



Llywodraeth Cymru  
Welsh Government

# Nutrient Management Investment Scheme

## Window 2

### Grant Application How to complete guidance

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Version: 1

Issue Date: September 2024

Issued By: Welsh Government

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ISBN Number: 978-1-83625-212-2

# Information

This guide takes you through the steps to complete and submit your application for the Nutrient Management Investment Scheme (NMIS) to the Welsh Government.

The NMIS Application will only be made available online to selected customers. If you do not accept selection, or do not reply to the Welsh Government by the date in the letter, your EoI will not progress further, and the offer of selection will be withdrawn.

You will need to complete the online form providing the Welsh Government with details of your project and submit the necessary supporting documents so your application can 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 [Guidance notes](#).

The final grant figure awarded, will not be higher than that stated in the EOI application and where applicable capped to £50,000.

Applications must be submitted electronically via RPW online. The online application will be available to complete at any time during the 12 week window. The closing date for completion of the application is detailed in the selection letter. There will be no opportunity for an extension.

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

Applicants need to respond to questions based on:

- Suitability of Investment
- Project delivery
- Risk and risk management
- Long term sustainability
- Value for money
- Financial and compliance

The application asks you to explain how your project will contribute towards the Welsh Government's cross cutting themes of:

- Equality of opportunity and Gender mainstreaming
- Tackling Poverty and Social Exclusion
- Welsh Language

The indicators and outcomes that will be monitored as a result of the investment are:

- Number of jobs created or

- Number of jobs safeguarded.
- Volume of new slurry storage installed.
- Area of roofing installed.
- Number of precision nutrient application items supported.

In addition to completing the full application online you will need to submit the following supporting documents online for appraisal by the Welsh Government within 12 weeks of your selection notification:

- Evidence to demonstrate your existing slurry storage capacity and future slurry storage requirements of the farm in relation to the Water Resources (Control of Agricultural Pollution) (Wales) Regulations 2021.
- Latest Certified Accounts (for the previous financial year).
- Quotes for each investment item selected on the EoI in accordance with the [competitive tendering and procurement rules](#).
- Evidence of funding available.
- Evidence you have submitted your planning application.
- Planning Permission if appropriate and available
- Sustainable Drainage Systems (SuDS) Approving Body (SAB) approval if appropriate and available.
- If you are applying for underfloor channels, roofing over existing yards and livestock yard renewal, provide photographs of the location for these projects.

The assessment will not commence until the application and ALL of the supporting documentation has been received by the Welsh Government. You may provide other documentation and evidence in addition to the above to support 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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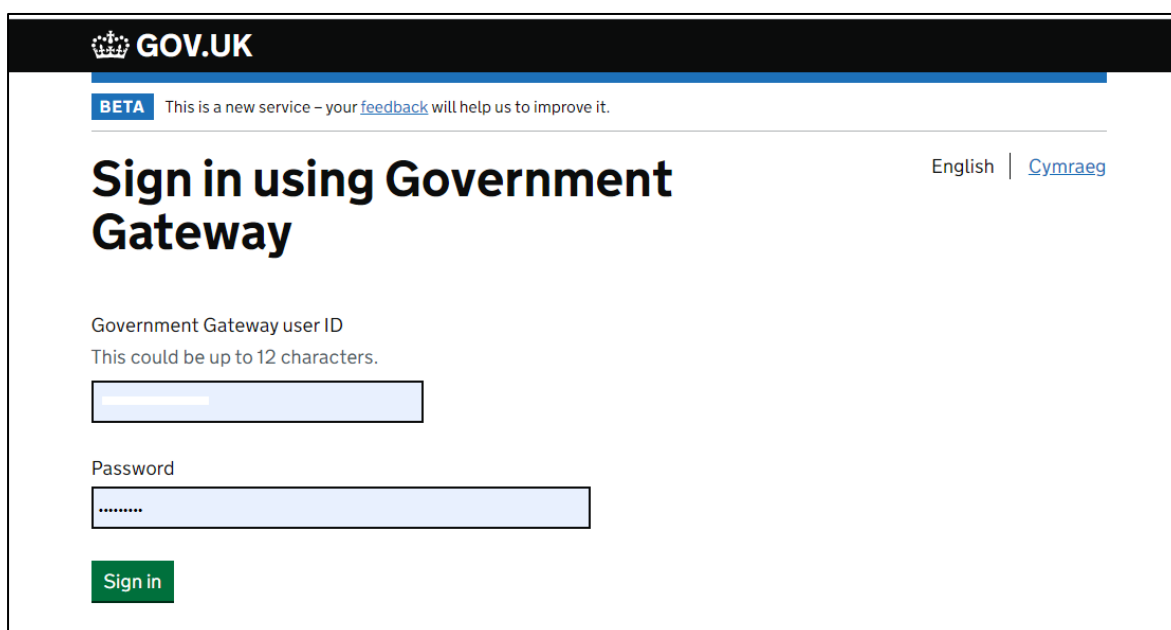
# Registering for RPW Online

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.



**GOV.UK**

**BETA** This is a new service – your [feedback](#) will help us to improve it.

English | [Cymraeg](#)

## Sign in using Government Gateway

Government Gateway user ID  
This could be up to 12 characters.

Password

**Sign in**

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

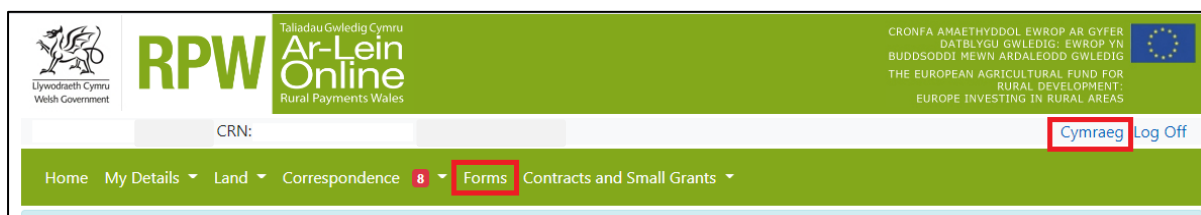
Once logged in to your online account the RPW Online 'Home' page will appear.

The screenshot shows the RPW Online Home Page. At the top, there are logos for the Welsh Government, RPW, and the European Union. Below the logos, there is a navigation menu with options like Home, My Details, Land, Correspondence (with a notification badge for 12), Forms, and Contracts and Small Grants. A central message area contains several announcements, including an extension of the submission deadline for SAF and Glastir Commons applications to 15 June due to Covid-19, and the removal of BPS Greening requirements regarding Crop Diversification. Below the messages, there is a 'Messages between You and RPW' section with a list of unread messages, such as 'Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW' and 'Llythyr Terfynu'r CPH / CPH Expiry Letter'. To the right of the messages is a 'Useful Links' section with links to BCMS, Farming and scheme information, Bovine TB, Farm animal movements and identification, Farming Connect, Offices Map, and 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 Nutrient Management Investment Scheme Grant Application 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 available for users to start, including Single Application Form, Appeal Available anytime, Capital Works Claim Available anytime, FCERM Contract Variation, Farm Business Grant - Yard Coverings EOI, Farm Business Grant Expression Of Interest, Glastir Woodland Creation Expression Of Interest, Glastir Woodland Restoration Expression Of Interest, Grant Claim Form, Growing for the Environment EOI, Horticulture Development Scheme Form, Integrated Natural Resources Scheme - Project Development Grant Application, Nutrient Management Investment Scheme Application (highlighted with a red box), and Nutrient Management Investment Scheme Expression of Interest.

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 Nutrient Management Investment 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.

RPW Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales

CRN: Cymraeg Log Off

Home My Details Land Correspondence 58 Forms Contracts and Small Grants

## Forms

Scheme All Select Reset

Not Submitted Being Processed Completed

Nutrient Management Investment Scheme Application - (Online)  
Draft

### Start a Form

- Single Application Form
- Appeal Available anytime
- Capital Works Claim Available anytime
- FCERM Contract Variation
- Farm Business Grant - Yard Coverings EOI
- Farm Business Grant Expression Of Interest

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

- Grant Claim Form
- Growing for the Environment EOI
- Horticulture Development Scheme Form
- Integrated Natural Resources Scheme - Project Development Grant Application
- Nutrient Management Investment Scheme Application**
- Nutrient Management Investment Scheme Expression of Interest
- Organic Conversion EOI
- Project Change Re-evaluation Available anytime
- Project Change Request

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# Nutrient Management Investment Scheme Grant Application Form

## Start Application

Once you have read the Nutrient Management Investment Scheme (NMIS) General Rules Booklet at [Rural grants and payments](#), to start your application form click the **Start** Button.

The screenshot shows the RPW Ar-Lein Online interface. At the top left is the Welsh Government logo. The main header is green with 'RPW Ar-Lein Online Rural Payments Wales' and 'Taliadau Gwledig Cymru'. Below the header is a navigation bar with links: Home, My Details, Land, Correspondence (48), Forms, Contracts and Small Grants, and Woodland Plans. The main content area is titled 'Start Application start an application or claim'. A message states: 'You have asked to complete the following application online: **Nutrient Management Investment Scheme Application**'. Below this, there are several paragraphs of text explaining the application process, including a warning that the application will not be submitted until the 'Submit' button is clicked. There are also links for 'Customer Contact Centre' and 'Customer Details' or 'Online Preferences'. A table lists the details to be checked: Trading Title, Address, Postcode, Telephone Number, Email Address, Number of Partners, Online Preferences, Email or SMS (Text) Preference, Email Address, and Mobile Number. At the bottom, there are 'Start' and 'Cancel' buttons, and a footer with links for Guidance Documents, Contact Us, Copyright Statement, and Accessibility Statement.

