



Llywodraeth Cymru
Welsh Government

Small Grants Yard Coverings

Expression of
Interest How to
Complete Guide

Small Grants – Yard Coverings Expression of Interest (EOI) - How to Complete Guidance

These instructions will give you step-by-step guidance on how to complete your Small Grants – Yard Coverings 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.

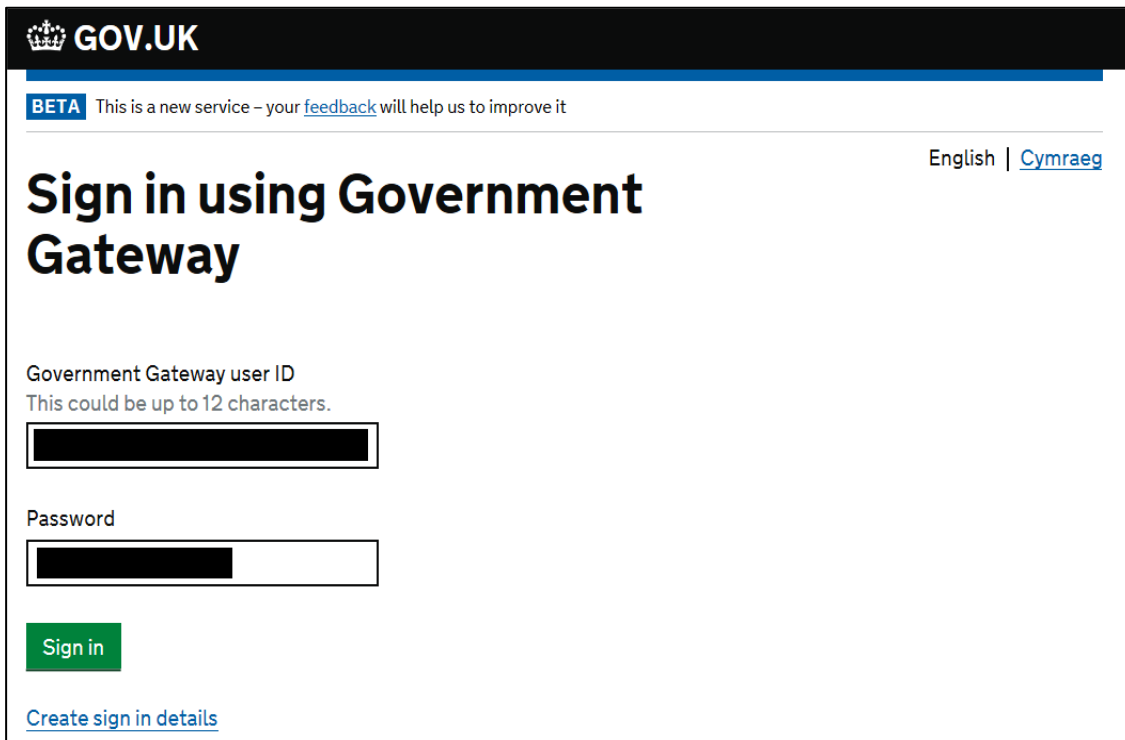
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Rural Payments Wales Online - Home page

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



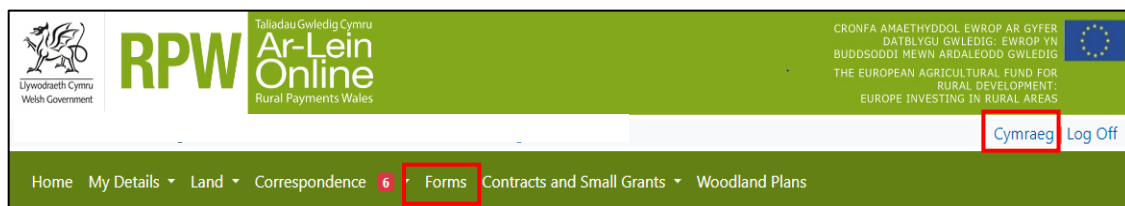
The screenshot shows the Government Gateway sign-in interface. At the top left is the GOV.UK logo. A blue banner below it says "BETA This is a new service – your feedback will help us to improve it". On the right, there are links for "English" and "Cymraeg". The main heading is "Sign in using Government 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 positioned below the password field. A link "Create sign in details" is located at the bottom left of the sign-in area.

If you are encountering 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.

