

Llywodraeth Cymru Welsh Government

# **Grant Claim Form**

# Agricultural Diversification

# How To Complete Guidance

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Version 0.1

Mae'r ddogfen yma hefyd ar gael yn Gymraeg / This document is also available in Welsh.

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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 Government Gateway  |                   |
|--|-------------------|
|  | English   Cymraeg |
| Keeping your information secure  |                   |
| Do not share your Government Gateway user ID and password with<br>anyone else. |                   |
| Sign in using Government<br>Gateway  |                   |
| Government Gateway user ID This could be up to 12 characters.                  |                   |
| Password   |                   |
| Sign in  |                   |

#### 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.

| RPW Ar-Lein<br>Online  | CREMENT ANY LT THE CARL CONTROL OF AN OFFICE AND ANY LT THE VERY CONF. CONTROL OF ANY LT THE CONTROL OF ANY ADDRESS CONTROL OF ANY ADDRES |
|--|--|
| - Viewing CR%: A00   | Cymraeg Log Off  |
| Home My Details - Land - Correspondence 😰 - Forms Contracts and Small Grants -   |  |
| When you have finished your online session, please ensure that you log out and close the browser.  |  |
| When completing applications ensure you do not use your browser's back button.   |  |
| Messages between You and RPW   | You have started your but not submitted it yet.  |
| Concel Llythyr Hysbysu / Notification Letter  Notification Letter : W_PPIMS_A0000001.pdf (15/03/2023)  | Last updated on 20/01/2022 at 10:46 by   |
| Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW Project Change Request Summary : Project Change Request (15/03/2023) Datganiad Talu / Payment Statement Payment Statement : W_Glastir Advanced CW 2025_A0000001.pdf (14/03/2023) | SAF Reminder: The deadline for<br>submitting your SAF without late<br>submission penalties is 15 May 2023.<br>Therefore you only have 47 days<br>remaining to submit your SAF.   |
| Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW Manage My CPH Summary : A0000001_CPHNR (10/03/2023) View all metsages  | Continue my SAF 2023   |
| Start a Form   | Useful Links   |
| Single Application Form 2023 Available until 09/06/2023. 72 days left.   | BCIAS<br>Farming and scheme information<br>Bovine TB   |

| Star          | rt a Form   |
|---------------|---|
| Sing          | le Application Form 2023 Available until 09/06/2023. 72 days left.  |
| Add           | ed Value (Fisheries) Application Available until 01/01/2050. 9775 days left.                                      |
| Арр           | eal Available anytime   |
| Capi          | tal Works Claim Available anytime   |
| FCEF          | IM Contract Variation Available anytime   |
| Farm          | Business Grant - Yard Coverings EOI Available until 31/12/2050. 10139 days left.                                  |
| Floo<br>31/1  | d and Coastal Erosion Risk Management - Natural Flood Management Grant Available until<br>2/2023. 277 days left.  |
| Floo<br>left. | d and Coastal Erosion Risk Management Grant - Capital Pipeline Available until 31/03/2023. 2 day                  |
| Food          | Business Accelerator Scheme Application   |
| Gran          | t Claim Form wailable anytime   |
| Integ<br>16/0 | grated Natural Resources Scheme - Project Development Grant Application Available until<br>8/2023. 140 days left. |
| Nutr          | ient Management Investment Scheme Application Available until 01/05/2023. 33 days left.                           |

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.

| Home My Details - Land - Correspondence 73 - Forms Contracts an   | d Small Grants 👻   |
|---|--|
| Start Application start an application 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 form. By starting the process at any time. If you Exit the application, you can come back later to comp your previous session. | is application online you are not committing to submitting it online; you may Exit<br>plete the remainder, RPW Online will have saved the information you entered in |
| The application will not be submitted to the Welsh Government until you click the 's you will not be able to make changes to it using RPW Online.   | Submit' option at the end of the process. Once you have submitted the application  |
| If you have any problems completing your Grant Claim Form then you can also con   | ntact 'Customer Contact Centre' for further guidance.  |
| Please check that the Customer Details and Online Preferences shown below are co<br>clicking the Customer Details or Online Preferences links below.  | rrect before submitting your application. If incorrect, you can change them now by   |
| Customer Details  | Online Preferences   |
| Trading Title   | Email or SMS (Text) Preference   |
| Address   | Email Address  |
|   | Mobile Number  |
| Postcode  |  |
| Telephone Number  |  |
| Email Address   |  |
| Number of Partners  |  |
|   |  |
| Start Cancel  |  |

