



Llywodraeth Cymru  
Welsh Government

# **Agricultural Diversification and Horticulture Scheme**

*Full Application Form - How to Complete Guidance*

November 2024

# Contents

Information.....	3
Registering for RPW Online.....	5
Rural Payments Wales Online.....	5
Government Gateway Login page.....	5
Home Page.....	6
Forms Page.....	8
Agricultural Diversification and Horticulture Scheme Application Form – Start Application.....	9
Continue Application/Start Again.....	10
Introduction.....	12
Privacy Notice.....	13
Business/Organisation Details.....	14
Project Overview.....	16
Business/Project Plan.....	18
Business/Project Plan - Strategic Fit.....	19
Business/Project Plan - Suitability of Investment.....	21
Business/Project Plan - Long Term Sustainability.....	<b>Error! Bookmark not defined.</b>
Business/Project Plan – Value for Money.....	23
Maximum & Minimum Grant Values.....	30
Business/Project Plan - Project Delivery.....	32
Business/Project Plan - Delivery - Risk and Risk Management.....	35
Business/Project Plan - Cross Cutting Themes.....	37
Business/Project Plan - Indicators and Outcomes.....	39
Sub measure 6.4.....	<b>Error! Bookmark not defined.</b>
General Information for all Measures.....	<b>Error! Bookmark not defined.</b>
Indicators and Outcomes.....	41
Business/Project Plan - Financial and Compliance.....	45
All Projects.....	45
Checklist of Supporting Documents.....	47
Submission.....	48
Errors, Information and Summary.....	48
Declaration and Undertakings.....	49
Submission Page – Submit.....	50
Following Successful Submission.....	51
What happens next?.....	51
Contacts.....	52

## Information

This guide takes you through the steps to complete and submit your application for the Agricultural Diversification and Horticulture Scheme to the Welsh Government.

You will need to populate an online form providing the Welsh Government with details of your project so this can be assessed for eligibility and, if acceptable, scored for selection. Applicants will be notified of the outcome of selection and only applications that have been selected will be subject to full appraisal for consideration of contract and award of grant.

Please read this guidance carefully. You will also need to refer to the [Guidance Notes](#) as these contain the full details of the opportunities available as well as the key eligibility criteria.

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

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

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

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

- The Agricultural Diversification and Horticulture Scheme Online Application.
- Business plan
- 3 Years of Certified Accounts
- 3 year financial projections.
- Evidence of funding available (bank loan, overdraft, etc.)
- Three quotes for each investment item (only one quote required for items under £5,000 invoiced cost).
- Evidence that the business is an existing producer of commercial horticultural crops

Planning and Sustainable Drainage Systems (SuDS) approval: If your investments requires planning and SuDS approval, if available, include any existing planning consents. Evidence of planning and SuDS approval will be required before any grant claim can be processed. Where applicable, evidence planning or SuDS approval is not required.

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

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

[Back to Contents](#)



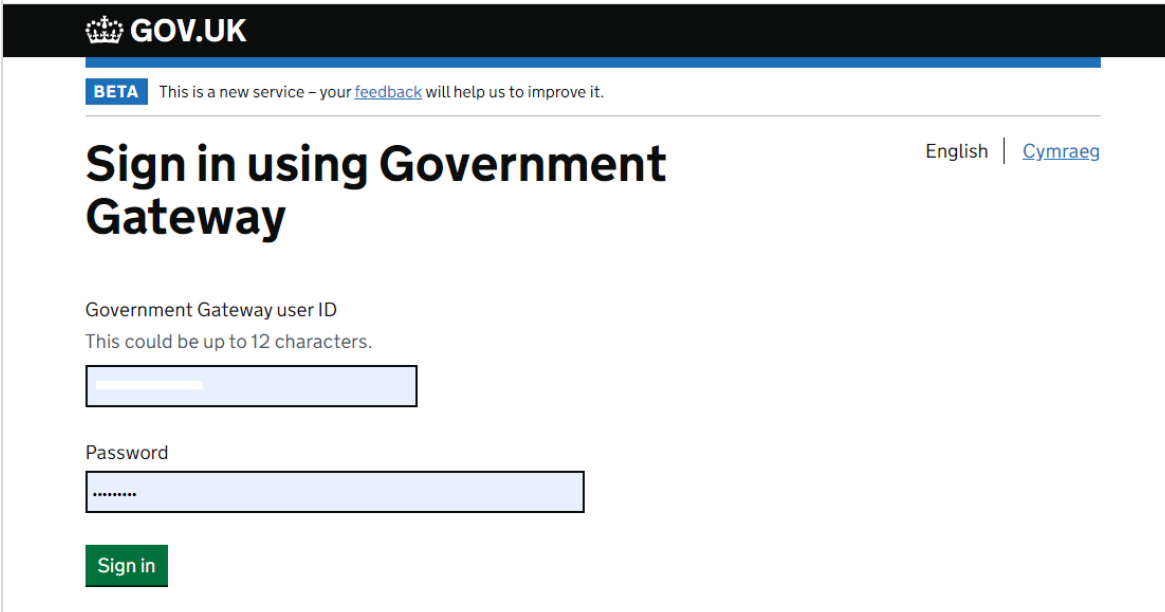
## Registering for RPW Online

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.

[Back to Contents](#)

# Home Page

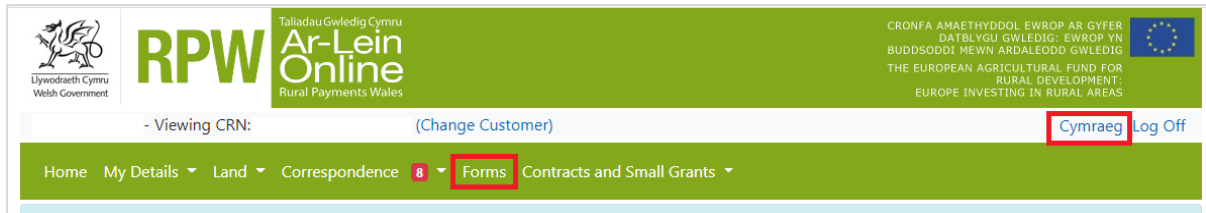
Once logged in to your online account the RPW Online 'Home' page will appear.

The screenshot shows the RPW Online 'Home' page. At the top, there are logos for the Welsh Government, RPW (Rural Payments Wales), and the European Union. The main navigation bar includes 'Home', 'My Details', 'Land', 'Correspondence' (with a red notification badge '12'), 'Forms', and 'Contracts and Small Grants'. Below the navigation bar, there are three informational banners: 1) A notice about the extension of the submission deadline for SAF and Glastir Commons applications to 15 June due to Covid-19. 2) A notice about BPS Greening requirements regarding Crop Diversification being removed. 3) A reminder to log out and close the browser when finished. Below these banners is a 'Messages between You and RPW' section with a list of unread messages, including '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. Agricultural Diversification and Horticulture Scheme Form will be available here until the closing date of the window.

The screenshot shows the 'Start a Form' section. It lists various application forms with their availability dates and days left. The 'Agricultural Diversification and Horticulture Application' is highlighted with a red box. The list includes: Single Application Form 2024 (76 days left), Agricultural Diversification Scheme Application (61 days left), Agricultural Diversification and Horticulture Application (27469 days left), Appeal (anytime), Capital Works Claim (anytime), Grant Claim Form (anytime), Groundworks Claim (anytime), Growing for the Environment EOI (9572 days left), Habitat Wales Scheme Expression of Interest (9572 days left), Horticulture Development Scheme Form (27469 days left), Nutrient Management Investment Scheme Application, Nutrient Management Investment Scheme Expression of Interest, and Organic Conversion EOI (319 days left).

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 Agricultural Diversification and Horticulture Scheme Application Form is displayed in.

[Back to Contents](#)

# Forms Page

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

Scheme  Select Reset

Not Submitted Being Processed Completed

Grant Claim Form - (Online)	Draft
Horticulture Development Scheme Form - (Online)	Draft
Integrated Natural Resources Scheme - Project Development Grant Application - (Online)	Draft
SFS Data Confirmation 2024 - (Online)	

### Start a Form

[Single Application Form 2024](#)  
Available until 31/12/2024. 89 days left.