Rural Payments Wales Online - Home page

To access the Small Grants Yard Coverings Expression of Interest (EOI), 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 button located in the top right hand corner bar of the RPW Online information. This will allow you to choose the language your Small Grants – Yard Coverings EOI is displayed in.

Forms Page

Once you have selected the Forms tab you will see your Forms that are available for you to complete. Select Small Grants – Yard Coverings Expression of Interest.

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: 'CRONFA AMAETHYDDOL EWROP AR GYFER DATBLYGU GWLEDIG: EWROP YN BUDDSODDI MEWN ARDALEDDO GWLEDIG' and 'THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT: EUROPE INVESTING IN RURAL AREAS'. The navigation bar includes 'Home', 'My Details', 'Land', 'Correspondence', 'Forms', 'Contracts and Small Grants', and 'Woodland Plans'. The 'Forms' section has a dropdown menu set to 'All' and buttons for 'Select' and 'Reset'. A 'Start a Form' button is present. Below this, a list of forms is shown, with 'Small Grants - Yard Coverings Expression of Interest' highlighted in a red box. Other forms listed include 'Small Grants - Woodland Creation', 'WMFS General Funding Round Application', and 'Woodland Creation Planning Scheme EOI'.

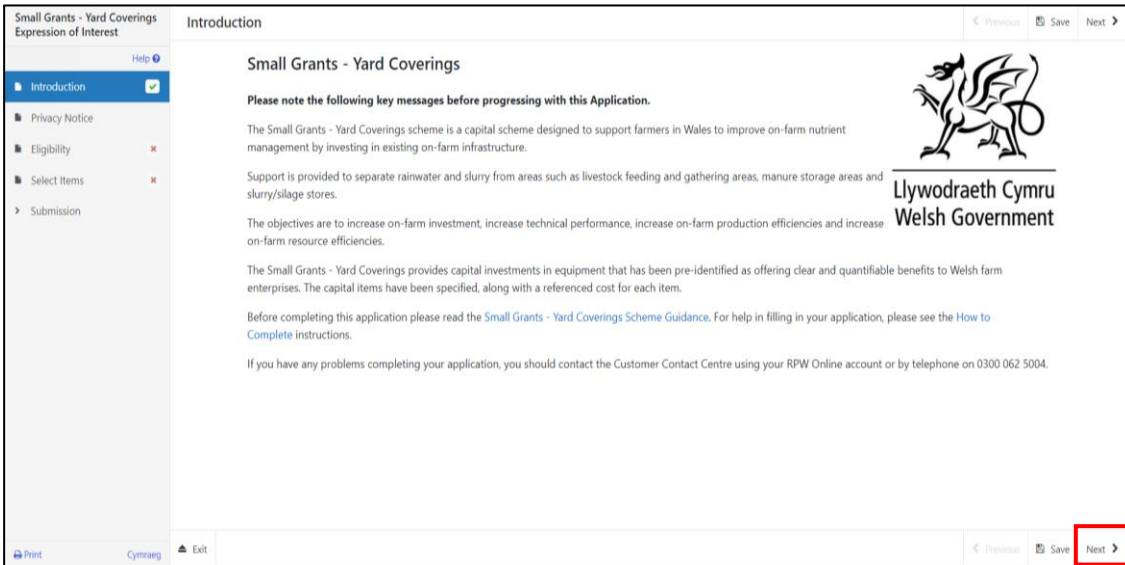
Small Grants – Yard Coverings Expression of Interest – Getting Started

Once you have read the Guidance Booklets, to start your EOI click the **Start** Button.

The screenshot shows the 'Start Application' page on the RPW Ar-Lein Online interface. The page title is 'Start Application start an application or claim'. The main content area contains instructions for starting the application, including a warning that the application will not be submitted until the 'Submit' option is clicked. Below the instructions, there are 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 a radio button for 'Email or SMS (Text) Preference' set to 'Both', and fields for 'Email Address' and 'Mobile Number'. At the bottom, there are 'Start' and 'Cancel' buttons, with the 'Start' button highlighted in a red box.

