



Llywodraeth Cymru  
Welsh Government

# **Small Grants – Horticulture Start-Up How to Claim**

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# Grant Claim Form – How to Complete Guidance

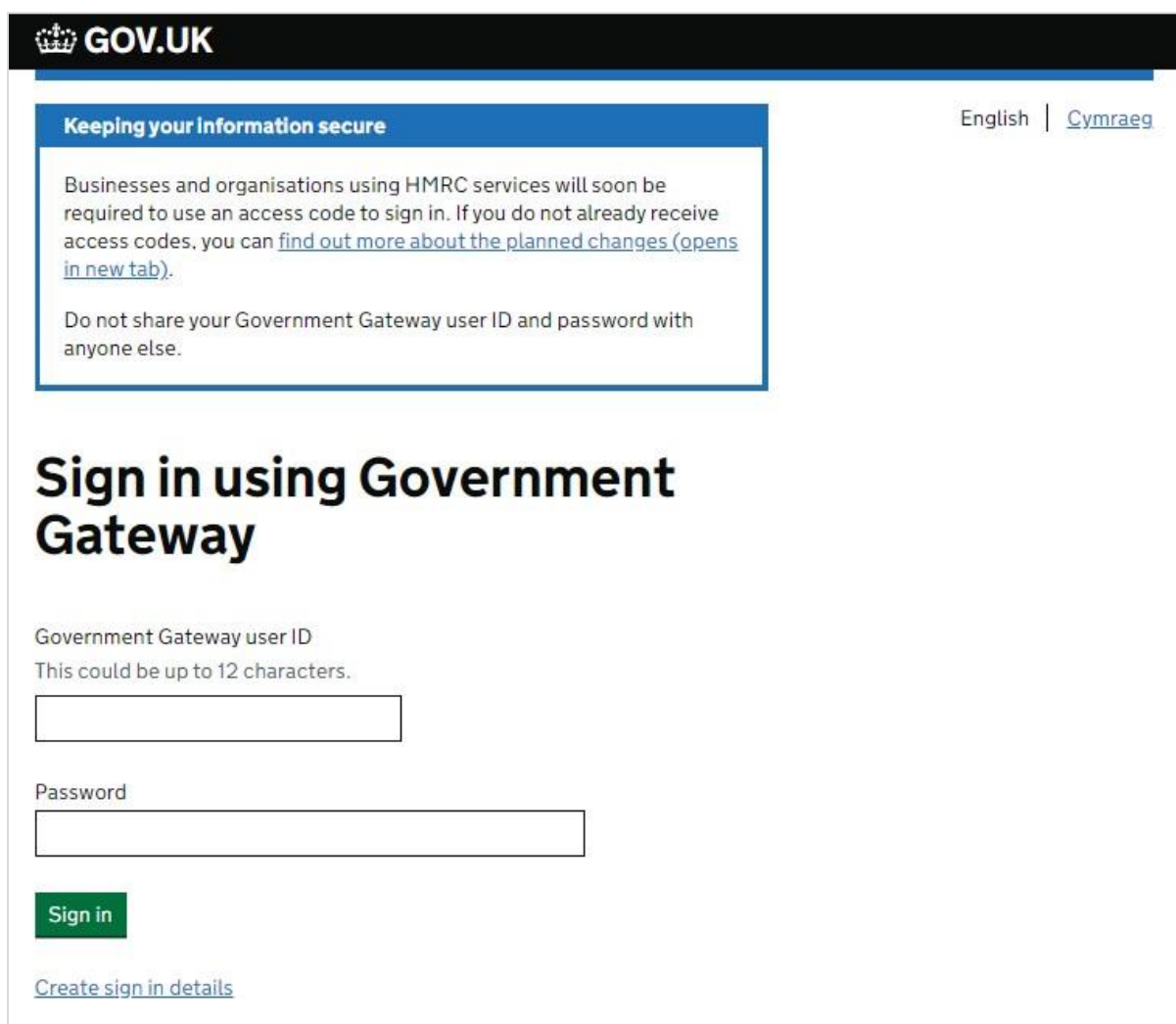
## Important Notice

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

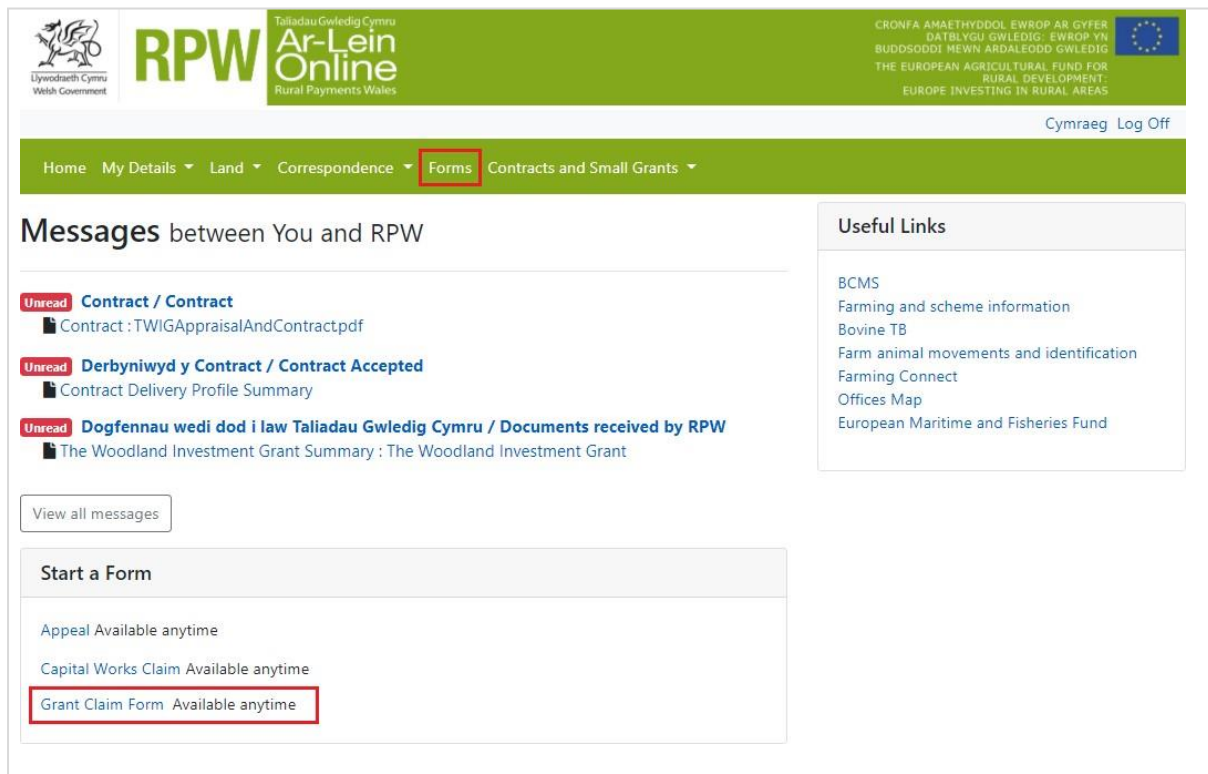
The Grant Claim Form can be accessed via your RPW online Account. Once you have logged into your online account the RPW online 'Homepage' will appear.



The screenshot shows the GOV.UK website interface for signing into the RPW online account. At the top left is the GOV.UK logo. A blue banner at the top right contains the text "English | [Cymraeg](#)". Below this is a blue box with the heading "Keeping your information secure" and the following text: "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 \(opens in new tab\)](#)." Below this is a warning: "Do not share your Government Gateway user ID and password with anyone else." The main heading is "Sign in using Government Gateway". Below this are two input fields: "Government Gateway user ID" (with a note "This could be up to 12 characters.") and "Password". A green "Sign in" button is positioned below the password field. At the bottom left is a link: "[Create sign in details](#)".