[Agricultural Diversification Scheme Application](#)  
Available until 16/12/2024. 74 days left.

[Agricultural Diversification and Horticulture Application](#)  
Available until 31/12/2099. 27482 days left.

[Appeal](#)  
Available anytime

[Capital Works Claim](#)  
Available anytime

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

[Back to Contents](#)



# Agricultural Diversification and Horticulture Scheme Application Form – Start Application

Once you have read the Agricultural Diversification and Horticulture Scheme 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 Geledig Cymru' in white. Below the header, the user is logged in as 'Charles Estate Agent - Viewin,' with a '(Change Customer)' link. On the right, there are links for 'Cymraeg | Log Off'. A navigation bar contains: Home, My Details, Land, Correspondence (with a red '22' notification), Forms, Contracts and Small Grants, and Woodland Plans. The main heading is 'Start Application start an application or claim'. The text explains that the user has asked to complete the 'Agricultural Diversification and Horticulture Application' online. It states that RPW Online will prompt for required information and that starting the application does not commit the user to submitting it online. It also notes that the application will not be submitted until the 'Submit' option is clicked and that the application must be submitted to the Welsh Government by 31 December 2099. A link to the 'Customer Contact Centre' is provided for further guidance. A note asks the user to check their Customer Details and Online Preferences before submitting. Below this, there are two columns of links: 'Customer Details' (Trading Title, Address, Postcode, Telephone Number, Email Address, Number of Partners) and 'Online Preferences' (Email or SMS (Text) Preference, Email Address, Mobile Number). At the bottom, there are 'Start' and 'Cancel' buttons, with 'Start' highlighted by a red box. At the very bottom, there are 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.

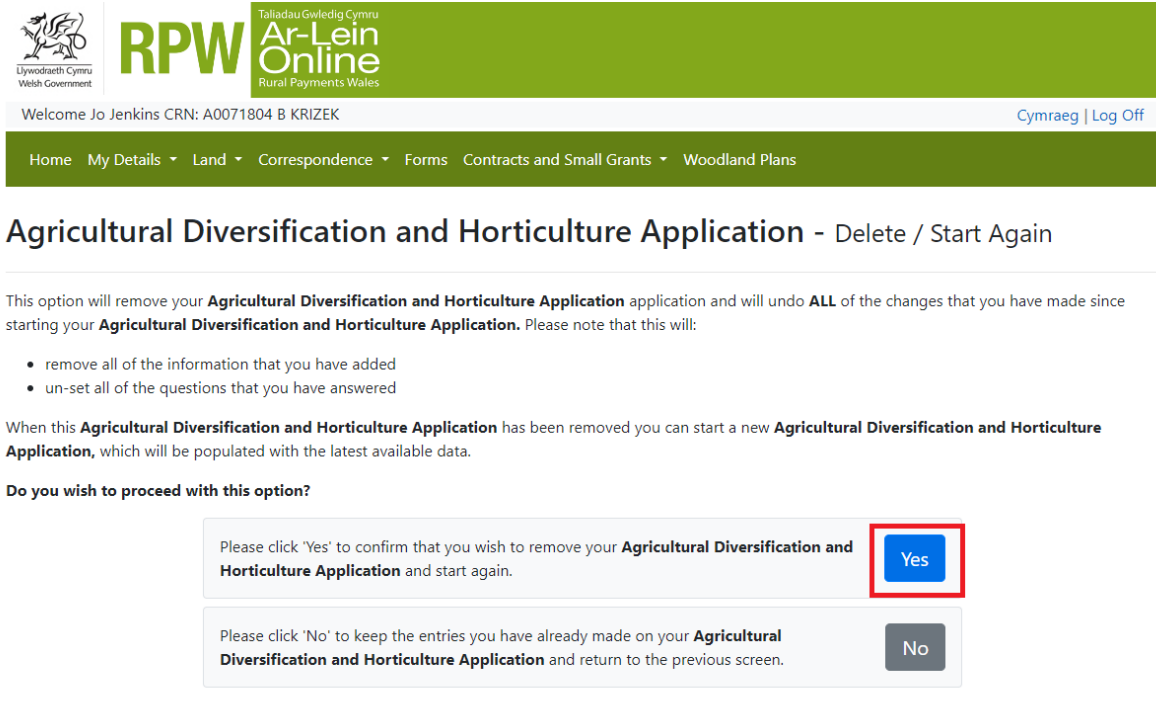
## Continue Application/Start Again

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:

The screenshot shows the RPW Ar-Lein Online interface. At the top, there is a green header with the RPW logo and 'Ar-Lein Online Rural Payments Wales'. Below the header, a navigation bar shows 'Charles Estate Agent - Viewing CRI' and '(Change Customer)'. A secondary navigation bar contains links: Home, My Details, Land, Correspondence (with a red '22' badge), Forms, Contracts and Small Grants, and Woodland Plans. The main content area is titled 'Continue Application continue an application or claim'. It contains several paragraphs of text explaining the application process, including a red box around the 'Start Again' link. Below the text are links for 'Customer Details' and 'Online Preferences'. The 'Customer Details' section lists: Trading Title, Address, Postcode, Telephone Number, Email Address, and Number of Partners. The 'Online Preferences' section lists: Email or SMS (Text) Preference, Email Address, and Mobile Number. At the bottom, a light blue box displays a status message: 'Continue working on the Agricultural Diversification and Horticulture Application which was last updated on 16/10/2024 at 12:56 by Charles Estate Agent'. Below this are two buttons: 'Continue' (blue) and 'Back' (grey).

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 portal. At the top left is the Welsh Government logo. The header includes the text 'RPW Ar-Lein Online Rural Payments Wales' and 'Taliadau Gwledig Cymru'. Below the header, a navigation bar contains links for 'Home', 'My Details', 'Land', 'Correspondence', 'Forms', 'Contracts and Small Grants', and 'Woodland Plans'. The main heading is 'Agricultural Diversification and Horticulture Application - Delete / Start Again'. The content explains that clicking 'Yes' will remove the application and undo all changes. A list of actions includes removing added information and un-setting answered questions. It also states that a new application can be started with the latest data. A confirmation question 'Do you wish to proceed with this option?' is followed by two buttons: a blue 'Yes' button (highlighted with a red box) and a grey 'No' button.

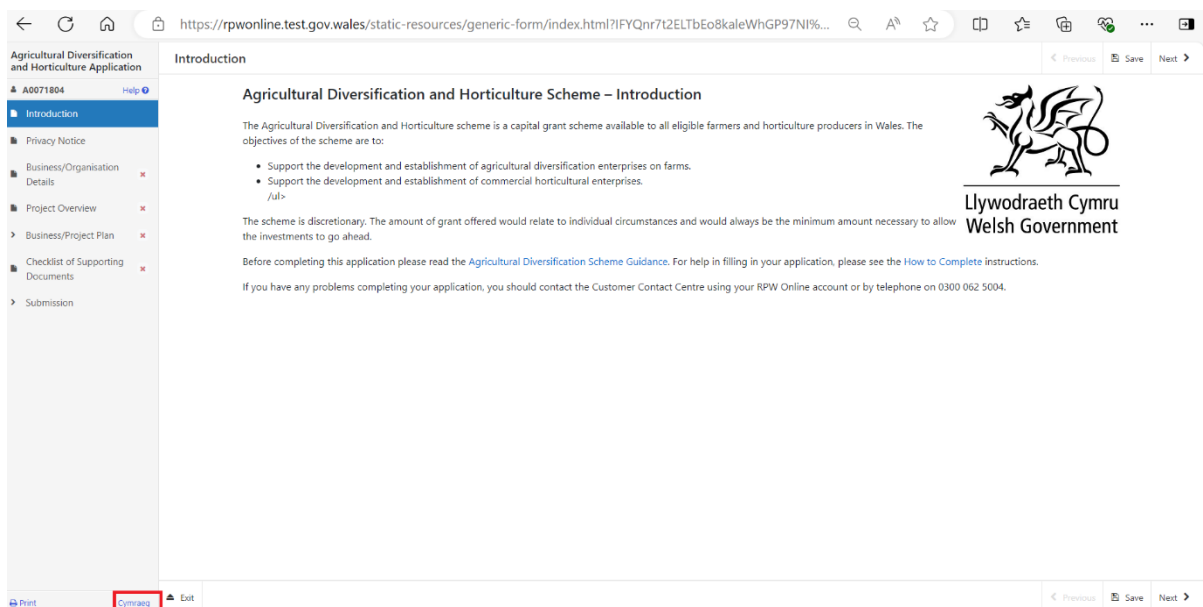
[Back to Contents](#)