Small Grants – Yard Coverings Expression of Interest

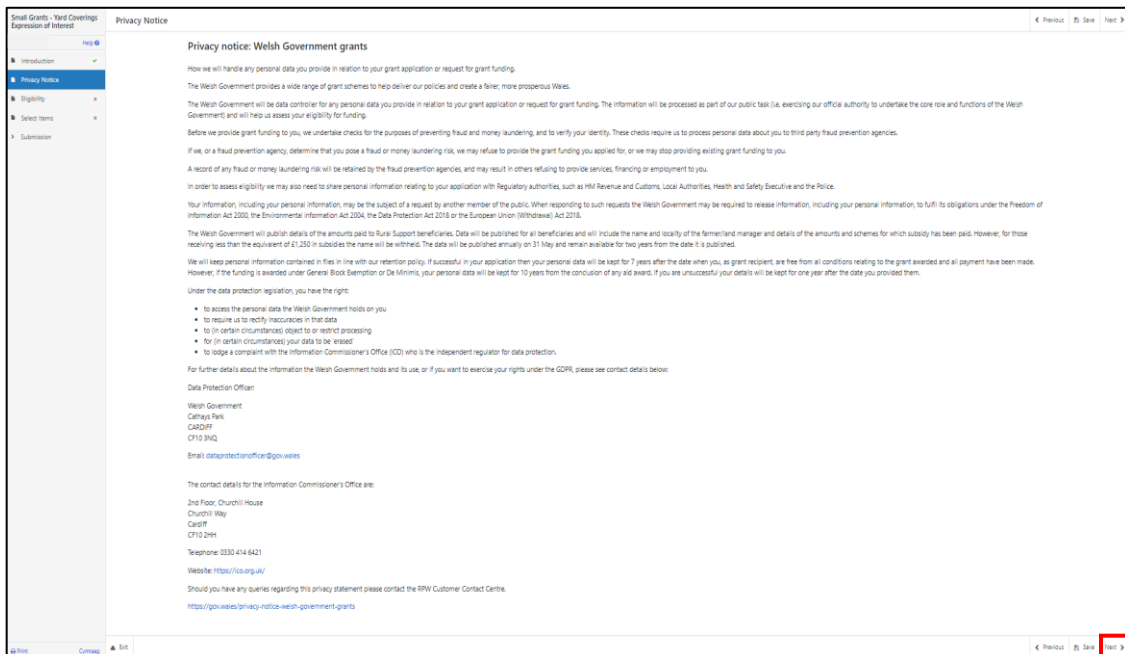
This is the introduction page which provides information about the Small Grants – Yard Coverings.



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

Small Grants – Yard Coverings Expression of Interest

This is the Privacy notice that you must read



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

Eligibility Questions

You must answer all questions on this page.

The screenshot shows the 'Eligibility' section of the 'Small Grants - Yard Coverings Expression of Interest' form. The left-hand navigation menu includes 'Introduction' (checked), 'Privacy Notice', 'Eligibility' (checked), 'Select Items' (marked with an 'x'), and 'Submission'. The main content area contains three questions, each with 'Yes' and 'No' radio button options:

- Does your business have at least 3ha of eligible registered agricultural land in Wales?*
- Can your business demonstrate over 550 standard labour hours per annum?*
- Is your business a primary producer of agricultural products?*

At the bottom right of the form, the 'Next >' button is highlighted with a red box.

There are basic data integrity checks built into this page and any errors or information messages will appear once you either '**Save**' or click '**Next**'

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

Select Items

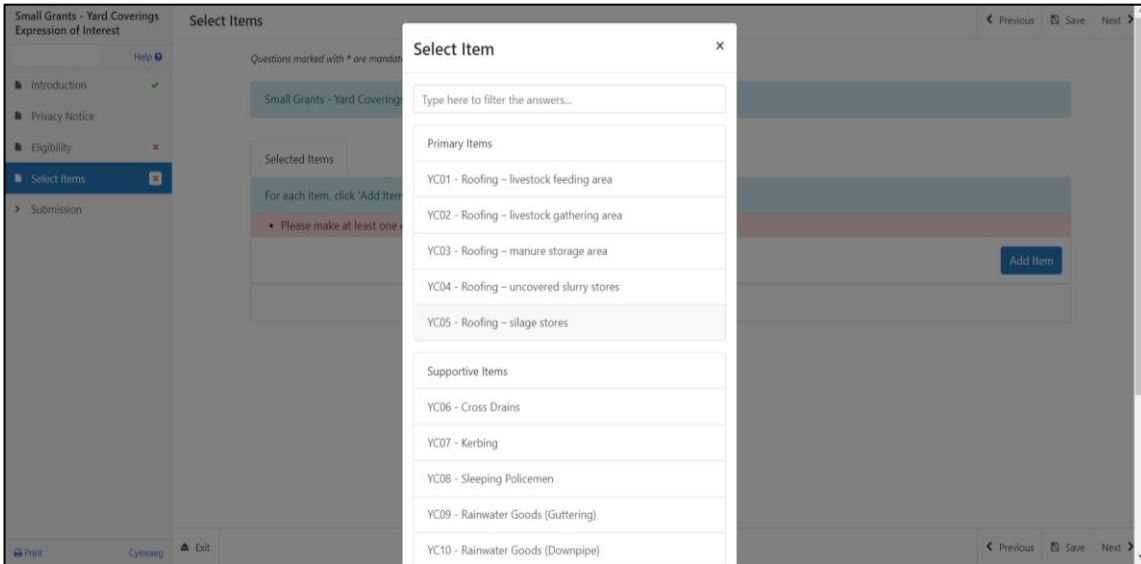
Before choosing your items, ensure you have read the Small Grants - Yard Coverings list of Eligible Capital Items at Annex A of the guidance booklet. This will give you the specifications; cost and score for each item.

