

How to complete guidance

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Key Messages

Registering for RPW Online

To register your business details for the first time, you need to complete the <u>online registration form</u>. Please refer to the <u>how to register guidance</u> 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.

Nutrient Management Investment Scheme Expression of Interest (EOI) – How to Complete Guidance

These instructions will give you step-by-step guidance on how to complete your Nutrient Management Investment 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

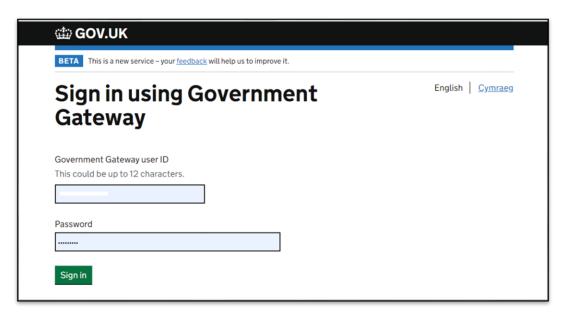
A summary of your completed Nutrient Management Investment Scheme Expression of Interest will be added to the 'Messages' page on your RPW Online account under the title "Documents received by RPW". Ensure you check the information submitted thoroughly. If any of the information shown is incorrect, please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

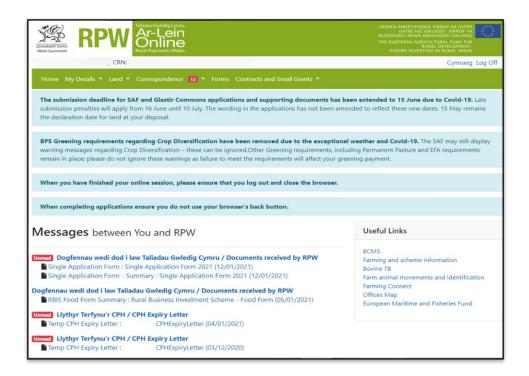
Home page

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 Nutrient Management Investment 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:



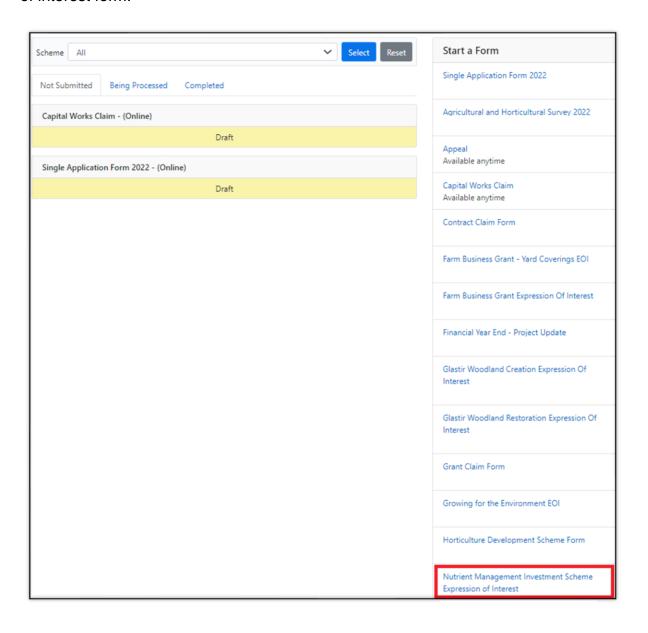
This will take you through to the 'Forms' page.

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 Nutrient Management Investment Scheme EOI is displayed in.

Applications and Claims Page

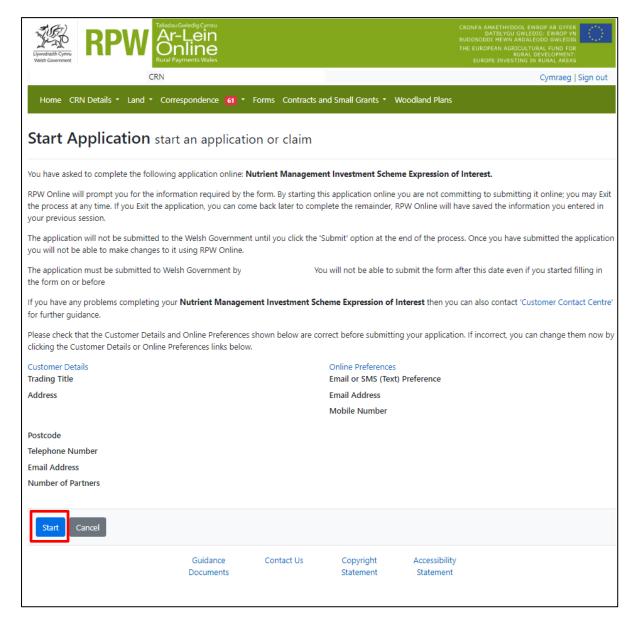
Once you have selected the 'Forms' tab you will see your forms that are available for you to complete.