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  | < Providus 🖺 Save Next          |
|------------------------------|---|---------------------------------|
| A A00 Help 😡                 | Please note the following key messages before progressing with your claim for grant:  | A(L)                            |
| Introduction                 | You can use this on-line facility to claim the grant included in the following Contract types:  | NUEL                            |
| Agricultural Diversification | Woodland Restoration Scheme   | 1220                            |
| Scheme (EC000011 - vvvv)     | <ul> <li>Small Grants - Environment</li> </ul>  |                                 |
| Scheme (LCOOOOTT - XXX)      | Small Scale Coastal Infrastructure  | <u> </u>                        |
| Project Report 🗸             | The Woodland Investment Grant   | Llywodraeth Cymru               |
|                              | Horticulture Development Scheme   | Welsh Government                |
| Submission                   | 9 Small Grants - Efficiency   | Weish Government                |
|                              | Small Grants - Horticulture Start Up  |                                 |
|                              | Graving For The Environment   |                                 |
|                              | Nutrient Management Investment Scheme   |                                 |
|                              | Small Grants - Yard Coverings   |                                 |
|                              | <ul> <li>Small Grants - Woodland Creation</li> </ul>  |                                 |
|                              | Woodland Creation Grant   |                                 |
|                              | <ul> <li>INRS Project Development</li> </ul>  |                                 |
|                              | <ul> <li>Agricultural Diversification Scheme</li> </ul>   |                                 |
|                              | WMFS Marketing Measures   |                                 |
|                              | • Welsh Marine and Fisheries Scheme .   |                                 |
|                              | You can submit more than one grant claim at a time.   |                                 |
|                              | <ul> <li>You can only claim once the contract has been signed and quotes approved.</li> </ul>   |                                 |
|                              | <ul> <li>You must submit all supporting documentation where required otherwise your claim will not be valid and cannot be progre</li> </ul>               | essed. The on-line screen       |
|                              | prompts will tell you which items require supporting documentation.   |                                 |
|                              | <ul> <li>If required, you must provide geotagged photographs. These can be provided when the Claim is submitted or afterwards us</li> </ul>               | ising the Document Upload       |
|                              | menu option under 'Contracts and Small Grants' on the RPW Online Home Page.   |                                 |
|                              | <ul> <li>You can only claim for items once the works have been fully completed.</li> </ul>  |                                 |
|                              | <ul> <li>For items which are based on non-standard costs you must provide evidence that services / items have been paid for (e.g. t<br/>claim.</li> </ul> | bank statement) along with your |
| Print Cymraed                |   |                                 |

#### **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 six contracts available to claim.

| Grant Claim Form  | Select Contracts                                       |                                     |                               | < Previous | 🖹 Save | Next 🕽 |
|---|--|-------------------------------------|-------------------------------|------------|--------|--------|
| A00( Help   | Select the contracts for which you want to claim Capit | tal Works items.                    |                               |            |        |        |
| Select Contracts  | Contract Reference / EOI Reference                     | Contract Type                       | Claim for items on this contr | act?       |        |        |
| Small Grants -<br>Environment (EN000287 -<br>All ontions selected 4.)         | EC000012 - xxxx  | Agricultural Diversification Scheme | ✓                             |            |        |        |
| Small Grants -  | EN000274 - All options selected 2                      | Small Grants - Environment          | ~                             |            |        |        |
| <ul> <li>Environment (EN000284 -<br/>All Options Selected 5 )</li> </ul>      | EN000276 - All options selected 6                      | Small Grants - Environment          | ✓                             |            |        |        |
| Small Grants -<br>Environment (EN000277 -                                     | EN000277 - All options selected 8                      | Small Grants - Environment          | ✓                             |            |        |        |
| All options selected 8 )<br>Small Grants -                                    | EN000284 - All Options Selected 5                      | Small Grants - Environment          | ~                             |            |        |        |
| <ul> <li>Environment (EN000276 - </li> <li>All options selected 6)</li> </ul> | EN000287 - All options selected 4                      | Small Grants - Environment          | ✓                             |            |        |        |
| Small Grants -<br>Environment (EN000274 -<br>All options selected 2 )         |  |                                     |                               |            |        |        |
| Agricultural Diversification     Scheme (EC000012 - xxxx)                     |  |                                     |                               |            |        |        |
| > Project Report 🗸  |  |                                     |                               |            |        |        |
| > Submission  |  |                                     |                               |            |        |        |

