

How to claim Small Woodland Grant Scheme on your Single Application

Sustainability at the heart of a living, working, active landscape valued by everyone.



Department of
**Agriculture, Environment
and Rural Affairs**

www.daera-ni.gov.uk



**INVESTORS
IN PEOPLE**

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To get a copy of this document in another format contact:

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Orchard House
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Derry/L'Derry
BT48 6AT

Tel: 0300 200 7848

Email: ABS.deliverysupport@daera-ni.gov.uk

[Small Woodland Grant Scheme Application](#)

Please note that before completing this application form you should familiarise yourself with the Scheme Information Booklet and any Supplementary Scheme Information by clicking here [Forest Service website](#) or enter the web address <https://www.daera-ni.gov.uk/articles/daera-forestry-grants>.

1. To begin your application to claim for the Small Woodland Grant Scheme on your Single Application, go to the DAERA online services website and you will arrive at the 'Landing Page'. Please click here [DAERA online services | Department of Agriculture, Environment and Rural Affairs \(daera-ni.gov.uk\)](#) or enter website address <https://www.daera-ni.gov.uk/services/daera-online-services>. From here you can proceed to DAERA's online services screen by selecting 'Login to DAERA's online services'.

Before you start

DAERA need to be sure that your privacy is being protected and your data is secure. DAERA need to know it's you (not someone pretending to be you), in order to ensure your information is safe. You must therefore apply for authorisation and verify your identity before any information can be accessed on your DAERA online services. Once you have applied for access, it is your responsibility to keep your DAERA online services account details safe and secure.

[Login to DAERA's online services](#) 

Additional information

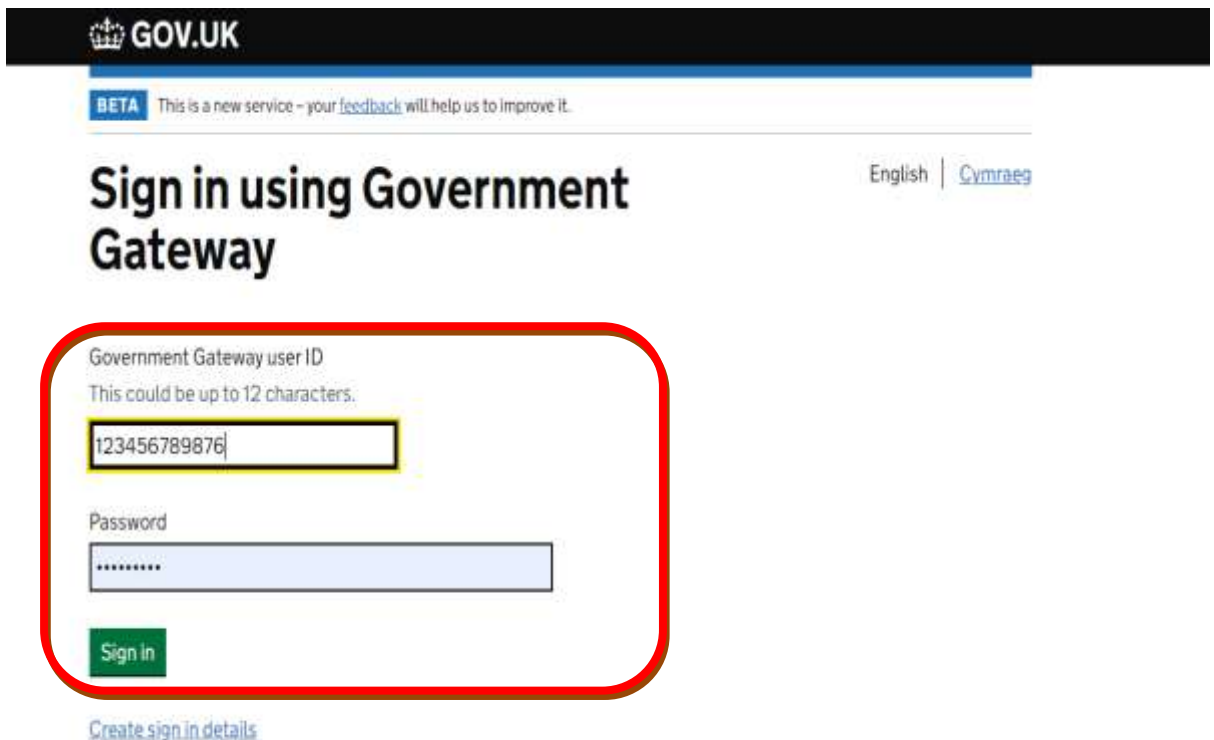


To access DAERA Online Services you can choose to register/log in with nidirect or Government Gateway.