The screenshot shows the 'Select Items' section of the 'Small Grants - Yard Coverings Expression of Interest' form. The left-hand navigation menu includes 'Introduction' (checked), 'Privacy Notice', 'Eligibility' (marked with an 'x'), 'Select Items' (checked), and 'Submission'. The main content area contains instructions and a list of selected items:

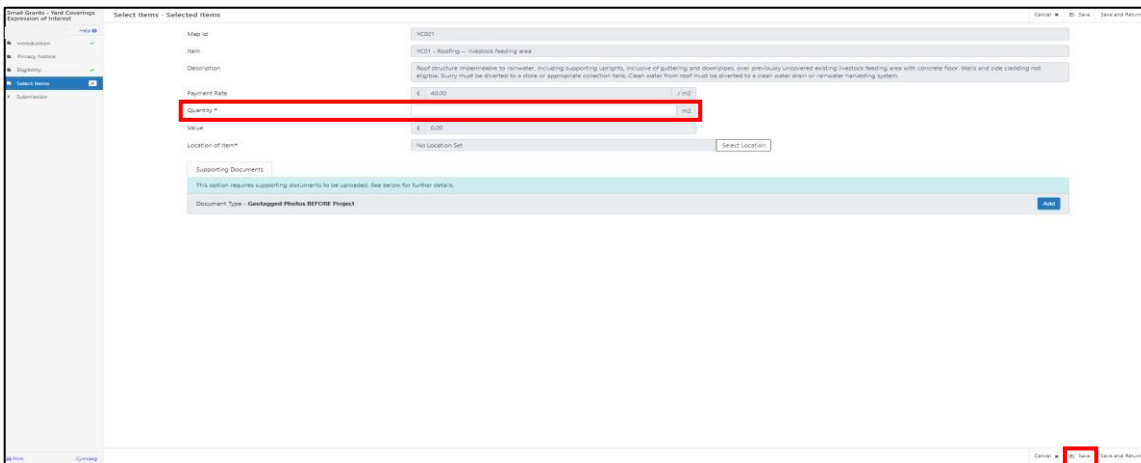
- Small Grants - Yard Coverings entry screen for selecting items.
- Selected Items
- For each item, click 'Add Item' and select from the drop down list.
- Please make at least one entry.

At the bottom right of the form, the 'Add Item' button is highlighted with a red box.

To add an item, click on the **Add Item** button and a list of items will appear.

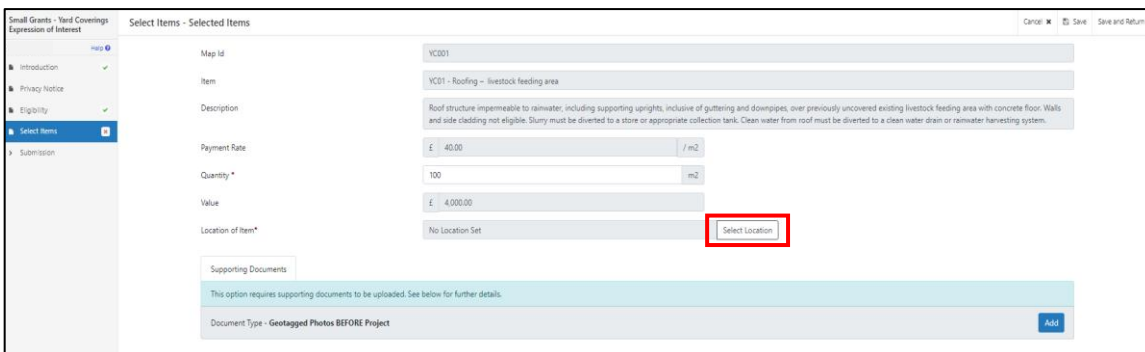


Once you have selected an item, the details will appear on the next screen.

