

Llywodraeth Cymru Welsh Government

Small Grants – Horticulture Start-Up 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.

Keeping your information secure	English Cymra
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.	
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vernment Gateway user ID s could be up to 12 characters.	

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.

Lyundhaft Cymru Wahl Gowment	CRONFA AMAETHYDDOL EWROP AR GYFER DATBLYGU GWLEDIG: EWROP YN BUDOSODD IMEWN ARDALEODD GWLEDIG THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT: EUROPE INVESTING IN RURAL AREAS
Home My Dataile T Land T Correspondence T Forme Contracts and Small Grants T	Cymraeg Log Off
Messages between You and RPW	Useful Links
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	BCMS Farming and scheme information Bovine TB Farm animal movements and identification Farming Connect Offices Map European Maritime and Fisheries Fund
Start a Form	
Appeal Available anytime Capital Works Claim Available anytime Grant Claim Form Available anytime	

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.

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.

Production Control Con	CRONFA AMAETHYDDOL EWROP AR GYFER BUDDSODDI MWW ARDXLEOD OWNER THE BURDSODDI MWW ARDXLEOD OWNER THE BURDSON AGRICUTURAL FUND FOR BURDS INVESTING IN RURAL AREAS
	Cymraeg Log Off
Home My Details - Land - Correspondence - Fo	prms Contracts and Small Grants 👻
Start Application start an applica	tion 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 process at any time. If you Exit the application, you can o your previous session.	the form. By starting this application online you are not committing to submitting it online; you may Exit some back later to complete the remainder, RPW Online will have saved the information you entered in
The application will not be submitted to the Welsh Governm you will not be able to make changes to it using RPW Online	ent until you click the 'Submit' option at the end of the process. Once you have submitted the application at
If you have any problems completing your Grant Claim Forr	m then you can also contact 'Customer Contact Centre' for further guidance.
Please check that the Customer Details and Online Preferenc clicking the Customer Details or Online Preferences links belo	es shown below are correct before submitting your application. If incorrect, you can change them now by ow.
Customer Details	Online Preferences
Irading Title	Email or SMS (Text) Preference
Address	Mobile Number
Postcode	
Telephone Number	
Email Address	
Number of Partners	
Start	

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	Grant Claim Form
A000004 Help Introduction	Please note the following key messages before progressing with your claim for grant: 9. Vou can use this on-line facility to claim the grant included in the following Contract types: 9. Wooldand Restoration Scheme 9. Small Scale Coastal Infrastructure 9. Small Grants - EnfrictionQ 9. Small Grants - Horicoluture Start UP 9. Small Grants - Voodland Creation Grant 9. Small Grants - Wooldand Creation Grant 9. Word Start Machine Management Loss Development 9. Small Grants - Start Coverings 9. Small Grants - Wooldand Creation Grant 9. Word Starketing Measures 9. Word Starketing Measures

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 Cont	racts		< Previous 🖺 S
Help Help Introduction		Select the contracts for which you want to claim Capital Works items.		
Select Contracts		Contract Reference / EOI Reference	Contract Type	Claim for items on this contract?
> Submission		- Small Grants - Horticulture Start Up Application Window 1	Small Grants - Horticulture Start Up	
		- Small Grants - Yard Coverings Window 1	Small Grants - Yard Coverings	

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 screen displays the Grant Claim activities that are available to be claimed at this time, plus the contract you are claiming for.

Grant Claim Form	Activities Available to Claim			🖉 Hide Help	< Previous	8		
Help	Contract Reference / EOI Re	eference		Contract Type		Contract	Period	
Small Grants - Horticulture Start Up	Small Grants - H	orticulture Start Up Application Window 1		Small Grants - Hortic	ulture Start Up	2022		
Grants - Horticulture Start Up Application Window 1)	Help							
2022	1. Place a tick in the 'Clai	im this Activity' column for each individual a	activity that that you wish to c	laim at this time.				
> Project Report	 For each activity claim wish. You cannot claim 	ed, the 'Approved Quantity' will be copied to a larger quantity.	to the 'Claimed Quantity'. For	some contracts, you can	type a lesser amount into the '	Claimed Quan	itity' if you	
> Submission	3. You must input a com	pletion date for each activity in the 'Date Ac	ctivity Completed'					
	4. Certain activity types r	nay generate some supplementary question	ns. Please see the How to Con	nplete Guidance for a full	explanation.			
	Find Activities:							
	e.g. / H999 / Small Grants -	Horticulture Start Up				F	ind Find N	Vext
	Capital Works Number	Description	Approved Quantity	Claim this Activity?	Claimed Quantity Da	te Activity Co	mpleted	
	Н999	Small Grants - Horticulture Start Up	1 Item					

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.