If you select all contracts, then they will all appear on the left-hand side.

| 4 | A00( Hel                     | p O |
|---|------------------------------|-----|
| • | Introduction                 |     |
| 5 |                              | ~   |
|   | Small Grants -               |     |
| > | Environment (EN000287 -      | ~   |
|   | All options selected 4 )     |     |
|   | Small Grants -               |     |
| > | Environment (EN000284 -      | ~   |
|   | All Options Selected 5 )     |     |
|   | Small Grants -               |     |
| > | Environment (EN000277 -      | *   |
|   | All options selected 8 )     |     |
|   | Small Grants -               |     |
| > | Environment (EN000276 -      | ~   |
|   | All options selected 6)      |     |
|   | Small Grants -               |     |
| > | Environment (EN000274 -      | ~   |
|   | All options selected 2 )     |     |
|   | Agricultural Diversification |     |
|   | Scheme (EC000012 - xxxx)     |     |
| > | Project Report               | ~   |
| , | Submission                   |     |

If you only select one contract to claim, then only one scheme will appear on the lefthand side of the page.

| Grant Claim Form   | Select Co | ontracts  |                                     |                              | < Previous | 🖺 Save | Next 🕨 |
|--|-----------|---|-------------------------------------|------------------------------|------------|--------|--------|
| A00 Help      Help   |           | Select the contracts for which you want to claim Capi | tal Works items.                    |                              |            |        |        |
| Select Contracts   |           | Contract Reference / EOI Reference                    | Contract Type                       | Claim for items on this cont | ract?      |        |        |
| <ul> <li>Agricultural Diversification</li> <li>Scheme (EC000012 - xxxx)</li> </ul> |           | EC000012 - xxxx                                       | Agricultural Diversification Scheme | ✓                            |            |        |        |
| > Project Report 🗸   |           | EN000274 - All options selected 2                     | Small Grants - Environment          |                              |            |        |        |
| <ul> <li>Submission</li> </ul>   |           | EN000276 - All options selected 6                     | Small Grants - Environment          |                              |            |        |        |
|  |           | EN000277 - All options selected 8                     | Small Grants - Environment          |                              |            |        |        |
|  |           | EN000284 - All Options Selected 5                     | Small Grants - Environment          |                              |            |        |        |
|  |           | EN000287 - All options selected 4                     | Small Grants - Environment          |                              |            |        |        |

### Activities Available to Claim

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

This screen will display the contract you are claiming for.

Clicking the blue 'Help' box at the top of this page will direct you to the main Farming and Countryside Wales page where you can select the relevant scheme and access the How to Complete guidance at any time.

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.

