customer Details' section includes fields for Trading Title, Address, Postcode, Telephone Number, Email Address, and Number of Partners. The 'Online Preferences' section includes fields for Email or SMS (Text) Preference, Email Address, and Mobile Number. At the bottom of the form, there are 'Start' and 'Cancel' buttons. The footer contains links for Guidance Documents, Contact Us, Copyright Statement, and Accessibility Statement.

To start your application form, click the **Start** Button.

This page provides some information prior to starting the application. It includes a Customer Contact Centre link if required, 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.

## Continue Application/Start Again

Once you start your application, you have the option to leave it and return to it again. If you are accessing an application that you have started previously, then you will be able to Continue (blue button at the bottom of the screen), or Start Again by clicking the link shown on this screenshot:

The screenshot shows the RPW Ar-Lein Online interface. At the top, there are logos for the Welsh Government and the European Union, along with text in Welsh and English regarding the Rural Payments Wales scheme and the European Agricultural Fund for Rural Development. A navigation bar includes links for Home, My Details, Land, Correspondence (with a '56' notification), Forms, and Contracts and Small Grants. The main heading is 'Continue Application continue an application or claim'. The text explains that the user has an existing 'Welsh Marine and Fisheries Scheme Application' and offers the option to 'Start Again' (highlighted with a red box) to remove the existing application and start a new one with the latest data. It also provides information about the submission process, including a deadline and a contact link for the Customer Contact Centre. At the bottom, there are links for 'Customer Details' and 'Online Preferences' with sub-links for 'Trading Title', 'Address', 'Postcode', 'Telephone Number', 'Email Address', and 'Number of Partners'. A status bar indicates the user is working on the 'Welsh Marine and Fisheries Scheme Application' which was last updated on 06/03/2023 at 13:09 by Charles Estate Agent. At the very bottom, there are two buttons: 'Continue' (highlighted with a red box) and '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 added.

If you are sure you wish to Start Again, click Yes or if you do not click No, as shown in this screen:

The screenshot shows the RPW Ar-Lein Online interface. At the top, there is a green header with the RPW logo and text in Welsh and English. Below the header, there is a navigation bar with links for Home, My Details, Land, Correspondence (with a red '56' notification), Forms, and Contracts and Small Grants. The main content area is titled 'Welsh Marine and Fisheries Scheme Application - Delete / Start Again'. It contains a paragraph explaining that this option will remove the application and undo all changes. Below this, there is a list of actions: 'remove all of the information that you have added' and 'un-set all of the questions that you have answered'. A question asks 'Do you wish to proceed with this option?'. There are two buttons: a blue 'Yes' button (highlighted with a red box) and a grey 'No' button. At the bottom, there are links for Guidance Documents, Contact Us, Copyright Statement, and Accessibility Statement.

## Multiple Applications

To start one of your application forms, select from the drop-down box the relevant Project and click the **Start** Button.

Taliadau Gwledig Cymru  
**Ar-Lein Online**  
Rural Payments Wales

CRONFA AMAETHYDDOL EWROP AR GYFER  
DATBLYGU GWLEDIG: EWROP YN  
BUDDSODDI MEWR ARDALEDDO GWLEDIG  
THE EUROPEAN AGRICULTURAL FUND FOR  
RURAL DEVELOPMENT  
EUROPE INVESTING IN RURAL AREAS

CRN:  [Cymraeg](#) [Log Off](#)

Home
My Details ▾
Land ▾
Correspondence 12 ▾
Forms
Contracts and Small Grants ▾

You have asked to complete the following application online: **Welsh Marine and Fisheries Scheme Application**. Select one of the following to start the application:

Please Select ▾

Please Select  
Energy Efficiency and mitigation of climate change - Project27 (Submission Deadline:            ) )  
Energy Efficiency and mitigation of climate change - Project7 (Submission Deadline:            ) )

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.

If you have any problems completing your **Welsh Marine and Fisheries 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.

<p><a href="#">Customer Details</a></p> <p>Trading Title</p> <p>Address</p> <p>Postcode</p> <p>Telephone Number</p> <p>Email Address</p> <p>Number of Partners</p>	<p><a href="#">Online Preferences</a></p> <p>Email or SMS (Text) Preference</p> <p>Email Address</p> <p>Mobile Number</p>
--	---

Start
Cancel

[Guidance Documents](#)
[Contact Us](#)
[Copyright Statement](#)
[Accessibility Statement](#)

Once you have started an application and leave it and return to it again, you will enter the 'Select Application' screen. Here you can Continue the application you have started (blue button at the side of the screen next to the project name) or you can select another application to begin by clicking the **'Start new Application'** button.



**RPW**

Taliadau Gwledig Cymru  
**Ar-Lein Online**  
Rural Payments Wales

CRONFA AMAETHYDDOL EWROP AR GYFER  
DATBLYGU GWLEDIG: EWROP YN  
BUDDSODDI HEWIN ARDALEODD GWLEDIG  
THE EUROPEAN AGRICULTURAL FUND FOR  
RURAL DEVELOPMENT:  
EUROPE INVESTING IN RURAL AREAS



CRN:

[Cymraeg](#) [Log Off](#)

[Home](#) [My Details](#) [Land](#) [Correspondence](#) **12** [Forms](#) [Contracts and Small Grants](#)

## Select Application select an application or claim

### Draft Applications

You have the following Draft applications:

Application Name	Last Updated	Updated By	Submission Deadline
Welsh Marine and Fisheries Scheme Application - Energy Efficiency and mitigation of climate change - Project27			<a href="#">Continue Application</a>

### Available Applications

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

Application Name	Submission Deadline
Welsh Marine and Fisheries Scheme Application - Energy Efficiency and mitigation of climate change - Project7	

[Start new Application](#) [Back](#)

[Guidance Documents](#)

[Contact Us](#)

[Copyright Statement](#)

[Accessibility Statement](#)

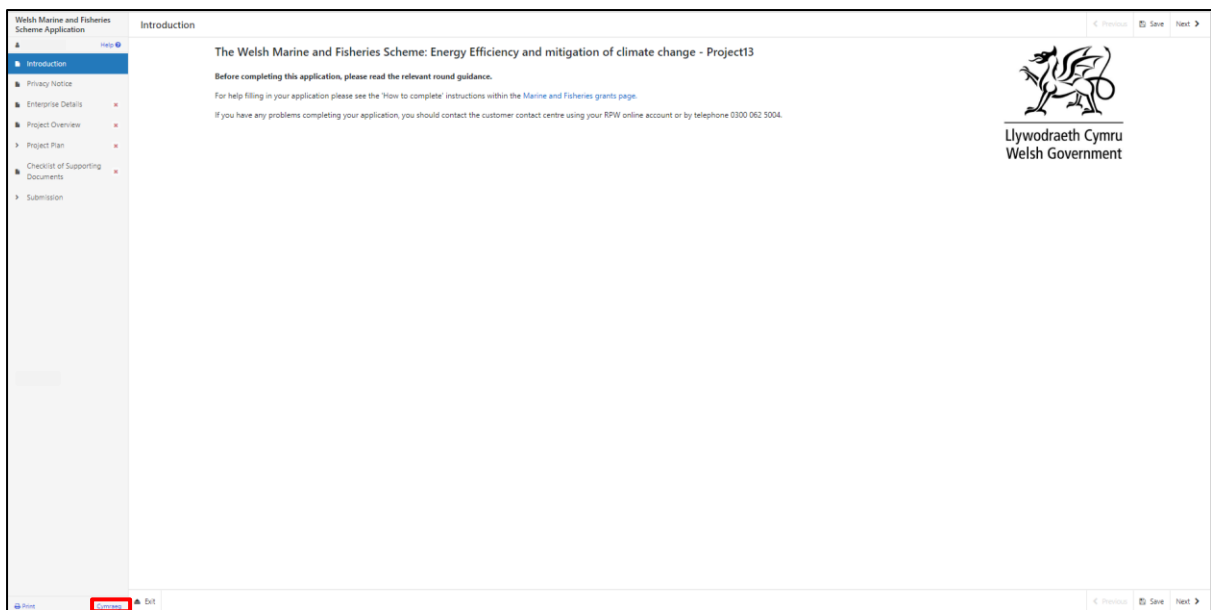
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# Introduction