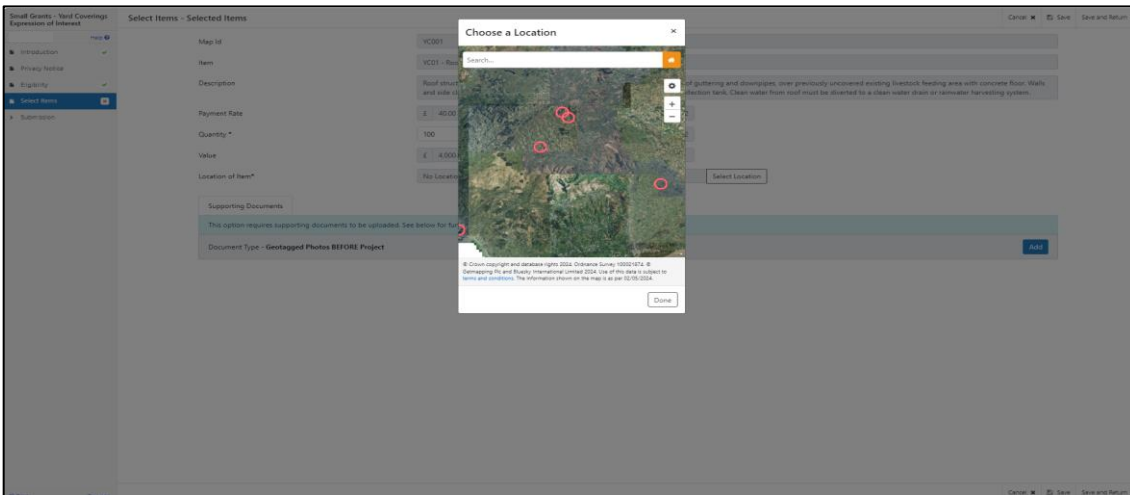


When you have entered the quantity click on the **Save** button

Click on **Select Location** to indicate the location of the item

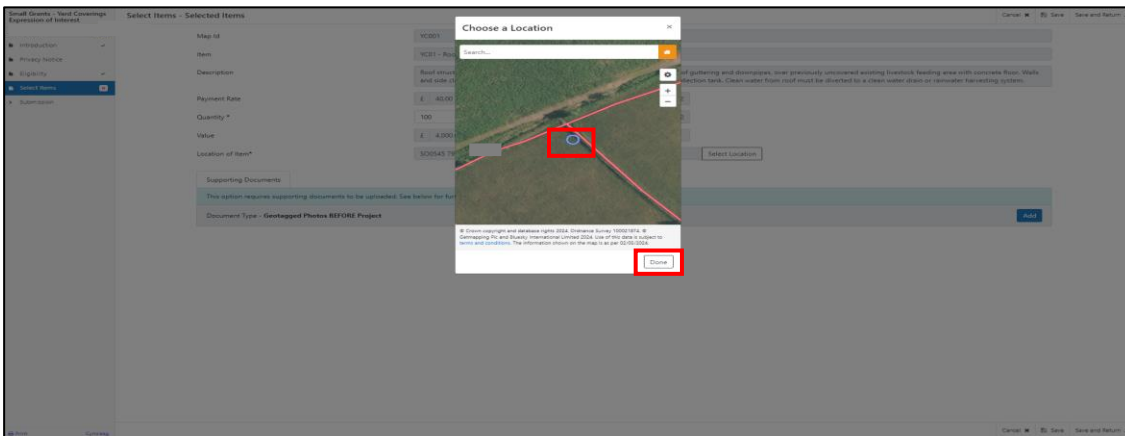


Once you have clicked on **Select Location** the map will appear

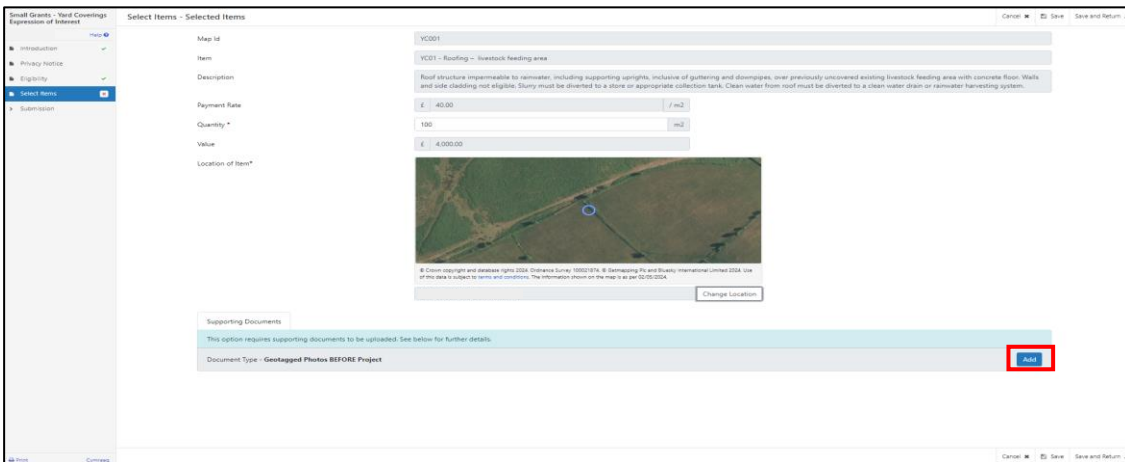


Zoom in or use the search to locate the field parcel the item is located in

