



Cronfa Amaethyddol Ewrop ar
gyfer Datblygu Gwledig;
Ewrop yn Buddsoddi mewn Ardaloedd Gwledig
European Agricultural Fund for
Rural Development;
Europe Investing in Rural Areas

Llywodraeth Cymru
Welsh Government



Llywodraeth Cymru
Welsh Government

Financial Year End - Project Update - How to Complete Guide

Contents

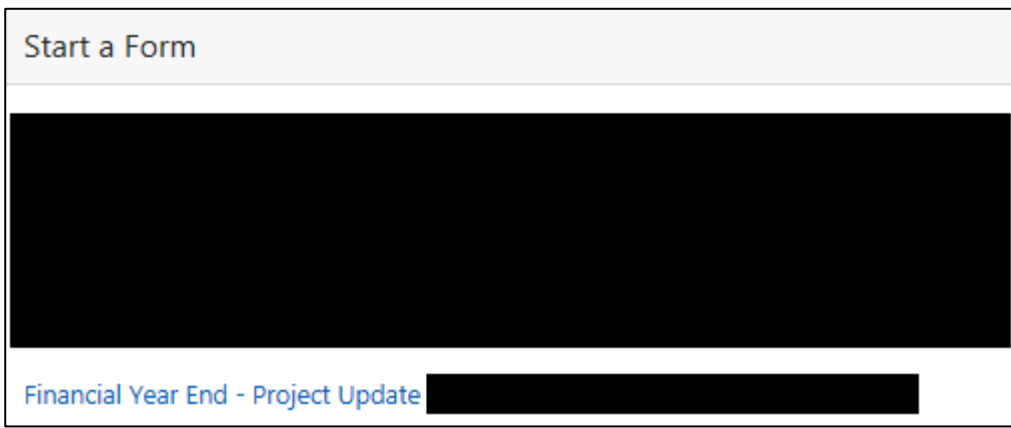
RPW Online – Home screen	1
Start Application.....	2
Continue Application / Start Again	3
Introduction	4
Privacy Notice	6
Project Details.....	7
Submission	9
Errors, Information and Summary	9
Declaration and Undertakings	9
Submit	10
Submission Confirmation	10

RPW Online – Home screen

In RPW Online, click the Home tab as shown in the screenshot to access the Home screen.



In the Start a Form section at the bottom of the Home screen, click the Financial Year End – Project Update link as shown in the screenshot to access the form.



Start Application

This page provides some information prior to starting the form. 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 form if they are incorrect. **Please note:** For any problems with RPW Online you should contact the Customer Contact Centre. For any queries regarding completion of the form which aren't answered by this guide see the [Introduction](#) section of this guide, or within the form.

Continue Application continue an application or claim

You have asked to complete the following application online: **Financial Year End - Project Update**. You already have an application in progress. Please click 'Continue' to continue with your **Financial Year End - Project Update**.

You may choose to remove your existing **Financial Year End - Project Update** and start again. This will undo all of the changes that you have made since starting your **Financial Year End - Project Update** and the new **Financial Year End - Project Update** 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 [REDACTED]. You will not be able to submit the form after this date even if you started filling in the form on or before [REDACTED].

If you have any problems completing your **Financial Year End - Project Update** 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](#)

Trading Title

Address

Postcode

Telephone Number

Email Address

Number of Partners

[Online Preferences](#)

Email or SMS (Text) Preference

Email Address

Mobile Number

Continue Application / Start Again

Once you start your Financial Year End – Project Update form, you have the option to leave it and return to it again. If you are accessing a Financial Year End – Project Update form 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.

[Back to Contents](#)

You have asked to complete the following application online: **Financial Year End - Project Update**. You already have an application in progress. Please click 'Continue' to continue with your **Financial Year End - Project Update**.

You may choose to remove your existing **Financial Year End - Project Update** and start again. This will undo all of the changes that you have made since starting your **Financial Year End - Project Update** and the new **Financial Year End - Project Update** 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 [REDACTED] You will not be able to submit the form after this date even if you started filling in the form on or before [REDACTED]

If you have any problems completing your **Financial Year End - Project Update** 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.

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 screenshot.

Financial Year End - Project Update - Delete / Start Again

This option will remove your **Financial Year End - Project Update** application and will undo **ALL** of the changes that you have made since starting your **Financial Year End - Project Update**. 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 **Financial Year End - Project Update** has been removed you can start a new **Financial Year End - Project Update**, 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 **Financial Year End - Project Update** and start again.

Please click 'No' to keep the entries you have already made on your **Financial Year End - Project Update** and return to the previous screen.

