



Llywodraeth Cymru
Welsh Government

Small Grants – Horticulture Start Up

Window 3

How to complete guidance

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Key Messages

Registering for RPW Online

To register your business details for the first time, you need to complete the [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.

Small Grants – Horticulture Start Up Application – How to Complete Guidance

These instructions will give you step-by-step guidance on how to complete your Small Grants - Horticulture Start Up Application.

The Welsh Government produces this guidance in Welsh and English as required under the Welsh Government Welsh Language Scheme.

If you are encountering problems or are unable to access our website, please contact the RPW Online Helpdesk on 0300 062 5004.

Following Successful Submission

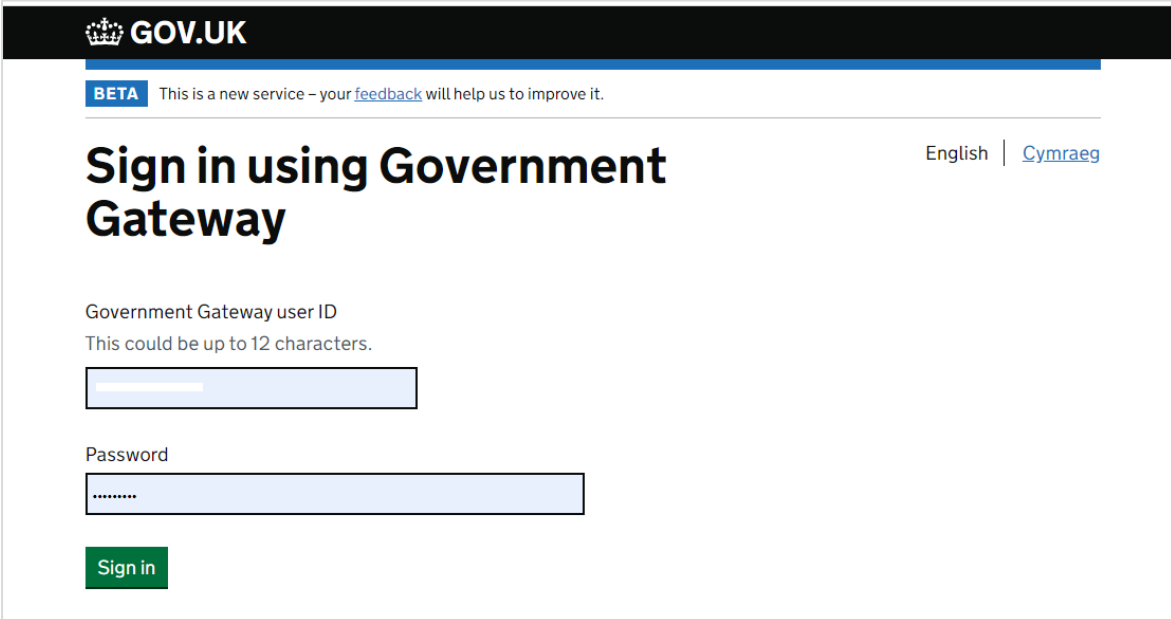
A summary of your completed Small Grants – Horticulture Start Up application will be added to the 'Messages' page on your RPW Online account under the title "Documents received by RPW". Ensure you check the information submitted thoroughly. If any of the information shown is incorrect, please reply to the Message detailing your concerns. You should do this as soon as you discover any incorrect information.

If you are encountering problems or are unable to access our website, please contact the RPW Online Helpdesk on 0300 062 5004.

Rural Payments Wales Online

Home page

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



The screenshot shows the sign-in page for the Rural Payments Wales Online account. At the top, there is a black header with the GOV.UK logo. Below the header, a blue banner indicates that the service is in BETA and encourages user feedback. The main heading is "Sign in using Government Gateway". To the right of the heading, there are language options for "English" and "Cymraeg". The form includes two input fields: "Government Gateway user ID" (with a note that it can be up to 12 characters) and "Password". A green "Sign in" button is located below the password field.

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

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



When you have finished your online session, please ensure that you log out and close the browser.

When completing applications ensure you do not use your browser's back button.

Messages between You and RPW

Unread **Datganiad Talu / Payment Statement**

Payment Statement : E_Glastir Advanced CW 2024_A0000004.pdf (04/09/2024)

Datganiad Talu / Payment Statement

Payment Statement : E_Glastir Advanced CW 2024_A0000004.pdf (02/09/2024)

Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW

Grant Claim Form Summary : Grant Claim Form (27/08/2024)

Unread **Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW**

Growing for the Environment EOI Summary : Growing for the Environment EOI (20/08/2024)

Useful Links

- [BCMS](#)
- [Farming and scheme information](#)
- [Bovine TB](#)
- [Farm animal movements and identification](#)
- [Farming Connect](#)
- [Welsh Government Offices](#)
- [European Maritime and Fisheries Fund](#)
- [EID Cymru](#)

To access the Small Grants – Horticulture Start Up Application, you can scroll down on your home page and select it from here.

[View all messages](#)

Start a Form

- [Single Application Form 2024 Available until 31/12/2024. 105 days left.](#)
- [Agricultural Diversification Scheme Application Available until 16/12/2024. 90 days left.](#)
- [Appeal Available anytime](#)
- [Capital Works Claim Available anytime](#)
- [Grant Claim Form Available anytime](#)
- [Groundworks Claim Available anytime](#)
- [Growing for the Environment EOI Available until 31/12/2050. 9601 days left.](#)
- [Habitat Wales Scheme Expression of Interest Available until 31/12/2050. 9601 days left.](#)
- [Horticulture Development Scheme Form Available until 31/12/2099. 27498 days left.](#)
- [Nutrient Management Investment Scheme Application](#)
- [Nutrient Management Investment Scheme Expression of Interest](#)
- [Organic Conversion EOI Available until 31/08/2025. 348 days left.](#)
- [Project Change Re-evaluation](#)
- [Project Change Request Available anytime](#)
- [SFS Data Confirmation 2024 Available until 06/12/2024. 80 days left.](#)
- [Small Grants - Efficiency Expression of Interest Available until 31/12/2099. 27498 days left.](#)
- [Small Grants - Environment Expression of Interest Available until 28/12/2024. 102 days left.](#)
- [Small Grants - Horticulture Start Up Application](#)
- [Small Grants - Woodland Creation](#)
- [Small Grants - Yard Coverings Expression of Interest](#)
- [Sustainable Production Grant Application Available until 31/12/2050. 9601 days left.](#)
- [WMFS General Funding Round Application Available until 25/03/2025. 189 days left.](#)
- [Woodland Creation Planning Scheme EOI Available until 31/12/2025. 470 days left.](#)
- [Woodland Restoration Scheme Expression of Interest Available until 31/12/2099. 27498 days left.](#)

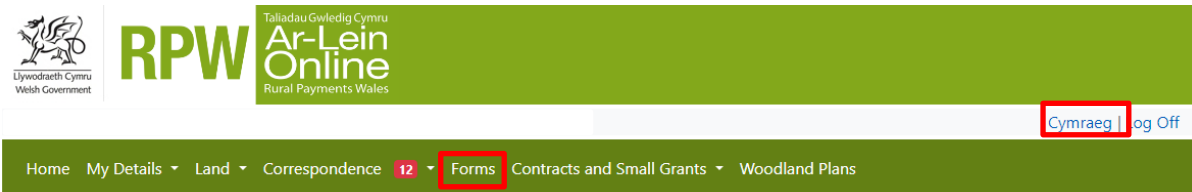
[Guidance Documents](#)

[Contact Us](#)

[Copyright Statement](#)

[Accessibility Statement](#)

Or you can click the tab labelled **'Forms'** on the RPW Online home screen, as shown below:



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

To change the Language at any time, click the **Cymraeg** button located in the top right hand corner bar of the RPW Online information. This will allow you to choose the language your Small Grants – Horticulture Start Up Application is displayed in.

