



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



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# Glastir

**Capital Works Claims  
How to Complete Guidance**

**Welsh Government Rural Communities - Rural  
Development Programme for Wales 2014 - 2020**



Important - please read this carefully

March 2022

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# **Capital Works Claims – How to Complete Guidance**

## **Important Notice**

This guide explains how to complete a Capital Works Claim.

You must complete a Capital Works Claim by the deadline stipulated in your Contract in order to claim payment for the following schemes:

- Farm Business Grant
- Glastir Advanced
- Glastir Small Grants
- Glastir Woodland Creation
- Glastir Woodland Management
- Glastir Woodland Restoration
- Sustainable Production Grant

If you are encountering problems or are unable to access your online account, please contact the Customer Contact Centre on 0300 062 5004 (Open 08.30 to 17.00 Monday to Thursday and 08.30 to 16.30 on Friday).

## RPW Online Account

The Capital Works Claim can be accessed via your RPW online Account.

Once you have logged into your online account the RPW online 'Homepage' will appear.

 **GOV.UK**

**BETA** This is a new service – your [feedback](#) will help us to improve it

English | [Cymraeg](#)

# Sign in using Government Gateway

Government Gateway user ID  
This could be up to 12 characters.

Password

[Sign in](#)

[Create sign in details](#)

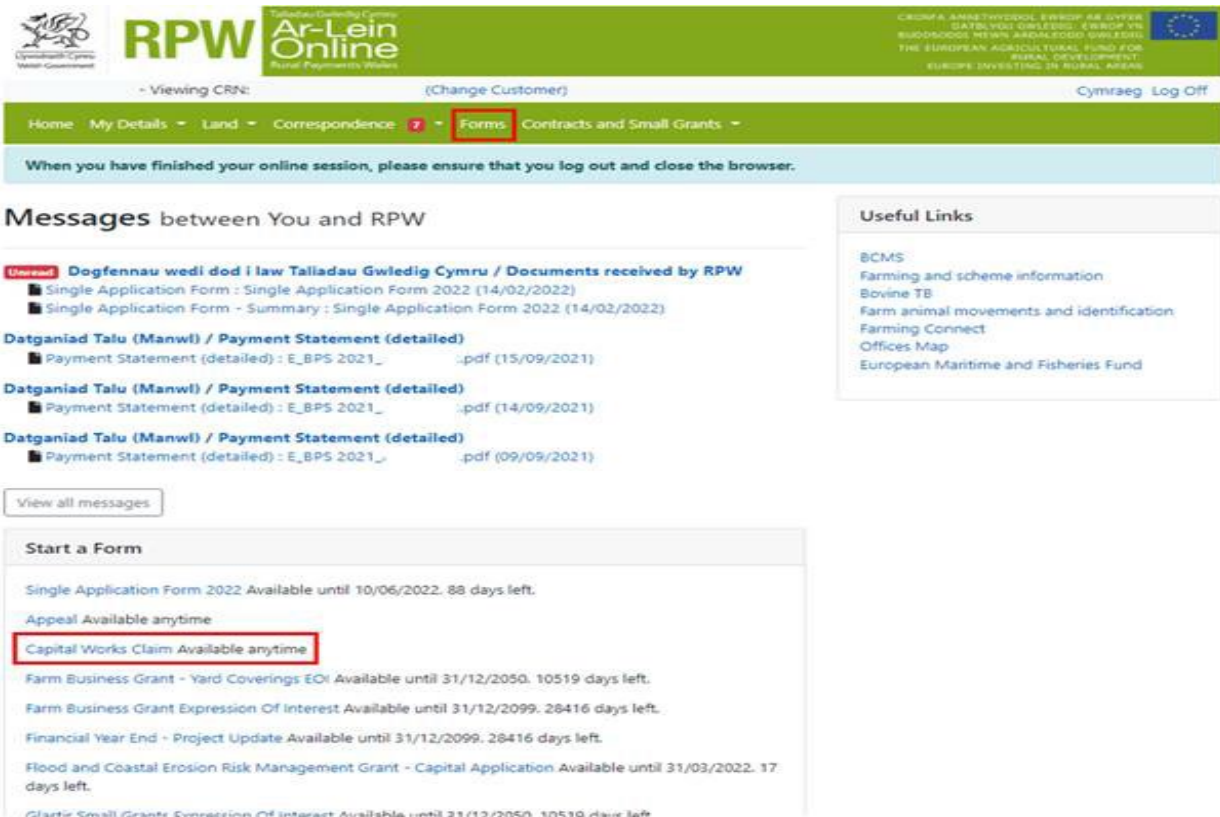
### Problems signing in

[I have forgotten my password](#)  
[I have forgotten my Government Gateway user ID](#)  
[I have forgotten my Government Gateway user ID and password](#)

[Get help with this page](#)