| A00 Help 0   |  |  |   |   |  |                 |                                     |        |  |
|--|--|--|---|---|--|-----------------|-------------------------------------|--------|--|
| Introduction   | Contract Refere  | nce / EOI Reference  | Contract Type   |   | C  | Contract Period |                                     |        |  |
| Agricultural Diversification<br>Scheme (EC000011 - xxxx) | EC000011 - xxxx  |  | Agricultural Diversification  | Scheme  | 2022                                       |                 |                                     |        |  |
| 2022<br>Project Report                                   | Help<br>1. Place a tio<br>2. For each a  | k in the 'Claim this Activity' column for each ind   | idual activity that that you poied to the 'Claimed Quan   | wish to claim at this<br>tity'. For some contr            | time.<br>acts, you can type                | e a lesser      | amount into                         | the    |  |
| Submission   | Claimed i<br>3. You must<br>4. Certain ac<br>Find Activities:  | Quantity' if you wish. You cannot claim a larger c<br>input a completion date for each activity in the<br>tivity types may generate some supplementary   | antity.<br>ate Activity Completed <sup>4</sup><br>Jestions. Please see the Hor  | w to Complete Guida                                       | ance for a full exp                        | lanation.       |                                     |        |  |
| Submission   | Claimed 4<br>3. You must<br>4. Certain ac<br>Find Activities:<br>e.g. / AD05 / De                            | Quantity' if you wish. You cannot claim a larger of<br>input a completion date for each activity in the<br>tivity types may generate some supplementary of<br>velopment of an existing enterprise, adding value                | antity.<br>ate Activity Completed'<br>iestions. Please see the Ho<br>to a non-food agricultural                         | w to Complete Guidi<br>product                            | ance for a full exp                        | planation.      | Find Fine                           | i Next |  |
| Submission   | Claimed (<br>3. You must<br>4. Certain ac<br>Find Activities:<br>e.g. / AD05 / De<br>Capital Works<br>Number | Quantity' if you wish. You cannot claim a larger of<br>input a completion date for each activity in the<br>tivity types may generate some supplementary of<br>velopment of an existing enterprise, adding value<br>Description | antity.<br>ate Activity Completed'<br>uestions. Please see the Ho<br>to a non-food agricultural<br>Approved<br>Quantity | w to Complete Guida<br>product<br>Claim this<br>Activity? | ance for a full exp<br>Claimed<br>Quantity | Danation.       | Find Find<br>te Activity<br>mpleted | j Next |  |

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:** 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.