Applications and Claims Page

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

Scroll down the page to select Small Grants – Horticulture Start Up Application form.

The screenshot shows the 'Forms' page of the RPW Ar-Lein Online portal. The page header includes the Welsh Government logo and 'RPW Ar-Lein Online Rural Payments Wales'. A navigation bar shows 'Forms' as the active tab. The main content area is titled 'Forms' and features a filter dropdown set to 'All' with 'Select' and 'Reset' buttons. Below the filter are tabs for 'Not Submitted', 'Being Processed', and 'Completed'. A list of forms is displayed, including 'Capital Works Claim - (Online)', 'Growing for the Environment EOI - (Online)', 'Integrated Natural Resources Scheme - Project Development Grant Application - (Online)', 'Small Grants - Horticulture Start Up Application - (Online)', and 'Woodland Creation Planning Scheme EOI - (Online)'. On the right, a 'Start a Form' sidebar lists various forms, with 'Small Grants - Horticulture Start Up Application' highlighted by a red box.

Small Grants – Horticulture Start Up Application – Getting Started

Once you have read the Small Grants – Horticulture Start Up General Rules Booklet to start your application click the ‘**Start**’ button.

RPW Ar-Lein Online
Rural Payments Wales

Home My Details Land Correspondence 12 Forms Contracts and Small Grants Woodland Plans

Start Application start an application or claim

You have asked to complete the following application online: **Small Grants - Horticulture Start Up Application**.

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 **Small Grants - Horticulture Start Up 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 link

[Customer Details](#)
Trading Title
Address
Postcode
Telephone Number
Email Address
Number of Partners

[Online Preferences](#)
Email or SMS (Text) Preference
Email Address
Mobile Number

[Start](#) [Cancel](#)

[Guidance Documents](#) [Contact Us](#) [Copyright Statement](#) [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 that you have started previously, then you will be able to Continue (blue button at the bottom of the screen), or Start Again by clicking the link shown on this screenshot:

The screenshot shows the RPW Ar-Lein Online portal. 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'. A navigation bar contains links for Home, My Details, Land, Correspondence (with a '63' notification), Forms, Contracts and Small Grants, and Woodland Plans. A 'Cymraeg | Log Off' link is in the top right.

Continue Application

continue an application or claim

You have asked to complete the following application online: **Small Grants - Horticulture Start Up Application**. You already have an application in progress. Please click 'Continue' to continue with your **Small Grants - Horticulture Start Up Application**.

You may choose to remove your existing **Small Grants - Horticulture Start Up Application** and start again. This will undo all of the changes that you have made since starting your **Small Grants - Horticulture Start Up Application** and the new **Small Grants - Horticulture Start Up 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 **Small Grants - Horticulture Start Up 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.

Customer Details	Online Preferences
Trading Title	Email or SMS (Text) Preference
Address	Email Address
	Mobile Number

Postcode
Telephone Number
Email Address
Number of Partners

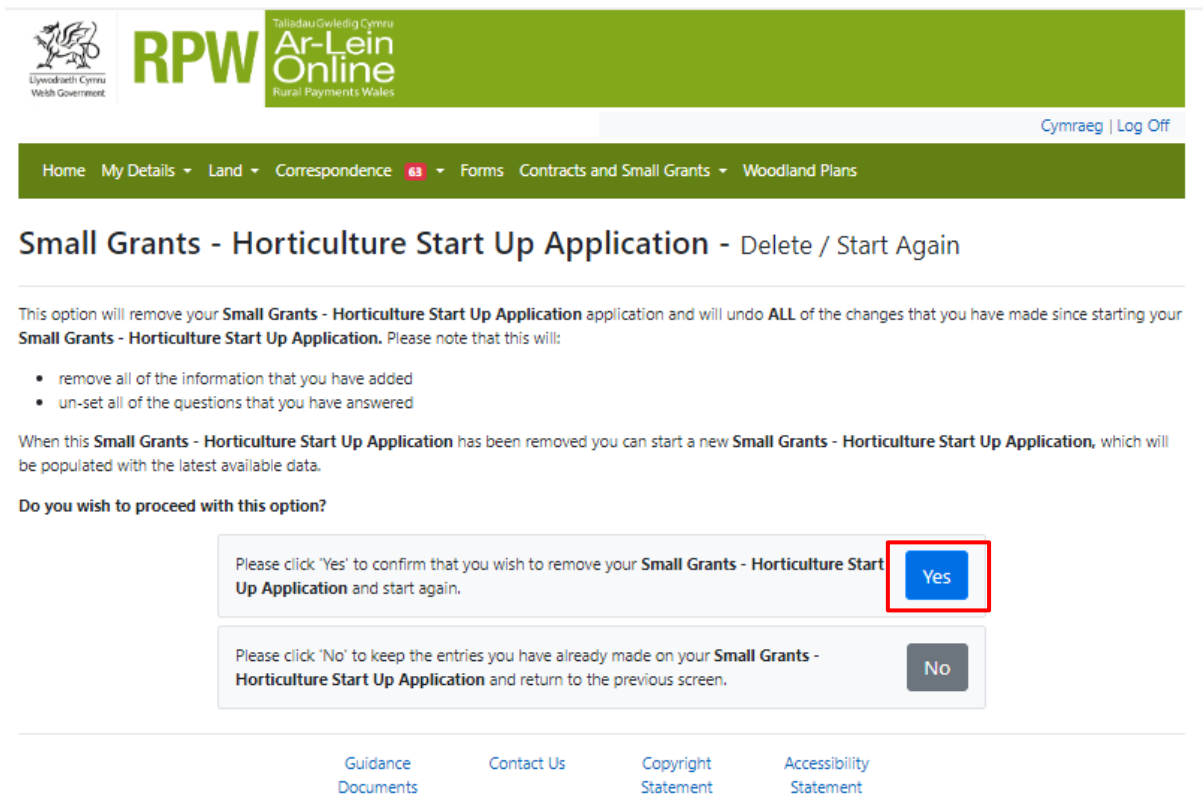
Continue working on the **Small Grants - Horticulture Start Up Application** which was last updated _____

[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 website interface. At the top left is the Welsh Government logo and the text 'Llywodraeth Cymru Welsh Government'. To its right is the 'RPW Ar-Lein Online Rural Payments Wales' logo. A green navigation bar contains the following links: Home, My Details, Land, Correspondence, Forms, Contracts and Small Grants, and Woodland Plans. In the top right corner, there is a 'Cymraeg | Log Off' link. The main heading of the page is 'Small Grants - Horticulture Start Up Application - Delete / Start Again'. Below this, a text block explains that the option will remove the application and undo all changes since starting. A bulleted list specifies that it will remove all added information and un-set all answered questions. A second text block states that a new application can be started, which will be populated with the latest available data. A confirmation question asks 'Do you wish to proceed with this option?'. Two options are provided: 'Yes' (highlighted with a red box) and 'No'. At the bottom of the page, there are four links: Guidance Documents, Contact Us, Copyright Statement, and Accessibility Statement.

