



Llywodraeth Cymru
Welsh Government

Grant Claim Form

How to Complete Guidance

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Grant Claim Form – How to Complete Guidance


Important Notice

This guide explains how to complete a Grant Claim Form and the documentary evidence required in support of a claim.

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 Grant Claim Form can be accessed via your RPW online Account. Once you have logged into your online account the RPW online 'Homepage' will appear.



Keeping your Information secure

Businesses and organisations using HMRC services will soon be required to use an access code to sign in. If you do not already receive access codes, you can [find out more about the planned changes \(opens in new tab\)](#).

Do not share your Government Gateway user ID and password with anyone else.

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](#)


Accessing the Grant Claim Form

The Grant Claim Form can be accessed via the link on the bottom left of the Home Screen (as shown below). Alternatively, you can click on the 'Forms' tab on the menu bar, and then click on the link for 'Grant Claim Form' in the blue panel on the right of the screen.



Taliadau Gwledig Cymru
Ar-Lein Online
Rural Payments Wales

CRONFA AMAETHYDDOL EWROP AR GYFER
DATBLYGU GWLEDIG: EWROP YN
BUDDSODDI MEWN ARDALEODD GWLEDIG
THE EUROPEAN AGRICULTURAL FUND FOR
RURAL DEVELOPMENT:
EUROPE INVESTING IN RURAL AREAS



Cymraeg Log Off

Home My Details Land Correspondence **Forms** Contracts and Small Grants

Messages between You and RPW

Unread

Contract / Contract
Contract : TWIGAppraisalAndContractpdf

Unread

Derbyniwyd y Contract / Contract Accepted
Contract Delivery Profile Summary

Unread

Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW
The Woodland Investment Grant Summary : The Woodland Investment Grant

View all messages

Start a Form

Appeal Available anytime

Capital Works Claim Available anytime

Grant Claim Form Available anytime

Useful Links

BCMS

Farming and scheme information

Bovine TB

Farm animal movements and identification

Farming Connect

Offices Map

European Maritime and Fisheries Fund

Once you have selected to start your Grant Claim Form 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.

Start Application start an application or claim

You have asked to complete the following application online: **Grant Claim Form**.

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 **Grant Claim Form** 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	

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

When you click the Start button this will take you to the Grant Claim Form Introduction Page.

Introduction Page

This page provides key messages about the Grant Claim Form. Please ensure you have read them thoroughly before you begin. You can access the Grant Claim Form 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.

Grant Claim Form

Help Guide

Introduction

> The Woodland Investment Grant (T10000)

> Small Scale Coastal Infrastructure (EA00000)

> Submission

Cymraeg

Grant Claim Form

Next >

Please note the following key messages before progressing with your claim for grant:


- You can use this on-line facility to claim the grant included in the following Contract types:
 - Small Scale Coastal Infrastructure
 - The Woodland Investment Grant
- You can submit more than one grant claim at a time.
- You can only claim once the contract has been signed and quotes approved.
- 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 items require supporting documentation.
- If required, you must provide geotagged photographs. 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 items once the works have been fully completed.
- For items which are based on non-standard costs you must provide evidence that services / items have been paid for (e.g. bank statement) along with your claim.

For help with completing your grant 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 grant 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

Save

Print

Exit

Next >

Select Contracts

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

As an example, the Grant Claim Form below has two contracts available to claim:

The screenshot shows the 'Select Contracts' page within the 'Grant Claim Form'. The left-hand sidebar contains a 'Help Guide' button and a navigation menu with 'Introduction', 'Select Contracts' (highlighted in blue), and 'Submission'. The main content area is titled 'Select Contracts' and includes a light blue instruction box: 'Select the contracts for which you want to claim Capital Works items.' Below this is a table with two columns: 'Contract Reference / EOI Reference' and 'Contract Type'. The table lists two identical entries: 'TI00000' and 'The Woodland Investment Grant'. A third column, 'Claim for items on this contract?', contains two empty checkboxes. At the bottom of the main area are buttons for '< Prev', 'Save', 'Print', 'Exit', and 'Next >'. The 'Cymraeg' language option is visible in the bottom right of the sidebar.

Contract Reference / EOI Reference	Contract Type.	Claim for items on this contract?
TI00000	The Woodland Investment Grant	<input type="checkbox"/>
TI00000	The Woodland Investment Grant	<input type="checkbox"/>

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.