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 you have started previously, on this screen you will now be able to Continue (blue button at the bottom of the screen), or Start Again by clicking the link shown on this screenshot:

CRN:  Cymraeg | Log Off

Home My Details ▾ Land ▾ Correspondence **48** ▾ Forms Contracts and Small Grants ▾ Woodland Plans

### Continue Application continue an application or claim

You have asked to complete the following application online: **Nutrient Management Investment Scheme Application**. You already have an application in progress. Please click 'Continue' to continue with your **Nutrient Management Investment Scheme Application**.

You may choose to remove your existing **Nutrient Management Investment Scheme Application** and start again. This will undo all of the changes that you have made since starting your **Nutrient Management Investment Scheme Application** and the new **Nutrient Management Investment Scheme Application** will be populated with the latest available data. If you wish to do so, click '[Start Again](#)'.

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.

The application must be submitted to Welsh Government by  You will not be able to submit the form after this date even if you started filling in the form on or before

If you have any problems completing your **Nutrient Management Investment 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.

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

[Postcode](#)

[Telephone Number](#)

[Email Address](#)

[Number of Partners](#)

Continue working on the **Nutrient Management Investment Scheme Application** which was last updated on 05/09/2024 at 16:36 by Karen Hope

[Continue](#) [Back](#)

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

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:

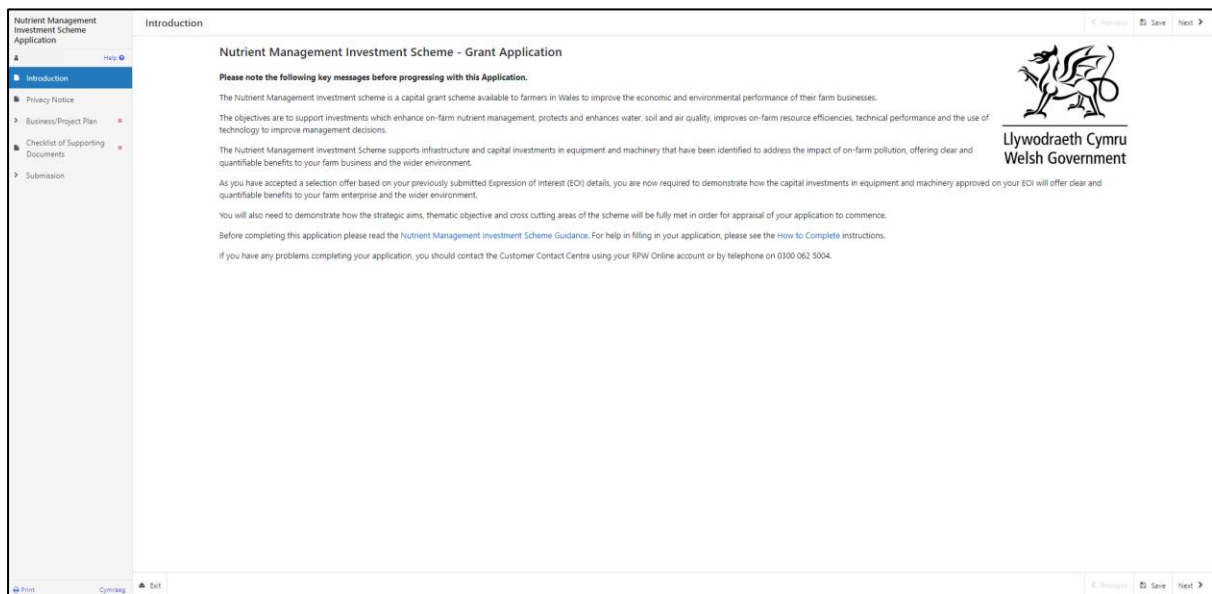
The screenshot shows the RPW Ar-Lein Online interface. At the top left is the Welsh Government logo. The header includes 'RPW' and 'Ar-Lein Online Rural Payments Wales'. A navigation bar contains links for Home, My Details, Land, Correspondence (with a red '48' notification), Forms, Contracts and Small Grants, and Woodland Plans. The main heading is 'Nutrient Management Investment Scheme Application - Delete / Start Again'. Below this, a message states: 'This option will remove your Nutrient Management Investment Scheme Application application and will undo ALL of the changes that you have made since starting your Nutrient Management Investment Scheme Application. Please note that this will:' followed by a list: 'remove all of the information that you have added' and 'un-set all of the questions that you have answered'. A second message says: 'When this Nutrient Management Investment Scheme Application has been removed you can start a new Nutrient Management Investment Scheme Application, which will be populated with the latest available data.' The question 'Do you wish to proceed with this option?' is followed by two options: 'Please click 'Yes' to confirm that you wish to remove your Nutrient Management Investment Scheme Application and start again.' with a blue 'Yes' button, and 'Please click 'No' to keep the entries you have already made on your Nutrient Management Investment Scheme Application and return to the previous screen.' with a grey 'No' button. Both buttons are highlighted with red boxes. At the bottom, there are links for Guidance Documents, Contact Us, Copyright Statement, and Accessibility Statement.

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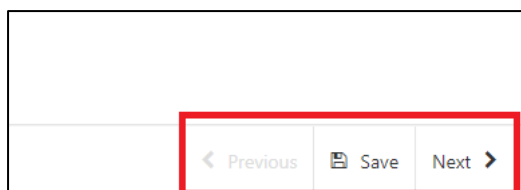
# Introduction

This is the introduction page which provides information about the Nutrient Management Investment Scheme Grant Application. For greater detail of the information provided on this page, please read the Nutrient Management Investment Scheme General Rules Booklet at [Rural grants and payments](#) section of 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:



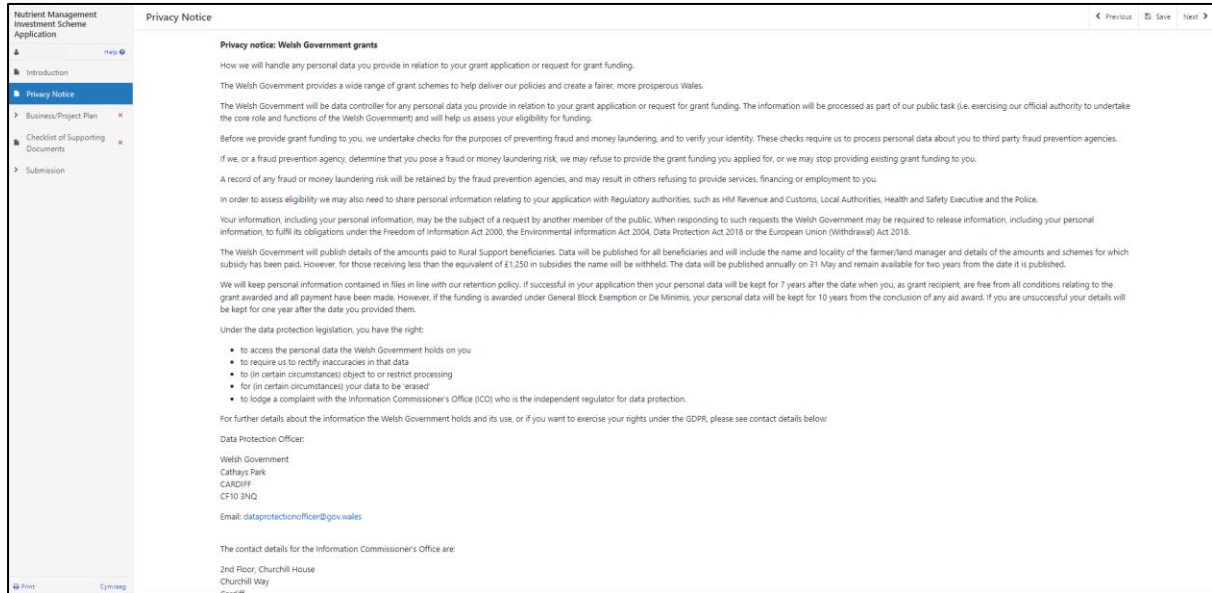
Once you have read the information click on the **Next** Button.



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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.



The screenshot shows a web application interface for 'Nutrient Management Investment Scheme Application'. The left sidebar contains a navigation menu with items: Introduction, Privacy Notice (highlighted), Business/Project Plan, Checklist of Supporting Documents, and Submission. The main content area is titled 'Privacy Notice' and contains the following text:

**Privacy notice: Welsh Government grants**

How we will handle any personal data you provide in relation to your grant application or request for grant funding.

The Welsh Government provides a wide range of grant schemes to help deliver our policies and create a fairer, more prosperous Wales.

The Welsh Government will be data controller for any personal data you provide in relation to your grant application or request for grant funding. The information will be processed as part of our public task (i.e. exercising our official authority to undertake the core role and functions of the Welsh Government) and will help us assess your eligibility for funding.

Before we provide grant funding to you, we undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks require us to process personal data about you to third party fraud prevention agencies.

If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide the grant funding you applied for, or we may stop providing existing grant funding to you.

A record of any fraud or money laundering risk will be retained by the fraud prevention agencies, and may result in others refusing to provide services, financing or employment to you.

In order to assess eligibility we may also need to share personal information relating to your application with Regulatory authorities, such as HM Revenue and Customs, Local Authorities, Health and Safety Executive and the Police.

Your information, including your personal information, may be the subject of a request by another member of the public. When responding to such requests the Welsh Government may be required to release information, including your personal information, to fulfil its obligations under the Freedom of Information Act 2000, the Environmental Information Act 2004, Data Protection Act 2018 or the European Union (Withdrawal) Act 2018.

The Welsh Government will publish details of the amounts paid to Rural Support beneficiaries. Data will be published for all beneficiaries and will include the name and locality of the farmer/land manager and details of the amounts and schemes for which subsidy has been paid. However, for those receiving less than the equivalent of £1,250 in subsidies the name will be withheld. The data will be published annually on 31 May and remain available for two years from the date it is published.