RPW Taliadau Gwledig Cymru
Ar-Lein Online
Rural Payments Wales

Cymraeg | Log Off

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

Small Grants - Horticulture Start Up Application - Delete / Start Again

This option will remove your **Small Grants - Horticulture Start Up Application** application and will undo **ALL** of the changes that you have made since starting your **Small Grants - Horticulture Start Up Application**. Please note that this will:

- remove all of the information that you have added
- un-set all of the questions that you have answered

When this **Small Grants - Horticulture Start Up Application** has been removed you can start a new **Small Grants - Horticulture Start Up Application**, which will be populated with the latest available data.

Do you wish to proceed with this option?

Please click 'Yes' to confirm that you wish to remove your **Small Grants - Horticulture Start Up Application** and start again.

Please click 'No' to keep the entries you have already made on your **Small Grants - Horticulture Start Up Application** and return to the previous screen.

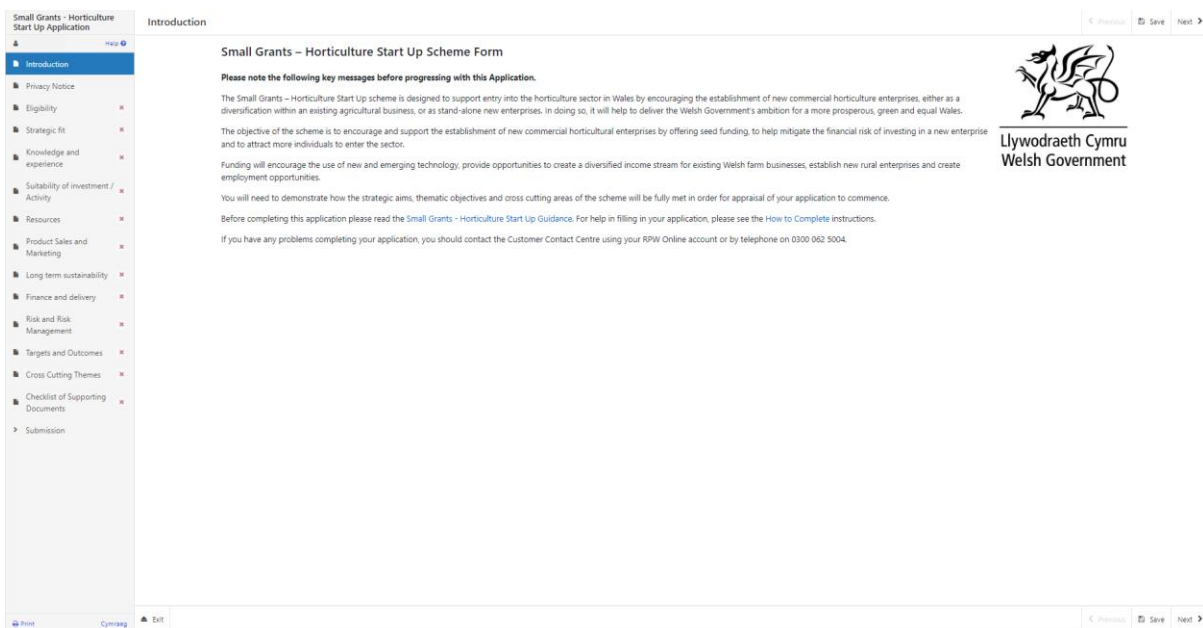
[Guidance Documents](#) [Contact Us](#) [Copyright Statement](#) [Accessibility Statement](#)

Small Grants – Horticulture Start Up Application – Introduction

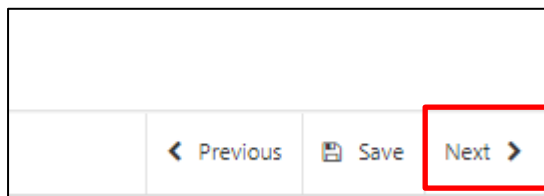
This is the introduction page which provides information about the scheme. For greater detail about the information provided on this page, please read the Small Grants – Horticulture Start Up Guidance Booklet at [Rural grants and payments](#).

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

On the left the different sections are displayed. A red cross indicates you either have not accessed each section yet, or you have errors on the section(s). A green tick will display once you have completed each section and there are no errors we can identify. There are various navigation buttons at the top and bottom of the form. Also, if you wish to switch between English and Welsh there is a button to do so at the bottom left of the screen as shown in the screenshot below:



Once you have read the information, click on the **'Next'** button.



Privacy Notice

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

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 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
- to (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.

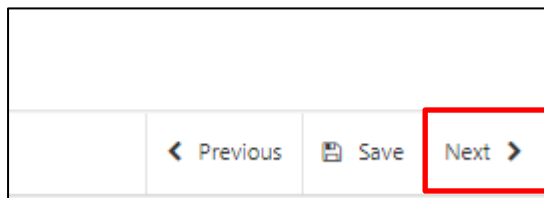
For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the GDPR, please see contact details below.

Data Protection Officer:
Welsh Government
Cathays Park
Cardiff
CF10 3NQ
Email: dataprotection@gov.wales

The contact details for the Information Commissioner's Office are:
2nd Floor, Churchill House
Churchill Way
Cardiff
CF10 2HH
Telephone: 0330 414 6421
Website: <https://ico.org.uk/>

Should you have any queries regarding this privacy statement please contact the RFW Customer Contact Centre.
<https://gov.wales/privacy-notice-welsh-government-grants>

Once you have read the information, click on the 'Next' button.



Eligibility

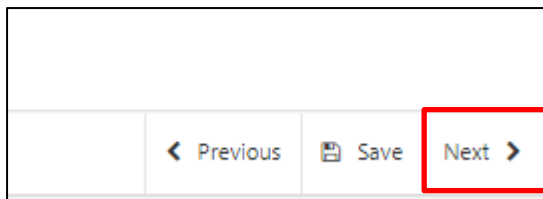
On this page you must answer the question to confirm if you are an owner, partner or shareholder with an active role in an existing business with an interest in commercial horticulture.

Please note that if your answer is 'Yes' you are not eligible to apply.



The screenshot shows a web application interface for a 'Small Grants - Horticulture Start Up Application'. The 'Eligibility' section is active, displaying a question: 'Are you an owner, partner or shareholder with an active role in an existing business with an interest in commercial horticulture?'. Below the question are two radio buttons labeled 'Yes' and 'No'. The left sidebar contains a list of application sections, with 'Eligibility' highlighted. At the bottom right of the form, there are navigation buttons: '< Previous', 'Save', and 'Next >'. The 'Next >' button is highlighted with a red box in the subsequent image.

Once you have answered the question click on the '**Next**' button.



Strategic Fit

On this page you will detail your relevant qualifications, for example a qualification in horticulture, agriculture or related subject. (Related subject could include crop science, marketing, food safety, business studies etc).

You will also need confirm and evidence if you have undertaken any continued professional development (CPD) relating to horticulture, business planning, business management or development, marketing or any other CPD activity that would help you prepare to establish a successful horticultural enterprise.

Please note: You must submit the following documents, where applicable, by the closing date of this application.

- Copy of certificates of qualifications.
- Evidence of CPD activity undertaken between 1 January 2020 and 30 April 2024.

You will also be required to confirm the following:

- What type of horticultural enterprise you intend to establish – select one or more options from the list provided.
- What the business structure of the enterprise will be – select **one** of the two options listed.
- If you have developed a business plan for your proposed new horticultural enterprise – select ‘Yes’ or ‘No’.