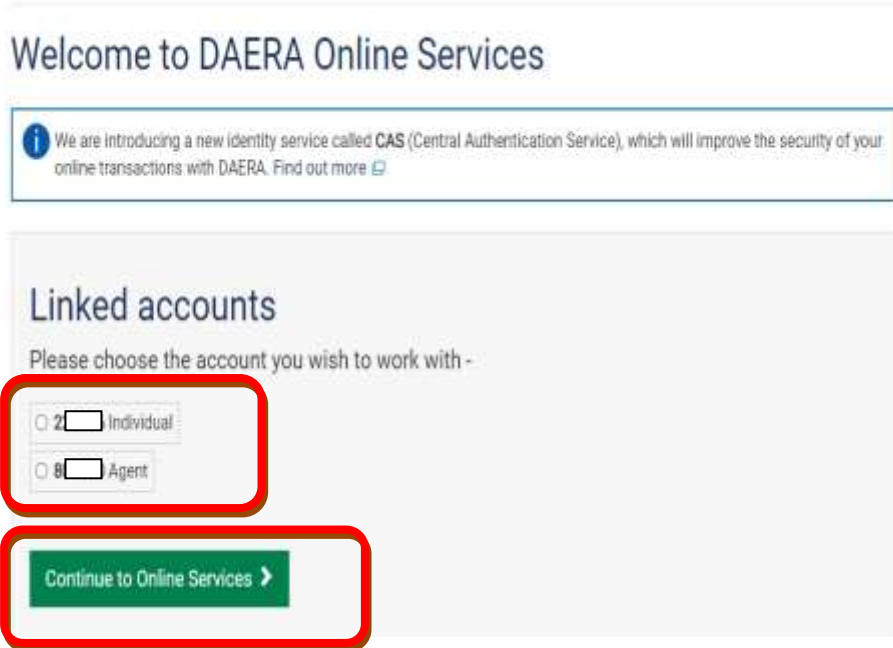
2. Select the Government Gateway Option (GG Sign in / register):



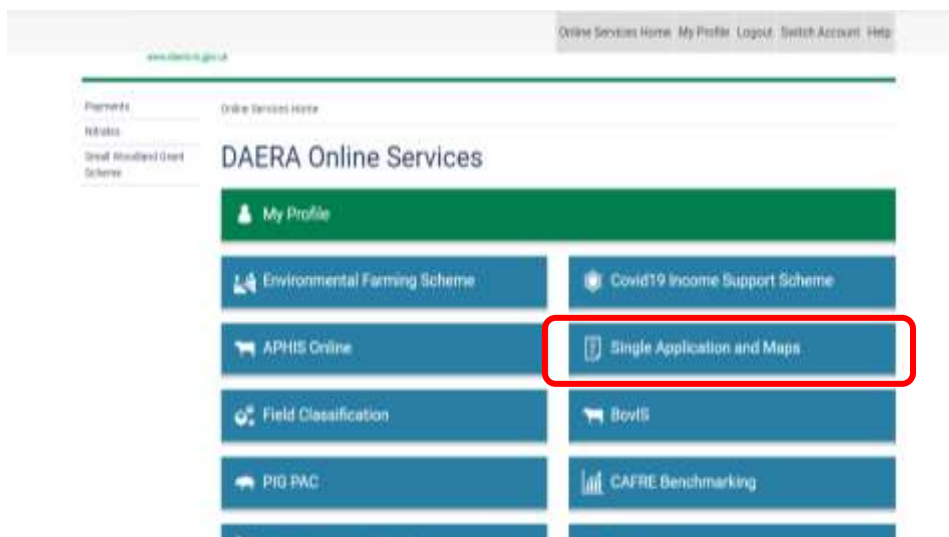
3. Enter your farm businesses Government Gateway 12 digit number: xxxxxxxxxxxx & your password. Then select sign in.