Scroll down the page to select Nutrient Management Investment Scheme Expression of interest form.



Nutrient Management Investment Scheme Expression of Interest – Getting Started

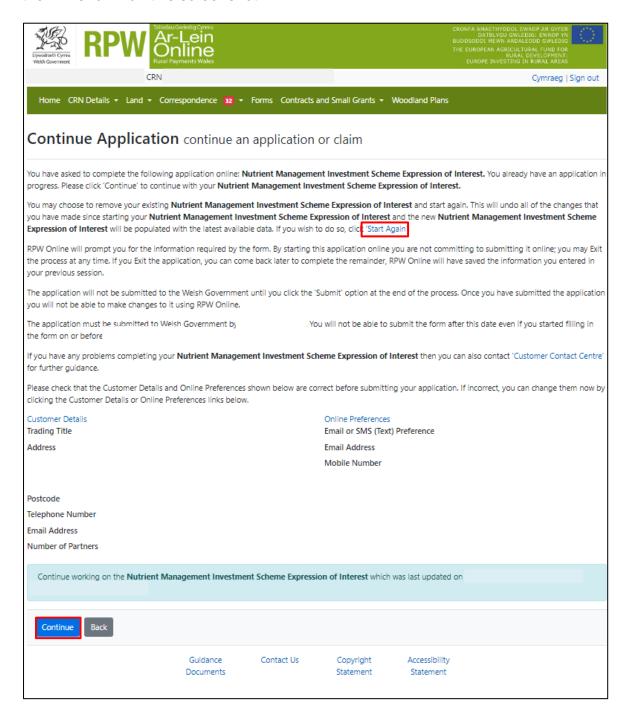
Once you have read the Nutrient Management Investment Scheme General Rules Booklet at Rural grants and payments, to start your EOI click the **Start Button**.



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.

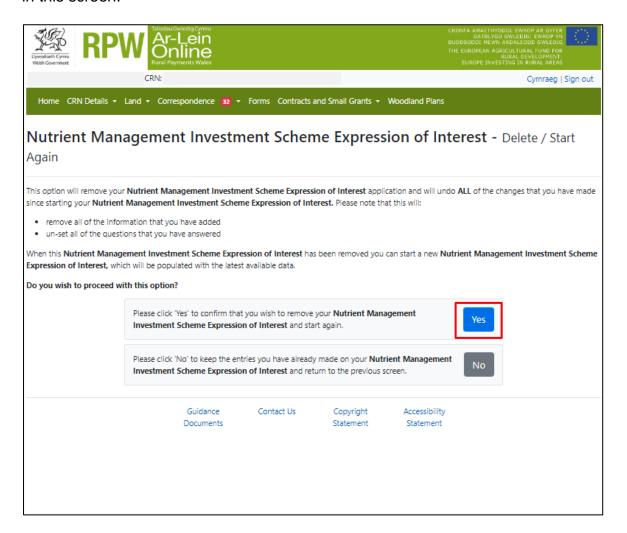
Continue Application/Start Again

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:



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:



Nutrient Management Investment Scheme Expression of Interest - Introduction

This is the introduction page which provides information about the Nutrient Management Investment Scheme. For greater detail of the information provided on this page, please read the Nutrient Management Investment General Rules Booklet at Rural grants and payments.

There is a link 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:

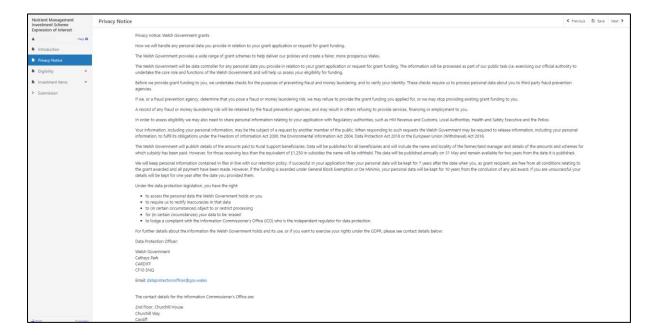


Once you have read the information click on the **Next Button**.



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**.



Eligibility Questions

You must answer all questions on this page.