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.

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.

You must also provide documentary evidence in support of your claim as described on the next page.

Supporting Documents – Evidencing your Claim

Established a new horticultural business or new horticultural enterprise as part of an established business. Grown a horticultural crop or crops on a commercial / semi- commercial scale. Developed a route to market for the horticultural crop.	 Geo-tagged photograph of purchased capital items. Geo-tagged photograph of crop/crops being grown. (e.g. sowing, growing, harvesting) The area grown needs to reflect the proposed area submitted in the application. Copies of purchase invoices. Copies of sales invoices. (Where applicable)
Achieved sales income from selling the crop to a new market.	 Copies of sale invoices (where applicable) Evidence of income receipt (bank statement) where applicable) For enterprises that have planted permanent crops that do not yield in the planting year, no income sales would be demonstrated.
Developed knowledge and intelligence on growing, harvesting, storage, packaging, marketing and distribution.	 Evidence provided against other outcomes.
Engaged in relevant skills development (both technical and business development).	 Copies of training certificates Evidence of attendance at training events(Minimum of 2 CPD activities relevant to the business)
Reviewed the strength, weaknesses, opportunities and threats of the enterprise and developed appropriate strategies to develop the	 Copy of business plan. As a minimum, the plan should be for next 3 years and include the following:
business. Established future capital and resources requirements to develop the enterprise into a sustainable business.	 Business details. Details of resources available, business activity and production system (if appropriate relationship with farming business).
Developed a minimum three- year business plan with a timeline to develop the initial enterprise to a commercial venture (or alternative options if the initial enterprise did not achieve the desired outcomes).	 SWOT analysis. Goals and objectives. Market and competitor analysis. Future objectives, options and investment proposals. Resources required. Action / delivery plan.

Where insufficient evidence is provided, claim will be rejected.

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

Grant Claim Form	Errors, Information & Sum	nary					< Previous 🖺	Sa
Help Help Introduction Select Contracts Small Grants - Horticulture Start Up Small Grants - Horticulture Start Up Application Window 1)	Errors and Inform The following is a I that you check you Click on the Section You must view eve Section Name Project Report	ation st of sections which contain Errors and Inf r response to ensure it is correct. For more n Name to view the Errors and Information ry page before submitting your claim.	formation Messages. e information refer to n Messages for that So Errors X	Frors must be corrected the guidance in the 'How ection. Information None	before submission is possible. For a v to Complete' guide.	ny Information Messag	PS, we recommend	
Project Report Submission Errors, Information & Summary Declarations and	Summary Details Important: Please of The following summ Small Gra	eview this summary. Please scroll down arises your Capital Works Claim as comple nts - Horticulture Sta	n, if applicable. eted by you. art Up (- Small G	rants - Horticulture Sta	art Up Applicati	on Window	
Undertakings Submit	2022							
	Capital Works Number	Description		Date Activity Completed	Claimed Quantity	Value (£)		
	H999	Small Grants - Horticulture Start Up		10/03/2023	1 Item	3,000.00		
						Total Claim Value	3,000.00	

Declarations and Undertakings

Grant Claim Form	Declarations and Undertakings < Previou
Help Help Select Contracts	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.
Project Report Submission Errors, Information & Summary Declarations and Undertakings Submit	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 2 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. 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 wrift 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 applications 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 sub-applications and lay ecomplied 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 hawa aree that I must provide geotagged photographs tos sup
	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 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

4	Help 🕑	You are now ready to submit your Grant Claim Form.
	Introduction	If you are required to provide any Supporting documents:
	Select Contracts	Geotagged photographs must be submitted online. Your claim is not valid until all photographic evidence has been
>	it o	 Other Supporting documents can be submitted through RPW Online messaging, by post or by visiting your Divisio Click the button below to submit your Grant Claim Form application.
>	Project Report 🗸	Submit
~	Submission	A message containing a copy of your Capital Works claim will be available in your online Message page within one work
	Errors, Information & Summary	
	Declarations and Undertakings	
	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

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