



Llywodraeth Cymru
Welsh Government

Small Grants Yard Coverings How to Claim

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Grant Claim Form – How to Complete Guidance

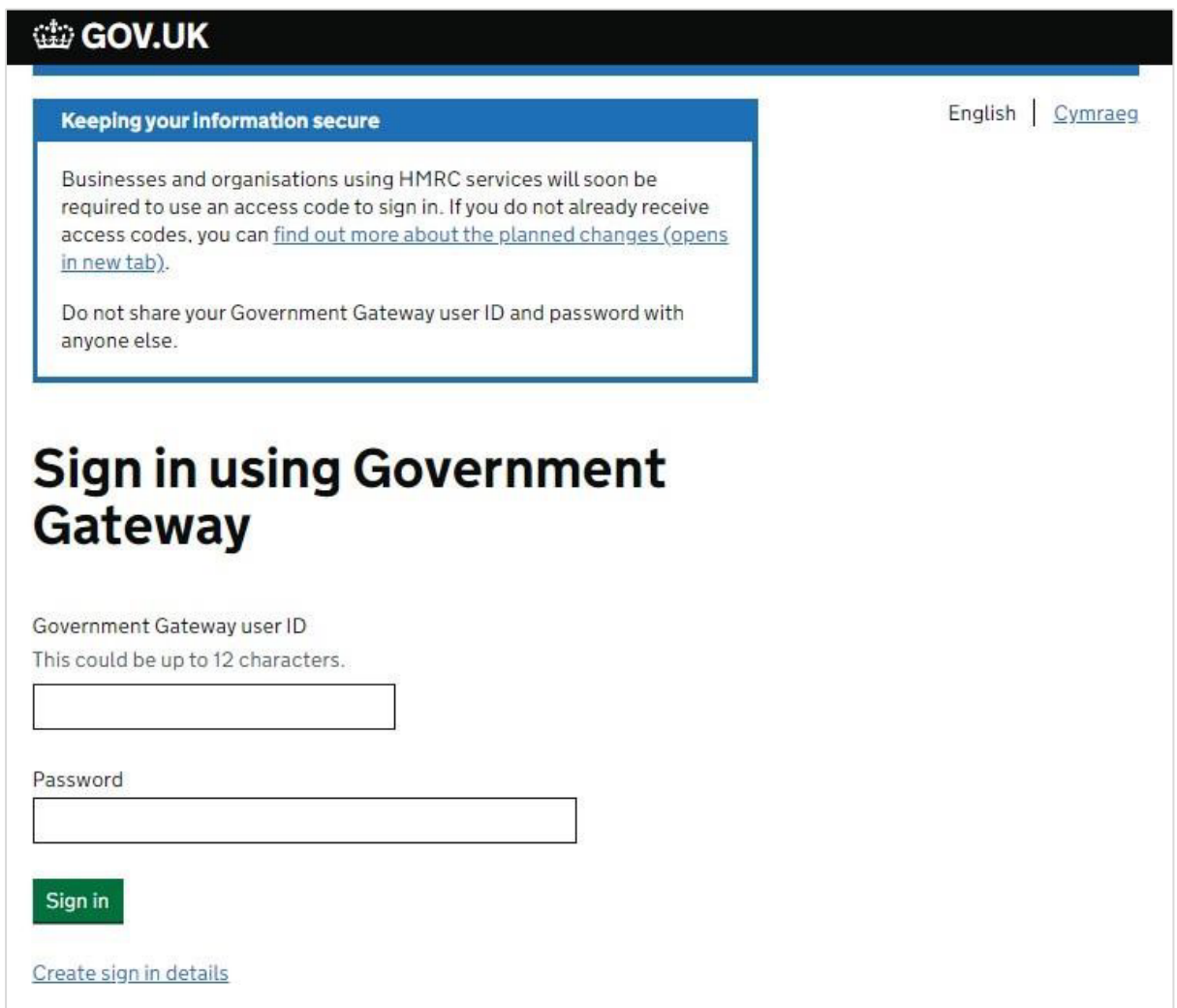
Important Notice

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.



GOV.UK

English | [Cymraeg](#)

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.

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 website interface. At the top, there is a header with the RPW logo, the text 'Taliadau Gwledig Cymru' and 'Ar-Lein Online Rural Payments Wales', and the European Union logo with text in Welsh and English. Below the header is a navigation menu with items: Home, My Details, Land, Correspondence, **Forms** (highlighted with a red box), and Contracts and Small Grants. The main content area is titled 'Messages between You and RPW' and lists three unread messages: 'Contract / Contract', 'Derbyniwyd y Contract / Contract Accepted', and 'Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW'. To the right is a 'Useful Links' section with links to BCMS, Farming and scheme information, Bovine TB, Farm animal movements and identification, Farming Connect, Offices Map, and European Maritime and Fisheries Fund. Below the messages is a 'View all messages' button. At the bottom, there is a 'Start a Form' section with three options: 'Appeal Available anytime', 'Capital Works Claim Available anytime', and 'Grant Claim Form Available anytime' (highlighted with a red box).

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 on the RPW Ar-Lein Online website. The header and navigation menu are the same as in the previous screenshot. The main content area is titled 'Start Application start an application or claim'. Below the title, there is a paragraph of text: '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.' Below this text 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 of the page, there is a 'Start' button (highlighted with a red box) and a 'Cancel' 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 A0000357 Help

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
 - WVFS 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>

If you have any problems completing your grant claim you can contact the Customer Contact Centre using your RPW Online account or on 0300 063 3004 for further guidance.

