

Grant Claim Form

How to Complete Guidance

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Farmer	Enquiries –	Customer	Contact	Centre
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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).

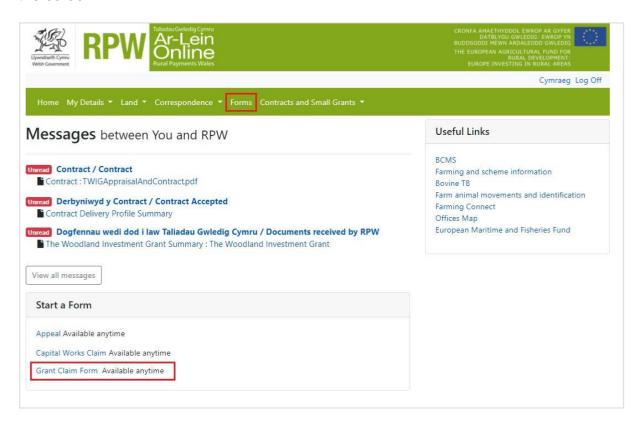
RPW Online Account

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.

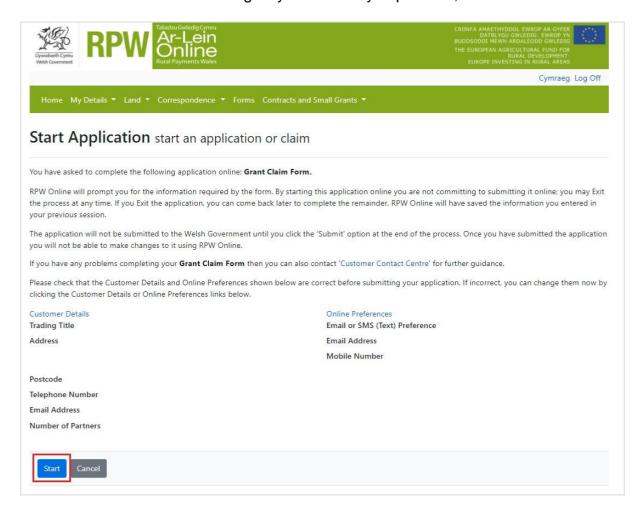
Keeping your information secure	English Cymrae
Businesses and organisations using HMRC services will soon be required to use an access code to sign in. If you do not already receive access codes, you can <u>find out more about the planned changes (opens in new tab)</u> .	
Do not share your Government Gateway user ID and password with anyone else.	
Sign in using Government	
Sign in using Government Sateway	
ateway	
overnment Gateway user ID	

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.



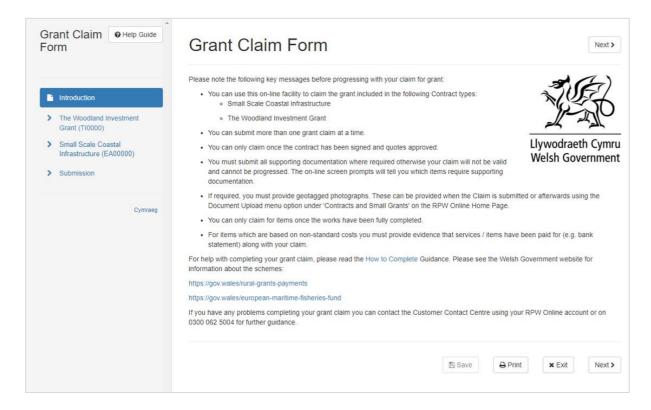
Once you have selected to start your Grant Claim Form you will see the following page. Ensure your details shown are correct, and if they are not, correct these on your RPW Online account before continuing. If you are ready to proceed, click the 'Start' button.



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

Introduction Page

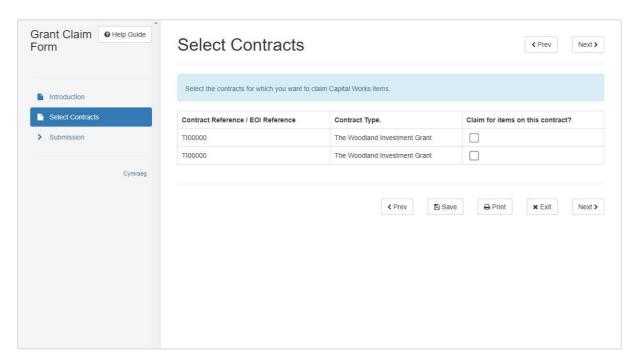
This page provides key messages about the Grant Claim Form. Please ensure you have read them thoroughly before you begin. You can access the Grant Claim Form How to Complete Guidance on the Welsh Government website (this will open a new tab on your Internet Browser) by clicking the 'How to Complete' link.



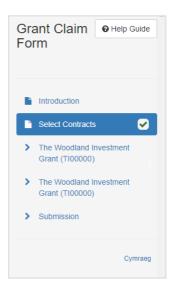
Select Contracts

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:



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.



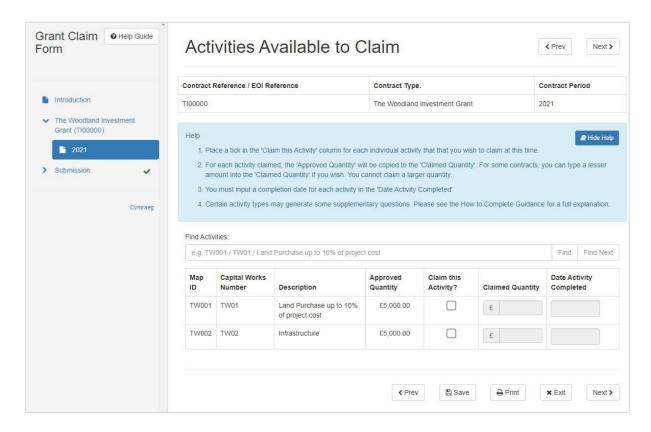
Activities Available to Claim

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.



