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European Agricultural Fund for  
Rural Development  
European Union

Llywodraeth Cymru  
Welsh Government



Llywodraeth Cymru  
Welsh Government

# Contract Claim Form

*How to Complete Guidance*

April 2023

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## **Information**

This guide takes you through the steps to complete your Contract Claim Form, which can be used on various schemes.

The claim form will only be visible for contracts that have been approved and accepted via your RPW Online account.

Please refer to the relevant scheme guidance for information on scheme rules and eligibility.

The Contract Claim Form must be completed via RPW Online in order to claim for payments. Multiple claims can be submitted during the project window.

Supporting evidence, such as invoices, must be submitted for each Claim Item in order to submit your claim.

Please note: For any problems with RPW Online you should contact the Customer Contact Centre.

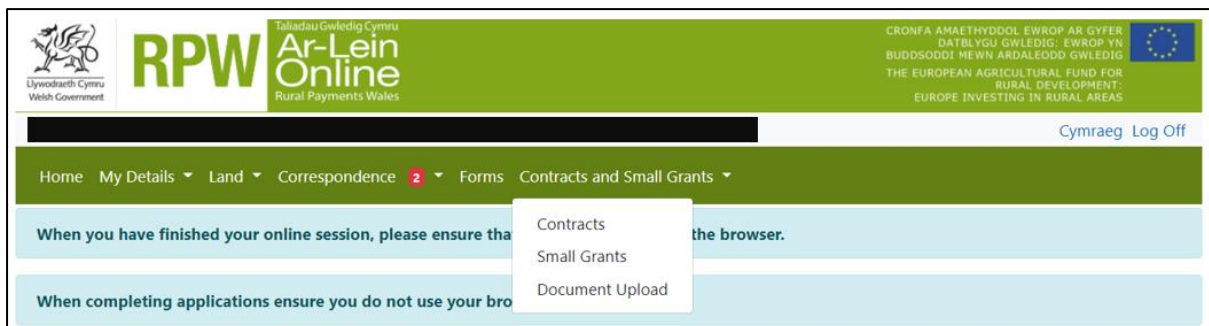
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## RPW Online - Home screen

To access the Contract Claim Form, go to your RPW Online account and select the Contracts and Small Grants tab.



Select Contracts from the drop-down list.



You will then see a list of Contracts and their current statuses. The Contract Claim Form will show two buttons to View the contract or Start Claim. Select the Start Claim button to make a claim for the relevant contract.

Contracts Small Grants Document Upload

### Contracts

Your Contracts are listed below.

Contracts with a status of Offered and an 'Accept / Decline' button can be accepted or declined in RPW Online.

To view older versions of Contracts, search for them in your RPW Online Messages.

Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
Glastir Woodland Management		[REDACTED]	3.00	Active	
Co-operation and Supply Chain Development Scheme	CSCDS Food - Covid Recovery Plan	[REDACTED]	2.02	Active	<a href="#">View</a> <a href="#">Continue Claim</a> <a href="#">Delete Claim</a>
Co-operation and Supply Chain Development Scheme	CSCDS Food - Covid Recovery Plan	[REDACTED]	1.01	Active	<a href="#">Continue Claim</a> <a href="#">Delete Claim</a>
Co-operation and Supply Chain Development Scheme	CSCDS Food - Covid Recovery Plan	[REDACTED]	1.01	Active	<a href="#">Start Claim</a>

You may choose to exit the claim and return to it later. If you have previously started your claim and exited before submission, these screens will now show Continue Claim instead of Start Claim.

Contracts Small Grants Document Upload

## Contracts

Your Contracts are listed below.

Contracts with a status of Offered and an 'Accept / Decline' button can be accepted or declined in RPW Online.

To view older versions of Contracts, search for them in your RPW Online Messages.

Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
Glastir Woodland Management		[Redacted]	3.00	Active	
Co-operation and Supply Chain Development Scheme	CSCDS Food - Covid Recovery Plan	[Redacted]	2.02	Active	<a href="#">View</a> <a href="#">Continue Claim</a> <a href="#">Delete Claim</a>
Co-operation and Supply Chain Development Scheme	CSCDS Food - Covid Recovery Plan	[Redacted]	1.01	Active	<a href="#">Continue Claim</a> <a href="#">Delete Claim</a>
Co-operation and Supply Chain Development Scheme	CSCDS Food - Covid Recovery Plan	[Redacted]	1.01	Active	<a href="#">Start Claim</a>

There is also an option to delete a claim in progress if you wish to start the claim again.

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## Introduction

This page provides some information prior to starting your claim. It includes contract information, key messages regarding claim submission and Customer Contact Centre information if required.


On the left the different sections are displayed. A red cross indicates you either have not accessed each section yet, or you have errors on the section(s). A green tick will display once you have completed each section and there are no errors we can identify. There are various navigation buttons at the top and bottom of the form. Also, if you wish to switch between English and Welsh there is a button to do so at the bottom left of the screen as shown in the screenshot below:

Contract Claim Form Introduction < Previous Save Next >

Help

- Introduction
- Privacy Notice
- Claim Items ✖
- Simplified Cost Items ✖
- Project Progress ✖
- Supporting Documents ✖
- > Submission

Contract Reference	Type of Contract	Form Reference
[REDACTED]	Co-operation and Supply Chain Development Scheme	[REDACTED]



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 your contract.
- You can only use this form to make a grant claim for the contract shown above. If additional grant claims are required, start a separate claim form for each contract. You do not need to submit this claim before starting a claim against another contract.
- 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. Each claim must include at least one supporting document.
- Where appropriate, you must submit claims in line with the dates provided on your Delivery Profile.
- Where appropriate, you must take into account any Special Conditions when submitting your claim.
- For 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>

If you have any problems completing your grant claim you can contact the Customer Contact Centre using your RPW Online account or on 0300 062 5004 for further guidance.

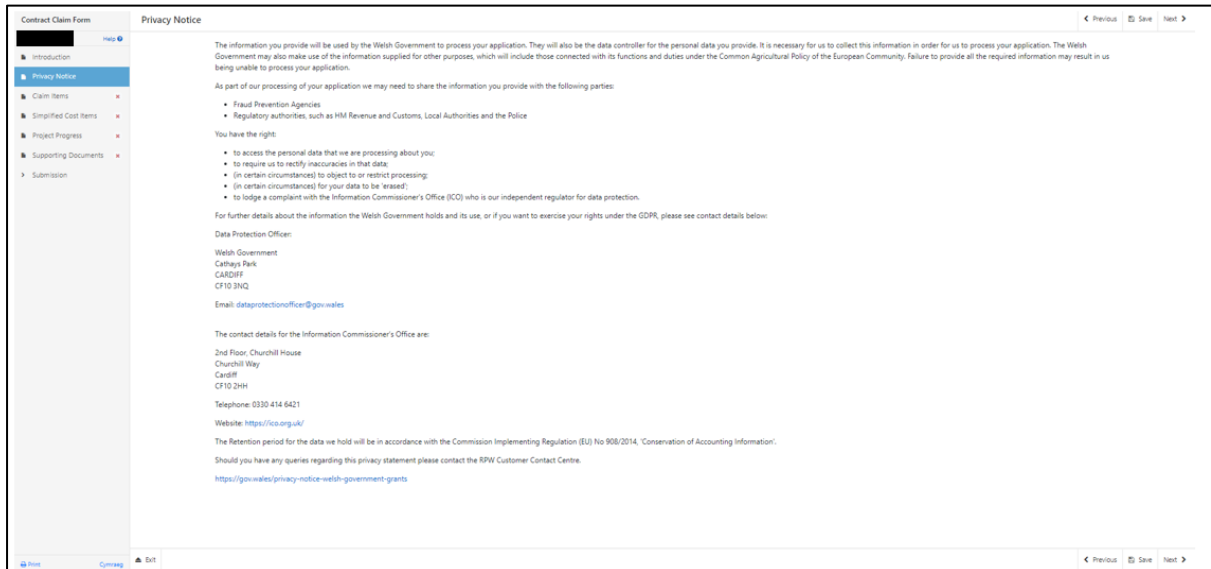
Print Cymraeg Exit
< Previous Save Next >

Once you have read the Introduction page, select Next to progress to the Privacy Notice screen.