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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:

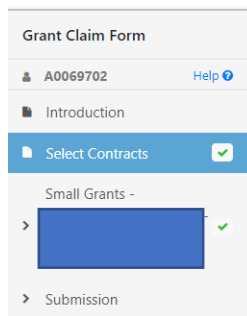
Grant Claim Form A0000023 Help

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?
HS000028 - Small Grants - Horticulture Start Up Application Window 1	Small Grants - Horticulture Start Up	<input type="checkbox"/>
YC000018 - 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.



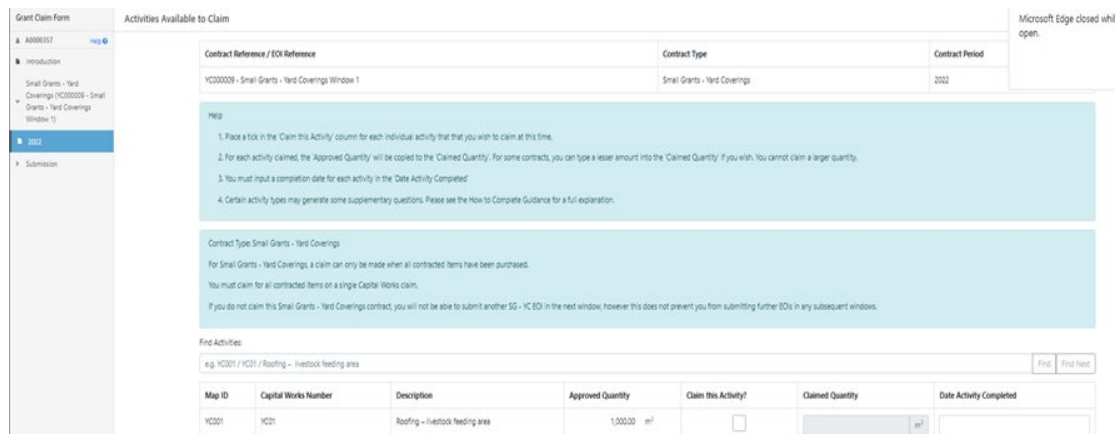
Activities Available to Claim

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 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

You must submit the following with your claim:

- Invoices for all claimed items, clearly indicating the area of roof constructed.
- Geo-tagged photographs of the roofed area and supported items after the investment
- has been completed.
- Planning approval documents or proof planning permission is not required.
- SAB approval if applicable.

A geo-tagged photograph includes location information within the photograph data. Most mobile phones with an internet connection and a camera will record GPS coordinates automatically. They also record the date and time the photograph was taken. Detailed guidance on the geo-tagged photographs required and how to submit geo-tagged photographs will be available on the website at the claim stage.

Geo-tagged photographs must be submitted as supporting documentation to evidence the following:

- New roof cover.
- Relation of area to neighbouring permanent structures.
- Outlet and flow for diverted rain water.
- Outlet / method of collecting slurry from covered area and route to storage tank/store.
- Location of the slurry store / reception pit.
- The installation of supportive items, except for slurry analysis kits.
- If you are claiming for supportive items that are in more than one location you will need to submit photographs showing each location.

For primary items (roofing) a minimum of four photographs are required to show the new roof taken from different angles. Where location allows, from a North, South, East and West direction.

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

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 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.

Small Grants - Yard Coverings (YC000009 - Small Grants - Yard Coverings Window 1)

Map ID	Capital Works Number	Description	Date Activity Completed	Claimed Quantity	Value (£)
YC001	YC01	Roofing - livestock feeding area	02/05/2023	1,000.00 m ²	40,000.00
Total Claim Value					40,000.00

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

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 my/our 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 understand that the Welsh Government may need to update the rules and conditions to take into account changes to Regulations and I agree to abide by any changes following notification by the Welsh Government.

All details I have provided on this form and in any supporting documentation are true, accurate and complete to the best of my knowledge and belief. I will immediately notify the Welsh Government of any material change to the information provided in this form or any supporting information.

No claims have been made for other funding from the Welsh Government or any other body in respect of the expenditure shown on this statement.

Monitoring arrangements were in place to ensure that implementation progressed as recorded on any agreed Delivery Profile.

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 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.

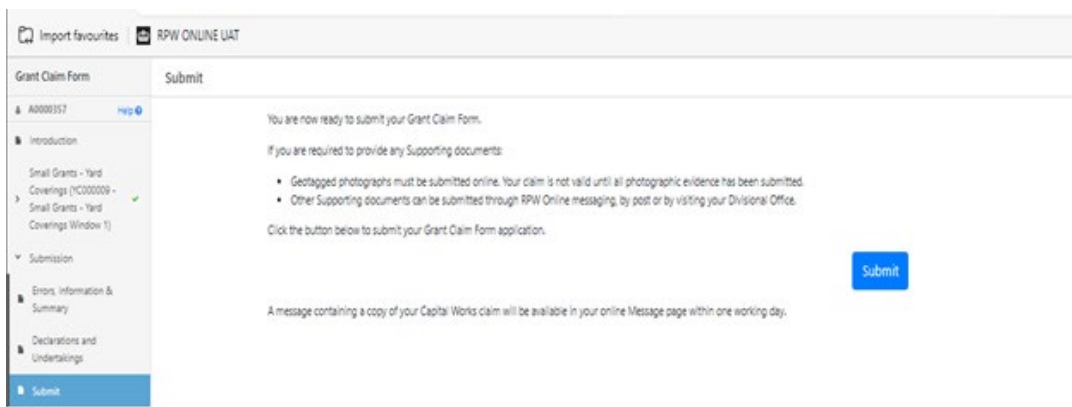
If you do not tick the box to confirm you have read, understood and complied with the Declarations and Undertakings, you will encounter an error message and will not be able to submit your claim until you have ticked this box.

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