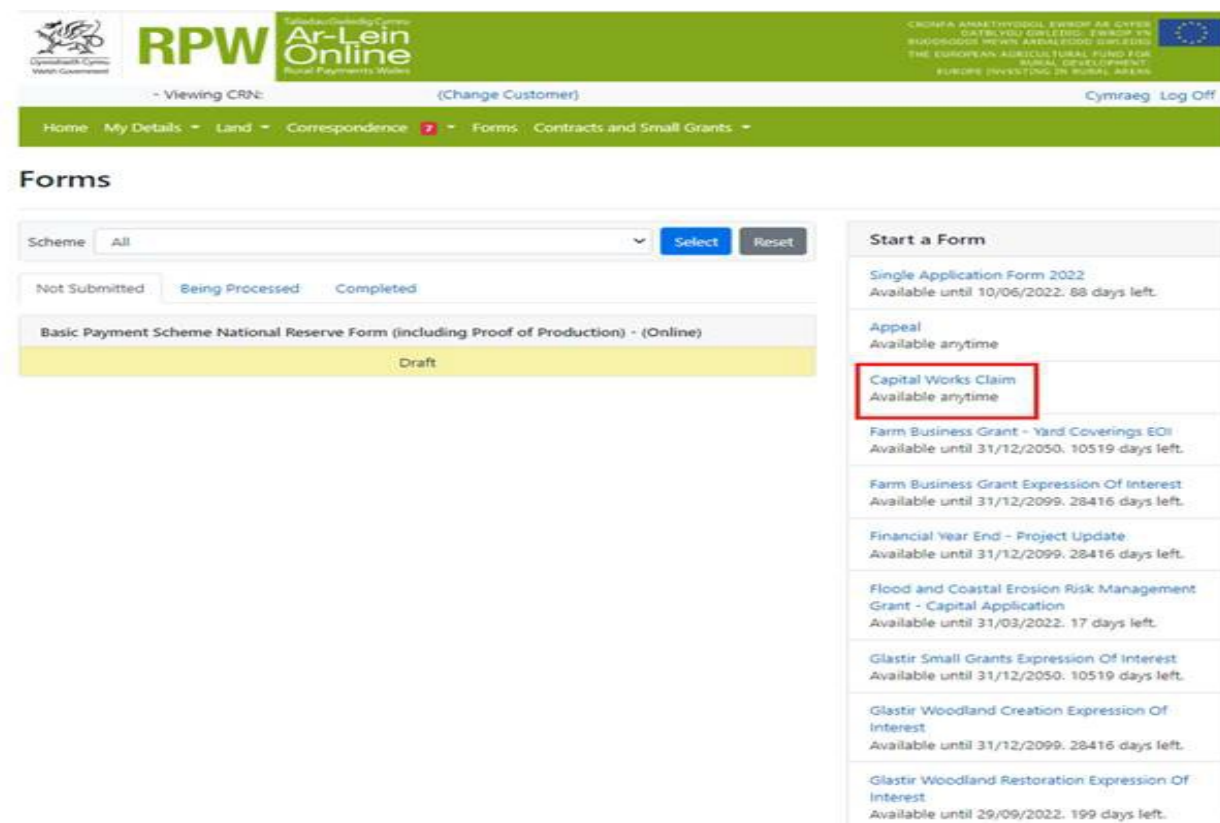
## Accessing the Capital Works Claim

The Capital Works claims can be accessed via the link on the bottom left of the Home Screen (as shown below).



The screenshot shows the RPW Ar-Lein Online Home Screen. The top navigation bar includes the RPW logo, the text 'Ar-Lein Online', and the European Union flag. Below the navigation bar, there is a message: 'When you have finished your online session, please ensure that you log out and close the browser.' The main content area is titled 'Messages between You and RPW'. It lists several messages, including 'Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW' and 'Datganiad Talu (Manwl) / Payment Statement (detailed)'. A 'Useful Links' section on the right lists links for BCMS, Farming and scheme information, Bovine TB, Farm animal movements and identification, Farming Connect, Offices Map, and European Maritime and Fisheries Fund. A 'Start a Form' section on the left lists various forms, including 'Single Application Form 2022 Available until 10/06/2022. 88 days left.', 'Appeal Available anytime', 'Capital Works Claim Available anytime' (highlighted with a red box), 'Farm Business Grant - Yard Coverings EOI Available until 31/12/2050. 10519 days left.', 'Farm Business Grant Expression Of Interest Available until 31/12/2099. 28416 days left.', 'Financial Year End - Project Update Available until 31/12/2099. 28416 days left.', 'Flood and Coastal Erosion Risk Management Grant - Capital Application Available until 31/03/2022. 17 days left.', and 'Glastir Small Grants Expression Of Interest Available until 31/12/2050. 10519 days left'.

Alternatively you can click on the 'Forms' tab on the menu bar, and then click on the link for 'Capital Works Claim' in the blue panel on the right of the screen.



The screenshot shows the RPW Ar-Lein Online Forms Page. The top navigation bar is the same as the Home Screen. Below the navigation bar, there is a message: 'When you have finished your online session, please ensure that you log out and close the browser.' The main content area is titled 'Forms'. It includes a 'Scheme' dropdown menu set to 'All', with 'Select' and 'Reset' buttons. Below the dropdown, there are three tabs: 'Not Submitted', 'Being Processed', and 'Completed'. The 'Being Processed' tab is selected. It shows a list of forms, including 'Basic Payment Scheme National Reserve Form (including Proof of Production) - (Online)' and 'Draft'. A 'Start a Form' section on the right lists various forms, including 'Single Application Form 2022 Available until 10/06/2022. 88 days left.', 'Appeal Available anytime', 'Capital Works Claim Available anytime' (highlighted with a red box), 'Farm Business Grant - Yard Coverings EOI Available until 31/12/2050. 10519 days left.', 'Farm Business Grant Expression Of Interest Available until 31/12/2099. 28416 days left.', 'Financial Year End - Project Update Available until 31/12/2099. 28416 days left.', 'Flood and Coastal Erosion Risk Management Grant - Capital Application Available until 31/03/2022. 17 days left.', 'Glastir Small Grants Expression Of Interest Available until 31/12/2050. 10519 days left.', 'Glastir Woodland Creation Expression Of Interest Available until 31/12/2099. 28416 days left.', and 'Glastir Woodland Restoration Expression Of Interest Available until 29/09/2022. 199 days left'.