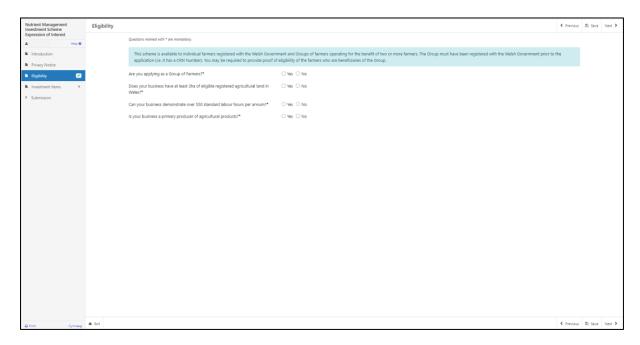
You are eligible to apply if:

- You are registered with the Welsh Government and have been issued with a Customer Reference Number (CRN). Please refer to the Welsh Government website for the how to register guidance or call the RPW Customer Contact Centre on 0300 062 5004.
- You are a primary producer of agricultural products.
- You have 3ha of eligible agricultural land registered with RPW in Wales or
- You are able to demonstrate over 550 standard labour hours.

We will check if you have an eligible Basic Payment Scheme or Organic Conversion Scheme or Organic Support Scheme claim to verify if you are a primary producer of agricultural products, and you have 3ha of eligible agricultural land in Wales.

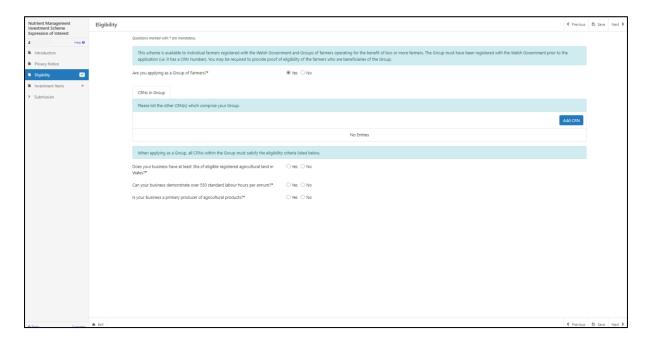
If you have not submitted claims for any of these schemes, you must submit documentary evidence with your EoI to verify that you are a primary producer of agricultural products and that you meet either the 3ha of eligible agricultural land registered with RPW in Wales or 550 standard labour hours eligibility criteria. If this documentary evidence is not submitted by the EoI closing date, your EoI will be rejected.

Previous participation in the Nutrient Management Investment scheme will not affect your ability to apply for the maximum £50,000 grant.

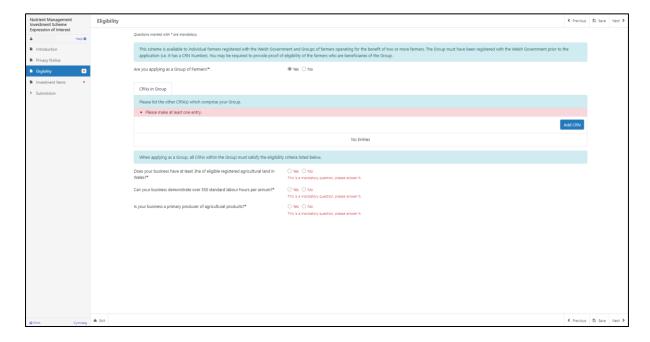


Group Eligibility

A group of farmers may submit an EOI for Nutrient Management Investment Scheme. To do so, all farmers that comprise the group must meet all the eligibility conditions as outlined in the Nutrient Management Investment Scheme General Rules Booklet at Rural grants and payments. In addition, the group must be registered with the Welsh Government and have been issued with a Customer Reference Number (CRN) for the group. The EOI must be submitted under the CRN as issued for the group.



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



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



Investment Items

Before choosing your items, ensure you have read the Nutrient Management Investment Scheme List Eligible Capital Items which can be found at <u>Rural Grants</u> and <u>Payments</u>.

This will give you the specifications, cost and score for each item.

The maximum grant award is £50,000.

The minimum grant award is £12,000.

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

You are advised to obtain quotes for each investment item in accordance with the competitive tendering procurement rules in readiness to submit with your full application. If your EOI is selected, any grant awarded will not be higher than that submitted on your EOI or that was capped to £50,000.