Small Grants - Horticulture Start Up Application

Strategic fit

Questions marked with * are mandatory

To support the establishment of a horticultural enterprise, list what relevant qualification you have, including level of qualification.*

0 / 1000

Have you undertaken and can evidence any certified professional development (CPD) relating to horticulture, business planning, business management or development, marketing or any other CPD activity that would help you prepare to establish a successful new horticultural enterprise? List the relevant CPD activity completed between 1 January 2020 to 30 April 2024.*

0 / 1000

What type of horticultural enterprise do you intend to establish? (Tick all that apply)*

- Controlled environment horticulture
- Vegetable / salad crops under plastic, includes poly tunnel or glass
- Field based salad crops
- Field based fruit
- Field based vegetables
- Non-edible crops, flowers, ornamental shrubs, trees etc.

What will be the business structure of the enterprise?*

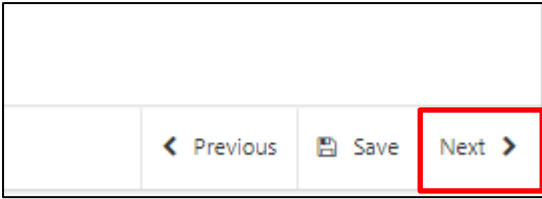
- A new stand-alone enterprise (either as a sole trader, partnership or limited company) established for the purpose of trading as a horticultural enterprise.
- A new enterprise within an existing business (e.g. you are the owner, partner or shareholder in an existing business and the horticultural enterprise will be operated within that business).

Have you developed a business plan for your proposed new horticultural enterprise?*

Yes No

Next

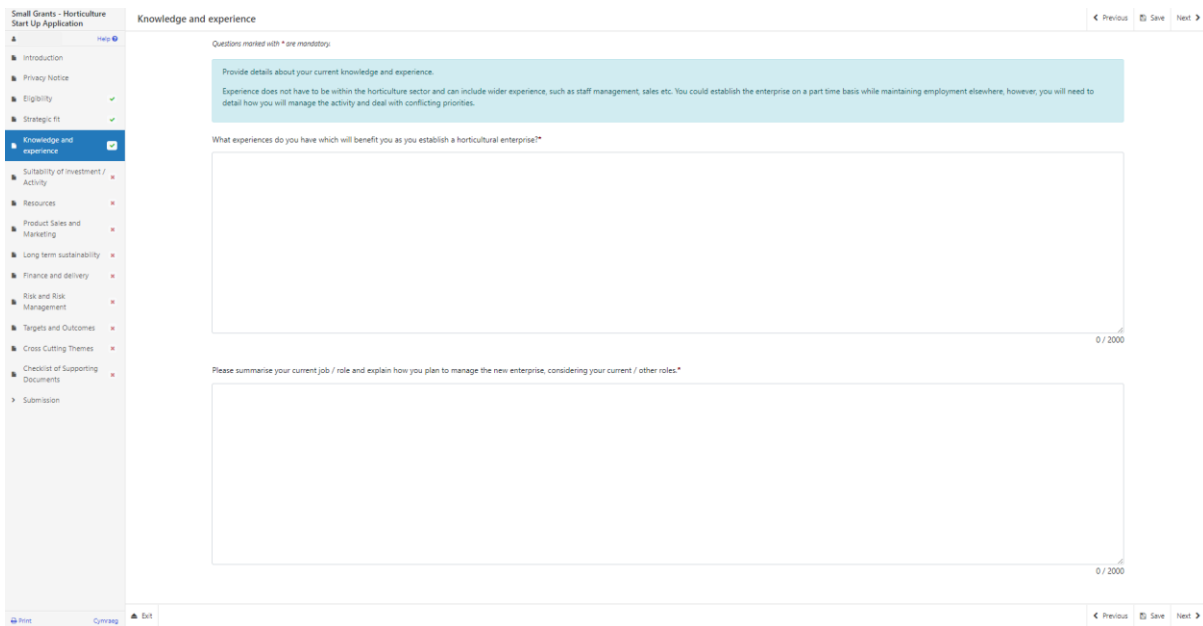
Once you have answered all of the questions click on the ‘**Next**’ button.



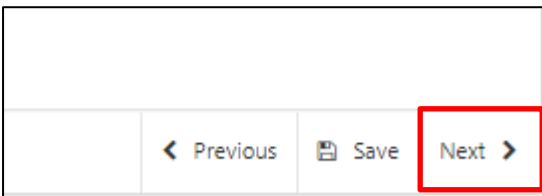
Knowledge and Experience

On this page you will detail your current knowledge and experience that will help you start a horticulture business. The experience does not necessarily have to be within the horticulture sector, but wider experience such as staff management, sales etc would be considered beneficial.

You will also be required to provide a summary/description of your current job/role and explain how you plan to manage the new enterprise, considering your current/other roles. You could establish the enterprise on a part time basis while maintaining employment elsewhere, however, you will need to detail how you will manage the activity and deal with conflicting priorities.



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

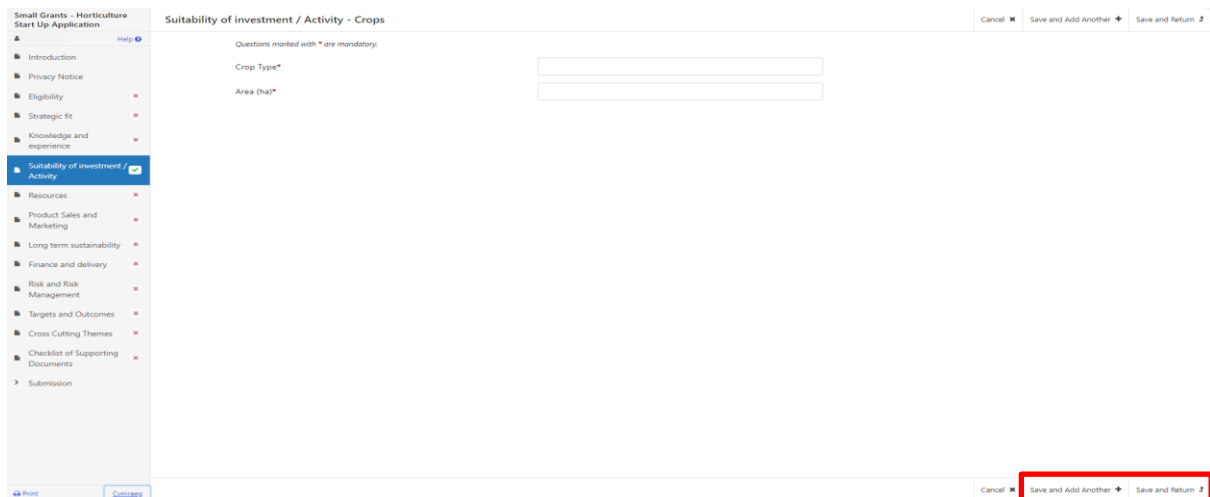
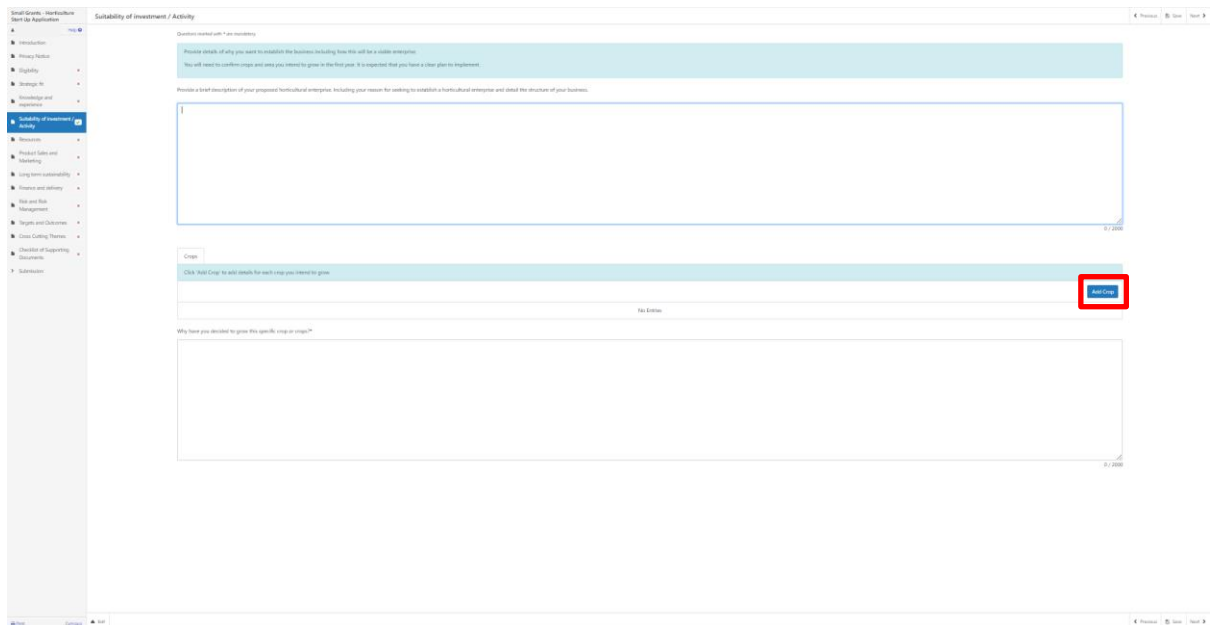