| Grant Claim Form         ▲ A00       Help 0         Introduction       Gagicaltural         Agricultural       Capital Works         Description       Approved<br>Quantity       Claim this<br>Activity?       Claimed<br>Quantity       Date Activity<br>Completed         AD05       Development of an existing enterprise, adding<br>value to a non-food agricultural product       £ 5000.00       € 5000.00       dd/mm/yyyy         AD05       Development of an existing enterprise, adding<br>value to a non-food agricultural product       £ 5000.00       dd/mm/yyyy         AD05       Development of an existing enterprise, adding<br>value to a non-food agricultural product       £ 5000.00       dd/mm/yyyy         Submission       Voite to a non-food agricultural product       £ 5000.00       dd/mm/yyyy         Type       Total Eligible Expenditure       £       dd/mm/yyyy         Vou must submit the following supporting evidence for this claimed activity       will submit this by post/in person       Bank Statements *       dd/dd/dd/dd/dd/dd/dd/dd/dd/dd/dd/dd/dd   |   |          |                         |  |  |                      |                         |                        |                            |
|--|---|----------|-------------------------|--|--|----------------------|-------------------------|------------------------|----------------------------|
| <ul> <li>A 00 Help O</li> <li>Introduction</li> <li>Agricultural</li> <li>Obversification Scheme C</li> <li>Capital Works</li> <li>Description</li> <li>Approved Quantity</li> <li>Claim this Claimed Quantity</li> <li>Claim this Output</li> <li>Completed</li> <li>Completed Involves</li> <li>Completed Involves</li> <li>Quantity</li> <li>Claim this Output</li> <li>Completed Involves</li> <li>Quantity</li> <li>Claim this Output</li> <li>Completed Involves</li> <li>Quantity</li> <li>Claim this Output</li> <li>Claim this Output</li> <li>Claim this Output</li> <li>Involves</li> <li>Quantity</li> <li>Claim this Output</li> <li>Completed Involves</li> <li>Quantity</li> <li>Claim this Output</li> <li>Quantity</li> <li>Claim this Output</li> <li>Completed Involves</li> <li>Quantity</li> <li>Claim this Output</li> <li>Completed Involves</li> <li>Quantity</li> <li>Claim this Output</li> <li>Completed Involves</li></ul>   | Grant Claim Form  |          |                         |  |  |                      |                         |                        |                            |
| <ul> <li>Introduction</li> <li>Agricultural</li> <li>Obversification Scheme </li> <li>(E000011 - xxxx)</li> <li>2022</li> <li>Project Report</li> <li>Submission</li> </ul>  | & A00   | Help 🕑   | Find Activities:        |  |  |                      |                         |                        |                            |
| Agricultural   ○ Diversification Scheme   ○ 2022   ○ 2022   ○ Project Report   > Submission     Capital Works   ○ Development of an existing enterprise, adding value to a non-food agricultural product   Capital Works   ○ Development of an existing enterprise, adding value to a non-food agricultural product   Capital Works   ○ Development of an existing enterprise, adding value to a non-food agricultural product   Capital Works   ○ Development of an existing enterprise, adding value to a non-food agricultural product   Capital Works   ○ Development of an existing enterprise, adding value to a non-food agricultural product   Capital Works   ○ Development of an existing enterprise, adding   £ 125,00,00   € 1   ○ The maximum claimable value for this activity is £5000,00, calculated as 40% of £12500,000   • You must submit the following supporting evidence for this claimed activity   Type   I will submit this online   Bank Statements *   Capy of Cheque *   ○ Copy  | Introduction  |          | e.g. / AD05 / D         | evelopment of an existing enterp                           | orise, adding value to a r             | on-food agricultura  | product                 |                        | Find Find Next             |
| <ul> <li>2022</li></ul>  | Agricultural<br>V Diversification Scheme<br>(EC000011 - xxxx) | e 🗸      | Capital Works<br>Number | Description  |  | Approved<br>Quantity | Claim this<br>Activity? | Claimed<br>Quantity    | Date Activity<br>Completed |
| <ul> <li>&gt; Project Report</li> <li>&gt; Submission</li> <li>Total Eligible Expenditure</li> <li>f</li> <li>The maximum claimable value for this activity is £5000.00, calculated as 40% of £12500.00</li> <li>You must submit the following supporting evidence for this claimed activity</li> <li>Type</li> <li>I will submit this online</li> <li>I will submit this by post/in person</li> <li>Bank Statements "</li> <li>Copy of Cheque *</li> <li>Octabelide Item Specification *</li> <li>Geotagged Photos AFTER Project *</li> <li>Receipted Invoices *</li> <li>Outabelide Item Specification *</li> </ul>  | ■ 2022  | <b>~</b> | AD05                    | Development of an existing<br>value to a non-food agricult | enterprise, adding<br>tural product    | £125,000.00          | ✓                       | £ 50000.0(             | dd/mm/yyyy                 |
| Submission     Submission  | <ul> <li>Project Report</li> </ul>                            | ~        |                         |  | Total Elig                             | ble Expenditure      |                         |                        |                            |
| Image: Constraint of the maximum claimable value for this activity is £50000.00, calculated as 40% of £125000.00         You must submit the following supporting evidence for this claimed activity         Type       I will submit this online       I will submit this by post/in person         Bank Statements *       Image: Constraint of the specification *       Image: Constraint of the specification *         Copy of Cheque *       Image: Constraint of the specification *       Image: Constraint of the specification *         Geotagged Photos AFTER Project *       Image: Constraint of the specification *       Image: Constraint of the specification *         Receipted Invoices *       Image: Constraint of the specification *       Image: Constraint of the specification *  | <ul> <li>Submission</li> </ul>                                |          |                         |  |  |                      | £                       |                        |                            |
| Bank Statements*   Copy of Cheque *   Detailed Item Specification *   Geotagged Photos AFTER Project *   Receipted Invoices *  |   |          | You must su<br>Type     | bmit the following suppo                                   | orting evidence for<br>I will submit t | this claimed act     | ivity<br>I will subm    | it this by post/in per | son                        |
| Copy of Cheque*       Image: Copy of Cheque *         Detailed Item Specification *       Image: Copy of Cheque *         Geotagged Photos AFTER Project *       Image: Copy of Cheque *         Receipted Invoices *       Image: Copy of Cheque *         Detailed Invoices *       Image: Copy of Cheque *  |   |          | Bank Statemen           | ts *   |  | ✓                    |                         |                        |                            |
| Detailed Item Specification *     Image: Constraint of the specification of the specific |   |          | Copy of Chequ           | e *  |  | ✓                    |                         |                        |                            |
| Geotagged Photos AFTER Project *   |   |          | Detailed Item S         | pecification *   |  | ✓                    |                         |                        |                            |
| Receipted Invoices *   |   |          | Geotagged Pho           | otos AFTER Project *                                       |  | ✓                    |                         |                        |                            |
|  |   |          | Receipted Invo          | ices *   |  | ✓                    |                         |                        |                            |
| Receipts -   |   |          | Receipts *              |  |  | ✓                    |                         |                        |                            |
| A Print Outrano  | A Print   | Ovmraec  |                         |  |  |                      |                         |                        |                            |