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# Privacy Notice

Next you will see the Privacy Notice. Ensure you read the information in this section, which states what the data provided is used for as shown in the screenshot below:

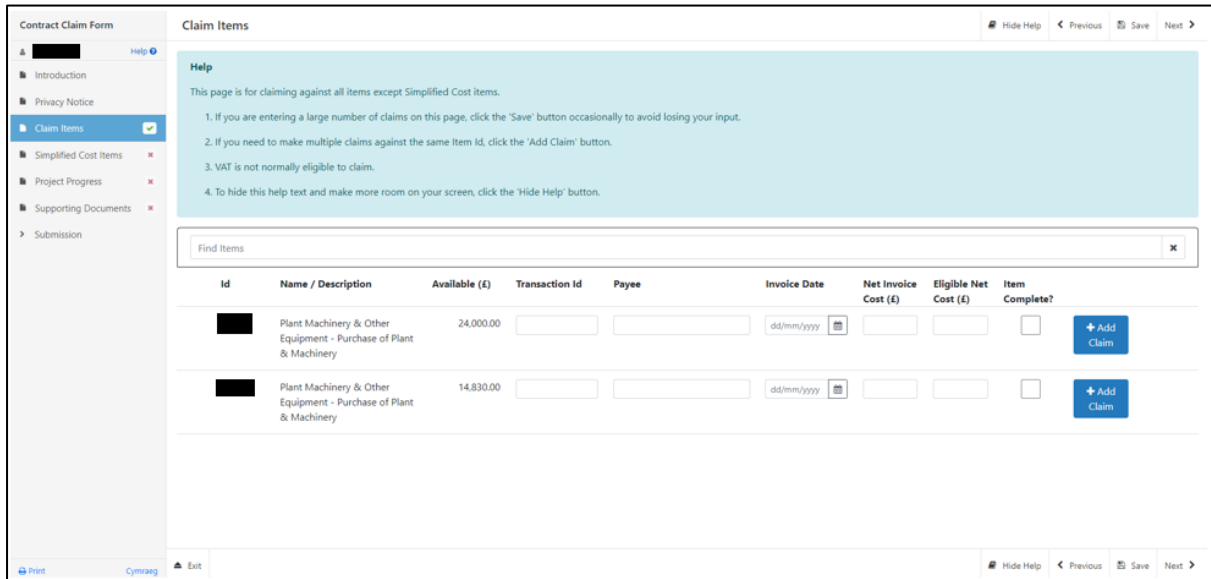


Once you have finished on this section, click Next.

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# Claim Items

Eligible claim items will be listed on the Claim Items tab. This tab will be for all items except any Simplified Costs items. Please see screenshot below:

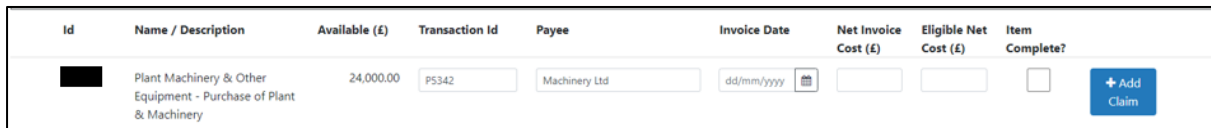


Eligible Claim Items will be shown on each row on the tab, detailing the ID, Name/Description, and the Available amount (£).

To make a claim, choose the relevant row for the relevant Claim Item. You will need to enter a unique Transaction ID in the Transaction ID box. This ID will need to start with a letter, followed by one to six numbers without spaces. **Please ensure all supporting documentation submitted for the Claim Item is saved with Transaction ID included in the naming convention of the saved document.**



In the Payee box, enter the name of the company on the invoice for the relevant Item.





For the Invoice Date, enter the date shown on the invoice for the relevant Item. Please note that the Invoice Date cannot be a date after the date of claim submission.

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Item Complete?	
█	Plant Machinery & Other Equipment - Purchase of Plant & Machinery	24,000.00	P5342	Machinery Ltd	02/05/2022			<input type="checkbox"/>	<a href="#">+ Add Claim</a>

In the Net Invoice Cost box, enter the Net amount as shown on the Item invoice. If the invoice includes costs not pertaining to the Item cost these should not be deducted, the Item amount can be entered in the Eligible Net Cost box. Examples can be found below in the Claim Items Scenarios section.

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Item Complete?	
█	Plant Machinery & Other Equipment - Purchase of Plant & Machinery	20,000.00	P5342	Machinery Ltd	02/05/2022	4,000.00	4,000.00	<input type="checkbox"/>	<a href="#">+ Add Claim</a>

If you are eligible to claim VAT, the VAT box will display on the claim form. Please enter the VAT for the eligible Item in order to claim.

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?	
█	Estates - Construction Costs	320.00	E12345	Construction Ltd	02/05/2022	400.00	400.00	80.00	<input type="checkbox"/>	<a href="#">+ Add Claim</a>

Once you have submitted all claims for an Item you can select the Item Complete box. If you intend to submit further claims for an Item on separate claims, leave the box blank.

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Item Complete?	
█	Plant Machinery & Other Equipment - Purchase of Plant & Machinery	0.00	P5342	Machinery Ltd	02/05/2022	24,000.00	24,000.00	<input checked="" type="checkbox"/>	<a href="#">+ Add Claim</a>

If you need to add an additional row to a Claim Item, you can click the Add Claim button. This can be selected as many times as required.

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Item Complete?	
▼ █	Plant Machinery & Other Equipment - Purchase of Plant & Machinery	20,000.00	P5342	Machinery Ltd	02/05/2022	2,000.00	2,000.00	<input type="checkbox"/>	<a href="#">+ Add Claim</a>
			F9087	Plant Ltd	11/04/2022	2,000.00	2,000.00		<a href="#">Delete Claim</a>

If you wish to remove the additional row, you can click the Delete Claim button.

If there are a number of Claim Items listed, you can use the Find Items bar to search for a specific Claim Item.