4. If you are an agent, please select which account you wish to use.
For example, Individual farm business account or an Agent account (if you are a farmer agent submitting the application on behalf of a farm business) and then click the 'Continue to Online Services' button.
If you are an individual, please see point 5.



5. If you select 'individual' or you do not have an agent completing your application, you will then be directed to the DAERA online services screen. Select Single Application and Maps.



Please note that if you have selected 'Agent' you will need to enter the Business ID in the 'Keyword or Phrase' search box and then select the 'Go' button beside the farm businesses' name under the Service column for 'Single Application and Maps'.

DAERA Online Services

Agent Services - Please choose a service/client

Service type: All Services
 Status: All Statuses
 Keyword or phrase:
 Search by: Search Name

Search Reset Download customer list (CSV)

My clients

Customer or business ID	Client name	Effective from	Service	Address	Postcode	Status	Select
60 <input type="text"/>	(60 <input type="text"/> BUSINESSNAME	25/01/2021	BPS Entitlements	ONE	BT11 1AA	N/A	Go
60 <input type="text"/>	(60 <input type="text"/> BusinessName	04/03/2021	Single Application and Maps	60 <input type="text"/> Address Line One	BT11 1AA	N/A	Go

6. Select 'Continue to Single Application and Maps'

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GSAA

Agent ID:
 Business:

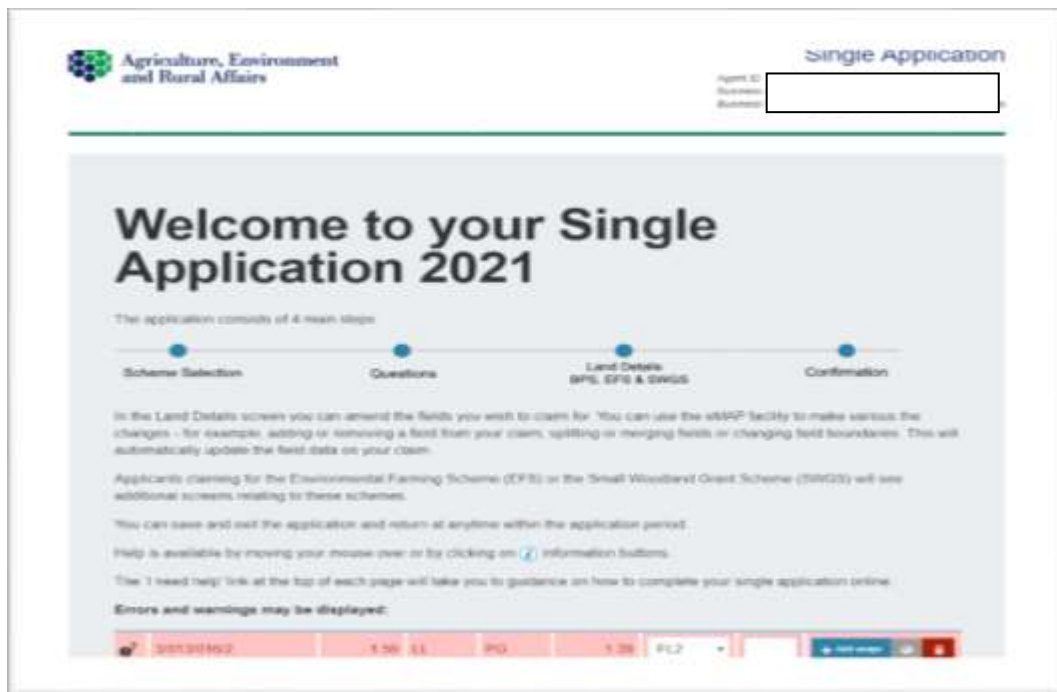
Continue to Single Application and Maps (GSAA)

