



Llywodraeth Cymru  
Welsh Government

# Horticulture Development Scheme How to Claim

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# Grant Claim Form – How to Complete Guidance

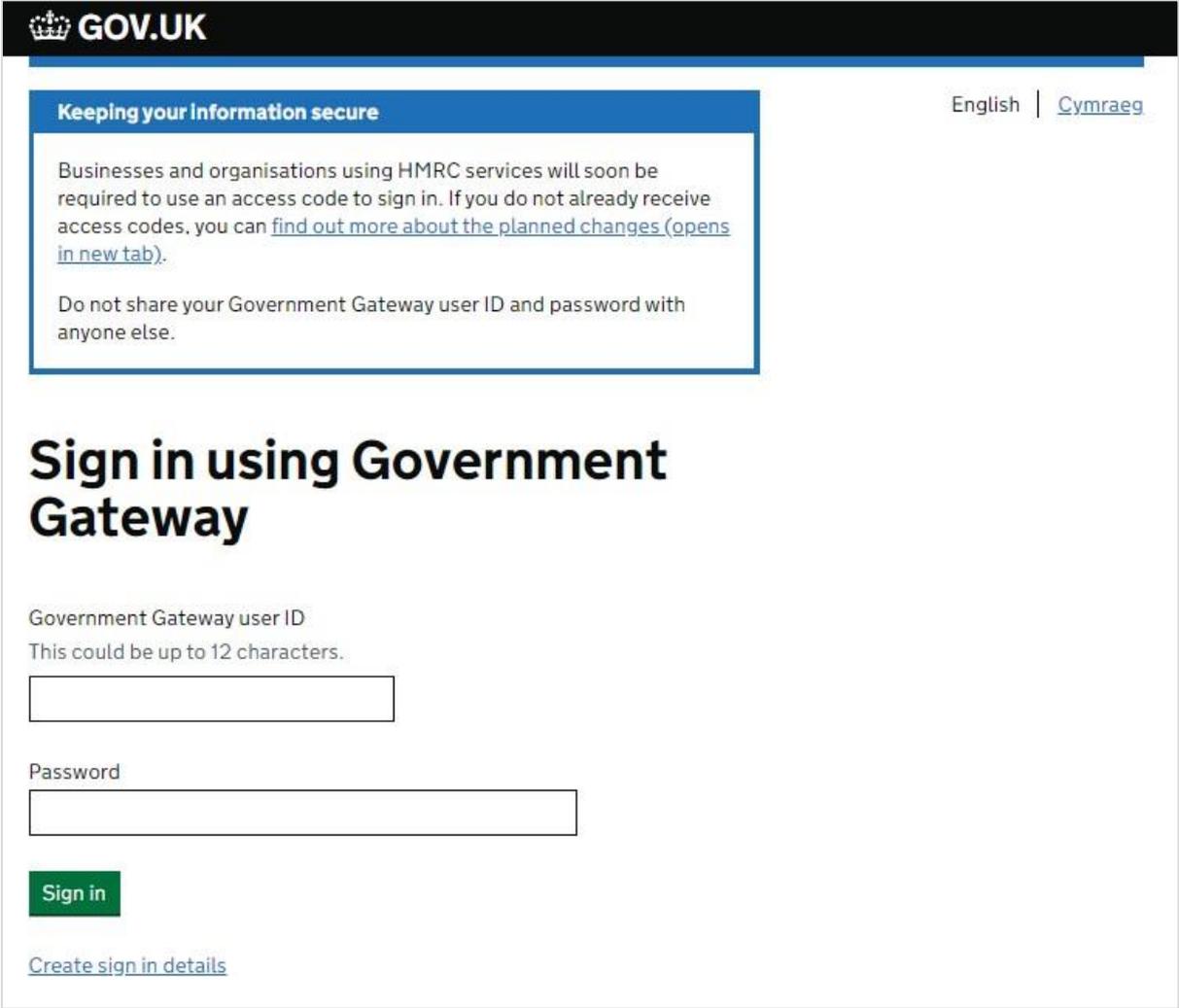
## Important Notice

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.



The screenshot shows the GOV.UK website header with the logo and the text "GOV.UK". Below the header, there is a blue banner with the text "Keeping your information secure". To the right of the banner, there are language options: "English" and "Cymraeg". The main content area features a large heading "Sign in using Government Gateway". Below the heading, there are two input fields: "Government Gateway user ID" and "Password". The "Government Gateway user ID" field has a note below it: "This could be up to 12 characters." Below the input fields, there is a green "Sign in" button and a link "Create sign in details".

