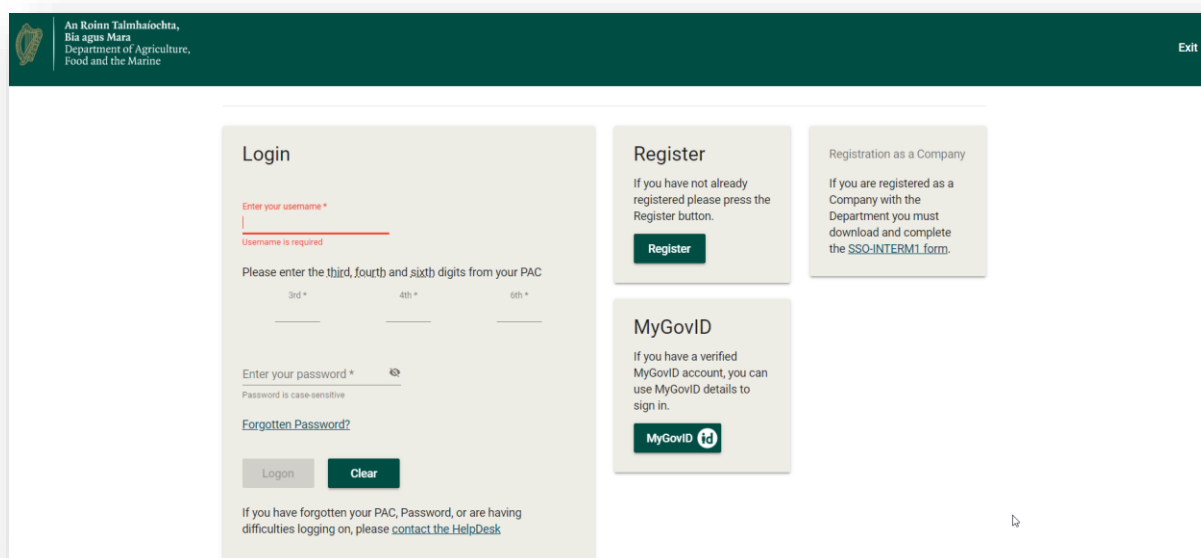


Individual Access to Organic Farming Scheme (OFS)

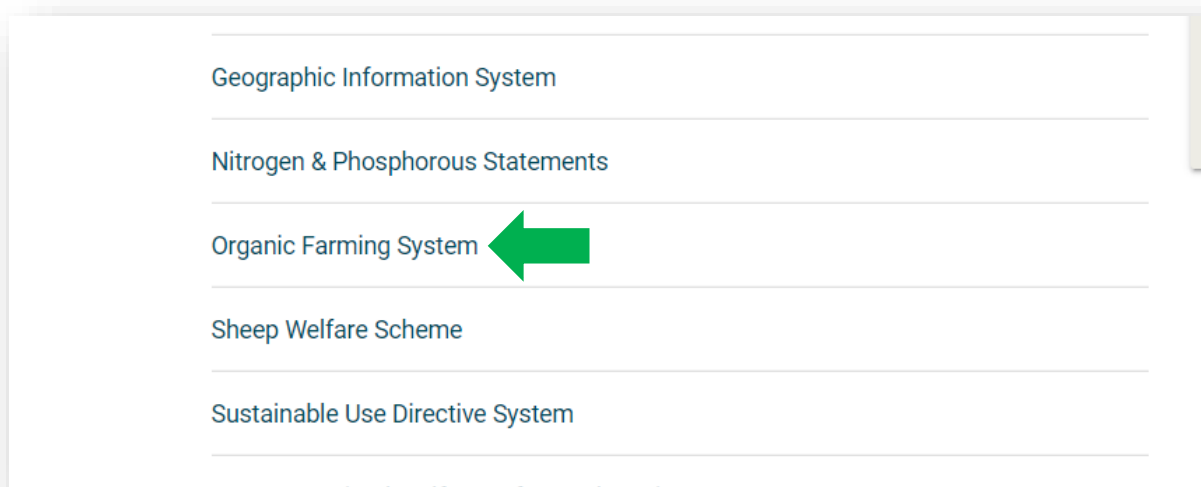
For an individual to access and create a new Organic Farming Scheme (OFS) application, follow the steps below:

1. Enter your login details in Agfood



The screenshot shows the Agfood login and registration interface. At the top, there is a dark green header with the text 'An Roinn Talmhaíochta, Bia agus Mara' and 'Department of Agriculture, Food and the Marine'. On the right side of the header is an 'Exit' button. The main content area is divided into three columns. The left column is titled 'Login' and contains a form with fields for 'Enter your username *' (with a red error message 'Username is required'), 'Please enter the third, fourth and sixth digits from your PAC' (with three input fields labeled '3rd *', '4th *', and '6th *'), and 'Enter your password *' (with a red error message 'Password is case-sensitive' and a 'Forgotten Password?' link). Below the form are 'Login' and 'Clear' buttons. The middle column is titled 'Register' and contains a 'Register' button. The right column is titled 'Registration as a Company' and contains a 'MyGovID' button. At the bottom of the login column, there is a link to 'contact the HelpDesk'.

2. Select 'Organic Farming System' from the list of available applications



The screenshot shows a list of available applications. The list items are: 'Geographic Information System', 'Nitrogen & Phosphorous Statements', 'Organic Farming System', 'Sheep Welfare Scheme', 'Sustainable Use Directive System', and 'TAMU - Animal Welfare Safety and Nutrient Statements'. A green arrow points to the 'Organic Farming System' item.

You will be directed to the OFS home page. Press 'Close' to hide the broadcast message.

3. Select the 'New Application' icon on the right of the screen

The screenshot shows a web interface with a 'Schemes' section. Under 'Select Scheme', 'Organic Farming Scheme (Tranche 3 - 2021)' is selected. Below this is a 'Search Results' section stating 'No Applications Found'. In the top right corner, there is a 'New Application' button and a small icon with a plus sign and a cursor, which is highlighted by a green arrow.

4. On the first tab of the OFS application (Terms and Conditions), select all the tick boxes to confirm the declarations and then select 'Next' as highlighted below

The screenshot shows the 'Terms and Conditions' tab of the OFS application. The tab is circled in green. Below the tab, there is a section titled 'Please confirm that you have read the Terms & Conditions'. This section contains seven statements, each followed by a checkbox. All checkboxes are checked. A green arrow points to the 'Next' button at the bottom right. At the bottom left, there is a 'Cancel Application' button.

Statement	Checkbox
I/We agree to observe and be bound by all conditions of the Scheme, including the requirements to hold a valid organic licence on the date of application, or at the latest, hold a licence from the commencement date of my/our contract and to make available all required information to the Department of Agriculture, Food and the Marine.	<input checked="" type="checkbox"/>
I/We declare that the details contained in this application for grant-aid are true, accurate and complete to the best of my/our knowledge.	<input checked="" type="checkbox"/>
I/We understand and accept that my/our Scheme application will only be valid/complete on submission of my/our Basic Payment Scheme application.	<input checked="" type="checkbox"/>
I/We understand and accept that the organic area and the organic status declared and attributed by me/us to each parcel in my/our Basic Payment Application will be used to calculate any Organic Farming Scheme payment.	<input checked="" type="checkbox"/>
I/We understand that Regulation 1306/2013 of the European Parliament and of the Council on the financing, management and monitoring of the CAP, which provides for the publication of details of CAP beneficiaries, will in future cover all beneficiaries whether natural or legal persons.	<input checked="" type="checkbox"/>
I/We understand that all data held/requested/accessed by the Department is subject to the Data Protection Act, 2018.	<input checked="" type="checkbox"/>
I/We understand that any fully converted organic land parcels will be subject to a contract of up to 3 years and any parcels that are undergoing conversion to organic status will be subject to a contract up to 5 years. The governing scheme conditions are available here (https://www.gov.ie/en/service/d46aec-organic-farming-scheme/).	<input checked="" type="checkbox"/>
I/We understand that the Department may request/access data held externally in relation to me/us which is required for the purpose of assessment/verification of this application.	<input checked="" type="checkbox"/>