Once you have selected to start your Capital Works Claim you will see the following page. Ensure your details shown are correct, and if they are not, correct these on your RPW Online account before continuing. If you are ready to proceed, click the 'Start' button.

**RPW** Ar-Lein Online Rural Payments Wales

Group Management | Profile Management Cymraeg | Log Off

Home My Farm - My Entitlements Financial Information - Documents Applications and Claims Messages 3 Contracts and Small Grants - My CPH - My Online Account -

## Start Application

start an application or claim

You have asked to complete the following application online: **Capital Works Claim**.

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.

If you have any problems completing your **Capital Works Claim** 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              | SMS                            |
|                      | Email Address                  |
|                      | Mobile Number                  |
| Postcode             |                                |
| Telephone Number     |                                |
| Email Address        |                                |
| Number of Partners 2 |                                |
| <b>Start</b>         | Exit                           |

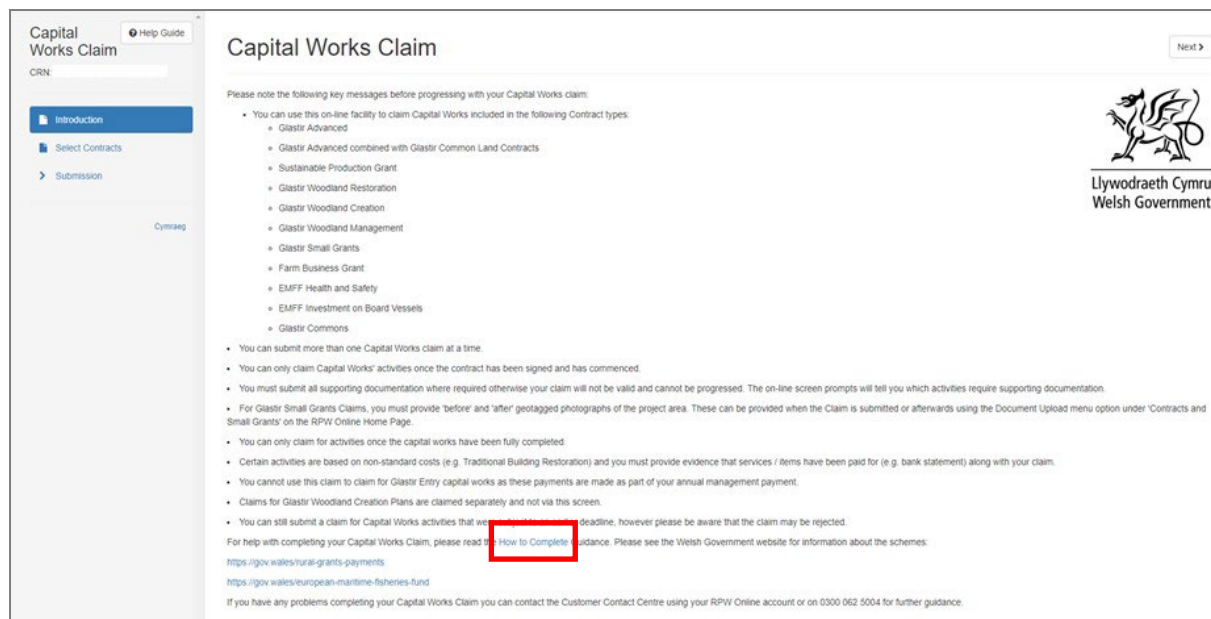
Guidance Documents Contact Us Copyright Statement

When you click the Start button this will take you to the Capital Works Claim Introduction Page.

# Introduction Page

This page provides key messages about the Capital Works Claim. Please ensure you have read them thoroughly before you begin. Further detailed information about the scheme you are claiming for can be found on the Activities Available to Claim page.

You can access the Capital Works Claim How to Complete Guidance on the Welsh Government website (this will open a new tab on your Internet Browser) by clicking the 'How to Complete' link.