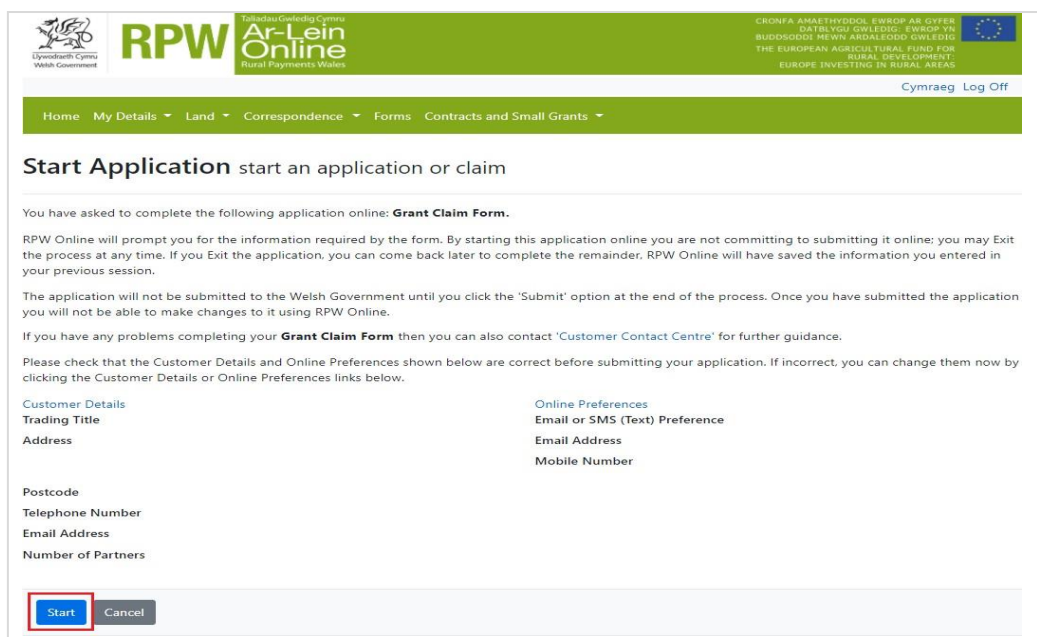
# Accessing the Grant Claim Form

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.



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.



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.

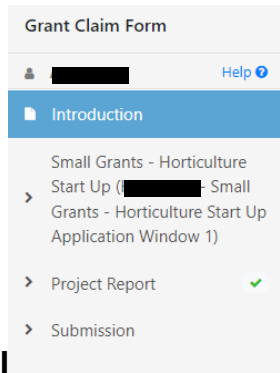
As an example, the Grant Claim Form below has two contracts available to claim:

Grant Claim Form

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

| Contract Reference / EOI Reference                                 | Contract Type                        | Claim for items on this contract? |
|--|--------------------------------------|-----------------------------------|
| ██████ - Small Grants - Horticulture Start Up Application Window 1 | Small Grants - Horticulture Start Up | <input type="checkbox"/>          |
| ██████ - Small Grants - Yard Coverings Window 1                    | Small Grants - Yard Coverings        | <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 screen displays the Grant Claim activities that are available to be claimed at this time, plus the contract you are claiming for.

| Contract Reference / EOI Reference                                   | Contract Type                        | Contract Period |
|--|--------------------------------------|-----------------|
| [Redacted] Small Grants - Horticulture Start Up Application Window 1 | Small Grants - Horticulture Start Up | 2022            |

**Help**

- Place a tick in the 'Claim this Activity' column for each individual activity that you wish to claim at this time.
- 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.
- You must input a completion date for each activity in the 'Date Activity Completed'
- Certain activity types may generate some supplementary questions. Please see the How to Complete Guidance for a full explanation.

Find Activities:

e.g. / H999 / Small Grants - Horticulture Start Up Find Find Next

| Capital Works Number | Description                          | Approved Quantity | Claim this Activity?     | Claimed Quantity     | Date Activity Completed |
|----------------------|--------------------------------------|-------------------|--------------------------|----------------------|-------------------------|
| H999                 | Small Grants - Horticulture Start Up | 1 Item            | <input type="checkbox"/> | <input type="text"/> | <input type="text"/>    |