5. On the second tab of the OFS Application (Qualifications) select the box that applies to you.

The screenshot shows the 'New Application' form with three tabs: 'Terms and Conditions', 'Qualifications' (highlighted with a green circle), and 'Additional Information'. The 'Qualifications' tab contains a section titled 'Please tick all that apply' with three options, each with a checkbox. The first option is 'I have a qualification or organic training that is at least equivalent FETAC/CAS Level 5 Organic Farming Course.' with a checked checkbox. The second option is 'I have successfully completed the required FETAC/CAS Level 5 Organic Farming Course.' with an unchecked checkbox. The third option is 'I intend to complete the required FETAC/CAS Level 5 Organic Farming Course and will upload the certificate of successful completion prior to the deadline as outlined in the Terms and Conditions of the Scheme.' with an unchecked checkbox. A green arrow points to the second checkbox. Below the checkboxes are two buttons: 'Cancel Application' and 'Back'. A green arrow points to the 'Next' button. Below the 'Qualifications' tab is the 'Upload Optional Qualification Documents' section. It has four tabs: 'View Documents', 'Upload Documents' (highlighted in blue), 'Edit Documents', and 'Delete Documents'. Below the 'Upload Documents' tab is a section titled 'Add Document Details' with a note: 'Supported File is PDF and WORD Only.' Below this is a 'Select Document Type' dropdown menu with 'Select' as the current selection. A red arrow points to the dropdown menu. Below the dropdown is an 'Add Comment' field.

New Application

Terms and Conditions Qualifications Additional Information

Please tick all that apply

I have a qualification or organic training that is at least equivalent FETAC/CAS Level 5 Organic Farming Course. ☒

I have successfully completed the required FETAC/CAS Level 5 Organic Farming Course. ☐

I intend to complete the required FETAC/CAS Level 5 Organic Farming Course and will upload the certificate of successful completion prior to the deadline as outlined in the Terms and Conditions of the Scheme. ☐

Cancel Application Back Next

Upload Optional Qualification Documents

View Documents Upload Documents Edit Documents Delete Documents

Add Document Details

Supported File is PDF and WORD Only.

Select Document Type

Select

Add Comment

Note: The option to upload your qualification document is also on this web page (highlighted in red) It is not a requirement to upload proof of qualification during the application process, but proof will be required to be uploaded on or before the date identified in the current OFS Terms and Conditions.

6. Once you have completed the (Qualifications) tab, Click 'Next to proceed.

- On the final tab of the OFS Application (Additional Information) if applicable select the box that applies to you and press the 'Submit' button.

New Application

1 Terms and Conditions 2 Qualifications 3 Additional Information

Please tick all that apply

I declare I have a Poultry Enterprise as defined in the Terms and Conditions of the Scheme which I understand may be considered in the selection process for inclusion into the Organic Farming Scheme. ☐

X Exit Application Back Submit

- You will be prompted to confirm that you are happy to Submit the application.

Application Summary

Application Type	Scheme Year	Application Date	Current Application Date	Status Description	Status Date	Approval Date	Completion Date
Organic Farming Proposal (Tranche 3 - 2021)	2021	24/02/2021	24/02/2021	Draft Online Application	24/02/2021		

New Application

1 Terms and Conditions 3 Additional Information

Please tick all that apply

I declare I have a Poultry Enterprise as defined in the Terms and Conditions of the Scheme which I understand may be considered in the selection process for inclusion into the Organic Farming Scheme. ☐

I understand that by declaring Red Clover on my annual BPS, I will be considered for the Supplementary Red Clover Payment. ☐

X Cancel Application Back Confirm Cancel Submit

9. Once you confirm the submission, a message will display confirming that your application has been submitted to the Department.

Application Type	Scheme Year	Application Date	Current Application Date	Status Description	Status Date	Approval Date	Completion Date
Organic Farming Proposal (Tranche 3 - 2021)	2021	24/02/2021	24/02/2021	Draft Online Application	24/02/2021		

New Application

1

2

3

Terms and ConditionsQualificationsAdditional Information

Please tick all that apply

I declare I have a Poultry Enterprise as defined in the Terms and Conditions of the Scheme which I understand may be considered in the selection process for inclusion into the Organic Farming Scheme.

☐


I understand that by declaring Red Clover on my annual BPS, I will be considered for the Supplementary Red Clover Payment.

☐

Cancel Application

Back

Submit



The application has passed all validations successfully. Your application has successfully been submitted to the Department.

Close