PDF of my 2021 field data

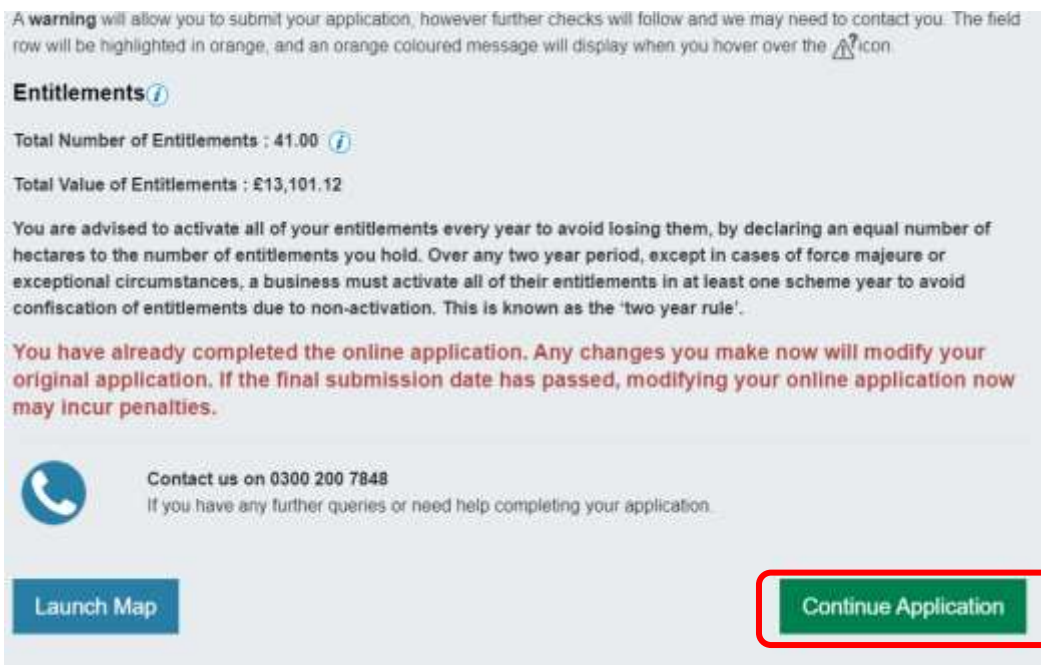
PDF Scheme Map

Back to Online Services

7. Begin your Application.



8. Once you have read 'Welcome / Welcome back' screen select continue application.



9. Please answer all the questions selecting the schemes that you wish to apply for. Note that you will not be able to continue the application until all required fields have been completed. Please select 'Yes' if you wish to apply for the Small Woodland Grant Scheme. Click 'Next' at the bottom right hand corner of the online Single Application.

Scheme Selection Questions Land Details EFS SWGS Confirmation

Select the schemes you wish to claim for

* Indicates required field

- * Basic Payment Yes No
- * Environmental Farming Scheme Higher (EFSH) Yes No
- * Small Woodland Grant Scheme Yes No
- * Protein Crops Scheme Yes No

Cancel Next >

10. Please ensure that you answer the following questions and select 'Next' at the bottom right hand corner of the online Single Application.

Do you wish to apply to the Regional Reserve as a:

- * (a) Young Farmer Yes No
- * (b) New Entrant Yes No
- * Did you receive funding for any of your EFS Options or Items/NPIs from another source? Yes No
- * Has any of the land within your farm business been designated as a Special Area of Conservation OR as a Special Protection Area? Yes No
- * Have you disposed of, or do you intend to dispose of any boodies (including pesticides such as waste sheep dip) or plant protection products within your farm business? Yes No

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- Please complete your Field Data / Land Details in relation to the Basic Payment Scheme as necessary, remembering to ensure that you save any changes before continuing your application. Please select 'Next' at the bottom right hand corner to continue.



- If you have made an application to EFS, you will see the details of your EFS Scheme agreement and note that part of the EFS agreement data is prepopulated. Please ensure that you enter the eligible amount you wish to claim for the EFS Scheme on the data table. Once you have completed your EFS Scheme claim, save any changes before continuing your SAF application. Please select 'Next' at the bottom right hand corner of the online Single Application to continue to the Small Woodland Grant Scheme.

If you have not made an application to EFS, then this screen will not show.