Suitability of Investment / Activity

The Suitability of Investment /Activity page allows you to provide details of why you want to establish the business including how this will be a viable enterprise.

You will need to provide a brief description of your proposed horticultural enterprise, including your reason for seeking to establish a horticulture enterprise and detail the structure of your business. You will need to provide an explanation as to why you want to establish the business to give confidence that you are doing so with the intention of establishing a viable enterprise.

You will need to detail what Horticultural crop/crops you intent to grow, you should do this by selecting the **'Add Crop'** button.



Enter the crop and the area you intend to grow.

If you intend to grow more than one crop Press **'Save & Add Another'** otherwise Press **'Save and Return'**.

The screenshot shows a web application interface for a horticulture start-up application. On the left is a navigation menu with sections like 'Introduction', 'Eligibility', 'Strategic fit', 'Knowledge and experience', 'Suitability of investment / Activity', 'Resources', 'Product Sales and Marketing', 'Long term sustainability', 'Finance and delivery', 'Risk and Risk Management', 'Targets and Outcomes', 'Cross Cutting Themes', 'Checklist of Supporting Documents', and 'Submission'. The 'Suitability of investment / Activity' section is currently active. The main content area has a large text box for a brief description of the proposed horticultural enterprise. Below this is a 'Crops' section with a table. The table has two columns: 'Crop Type' and 'Area (ha)'. There is one entry with '1.00' in the 'Area (ha)' column. To the right of the table are 'Add Crop', 'Modify', and 'Delete' buttons. Below the table is another text box for 'Why have you decided to grow this specific crop or crops?'. At the bottom right, there are 'Previous', 'Save', and 'Next' navigation buttons.

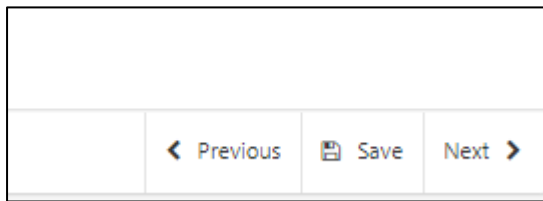
Crop Type	Area (ha)
	1.00

You can amend a crop entry by selecting the **'Modify'** button or remove an entry by selecting the **'Delete'** button.

This screenshot shows the same web application interface as the previous one, but the 'Crops' table is empty. The 'Add Crop' button is visible at the bottom right of the table area. The rest of the interface, including the navigation menu and text boxes, remains the same.

You will need to state your intention regarding crops, including the scale of the enterprise in the first year. It is expected that you have a clear plan to implement.

Once you have answered all of the questions click on the 'Next' button.

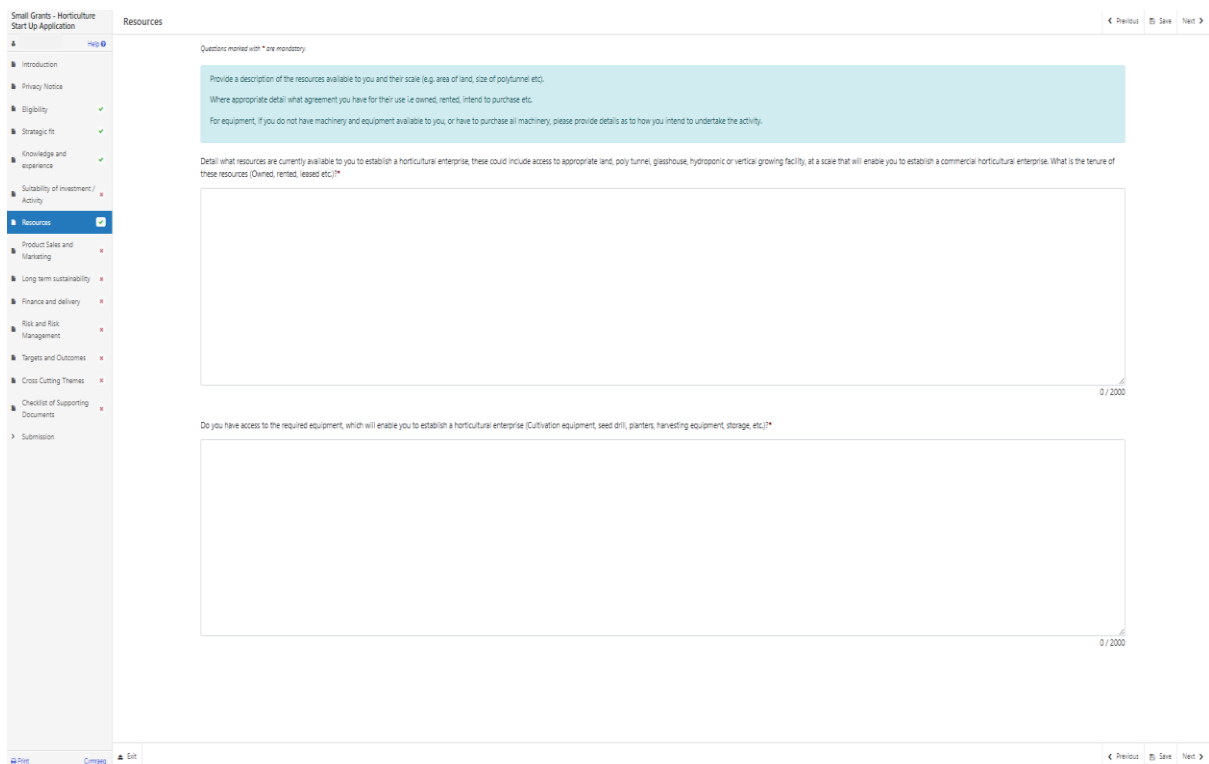


Resources

On this page you will confirm the resources available to you to set up your horticultural enterprise. This will include access to land, any facilities and other machinery or equipment.