**Capital Works Claim**

Help Guide

CRN

Introduction

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Submission

Cymraeg

**Capital Works Claim**

Next >

Please note the following key messages before progressing with your Capital Works claim:

- You can use this on-line facility to claim Capital Works included in the following Contract types:
  - Glasir Advanced
  - Glasir Advanced combined with Glasir Common Land Contracts
  - Sustainable Production Grant
  - Glasir Woodland Restoration
  - Glasir Woodland Creation
  - Glasir Woodland Management
  - Glasir Small Grants
  - Farm Business Grant
  - EMFF Health and Safety
  - EMFF Investment on Board Vessels
  - Glasir Commons
- You can submit more than one Capital Works claim at a time.
- You can only claim Capital Works' activities once the contract has been signed and has commenced.
- You must submit all supporting documentation where required otherwise your claim will not be valid and cannot be progressed. The on-line screen prompts will tell you which activities require supporting documentation.
- For Glasir Small Grants Claims, you must provide 'before' and 'after' geotagged photographs of the project area. These can be provided when the Claim is submitted or afterwards using the Document Upload menu option under 'Contracts and Small Grants' on the RPW Online Home Page.
- You can only claim for activities once the capital works have been fully completed.
- Certain activities are based on non-standard costs (e.g. Traditional Building Restoration) and you must provide evidence that services / items have been paid for (e.g. bank statement) along with your claim.
- You cannot use this claim to claim for Glasir Entry capital works as these payments are made as part of your annual management payment.
- Claims for Glasir Woodland Creation Plans are claimed separately and not via this screen.
- You can still submit a claim for Capital Works activities that will be completed by the deadline, however please be aware that the claim may be rejected.

For help with completing your Capital Works Claim, please read the [How to Complete](#) guidance. Please see the Welsh Government website for information about the schemes.

<https://gov.wales/rural-grants-payments>

<https://gov.wales/european-maritime-fisheries-fund>

If you have any problems completing your Capital Works Claim you can contact the Customer Contact Centre using your RPW Online account or on 0300 062 5004 for further guidance.

Llywodraeth Cymru  
Welsh Government

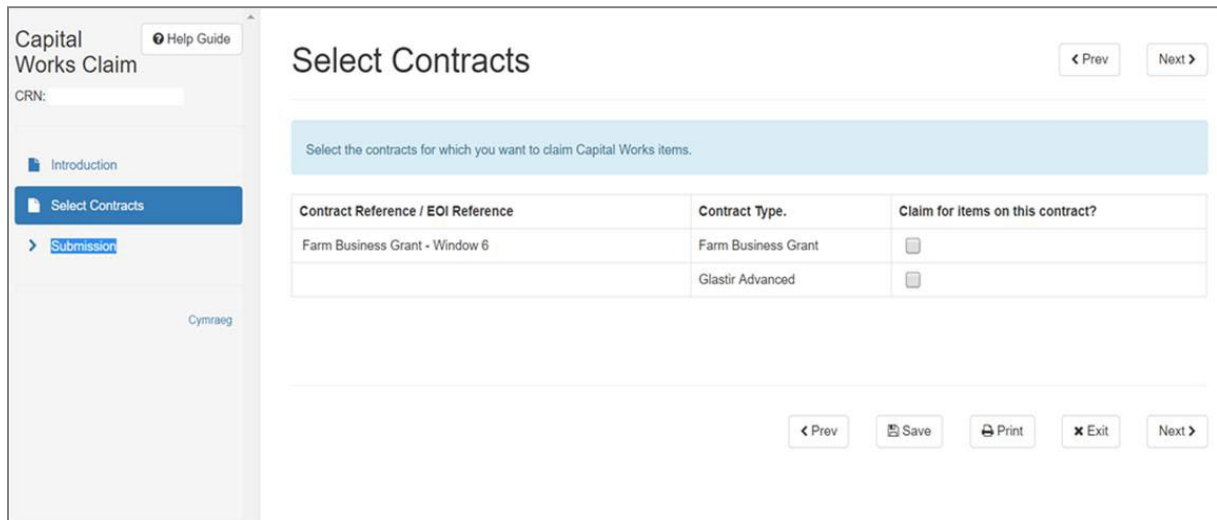
## Select Contracts

This page will only appear if you have more than one contract available to claim.

Some Capital Works Claims will have more than one contract available to select. This can be separate contracts for the same scheme or contracts for different schemes.

Select which contract(s) you wish to claim by clicking the relevant box.

The Capital Works Claim below has two contracts available to claim - Farm Business Grant and Glastir Advanced.



Capital Works Claim

CRN:

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### Select Contracts

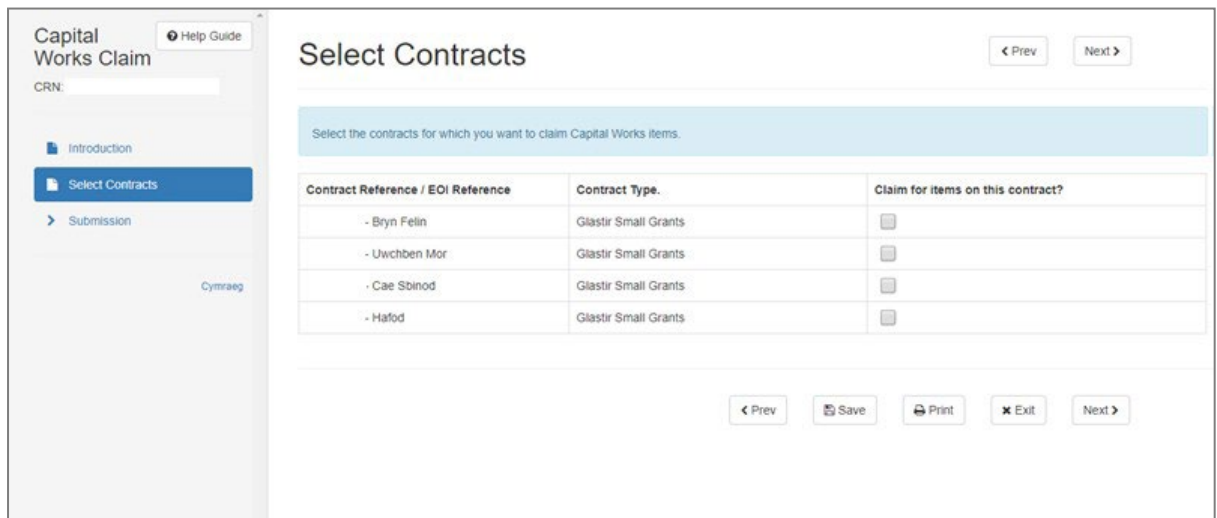
◀ Prev Next ▶

Select the contracts for which you want to claim Capital Works items.