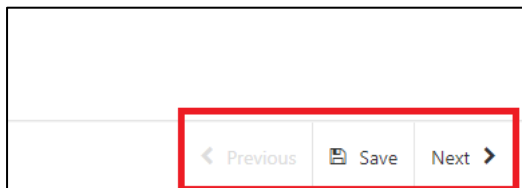
This is the introduction page which advises you prior to completing the application to read the [Energy Efficiency and Mitigation of Climate Change guidance](#).

There is a link to the Marine and Fisheries grants page at the top left of this screen, which will direct you to the How to Complete Guide on the Welsh Government website.

On the left the different sections 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 we can identify. There are various navigation buttons at the top and bottom of the form. Also, if you wish to switch between English and Welsh there is a button to do so at the bottom left of the screen as shown in the screenshot below:



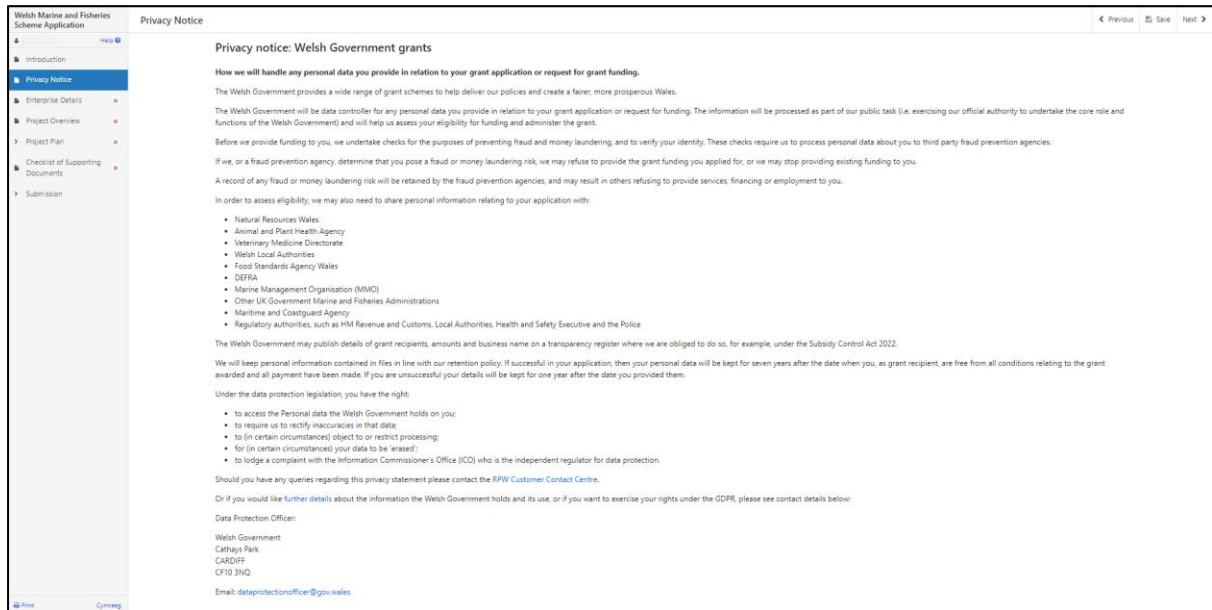
Once you have read the information click on the **Next** Button.



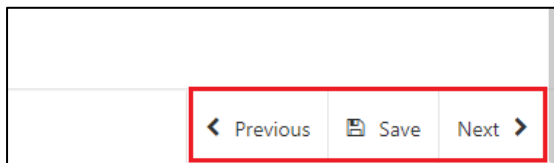
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# Privacy Notice

The Privacy Notice page is where we set out your rights and what we may need to do with your information in order to process your application. You must read the Privacy Notice.



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



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# Enterprise Details

The Enterprise Details page is where you will provide information regarding your enterprise such as what type of enterprise / organisation you have, any reference numbers that apply, what size your enterprise/organisation is and how many members of staff you have (if applicable). This information will be used to help us establish your eligibility for the grant in question.

Most of the questions in this section are mandatory and you will not be able to submit your form without completing them.

The screenshot shows a web application interface for the 'Wildlife Marine and Fisheries Scheme Application'. The main heading is 'Enterprise Details'. A sidebar on the left contains a navigation menu with items: Introduction, Privacy Notice, Enterprise Details (highlighted), Project Overview, Project Plan, Checklist of Supporting Documents, and Submission. The main content area is titled 'Enterprise Status' and contains the following sections:

- Questions marked with \* are mandatory.**
- Enterprise Status**  
What type of Enterprise is this application for\*
  - Sole Trader
  - Partnership
  - Private Limited Company
  - Public sector organisation
  - Co-operative, Industrial and Provident Society or Mutual
  - Charity / Third Sector
  - Private Company Limited by Guarantee
  - Local Community Groups
  - Community Interest Companies
  - Other
- If the Enterprise is an incorporated legal entity please supply a copy of the Memorandum & Articles.
- Does the Enterprise Trade under another name? \*
  - Yes
  - No
- Enterprise**  
Please provide all of the following Enterprise / Organisation Reference Numbers that apply:
  - Company Registration Number:
  - Charity Number:
  - Mutuals Public Registration Number:
  - Vessel Licence Numbers:  (0 / 500)
  - Vessel Ownership details – Please list all registered owners of this vessel:  (0 / 500)
  - Vessel Registry of Seamen and Shipping (RSS) number:  (0 / 500)



Certain questions may prompt you to provide more detail depending on the answer you provide as shown below.

Welsh Marine and Fisheries Scheme Application

Enterprise Details

Company Registration Number

Charity Number

Mutuals Public Registration Number

Vessel Licence Numbers

Vessel Ownership details – Please list all registered owners of this vessel

Vessel Registry of Seamen and Shipping (RSS) number

Are you VAT registered?\*  
Enter VAT Number\*

Is the Enterprise a member of a group of companies?\*  
Please give the name of the immediate parent company, and if different the ultimate parent company and the country or countries in which they are registered\*

Does the Enterprise have directors or trustees?\*  
Please give details of all of the directors or trustees\*

Is the Enterprise a wholly owned subsidiary?\*

0 / 500

0 / 500

0 / 500

0 / 500

0 / 255

0 / 500

Yes  No

Yes  No

Yes  No

Yes  No

Once you have answered all of the questions click on the **Next** Button.