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.

| ant Claim Form   | Capital Works<br>Number | Description   |                                    | Approved<br>Quantity | Claim this<br>Activity? | Claimed<br>Quantity    | Date Activity<br>Completed |
|--|-------------------------|---|------------------------------------|----------------------|-------------------------|------------------------|----------------------------|
| Introduction   | AD05                    | Development of an existing e<br>value to a non-food agricultu | enterprise, adding<br>Iral product | £125,000.00          | ✓                       | £ 50000.00             | dd/mm/yyyy                 |
| Agricultural Diversification ×<br>Scheme (EC000011 - xxxx) |                         |   | Total Eli                          | gible Expenditure    | £                       |                        |                            |
| 2022 💌   | A the manimum           | duiments color for this och its                               | is (E0000.00 solw.lat              | ad an 40% of 5125000 |                         |                        |                            |
| Project Report 🖌   | o the maximum           | claimable value for this activity                             | is £50000.00, calculat             | ed as 40% of £125000 | .00                     |                        |                            |
| Submission   | You must sub            | mit the following suppor                                      | ting evidence fo                   | r this claimed act   | ivity                   |                        |                            |
|  | Туре                    |   | I will submit                      | this online          | I will subm             | it this by post/in per | rson                       |
|  | Bank Statements         | .*  |                                    | $\checkmark$         |                         |                        |                            |
|  | Copy of Cheque          | *   |                                    | $\checkmark$         |                         |                        |                            |
|  | Detailed Item Sp        | ecification *   |                                    | ~                    |                         |                        |                            |
|  | Geotagged Phot          | os AFTER Project *  |                                    | ✓                    |                         |                        |                            |
|  | Receipted Invoic        | es *  |                                    | $\checkmark$         |                         |                        |                            |
|  | Receipts *              |   |                                    |                      |                         |                        |                            |

# Supporting Documents – Evidencing your Claim

#### You must submit the following with your claim:

- Evidence of defrayment of expenditure for all claimed items.
- Invoices for all claimed items.
- A geo-tagged photograph of the item / items on your premises.

#### Where evidence cannot be provided, the claim will be rejected.

Invoices must clearly display the word 'invoice' on the document and include the following:

- a unique identification number
- your company name, address, and contact information
- the invoicing company name and address
- a clear description of what you are being charged for
- the date the goods or service were provided (supply date)
- the date of the invoice
- the amount(s) being charged
- VAT amount if applicable
- the total amount owed.

Defrayment should be evidenced by bank statements. If the value of the transaction does not match the invoice value (for instance if you have bought non project items from the same supplier) a breakdown of the whole payment with supporting invoices will be required.

If making payments by cheque, then a scan or photograph of the written cheque, before it is presented to the supplier, will be required in addition to the bank statement.

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 geotagged photographs specific to Agricultural Diversification scheme will be available on the Welsh Government website at the claim stage.

You can submit the invoices and evidence of defrayment by scanning them and sending them via "My Messages" in your RPW Online account.