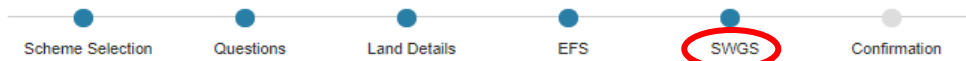
Actions

Save all changes

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13. You are now in the Small Woodland Grant Scheme online application screen. Note that some of your Small Woodland Scheme Agreement data has been pre-populated. However, please ensure that you enter the eligible amount you wish to claim for in the data table.



Small Woodland Grant Scheme Claim

Commitment Period: 01/03/2021 - 28/02/2041
 Claim year: 1

- Establishment Grant

This claim is for the first instalment (80%) of establishment grant. If your agreement includes fencing that you are claiming for this must also be claimed in year 1. The block area has been prepopulated to match your agreement, if you have planted less, you must adjust your claim area down to avoid any over declaration.

You will be invited to claim the second instalment of establishment grant (20%) in year 5. Although there is no payment for years 2, 3 or 4 you will be required to record your eligible woodland area on your Single Application claim each year within the Small Woodland Grant Scheme section of the claim. This is to confirm you have maintained the woodland and that there are no changes or reductions to this area.

- Annual Premia

If you are eligible for annual premia and it is included within your agreement this claim is also for the first year of your 10 annual premia payments. You will be invited to claim further annual premia payments on your Single Application claim annually up to and including year 10.

Block ID <small>(i)</small>	Payment Period <small>(i)</small>	Annual Premia Area <small>(i)</small>	Block Area Agreed (ha) <small>(i)</small>	Block Area Claimed (ha) <small>(i)</small>	Fence Length Agreed (m) <small>(i)</small>	Fence Length Claimed (m) <small>(i)</small>
1	01/03/2021 - 28/02/2031	Yes	2.71	<input type="text" value="2.71"/>	640.86	<input type="text" value="640.86"/>
2	01/03/2021 - 28/02/2031	Yes	2.61	<input type="text" value="2.61"/>	663.87	<input type="text" value="663.87"/>
3	01/03/2021 - 28/02/2026	No	7.82	<input type="text" value="7.82"/>	1,074.09	<input type="text" value="1074.09"/>
4	01/03/2021 - 28/02/2026	No	0.97	<input type="text" value="0.97"/>		<input type="text"/>

Actions

Save all changes

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4 you will be required to record your eligible woodland area on your Single Application claim each year within the Small Woodland Grant Scheme section of the claim. This is to confirm you have maintained the woodland and that there are no changes or reductions to this area

• Annual Premia

If you are eligible for annual premia and it is included within your agreement this claim is also for the first year of your 10 annual premia payments. You will be invited to claim further annual premia payments on your Single Application claim annually up to and including year 10.

Record in this column the area, per block, for which you are claiming on the Small Woodland Grant Scheme.

Block ID	Payment Period	Annual Premia Area	Block Area Agreed (ha)	Block Area Claimed (ha)	Fence Length Agreed (m)	Fence Length Claimed (m)
1	01/03/2021 - 28/02/2031	Yes	1.88	<input type="text" value="1.88"/>		<input type="text" value="4.2"/>
2	01/03/2021 - 28/02/2031	Yes	0.53	<input type="text" value="0.53"/>	106.59	<input type="text" value="106.59"/>

Actions

[Save all changes](#)

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The table below for an explanation of the information in each column is explained.

Block ID	Payment Period	Annual Premia Area	Block Area Agreed (ha)	Block Area Claimed (ha)	Fence Length Agreed (m)	Fence Length Claimed (m)
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BLOCK ID	This is the block identification number for each block of woodland applied for.
PAYMENT PERIOD	This is a 5 year period for blocks with establishment grant only and is a 10 year period for blocks eligible for annual premia.
ANNUAL PREMIA AREA	Confirms whether the block is eligible for annual premia.
BLOCK AREA AGREED (ha)	This is the approved area for planting as shown on your SWGS agreement.

BLOCK AREA CLAIMED (ha)	Record in this column the area, per block, for which you are claiming on the Small Woodland Grant Scheme.
FENCE LENGTH AGREED (m)	This is the approved area for fencing as shown on your SWGS agreement.
FENCE LENGTH CLAIMED (m)	Record in this column the length of fencing, per block, for which you are claiming on the Small Woodland Grant Scheme.