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.  | <ul style="list-style-type: none"> <li>• Geo-tagged photograph of purchased capital items.</li> <li>• 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.</li> <li>• Copies of purchase invoices.</li> <li>• Copies of sales invoices. (Where applicable)</li> </ul>   |
| Grown a horticultural crop or crops on a commercial / semi-commercial scale.  |  |
| Developed a route to market for the horticultural crop.   |  |
| Achieved sales income from selling the crop to a new market.  | <ul style="list-style-type: none"> <li>• Copies of sale invoices (where applicable)</li> <li>• Evidence of income receipt (bank statement) where applicable)</li> <li>• For enterprises that have planted permanent crops that do not yield in the planting year, no income sales would be demonstrated.</li> </ul>  |
| Developed knowledge and intelligence on growing, harvesting, storage, packaging, marketing and distribution.  | <ul style="list-style-type: none"> <li>• Evidence provided against other outcomes.</li> </ul>  |
| Engaged in relevant skills development (both technical and business development).   | <ul style="list-style-type: none"> <li>• Copies of training certificates</li> </ul> <p>Evidence of attendance at training events (Minimum of 2 CPD activities relevant to the business)</p>  |
| Reviewed the strength, weaknesses, opportunities and threats of the enterprise and developed appropriate strategies to develop the business.  | <ul style="list-style-type: none"> <li>• Copy of business plan.</li> </ul> <p>As a minimum, the plan should be for next 3 years and include the following:</p> <ul style="list-style-type: none"> <li>• Business details.</li> <li>• Details of resources available, business activity and production system (if appropriate relationship with farming business).</li> <li>• SWOT analysis.</li> <li>• Goals and objectives.</li> <li>• Market and competitor analysis.</li> <li>• Future objectives, options and investment proposals.</li> <li>• Resources required.</li> <li>• Action / delivery plan.</li> </ul> |
| Established future capital and resources requirements to develop the enterprise into a sustainable 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). |  |
|   |  |

- 3-year Financial projections. (Including cash flow, profit and loss and balance sheet projections.)

**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.

**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="#">Project Report</a> | x      | None        |

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

**Small Grants - Horticulture Start Up** (██████████ - Small Grants - Horticulture Start Up Application Window 1)

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  |
| <b>Total Claim Value</b> |                                      |                         |                  | 3,000.00  |



# Declarations and Undertakings

Grant Claim Form | Declarations and Undertakings | < Previous

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.

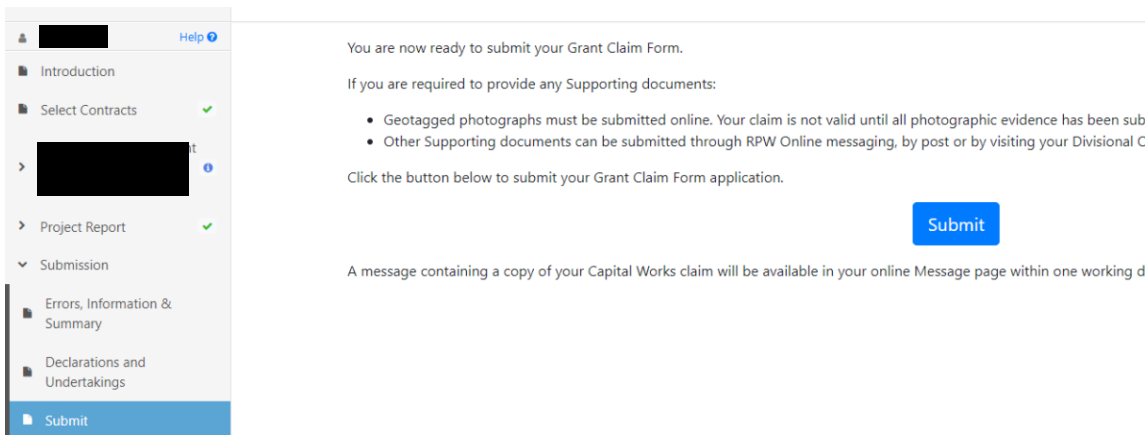
You must read the Declarations and Undertakings to ensure you comply with these. Scroll down the page to read all of the Declarations and Undertakings. Once you are happy you have read, understood, and complied with these, tick the box at the bottom to proceed.

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

### 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