# Introduction

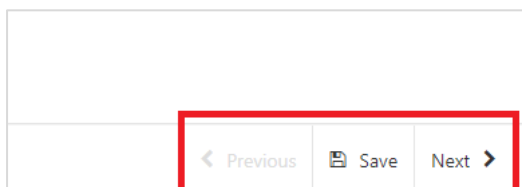
This is the introduction page which provides information about the Agricultural Diversification and Horticulture Scheme. For greater detail of the information provided on this page, please read the Agricultural Diversification and [Horticulture Scheme General Rules Booklet](#).

There is a link to this How to Complete Guide at the top left of this screen, you can also click on the text 'How to Complete' which will direct you to this document 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:



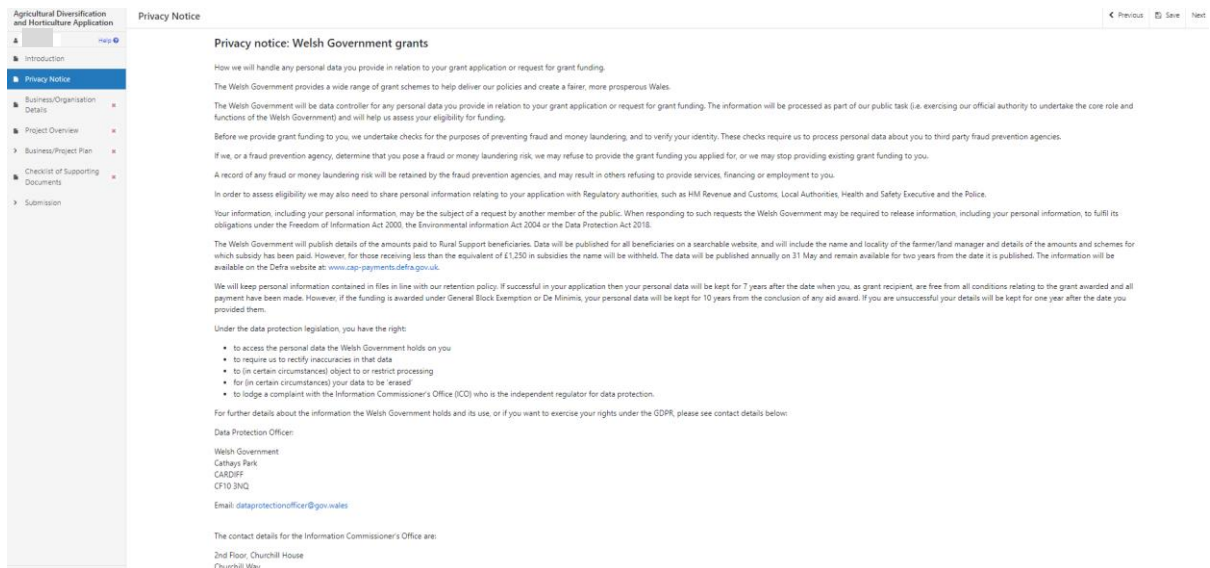
Once you have read the information click on the **Next** Button.



[Back to Contents](#)

# 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 page titled "Privacy notice: Welsh Government grants". On the left is a navigation menu with items: Introduction, Privacy Notice (highlighted), Business/Organisation Details, Project Overview, Business/Project Plan, Checklist of Supporting Documents, and Submission. The main content area 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 or the Data Protection Act 2018.

The Welsh Government will publish details of the amounts paid to Rural Support beneficiaries. Data will be published for all beneficiaries on a searchable website, 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. The information will be available on the Defra website at: [www.rap-payments.defra.gov.uk](http://www.rap-payments.defra.gov.uk).

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:

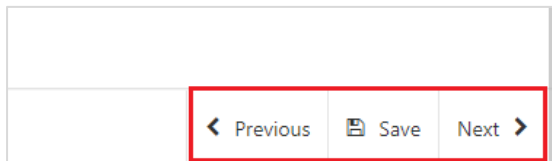
- to access the personal data the Welsh Government holds on you
- to require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing
- for (in certain circumstances) your data to be 'erased'
- to lodge a complaint with the Information Commissioner's Office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

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



[Back to Contents](#)

# Business/Organisation Details

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

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

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

- Business/Organisation Status**
  - Questions marked with \* are mandatory.
  - What type of Business/Organisation is this application for?\*
  - Radio button options:
    - Sole Trader
    - Partnership
    - Private limited company
    - Public limited company
    - Public sector organisation
    - Co-operative, Industrial and Provident Society or Mutual
    - Charity / Third Sector
    - Town/Community Council
    - Private Company Limited by Guarantee
    - Local Community Groups
    - Local Authorities
    - the Welsh Government
    - Community Interest Companies
    - Community Amateur Sports Clubs
    - University
    - Other
- If the business is an incorporated legal entity please supply a copy of the Memorandum & Articles.
- Does the Business/Organisation Trade under another name?\*
- Yes  No

- Business/Organisation**
- Please provide all of the following Business/Organisation Reference Numbers that apply:
- Company Number:
- VAT Number:
- Charity Number:
- Mutuals Public Registration Number:
- Is the Business/Organisation a member of a group of companies?\*
- Yes  No
- Does the Business/Organisation have shareholders?\*
- Yes  No
- Does the Business/Organisation have directors or trustees?\*
- Yes  No
- Is the Business/Organisation a wholly owned subsidiary?\*
- Yes  No
- Size of Business/Organisation**

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

Agricultural Diversification and Horticulture Application

Business/Organisation Details

Questions marked with \* are mandatory.

### Business/Organisation Status

What type of Business/Organisation is this application for?\*

- Sole Trader
- Partnership
- Private limited company
- Public limited company
- Public sector organisation
- Co-operative, Industrial and Provident Society or Mutual
- Charity / Third Sector
- Town/Community Council
- Private Company Limited by Guarantee
- Local Community Groups
- Local Authorities
- the Welsh Government
- Community Interest Companies
- Community Amateur Sports Clubs
- University
- Other

If the business is an incorporated legal entity please supply a copy of the Memorandum & Articles.

Does the Business/Organisation Trade under another name?\*

Yes  No

Please list all other names\*

0 / 255

### Business/Organisation

Please provide all of the following Business/Organisation Reference Numbers that apply:

Company Number

VAT Number

Charity Number

Mutuals Public Registration Number

Is the Business/Organisation a member of a group of companies?\*

Yes  No

Does the Business/Organisation have shareholders?\*

Yes  No

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

< Previous Save Next >

[Back to Contents](#)

# Project Overview

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

The screenshot shows the 'Project Overview' page of the 'Agricultural Diversification and Horticulture Application' system. The left sidebar contains navigation options: Introduction, Privacy Notice, Business/Organisation Details, Project Overview (selected), Business Project Plan, Check list of Supporting Documents, and Submission. The main content area is titled 'Project Overview' and contains the following fields and sections:

- Project name\***: A text input field.
- Project description\***: A large text area with a character count of 0 / 500.
- Project location address\***: A section with the instruction 'Enter the address of the project location.' It includes a 'Project postcode\*' field with a 'Find Address' button, and a multi-line text area for the address.
- Planned Project Timetable**: Includes 'Project start date\*' and 'Project end date\*' fields, each with a date input box and a calendar icon.
- Contact Details**: A section with the instruction 'Enter contact details for the Officer acting as the principal contact for this project.' It includes 'Who is the principal contact for this project\*', 'Telephone Number\*', 'Email address\*', and 'Confirm Email Address\*' fields.