# **Progress Report**

You must provide an update of progress made towards meeting the project indicators and outcomes.

| Grant Claim Form  | Project Report Previous 🖺 Save  |   |       |  |  |  |  |
|---|---|---|-------|--|--|--|--|
| A00 Help      Help      Anicola A | Contract Reference / EOI Reference         Contract Type           EC000011 - xxxxx         Agricultural Diversification Scheme   | Contract Type Agricultural Diversification Scheme |       |  |  |  |  |
| <ul> <li>Scheme (EC000011 - xxxx)</li> <li>Project Report</li> </ul>  | Is this your final claim for this contract?   |   |       |  |  |  |  |
| Agricultural Diversification Scheme (EC000011 - xxxx) Submission  | Please provide details on progress made to date towards meeting the project indicators and outcomes.           Name / Description         Contract         Previous Achieved         Achieved to Date         Progress           Target         to Date         Progress         Previous Achieved         Previous Achieved to Date         Progress |   |       |  |  |  |  |
| - Submission  | Impact on the turnover of the 2350<br>business  |   |       |  |  |  |  |
|   | Number of jobs created or 20<br>safeguarded   |   | 0/500 |  |  |  |  |
|   | Number of businesses 1  |   | 0/500 |  |  |  |  |
|   | supported   |   | 0/500 |  |  |  |  |

If this claim is not your final claim you must provide an update of the progress of your project.

| Grant Claim Form   | Project Report  |   |  |                           | Previous | 🖺 Save | Next 🕻 |
|--|---|---|--|---------------------------|----------|--------|--------|
| A000 Help  | Contract Reference / EOI R  | eference  | Contract                                   | Гуре                      |          |        |        |
| <ul> <li>Agricultural Diversification</li> <li>Scheme (EC000011 - xxxx)</li> </ul>   | EC000011 - xxxx   |   | Agricultura                                | al Diversification Scheme |          |        | _      |
| <ul> <li>Project Report</li> <li>Agricultural</li> <li>Diversification Scheme (£C000011 - xxxx)</li> <li>Submission</li> </ul> | Is this your final claim for th<br>Progress of Project<br>Please provide an update of th<br>Progress to date and wo<br>Community engagemen<br>Issues encountered and<br>How issues/risks identifi | is contract?  Yes No Ne progress of your project. As appropriat<br>rk planned<br>t or involvement undertaken<br>any risks identified that could affect meet<br>ed are being addressed | e, include reference to:<br>ing completion |                           |          |        |        |
|  | Indicators and Outcomes   |   |  |                           |          | 0/4000 |        |
|  | Name / Description  | Contract Previous Achieved to<br>Target Date  | Achieved to Date                           | Progress                  |          |        |        |
|  | Impact on the turnover of the<br>business   | 2350  |  |                           |          |        |        |
| Print Cymraeg  |   |   |  |                           |          | 0/500  |        |

#### **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.

| Grant Claim Form   | Errors, Information & Summary   |   | Previous Save                                   |
|--|---|---|---|
| A00 Help 0      Introduction     Agricultural Diversification *     Scheme (EC000011 - x000) *      Project Report *     Submission     Errors, Information &     Summary     Declarations and     Undertakings     Submit | Errors and Information         The following is a list of sections which contain Errors and Information Messages. Errors must be correct Messages, we recommend that you check your response to ensure it is correct. For more information received 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         Agricultural Diversification Scheme (EC000011 - xxxx)         Summary Details         Important: Please review this summary. Please scroll down, if applicable.         The following summarises your Capital Works Claim as completed by you.         Agricultural Diversification Scheme (EC000011 - xxxx)         2022 | cted before submission is possible. Fr<br>efer to the guidance in the 'How to C<br>Inform | or any Information<br>omplete' guide.<br>hation |
|  | Capital Description Date Activity O<br>Works Completed Completed  | Claimed Quantity Value (£)  |   |
|  | ADOE Development of an evicting enterprise adding value to a  | £ 50 000 00 50 000 00   |   |
|  | non-food agricultural product   | 2 30,000.00   |   |

Once you have corrected any errors your Grant Claim Form is ready for submission.