Find Items										
Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?	
█	Estates - Construction Costs	320.00	E12345	Construction Ltd	02/05/2022	400.00	400.00	80.00	<input type="checkbox"/>	<a href="#">+ Add Claim</a>

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## Claim Item - Examples

Please see example scenarios below for entering the Claim Item costs:

### Full Amount Claimed

If you are submitting a claim for the full amount of funding available and the Net Invoice Cost is the same as the Eligible Net Cost, enter the figures in the relevant boxes as shown in the example below:

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Item Complete?	
█	Plant Machinery & Other Equipment - Purchase of Plant & Machinery	0.00	P5342	Machinery Ltd	02/05/2022	24,000.00	24,000.00	<input type="checkbox"/>	<a href="#">+ Add Claim</a>
Reason for Overspend									

The Available amount will reduce when you enter a value into the Eligible Net Cost box. As you have entered the full amount, the Available amount has reduced to 0.00. You will also see that the “Reason for Overspend” box will appear when the available amount reduces to zero. This is because the Item Complete button has not been selected. If you do not wish to make any further claims on an Item, you must select the Item Complete button, as shown below:

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Item Complete?	
█	Plant Machinery & Other Equipment - Purchase of Plant & Machinery	0.00	P5342	Machinery Ltd	02/05/2022	24,000.00	24,000.00	<input checked="" type="checkbox"/>	<a href="#">+ Add Claim</a>

Once the Item Complete button has been selected and the claim submitted, you will not be able to submit any further claims for this Item.

### Partial Item Claim

If you are submitting a claim for an Item, but not for the full amount, you can enter the details as follows:

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Item Complete?	
█	Plant Machinery & Other Equipment - Purchase of Plant & Machinery	24,000.00	P5342	Machinery Ltd	02/05/2022			<input type="checkbox"/>	<a href="#">+ Add Claim</a>

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Item Complete?	
█	Plant Machinery & Other Equipment - Purchase of Plant & Machinery	20,000.00	P5342	Machinery Ltd	02/05/2022	4,000.00	4,000.00	<input type="checkbox"/>	<a href="#">+ Add Claim</a>

The Available amount will reduce to show the value remaining for that Item. You may then claim the remaining amount on another claim.

## Invoice Cost Higher than Item Cost – Full Amount Claimed

If the Net Invoice Cost is higher than the Eligible Net Cost, a dialog box will appear, and comments must be added in order to complete your claim.

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Item Complete?
	Plant Machinery & Other Equipment - Purchase of Plant & Machinery	0.00	P5342	Machinery Ltd	02/05/2022	25,000.00	24,000.00	<input type="checkbox"/>
Reason for Net Invoice Difference		Additional item on invoice						
Reason for Overspend								

In the Reason for Net Invoice Difference box, enter comments as to why the invoice cost is higher than the Item cost. The example above states that there was an additional item listed on the invoice. As the full amount has been claimed, you will again see the Reason for Overspend box. This will remain until the Item Complete box has been selected.

## Invoice Cost Higher than Item Cost – Partial Amount Claimed

If the Net Invoice Cost is higher than the Eligible Net Cost on a partial claim for an Item, the Reason for Net Invoice Difference box will appear. Comments must be entered in the Reason for Net Invoice Difference box in order to complete your claim.

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Item Complete?
	Plant Machinery & Other Equipment - Purchase of Plant & Machinery	22,000.00	P5342	Machinery Ltd	02/05/2022	4,000.00	2,000.00	<input type="checkbox"/>
Reason for Net Invoice Difference		Additional item on invoice						

As only a partial claim has been submitted, the Reason for Overspend box will not appear, and you will be able to submit a further claim for the remaining Available amount.

## More than One Invoice for an Item

If an Item has more than one invoice, you can select the Add Claim button to add an additional row for the relevant Item.

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Item Complete?
▼	Plant Machinery & Other Equipment - Purchase of Plant & Machinery	20,000.00	P5342	Machinery Ltd	02/05/2022	2,000.00	2,000.00	<input type="checkbox"/>
			F9087	Plant Ltd	11/04/2022	2,000.00	2,000.00	<input type="checkbox"/>

Once you have selected the Add Claim button, a new row will be available to add details for the additional invoice. You can add as many rows as required for the Item. To delete a row, select the Delete Claim button. If you have added all the required

invoices and the total eligible value has been claimed, select the Item Complete button.

### Partial Cost Claimed – Item Complete

If the total Item cost is less than expected, you can submit a claim for the reduced amount and select the Item Complete box to confirm that no further claims will be made for this Item.

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Item Complete?	
█	Plant Machinery & Other Equipment - Purchase of Plant & Machinery	20,000.00	P5342	Machinery Ltd	02/05/2022	4,000.00	4,000.00	<input checked="" type="checkbox"/>	<a href="#">+ Add Claim</a>
Reason for Underspend <input type="text"/>									

Once you select the Item Complete box, the Reason for Underspend dialog box will appear. Comments must be entered into this box to explain the reason for underspend.

### Overspend on Claim Item

If the total Item cost exceeds the available amount the Reason for Overspend box will appear:

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Item Complete?	
█	Plant Machinery & Other Equipment - Purchase of Plant & Machinery	-1,000.00	P5342	Machinery Ltd	02/05/2022	25,000.00	25,000.00	<input checked="" type="checkbox"/>	<a href="#">+ Add Claim</a>
Reason for Overspend <input type="text"/>									

If an overspend has been entered the amount available will decrease and display as a minus figure. Funding can be reallocated if requested and can be entered in the Reason for Overspend box.

Comments must also be entered into this box to explain the reason for the overspend. This will then be assessed during claim validation.

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## Sub-Items

Schemes which require procurement to take place after project approval will display differently on the Contract Claim Form. Claim Items will become available after the eligible items have been approved and will show on the Claim Form as Sub-Items. Please see screenshot below:

**Contract Claim Form** | Claim Items | Hide Help | Previous | Save | Next

**Help**  
This page is for claiming against all items except Simplified Cost Items.

1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Item Complete?
▼	Revenue - Marketing & Promotion - Exhibitions & Conferences	10,000.00						
	Food and Drink	850.00			dd/mm/yyyy			<input type="checkbox"/> + Add Claim
	Display Items	2,000.00			dd/mm/yyyy			<input type="checkbox"/> + Add Claim
▼	Revenue - HR - Training	4,000.00						
	IT Training	1,000.00			dd/mm/yyyy			<input type="checkbox"/> + Add Claim

Sub-Items can contain multiple lines under the same Item row. This will be dependent on whether there are multiple quotes required for different aspects of an Item. For example, if an Item is listed for IT, multiple rows of Sub-Items can be added for Laptops and Hardware purchases.

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Item Complete?
▼	Revenue - Marketing & Promotion - Exhibitions & Conferences	10,000.00						
	Food and Drink	850.00			dd/mm/yyyy			<input type="checkbox"/> + Add Claim
	Display Items	2,000.00			dd/mm/yyyy			<input type="checkbox"/> + Add Claim

Sub-Items can be completed with the same method as Claim Items. Please see the Claim Items section above.

### Important notes

- Sub-Items will not appear for schemes where quotes are provided prior to project approval.
- For schemes where quotes are provided after approval, the Claim Items tab will not populate until an Item has been approved.