< Previous Save Next >

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# Project Overview

The Project Overview Page is where you will need to provide some general information on the Project such as the project name, description, location address and start and end dates.

The questions in this section are mandatory and you will not be able to submit your form without completing them.

The screenshot shows the 'Project Overview' page of the 'Welsh Marine and Fisheries Scheme Application'. The page contains several mandatory fields marked with an asterisk (\*):

- Project Name\*
- Project Description\* (with a character count of 0 / 500)
- Project Postcode\* (with a 'Find Address' button next to it)
- Project Location Address\* (with a multi-line text input area)
- Project Timetable section, including:
  - Project Start Date\* (with a date input field and a calendar icon)
  - Project End Date\* (with a date input field and a calendar icon)

Navigation buttons for 'Previous', 'Save', and 'Next' are visible at the top right and bottom right of the page.

Enter your postcode into to box and select the **Find Address** button.

The 'Find Address' dialog box shows a search input field containing the postcode 'SA71 5NA' and a 'Find Address' button. Below the input field is a list of address suggestions:

- 1 Honeyhill Grove
- 2 Honeyhill Grove
- 3 Honeyhill Grove
- 4 Honeyhill Grove
- 5 Honeyhill Grove
- 6 Honeyhill Grove
- 7 Honeyhill Grove
- 8 Honeyhill Grove
- 9 Honeyhill Grove
- 10 Honeyhill Grove

A 'Cancel' button is located at the bottom right of the dialog box.

Select the address from the list provided. You then need to enter your Project start and end dates. You can either type in the date manually or select the calendar icon as highlighted below. All claims must be submitted by 31 March 2024.

**Project Timetable**

Project Start Date\*

Project End Date\*

dd/mm/yyyy

		Feb		2023			
Mo	Tu	We	Th	Fr	Sa	Su	
30	31	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	1	2	3	4	5	
6	7	8	9	10	11	12	

Print Cymraeg Exit

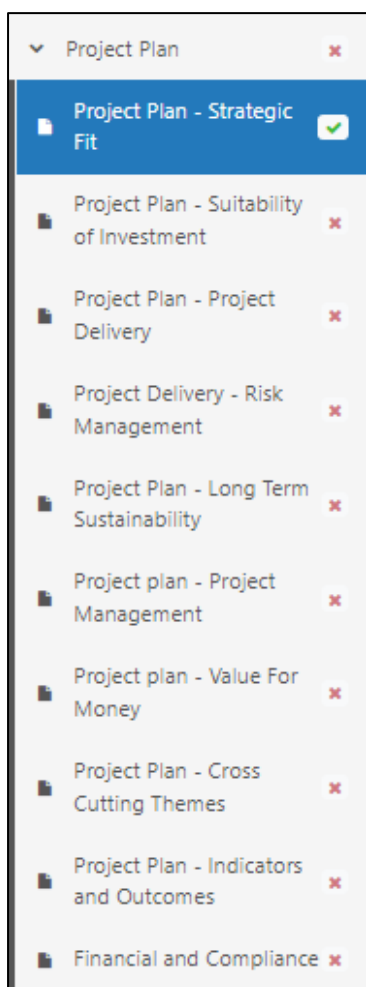
When you have finished filling in your answers, select the **Next** button.

<span>◀ Previous</span> <span>Save</span> <span>Next ▶</span>

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# Project Plan

The next section of the form is concerned with your Project Plan. All applicants for grant assistance must complete a Project Plan. The Project Plan is a standard template that has ten headings.



The information provided under each of the headings will be used in the assessment and appraisal process from which a decision can be taken about the award of grant assistance to the project.

**Please note that if further information is required this may delay the appraisal of the application so we recommend you follow the guidance carefully in order to provide the information requested. However, if anything is unclear or we require more information we will contact you.**

**It is important to note that the amount of detail given in each section must be appropriate and proportionate to the scope and scale of the intended project.**

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# Project Plan - Strategic Fit

The Strategic Fit section is where you will need to explain how the proposed Project will make a contribution to the strategic aims and objectives of the Funding Round which are to support Energy Efficiency and Mitigation of Climate Change:

- Research in understanding, establishing baselines and reduction of carbon (and other greenhouse gas) emissions.
- Improve energy efficiency.
- Mitigate and adapt to the effects of climate change.

You will need to provide clear explanations on how the proposed investment will contribute to the strategic aims and objectives of the scheme and demonstrate why the investment is required.

The Strategic fit section screen is shown in the screenshot below:

The text boxes are expandable and allow up to 4000 characters. This is not the number of words allowed, but the number of characters. The questions in this section are mandatory and you will not be able to submit your form without completing them.

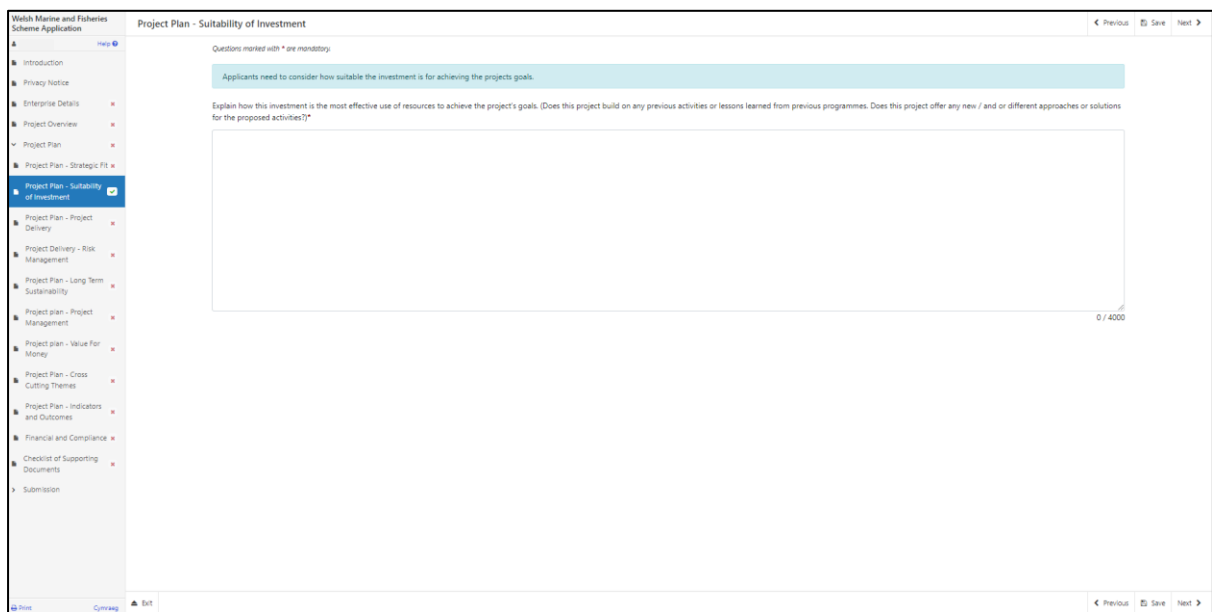
When you have finished filling in your answers, select the **Next** button.

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# Project Plan - Suitability of Investment

The suitability of investment page is where you will need to provide details to enable the evaluation of how suitable the investment is for achieving the project's goals.

You will need to explain how the investment is the most effective use of resources to achieve the projects goals. Does the project build on any previous lessons learned from previous programmes, and does it offer any new / and or different approaches or solutions for the proposed activities.