We will keep personal information contained in files in line with our retention policy. If successful in your application then your personal data will be kept for 7 years after the date when you, as grant recipient, are free from all conditions relating to the grant awarded and all payment have been made. However, if the funding is awarded under General Block Exemption or De Minimis, your personal data will be kept for 10 years from the conclusion of any aid award. If you are unsuccessful your details will be kept for one year after the date you provided them.

Under the data protection legislation, you have the right:

- to access the personal data the Welsh Government holds on you
- to require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing
- for (in certain circumstances) your data to be 'erased'
- to lodge a complaint with the information Commissioner's Office (ICO) who is the independent regulator for data protection.

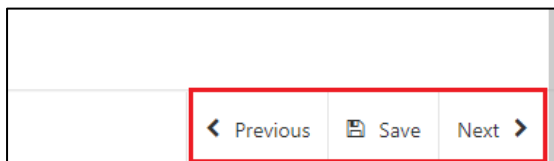
For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer:  
Welsh Government  
Cathays Park  
CARDIFF  
CF10 3NQ  
Email: [dataprotectionofficer@gov.wales](mailto:dataprotectionofficer@gov.wales)

The contact details for the Information Commissioner's Office are:  
2nd Floor, Churchill House  
Churchill Way  
rswest1

At the bottom right of the page, there are navigation buttons: '< Previous', 'Save', and 'Next >'. The 'Previous', 'Save', and 'Next' buttons are highlighted with a red border.

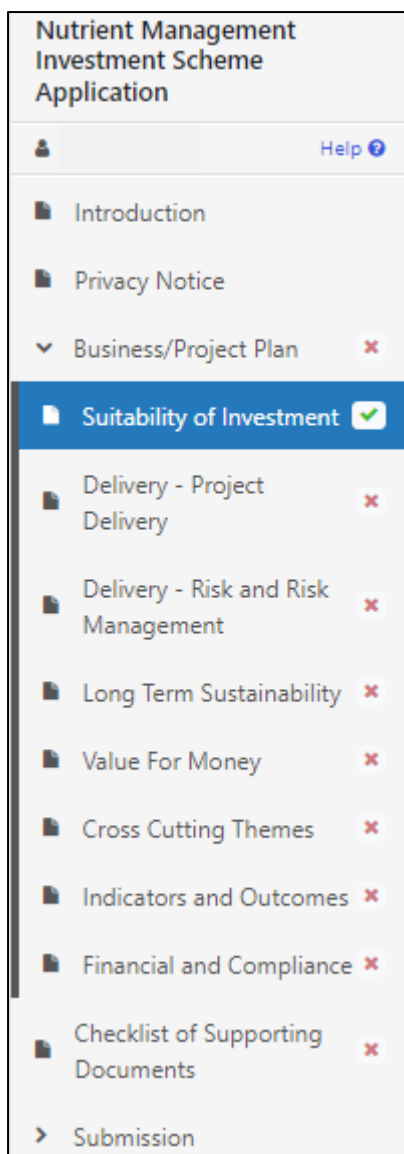
Once you have read the information click on the **Next** Button.



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# Business/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 eight headings.



Nutrient Management Investment Scheme Application	
Help ?	
Introduction	
Privacy Notice	
Business/Project Plan	x
<b>Suitability of Investment</b>	<b>✓</b>
Delivery - Project Delivery	x
Delivery - Risk and Risk Management	x
Long Term Sustainability	x
Value For Money	x
Cross Cutting Themes	x
Indicators and Outcomes	x
Financial and Compliance	x
Checklist of Supporting Documents	x
Submission	

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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# Business/Project Plan - Suitability of Investment

The Suitability of Investment page is where you will need to provide details to enable the evaluation of the appropriateness of the investment.

In this section, you need to provide a description of:

Your farm business, business details and details of the area and tenure of the land farmed by the business.

All enterprises including livestock numbers and current winter housing arrangements for livestock.

Details of current slurry and manure storage and information to demonstrate current compliance with the slurry storage requirements of the Water Resources (Control of Agricultural Pollution) (Wales) Regulations 2021.

**You are required to submit evidence of slurry storage capacity calculations as supporting documentation.**

You also need to describe the project and should submit diagrams, images, or photographs of the location, to assist in explaining the project location. This should include field parcel number and planning reference number if available.

Nutrient Management Investment Scheme Application

Suitability of Investment

Questions marked with \* are mandatory.

Provide a description of your farm business, this should include Business details and details of the area (ha) and tenure of the land farmed by the business.

Enter Details\*

0 / 4000

Provide details of all enterprises, including livestock numbers, and details on your current winter housing arrangements for livestock - housing types (cubicles, straw loose housing) and the numbers housed.

Enter Details\*

0 / 4000

Print Cancel

Nutrient Management Investment Scheme Application

- Introduction
- Privacy Notice
- Business/Project Plan
- Sustainability of Investment**
- Delivery - Project Delivery
- Delivery - Risk and Risk Management
- Long Term Sustainability
- Value For Money
- Cross Cutting Themes
- Indicators and Outcomes
- Financial and Compliance
- Checklist of Supporting Documents
- Submission

Provide details of your current slurry and manure storage.

Enter Details\*

Provide the following information to demonstrate your current compliance with the slurry storage requirements of The Water Resources (Control of Agricultural Pollution) (Wales) Regulations 2021.

Total volume, in cubic meters, of slurry produced on the holding (including parlour washings and silage clamp runoff if entering the slurry store).\*

Total annual rainfall, in millimetres, during the 5 or 6 month closed period for your location? Rainfall for your location can be found at [Average Rainfall Figures](#).\*

The total area, in square meters, of uncovered dirty yards and manure storage areas where the rainwater mixes with slurry, or enters the store.\*

Current total slurry storage capacity for your holding in cubic meters.\*

Taking account of the above, what is the total storage capacity required for your holding? (Slurry + rainwater + freeboard)\*

Nutrient Management Investment Scheme Application

- Introduction
- Privacy Notice
- Business/Project Plan
- Sustainability of Investment**
- Delivery - Project Delivery
- Delivery - Risk and Risk Management
- Long Term Sustainability
- Value For Money
- Cross Cutting Themes
- Indicators and Outcomes
- Financial and Compliance
- Checklist of Supporting Documents
- Submission

**Submit evidence of slurry storage capacity calculations as supporting documentation.**

The following workbook can be used to assist you to evidence slurry storage capacity requirements: [Farm Workbook](#)  
Guidance to complete the workbook is available at: [Farm Workbook guidance](#)

Please only answer one of the following questions:

1. If you are not currently compliant, provide an explanation as to how the investment will support the farm to reach compliance with The Water Resources (Control of Agricultural Pollution) (Wales) Regulations 2021. Explain what additional slurry and/or manure storage capacity is required.

Enter details

2. If you are currently compliant, provide an explanation as to how the investment will support the farm to improve its nutrient management and enhance water, air and soil quality.

Enter details

Nutrient Management Investment Scheme Application

- Introduction
- Privacy Notice
- Business/Project Plan
- Sustainability of Investment**
- Delivery - Project Delivery
- Delivery - Risk and Risk Management
- Long Term Sustainability
- Value For Money
- Cross Cutting Themes
- Indicators and Outcomes
- Financial and Compliance
- Checklist of Supporting Documents
- Submission

2. If you are currently compliant, provide an explanation as to how the investment will support the farm to improve its nutrient management and enhance water, air and soil quality.

Enter details

Describe the project. Diagrams, images, or photographs of the location should be submitted, to assist in explaining the project location. Include field parcel number and planning reference number if available.

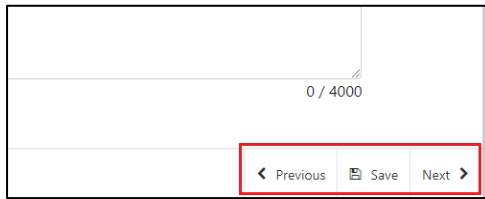
Enter details\*

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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# Business/Project Plan - Project Delivery

The Delivery – Project Delivery page is where you will provide a plan of the work that the Business/Organisation intends to undertake.

In this section, you need to provide the following:

- Describe key activities and investments and who will have responsibility for undertaking these activities.
- Describe how timescales have been determined.
- The need for SAB approval; submit either the SAB approval documents or a receipt from the local authority that SAB approval is not required.
- Compliance of funded items with Regulatory Requirements, including, where applicable:
  - SSAFO;
  - Control of Pollution (Oil Storage) Wales Regulations 2016;
  - BS 5502;
  - NRW/Local authority Consents where investments affect slurry or silage storage systems or could affect water flow.

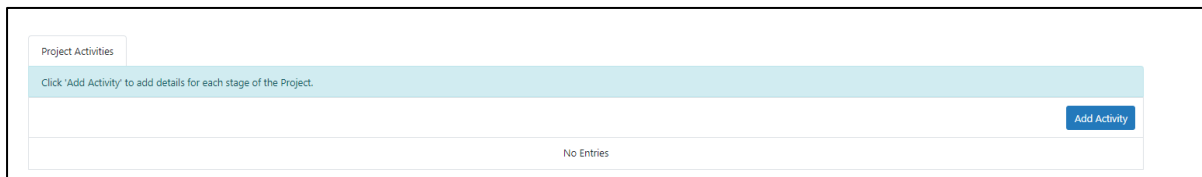
You will need to provide timescales for delivery of your project by completing the Project Activities.