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## Miscellaneous Items

If an Item is under £500 or will have multiple payments under £500, these will appear on the Claim Items tab as Miscellaneous Items. You will be able to input multiple claims lower than the value of £500. Please see screenshot below:

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
▼	Revenue - Travel & Transport (for project staff) - Travel & Subsistence	2,972.40							
	T&S	2,972.40							<input type="checkbox"/>
	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
									<input type="checkbox"/>

[+ Add Claim](#)

Miscellaneous Items can be completed as shown above for the Claim Items, but you will also need to add a Name/Description of the Item in the dialog box provided.

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
▼	Revenue - Travel & Transport (for project staff) - Travel & Subsistence	2,972.40							
	T&S	2,922.40							<input type="checkbox"/>
	<input type="text" value="Petrol for Site Visit"/>		<input type="text" value="U8901"/>	<input type="text" value="Esso"/>	<input type="text" value="20/04/2022"/>	<input type="text" value="50.00"/>	<input type="text" value="50.00"/>	<input type="text"/>	<input type="checkbox"/>
									<input type="checkbox"/>

[+ Add Claim](#)

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## Simplified Cost Items

Projects that have selected Simplified Cost Items will see the Job Roles listed on the Simplified Cost Items screen.

Eligible Job Roles will be displayed on this page listing the Job Title, Start and End Dates, the Available Hours, and the Rate (£) per hour.

To make a claim for a Simplified Cost Item you will need to enter a unique Transaction ID in the Transaction ID box. This ID will need to start with a letter, followed by one to six numbers without spaces. **Please ensure all supporting documentation submitted for the Simplified Cost Item is saved with Transaction ID included in the naming convention of the saved document.**

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Finance & Administration Officer	16/07/2021	15/02/2023	815.00	16.29	P589		dd/mm/yy	dd/mm/yy		<input type="checkbox"/>

In the Claimed Hours box, enter the number of hours you will be submitting a claim for.

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Finance & Administration Officer	16/07/2021	15/02/2023	765.00	16.29	P589	50.00	dd/mm/yy	dd/mm/yy	814.50	<input type="checkbox"/>

The number of Available Hours will reduce once an amount is entered in the Claimed Hours box.



You will then need to enter the Start and End Dates for the Claimed Hours in the Date From and Date To boxes. Please note that the dates used can only be within the lifetime of the contract and you will not be able to input dates that are after the date of claim form submission.

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?	
Finance & Administration Officer	16/07/2021	15/02/2023	765.00	16.29	P589	50.00	21/03/202	30/05/202	814.50	<input type="checkbox"/>	<a href="#">+ Add Claim</a>

If there are no further claims to submit for a Job Role, select the Job Role Complete box to confirm that no further claims will be submitted.

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?	
Finance & Administration Officer	16/07/2021	15/02/2023	0.00	16.29	P589	815.00	21/03/202	30/05/202	13,276.35	<input checked="" type="checkbox"/>	<a href="#">+ Add Claim</a>

If additional claims are to be submitted for a Job Role, for example for different date ranges, you can select the Add Claim button to add an additional row.

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?	
Finance & Administration Officer	16/07/2021	15/02/2023	715.00	16.29	P589	50.00	21/03/202	30/05/202	814.50	<input type="checkbox"/>	<a href="#">+ Add Claim</a>
					S576	50.00	06/06/202	20/06/202	814.50		<a href="#">Delete Claim</a>

If you wish to remove the Job Role, you can select the Delete Claim button.

If there are a number of Job Roles listed, you may use the Find Items bar to search for a specific Job Role.

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?	
Finance & Administration Officer	16/07/2021	15/02/2023	815.00	16.29			dd/mm/yy	dd/mm/yy		<input type="checkbox"/>	<a href="#">+ Add Claim</a>

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## Simplified Cost Items - Examples

Please see example scenarios below for entering the Simplified Cost Items:

### All Hours Claimed

If you are submitting a claim for all Available Hours for a Job Role, you will need to enter the number of hours in the Claimed Hours box and select the required dates in the Date From and Date To boxes. You will also need to select the Job Role Complete box if no further claims are to be made for the Job Role.

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Finance & Administration Officer	16/07/2021	15/02/2023	0.00	16.29	P589	815.00	21/03/202	30/05/202	13,276.35	<input checked="" type="checkbox"/>

[+ Add Claim](#)

You will see the Available Hours will reduce to 0.00 once all available hours have been claimed.

### Partial Claim

If you are submitting a claim for a Job Role, but not for the full Available Hours, you can enter the details as follows:

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Finance & Administration Officer	16/07/2021	15/02/2023	765.00	16.29	P589	50.00	21/03/202	30/05/202	814.50	<input type="checkbox"/>

[+ Add Claim](#)

The amount of Available Hours will reduce, and you will be able to submit additional claims for the remaining hours on a subsequent claim form.

### Partial Hours Claimed – Job Role Complete

If the total number of hours is less than expected, you can submit a claim for the reduced hours and select the Job Role Complete box to confirm that no further claims will be made for this Job Role.

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Finance & Administration Officer	16/07/2021	15/02/2023	765.00	16.29	P589	50.00	21/03/202	30/05/202	814.50	<input checked="" type="checkbox"/>

Reason not all Approved Hours claimed

Once you select the Job Role Complete box, the Reason not all Approved Hours claimed dialog box will appear. Comments must be entered into this box to explain the reason for underspend.

## Exceeding Approved Hours

If the total number of hours exceeds the Available Hours, the Reason for exceeding Approved Hours box will appear:

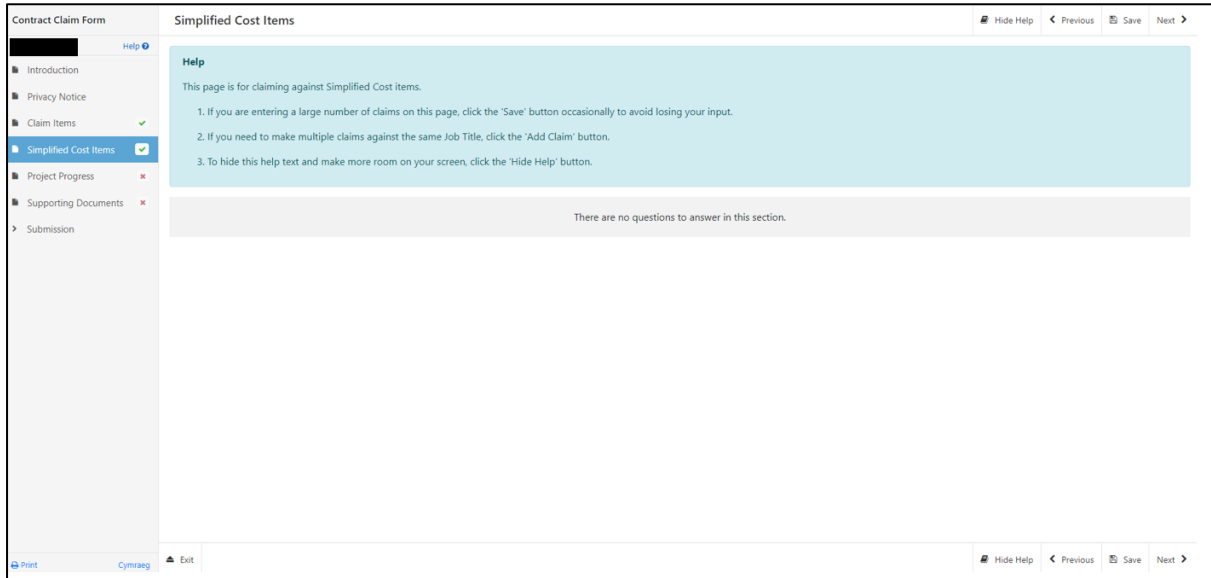
Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?	
Finance & Administration Officer	16/07/2021	15/02/2023	-35.00	16.29	P589	850.00	21/03/202	30/05/202	13,846.50	<input type="checkbox"/>	<a href="#">+ Add Claim</a>
Reason for exceeding Approved Hours <input type="text"/>											

Comments must be entered into this box to explain the reason for exceeding the Approved Hours. This will then be assessed during claim validation.