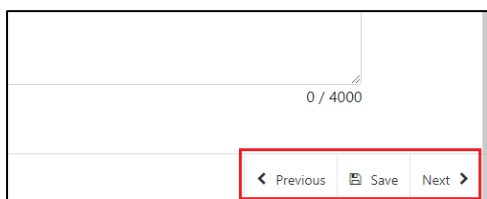


The screenshot shows a web application interface for a 'Wales Marine and Fisheries Scheme Application'. The main heading is 'Project Plan - Suitability of Investment'. A sidebar on the left contains a navigation menu with items like 'Introduction', 'Privacy Notice', 'Enterprise Details', 'Project Overview', 'Project Plan', 'Project Plan - Strategic Fit', 'Project Plan - Suitability of Investment' (which is highlighted), 'Project Plan - Project Delivery', 'Project Delivery - Risk Management', 'Project Plan - Long Term Sustainability', 'Project plan - Project Management', 'Project plan - Value For Money', 'Project Plan - Cross Cutting Themes', 'Project Plan - Indicators and Outcomes', 'Financial and Compliance', 'Checklist of Supporting Documents', and 'Submission'. The main content area contains a question: 'Applicants need to consider how suitable the investment is for achieving the projects goals. Explain how this investment is the most effective use of resources to achieve the project's goals. (Does this project build on any previous activities or lessons learned from previous programmes. Does this project offer any new / and or different approaches or solutions for the proposed activities?)'. Below the question is a large text input area with a character count '0 / 4000' at the bottom right. At the top and bottom of the form, there are navigation buttons: '< Previous', 'Save', and 'Next >'.

The text boxes are expandable and allow up to 4000 characters. This is not the number of words allowed, but the number of characters.

The questions in this section are mandatory and you will not be able to submit your form without completing them.

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



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## Project Plan - Project Delivery

The Project Delivery page is where you will provide a plan of the work that the Enterprise intends to undertake.

In this section, you need to provide an explanation of what you want the funding for and who is needed to achieve it including:

- A timetable of delivery for all activities and stages of your project.
- How you intend to deliver your project.
- Key activities that will need to be undertaken.
- Resources that will be required during implementation.
- Who will manage the work.
- Describe how timescales have been determined.

A screenshot of a web application interface for 'Project Plan - Project Delivery'. The page has a left-hand navigation menu with various sections like 'Introduction', 'Privacy Notice', 'Enterprise Details', 'Project Overview', 'Project Plan', 'Project Plan - Strategic Fit', 'Project Plan - Suitability of investment', 'Project Plan - Project Delivery' (which is highlighted in blue), 'Project Delivery - Risk Management', 'Project Plan - Long Term Sustainability', 'Project plan - Project Management', 'Project plan - Value For Money', 'Project Plan - Cross Cutting Themes', 'Project Plan - Indicators and Outcomes', 'Financial and Compliance', 'Checklist of Supporting Documents', and 'Submission'. The main content area contains several sections: a header 'Questions marked with \* are mandatory', a text input field with the prompt 'Describe how you intend to deliver your project. What will be the key activities that will need to be undertaken, the resources that will be required during implementation and who will manage the work.', another text input field with the prompt 'Please provide an overview of activities to deliver your project (you will be required to input the activities individually below).', a section titled 'Project Activities' with a prompt 'Click 'Add Activity' to add details for each stage of the Project.' and an 'Add Activity' button. At the bottom of the main content area, it says 'No Entries'. The page has a top navigation bar with 'Previous', 'Save', and 'Next' buttons, and a bottom navigation bar with 'Previous', 'Save', and 'Next' buttons. The page title is 'Project Plan - Project Delivery' and the page number is '0 / 4000'.

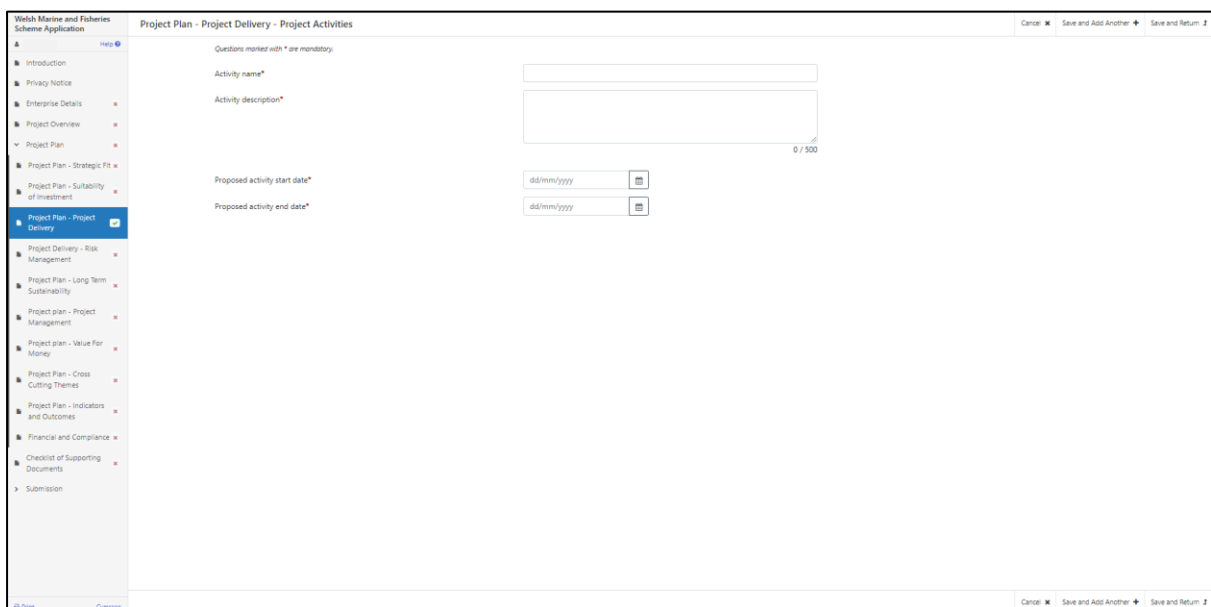
The text boxes are expandable and allow up to 4000 characters. This is not the number of words allowed, but the number of characters.

The questions in this section are mandatory and you will not be able to submit your form without completing them.

When you have completed the first question, you will need to add the Project Activities. Select the **Add Activity** button to proceed.

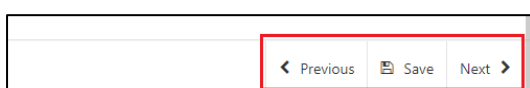


Once you have selected the **Add Activity** button you will see the following page.



Here you need to enter the name and description of the Activity, a proposed start and end date for it. Simply select the **calendar** button to add your dates. Once you have entered all your information, select either **Save and Add Another** button (to add another activity) or **Save and Return** button (if you are finished). You may enter as many project activities as you wish.

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



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# Project Plan – Project Delivery - Risk Management

The Delivery - Risk and Risk Management page is where you will use a table to set out a summary of at least the top five risks that might affect the delivery of the project and the achievement of outputs and objectives of the project that includes:

- What the risk is
- What the likelihood is of it happening during the time that the project is being delivered?
- What the consequences to the project would be if it did happen?
- What steps will be taken to reduce the risk?