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

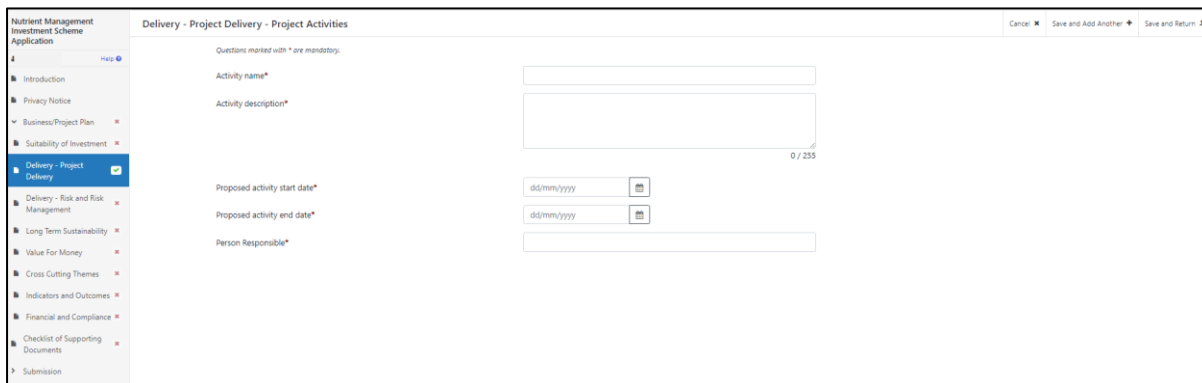
The questions in this section are mandatory and you will not be able to submit your form without completing them.

The screenshot shows a web application interface for 'Nutrient Management Investment Scheme Application'. The main heading is 'Delivery - Project Delivery'. A sidebar on the left contains a navigation menu with items like 'Introduction', 'Privacy Notice', 'Business/Project Plan', 'Suitability of Investment', 'Delivery - Project Delivery' (highlighted), 'Delivery - Risk and Risk Management', 'Long Term Sustainability', 'Value For Money', 'Cross Cutting Themes', 'Indicators and Outcomes', 'Financial and Compliance', 'Checklist of Supporting Documents', and 'Submission'. The main content area has a header with 'Previous', 'Save', and 'Next' buttons. Below this, a light blue box contains the instruction: 'Provide a project plan / timescale of the key activities and investments. Include references to members of the business and contractors who will have responsibility or will undertake the activity.' This is followed by a large text input field labeled 'Enter details\*' with a character count '0 / 4000'. Below the text field is a section titled 'Project Activities' with a light blue box containing the instruction: 'Click 'Add Activity' to add details for each stage of the Project.' There is an 'Add Activity' button and a table with 'No Entries'. Below this is another light blue box with the instruction: 'Describe how the timescales have been determined.' This is followed by another 'Enter details\*' text input field.

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

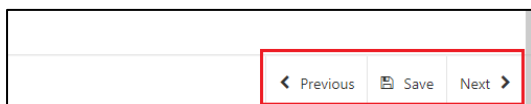


Once you have selected the **Add Activity** button you will see the following page.



Here you need to enter the name and description of the Activity, a proposed start and end date for it, and the person responsible. Simply select the **calendar** 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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# Business/Project Plan - Delivery - Risk and 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 and 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 might be taken to try and avoid it happening and what might be done to reduce the effect on the project if it did happen?

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

The screenshot shows a web application interface for 'Nutrient Management Investment Scheme Application'. The main section is titled 'Delivery - Risk and Risk Management'. It contains a mandatory question: 'Recognising 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 at least the top 5 risks that might affect the delivery of the Project and the achievement of outputs and objectives of the Project.' Below this is a table for 'Risks' with a red banner stating 'Please make at least 5 entries.' and an 'Add Risk' button. The sidebar on the left lists various sections, with 'Delivery - Risk and Risk Management' highlighted. At the bottom, there are navigation buttons for 'Previous', 'Save', and 'Next'.

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

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

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.

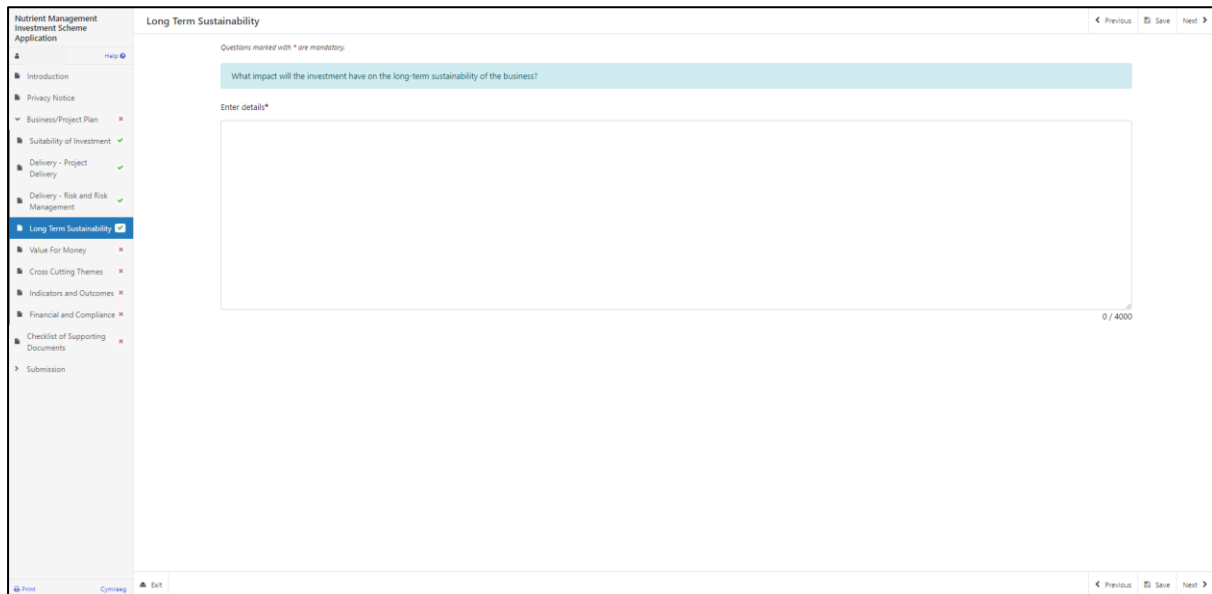
You will need to complete this for at least 5 different risks. If you do not provide at least 5 then an error message will show, and this section will not show as completed as shown in the screenshot below:

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

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# Business/Project Plan - Long Term Sustainability

The Long Term Sustainability page is where you explain the impact the investment will have on the long term sustainability of the business.

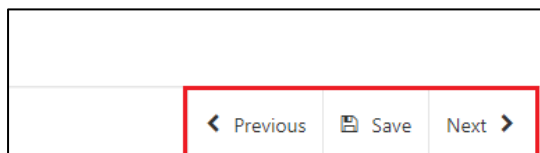


The screenshot shows a web application interface for 'Nutrient Management Investment Scheme Application'. The main content area is titled 'Long Term Sustainability'. It features a question: 'What impact will the investment have on the long-term sustainability of the business?'. Below the question is a large text input area labeled 'Enter details\*'. The form is part of a larger application with a sidebar menu on the left and navigation buttons at the bottom.

The text box is expandable and allows up to 4000 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.

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



The image shows a close-up of the navigation buttons at the bottom of the form. The buttons are '< Previous', 'Save', and 'Next >'. The 'Previous', 'Save', and 'Next' buttons are highlighted with a red border.

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## Business/Project Plan - Value for Money

The Value for Money page is where you will provide information of the Project costs and quotes.

Only investment items that have been selected as submitted in your Expression of Interest can be entered in this section. The investment items submitted in your application will be checked and any additions will be removed from appraisal.

**To complete this section, you must have obtained a quote for each investment item. If you have not obtained quotes at the time of submitting the application, you will be asked to provide an estimated value.**

**For items with a value of less than £1,000 no quote is required, for items with a value between £1,000 and £4,999 1 quote or estimate is required and for items with a value of £5,000 or greater 3 quotes or estimates are required.**

If you have obtained quotes at the time of submitting this application, you must also submit the supporting evidence for those quotes.

**It should be noted that if you do not submit required evidence of the quotes at the time of submitting the application you will need to do so prior to submitting any claims.**

All applicants must refer to and comply with the Welsh Government Competitive Tendering and Public Procurement Technical Guidance Notes available on the following link [Rural grants: competitive tendering guidance](#).

All applicants must document and retain for their records all competitive tendering using the Welsh Government Competitive Tendering Register and Record available on the attached link [Competitive Tendering and Public Procurement - Register & Record](#).

The applicant is responsible for ensuring the competitive tendering process is followed correctly, fully documented and the documentation is available upon request.

If you are considering purchasing second hand equipment and are unsure of how to evidence with quotes, please contact the Customer Contact Centre on 0300 062 5004 for advice.

There is a significant risk that grant could be recovered in full or in part if the competitive tendering process is not followed correctly and supporting documentation is not retained.

Appraisal checks of all quotes submitted will include the following:

- Compliance with Welsh Government Competitive Tendering and Public Procurement procedures and requirements;

- Reasonableness of costs;
- Reason and rationale provided by the applicant if the cheapest supplier is not the preferred quote;
- Comparability and timeliness of quotes;
- Further investigation with applicant and/or supplier by the Welsh Government if any risk or anomaly is identified during appraisal;
- Welsh Government will request the Competitive Tendering and Public Procurement Register and Record during appraisal.

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

The screenshot displays the 'Value For Money' section of a web application. On the left is a sidebar with a navigation menu including: Introduction, Privacy Notice, Business/Project Plan, Suitability of Investment, Delivery - Project Delivery, Delivery - Risk and Risk Management, Long Term Sustainability, Value For Money (highlighted), Cross Cutting Themes, Indicators and Outcomes, Financial and Compliance, Checklist of Supporting Documents, and Submission. The main content area is titled 'Value For Money' and includes a 'Previous' button, a 'Save' button, and a 'Next' button. Below the title, there are two light blue instructional boxes: 'You must refer to the following before incurring costs' (listing 'Rural grants: competitive tendering guidance' and 'Competitive Tendering and Public Procurement - Register and Record') and 'Show how the total project costs have been arrived at by providing a detailed breakdown of the proposed expenditure.' This is followed by a text box labeled 'Enter details\*' with a character count of '0 / 4000'. A second light blue box asks to 'Explain how the costs of the Project are considered to be reasonable taking into account the scope, scale and timescale of the proposals.', followed by another 'Enter details\*' text box.