| Contract Reference / EOI Reference | Contract Type.      | Claim for items on this contract? |
|------------------------------------|---------------------|-----------------------------------|
| Farm Business Grant - Window 6     | Farm Business Grant | <input type="checkbox"/>          |
|                                    | Glastir Advanced    | <input type="checkbox"/>          |

◀ Prev Save Print ✕ Exit Next ▶

The Capital Works Claim below has more than one contract available for the same Glastir Small Grants scheme:



Capital Works Claim

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### Select Contracts

◀ Prev Next ▶

Select the contracts for which you want to claim Capital Works items.

| Contract Reference / EOI Reference | Contract Type.       | Claim for items on this contract? |
|------------------------------------|----------------------|-----------------------------------|
| - Bryn Felin                       | Glastir Small Grants | <input type="checkbox"/>          |
| - Uwchben Mor                      | Glastir Small Grants | <input type="checkbox"/>          |
| - Cae Sbinod                       | Glastir Small Grants | <input type="checkbox"/>          |
| - Hafod                            | Glastir Small Grants | <input type="checkbox"/>          |

◀ Prev Save Print ✕ Exit Next ▶

When you select a contract to claim, the scheme will appear on the left hand side of the page. If you select more than one contract, each scheme you have selected will appear here.

Capital Works Claim

Help Guide

CRN:

Introduction

Select Contracts ✓

> Glastir Advanced ✓

> Glastir Woodland Creation ✓

Submission ✓

Errors, Information & Summary ✓

Declarations and Undertakings

Submit

## Activities Available to Claim

This screen displays the Capital Works activities that are available to be claimed at this time.

This screen will display the contract you are claiming for.

At the top of this page is a blue Help box which provides guidance on what you need to do in order to complete your claim.

For certain Capital Works Claims, another blue box will appear under the Help box providing more detailed scheme specific guidance relevant to the claim you have selected.

Capital Works Claim

CRN:

Introduction

Sustainable Production Grant

2018

1 - 5

6 - 10

Submission

Cymraeg

### Activities Available to Claim

◀ Prev Next ▶

| Contract Reference / EOI Reference | Contract Type                | Contract Period |
|------------------------------------|------------------------------|-----------------|
|                                    | Sustainable Production Grant | 2018            |

**Help** [Hide Help](#)

1. Place a tick in the 'Claim this Activity' column for each individual activity that you wish to claim at this time.
2. For each activity claimed, the 'Approved Quantity' will be copied to the 'Claimed Quantity'. For some contracts, you can type a lesser amount into the 'Claimed Quantity' if you wish. You cannot claim a larger quantity.
3. You must input a completion date for each activity in the 'Date Activity Completed'.
4. Certain activity types may generate some supplementary questions. Please see the How to Complete Guidance for a full explanation.

**Contract Type: Sustainable Production Grant**

1. You can claim items separately, but all items in the contract must be claimed by the due date.
2. You must submit supporting documents with each item claimed.
3. Enter the total expenditure you wish to claim in 'Total Eligible Expenditure', the grant value will be calculated in 'Claimed Quantity'.

Find Activities:

e.g. / SP43 / Set of trays for calibration of fertiliser spreaders. Trays to include baffle to prevent pits bouncing off tray, measuring equipment to calculate weight spread per unit area.

Find Find Next

| Capital Works Number | Description                                   | Approved Quantity | Claim this Activity?     | Claimed Quantity | Date Activity Completed |
|----------------------|---|-------------------|--------------------------|------------------|-------------------------|
| SP43                 | Trays for calibration of fertiliser spreaders | £275.00           | <input type="checkbox"/> | £                |                         |

You must accurately complete the information contained in this screen.

If any of the details entered are incorrect, error messages will appear on the screen and you will not be able to submit your claim until all of these errors have been corrected.

## For Sustainable Production Grant Customers only

You must click the relevant boxes to indicate how you intend on submitting your supporting evidence for the claimed activity.