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 <u>Rural Development Programme / European Maritime and Fisheries Fund 2014 to 2020: technical guide to competitive tendering and public procurement | GOV.WALES</u>

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 charging 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 charging 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 charging 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

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- a unique identification number
- your name, address and contact information
- the invoicing company name and address
- a clear description of what you're being charging 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

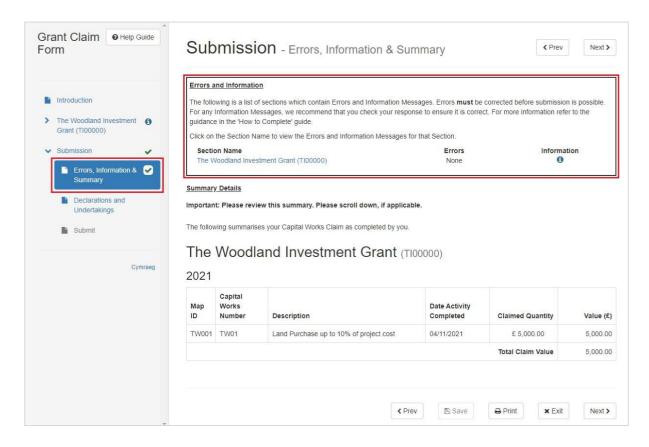
Errors and Information

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.

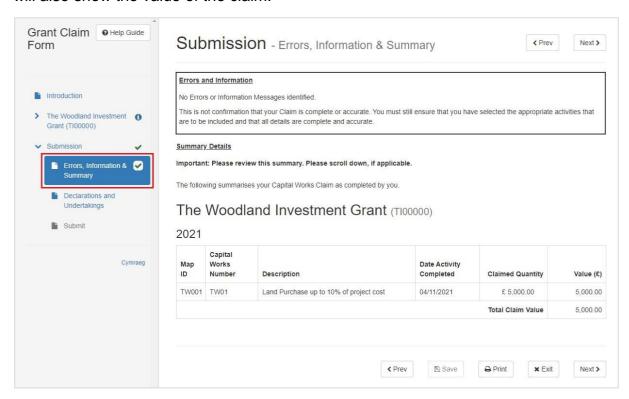
Information Messages are to prompt you on any action you may need to take, but do not prevent you from submitting your claim.

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.

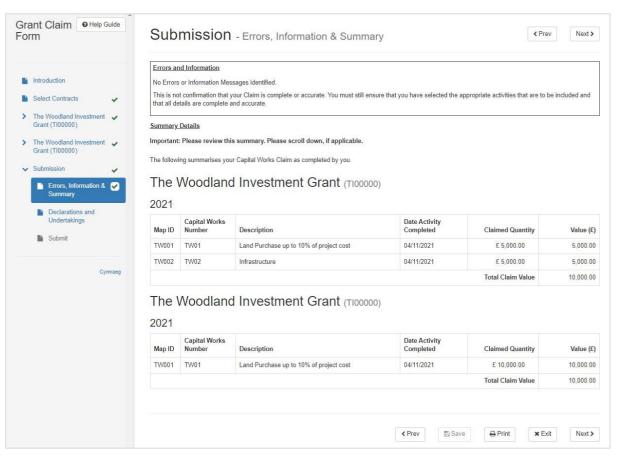


Once you have corrected any errors your Grant Claim Form is ready for submission.

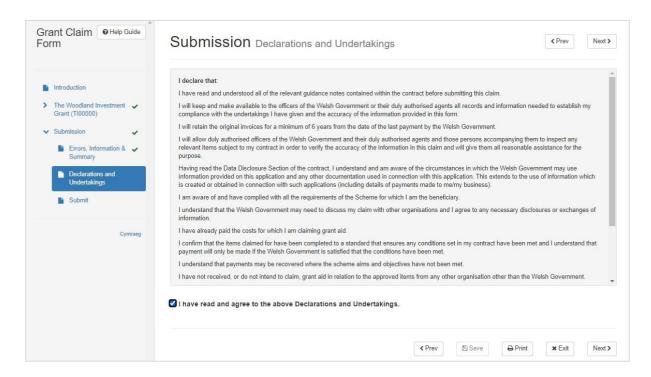
The submission screen will list all of the activities that you have selected to claim and will also show the value of the claim.



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



Declarations and Undertakings



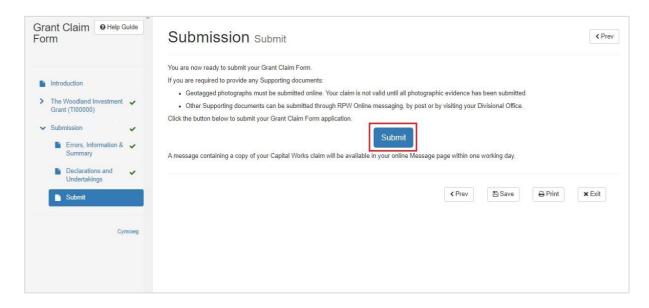
You must read the Declarations and Undertakings to ensure you comply with these. Scroll down the page to read all of the Declarations and Undertakings. Once you are happy you have read, understood, and complied with these, tick the box at the bottom to proceed.

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



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