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.

All investment items submitted in your EOI application will be prepopulated under the EOI Selected Investment Items tab. Click **Modify** to add quotes or an estimate for the investment item.



Nutrient Management Investment Scheme Application

Explain how the costs of the Project are considered to be reasonable taking into account the scope, scale and timescale of the proposals.

Enter details\*

EOI Total Value (£) 39500.00

Investment Items

To complete this section you must have obtained quotes for each item as detailed below, if you have not obtained quotes you must enter an estimated value. You must submit evidence of the quotes with this application.

- Investment item value between £1,000 and £4,999 one quote is required
- Investment item value £5,000 or above three quotes are required

Click 'Modify' to add details of a quote or estimate for this investment item.

Code	Description	Estimated Total Cost	Grant Value
NM2	Slurry stores and associated reception pits	£78,200.00	£39,100.00
NM29	Rainwater goods	£1,000.00	£400.00
<b>Maximum Grant Value</b>			<b>£39,500.00</b>

Nutrient Management Investment Scheme Application

Value For Money - Investment Items

Map Id: NI01

Item: NM2 - Slurry stores and associated reception pits

Description: Stores, including slurry lagoons, concrete storage structures, above ground, concrete or steel stores suitable for storing slurry that is easy to pump.

Payment Rate: 50.00 %

Estimated Total Cost: £ 78200

Grant Value: £ 39,100.00

Is the estimated value of the item less than £1000?  Yes  No

Save Save and Return

If the estimated value of the item is less than £1,000 select 'Yes'. As no quotes are required press 'Save and Return' to return to the previous screen.

Nutrient Management Investment Scheme Application

Value For Money - Investment Items

Map Id: NM03

Item: NM6 - Sludge clamps

Description: A storage facility for sludge with the clamp base, effluent tank and drains being impermeable and resistant to attack from sludge effluent. Built to BS5502.

Payment Rate: 50.00 %

Estimated Total Cost: £ 800

Grant Value: £ 400.00

Is the estimated value of the item less than £1000?  Yes  No

Save **Save and Return**

If the estimated value of the item is not less than £1,000 select 'No'. You will then be asked 'Do you have Quotes for this item?'. If you select 'No' press 'Save and Return' to return to the previous page.

Nutrient Management Investment Scheme Application

Value For Money - Investment Items

Map id: N01

Item: NM2 - Slurry stores and associated reception pits

Description: Stores, including slurry lagoons, concrete storage structures, above ground, concrete or steel stores suitable for storing slurry that is easy to pump.

Payment Rate: 50.00 %

Estimated Total Cost\*: £ 78,200

Grant Value: £ 39,100.00

Is the estimated value of the item less than £1000?  Yes  No

Do you have Quotes for this item?  Yes  No

If you select 'Yes' to 'Do you have Quotes for this item?' further information will be presented for completion.

Nutrient Management Investment Scheme Application

Value For Money - Investment Items

Map id: N01

Item: NM2 - Slurry stores and associated reception pits

Description: Stores, including slurry lagoons, concrete storage structures, above ground, concrete or steel stores suitable for storing slurry that is easy to pump.

Payment Rate: 50.00 %

Item Cost: £ 78,200.00

Grant Value: £ 39,100.00

Is the estimated value of the item less than £1000?  Yes  No

Do you have Quotes for this item?  Yes  No

Item Quotes

To complete this section you must have obtained quotes for each item as detailed below. You must submit evidence of the quotes with this application.

- Investment item value between £1,000 and £4,999 one quote is required
- Investment item value £5,000 or above three quotes are required

Click 'Add Quote' to add details of a quote for this investment item.

No Entries

Add Quotes

Select the **Add Quote** button and you will see the following page. Enter your quote details.

Nutrient Management Investment Scheme Application

Value For Money - Investment Items - Add Quotes

Quote Value\*: £

Supplier Trading Title\*

Preferred quote

Do you or anyone involved in the Project have an interest in this supplier?  Yes  No

Supporting Documents

You are required to upload evidence of the quote. This should include the quote value and supplier details.

Document Type - Proof of Quote

No files loaded

If you are adding only one quote for this investment item, you need to select the Preferred Quote tick box.

Nutrient Management Investment Scheme Application

Value For Money - Add Quotes

Quote Value \*

Supplier Trading Title \*

**Preferred quote**

Do you or anyone involved in the Project have an interest in this supplier? \*  Yes  No

Supporting Documents

You are required to upload evidence of the quote. This should include the quote value and supplier details.

Document Type - Proof of Quote

No files loaded

If you answer, 'Yes' to "Do you or anyone involved in the Project have an interest in this supplier?", a text box will open up for you to provide details on what actions the Business/Organisation has taken to mitigate this conflict of interest? This question must be answered in order to progress any further with the application.

Do you or anyone involved in the Project have an interest in this supplier? \*  Yes  No

What actions has the Business/Organisation taken to mitigate this conflict of interest? \*

0 / 255

You then have the option to 'Save' Quote or just to 'Save and Return' to the Investment Items page.

Once you have returned to the Investment Items page your quote information will be shown.

Nutrient Management Investment Scheme Application

Value For Money - Investment Items

Map Id: N101

Item: NM2 - Slurry stores and associated reception pits

Description: Stores, including slurry lagoons, concrete storage structures, above ground, concrete or steel stores suitable for storing slurry that is easy to pump.

Payment Rate: 50.00 %

Item Cost: £ 78,000.00

Grant Value: £ 39,000.00

is the estimated value of the item less than £1000? \*  Yes  No

Do you have Quotes for this item? \*  Yes  No

Item Quotes

To complete this section you must have obtained quotes for each item as detailed below. You must submit evidence of the quotes with this application.

- Investment item value between £1,000 and £4,999 one quote is required
- Investment item value £5,000 or above three quotes are required

Click 'Add Quote' to add details of a quote for this investment item.

The cost of this item is equal to or greater than £5000. You should provide 3 Quotes for this item.

Quote Value	Supplier Trading Title	Preferred quote	Supplier interest	Supporting Documents Provided
£78,000.00	Messrs Jones	Yes	No	Yes

You must enter at least 3 quotes. Tick this box to indicate that you wish to submit this application with less than three quotes for this investment item.

If your quote value is greater than £5,000 and you only have one quote available to submit, you must Tick the box to indicate that you wish to submit the application with less than three quotes for this investment item. A text box will also appear for you to explain why you are submitting less than three quotes for this investment item.

Item Quotes

To complete this section you must have obtained quotes for each item as detailed below. You must submit evidence of the quotes with this application.

- Investment item value between £1,000 and £4,999 one quote is required
- Investment item value £5,000 or above three quotes are required

Click 'Add Quote' to add details of a quote for this investment item.

• The cost of this item is equal to or greater than £5000. You should provide 3 Quotes for this item.

Quote Value	Supplier Trading Title	Preferred quote	Supplier interest	Supporting Documents Provided	Add Quotes
£78,000.00	Messrs Jones	Yes	No	Yes	<input type="button" value="Modify"/> <input type="button" value="Delete"/>

You must enter at least 3 quotes. Tick this box to indicate that you wish to submit this application with less than three quotes for this investment item.

Explain why you are submitting less than three quotes for this investment item. \*

0 / 255

You then have the option to 'Save' or just to 'Save and Return' to the Value for Money page.

## Maximum & Minimum Grant Values

As the maximum grant value that can be applied for under NMIS is £50,000, the values entered into the quotes table in this section will be capped at this amount or the amount claimed in your EOI.

Example capped to £50,000.

EOI Total Value (£) 50000.00

Investment Items

To complete this section you must have obtained quotes for each item as detailed below; if you have not obtained quotes you must enter an estimated value. You must submit evidence of the quotes with this application.

- Investment item value between £1,000 and £4,999 one quote is required
- Investment item value £5,000 or above three quotes are required

Click 'Modify' to add details of a quote or estimate for this investment item.

Code	Description	Estimated Total Cost	Grant Value	Modify
NM4	Covered manure stores	£10,000.00	£5,000.00	<input type="button" value="Modify"/>
NM11	Roofing for existing yards	£50,000.00	£20,000.00	<input type="button" value="Modify"/>
NM1	Under-floor transfer/flow channels	£20,000.00	£10,000.00	<input type="button" value="Modify"/>
NM34	Field nurse tank	£10,000.00	£4,000.00	<input type="button" value="Modify"/>
NM14	Pumped tanker plus Band Spreader or trailing shoe.	£20,000.00	£8,000.00	<input type="button" value="Modify"/>
NM42	Water harvesting and filtering equipment (Above ground)	£10,000.00	£4,000.00	<input type="button" value="Modify"/>
			<b>Maximum Grant Value</b>	£51,000.00

EOI Total Value (£) 50000.00

Investment Items

To complete this section you must have obtained quotes for each item as detailed below, if you have not obtained quotes you must enter an estimated value. You must submit evidence of the quotes with this application.

- Investment item value between £1,000 and £4,999 one quote is required
- Investment item value £5,000 or above three quotes are required

Click 'Modify' to add details of a quote or estimate for this investment item.

The Total EOI Value has been exceeded. The maximum grant payable will be capped at the Total EOI Value.

Code	Description	Estimated Total Cost	Grant Value	
NM4	Covered manure stores	£10,000.00	£5,000.00	Modify
NM11	Roofing for existing yards	£50,000.00	£20,000.00	Modify
NM1	Under-floor transfer/flow channels	£20,000.00	£10,000.00	Modify
NM34	Field nurse tank	£10,000.00	£4,000.00	Modify
NM14	Pumped tanker plus Band Spreader or trailing shoe.	£20,000.00	£8,000.00	Modify
NM42	Water harvesting and filtering equipment (Above ground)	£10,000.00	£4,000.00	Modify
			<b>Maximum Grant Value</b>	£51,000.00

Example Capped to EOI Value.