The screenshot shows the 'Activities Available to Claim' form for a Sustainable Production Grant. The left sidebar includes 'Capital Works Claim', 'CRN', 'Introduction', 'Sustainable Production', '2018', 'Submission', and 'Cymraeg'. The main form area has a title bar with 'Prev' and 'Next' buttons. Below the title bar are fields for 'Contract Reference / EOI Reference', 'Contract Type' (Sustainable Production Grant), and 'Contract Period' (2018). A 'Help' section lists four instructions. A 'Contract Type: Sustainable Production Grant' section provides three specific instructions. A yellow warning box states: 'There are warnings. Please double check them before continuing.' Below this is a 'Find Activities' search bar with the example 'e.g. / SP36 / Dual purpose testing kits for measuring both soil pH and lime requirement. Does not include replacement chemicals.' and 'Find' / 'Find Next' buttons. The main table has columns: 'Capital Works Number', 'Description', 'Approved Quantity', 'Claim this Activity?', 'Claimed Quantity', and 'Date Activity Completed'. It lists one activity: 'SP36 / Dual purpose testing kits, dual purpose' with an approved quantity of £5,040.00. The 'Claim this Activity?' checkbox is checked. The 'Claimed Quantity' is £2,016.00. The 'Date Activity Completed' is 26/06/2019. A 'Total Eligible Expenditure' of £5,040.00 is shown. A blue box states: 'The maximum claimable value for this activity is £2,016.00, calculated as 40% of £5,040.00'. Below this, a section titled 'You must submit the following supporting evidence for this claimed activity' has two columns: 'Type' and 'I will submit this online' / 'I will submit this by post/in person'. The activities listed are 'Copy of Cheque', 'Receipted Invoices', 'Bank Statements', and 'Contract', all with checked boxes for online submission. A final yellow warning box is at the bottom.

| Capital Works Number       | Description                             | Approved Quantity | Claim this Activity?                | Claimed Quantity | Date Activity Completed |
|----------------------------|---|-------------------|-------------------------------------|------------------|-------------------------|
| SP36                       | Dual purpose testing kits, dual purpose | £5,040.00         | <input checked="" type="checkbox"/> | £2,016.00        | 26/06/2019              |
| Total Eligible Expenditure |   | £5,040.00         |                                     |                  |                         |

The maximum claimable value for this activity is £2,016.00, calculated as 40% of £5,040.00

| Type                 | I will submit this online           | I will submit this by post/in person |
|----------------------|-------------------------------------|--------------------------------------|
| Copy of Cheque *     | <input checked="" type="checkbox"/> | <input type="checkbox"/>             |
| Receipted Invoices * | <input checked="" type="checkbox"/> | <input type="checkbox"/>             |
| Bank Statements *    | <input checked="" type="checkbox"/> | <input type="checkbox"/>             |
| Contract *           | <input checked="" type="checkbox"/> | <input type="checkbox"/>             |

## For Glastir Small Grants customers only

If the Claimed Quantity you have entered is less than the Approved Quantity, an additional text box will appear prompting you to enter a reason for claiming a lesser amount.

The screenshot shows the 'Activities Available to Claim' form for a Glastir Small Grants. The left sidebar includes 'Capital Works Claim', 'CRN', 'Introduction', 'Glastir Small Grants', 'Landscape and Pollinators 2019', and 'Submission'. The main form area has a title bar with 'Prev' and 'Next' buttons. Below the title bar are fields for 'Contract Reference / EOI Reference', 'Contract Type' (Glastir Small Grants), and 'Contract Period' (Landscape and Pollinators 2019). A 'Help' section lists four instructions. A 'Contract Type: Glastir Small Grants' section provides two specific instructions. A 'Find Activities' search bar has the example 'e.g. / 901 / Hedge Coppicing and Gapping-up' and 'Find' / 'Find Next' buttons. The main table has columns: 'Capital Works Type', 'Capital Works Number', 'Description', 'Approved Quantity', 'Claim this Activity?', 'Claimed Quantity', and 'Date Activity Completed'. It lists two activities: 'Main' (Hedge Coppicing and Gapping-up) with an approved quantity of 49.00 m and a claimed quantity of 20.00 m, and 'Supporting' (Post and wire fencing with netting) with an approved quantity of 90.00 m and a claimed quantity of 90.00 m. Both activities have their 'Claim this Activity?' checkboxes checked. The 'Date Activity Completed' for the main activity is 31/07/2019. A text box prompts the user to enter a reason for the difference between claimed and approved quantities. At the bottom, there are buttons for 'Prev', 'Save', 'Print', 'Exit', and 'Next'.

| Capital Works Type | Capital Works Number | Description                        | Approved Quantity | Claim this Activity?                | Claimed Quantity | Date Activity Completed |
|--------------------|----------------------|------------------------------------|-------------------|-------------------------------------|------------------|-------------------------|
| Main               | 901                  | Hedge Coppicing and Gapping-up     | 49.00 m           | <input checked="" type="checkbox"/> | 20.00 m          | 31/07/2019              |
| Supporting         | 595                  | Post and wire fencing with netting | 90.00 m           | <input checked="" type="checkbox"/> | 90.00 m          | 31/07/2019              |

Capital Works Claim

Help Guide

Introduction

Sustainable Production Grant (Z0000338 / 7679015)

Project Progress Indicators and Outcomes

Sustainable Production Grant (Z0000338 / 7679015)

Submission

Contract

Project Progress, Indicators and Outcomes

Contract Reference / EOI Reference

Z0000338 / 7679015

Contract Type

Sustainable Production Grant

Help

1. Please enter an update of the progress of your project in the **Progress of Project** text box. If this is your final claim for this project, please enter the text "final claim" before attempting to submit your claim.

2. Please enter a brief update on progress made to date in the **Indicators and Outcomes** text box before attempting to submit your claim.