This screenshot shows the left-hand sidebar of the 'Grant Claim Form'. The 'Select Contracts' menu item is highlighted in blue and has a green checkmark icon next to it. Below it, a list of selected contracts is displayed, each preceded by a blue right-pointing arrow: 'The Woodland Investment Grant (TI00000)', 'The Woodland Investment Grant (TI00000)', and 'Submission'. The 'Cymraeg' language option is at the bottom right of the sidebar.

Activities Available to Claim

This screen displays the Grant Claim 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 Grant Claim Forms, another blue box will appear under the Help box providing more detailed scheme specific guidance relevant to the claim you have selected.

Grant Claim Form [Help Guide](#)

[Introduction](#)

▼ [The Woodland Investment Grant \(T100000\)](#)

[2021](#)

► [Submission](#) ✓

Cymraeg

Activities Available to Claim

[◀ Prev](#) [Next ▶](#)

Contract Reference / EOI Reference	Contract Type	Contract Period
T100000	The Woodland Investment Grant	2021

Help

[Hide Help](#)

1. Place a tick in the 'Claim this Activity' column for each individual activity that 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.

Find Activities:

e.g. TW001 / TW01 / Land Purchase up to 10% of project cost [Find](#) [Find Next](#)

Map ID	Capital Works Number	Description	Approved Quantity	Claim this Activity?	Claimed Quantity	Date Activity Completed
TW001	TW01	Land Purchase up to 10% of project cost	£5,000.00	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
TW002	TW02	Infrastructure	£5,000.00	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>

[◀ Prev](#) [Save](#) [Print](#) [Exit](#) [Next ▶](#)

You must accurately complete the information contained in this screen. Tick the box against the activity you wish to claim. Enter the claimed quantity, and the date the activity was completed.

Note that you can only claim once for an activity, i.e., you cannot claim for part of an activity now, then submit another claim for the remaining part later.

You must only claim an activity when all work under that activity has been completed.

You must also provide documentary evidence in support of your claim as described in the following Section – Supporting Documents - Evidencing your Claim

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 errors have been corrected.

Supporting Documents – Evidencing your Claim

Small Scale Coastal Infrastructure

In order to be eligible to submit a claim you must have purchased, installed and completed the investment items before you claim and:

- Submit supplier invoices and evidence of defrayment with all investment items claimed.
- Have met and provide, any specific contract conditions requiring additional supporting documents with your claim e.g Quotes, planning permission, consents

Supplier Invoices and Evidence of Defrayment

To be valid, your claim for payment must be supported by all supplier invoices **and** evidence of defrayment.

Supplier Invoices

Invoices must clearly display the word 'invoice' on the document and include the following:

- a unique identification number
- your company name, address and contact information
- the invoicing company name and address
- a **clear** description of what you're being charging for
- the date the goods or service were provided (supply date)
- the date of the invoice
- the amount(s) being charged
- VAT amount if applicable
- the total amount owed

Evidence of Defrayment

Defrayment should be evidenced by bank statements. For each invoice submitted you must submit a copy of the bank statement to evidence the payment you have made.

If the transaction is not clear on the bank statement, for example the name of the supplier is not printed on the statement, please highlight the transaction and to which invoice it refers.

If the value of the transaction does not match the invoice value (for instance if you have bought non project items from the same supplier) a breakdown of the whole payment with supporting invoices will be required.

If making payments by cheque, a scan of the written cheque, before it is presented to the supplier, will be required **in addition to** the bank statement.

Contract Conditions – additional information required

Your contract may have a condition that requires you to submit specific documents in support of your project, investment item and claim. Please check your contract to ensure that you have met the contract conditions. These could be documents such as quotes, environmental consents, planning permission etc.

Quotes

When completing a full application for grant, applicants must follow the requirements for quotes as detailed in the [Rural Development Programme / European Maritime and Fisheries Fund 2014 to 2020: technical guide to competitive tendering and public procurement | GOV.WALES](#)

Three quotes are required for an Investment Item where the invoiced cost is £5,000 or more and one quote if the invoiced cost is less than £5,000.

Applications for grant submitted without the required quotes

If you were unable to obtain all or some quotes for investment items when you completed your application, the Welsh Government may, in certain circumstances, have permitted an application to be submitted without all required quotes. Your contract costs then based on the values declared in your online full application.

Will I still need to submit quotes?

Yes, before a claim can be considered, you must submit quotes for investment items in your contract if you did not submit them for verification with your application.