**GOV.UK**

Keeping your information secure

English | [Cymraeg](#)

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.

## 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.

The screenshot shows the RPW Ar-Lein Online interface. At the top, there are logos for the Welsh Government and the European Union, along with text in Welsh and English: "CRONFA AMAETHYDDOL EWROP AR GYFER DATBLYGU GWLEDIG: EWROP YN BUDDSODDI MEWN ARDALEDDO GWLEDIG THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT EUROPE INVESTING IN RURAL AREAS". A navigation bar includes "Home", "My Details", "Land", "Correspondence", "Forms" (highlighted with a red box), and "Contracts and Small Grants". Below this is a "Messages" section with three unread messages: "Contract / Contract", "Derbyniwyd y Contract / Contract Accepted", and "Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW". A "Useful Links" sidebar lists "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 lists "Appeal Available anytime", "Capital Works Claim Available anytime", and "Grant Claim Form Available anytime" (highlighted with a red box). A "View all messages" button is also present.

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.

The screenshot shows the "Start Application" page. The navigation bar is the same as in the previous screenshot, with "Forms" highlighted. The main heading is "Start Application start an application or claim". Below this, there is a message: "You have asked to complete the following application online: **Grant Claim Form**." This is followed by instructions: "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." Further instructions state: "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." and "If you have any problems completing your **Grant Claim Form** then you can also contact 'Customer Contact Centre' for further guidance." A note asks the user to "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." There are two columns of links: "Customer Details" (Trading Title, Address, Postcode, Telephone Number, Email Address, Number of Partners) and "Online Preferences" (Email or SMS (Text) Preference, Email Address, Mobile Number). At the bottom, there are "Start" and "Cancel" buttons, with "Start" highlighted by a red box.

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

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:
  - Woodland Restoration Scheme
  - Small Grants - Environment
  - Small Scale Coastal Infrastructure
  - The Woodland Investment Grant
  - Horticulture Development Scheme
  - Small Grants - Efficiency
  - Small Grants - Horticulture Start Up
  - Growing For The Environment
  - Nutrient Management Investment Scheme
  - Small Grants - Yard Coverings
  - Small Grants - Woodland Creation
  - Woodland Creation Grant
  - INRS Project Development
  - Agricultural Diversification Scheme
  - WMFS Marketing Measures
- 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/small-scale-coastal-infrastructure-schemes>

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## 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:

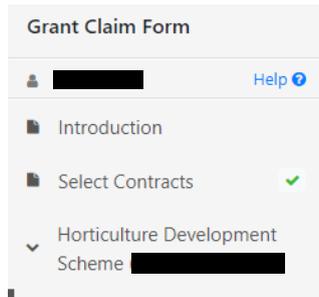
Grant Claim Form

Select Contracts

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

Contract Reference / EOI Reference	Contract Type	Claim for items on this contract?
[REDACTED]	Horticulture Development Scheme	<input type="checkbox"/>
[REDACTED]	Horticulture Development Scheme	<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.



## Activities Available to Claim

This screen displays the Grant Claim activities that are available to be claimed at this time, plus 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 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.

A screenshot of the 'Activities Available to Claim' screen. The screen is divided into a left-hand navigation menu and a main content area. The navigation menu includes 'Grant Claim Form', 'Introduction', 'Select Contracts', 'Horticulture Development Scheme', and 'Submission'. The main content area shows a table with columns for 'Contract Reference / EOI Reference', 'Contract Type', and 'Contract Period'. Below the table is a 'Help' box with four numbered instructions. A yellow warning box states 'There are warnings. Please double-check them before continuing.' Below the warning is a 'Find Activities' search bar with the text 'e.g. / H003 / Polytunnels and glasshouses'. A table lists activities with columns for 'Capital Works Number', 'Description', 'Approved Quantity', 'Claim this Activity?', 'Claimed Quantity', and 'Date Activity Completed'. The activity H003 is selected. A 'Total Eligible Expenditure' of £ 1860.00 is shown. At the bottom, there is a section for 'Supporting Evidence' with options for 'I will submit this online' and 'I will submit this by post/in person'.

Note that you can only claim once for an activity, 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

You must submit an invoice for each item of equipment in your contract.

You must submit bank statements as evidence of defrayment of expenditure for each item of equipment in your contract.

You can submit the invoices and bank statements by scanning them and sending them via “My Messages” in your RPW Online account.