It should be noted that if you do not have access to resources and have not explained how this will be achieved, you will receive a low score.

For equipment, if you do not have machinery and equipment available to you, or you have to purchase all machinery, you will need to detail how you intend to undertake the activity.



Small Grants - Horticulture Start Up Application

Resources

Questions marked with * are mandatory.

Provide a description of the resources available to you and their scale (e.g. area of land, size of polytunnel etc).
Where appropriate detail what agreement you have for their use (i.e. owned, rented, intend to purchase etc).
For equipment, if you do not have machinery and equipment available to you, or have to purchase all machinery, please provide details as to how you intend to undertake the activity.

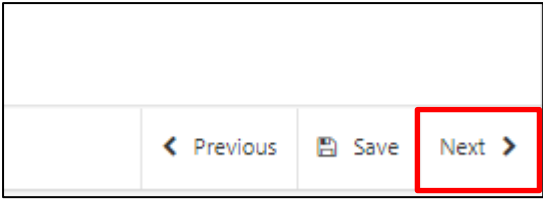
Detail what resources are currently available to you to establish a horticultural enterprise, these could include access to appropriate land, poly tunnel, glasshouse, hydroponic or vertical growing facility, at a scale that will enable you to establish a commercial horticultural enterprise. What is the tenure of these resources (Owned, rented, leased etc.)*

0 / 2000

Do you have access to the required equipment, which will enable you to establish a horticultural enterprise (Cultivation equipment, seed drill, planter, harvesting equipment, storage, etc.)*

0 / 2000

Once you have answered all of the questions click on the 'Next' button.



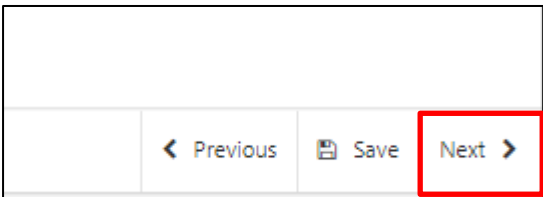
Product sales and Marketing

On this page you will confirm the details of your proposed market and any market research you have undertaken.

Local sales could impact on existing producers, you will need to demonstrate that you have considered this. If you propose to sell outside your local area or have an agreement with a customer, your application will achieve a higher score.

A screenshot of a web form titled 'Product Sales and Marketing'. The form contains three text input fields. The first field is for 'Provide detail of your proposed market for the product...', the second for 'Detail any market research you have undertaken?', and the third for 'What impact will your business have on existing local producers?'. The 'Next' button is highlighted in red.

Once you have answered all of the questions click on the 'Next' button.



Long term sustainability

The Long term sustainability 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. Resource efficiency is crucial in order to help achieve a Well-being economy, as well as reducing emissions. You are encouraged to consider how your plans will impact on the environment and climate change.

Provide details of how the investment will support the business to grow crops sustainably and enhance water, soil and air quality. You should describe how you intend to grow crops sustainably with consideration of water soil and air quality conservation.

Provide a detailed explanation of how your plans will commit to the efficient use of nutrients, reducing emissions and enhancing the farm ecosystem.

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

Finance and delivery

In this section you will be required to provide information on the financial aspect, compliance and delivery of your project.

You are required to 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. You are also required to provide a plan of the work that the Business/Organisation intends to undertake this will confirm the timetable of delivery for all activities and stages of your project.

You should provide details around the costs you plan to incur during the establishment of your enterprise for example capital investments, cultivation costs, seeds, harvesting, packaging, marketing costs etc.

You will need to provide a project plan detailing proposed costs and timeline for expenditure.

You will need to provide details of the proposed activities along with a proposed start and end date for each activity.

You will need to have considered how you source items to achieve value for money, including obtaining any competitive quotes.

You will also need to provide evidence of funding, sufficient to cover all proposed expenditure.

You will need to provide an explanation as to why you are unable to progress without grant support.

It should be noted that higher scores will be achieved by providing detailed investment proposals along with a detailed plan and timescales and also by having detailed full use of the proposed grant.

Small Grants - Horticulture Start Up Application

Finance and delivery

Questions marked with * are mandatory.

Provide details about the investment proposal and project plan with timescales in establishing your horticultural enterprise.

What costs do you plan to incur during the establishment of your enterprise? (During initial 12 months) e.g. capital investments, cultivation costs, seeds, harvesting, packaging, marketing costs, with a breakdown of the proposed expenditure

0 / 2000

Provide a 12 month project plan.

Project Activities

Click 'Add Activity' to add details for each stage of the Project.

No Entries

Add Activity

During the establishment of the horticulture enterprise, how will you ensure value for money with all investments or expenditure?*

0 / 2000

What funds do you have available to finance the initial establishment of the enterprise prior to grant being received?*

0 / 2000

Why are you unable to establish the enterprise without the grant support?*

0 / 2000

File Cmsapp Exit

Previous Save Next

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

The text boxes are expandable and allow up to 2000 characters. This is not the number of words allowed, but the number of characters.

To add Project Activities click on the '**Add Activity**' button.

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. 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.

Small Grants - Horticulture Start-Up Application

Finance and delivery

Questions marked with * are mandatory

Provide details about the investment proposal and project plan with timescales in establishing your horticultural enterprise

What costs do you plan to incur during the establishment of your enterprise? (During initial 12 months) e.g. capital investments, cultivation costs, seeds, harvesting, packaging, marketing costs, with a breakdown of the proposed expenditure*

Provide a 12-month project plan

Project Activities

Click 'Add Activity' to add details for each stage of the Project.

Activity Name	Description	Proposed Start	Proposed End

During the establishment of the horticulture enterprise, how will you ensure value for money with all investments or expenditure**

What funds do you have available to finance the initial establishment of the enterprise prior to grant being received**

Next

You can amend an activity by selecting the **'Modify'** button or remove an entry by selecting the **'Delete'** button.

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

Previous Save Next

Risk and Risk Management

The 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 mitigating 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.

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:

You can amend an entry by selecting the '**Modify**' button or remove an entry by selecting the '**Delete**' button.

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

Targets and Outcomes

The Targets and Outcomes page is where you provide details of the targets and outcomes you aim to achieve during the first 12 months of your enterprise. You will need to provide the following:

- Area of crops / crops grown
- Number of customers targeted
- Value of sales

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

It should be noted that we expect that the targets you provide are reasonable and sufficiently ambitious for a start-up business. Growing a very small area of crop and targeting one customer would result in a low score.

Small Grants - Horticulture Start Up Application

Targets and Outcomes

Questions marked with * are mandatory.

What targets and outcomes do you aim to achieve during the first 12 months of your enterprise? Please complete the following table:

- Area of crop / crops grown
- Number of customers targeted
- Value of sales

Indicator Table

Click 'Modify' to confirm Target Value.

Indicator	Target Value
Area of crop / crops grown	<input type="text"/>
Number of customers targeted	<input type="text"/>
Value of sales	<input type="text"/>

Modify

Modify

Modify

To add your target values, click the **'Modify'** button for each of the Indicators in turn.