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## Simplified Cost Items Not Part of Claim

If Simplified Cost Items are not part of the project or are not included in the scheme, the Simplified Cost Items section will still be listed but will display the message shown in the following screenshot:



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# Project Report

On the Project Report screen there are three sections to complete:

**Project Report** Hide Help Previous Save

**Help**

1. Please enter an update of the progress of your project in the **Progress of Project** text box.
2. Please enter a brief update on progress made to date in the **Indicators and Outcomes** text box before attempting to submit your claim.

Is this the final claim for this contract? ? Yes  No

**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 co-operation operations supported	1	1	<input type="text"/>	<input type="text"/> 0/500
Number of feasibility studies	1	1	<input type="text"/>	<input type="text"/> 0/500
Number of holdings / beneficiaries supported	20	10	<input type="text"/>	<input type="text"/> 0/500

## Final Claim

You will need to indicate whether the claim is the final claim for the project or if you intend to submit further claims.

Is this the final claim for this contract? ? Yes  No

If this claim is the final claim, select Yes.

Is this the final claim for this contract? ? Yes  No

If you will be submitting further claims, select No.

Is this the final claim for this contract? ? Yes  No

If it is not your Final Claim, you must provide an update of the current status of the project within the Progress of Project text box.

You can include reference to the following:

- 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

Project Report Hide Help Previous Save

**Help**

1. Please enter an update of the progress of your project in the **Progress of Project** text box.
2. Please enter a brief update on progress made to date in the **Indicators and Outcomes** text box before attempting to submit your claim.

Is this the final claim for this contract? ? Yes  No

**Progress of Project**

To be completed where this is not your final project claim. 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

0 / 4000

Enter text in box. See example below:

Project Report Hide Help Previous Save

**Help**

1. Please enter an update of the progress of your project in the **Progress of Project** text box.
2. Please enter a brief update on progress made to date in the **Indicators and Outcomes** text box before attempting to submit your claim.

Is this the final claim for this contract? ? Yes  No

**Progress of Project**

To be completed where this is not your final project claim. 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

We have made progress increasing the number of feasibility studies. However, we were unable to hold a planned promotional community event in February due to adverse weather conditions. This has been re-arranged for April 2023. An invoice will be submitted with our next claim.

276 / 4000

## Indicators and Outcomes

For all Claims, you must provide an update on how the project is currently meeting the Indicators and Outcomes selected for your project, shown on the Project Report tab, even if you have completed the contract target.

Project Report Hide Help Previous Save Next

**Help**

- Please enter an update of the progress of your project in the **Progress of Project** text box.
- Please enter a brief update on progress made to date in the **Indicators and Outcomes** text box before attempting to submit your claim.

Is this the final claim for this contract? Yes  No

**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 co-operation operations supported	1	1	<input type="text"/>	<input type="text"/> <small>0/500</small>
Number of holdings / beneficiaries supported	50	11	<input type="text"/>	<input type="text"/> <small>0/500</small>
Number of information dissemination actions / promotional and/or marketing activities undertaken to raise awareness of the co-operation project and/or its outcomes	12	10	<input type="text"/>	<input type="text"/> <small>0/500</small>
Number of networks established	1	1	<input type="text"/>	<input type="text"/> <small>0/500</small>
Number of stakeholders engaged	200	56	<input type="text"/>	<input type="text"/> <small>0/500</small>

Exit Hide Help Previous Save Next

In each Achieved to Date box, enter a numeric figure according to progress against the contract target.

In each Progress box, you must enter text, describing how you are progressing in meeting each agreed target.

**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 co-operation operations supported	1	1	<input type="text"/>	<input type="text"/> <small>0/500</small>

Where no further progress has been made, enter the current numeric figure.

**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 co-operation operations supported	1	1	<input type="text" value="1"/>	<input type="text"/>

0/500

Text describing the outcome must be entered in the Progress box for all agreed Indicators and Outcomes even where no progress has been made.

**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 co-operation operations supported	1	1	<input type="text" value="1"/>	<input type="text" value="Achieved"/>

8/500

Where progress has increased, enter the numeric cumulative total.

Number of feasibility studies	10	7	<input type="text" value="8"/>	<input type="text"/>
-------------------------------	----	---	--------------------------------	----------------------

0/500

Enter text in the Progress Box

Number of feasibility studies	10	7	<input type="text" value="8"/>	<input type="text" value="Feasibility study undertaken with FS Inc."/>
-------------------------------	----	---	--------------------------------	--

49/500

Enter figures and text for each Indicator listed.

Each agreed target must include an entry.

Number of holdings / beneficiaries supported	50	20	<input type="text" value="25"/>	<input type="text" value="Increased number of holdings supported"/>
--	----	----	---------------------------------	---

38/500



If no progress has been made, the Achieved to Date box and the Progress text box must still be completed.

Number of networks established	1	0	<input type="text"/>	<input type="text"/>
0/500				

Number of networks established	1	0	<input type="text" value="0"/>	<input type="text"/>
0/500				

Number of networks established	1	0	<input type="text" value="0"/>	<input type="text" value="Still working towards establishing a network."/>
45/500				

You may need to scroll down the page to view and complete all of the Indicators and Outcomes agreed for your project.

Number of information dissemination actions / promotional and/or marketing activities undertaken to raise awareness of the co-operation project and/or its outcomes	20	10	<input type="text" value="10"/>	<input type="text" value="A further promotional day to take place in April"/>
53/500				
Number of networks established	1	0	<input type="text" value="0"/>	<input type="text" value="Still working towards establishing a network."/>
45/500				
Number of participants in training	50	10	<input type="text"/>	<input type="text"/>
0/500				
Number of stakeholders engaged	40	10	<input type="text"/>	<input type="text"/>
0/500				

Check all entries are correct, then save.