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

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

The 'Find Address' dialog box is shown with a search input containing 'SA71 5NA' and a 'Find Address' button. Below the search input is a list of addresses:

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

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


Select the address from the list provided. You then need to enter your Planned Project start and end dates. You can either type in the date manually or select the calendar icon as highlighted below.




Project postcode\* SA71 5NA

Project location address\*

**Planned Project Timetable**

Project start date\*  

Project end date\*  

SA71 5NA

< Dec 2020 >

Mo	Tu	We	Th	Fr	Sa	Su
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

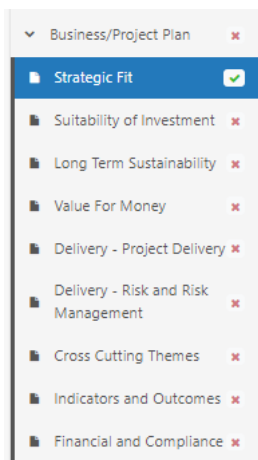
When you have finished filling in your answers, select the **Next** button.

< Previous Save Next >

[Back to Contents](#)

## Business/Project Plan

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



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

**Please note, if we require further information, 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.

[Back to Contents](#)

## Business/Project Plan - Strategic Fit

The Strategic Fit section is where you will need to explain how the proposed Project will make a contribution to the strategic aims and objectives of Scheme as set out in the Scheme Guidance Notes.

You will need to provide clear explanations on how the proposed investment will contribute to the strategic aims and objectives of the scheme and demonstrate why the investment is required. You will need to detail how the investment will increase the technical and financial performance of the business and how the investment will enable the business to sustainably-expand production.

Your project will need to demonstrate a level of innovation and use of innovative techniques. This could be new techniques which provide a step change within the individual business or the business could embrace industry-leading technology.

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

The screenshot shows a web application interface for 'Agricultural Diversification and Horticulture Application'. The left sidebar contains a navigation menu with items like 'Introduction', 'Privacy Notice', 'Business Organization Details', 'Project Overview', 'Business Project Plan', 'Strategic Fit', 'Sustainability of Investment', 'Long Term Sustainability', 'Value For Money', 'Delivery - Project Delivery', 'Delivery - Risk and Risk Management', 'Cross Cutting Themes', 'Indicators and Outcomes', 'Financial and Compliance', 'Checklist of Supporting Documents', and 'Submission'. The 'Strategic Fit' section is currently active. The main content area has a title 'Strategic Fit' and a navigation bar with 'Previous', 'Save', and 'Next' buttons. Below the title, there is a section titled 'Questions marked with \* are mandatory.' followed by a light blue box containing the objectives of the scheme: 'Support the development and establishment of agricultural diversification enterprises on farms' and 'Support the development and establishment of commercial horticultural enterprises.' Below this, there is a text prompt: 'Describe the project and investments. Where appropriate, provide diagrams, images or photographs to assist in explaining the project activity and location. (Additional evidence can be submitted as supporting documents. When submitting documents please clearly identify them?)'. This is followed by a large, empty, expandable text box with a character count of '0 / 4000'. Below this, there is another text prompt: 'Explain how the proposed investment will contribute to the strategic aims and objectives of the scheme.\*', followed by another large, empty, expandable text box with a character count of '0 / 4000'. A small red text note says 'This is a mandatory question, please answer it.'

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

This close-up screenshot shows the bottom of the form. It features a character count '0 / 4000' and a navigation bar with three buttons: 'Previous', 'Save', and 'Next'. The 'Next' button is highlighted with a red border, indicating it is the recommended action to take after completing the form.

[Back to Contents](#)

## Business/Project Plan - Suitability of Investment

The suitability of investment page is where you will need to provide details to enable the evaluation of how the project will impact on the environment and contribute to climate change:

Provide details of how the investment will support the business to grow crops sustainably and enhance water, soil and air quality.

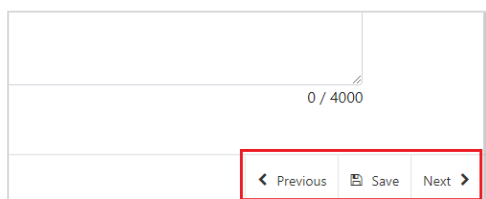
Provide explanations of how plans will commit to the efficient use of nutrients, reducing emissions and enhancing the farm ecosystem.

The screenshot shows a web application interface for 'Agricultural Diversification and Horticulture Application'. The main heading is 'Suitability of Investment'. A navigation menu on the left lists various sections, with 'Suitability of Investment' highlighted. The main content area contains a question: 'Describe how the investment will support the business to grow sustainably and, where appropriate, explain how the investment will have a positive impact on the environment, including enhancing water, soil and air quality, make better use of nutrients, reduce emissions and enhance the farm ecosystem.\*'. Below the question is a large text input box. At the bottom right of the text box, it says '0 / 4000'. The page also includes navigation buttons for 'Previous', 'Save', and 'Next'.

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

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

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



A screenshot of a form interface. At the top, there is a progress indicator showing '0 / 4000'. Below this, there are three buttons: '< Previous', 'Save', and 'Next >'. The 'Next >' button is highlighted with a red rectangular box.

[Back to Contents](#)

## Business/Project Plan – Long Term Sustainability

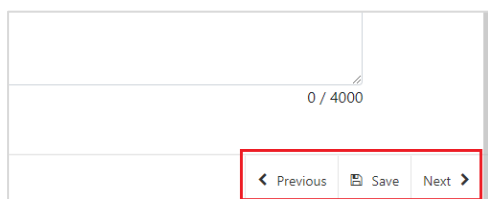
The long term sustainability page is where you explain, including evidence, how the anticipated investment will have a positive impact on the long-term sustainability of the business. Including how the investment might encourage future investments

The screenshot shows a web-based application interface for 'Agricultural Diversification and Horticulture Application'. The main heading is 'Long Term Sustainability'. Below the heading, it states 'Questions marked with \* are mandatory.' The primary question is: 'What impact will the investment have on the long-term financial sustainability of the business and describe how the investment may encourage further investment in the business?\*' This question is followed by a large, empty text input area. In the bottom right corner of this area, there is a character count '0 / 4000'. On the left side, there is a navigation menu with various sections, including 'Introduction', 'Privacy Notice', 'Business/Organisation Details', 'Project Overview', 'Business/Project Plan', 'Strategic Fit', 'Sustainability of Investment', 'Long Term Sustainability' (which is highlighted in blue), 'Value For Money', 'Delivery - Project Delivery', 'Delivery - Risk and Risk Management', 'Cross Cutting Themes', 'Indicators and Outcomes', 'Financial and Compliance', 'Checklist of Supporting Documents', and 'Submission'. At the top right and bottom right of the main content area, there are navigation buttons: '< Previous', 'Save', and 'Next >'. At the bottom left, there are 'Print' and 'Cancel' buttons.

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

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.



[Back to Contents](#)



## Business/Project Plan – Value for Money

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

**You must follow the Welsh Government guidance and requirements for Competitive Tendering & Procurement. Guidance is available via the following link:**

[Rural grants: competitive tendering guidance](#)

In this section, please provide details of the anticipated increased turnover projection within three years of completion of the project plus an explanation of how those projections have been determined.

In this section:

- Include all proposed expenditure and provide an explanation of how the estimated total project costs have been calculated.
- Explain how the costs of the project have been considered taking into account the scope, scale and timescale of the proposals.
- Provide evidence of quotation exercises undertaken, or copies of quotes if available. A minimum of three quotes will be required when a purchase is £5,000 or more of invoiced costs. Only one quote is required when the purchase is under £5,000 of invoiced costs. The quotation documents must contain all the necessary information for the supplier to be identified including address, contact details and Company Registration Number (VAT Number if applicable).
- Where appropriate, show how different options for the achievement of the project objectives have been considered and explain how and why the chosen option was decided.