The question in this section is mandatory and you will not be able to submit your form without adding at least 5 risks.

Click **Add Risk** to start inputting your first risk.

The screenshot shows a web application interface for 'Project Delivery - Risk Management'. On the left is a sidebar with a tree view of navigation items, including 'Introduction', 'Privacy Notice', 'Enterprise Details', 'Project Overview', 'Project Plan', 'Project Plan - Strategic Fit', 'Project Plan - Suitability of Investment', 'Project Plan - Project Delivery', 'Project Delivery - Risk Management' (highlighted), 'Project Plan - Long Term Sustainability', 'Project plan - Project Management', 'Project plan - Value For Money', 'Project Plan - Cross Cutting Themes', 'Project Plan - Indicators and Outcomes', 'Financial and Compliance', 'Checklist of Supporting Documents', and 'Submission'. The main content area has a title 'Project Delivery - Risk Management' and navigation links for 'Previous', 'Save', and 'Next'. Below the title, there is a section for 'Questions marked with \* are mandatory'. A light blue box contains the text: '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. Give details of the key risks that might affect the delivery of the project. Please make at least 5 entries.' Below this is a 'Risk Table' section with a light blue header and a text prompt: 'Click 'Add Risk' to add risk details.' A red 'Add Risk' button is located at the bottom right of the table area. Below the table, it says 'No Entries'. At the bottom of the page, there are 'Risk', 'Cancel', and 'Exit' buttons on the left, and 'Previous', 'Save', and 'Next' buttons on the right.

Once you click this it will bring up the entry screen as shown in the screenshot below:

Welsh Marine and Fisheries Scheme Application

Project Delivery - Risk Management - Risk Table

Cancel Save and Add Another Save and Return

Questions marked with \* are mandatory.

What is the risk?\*

During the delivery of this project what is the likelihood of this happening?\*

Please Select

What would the consequences be if it did happen?\*

What mitigation actions will you take to reduce the risk?\*

Welsh Marine and Fisheries Scheme Application

Project Delivery - Risk Management - Risk Table

Cancel Save and Add Another Save and Return

Once you have entered all your information, select **Save and Add Another** button to add another activity or **Save and Return** button if you are finished.

You will need to complete this for at least 5 different risks. If you do not provide at least 5 then an error message will show, and this section will not show as completed as shown in the screenshot below:

Project Delivery - Risk Management

Previous Save Next

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. Give details of the key risks that might affect the delivery of the project. Please make at least 5 entries.

Risk Table

Click 'Add Risk' to add risk details. Please make at least 5 entries.

Add Risk

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

Previous Save Next

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# Project Plan – Long Term Sustainability

The long-term sustainability page is where you explain, including evidence, how the anticipated investment will have a positive impact on the long-term sustainability of the enterprise. Including how the investment might encourage future investments.

Welsh Marine and Fisheries Scheme Application

Project Plan - Long Term Sustainability

Questions marked with \* are mandatory

Applicants need to consider how the investment will affect the Enterprise in the long term.

What impact will the investment have on the long-term sustainability of the Enterprise\*\*

0 / 4000

Describe how the investment may encourage further investment in the Enterprise or the project's purpose\*

0 / 4000

< Previous Save Next >

The text boxes are expandable and allow up to 4000 characters. This is not the number of words allowed, but the number of characters.

The questions in this section are mandatory and you will not be able to submit your form without completing them.

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

0 / 4000

< Previous Save Next >

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# Project Plan - Project Management

The Project Management Page is where you will need to provide the following information on the management of the Project:

- Explain how the enterprise has the resources and capacity necessary to successfully deliver the project and who will manage the work.
- Provide details of the activities that will be undertaken during implementation of the project to ensure its success, e.g. training undertaken, advice required, etc.

The text boxes are expandable and allow up to 4000 characters. This is not the number of words allowed, but the number of characters.

The questions in this section are mandatory and you will not be able to submit your form without completing them.

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

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## Project Plan – 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 refer to the Welsh Government Rural Communities - Competitive Tendering and Public Procurement Technical Guidance Notes before incurring costs.

For further information please see:

[Competitive Tendering and Public Procurement - Technical Guidance Notes](#)

[Competitive Tendering and Public Procurement - Register & Record](#)

In this section, please show how the total project costs have been arrived at by providing a detailed breakdown of the proposed expenditure. You must include all proposed expenditure against the relevant category with a description. Please be aware that the costs detailed in this section are the costs of which if eligible, the project will be approved.

The final grant figure awarded will not be higher than that shown in the EoI Application.

In this section:

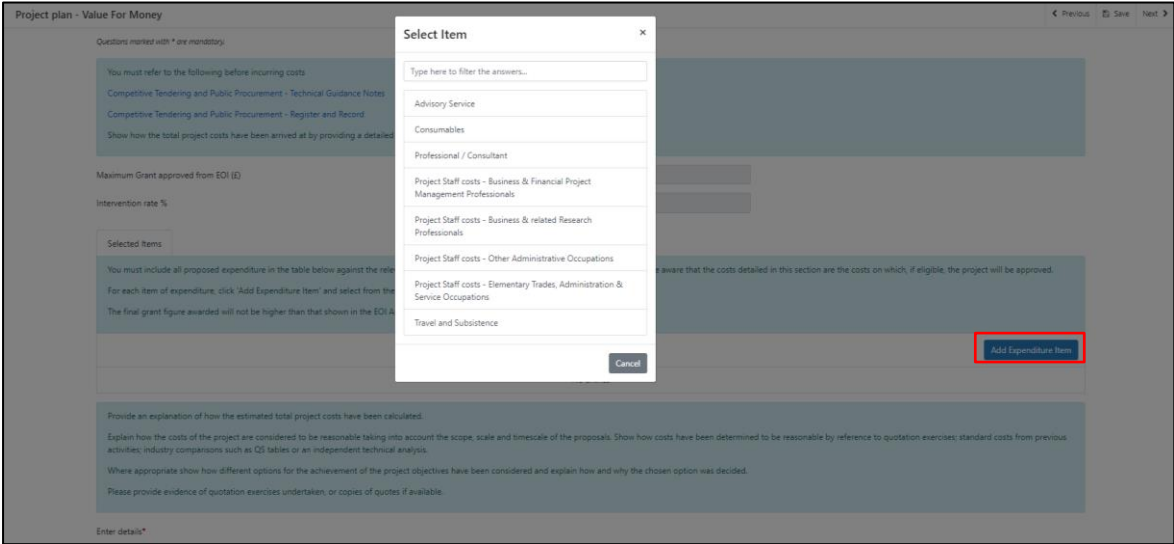
- Include all proposed expenditure and provide an explanation of how the estimated total project costs have been calculated.
- Explain how the costs of the project have been considered to be reasonable taking into account the scope, scale and timescale of the proposals. Show how costs have been determined to be reasonable by reference to quotation exercises; standard costs from previous activities; industry comparisons such as QS tables or an independent technical analysis.
- Where appropriate show how different options for the achievement of the project objectives have been considered and explain how and why the chosen option was decided.
- Provide evidence of quotation exercises undertaken, or copies of quotes if available.

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

The text boxes are expandable and allow up to 4000 characters. This is not the number of words allowed, but the number of characters. The questions in this section are mandatory and you will not be able to submit your form without completing them.