**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 co-operation operations supported	1	1	<input type="text" value="1"/>	Achieved <span style="float: right;">8/500</span>
Number of feasibility studies	10	7	<input type="text" value="8"/>	Feasibility study undertaken with FS Inc <span style="float: right;">40/500</span>
Number of holdings / beneficiaries supported	50	20	<input type="text" value="25"/>	Increased number of holdings supported <span style="float: right;">38/500</span>
Number of information dissemination actions / promotional and/or marketing activities undertaken to raise awareness of the co-operation project and/or its outcomes	20	10	<input type="text" value="10"/>	A further promotional day to take place in April 2023 <span style="float: right;">53/500</span>
Number of networks established	1	0	<input type="text" value="0"/>	Still working towards establishing a network. <span style="float: right;">45/500</span>
Number of participants in training	50	10	<input type="text" value="10"/>	Further training to be arranged <span style="float: right;">31/500</span>
Number of stakeholders engaged	40	10	<input type="text" value="12"/>	<input type="text" value=""/> <span style="float: right;">0/500</span>


If you forget to complete a box, you will see an error message when you save.

**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 co-operation operations supported	1	1	<input type="text" value="1"/>	Achieved <span style="float: right;">8/500</span>
Number of feasibility studies	10	7	<input type="text" value="8"/>	Feasibility study undertaken with FS Inc <span style="float: right;">40/500</span>
Number of holdings / beneficiaries supported	50	20	<input type="text" value="25"/>	Increased number of holdings supported <span style="float: right;">38/500</span>
Number of information dissemination actions / promotional and/or marketing activities undertaken to raise awareness of the co-operation project and/or its outcomes	20	10	<input type="text" value="10"/>	A further promotional day to take place in April 2023 <span style="float: right;">53/500</span>
Number of networks established	1	0	<input type="text" value="0"/>	Still working towards establishing a network. <span style="float: right;">45/500</span>
Number of participants in training	50	10	<input type="text" value="10"/>	Further training to be arranged <span style="float: right;">31/500</span>
Number of stakeholders engaged	40	10	<input type="text" value="12"/>	<input type="text" value=""/> <span style="float: right;">0/500</span>

This is a mandatory question, please answer it.

Enter the required information into the appropriate box(es).

Number of stakeholders engaged	40	10	<input type="text" value="12"/>	Increased number of stakeholders 
32/500				
This is a mandatory question, please answer it.				

Save.

If all boxes have been completed, when you save, the error message will disappear.

Number of participants in training	50	10	<input type="text" value="10"/>	Further training to be arranged
31/500				
Number of stakeholders engaged	40	10	<input type="text" value="12"/>	Increased number of stakeholders
32/500				
<a href="#">Exit</a>			<a href="#">Hide Help</a> <a href="#">Previous</a> <a href="#">Save</a> <a href="#">Next</a>	

Click next to move to the Supporting Documents screen.

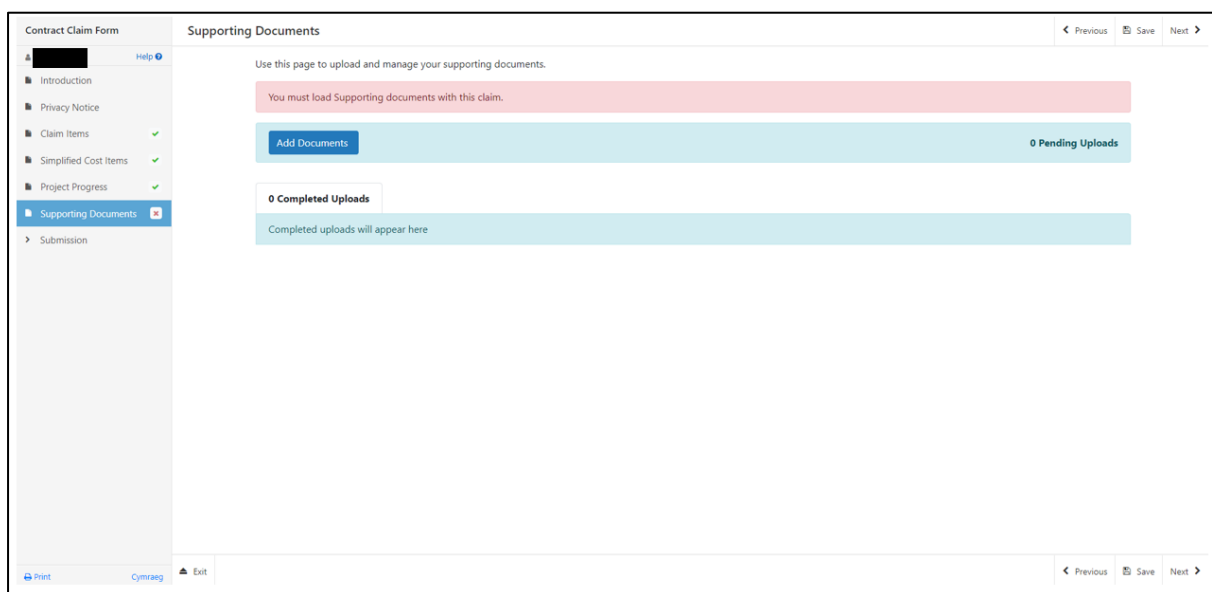
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## Supporting Documents

You must provide at least one supporting document for each Claim Item/Simplified Cost Item you have claimed for on the current claim form.

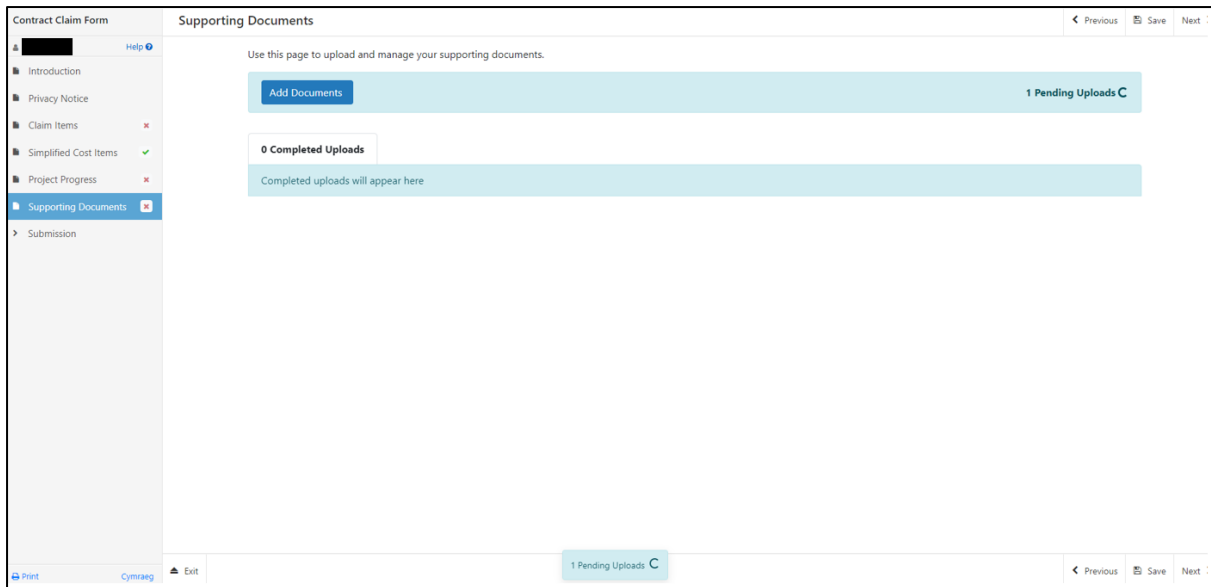
Each document submitted **must** include the Transaction ID **in the naming convention of the saved document** for that Item/Job Role so the documents can be easily identified during claim validation. If a Claim Item or Job Role has any Special Conditions listed, also ensure the required documentation is submitted on the claim form.