EOI Total Value (£) 37100.00

Investment Items

To complete this section you must have obtained quotes for each item as detailed below, if you have not obtained quotes you must enter an estimated value. You must submit evidence of the quotes with this application.

- Investment item value between £1,000 and £4,999 one quote is required
- Investment item value £5,000 or above three quotes are required

Click 'Modify' to add details of a quote or estimate for this investment item.

The Total EOI Value has been exceeded. The maximum grant payable will be capped at the Total EOI Value.

Code	Description	Estimated Total Cost	Grant Value	
NM3	Tanks for storage of lightly fouled water	£35,000.00	£17,500.00	Modify
NM5	Systems for slurry management	£6,000.00	£3,000.00	Modify
NM6	Silage clamps	£800.00	£400.00	Modify
NM9	Free floating plastic cover for above ground slurry stores	£7,400.00	£3,700.00	Modify
NM7	Integral slurry store.	£30,000.00	£15,000.00	Modify
			<b>Maximum Grant Value</b>	£39,600.00

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

Navigation buttons: < Previous Save Next >

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# Business/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:

- Equality of Opportunity and Gender Mainstreaming;
- Tackling Poverty and Social Exclusion;
- Welsh Language.

The text boxes are expandable and allow up to 2000 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.

Nutrient Management Investment Scheme Application

Cross Cutting Themes

Questions marked with \* are mandatory.

Describe how your project will contribute towards the cross cutting themes of:

- Equality of opportunity and Gender mainstreaming
- Tackling poverty and Social exclusion
- The Welsh language

Equality of opportunity and Gender mainstreaming\* 0 / 2000

Tackling poverty and Social exclusion\* 0 / 2000

The Welsh language\* 0 / 2000

Navigation: Previous Save Next

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

Navigation: Previous Save Next

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## Business/Project Plan - Indicators and Outcomes

All supported projects are required to report progress to Welsh Government against a number of agreed Performance Indicators.

The online form will list the relevant indicators and you will need to set targets against these.

You will need to provide information for **the following Indicators**:

- Number of jobs created or
- Number of jobs safeguarded.
- Volume of new slurry storage installed.
- Area of roofing installed.
- Number of precision nutrient application items supported.

Performance Indicator Name	Definition
Number of jobs created or safeguarded	<p>Total number of permanent jobs created (not maintained) through supported projects expressed in FTE, by gender. Only new jobs actually created should be counted, which excludes jobs maintained (as too problematic to assess). It relates to employment when the project is up and running, i.e. if the project is the creation of a farm shop, it does not include employment created during the design/construction building phase – consultant/architect/builders, but the employment which is created when the shop is running (manager, sales assistants, etc.). Voluntary work should not be counted but self-employment is included. Indicator is calculated in FTE; therefore, if an existing halftime job is transformed into a full time job, the value of the indicator is 0.5 (a half job is considered created). To count one job created, the duration of the contract should be one year or more (e.g. a six month contract at 100% is 0.5). This does not include jobs that have been relocated.</p> <p>Jobs safeguarded are where jobs are known to be at risk over the next 12 months. Jobs should be scored as FTE and permanent (a seasonal job may be scored provided the job is expected to recur indefinitely; the proportion of the year worked should also be recorded). The job itself should be scored, not an estimate of how many people may occupy the job. If the job is not fulltime then the hours per week will need to be divided by 30 to find the proportion of FTE represents (e.g. 18 hours per week would be 0.6 FTE).</p>
Volume of new slurry storage installed.	<p>Volume in cubic metres (M<sup>3</sup>) of new or additional slurry storage installed to allow for:</p> <ul style="list-style-type: none"> <li>• Slurry produced during the closed period (5 months for dairy and beef and 6 months for pigs and poultry)</li> <li>• Average rainfall for the closed period</li> <li>• Freeboard.</li> </ul>

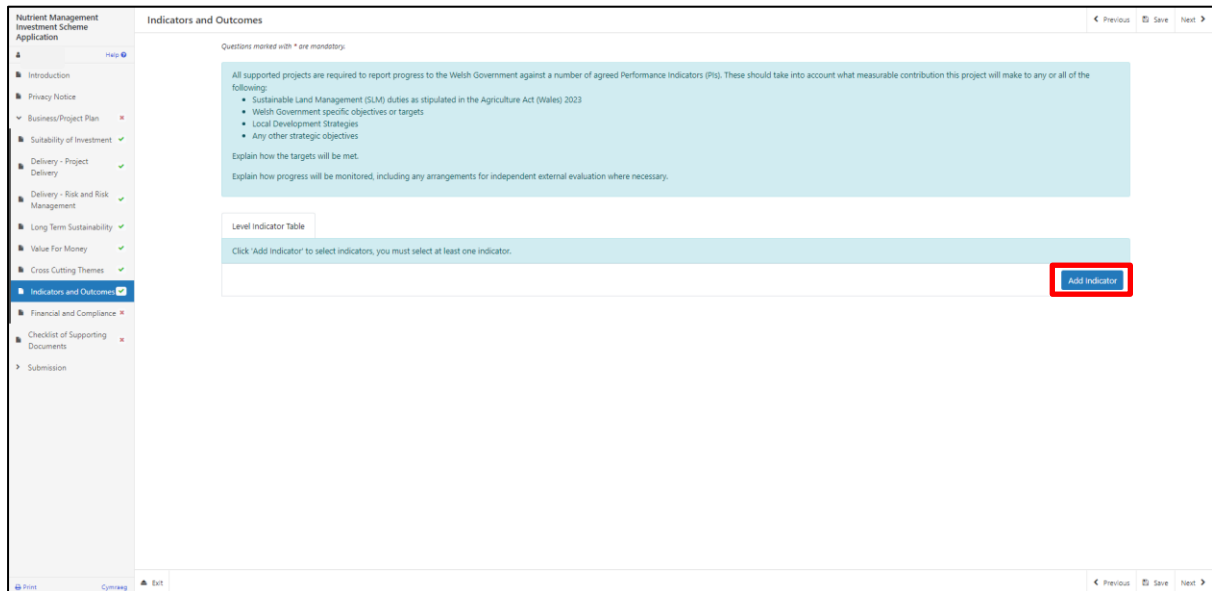
<b>Performance Indicator Name</b>	<b>Definition</b>
Area of roofing installed.	Area in square metres (M <sup>2</sup> ) of new roofing installed over: <ul style="list-style-type: none"> <li>• Livestock feeding areas</li> <li>• Livestock gathering areas</li> <li>• Slurry stores</li> <li>• Silage stores</li> <li>• Manure stores.</li> </ul>
Number of precision nutrient application items supported.	Number (units) of the following items: <ul style="list-style-type: none"> <li>• NM13 – Slurry tanker plus injector</li> <li>• NM15 – Pumped tanker plus injector</li> <li>• NM18 – Umbilical hose plus injector</li> <li>• NM21 – Injector (Slurry)</li> <li>• NM22 - Variable rate controller for sprayers and fertiliser spreaders</li> <li>• NM31 – GPS for precision farming</li> <li>• NM32 – GPS and flow systems for slurry application.</li> </ul>



# Indicators and Outcomes

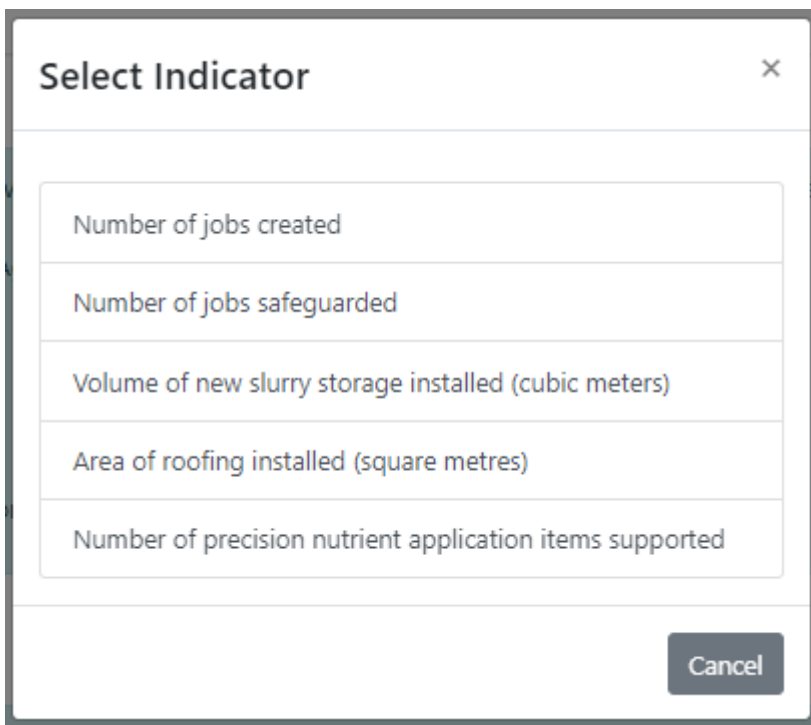
The Indicators and Outcomes page is where you will provide information on how targets will be met along with monitoring and progress to meet the Level Indicators.

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



Select 'Add Indicator' blue button to provide responses to the Level Indicators.

Please select the Level Indicator you wish to respond to from the list available.



Once selected you will be provided with further questions to answer.

Indicators and Outcomes - Level Indicator Table

Number of jobs created

Target Value \*

Enter Details \*

How will the Target be met? \*

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

0 / 500

0 / 500

0 / 500

Print Cymraeg

Cancel Save Save and Return

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

Indicators and Outcomes - Level Indicator Table

Number of jobs created

Target Value \*

Enter Details \*

How will the Target be met? \*

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

This is a mandatory question, please answer it.