Click in the field parcel to place the point on the location of the item

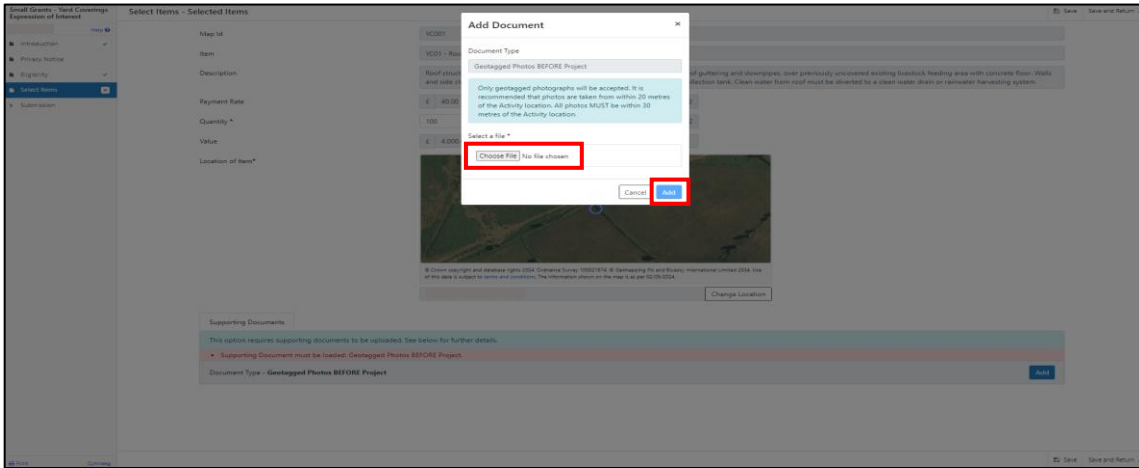


Once you have chosen the location of the item click on the **Done** Button, this will take you back to the Selected Item screen where a thumbnail image of the map location will be displayed.

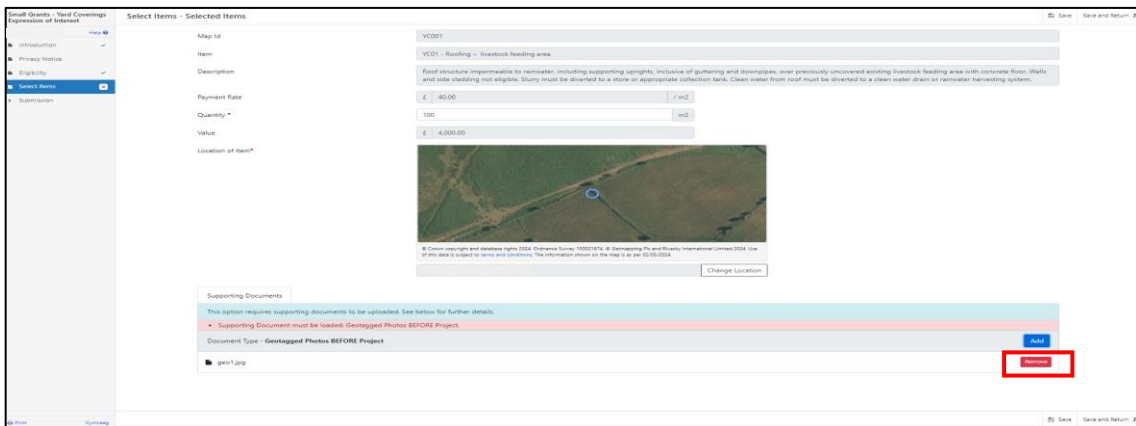


You must now add your “before” geotagged photograph of the item you have selected by clicking on the **Add** button.