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

[Back to Contents](#)

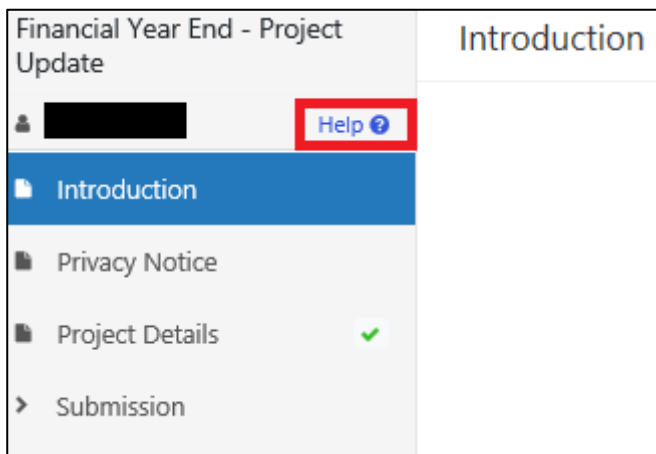
Introduction

The purpose of this form is to allow projects to report anticipated underspend against their 2020/2021 financial year profile and to allow projects to request carry forward of unspent expenditure profiled to 31/03/2021 into future financial years.

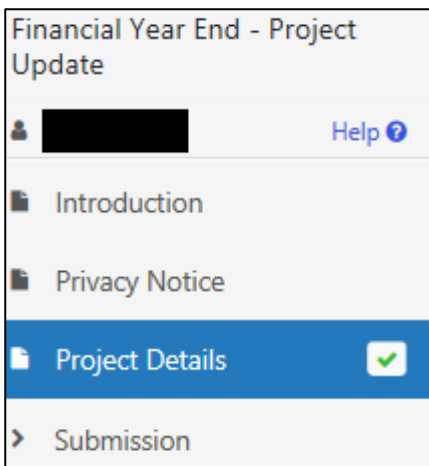
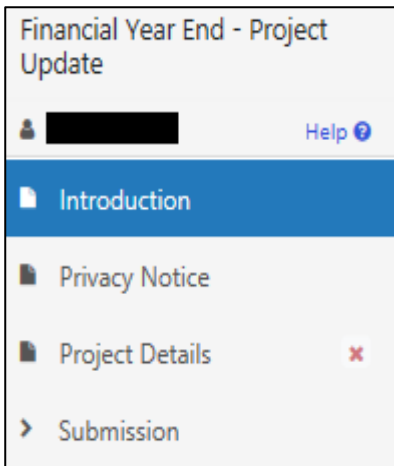
All requests to carry forward expenditure, will be considered and the beneficiary will be informed of the outcome.

If this form is not submitted by the deadline requests to carry forward, expenditure will not be considered.

There is a link to this How To Complete Guide at the top left.



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.



Once you have finished on this section, click Next.

[Back to Contents](#)

Privacy Notice

Next you will see the Privacy Notice. Ensure you read the information on this section, which states what the data provided is used for. The link, shown in the screenshot, accesses the full Financial Year End - Project Update: privacy notice.

Privacy Notice ◀ Previous Save Next ▶

The information you provide will be used by the Welsh Government to process your application. They will also be the data controller for the personal data you provide. It is necessary for us to collect this information in order for us to process your application. The Welsh Government may also make use of the information supplied for other purposes, which will include those connected with its functions and duties under the Common Agricultural Policy of the European Community. Failure to provide all the required information may result in us being unable to process your application.

As part of our processing of your application we may need to share the information you provide with the following parties:

- Fraud Prevention Agencies
- Regulatory authorities, such as HM Revenue and Customs, Local Authorities and the Police

You have the right to:

- access to the Personal data that we are processing about you
- require us to rectify inaccuracies in that data
- the right (in certain circumstances) to object to or restrict processing
- the right (in certain circumstances) for your data to be 'erased'
- lodge a complaint with the Information Commissioner's Office (ICO) who is our 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

The contact details for the Information Commissioner's Office are:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: [01625 545 745](tel:01625545745) or 0303 123 1113

Website: <https://ico.org.uk/>

The Retention period for the data we hold will be in accordance with the Commission Implementing Regulation (EU) No 908/2014, 'Conservation of Accounting Information'.

Should you have any queries regarding this privacy statement please contact the RPW Customer Contact Centre.

<https://gov.wales/privacy-notice-welsh-government-grants>

▲ Exit ◀ Previous Save Next ▶

[Back to Contents](#)

Project Details

The next section is the Project Details section. The first screenshot shows the top part of this section. As it states, “Do you submit claims for this project through WEFO online”.