To add a document in the Supporting Documents section, click the Add Documents button:

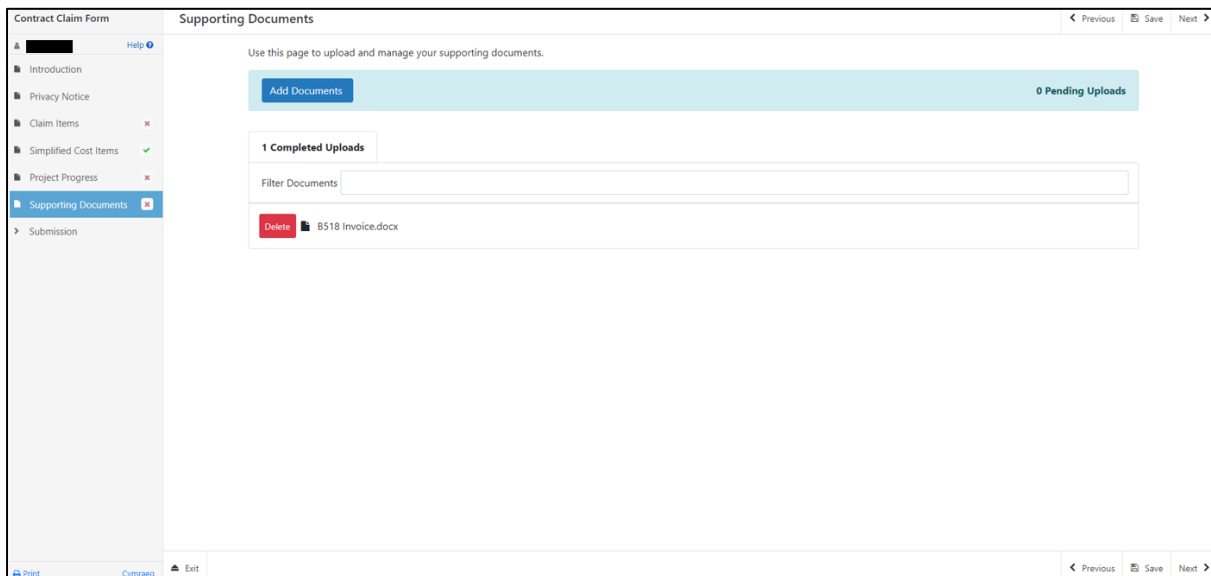


Select the relevant document from your saved documents folder and click Open. You can choose to upload more than one document at once.

Once you have selected the document, the upload will show as pending while it is being loaded.



Once the document is loaded it will be displayed in the Completed Uploads table.



To remove the document, click the Delete button.

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# Submission

The final section of the Contract Claim form is the Submission section.

The first screen you will see is the Errors, Information and Summary screen which provides an overview of the claim form including any information messages or errors for review.

Errors, Information & Summary ← Previous Save Next →

**Important** - Please review this summary. Please scroll down, if applicable.

No Errors or information Messages identified.

Contract Reference	Type of Contract	Form Reference
██████	Co-operation and Supply Chain Development Scheme	██████

Claim Items

Id - Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
██████ - Revenue - Marketing & Promotion - Business Events	10,429.62							
██████ - Translation	2,244.40	T201	Cymru Translation	22/01/2023		1,050.00	1,050.00	

Simplified Cost Items

No claims made

Project Report

Is this the final claim for this contract?: **No**

Progress of Project

We have made progress increasing the number of feasibility studies. However, we were unable to hold a planned promotional February due to adverse weather conditions. This has been rearranged for April 2023. An invoice for the feasibility study will be submitted with our next claim.

Indicators and Outcomes

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Number of co-operation operations supported	1	1	1	Achieved
Number of feasibility studies	10	7	8	Feasibility study undertaken with FS Inc
Number of holdings / beneficiaries supported	50	20	25	Increased number of holdings supported
Number of information dissemination actions / promotional and/or marketing activities undertaken to raise awareness of the co-operation project and/or its outcomes	20	10	10	A further promotional day to take place in April 2023
Number of networks established	1	0	0	Still working towards establishing a network.
Number of participants in training	50	10	10	Further training to be arranged
Number of stakeholders engaged	40	10	12	Increased number of stakeholders

You may have to scroll down to view the Errors, Information & Summary screen in full.

Project Report

Is this the final claim for this contract?: **No**

Progress of Project

We have made progress increasing the number of feasibility studies. However, we were unable to hold a planned promotional February due to adverse weather conditions. This has been rearranged for April 2023. An invoice for the feasibility study will be submitted with our next claim.

Indicators and Outcomes

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Number of co-operation operations supported	1	1	1	Achieved
Number of feasibility studies	10	7	8	Feasibility study undertaken with FS Inc
Number of holdings / beneficiaries supported	50	20	25	Increased number of holdings supported
Number of information dissemination actions / promotional and/or marketing activities undertaken to raise awareness of the co-operation project and/or its outcomes	20	10	10	A further promotional day to take place in April 2023
Number of networks established	1	0	0	Still working towards establishing a network.
Number of participants in training	50	10	10	Further training to be arranged
Number of stakeholders engaged	40	10	12	Increased number of stakeholders

Delivery Profile

Remaining grant for Delivery Profile (£)

**Claim Period**

January - March 2023

April - June 2023

Total

Forecast Underspend

▲ Exit ← Previous Save Next →

If there are any errors identified on the claim form, these will be highlighted in red and will need to be corrected before the claim can be submitted.

**Contract Claim Form** | Errors, Information & Summary

**Important** - Please review this summary. Please scroll down, if applicable.

There are errors present on your form. Please review and correct any errors

Contract Reference	Type of Contract	Form Reference
[REDACTED]	Co-operation and Supply Chain Development Scheme	[REDACTED]

Claim Items

Id - Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Item Complete?
[REDACTED] - Revenue - Marketing & Promotion - Exhibitions & Conferences	10,000.00						
[REDACTED] - Food and Drink	50.00	H4789	Jenkins	06/06/2022	400.00	800.00	

**Eligible Net Cost cannot be greater than Net Invoice Cost.**

**Reason for Net Invoice Difference**

This is a mandatory question, please answer it.

Simplified Cost Items

No claims made

Project Progress

Is this the final claim for this contract?: **No**

Progress of Project

[REDACTED]

Once you have reviewed the Errors, Information and Summary screen and corrected any errors, click Next to proceed to the Declarations and Undertakings screen.

Please read and review the Declarations and Undertakings and then click the button to confirm that you have read and agreed to the Declarations and Undertakings.

**Contract Claim Form** | Declarations and Undertakings

Please tick the box to accept the declarations and undertakings.

I confirm that:

- I have given details that are true, accurate and complete to the best of my knowledge and belief on the application and any supporting documentation.
- All the expenditure declared has been defrayed (paid out) on eligible activities in relation to the operation.
- None of the expenditure declared has also been claimed or covered by other funding sources (double funding).