All suppliers must be genuine i.e. they are an established business advertising the service required. - If a business does not have a presence on the internet or companies house, further information will be required to satisfy this part of the form. This is not unusual, but further evidence that they are engaged in the relevant trade should be sought, this could be:

- A letter from their accountant;
- HMRC business correspondence;
- relevant business receipts;
- local authority correspondence;
- three years of accounts.

**To complete this quotes section, you must have obtained one quote for each investment item up to £5,000 of invoiced costs. For items over £5,000 of invoiced costs, three quotes are required. You must submit evidence of these quotes with this application.**

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

The text boxes are expandable, and allow up to 4000 characters. This is not the number of words allowed, but the number of letters, punctuation and spaces. 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 'Agricultural Diversification and Horticulture Application'. The 'Value For Money' section is active and highlighted in the left-hand navigation menu. The main content area contains two mandatory questions, indicated by an asterisk (\*):

- Question 1: "Show how the total project costs have been arrived at by providing a detailed breakdown of the proposed expenditure.\*" This question includes a light blue informational banner that reads: "You must refer to the following before incurring costs: Rural Grants: competitive tendering guidance | GOV.WALES". Below the banner is a large, empty text input box with a character count of "0 / 4000".
- Question 2: "Detail the forecasted impact on turnover and profitability expected within three years of completion of the project. Explain your assumptions.\*" This question is followed by another large, empty text input box with a character count of "0 / 4000".

The interface includes a top navigation bar with 'Previous', 'Save', and 'Next' buttons, and a bottom status bar with 'Home' and 'Feedback' links.

Click **Add Investment Item**. If you have more than one item under one category then you should combine the costs so you get an overall total for each category. Please then provide a breakdown of what makes up this total in the 'Enter Details' box.

Investment Items

Enter details and quotes for each investment item.  
For each item required click 'Add Investment Item', then select the required item.

No Entries

Total Project Cost (£)

Maximum Grant Value 0.00

Add Investment Item

When you reach the Investment Items table, you will need to select the **Add Investment Item** button to continue and enter your quotes.

Value For Money - Investment Items

Cancel Save and Add Another ?

Questions marked with \* are mandatory.

As part of an application, you will be required to state for each capital item, which of the following criteria the item relates to:

Item\* Please Select

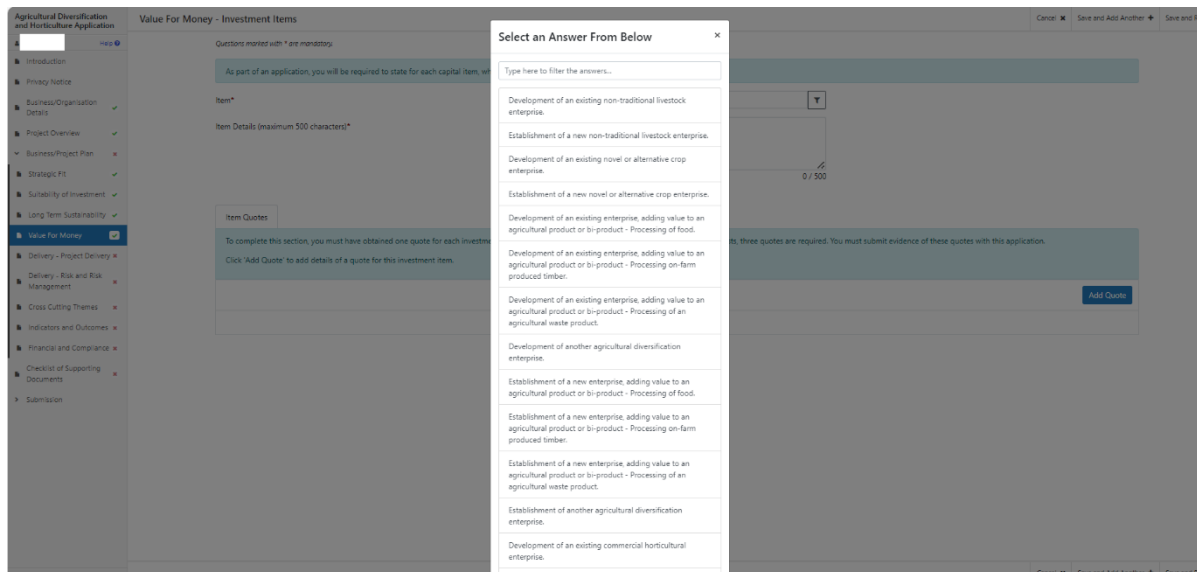
Item Details (maximum 500 characters)\* 0 / 500

No Entries

Add Quote

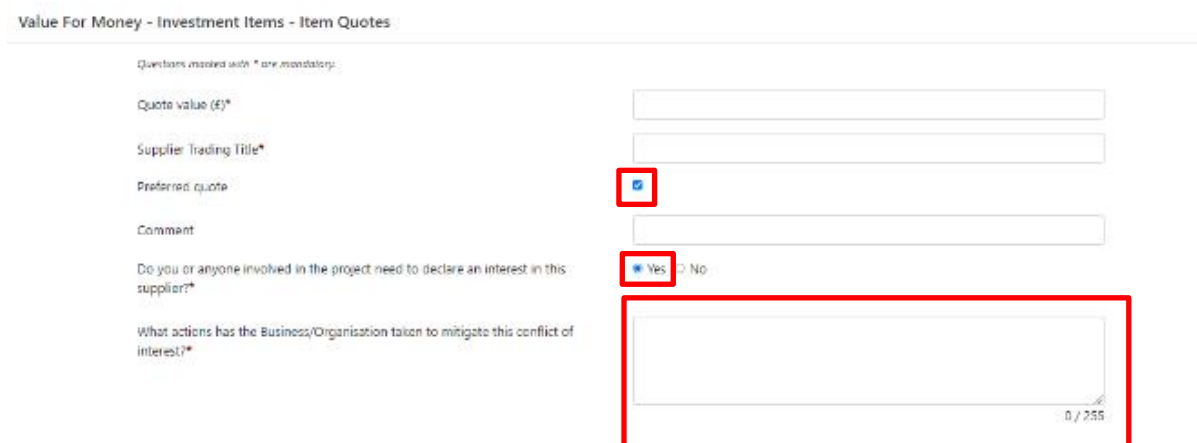
Select the **Item** button to activate the drop down list of Items to choose from.

You can either search through the list for the item you require or start to type the first few letters in the search bar and the list will find the relevant matches.

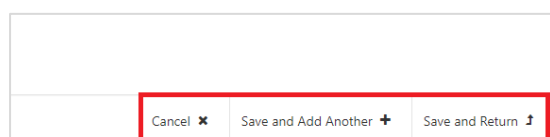


Select an item from here.

Select the **Add Quote** button and you will see the following page. Enter your quote details. If you are adding only one quote for this investment item, you need to select the Preferred Quote tick box.



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.



You then have the option to 'Save and Add Another' 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.

The screenshot shows the 'Value For Money - Investment Items' page. At the top right, there are buttons for 'Save and Add Another' and 'Save and Return'. Below the header, there is a search bar and a 'Item Details' section. A table of quotes is displayed with the following columns: Quote Value (£), Supplier Trading Title, Preferred Quote, and Supplier Interest?. The first row shows a quote value of £500.00, a supplier trading title of 'J', a preferred quote status of 'Yes' (indicated by a green checkmark), and a supplier interest of 'No'. Below the table, there is a warning message: 'You must enter at least 3 quotes, where the invoiced amount will exceed £500.00. Tick this box to indicate that you wish to submit this application with less than three quotes for this investment item.\*' This message is followed by a text box for explanation and a '0 / 255' character count. At the bottom right of the table, there are buttons for 'Add Quote', 'Modify', and 'Delete'.