To evidence the item supplied is of the correct specification and it has been delivered to your premises, you should provide the following information:

- geo-tagged photographs of item on your premises
- name of the manufacturer, model number, serial number, etc.

Where insufficient evidence is provided, payment will be withheld.

## Project Progress, Indicators and Outcomes

The screenshot shows the 'Project Report' section of a 'Grant Claim Form'. On the left is a navigation menu with options like 'Introduction', 'Select Contracts', 'Horticulture Development Scheme', and 'Project Report'. The main content area includes a table for 'Contract Reference / EOI Reference' and 'Contract Type', a question 'Is this your final claim for this contract?', a 'Progress of Project' section with a text area, and an 'Indicators and Outcomes' table.

Contract Reference / EOI Reference	Contract Type
[Redacted]	Horticulture Development Scheme

Is this your final claim for this contract?  Yes  No

**Progress of Project**  
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

[Text area with 'x']

**Indicators and Outcomes**  
Please provide details on progress made to date towards meeting the project indicators and outcomes.

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Number of jobs safeguarded	10		2	x

In this window there are 2 mandatory questions which you will need to answer

Once you are satisfied with your answers click on Next to go to the Submission page.

## 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.

Grant Claim Form Errors, Information & Summary

**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.  
 You **must** view every page before submitting your claim.

Section Name	Errors	Information
<a href="#">Horticulture Development Scheme (HD000021 - xxxx)</a>	None	None
<a href="#">Project Report</a>	None	None

**Summary Details**  
**Important: Please review this summary. Please scroll down, if applicable.**  
 The following summarises your Capital Works Claim as completed by you.

**Horticulture Development Scheme** [redacted]  
 2022

Capital Works Number	Description	Date Activity Completed	Claimed Quantity	Value (£)
H003	Polytunnels and glasshouses	10/03/2023	£ 744.00	744.00
<b>Total Claim Value</b>				744.00

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 the activities that you have selected to claim and will also show the value of the claim.

## Declarations and Undertakings

Grant Claim Form Declarations and Undertakings

Please tick the box to accept the declarations and undertakings. Please tick the box to indicate that you are aware of the requirements to submit geotagged photographs You have claimed less than the maximum claimable value. Please tick to confirm that you have met your contractual requirements.

**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 5 years from the date of the last payment by the Welsh Government. For TWIG and SSCI, I will retain the original invoices for a minimum of 7 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 am aware that I must provide geotagged photographs to support this claim. 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.

I have claimed less than the maximum claimable value. I confirm that this has not affected my contractual requirements.

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

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

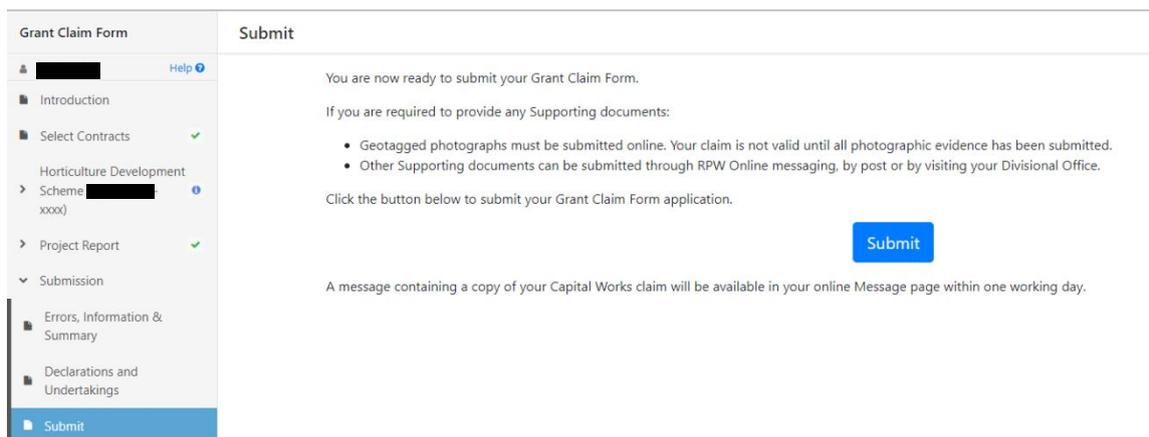
If you do not tick the box to confirm you have read, understood, and complied with the Declarations and Undertakings, you will encounter an error message and will not be able to submit your claim until you have ticked this box.

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.



Grant Claim Form

Submit

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.

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

### General 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