Please check whether conditions in your contract require you to submit quotes. **Claims for payment cannot be processed until the required quotes have been received, checked and are satisfactory.**

It is advised that you submit your quotes for an investment item before you start work.

Conflict of Interest

Any perceived or actual conflicts of interest between you and the suppliers that are asked to provide quotes - for example getting quotes from related companies, must be explained in the competitive tendering supporting documentation. Where conflicts potentially exist mitigating action must be taken and documented.

Growing for the Environment Window 1

Evidence of soil test

A soil test must be undertaken or have been undertaken in the 12 months prior to application. The minimum requirement for this test is an analysis of P, K and pH levels. The soil test should be evidenced by providing a copy of a dated results report that includes the name and address of the applicant with field references. A soil test is required for each individual field parcel where a Growing for the Environment option

has been undertaken.

Copy of all seed invoices

Invoices must clearly display the word 'invoice' on the document and include the following:

- a unique identification number
- your name, address and contact information
- the invoicing company name and address
- a clear description of what you're being charged for
- the supply date (the dates the seeds were provided)
- the date of the invoice
- the amount(s) being charged
- VAT amount, if applicable
- the total amount owed to the supplier

Copy of all seed "tickets"

The seed tickets must include details of seed mixture composition. The minimum seed requirements are included in Annex B of the General Rules for Growing for the Environment - <https://www.gov.wales/growing-environment-rules-booklet>

Copy of all contracting invoices (if contractors used).

Invoices must clearly display the word 'invoice' on the document and include the following:

- a unique identification number
- your name, address and contact information
- the invoicing company name and address
- a clear description of what you're being charged for
- the supply date (the dates the service was provided)
- the date of the invoice
- the amount(s) being charged
- VAT amount, if applicable
- the total amount owed to the contractor

Geo-tagged photographs

Geo-tagged photographs must be provided of the field/s over the entire area where the Growing for the environment option has been established at these stages:

- Prior to cultivations or direct drilling.
- During cultivations and sowing activity.
- On 15 February 2023 showing full crop cover.

Guidance on geo-tagged photos is available on the website - <https://www.gov.wales/growing-environment-geotagged-photo-guidance>

Copy of field activity record

A record of all field activity, including cultivation, sowing and harvesting dates, seed rates, fertiliser application, grazing date and stocking rates must be submitted.

Window 2

Evidence of soil test

A soil test must be undertaken or have been undertaken in the 12 months prior to application. The minimum requirement for this test is an analysis of P, K and pH levels. The soil test should be evidenced by providing a copy of a dated results report that includes the name and address of the applicant with field references. A soil test is required for each individual field parcel where a Growing for the Environment option has been undertaken.

Evidence of activity towards rectifying soil deficiencies, if applicable.

To evidence the action taken to rectify any immediate soil deficiencies, you can provide lime and/or fertiliser invoice or a record of field activity showing slurry / manure application.

Copy of all seed invoices

Invoices must clearly display the word 'invoice' on the document and include the following:

- a unique identification number
- your name, address and contact information
- the invoicing company name and address
- a clear description of what you're being charged for
- the supply date (the dates the seeds were provided)
- the date of the invoice
- the amount(s) being charged
- VAT amount, if applicable
- the total amount owed to the supplier

Copy of all seed "tickets"

The seed tickets must include details of seed mixture composition. The minimum seed requirements are included in Annex B of the General Rules for Growing for the Environment - <https://www.gov.wales/growing-environment-rules-booklet>

Copy of all contracting invoices (if contractors used).

Invoices must clearly display the word 'invoice' on the document and include the following:

- a unique identification number
- your name, address and contact information
- the invoicing company name and address
- a clear description of what you're being charged for
- the supply date (the dates the service was provided)
- the date of the invoice
- the amount(s) being charged
- VAT amount, if applicable
- the total amount owed to the contractor

Geo-tagged photographs

Geo-tagged photographs of the field/s should be taken over the entire area where the Growing for the environment option has been established at the following stages:

- Prior to cultivations or direct drilling.
- During cultivations and sowing activity.

- During harvesting or first grazing of the crop.
- On 15 October 2023 for Unsprayed root or forage crop (option 4).
- On 15 February 2024 for under sowing maize (option 9)

Guidance on geo-tagged photos is available on the website - <https://www.gov.wales/growing-environment-geotagged-photo-guidance>

Copy of field activity record

A record of all field activity, including cultivation, sowing and harvesting dates, seed rates, fertiliser application, grazing date and stocking rates must be submitted.