I confirm that I have read, understood and adhered to the relevant Scheme Guidance Notes and Technical guide to competitive tendering and public procurement, and permit the Welsh Government to use my information to support my application.

I will submit necessary documentary evidence, as specified in the Rural Development Scheme Guidance, in support of the information provided.

I will notify the Welsh Government of any material changes to the information provided in this application or supporting documentation within 10 days of any such changes.

I understand that the Welsh Government displays 'Error' and 'Information' messages in the sections of the application only as an aid for completion and submission of the application.

I will allow officers of the Welsh Government or their duly authorised agent, access to inspect any, equipment, storage facilities and all records and information needed to establish my eligibility and the accuracy of the information provided.

I understand that:

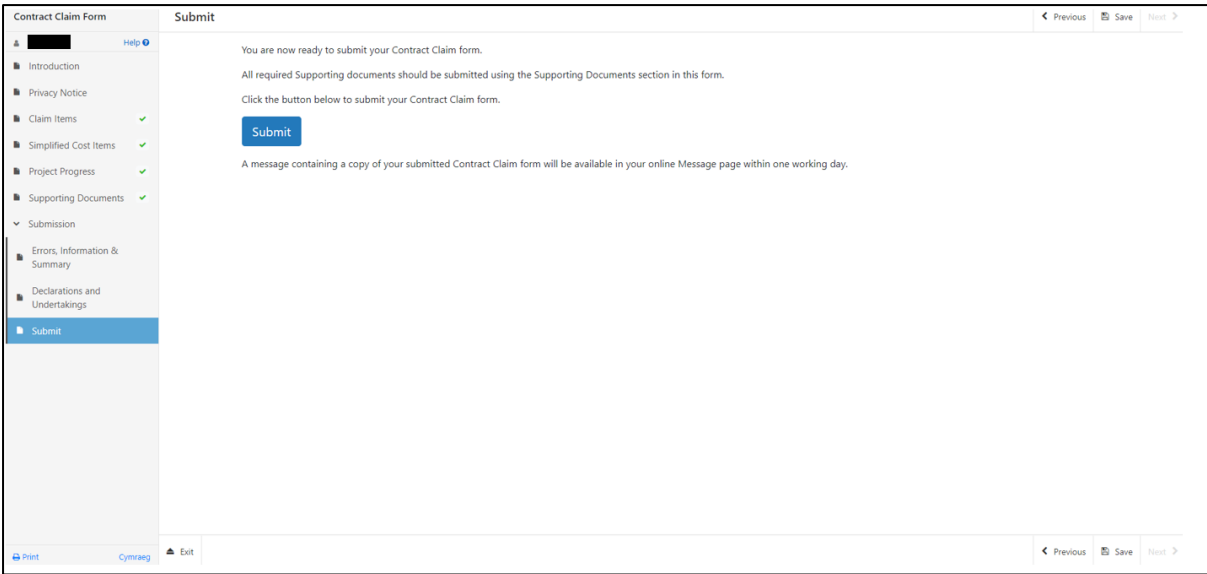
The Welsh Government may need to share some information about my Rural Development Scheme application with other organisations and I agree to any necessary disclosures or exchanges of information.

The Welsh Government may also obtain information about me from certain other organisations, or provide information about me to them in order to verify the accuracy of the information.

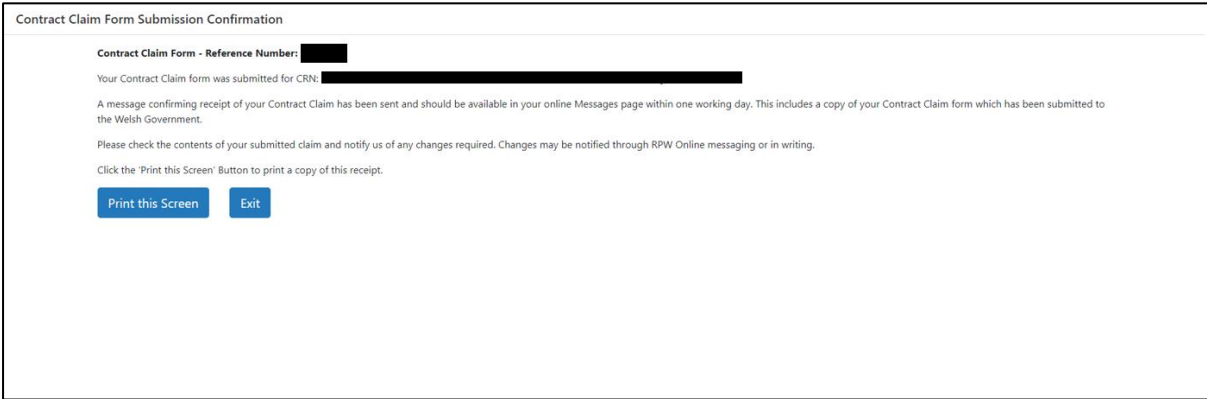
I have read and agree to the above Declarations and Undertakings.

Click Next to proceed to the submission page.

Once you have reviewed the claim form and are happy to submit, click the Blue Submit button.



Once you have submitted you will see the confirmation screen where you can choose to print the confirmation or exit.



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## Continuing a Claim

If you start a claim but do not submit, you can return to the claim form via the Contracts page and select the Continue Claim button:

Contracts Small Grants Document Upload

### Contracts

Your Contracts are listed below.

Contracts with a status of Offered and an 'Accept / Decline' button can be accepted or declined in RPW Online.

To view older versions of Contracts, search for them in your RPW Online Messages.

Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
Glastir Woodland Management		[REDACTED]	3.00	Active	
Co-operation and Supply Chain Development Scheme	CSCDS Food - Covid Recovery Plan	[REDACTED]	2.02	Active	<a href="#">View</a> <a href="#">Continue Claim</a> <a href="#">Delete Claim</a>
Co-operation and Supply Chain Development Scheme	CSCDS Food - Covid Recovery Plan	[REDACTED]	1.01	Active	<a href="#">Continue Claim</a> <a href="#">Delete Claim</a>
Co-operation and Supply Chain Development Scheme	CSCDS Food - Covid Recovery Plan	[REDACTED]	1.01	Active	<a href="#">Start Claim</a>

You can also choose to delete the claim by clicking the Delete Claim button.

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## Additional Claims

If you did not select the Final Claim button when submitting your claim, you will be able to submit additional claims by returning to your RPW Online account and proceeding to the Contracts tab as shown above. The relevant contract will again show the Start Claim button to allow you to submit an additional claim.

Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
Glastir Woodland Management		[REDACTED]	3.00	Active	
Co-operation and Supply Chain Development Scheme	CSCDS Food - Covid Recovery Plan	[REDACTED]	2.02	Active	<a href="#">View</a> <a href="#">Continue Claim</a> <a href="#">Delete Claim</a>
Co-operation and Supply Chain Development Scheme	CSCDS Food - Covid Recovery Plan	[REDACTED]	1.01	Active	<a href="#">Continue Claim</a> <a href="#">Delete Claim</a>
Co-operation and Supply Chain Development Scheme	CSCDS Food - Covid Recovery Plan	[REDACTED]	1.01	Active	<a href="#">Start Claim</a>

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