If your project is SPG Nutrient Management, you submit your claims on RPW Online. Then, you answer “no” to this question and will not require to enter an case id.

Questions marked with * are mandatory.

In this section you can request to carry forward expenditure profiled to be spent by 31 March 2021 into a future financial year or inform RPW of the expenditure you no longer require. This should not include expenditure that will be claimed or submitted for accrual by 31 March 2021.

You will need to give a detailed explanation why this expenditure has not been spent and the impact on the project if your request to carry over expenditure is not approved.

Project Details

Do you submit claims for this project through WEFO Online?* Yes No

Enter PPIMS Case Id*

However, if you answer “Yes”, you will need to enter your PPIMS case id, which is the 5-digit number.

Project Details

Do you submit claims for this project through WEFO Online?* Yes No

Enter PPIMS Case Id*

The next question, you will need to insert the total amount of expenditure that you do not expect to spend by 31 March 2021.

Capital (£) – insert amount

Revenue (£) – insert amount

Anticipated unspent project expenditure compared to profiled expenditure to 31st March 2021

Capital (£)

Revenue (£)

If you do not wish to carry forward any unspent expenditure from the 2020-2021 financial year then answer no to the next question. This expenditure will be de-committed and will no longer be available to the project.

Anticipated unspent project expenditure compared to profiled expenditure to 31st March 2021

Capital (£)

Revenue (£)

Carry Forward

Do you require carry forward of unspent project expenditure from financial year 2020 / 2021?* Yes No

However, if you wish carry forward unspent expenditure from the 2020-2021 financial year, then in the first question, you will need to give a detailed reason of the exceptional circumstances that prevented you spending the expenditure by 31st March 2021 as detailed in your delivery profile.

Carry Forward

Do you require carry forward of unspent project expenditure from financial year 2020 / 2021? Yes No

Give details of the Exceptional Circumstances*

Detailed Reason

15 / 1000

For the second question, a description of what affects it will have in your project if the money is not carried forward to the next financial year(s).

How much expenditure would you like carried forward into 2021 / 2022 financial year?

Capital (£)

Revenue (£)

How much expenditure would you like carried forward into 2022 / 2023 financial year?

Capital (£)

Revenue (£)

How much expenditure would you like carried forward into 2023 / 2024 financial year?

Capital (£)

Revenue (£)

Total expenditure to be carried forward

Capital (£)

Revenue (£)

Expenditure Decommited

Anticipated Expenditure to be decommitted and no longer available to the project

Capital (£)

Revenue (£)

The money you do not require to carry forward will be calculated by the system. This will be the difference between the amount of the unspent expenditure and the total of expenditure carried forward in the three financial years.

Expenditure Decommited	
Anticipated Expenditure to be decommitted and no longer available to the project	
Capital (£)	0.00
Revenue (£)	2000.00

Submission

Errors, Information and Summary

The next section will show any Errors on your financial update form, and a Summary of the Financial Year End – Project Update form. (**Please note:** There are no Information Messages that display on the form.)

The following screenshot shows the message that will display if there are no errors.

Errors, Information and Summary	< Previous	Save	Next >
Important - Please review this summary. Please scroll down if applicable.			
No Errors or Information Messages identified.			

If there are any errors a message will be displayed as shown in the following screenshot.

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

Declaration and Undertakings

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.

Please tick the box to accept the declarations and undertakings.	
I confirm that:	
I have read and understood the How to Complete guidance including the data disclosure and permit the Welsh Government to use my information to support my request.	
I have given details that are true, accurate and complete to the best of my knowledge and belief.	
I understand that the Welsh Government displays 'Error' and 'Information' messages in the sections of the form only as an aid for completion and submission.	
I agree to the above declarations and undertakings *	<input checked="" type="checkbox"/>

Submit

When you have finished completing the Financial Year End – Project Update form, click the Submit button.

Click the button below to submit your Financial Year End - Project Update.

[Submit](#)

A Message containing a copy of your submitted Financial Year End - Project Update will be available in your online Messages page within one working day.

Submission Confirmation

A Submission Confirmation will now display as shown in the following screenshot. You should save or print the Submission Confirmation, by selecting the Print this Screen button shown in the screenshot. Click the Exit button shown to leave the Financial Year End – Project Update form and return to RPW Online.

Financial Year End - Project UpdateSubmission Confirmation

👤 [Redacted]Help ?

📄 Submission Confirmation

Financial Year End - Project Update : Reference Number: [Redacted]

Print this Screen

Exit

A Message containing a copy of your Financial Year End – Project Update will be available in your Online Message page within one working day.

[Back to Contents](#)