Copy of nutrient analysis, where the crop is harvested as forage.

A record of the nutrient analysis undertaken to support ration planning where the crop is harvested as forage.

Submission

Errors and Information

This section lists any 'Errors' or 'Information Messages' contained in your Grant Claim Form.

You **must** correct any errors before you can submit the Grant Claim Form.

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.

Grant Claim Form [Help Guide](#)

Introduction

> The Woodland Investment Grant (TI00000)

✓ Submission

Errors, Information & Summary

Declarations and Undertakings

Submit

Cymraeg

Submission - Errors, Information & Summary

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Errors and Information

The following is a list of sections which contain Errors and Information Messages. Errors **must** be corrected before submission is possible. For any Information Messages, we recommend that you check your response to ensure it is correct. For more information refer to the guidance in the 'How to Complete' guide.

Click on the Section Name to view the Errors and Information Messages for that Section.

Section Name	Errors	Information
The Woodland Investment Grant (TI00000)	None	i

Summary Details

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

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

The Woodland Investment Grant (TI00000)

2021

Map ID	Capital Works Number	Description	Date Activity Completed	Claimed Quantity	Value (£)
TW001	TW01	Land Purchase up to 10% of project cost	04/11/2021	£ 5,000.00	5,000.00
Total Claim Value					5,000.00

< Prev Save Print ✕ Exit Next >

Once you have corrected any errors your Grant Claim Form 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.

Grant Claim Form
Help Guide

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The Woodland Investment Grant (T100000)
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.

The Woodland Investment Grant (T100000)

2021

Map ID	Capital Works Number	Description	Date Activity Completed	Claimed Quantity	Value (£)
TW001	TW01	Land Purchase up to 10% of project cost	04/11/2021	£ 5,000.00	5,000.00
Total Claim Value					5,000.00

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

Grant Claim Form
Help Guide

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Select Contracts
The Woodland Investment Grant (T100000)
The Woodland Investment Grant (T100000)
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.

The Woodland Investment Grant (T100000)

2021

Map ID	Capital Works Number	Description	Date Activity Completed	Claimed Quantity	Value (£)
TW001	TW01	Land Purchase up to 10% of project cost	04/11/2021	£ 5,000.00	5,000.00
TW002	TW02	Infrastructure	04/11/2021	£ 5,000.00	5,000.00
Total Claim Value					10,000.00

The Woodland Investment Grant (T100000)

2021

Map ID	Capital Works Number	Description	Date Activity Completed	Claimed Quantity	Value (£)
TW001	TW01	Land Purchase up to 10% of project cost	04/11/2021	£ 10,000.00	10,000.00
Total Claim Value					10,000.00

Prev
Save
Print
Exit
Next

Declarations and Undertakings

The screenshot shows a web form titled 'Grant Claim Form' with a 'Help Guide' link. The sidebar on the left contains a list of steps: 'Introduction', 'The Woodland Investment Grant (T100000)' (marked with a green check), 'Submission' (marked with a green check), 'Errors, Information & Summary' (marked with a green check), 'Declarations and Undertakings' (highlighted in blue), and 'Submit'. The main content area is titled 'Submission Declarations and Undertakings' and contains the following text:

I declare that:

I have read and understood all of the relevant guidance notes 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.

I will allow duly authorised officers of the Welsh Government and their duly authorised agents and those persons accompanying them to inspect any relevant items subject to my contract 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 Scheme for which I am the beneficiary.

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

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

I confirm that the items claimed for have been completed to a standard that ensures any conditions set in my contract have been met and I understand that payment will only be made if the Welsh Government is satisfied that the conditions have been met.

I understand that payments may be recovered where the scheme aims and objectives have not been met.

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

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

At the bottom of the form, there are navigation buttons: '< Prev', 'Save', 'Print', 'Exit', and '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 Grant 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

Grant Claim Form [Help Guide](#)

Introduction

> The Woodland Investment Grant (T100000) ✓

▼ Submission ✓

Errors, Information & Summary ✓

Declarations and Undertakings ✓

Submit

Cymraeg

Submission Submit

< Prev

You are now ready to submit your Grant Claim Form.

If you are required to provide any Supporting documents:

- 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 Grant Claim Form application.

Submit

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

< Prev Save Print Exit

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

You must ensure you submit your Grant Claim Form 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 applicable.

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 1081,
Cardiff,
CF11 1SU