Hide Help

Progress of Project

To be completed where this is not your final project claim. Please provide an update of the progress of your project. As appropriate, include reference to:

- Progress to date and work planned
- Community engagement or involvement undertaken
- Issues encountered and any risks identified that could affect meeting completion
- How issues/risks identified are being addressed

Test

Indicators and Outcomes

Please provide a brief update on progress made to date towards meeting the project indicators and outcomes.

Test

# Submission

## Errors and Information

This section lists any 'Errors' or 'Information Messages' contained in your Capital Works Claim.

You **must** correct any errors before you can submit the Capital Works Claim.

Information Messages are to prompt you on any action you may need to take, but do not prevent you from submitting your claim.

Errors or Information Messages specific to a section can be viewed by clicking the section name on the left hand side or click the Section Name link within the Errors and Information box.

The screenshot displays the 'Capital Works Claim' submission interface. On the left, a sidebar lists navigation options: Introduction, Select Contracts, Farm Business Grant (with a red 'X' icon), Glaxo Small Grants (with a green checkmark icon), Submission (with a green checkmark icon), Errors, Information & Summary (highlighted with a red box and a blue checkmark icon), Declarations and Undertakings, and Submit. The main content area is titled 'Submission - Errors, Information & Summary'. It features a red-bordered box for 'Errors and Information' containing instructions and a table with the following data:

| Section Name  | Errors | Information |
|---|--------|-------------|
| Farm Business Grant ( - Farm Business Grant - Window 6) | X      | None        |

Below this, there is a 'Summary Details' section with an important note: 'Important: Please review this summary. Please scroll down, if applicable.' It then states: 'The following summarises your Capital Works Claim as completed by you.' This is followed by a section titled 'Farm Business Grant ( - Farm Business Grant - Window 6)' and 'Farm Business Grant - Window 6' which contains a table of activities:

| Capital Works Number | Description               | Date Activity Completed | Claimed Quantity | Value (£) |
|----------------------|---------------------------|-------------------------|------------------|-----------|
| BG79                 | Sheep Handler             |                         | 2 Items          | 2,618.40  |
| BG71                 | Calving Gate              |                         | 2 Items          | 464.30    |
| BG75                 | Badger Proof Feed Troughs |                         | 3 Items          | 367.20    |
| BG78                 | Cattle Hurdle             |                         | 1 Item           | 41.06     |
| Total Claim Value    |                           |                         |                  | 3,490.96  |

At the bottom right of the interface are buttons for '< Prev', 'Save', 'Print', 'Exit', and 'Next >'.

Once you have corrected any errors your Capital Works Claim is ready for submission.

The submission screen will list all of the activities that you have selected to claim, and will also show the value of the claim.

Capital Works Claim

CRN:

Introduction

Select Contracts

Glastir Small Grants

Submission

Errors, Information & Summary

Declarations and Undertakings

Submit

Cymraeg

Submission - Errors, Information & Summary

Errors and Information

No Errors or Information Messages identified.

This is not confirmation that your Claim is complete or accurate. You must still ensure that you have selected the appropriate activities that are to be included and that all details are complete and accurate.

Summary Details

Important: Please review this summary. Please scroll down, if applicable.

The following summarises your Capital Works Claim as completed by you.

Glastir Small Grants ( - Cae Sbinod)

Landscape and Pollinators 2019

| Capital Works Type | Capital Works Number | Description                        | Date Activity Completed | Claimed Quantity | Value (£) |
|--------------------|----------------------|------------------------------------|-------------------------|------------------|-----------|
| Main               | 901                  | Hedge Coppicing and Gapping-up     | 01/07/2019              | 62.00 m          | 279.00    |
| Supporting         | 595                  | Post and wire fencing with netting | 02/07/2019              | 124.00 m         | 431.52    |
| Total Claim Value  |                      |                                    |                         |                  | 710.52    |

Prev

Save

Print

Exit

Next

If you have selected to claim for more than one scheme the Summary details will include all the activities claimed for each scheme.

Capital Works Claim

CRN:

Introduction

Select Contracts

Glastir Advanced

Glastir Woodland Creation

Submission

Errors, Information & Summary

Declarations and Undertakings

Submit

Cymraeg

Summary Details

Important: Please review this summary. Please scroll down, if applicable.

The following summarises your Capital Works Claim as completed by you.

Glastir Advanced

2016

| Map ID            | Capital Works Number | Description                              | Date Activity Completed | Claimed Quantity | Value (£) |
|-------------------|----------------------|--|-------------------------|------------------|-----------|
| TE057             | 595                  | Post and wire fencing with stock netting | 02/02/2016              | 322.00 m         | 1,120.56  |
| TE060             | 548                  | Dormouse nest box                        | 01/02/2016              | 4                | 100.00    |
| Total Claim Value |                      |  |                         |                  | 1,220.56  |

2015

| Map ID            | Capital Works Number | Description                              | Date Activity Completed | Claimed Quantity | Value (£) |
|-------------------|----------------------|--|-------------------------|------------------|-----------|
| TE001             | 589                  | Hedge planting/coppicing                 | 07/12/2015              | 106.00 m         | 477.00    |
| TE034             | 595                  | Post and wire fencing with stock netting | 03/12/2015              | 51.86 m          | 180.47    |
| TE051             | 589                  | Hedge planting/coppicing                 | 02/11/2015              | 50.00 m          | 225.00    |
| Total Claim Value |                      |  |                         |                  | 882.47    |