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

Small Grants - Horticulture Start Up Application

Targets and Outcomes - Indicator Table

Save Save and Return 7

Indicator	Target Value
Area of crop / crops grown	1

Enter Details *

How will the Target be met? *

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

Save and Return 7

Once you have entered the Target Value select the **'Save and Return'** button.

You will need to complete the Target and Outcome table for all 3 Indicators. If you do not, an error message will show, and this section will not show as completed as shown in the screenshot below:

Small Grants - Horticulture Start Up Application

Targets and Outcomes

Previous Save Next 7

Questions marked with * are mandatory.

What targets and outcomes do you aim to achieve during the first 12 months of your enterprise? Please complete the following table:

- Area of crop / crops grown
- Number of customers targeted
- Value of sales

Indicator Table

Click 'Modify' to confirm Target Value.

Indicator	Target Value
Area of crop / crops grown	1
Number of customers targeted	2
Value of sales	

* This is a mandatory question, please answer it.

Previous Save Next 7

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

Previous Save Next

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 below cross-cutting themes, explaining how your proposed enterprise will contribute your mainstreaming.

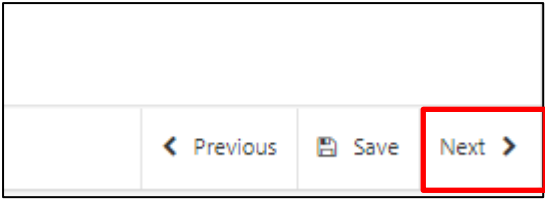
- Equality of Opportunity and Gender Mainstreaming;
- Tackling Poverty and Social Exclusion;
- Welsh Language.

The text boxes are expandable and allow up to 1000 characters. This is not the number of words allowed, but the number of characters. 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.

The screenshot shows a web form titled "Small Grants - Horticulture Start Up Application" with a sub-header "Cross Cutting Themes". On the left is a sidebar menu with items: Introduction, Privacy Notice, Eligibility, Strategic fit, Knowledge and experience, Suitability of investment / Activity, Resources, Product Sales and Marketing, Long term sustainability, Finance and delivery, Risk and Risk Management, Targets and Outcomes, Cross Cutting Themes (highlighted), Checklist of Supporting Documents, and Submission. The main content area has a heading "Questions marked with * are mandatory:" followed by a blue instruction box: "How will the investment contribute to the following cross cutting themes. You are required to respond to the three cross cutting themes, explaining how your proposed enterprise will contribute their mainstreaming." Below this are three text input fields: "Equality of opportunity and Gender mainstreaming*", "Tackling Poverty and Social Exclusion*", and "Welsh Language*", each with a "0 / 1000" character count. At the bottom right are navigation buttons: "Previous", "Save", and "Next".

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

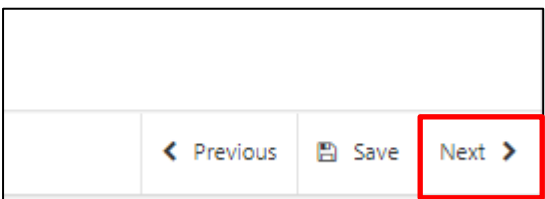


Checklist of Supporting Information

This page confirms any supporting documentation you need to submit with your application.

A screenshot of a web application interface. On the left is a sidebar menu with items like 'Introduction', 'Privacy Notice', 'Eligibility', 'Strategic fit', 'Knowledge and experience', 'Suitability of investment / Activity', 'Resources', 'Product Sales and Marketing', 'Long term sustainability', 'Finance and delivery', 'Risk and Risk Management', 'Targets and Outcomes', 'Cross Cutting Themes', 'Checklist of Supporting Documents', and 'Submission'. The 'Checklist of Supporting Documents' item is selected and highlighted in blue. The main content area is titled 'Checklist of Supporting Documents' and contains a light blue box with instructions: 'You must submit the following documents, where applicable, by the closing date of this application.' followed by a bulleted list: 'Copy of certificates of qualifications' and 'Evidence of CPD activity undertaken between 1 January 2020 and 30 April 2024.' Below this, it says 'Tick the appropriate box(es) below.' and lists two options: 'I am submitting supporting documents online by the deadline.' and 'I am submitting supporting documents by mail by the deadline.', each with an empty checkbox. At the bottom of the page, there is a footer with 'Home', 'Cymwag', and 'txt' on the left, and 'Previous', 'Save', and 'Next' on the right.

Once you have answered the question, click on the **'Next'** button.



Submission Page – Errors, Information and Summary

This gives a summary of the items you have selected and informs you of any errors or information messages on your application.

Small Grants - Horticulture Start Up Application

Errors, Information and Summary

← Previous Save Next →

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

Eligibility

Eligibility

Are you an owner, partner or shareholder with an active role in an existing business with an interest in commercial horticulture?

Yes

No

Strategic fit

What type of horticultural enterprise do you intend to establish? (Tick all that apply)

Controlled environment horticulture

Vegetable / salad crops under plastic, includes poly tunnel or glass

Field based salad crops

Field based fruit

Field based vegetables

Non edible crops, flowers, ornamental shrubs, trees etc.

What will be the business structure of the enterprise?

A new stand-alone enterprise (either as a sole trader, partnership or limited company) established for the purpose of trading as a horticultural enterprise

A new enterprise within an existing business (e.g. you are the owner, partner or shareholder in an existing business and the horticultural enterprise will be operated within that business)

Have you developed a business plan for your proposed new horticultural enterprise?

Yes

No

Knowledge and experience

Provide details about your current knowledge and experience.

Once you have checked the summary and corrected any errors, click on the **'Next'** button.

← Previous Save **Next** →

Submission Page – Declarations and Undertakings

You must read the Declarations and Undertakings and **tick** the box to confirm you have read and agree to them.

Small Grants - Horticulture Start Up Application

Declaration and Undertakings

Please tick the box to accept the declarations and undertakings.

I confirm that I have read and understood the relevant Scheme Rules and Guidance Notes and permit the Welsh Government to use my information to support my application.

I declare that the project would not be carried out without the grant requested and that the funding allocated is necessary for the project to proceed.

I undertake to meet any statutory obligations such as Health and Safety; employment; hygiene; environmental management and protection; animal or crop health and welfare that apply during the time of this project.

I understand that the Welsh Government may need to update the rules and conditions to take account of changes made to the Government of Wales Act 2006.

I agree to abide by any changes following notification by the Welsh Ministers.

I agree to comply with all applicable domestic, or international laws or regulations or official directives.

I have given details that are true, accurate and complete to the best of my knowledge and belief on this application and any supporting documentation.

I confirm that all pre-populated details are correct or have been amended if incorrect.

I undertake to notify Welsh Government of any planned changes to the nature or construction of this project prior to implementation.

I undertake to notify the Welsh Government of any other application for grant aid for this project.

I confirm that no work on this project has been undertaken other than consultancy work, site purchase, the obtaining of quotations, or the drawing up of the plans.

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

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

I understand that the Welsh Government displays 'Error' and 'Information' messages in the sections of the application only as an aid for completion and submission of the application.

I will allow officers of the Welsh Government or their duly authorised agent, access to and inspect land and any relevant equipment, facilities and all records and information needed to establish my eligibility and the accuracy of the information provided for which I am making this application.

I agree:

Not to undertake work prior to entering the Small Grants - Horticulture Start Up scheme that damages the environment and understand that such action could result in rejection of my application.