Click **Add Expenditure Item**.

Select the **Item** from the list. You can either search through the list for the item you require or start to type the first few letters in the search bar and the list will find the relevant matches. It should be noted that the hourly rates for staff costs have automatically been adjusted to the value appropriate to your approved intervention rate.

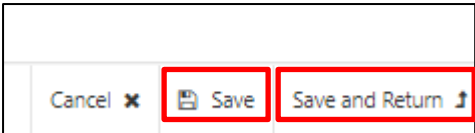


**Enter the Estimated Total Cost or Quantity and Item Details.**

This screenshot shows the "Selected Items" form for item EE001. The fields are: Id (EE001), Item (Advisory Service), Payment Rate (75.00 %), Estimated Total Cost (£), Grant Value (£ 0.00), and Item Details (a text area with a 0/500 character count).

This screenshot shows the "Selected Items" form for item EE002. The fields are: Id (EE002), Item (Project Staff costs - Business & Financial Project Management Professionals), Payment Rate (£ 28.32 / Hour), Quantity (Hours), Value (£ 0.00), and Item Details (a text area with a 0/500 character count).

You then have the option to 'Save' or to 'Save and Return' to the Selected Items page.



Once you have returned to the Selected Items page your Expenditure Items will be shown.

Project plan - Value For Money < Previous Save Next >

Questions marked with \* are mandatory.

You must refer to the following before incurring costs

- Competitive Tendering and Public Procurement - Technical Guidance Notes
- Competitive Tendering and Public Procurement - Register and Record

Show how the total project costs have been arrived at by providing a detailed breakdown of the proposed expenditure.

Maximum Grant approved from EOI (£)

Intervention rate %

Selected Items

You must include all proposed expenditure in the table below against the relevant category with a description of the proposed expenditure. Please be aware that the costs detailed in this section are the costs on which, if eligible, the project will be approved.

For each item of expenditure, click 'Add Expenditure Item' and select from the list of capital and revenue expenditure in the drop down.

The final grant figure awarded will not be higher than that shown in the EOI Application

Id	Description	Estimated Total Cost/Quantity	Grant Value	Item Details	Add Expenditure Item
EE001	Advisory Service	£2,000.00	£1,500.00	Advisory Service.	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
EE002	Project Staff costs - Business & Financial Project Management Professionals	37.00 Hours	£1,047.84	Staff costs.	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
EE003	Professional / Consultant	£5,000.00	£3,750.00	Consultant.	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
EE004	Consumables	£3,000.00	£2,250.00	Consumables.	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
<b>Maximum Grant Value</b>			£8,547.84		

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## Maximum & Minimum Grant Values

The minimum grant value is £500 and the maximum grant value that can be applied for under the Welsh Marine and Fisheries scheme: Energy Efficiency and Mitigation of Climate Change is £100,000. The values entered into the Selected Items table in this section will be capped at the value of the EoI.

Project plan - Value For Money

Questions marked with \* are mandatory:

You must refer to the following before incurring costs

- Competitive Tendering and Public Procurement - Technical Guidance Notes
- Competitive Tendering and Public Procurement - Register and Record

Show how the total project costs have been arrived at by providing a detailed breakdown of the proposed expenditure.

Maximum Grant approved from EOI (£)

Intervention rate %

If the number of investment items exceed the Maximum Grant value approved from the EOI, you must remove an item.

Project plan - Value For Money

Questions marked with \* are mandatory:

You must refer to the following before incurring costs

- Competitive Tendering and Public Procurement - Technical Guidance Notes
- Competitive Tendering and Public Procurement - Register and Record

Show how the total project costs have been arrived at by providing a detailed breakdown of the proposed expenditure.

Maximum Grant approved from EOI (£)

Intervention rate %

Selected Items

You must include all proposed expenditure in the table below against the relevant category with a description of the proposed expenditure. Please be aware that the costs detailed in this section are the costs on which, if eligible, the project will be approved.

For each item of expenditure, click 'Add Expenditure Item' and select from the list of capital and revenue expenditure in the drop down.

The final grant figure awarded will not be higher than that shown in the EOI Application

Id	Description	Estimated Total Cost/Quantity	Grant Value	Item Details	Add Expenditure Item
EE001	Advisory Service	£3,000.00	£2,250.00	Advisory Service.	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
EE002	Project Staff costs - Business & Financial Project Management Professionals	60.00 Hours	£1,699.20	Staff costs.	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
EE003	Professional / Consultant	£5,000.00	£3,750.00	Consultant.	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
EE004	Consumables	£6,000.00	£4,500.00	Consumables.	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
			<b>Maximum Grant Value</b>	£12,199.20	

• The authorised grant value of £12000 has been exceeded. Please remove items.

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

< Previous  Next >

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# Project Plan - Cross Cutting Themes

The Cross Cutting Themes page is where you will provide evidence on how the proposed Project contributes to cross cutting themes. In this section you need to explain how the proposed project will contribute to the cross cutting themes of:

- Promoting and supporting Welsh Language
- Embed our response to the climate and nature emergency in everything we do:
  - Build a sustainable future for our key sea ports,
  - Support innovation in new renewable energy technology,
  - Establish a targeted scheme to support restoration of seagrass and saltmarsh habitats along our coastline,
  - Expand renewable energy generation by public bodies and community groups in Wales by over 100MW by 2026,
- Build an economy based on the principles of fair work, sustainability and the industries and services of the future:
  - Develop a Tidal Lagoon Challenge and support ideas that can make Wales a world centre of emerging tidal technologies,
- Finance and Local Government:
  - Promote the purchasing of made-in-Wales products and services.

The text box is expandable and allows up to 6000 characters. This is not the number of words allowed, but the number of characters. Please bear this in mind when completing your form.

The question in this section is mandatory and you will not be able to submit your form without completing it.

Welsh Marine and Fisheries Scheme Application

Project Plan - Cross Cutting Themes

Questions marked with \* are mandatory.

Please provide evidence of how your project will contribute to one or more of the cross cutting themes as detailed in the round specific guidance.

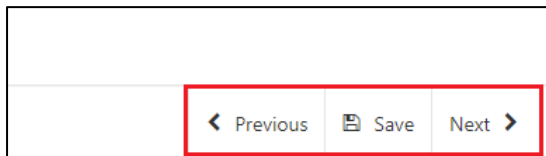
Cross Cutting Theme contribution\*

0 / 6000

Previous Save Next

Home Cymraeg Exit Previous Save Next

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



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## Project Plan - Indicators and Outcomes

The Indicators and Outcomes page is where you will provide information on how the project will contribute to the scheme Performance Indicators (PIs).

The PIs (case level indicators) that will be monitored as a result of the investment are:

Performance Indicator Name	Definition
<b>Case Level Indicator</b>	<b><u>MUST ANSWER AT LEAST 2 case level indicators</u></b>
Anticipated level of energy efficiency saving in the target sector measured as, for example, Kilowatt/Hour (kWh) per annum or Litres of fuel/Tonne of landed catch.	The anticipated level of energy efficiency saving in the target sector measured as either Kilowatt/hour per annum or Litres of fuel/tonne of landed catch. The % reduction should be compared to the baseline of either 2021-2022 financial year or the average of the previous 2019-2022 financial years in the relevant target sector. Estimates of previous years' emissions may be acceptable where the figure is justified with appropriate evidence.
Anticipated % reduction in carbon (and other greenhouse gas) emissions in CO2 tonnes per annum for the target sector.	The anticipated % reduction in carbon emissions (in CO2 tonnes per annum) or other greenhouse gases (in relevant metric per annum for the specific pollutant) for the same level of activity. The % reduction should be compared to the baseline of either 2021-2022 financial year or the average of the previous 2019-2022 financial years in the relevant target sector. Estimates of previous years' emissions may be acceptable where the figure is justified with appropriate evidence.
Number of energy efficiency/carbon audits/feasibility studies completed	The total number of either energy efficiency studies, carbon audits or feasibility studies completed by the enterprise as part of the project.