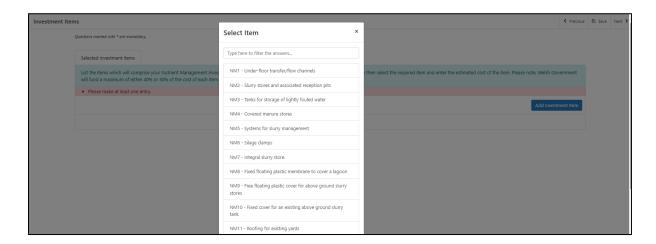
Once the EOI is submitted, you cannot amend the items you have selected.

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





Select an item from the drop down box.



You are advised to realistically estimate the cost for each investment item you submit on your Eol. You will not be able to change this cost after you have submitted your Eol.

Enter the Estimated Total cost of the item selected.

Click Save and Return.

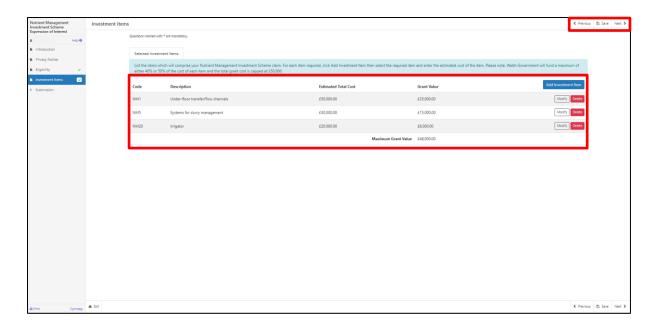


To add another item, click on the Add Investment item again.



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.

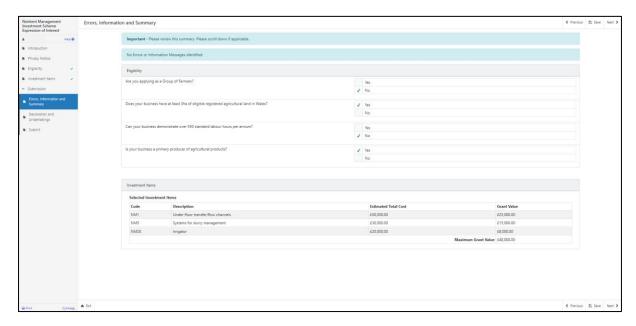


Once you have selected all your items click on the **Next Button**.



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.

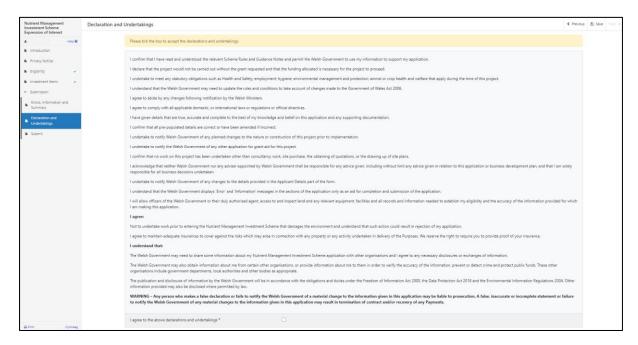


Once you have checked the summary and corrected any errors click on the **Next Button**.



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.

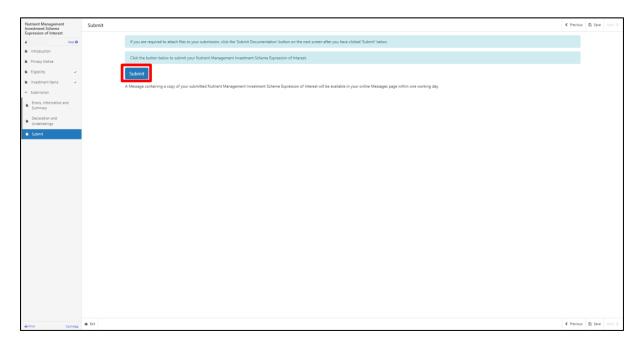


Once you have read and agreed the Declarations and Undertakings click on the **Next Button**.



Submission Page – Submit

To submit your Nutrient Management Investment 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?

If your Eol is selected, you will be notified via your RPW Online account. You must either accept or decline the offer of selection by completing and returning the Application Annex included with your selection notification letter to the Welsh Government via your RPW Online account by the date given in your letter.

If you accept selection, you will be invited to submit a full application.

This will be made available on your RPW Online account. A list of your investment items as submitted on the successfully selected EOI application will be prepopulated in your full application for you to provide quote information. Quotes must be submitted with your full application.

You will be given 12 weeks to submit your full application and supporting documents via your RPW Online account.

Guidance on the content and format required for these documents is available at <u>Rural grants and payments</u>. 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 <u>RPW Customer Contact Centre</u> 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.