I agree to maintain adequate insurances to cover against the risks which may arise in connection with any property or any activity undertaken in delivery of the Purpose. We reserve the right to require you to provide proof of your insurance.

I understand that:

The Welsh Government may need to share some information about my Small Grants - Horticulture Start Up application with other organisations and I agree to any necessary disclosures or exchanges of information.

The Welsh Government may also obtain information about me from certain other organisations, or provide information about me to them in order to verify the accuracy of the information, prevent or detect crime and protect public funds. These other organisations include government departments, local authorities and other bodies as appropriate.

The submission and disclosure of information by the Welsh Government will be in accordance with the obligations and duties under the Freedom of Information Act 2000, the Data Protection Act 2018 and the Environmental Information Regulations 2004. Other information provided may also be disclosed where permitted by law.

WARNING - Any person who makes a false declaration or fails to notify the Welsh Government of a material change to the information given in this application may be liable to prosecution. A false, inaccurate or incomplete statement or failure to notify the Welsh Government of any material changes to the information given in this application may result in termination of contract and/or recovery of any Payments.

I agree to the above declarations and undertakings *

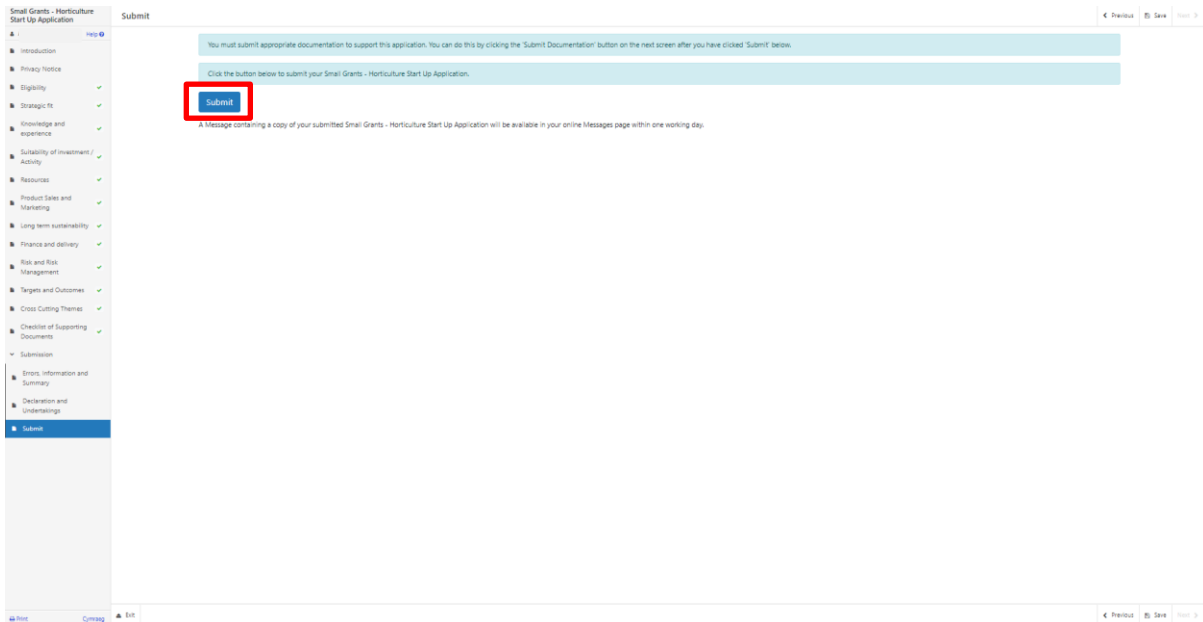
Navigation: Previous Save Next

Once you have ticked that you agree to the Declarations and Undertakings, the **'Next'** button will become available for you to click.

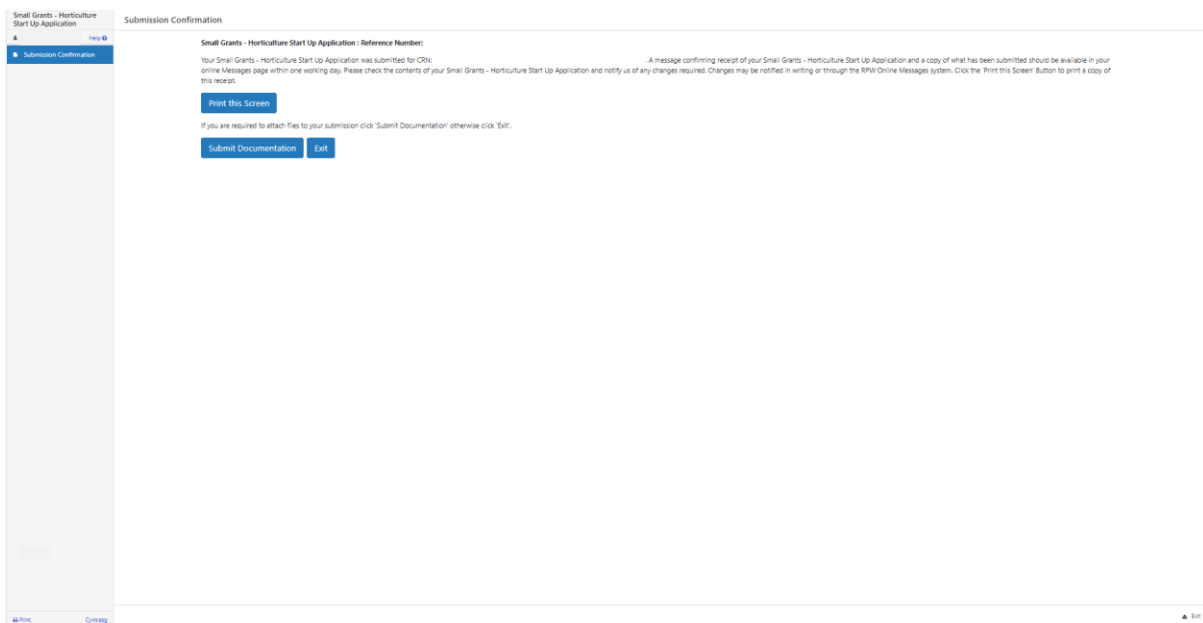
Navigation: Previous Save Next

Submission Page – Submit

To submit your Small Grants – Horticulture Start Up Application, click on the **‘Submit’** button.



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



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

What happens next?

There are two possible outcomes from application appraisal:

1. Your project is ineligible and is not approved for an award. You will be informed of the reasons why your application was not successful via your RPW Online account. You may apply again with the same project should further application windows be made available (amending the application if you wish), **but only if you have not started a horticultural enterprise.**
2. Your project is eligible and is approved for an award. A Grant Award offer letter will be issued to you setting out the terms and conditions of the award via your RPW Online account which you will be asked to accept within 30 days as agreement that you accept the terms and conditions therein. The Grant Award offer letter will also provide you with the authority to start work. **You will need to accept or decline the Grant Award offer within 30 days.** Failure to accept the Grant Award within 30 days will lead to the Grant Award being withdrawn.

Contacts

RPW Online

Access the RPW Online service via the Government Gateway at www.gateway.gov.uk, or once you have enrolled for the RPW Online service, access it via www.wales.gov.uk/RPWOnline. If you are not yet registered with RPW Online, please refer to the Welsh Government website for the how to register guidance or call the Customer Contact Centre on 0300 062 5004.

Enquiries – Customer Contact Centre

For all enquiries, please contact the [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.