The online form will list the relevant PIs and you will need to set targets against at least **two** of these.

Explain how the target will be met.

Explain how progress will be monitored, including any arrangements for external evaluation where necessary.

Your project may not be supported if you do not select a minimum of two from the list of case level indicators shown. More than two case level indicators can be selected.

Projects will be required to provide Welsh Government with targets for each of the indicators selected. These targets will need to be broken down so that progress can be measured at various points during the lifetime of the project (operation).

The Indicators and Outcomes page is where you will provide information on how targets will be met along with monitoring and progress to meet the Case Level Indicators.

The questions in this section are mandatory and you will not be able to submit your form without completing them.

On the Case Level Indicator Table, select 'Add Indicator' blue button to provide responses to the Case Level Indicators as per table above.

Please select the Case Level Indicator you wish to respond to from the drop-down list available.

## Dropdown boxes

Please note that the case level indicator dropdown contains 6 items to choose from. This is not 6 separate indicators - there are 3 indicators some of which have multiple options.

You need to choose 2 case level indicators and select the relevant measurement to evidence against.

## For indicator 1

Anticipated level of energy efficiency saving in the target sector measured as, for example, Kilowatt/Hour (kWh) per annum or Litres of fuel/Tonne of landed catch.

Please select from the dropdown either 'Kilowatt/Hour' or 'Litres of fuel/tonnage of catch'.

**For indicator 2**

Anticipated % reduction in carbon (and other greenhouse gas) emissions in CO2 tonnes per annum for the target sector.

**For indicator 3**

Number of energy efficiency/carbon audits/feasibility studies completed.

Please select from the dropdown either 'Energy efficiency studies' or 'carbon audits' or 'feasibility studies'.

Responses to all the questions are mandatory and you will not be able to submit your form without completing them.

Project Plan - Indicators and Outcomes - Case Level Indicator Table

Questions marked with \* are mandatory.

Case Level Indicator\*

Enter Number\*

Enter Details\*   
0 / 500

How will the Target be met?\*   
0 / 500

How will progress be monitored, including any arrangements for external evaluation where necessary?\*   
0 / 500

## **YOU MUST EVIDENCE AT LEAST 2 CASE LEVEL INDICATORS**

Welsh Marine and Fisheries Scheme Application

Project Plan - Indicators and Outcomes

Questions marked with \* are mandatory.

Complete the indicators and outcomes table, you must enter details for at least 2 indicators.

Case Level Indicator Table

Click 'Add Indicator' to select a Case Level Indicator.

Please make at least 2 entries.

No Entries

Previous Save Next

Once both Case Level Indicators responses have been added, save your entries and return to the main Indicators and Outcomes page.

Welsh Marine and Fisheries Scheme Application

Project Plan - Indicators and Outcomes

Questions marked with \* are mandatory

Complete the indicators and outcomes table, you must enter details for at least 2 indicators.

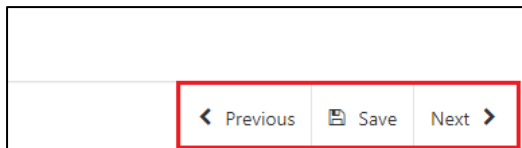
Case Level Indicator Table

Click 'Add Indicator' to select a Case Level indicator.

Case Level Indicator	Number	Measurable Outcome	How targets Met	How Progress Monitored	
Anticipated level of energy efficiency saving measured in KiloWatt / Hour	50	a	a	a	Modify Delete
Number of energy efficiency studies	2	a	a	a	Modify Delete

Navigation: < Previous Save Next >

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



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# Project Plan - Financial and Compliance

In the final sub-section within the Project Plan you will be required to provide information on the financial aspect and compliance of your project.

## All Projects

How will you intend to fund the investment in addition to the grant (where applicable). Provide evidence to support your application.

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

Provide a detailed explanation of the amount, purpose and grant body of any public funding the enterprise has received within this and the previous two financial years.

In answering the above you must consider and include the following in your explanations:

Explain how you as the applicant intend to meet the financial and compliance obligations required for the delivery of the project.

Outline the sources of finance for this proposal. You must indicate if each source of funding is already secured or only provisional. There are four elements that may be covered in the financial data:

- Profit and loss account;
- balance sheet;
- cash forecast;
- and turnover.

Please outline your assumptions concerning turnover and cash flow.

Please list your research sources.

Provide an assessment of the project affordability i.e. evidence that applicant can sustain the costs with the grant funding.

The Financial and Compliance page is where you will provide details on how the Project will be funded, in addition to any grant awarded, and how you are going to comply with any obligations required.

The text boxes are expandable and allow up to 4000 characters. This is not the number of words allowed, but the number of characters.

The questions in this section are mandatory and you will not be able to submit your form without completing them.

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

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# Checklist of Supporting Documents

The Checklist of supporting documents page is a list of all documentation that you are required to submit with you application, along with a list of some of the other documents you may need to submit to support your application depending on your project.

All supporting documents **must** be submitted by the deadline.

You will also be asked if the enterprise is less than 3 years old and therefore you are unable to provide 3 years of certified accounts. You will be asked to supply all accounts available and asked to tick the box to confirm.

You must select at least one method of supporting document submission in order to proceed to the next page.

Welsh Marine and Fisheries Scheme Application

### Checklist of Supporting Documents

You will be required to submit the following supporting documents and complete on-line questions.

- 3 years certified accounts
- 3 years financial projections
- Three Year Business Plan
- Evidence of match funding available (bank loan, overdraft, etc)
- Evidence that the applicant is a Welsh Marine, seafood or Aquaculture enterprise
- Planning Permission if appropriate and any other approvals / consents
- Any quotes received which form part of the full application.

You must select at least one method of supporting document submission

If the enterprise is less than 3 years old and therefore unable to provide 3 years of certified accounts, please supply all accounts which are available and tick the box to confirm.

I am submitting supporting documents online by the deadline.

I am submitting supporting documents by mail by the deadline.

< Previous Save Next >

When you have finished selecting your answer, select the **Next** button.

< Previous Save Next >

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# Submission

## Errors, Information and Summary

The next section will show any Errors on your application, and a Summary of your application.

The screenshot shows a web application interface for a 'Welsh Marine and Fisheries Scheme Application'. The main heading is 'Errors, Information and Summary'. A navigation sidebar on the left lists various sections: Introduction, Privacy Notice, Enterprise Details, Project Overview, Project Plan, Checklist of Supporting Documents, Submission, Errors, Information and Summary (highlighted), Declaration and Undertakings, and Submit. The main content area displays a summary of the application with several sections: 'Important - Please review this summary. Please scroll down if applicable.', a red error message 'There are errors present on your form. Please review and correct any errors.', 'Privacy Notice' (with a sub-section for 'Privacy notice: Welsh Government grants'), 'Enterprise Details' (with a sub-section for 'Enterprise Status'), and 'Enterprise' (with fields for 'Company Registration Number', 'Charity Number', 'Mutuals Public Registration Number', and 'Are you VAT registered?'). A red banner at the bottom indicates a mandatory question: 'This is a mandatory question, please answer it. Is the Enterprise a member of a group of companies?'. The 'Next' button is visible in the top right corner.