This is a mandatory question, please answer it.

This is a mandatory question, please answer it.

This is a mandatory question, please answer it.

0 / 500

0 / 500

0 / 500

0 / 500

Print Cymraeg

Cancel Save Save and Return

Nutrient Management Investment Scheme Application

Indicators and Outcomes

Questions marked with \* are mandatory.

All supported projects are required to report progress to the Welsh Government against a number of agreed Performance Indicators (PIs). These should take into account what measurable contribution this project will make to any or all of the following:

- Sustainable Land Management (SLM) duties as stipulated in the Agriculture Act (Wales) 2023
- Welsh Government specific objectives or targets
- Local Development Strategies
- Any other strategic objectives

Explain how the targets will be met.

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

Level Indicator Table

Click 'Add Indicator' to select indicators, you must select at least one indicator.

Indicator	Target Value	
Number of jobs created		<input type="button" value="Add Indicator"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>
<ul style="list-style-type: none"> <li>This is a mandatory question, please answer it.</li> <li>This is a mandatory question, please answer it.</li> <li>This is a mandatory question, please answer it.</li> <li>This is a mandatory question, please answer it.</li> </ul>		

← Previous Save Next >

Level Indicator Table

Click 'Add Indicator' to select indicators, you must select at least one indicator.

Indicator	Target Value	
Number of jobs created	5	<input type="button" value="Add Indicator"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>

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

← Previous  Next >

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# Business/Project Plan - Financial and Compliance

You will be required to provide information on the financial aspect and compliance of your project.

You will need to provide your explanation and supporting evidence of the following for appraisal.

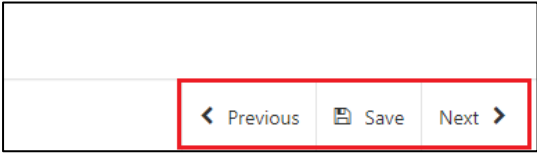
- Financial position of the business, to include financial overheads and turnover, issues and concerns.
- How the project will be funded in addition to any award of grant.
- Trading outlook and how the financial performance of the business will be impacted by the investment.
- Evidence that the investment and any subsequent planned investment will save money or decrease costs and any benefits that it would bring to the existing business.
- How the business will be more profitable and that profit is sufficient for the future i.e. profit in relation to cash needs.
- Evidence provided that demonstrates that, without grant, the project would not proceed.

The screenshot shows a web-based application form titled "Nutrient Management Investment Scheme Application". The current section is "Financial and Compliance". The form includes a sidebar with a navigation menu listing various sections: Introduction, Privacy Notice, Business/Project Plan, Suitability of Investment, Delivery - Project Delivery, Delivery - Risk and Risk Management, Long Term Sustainability, Value For Money, Cross Cutting Themes, Indicators and Outcomes, Financial and Compliance (highlighted), Checklist of Supporting Documents, and Submission. The main content area displays a question: "The Nutrient Management Investment Scheme offers a maximum grant of 40% or 50%, depending on items selected, with grant towards the cost of investment to a maximum of £30,000. Describe how you intend to fund the investment in addition to the grant. Please provide evidence of funding to support your application. This could be:" followed by a bulleted list of requirements: "A letter from a bank or lender confirming funds are available to complete the investment.", "Evidence an overdraft facility is available to fund the investment.", and "Copy of a bank statement as evidence that funds are available for the investment." Below the question is a large text input box labeled "Enter details\*" with a character count of "0 / 4000". The form also features navigation buttons for "Previous", "Save", and "Next" at the top and bottom right.

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.

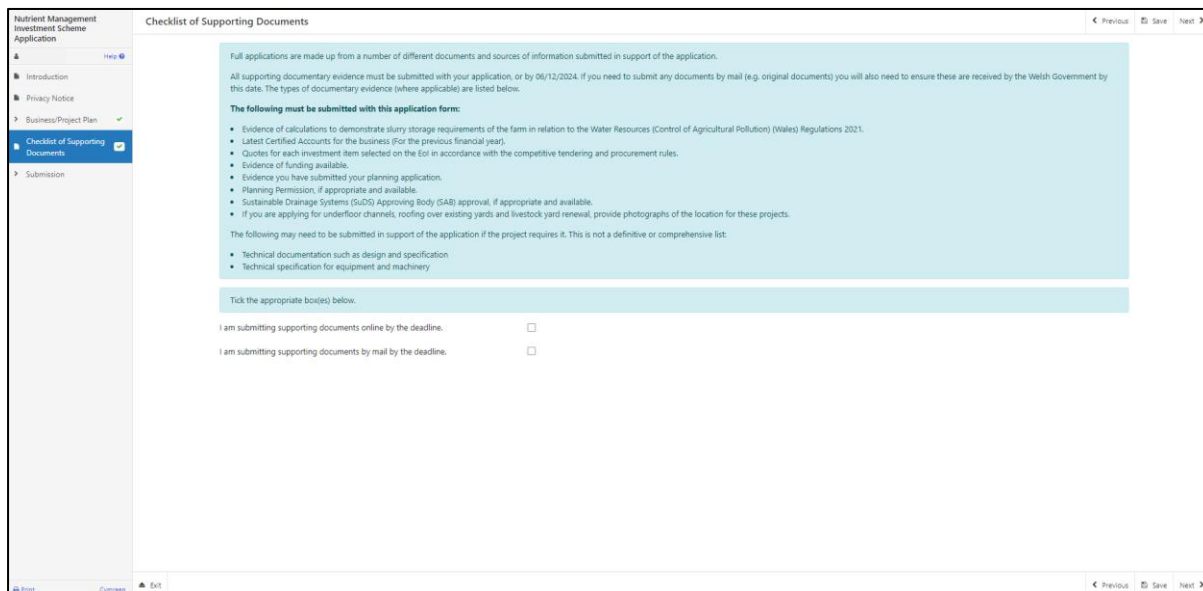
When you have finished filling in your answers, select the **Next** button.



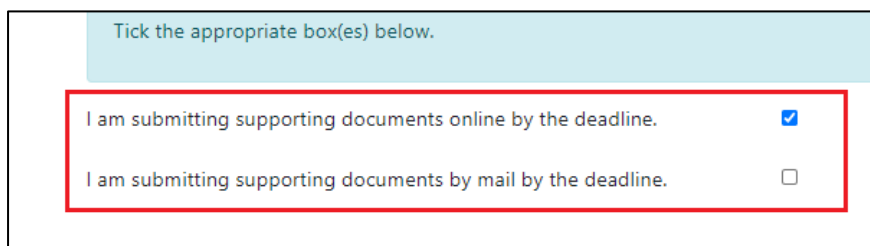
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# Checklist of Supporting Documents

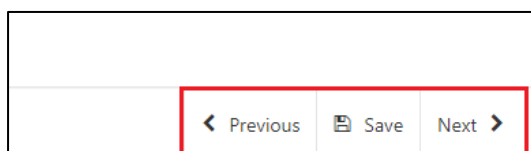
The Checklist of supporting documents page is a list of all documentation that you are required to submit with your application, along with a list of some of the other documents you may need to submit to support your application depending on your project.



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



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



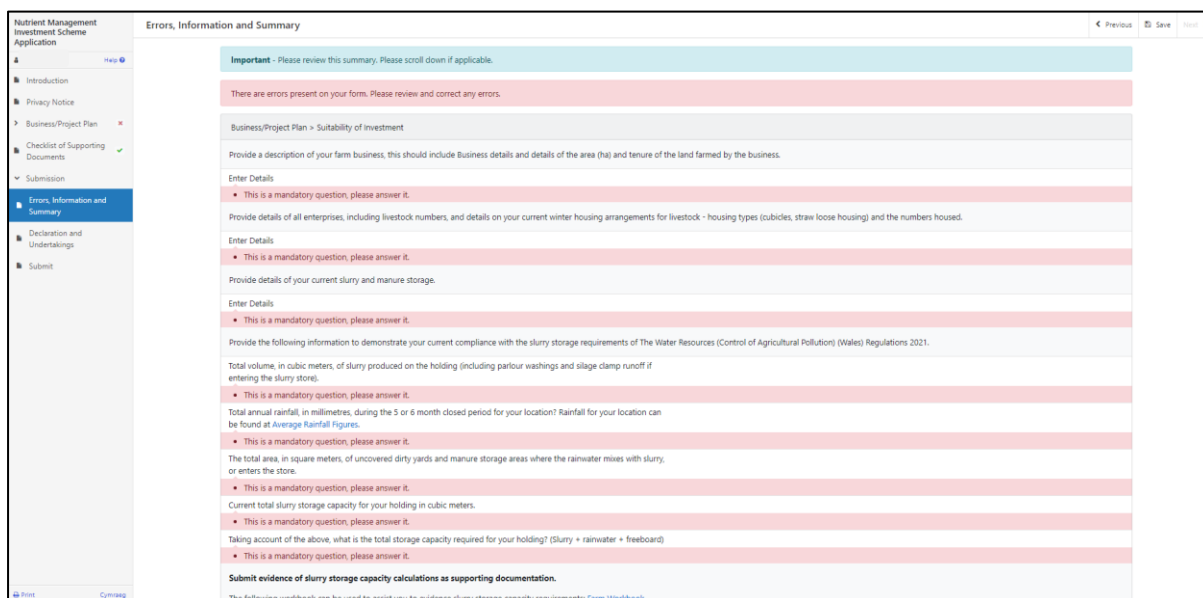
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# Submission