If your quote value is greater than £5,000 of invoiced costs 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.

This is a close-up of the warning message and the explanation text box. The message reads: '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.\*' The checkbox next to this message is checked. Below the message is a text box for the explanation: 'Explain why you are submitting less than three quotes for this investment item.\*' with a character count of '0 / 255'.

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

The screenshot shows the bottom navigation buttons: 'Cancel x', 'Save and Add Another +', and 'Save and Return ↴'. The 'Save and Add Another' button is highlighted with a red box.

[Back to Contents](#)

## Maximum & Minimum Grant Values

As the maximum grant value that can be applied for under the Horticulture Development Scheme is £100,000, the values entered into the quotes table in this section will be capped at this amount.

Investment Items

Enter details and quotes for each investment item.  
For each item required click 'Add Investment Item', then select the required item.

Item	Item Details	Item Value (£)	Reason for choice of Quote	
Development of an existing novel or alternative crop enterprise.	xxxx	250000.00	xxxxxx	<a href="#">Add Investment Item</a> <a href="#">Modify</a> <a href="#">Delete</a>

Total Project Cost (£)

Maximum Grant Value

Investment Items

Enter details and quotes for each investment item.  
For each item required click 'Add Investment Item', then select the required item.

Item	Item Details	Item Value (£)	Reason for choice of Quote	
Development of an existing novel or alternative crop enterprise.	xxxx	125000.00		<a href="#">Add Investment Item</a> <a href="#">Modify</a> <a href="#">Delete</a>
Establishment of a new non-traditional livestock enterprise.	xxxxxxx	145000.00		<a href="#">Add Investment Item</a> <a href="#">Modify</a> <a href="#">Delete</a>

Total Project Cost (£)

Maximum Grant Value

• The maximum grant value of £100000.00 has been exceeded. One item will be part funded.

An on screen message *'The maximum grant value of £100,000 has been exceeded. One item will be part funded.'* will appear to reflect this:

If a number of investment items exceed the £100,000 maximum grant value, you must remove an item as the other investment items entered have already exceeded the maximum grant value.

Investment Items

Enter details and quotes for each investment item.  
For each item required click 'Add Investment Item', then select the required item.

Item	Item Details	Item Value (£)	Reason for choice of Quote	
Establishment of a new non-traditional livestock enterprise.	xxxxxxx	145000.00		<input type="button" value="Modify"/> <input type="button" value="Delete"/>
Development of an existing non-traditional livestock enterprise.	xxxxxx	4900.00		<input type="button" value="Modify"/> <input type="button" value="Delete"/>
Establishment of another agricultural diversification enterprise.	xxxxxx	125000.00		<input type="button" value="Modify"/> <input type="button" value="Delete"/>

Total Project Cost (£)

Maximum Grant Value

• The maximum grant value of £100000.00 has been exceeded. Please remove items.

If the values entered into this section do not meet the minimum grant value for the Agricultural Diversification and Horticulture Scheme of £3,000, as shown below, an **You must follow the Welsh Government guidance and requirements for Competitive Tendering & Procurement. Guidance is available via the following link:**

[Rural grants: competitive tendering guidance](#)

on screen message will appear reflecting this. You will not be able to proceed any further with your application until the minimum grant value has been met.

Investment Items

Enter details and quotes for each investment item.  
For each item required click 'Add Investment Item', then select the required item.

Item	Item Details	Item Value (£)	Reason for choice of Quote	
Other horticultural equipment	a	4000.00		<input type="button" value="Modify"/> <input type="button" value="Delete"/>

Total Project Cost (£)

Maximum Grant Value

• Please ensure the Maximum Grant Value is at least £3000.00.

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

[Back to Contents](#)

## 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 an explanation of what you want the funding for and who is needed to achieve it including:

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



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

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

The screenshot shows the 'Delivery - Project Delivery' section of the application. On the left is a navigation menu with items like Introduction, Privacy Notice, Business/Organisation Details, Project Overview, Business/Project Plan, Strategic Fit, Suitability of Investment, Long Term Sustainability, Value For Money, and Delivery - Project Delivery (highlighted). The main content area has a header 'Questions marked with \* are mandatory.' and a large text box for a project plan. Below this is a mandatory question: 'Provide a project plan of the key activities and investments. This must include timescales for all stages.' Underneath is a 'Project Activities' section with a blue 'Add Activity' button and a 'No Entries' message. At the bottom is another text box for describing how timescales were determined.

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

This close-up shows the 'Project Activities' section. It includes a light blue header with the instruction: 'Provide a plan of the work that the Business/Organisation intends to undertake to realise the Project. This must include timescales for all stages.' Below this is a sub-section titled 'Project Activities' with another light blue header: 'Click 'Add Activity' to add details for each stage of the Project.' A blue 'Add Activity' button is highlighted with a red box. Below the button is a 'No Entries' message.

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

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

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

[Back to Contents](#)

## 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.

Delivery - Risk and Risk Management

Recognising that there will be some risks to a project, no matter how unlikely, it is important to identify potential risks to assist you to manage the project. (See details of the key risks that might affect the delivery of the project.)

Risk

Click Add Risk to add risk details.

Add Risk

No Errors

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:

Delivery - Risk and Risk Management - Risks

Questions marked with \* are mandatory.

What is the risk?\*

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

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

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

0 / 4000

0 / 4000

Cancel × Save and Add Another + Save and Return ↕

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

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

Delivery - Risk and Risk Management

Questions marked with \* are mandatory.

Recognition that there will be some risks to a Project, no matter how unlikely, is an important part of managing a 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.

Risks

Click 'Add Risk' to add risk details.

Please make at least 5 entries.

Risk Likelihood Consequences Mitigation

Previous < Add Risk

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

< Previous Save Next >

[Back to Contents](#)

## 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 letters, punctuation and spaces. Please bear this in mind when completing your form.

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

Cross Cutting Themes ◀ Previous Save Next ▶

Questions marked with \* are mandatory.

Please provide evidence of how your project will contribute towards the cross cutting themes of:

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

Equality of opportunity and Gender mainstreaming\*

0 / 2000

Tackling Poverty and Social Exclusion\*

0 / 2000

Welsh Language\*

0 / 2000

Exit ◀ Previous Save Next ▶

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

	<a href="#">← Previous</a>	<a href="#">Save</a>	<a href="#">Next →</a>

[Back to Contents](#)

## Business/Project Plan - Indicators and Outcomes

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

The PIs that will be monitored as a result of the investment are:

- Number of businesses supported
- Number of jobs created
- Impact on the turnover of the business.
- Innovative practices or technology introduced

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

Explain how the targets will be met.

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

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

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

It should also be noted that successful applicants may also be contacted for future research activities to evaluate the effectiveness of this Scheme.

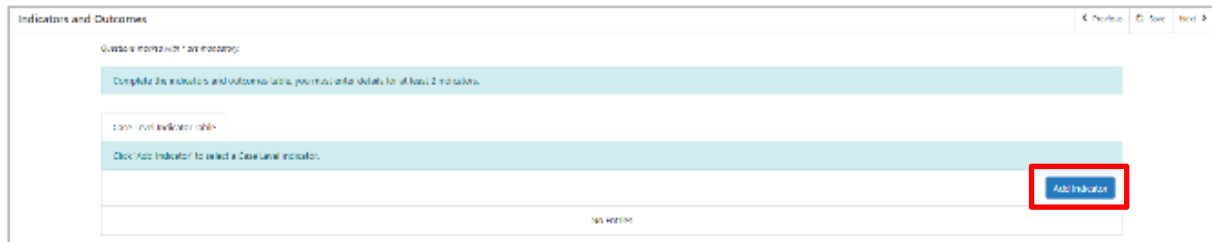
Performance Indicator Name	Definition
Case Level Indicators	<b><u>MUST ANSWER AT LEAST 3 case level indicators</u></b>
Number of businesses supported.	Number of businesses supported,).
Number of Jobs Created	Total number of permanent jobs created (not maintained) through supported projects expressed in full time equivalent (FTE), by gender. Only new jobs actually created should be counted, excluding jobs maintained. It relates to employment when the project is up and running, i.e. if the project is 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. Data 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).
Impact on the turnover of the business	The amount the turnover of the business should be increased by within 3 years of the project.
Innovative practices or technology introduced	<b>As a result of the investment, state the number of business practices or activities that will be enhanced through the introduction of innovative practices or use of new technology. (e.g. automation of planting as opposed to manual activity, continuous temperature monitoring of crop stores, introduction of precision application for nutrients etc)</b>