The text you have written in any of the large text boxes will not display here but it will be shown in the PDF summary that will be sent to you via RPW Online once you have successfully submitted your application.

The following screenshot shows the message that will display if there are errors and these will be identified for you to rectify:

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

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

The screenshot shows a navigation bar with three buttons: 'Previous', 'Save', and 'Next'. The 'Next' button is highlighted with a red border, indicating it is the recommended action.

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# Declaration and Undertakings

You must read the Declaration and Undertakings section shown in the following screenshot and once you have done so, tick the box at the bottom to confirm you agree to these as shown in the screenshot below:

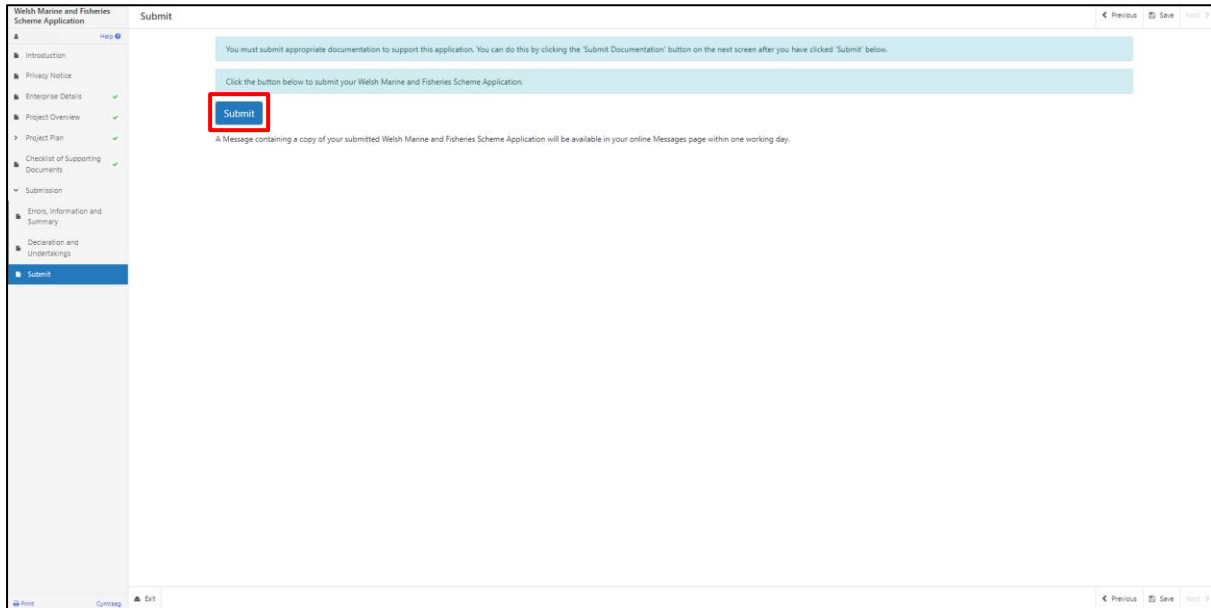
Once you have read the Declarations and Undertakings **tick** the box to confirm that you have read and agree to them.

Click on the **Next** Button to continue to the Submission page.

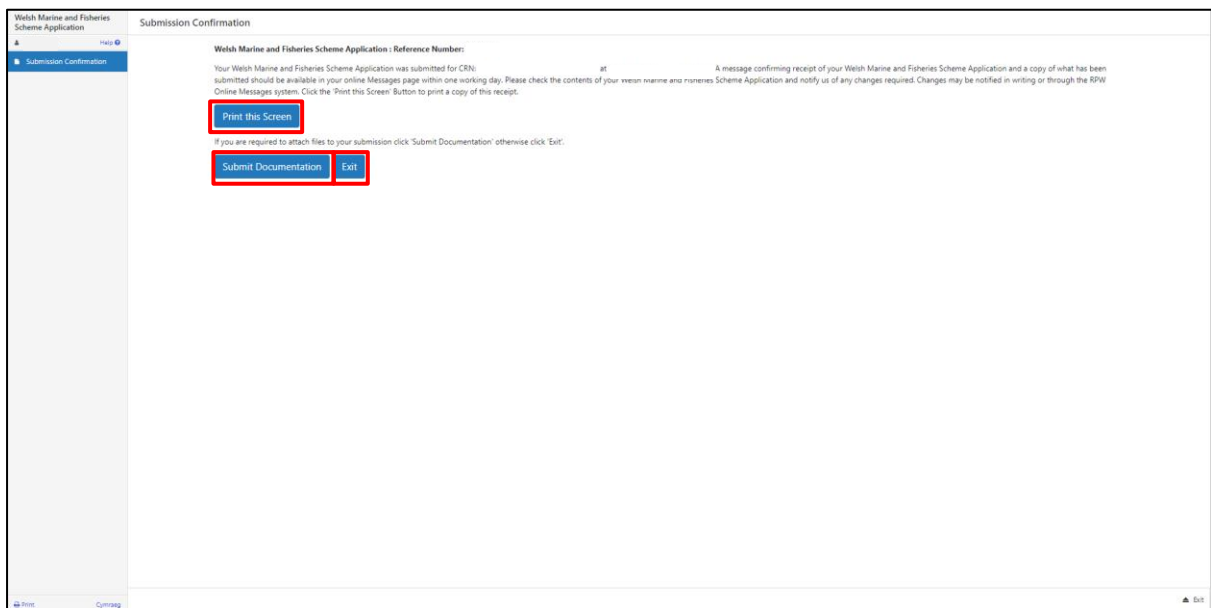
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# Submission Page – Submit

To submit your Welsh Marine and Fisheries Scheme: Energy Efficiency and Mitigation of Climate Change Application Form click on the **Submit** Button.



Once submitted, you will see a Submission Confirmation page which you can print for your own records, by selecting the **Print this Screen** button.



You can now select the **Submit Documentation** button to go directly to your Messages page in RPW Online, or you can select the **Exit** button.

**Please Note:** Once the application is submitted, you cannot amend the items you have selected.

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# Following Successful Submission

A summary of your completed Welsh Marine and Fisheries Scheme: Energy Efficiency and Mitigation of Climate Change Application Form 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.

## What happens next?

**There are two possible outcomes from full application appraisal:**

1. Your project is ineligible and is not approved for an award. You will be informed of the reasons why your application was not successful via your RPW Online account. You may apply again with the same project should further application windows be made available, (amending the application if you wish) **but only if you have not started work.**
2. 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.

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# Contacts

## RPW Online

Access the RPW Online service via the Government Gateway at [www.gateway.gov.uk](http://www.gateway.gov.uk), or once you have enrolled for the RPW Online service, access it via [www.wales.gov.uk/RPWOnline](http://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 Marine and Fisheries information, visit the [Welsh Government website](#).