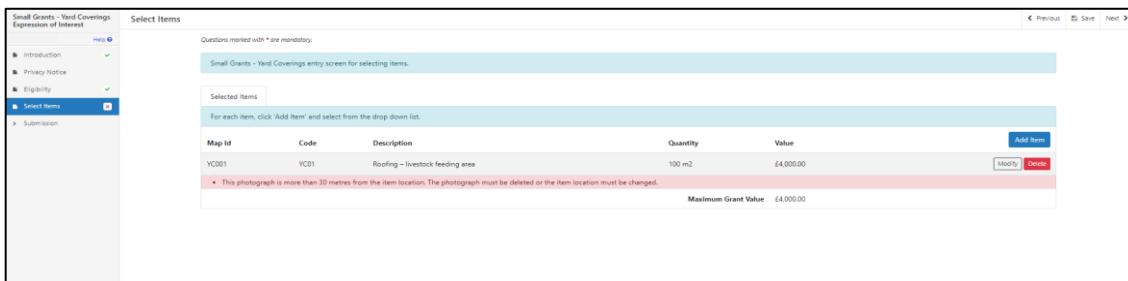
Select the photograph from where you have saved it on your computer or laptop



Once you have selected your photograph click on the **Add** button.



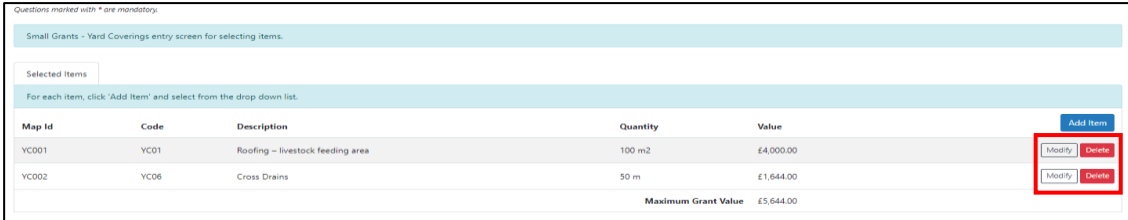
The photograph will show as being added, if you wish to remove it and add it again you can do so by clicking on the **Remove** button.



An error message will be displayed if the geotagged photograph that you have added is more than 30 metres away from the location of the item you have indicated on the map.

If you are selecting supportive items in a number of different locations for example 100m of Sleeping Policemen in one location and 300m in another location you will need to select these as separate items and provide photographs of each location.