14. Please also ensure that you save all changes once you have completed the Small Woodland Grant Scheme data table. Once you have claimed your eligible areas please select 'Next' at the bottom right hand corner of the online Single Application to continue to the 'Confirmation and Claim Summary screen'.

Block ID	Payment Period	Annual Premia Area	Block Area Agreed (ha)	Block Area Claimed (ha)	Fence Length Agreed (m)	Fence Length Claimed (m)
1	01/03/2021 - 28/02/2031	Yes	1.88	1.88		
2	01/03/2021 - 28/02/2031	Yes	0.53	0.53	106.59	106.59

Actions

Save all changes

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- Finally you will arrive at the confirmation and claim summary screen which will give a summary of your Single Application.

Confirmation and Claim Summary

Please note your application is not complete until you agree to the declarations at the bottom of this page and also click "Submit my application"

2021 Single Application - Business ID - 606202 Version:4

Within your EFS Agreement particular options may be only eligible for payment in the first year of your agreement. If you claimed for any of these EFS options in the first year of your EFS claim please note that there is no payment for these options in years 2 to 5 of your agreement. However, you still need to record them on your 2021 EFS claim to confirm you have maintained them.

Small Woodland Grant Scheme - Claim Table

Any annual premia area you may be entitled to is included in your block area

Block ID	Payment Period	Annual Premia Area	Block Area Agreed (ha)	Block Area Claimed (ha)	Fence Length Agreed (m)	Fence Length Claimed (m)
1	01/03/2021 - 28/02/2031	Yes	1.88	1.88		4.2
2	01/03/2021 - 28/02/2031	Yes	0.53	0.53	106.59	106.59

Summary Produced - 22/04/2021

Here you will be able to see a summary of your Single Application including details of your Small Woodland Grant Scheme.

Small Woodland Grant Scheme - Claim Table

Any annual premia area you may be entitled to is included in your block area

Block ID	Payment Period	Annual Premia Area	Block Area Agreed (ha)	Block Area Claimed (ha)	Fence Length Agreed (m)	Fence Length Claimed (m)
1	01/03/2021 - 28/02/2031	Yes	2.71	2.71	640.86	640.86
2	01/03/2021 - 28/02/2031	Yes	2.61	2.61	663.87	663.87
3	01/03/2021 - 28/02/2026	No	7.82	7.82	1,074.09	1,074.09
4	01/03/2021 - 28/02/2026	No	0.97	0.97		

Please check that your online summary is correct and when satisfied please ensure that you read and agree to the declaration at the bottom of this page.

You can read the declarations by selecting the 'declarations' button.

Your answers to application questions

Regional Reserve	No
FFS/Other Funding	No

Confirmation

* I have read and agree to the declarations

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[Submit my Application](#)

Once you have read the declarations and are content that you have checked your application click on the small square box and a tick will appear to confirm you have read and agreed to the declarations.

Regional Reserve	No
FFS/Other Funding	No

Confirmation

* I have read and agree to the declarations

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[Submit my Application](#)

Please select 'Submit my application'. Please wait a few seconds and you will then be presented with a voluntary Equality Monitoring Questionnaire and confirmation that your application has been successfully submitted.

form will **not** be used in any future eligibility decision in respect of any aspect of the scheme that you apply for.

Authorised Persons

If you are an authorised person, you can still complete the survey on behalf of the applicant but the details entered must be those of the applicant. Therefore you will need the applicant's permission to complete the survey and if this is given, then the applicant will also have to provide you with the relevant details.

To complete the Equality Monitoring Questionnaire please click on the button below.

Equality Monitoring Questionnaire
Complete Now

Thank you, your application has been successfully submitted

You will receive an e-mail summarising your application shortly.
Click the button to print a copy or save the summary.

Print or Save Summary

An email will be issued to the farm businesses email address with a summary of the application. You may also print or save a copy of this summary as you wish.

Please check the email and summary carefully to ensure you have completed your application correctly. If you have any queries you can contact us on:

0300 200 7848

Or email us at:

areabasedscheme@daera-ni.gov.uk



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