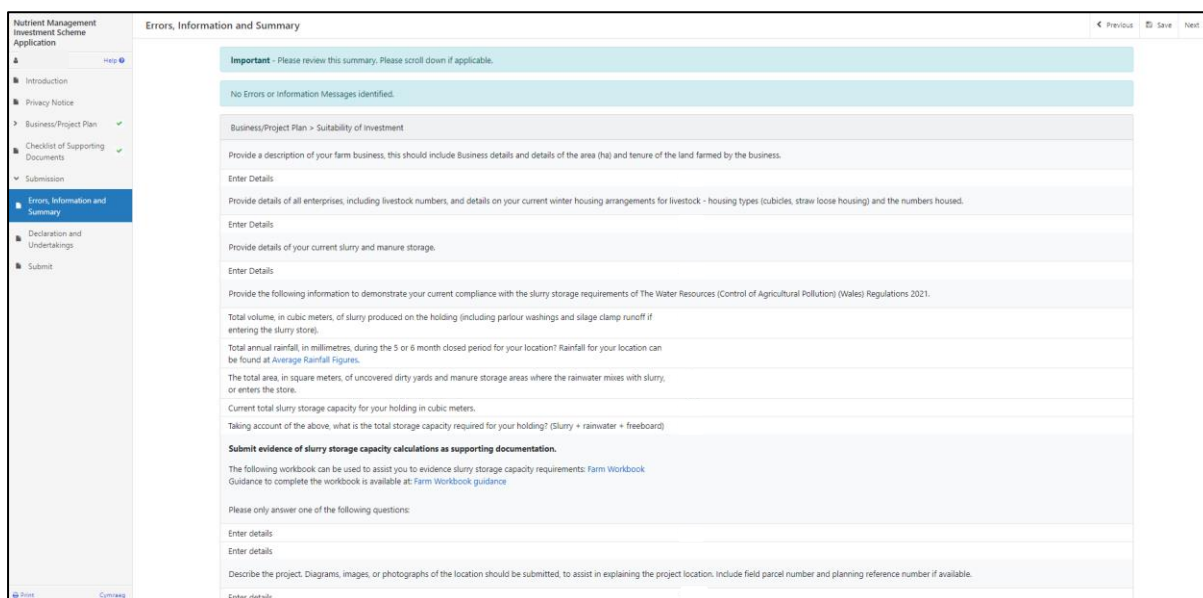
## Errors, Information and Summary

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

The following screen shows the messages that will display when there are errors:



The following screen shows the message that will display if there are no errors:



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.

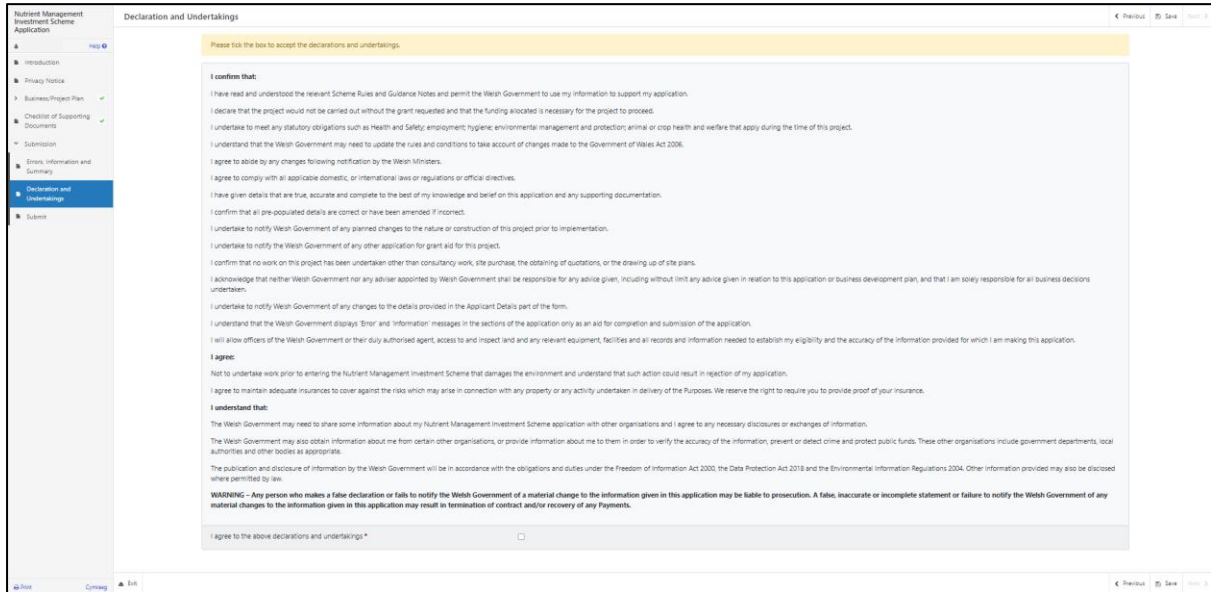
< Previous	Save	Next >

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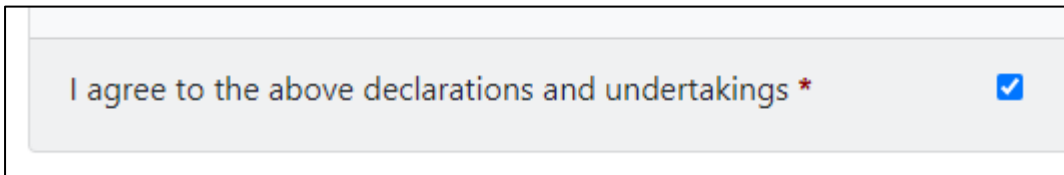


# Declaration and Undertakings

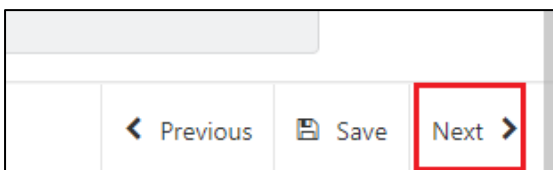
You must read the Declaration and Undertakings section shown in the following screenshot and once you have done so, tick the box at the bottom to confirm you agree to these as shown in the screenshot below:



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



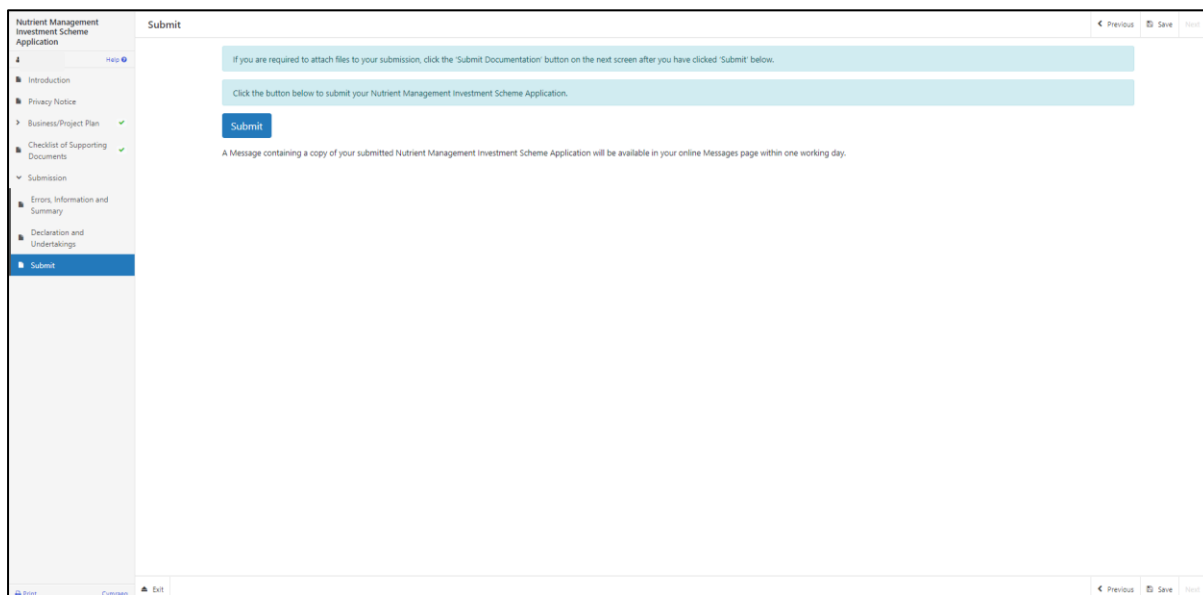
Click on the **Next** Button to continue to the Submission page.



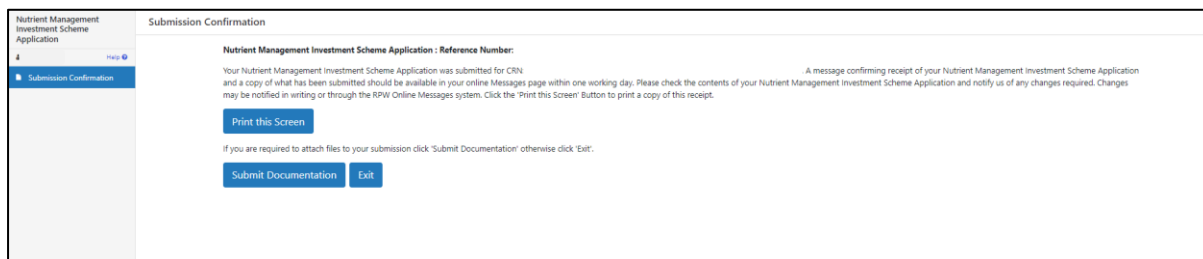
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# Submission Page – Submit

To submit your Nutrient Management Investment Scheme 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 Nutrient Management Investment Scheme 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?

Once you have submitted your application, it will be fully appraised for consideration of offer of contract. The assessment will consider where appropriate any supporting documentation submitted.

You will be informed of the outcome of your application, via your RPW Online account. If successful, you will be offered a contract which you will need to accept or decline via your RPW online account by the date specified in your offer letter.

Applications which are not successful will be informed via your RPW online account.

Please ensure that you follow the guidance as failure to do so may delay appraisal.

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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 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.