## 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 Case Level Indicators.

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



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

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

### Select Indicator ×

Number of businesses supported.
Number of new businesses established
Number of jobs created
Number of jobs safeguarded
Area of outdoor horticultural crops grown (Specify crop)
Area of indoor horticultural crops grown (Specify crop)
KW of renewable energy generation installed (Specify renewable technology)
Volume of rainwater harvesting capacity installed
Area of additional alternative crops grown (Specify crop)
Additional Livestock units (LU) of alternative livestock enterprise (Specify livestock)
Area of woodland utilised for economic benefit following investment
Volume of agricultural by-product processed (Specify by-product)
Volume of agricultural waste product processed (Specify waste product)
Value of Welsh food processed
Number of Welsh food supply chains established

Cancel

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

Indicators and Outcomes - Indicator Table Cancel Save

Indicator: Additional Livestock units (LU) of alternative livestock enterprise (Specify livestock)

Initial Value \*

Final Value \*

Enter Details \*

How will the Target be met? \*

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

**YOU MUST EVIDENCE AT LEAST 3 CASE LEVEL INDICATORS**

AgriKultural Diversification and Horticulture Application Previous Save Next

Indicators and Outcomes

Questions marked with \* are mandatory

Select all optional indicators that apply to your Business / Organisation, you must select at least THREE indicators.

Indicator Table

Click 'Add Indicator' to select indicators.

Please select at least 3 optional indicators.

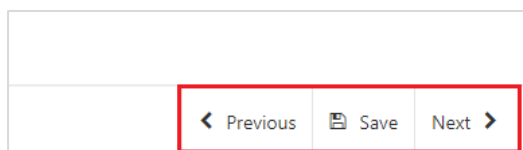
Indicator	Initial Value	Final Value	
Number of businesses supported.	1	1	<input type="button" value="Add Indicator"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>
Area of outdoor horticultural crops grown (Specify crop)	1	1	<input type="button" value="Add Indicator"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>

Home Cancel Previous Save Next

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

Once you have entered the Case Level Indicators responses, save your entries and return to the main Indicators and Outcomes page.

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

A screenshot of a navigation bar with three buttons: 'Previous', 'Save', and 'Next'. The 'Next' button is highlighted with a red border. The 'Previous' button has a left-pointing arrow, and the 'Next' button has a right-pointing arrow. The 'Save' button has a floppy disk icon.

[Back to Contents](#)

## Business/Project Plan - Financial and Compliance

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

### All Projects

What funding will be used to cover any non grant element of the project? Provide evidence of correspondence where available.

What funding has been explored to fund the project prior to the request for grant? Provide evidence of correspondence where available.

What existing funding does the business have? Provide evidence of existing overdraft/loan or other banking facilities where available.

Provide a detailed explanation of the need for grant of the specific amount requested.

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

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

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

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

Please outline your assumptions concerning turnover and cash flow.

Please list your research sources.

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

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

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

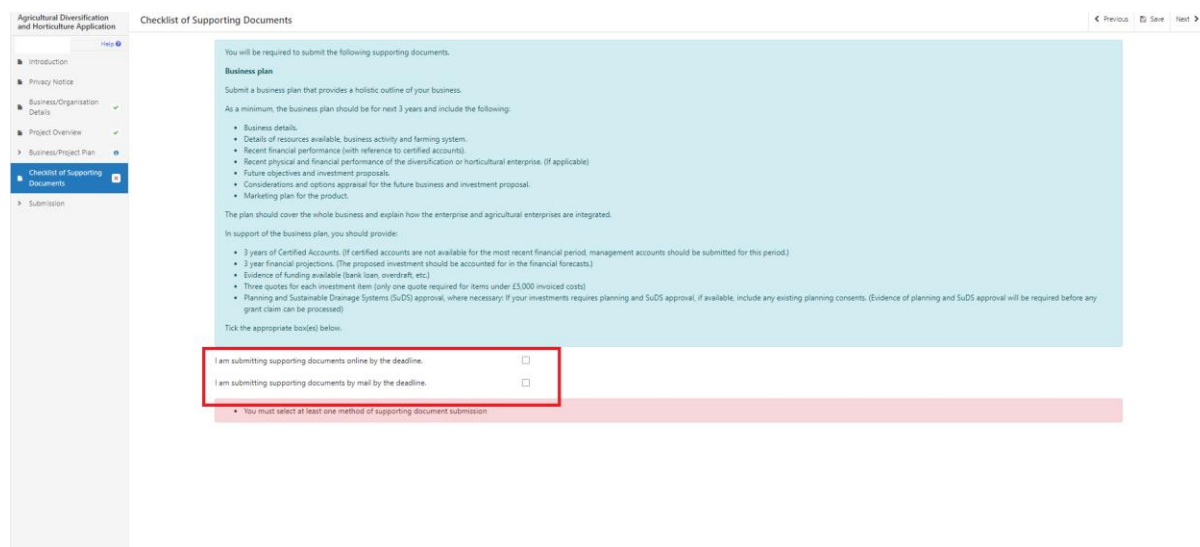
The questions in this section are mandatory and you will not be able to submit your form without completing them.

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

[Back to Contents](#)

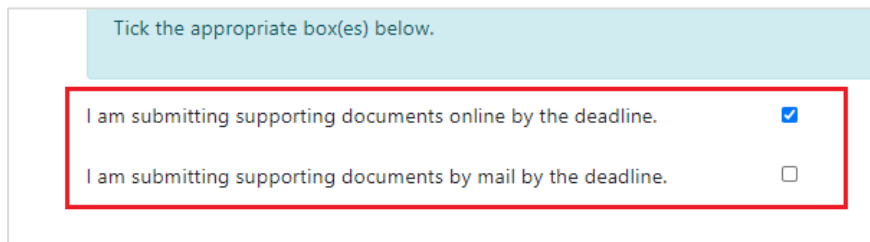
# Checklist of Supporting Documents

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

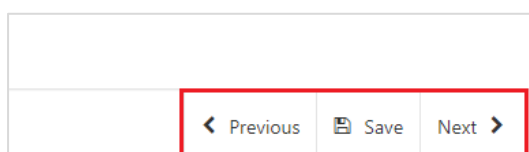


All supporting documents **must** be submitted by the deadline.

You 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.



[Back to Contents](#)

# Submission

## Errors, Information and Summary

Agricultural Diversification and Horticulture Application Errors, Information and Summary

**Important** - Please review this summary. Please scroll down if applicable.

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

Privacy Notice

Privacy notice: Welsh Government grants

Business/Organisation Details

Business/Organisation Status

What type of Business/Organisation is this application for?

- Sole Trader
- Partnership
- Private limited company
- Public limited company
- Public sector organisation
- Co-operative, Industrial and Provident Society or Mutual
- Charity / Third Sector
- Town/Community Council
- Private Company Limited by Guarantee
- Local Community Groups
- Local Authorities
- the Welsh Government
- Community Interest Companies
- Community Amateur Sports Clubs
- University
- Other

Does the Business/Organisation Trade under another name?

- Yes
- No

Business/Organisation

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

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.