Glastir Woodland Creation

2015

| Map ID            | Capital Works Number | Description                              | Date Activity Completed | Claimed Quantity | Value (£) |
|-------------------|----------------------|--|-------------------------|------------------|-----------|
| GP001             | 595                  | Post and wire fencing with stock netting | 03/02/2016              | 551.92 m         | 1,920.68  |
| GP002             | 801                  | Native - Biodiversity                    | 03/02/2016              | 0.12 ha          | 360.00    |
| Total Claim Value |                      |  |                         |                  | 2,280.68  |

## Declarations and Undertakings

Capital Works Claim [Help Guide](#)

CRN:

- Introduction
- Select Contracts ✓
- Farm Business Grant (Farm Business Grant - Window 6) ✓
- Glacir Small Grants (Hedge against bank) ✓
- Submission ✓
- Errors, Information & Summary ✓
- Declarations and Undertakings**
- Submit

Cymraeg

### Submission Declarations and Undertakings

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**I declare that**

I have read and understood all of the relevant guidance notes on Capital Works contained within the Contract before submitting this claim.

I will keep and make available to the officers of the Welsh Government or their duly authorised agents all records and information needed to establish my compliance with the undertakings I have given and the accuracy of the information provided in this form.

I will retain the original invoices for a minimum of 6 years from the date of the last payment by the Welsh Government, or a minimum of 10 years for invoices pertaining to Traditional Building Restoration works undertaken as part of a Glacir Advanced Contract.

I will allow duly authorised officers of the Welsh Government and their duly authorised agents and those persons accompanying them, access to any land which I manage and to inspect any relevant equipment, capital works and farm records in order to verify the accuracy of the information in this claim and will give them all reasonable assistance for the purpose.

Having read the Data Disclosure Section of the contract, I understand and am aware of the circumstances in which the Welsh Government may use information provided on this application and any other documentation used in connection with this application. This extends to the use of information which is created or obtained in connection with such applications (including details of payments made to me/my business).

I am aware of and have complied with all the requirements of the Rural Development Schemes for which I am the beneficiary.

I understand that the Welsh Government may need to discuss my claim for Capital Works with other organisations and I agree to any necessary disclosures or exchanges of information.

I have completed the works claimed to the standard specified and have complied with those provisions on all works included in the claim.

I have already paid the costs for which I am claiming grant aid.

I confirm that the activities claimed for have been completed to a standard that ensures any conditions set out under associated management options have been met and I understand that payment will only be made if the Welsh Government is satisfied that the conditions (including management option conditions for Glacir Advanced or Glacir Woodland Management) as set out in the Contract have been met.

I understand that Capital Works payments may be recovered where the scheme objectives and associated management option conditions have not been met.

I have not received, or do not intend to claim, grant aid in relation to the approved Capital Works from any other organisation other than the Welsh Government.

☒ I am aware for Glacir Small Grants claims, I must provide 'before' and 'after' geotagged photographs of the project area. These can be provided when the Claim is submitted afterwards using the Document Upload menu option under 'Contracts and Small Grants' on the RPW Online Home Page.

☒ I have read and agree to the above Declarations and Undertakings.

[< Prev](#) [Save](#) [Print](#) [Exit](#) [Next >](#)

You must read the Declarations and Undertakings to ensure you comply with these. Scroll down the page to read all of the Declarations and Undertakings. Once you are happy you have read, understood, and complied with these tick the box at the bottom to proceed.

If you do not tick the box to confirm you have read, understood and complied with the Declarations and Undertakings, you will encounter an error message and will not be able to submit your claim until you have ticked this box.

For certain Capital Works Claims, there will be more than one tick box, please ensure that all boxes listed are ticked.

Select the Next button if you wish to continue.

## Submit

Capital Works Claim [Help Guide](#)

CRN:

[Introduction](#)

[Select Contracts](#) ✓

[Farm Business Grant](#) ✓  
- Farm Business Grant - Window 6)

[Glastir Small Grants](#) ✓  
- Hedge against

### Submission Submit [Prev](#)

You are now ready to submit your Capital Works claim.

If you are required to provide any Supporting documents:

- Glastir Small Grants geotagged photographs must be submitted online. Your claim is not valid until all photographic evidence has been submitted
- Other Supporting documents can be submitted through RPW Online messaging, by post or by visiting your Divisional Office.

Click the button below to submit your Capital Works Claim application.

[Submit](#)

A message containing a copy of your Capital Works claim will be available in your online Message page within one working day.

Your Capital Works Claim is now ready for submission. If you are ready to submit you must press the submit button.

You must ensure you submit your Capital Works Claim by the deadline contained in the contract.

If you fail to claim by this deadline you will not receive payment.

Once you have submitted the claim you **must** submit all supporting documentation.

If you fail to submit all relevant supporting documentation by this deadline you will not receive payment.

## **Contact Details**

### **Farmer Enquiries – Customer Contact Centre**

Your first point of contact for all telephone enquiries and email correspondence should be the Customer Contact Centre where staff are on hand to provide information and answer queries.

You can use the 'Messages' page on your RPW Online account to send an enquiry to the Customer Contact Centre. Alternatively you can use the following contact details:

Tel: 0300 062 5004

PO Box address:

Rural Payments Wales  
PO Box 251  
Caernarfon  
LL55 9DA