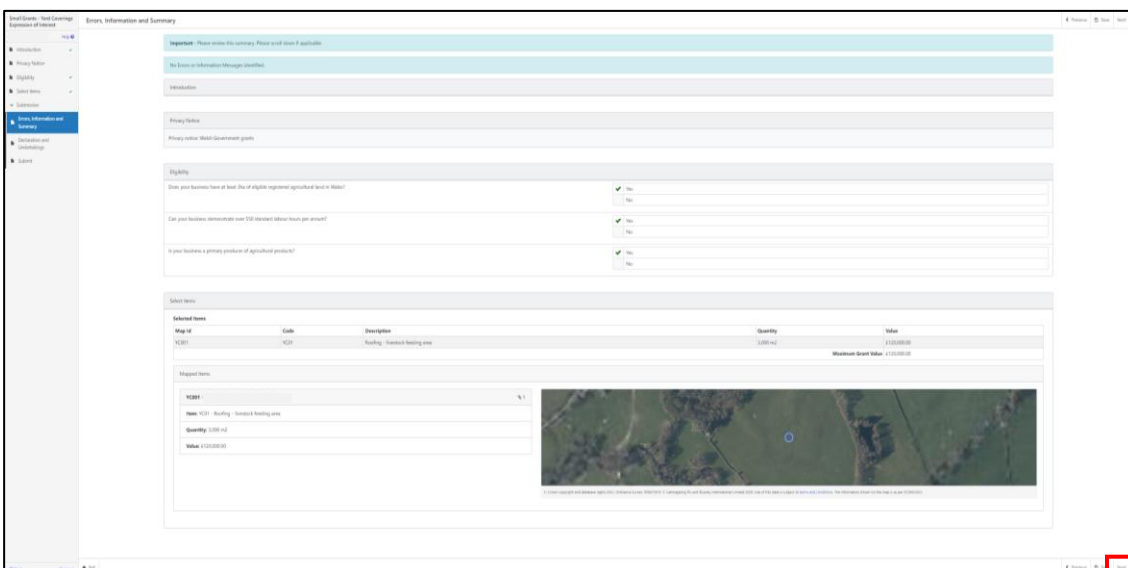
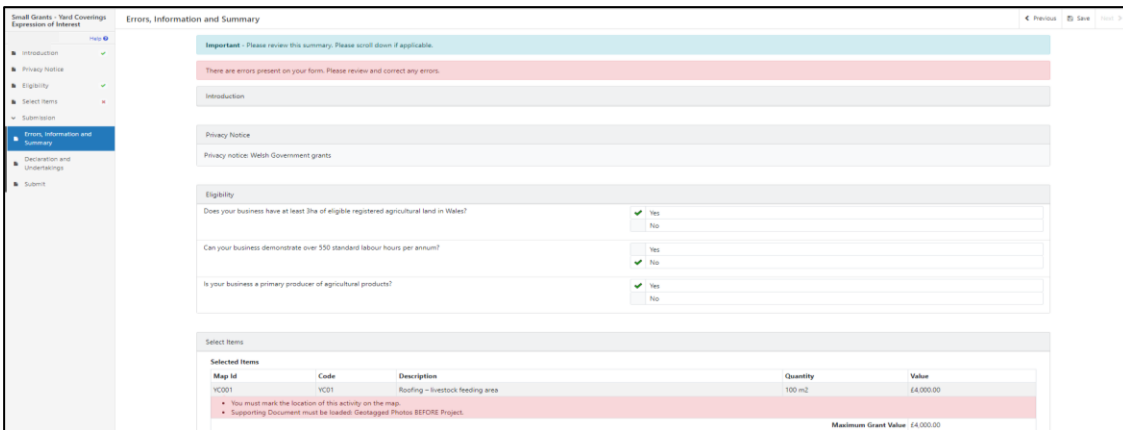
You can modify or delete the item to correct the location by clicking on the **Modify** or **Delete** button.



Once all items have been selected the **Select Items** screen will show the list of items.

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.

Small Grants - Yard Coverings Expression of Interest

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 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 understand 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 Ministers.

I agree to comply with all applicable domestic, or international laws 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 other application for grant aid for this project.

I acknowledge that neither Welsh Government nor any adviser appointed by Welsh Government shall be responsible for any advice given, including without limit any advice given in relation to this application and that I am solely responsible for all business decisions undertaken.

I undertake to notify Welsh Government of any changes to the details provided in the Applicant Details part of the form.

I will notify the Welsh Government of any material changes to the information provided in this Expression of Interest or supporting documentation within 30 days of any such changes.

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 or their duly authorised agent, 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 am a primary producer of agricultural products.

I undertake to meet any obligations in relation to obtaining planning permission, where necessary.

I confirm that none of the items covered by the application are replacements under an insurance claim.

I acknowledge that payment of grant will be subject to the terms and conditions of the scheme and undertake with the Welsh Government to comply with these conditions.

I understand that:

The Welsh Government may need to share some information about my Small Grants - Yard Coverings - Expression of Interest with other organisations and I agree to any necessary disclosures 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, the Environmental Information Regulations 2004, or the European Union (Withdrawal) Act 2018. 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 *

Next

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

Submission Page – Submit

To submit your Small Grants – Yard Coverings Expression of Interest click on the **Submit Button**.

Small Grants - Yard Coverings Expression of Interest

Submit

You must submit appropriate documentation to support this application. You can do this by clicking the 'Submit Documentation' button on the next screen after you have clicked 'Submit' below.

Click the button below to submit your Small Grants - Yard Coverings Expression of Interest.

Submit

A Message containing a copy of your submitted Small Grants - Yard Coverings Expression of Interest will be available in your online Messages page within one working day.

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

Following Successful submission

A summary of your completed Small Grants – Yard Coverings 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.