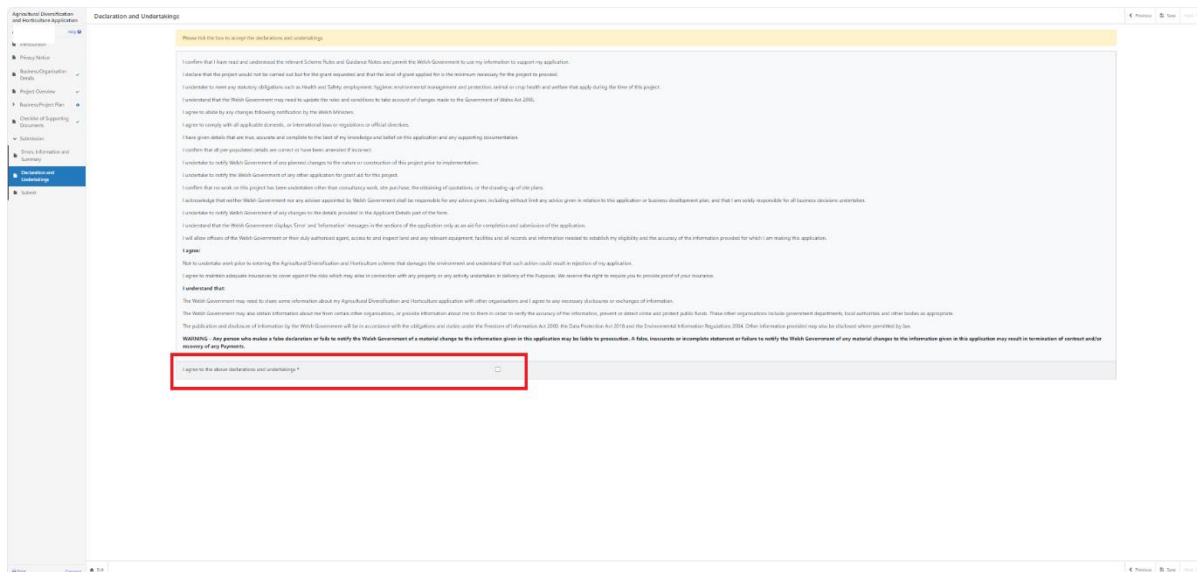
< Previous Save Next >

[Back to Contents](#)

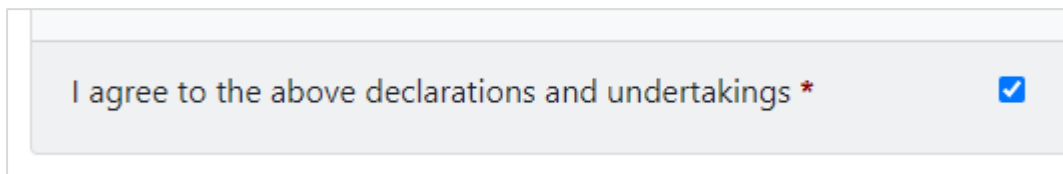


# Declaration and Undertakings

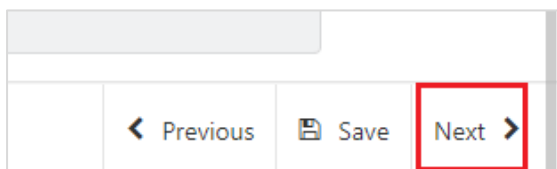
You must read the Declaration and Undertakings section shown in the following screenshot and once you have done so, tick the box at the bottom to confirm you agree to these as shown in the screenshot below:



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

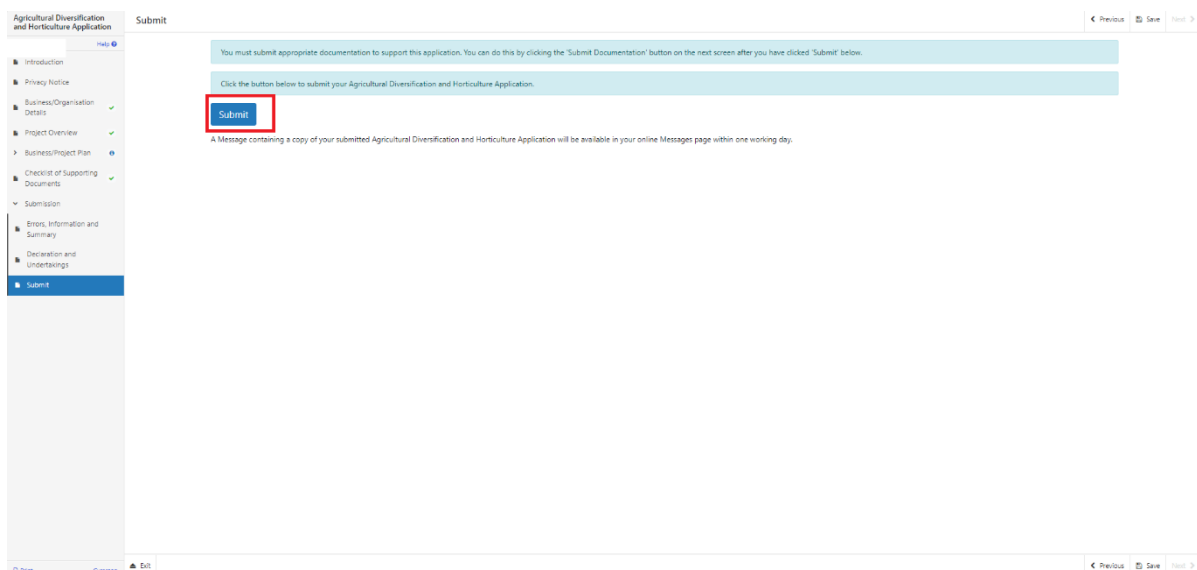


Click on the **Next** Button to continue to the Submission page.

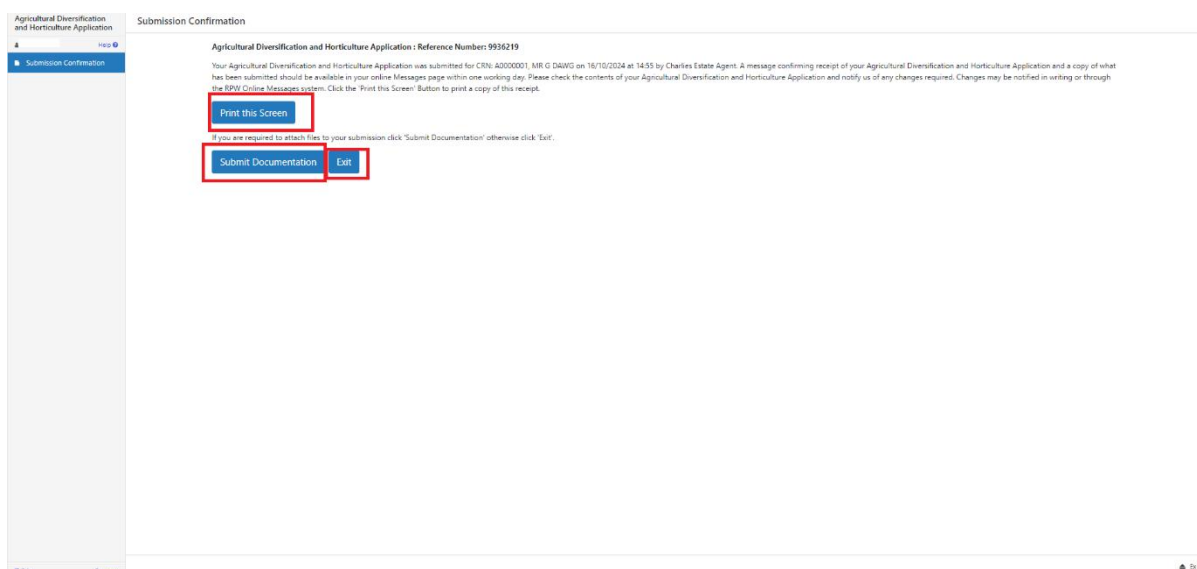


[Back to Contents](#)

## Submission Page – Submit



To submit your Horticulture Development 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.

[Back to Contents](#)

## Following Successful Submission

A summary of your completed Horticulture Development 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?

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

You will be informed, via your RPW Online account as to whether your application has been selected and is being fully appraised for consideration of offer of contract.

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

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

[Back to Contents](#)

## 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.