The submission screen will list all of the activities that you have selected to claim and will also show the value of the claim.

| Grant Claim Form  | Errors, Information 8   | Summary  |   |  | <   | Previous 🖺 Sav                   |
|---|---|--|---|--|---|----------------------------------|
| A001 Help  Introduction Introduction Agricultural Diversification Scheme (EC000011 - x000) Project Report Submission Errors, Information & Summary Declarations and Undertakings Submit | Errors and In<br>The following<br>Messages, we<br>Click on the S<br>Section Na<br>Agricultural<br>Summary Det<br>Important: Plo<br>The following :<br>Agricul<br>2022 | tormation<br>is a list of sections which contain Errors and Information Messa<br>recommend that you check your response to ensure it is correc-<br>ection Name to view the Errors and Information Messages for the<br>me<br>Diversification Scheme (EC000011 - xxxx)<br>alls<br>ase review this summary. Please scroll down, if applicable.<br>ummarises your Capital Works Claim as completed by you.<br>tural Diversification Scheme (EC | ges. Errors <b>must</b> be<br>t. For more informat<br>hat Section.<br>E<br>t<br>CO00011 - XXX | corrected before submiss<br>ion refer to the guidance<br>rrors<br>None | ion is possible. For<br>in the 'How to Con<br>Informat<br>O | iny Information<br>plete' guide. |
|   | Capital<br>Works<br>Number  | Description  | Date Activity<br>Completed  | Claimed Quantity   | Value (£)   |                                  |
|   | AD05  | Development of an existing enterprise, adding value to a non-food agricultural product   | 11/05/2023  | £ 50,000.00  | 50,000.00   |                                  |
|   |   |  |   |  |   |                                  |

If you have selected to claim for more than one scheme/contract, the Summary details will include all the activities claimed for each scheme.

| ant Claim Form  | Summary Details<br>Important: Please rev                               | iew this summary. Plea                     | se scroll down, if applicable.                                 |  |                                 |  |                              |
|---|--|--|--|--|---------------------------------|--|------------------------------|
| A00 Help 🛛  | The following summarises your Capital Works Claim as completed by you. |  |  |  |                                 |  |                              |
| Introduction<br>Select Contracts                                      | Agricultura<br>2022  | l Diversificat                             | tion Scheme (EC  | 000012 - xxx                           | x)                              |  |                              |
| Small Grants -<br>Environment (EN000274 -<br>All options selected 2.) | Capital Des<br>Works<br>Number   | cription                                   |  | Date Activity<br>Completed             | Claimed Quantity                | Value (£)                              |                              |
| Scheme (EC000012 - xxxx)  | AD07 Oth   | er agricultural diversificat               | ion enterprise   | 14/05/2023                             | £ 40,000.00                     | 40,000.00                              |                              |
| Project Report  |  |  |  |  |                                 | Total Claim Value                      | 40,000.00                    |
| Submission  |  |  |  |  |                                 |  |                              |
| Errors, Information &   | Small Gran   | ts - Environn                              | nent (EN000274 -   | All options se                         | elected 2 )                     |  |                              |
| Summary   | Carbon 2023  |  |  |  |                                 |  |                              |
| Summary Declarations and Undertakings Submit                          | Carbon 2023<br>Capital Works Type                                      | Capital<br>Works<br>Number                 | Description  | Date A<br>Comple                       | ctivity<br>eted                 | Claimed Quantity                       | Value (£)                    |
| Summary<br>Declarations and<br>Undertakings<br>Submit                 | Carbon 2023<br>Capital Works Type<br>Main                              | Capital<br>Works<br>Number<br>E610         | Description<br>Trees - standards                               | Date A<br>Complete                     | etted                           | Claimed Quantity<br>3 Items            | <b>Value (£)</b><br>33.75    |
| Summary<br>Declarations and<br>Undertakings<br>Submit                 | Carbon 2023<br>Capital Works Type<br>Main<br>Supporting                | Capital<br>Works<br>Number<br>E610<br>E604 | Description<br>Trees - standards<br>Parkland tree stock guards | Date A<br>Comple<br>15/05/2<br>15/05/2 | ctivity<br>eted<br>2023<br>2023 | Claimed Quantity<br>3 Items<br>3 Items | Value (£)<br>33.75<br>120.00 |

#### **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.

Grant Claim Form Declarations and Undertakings < Previous E Save Next > a A00 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 Introduction geotagged photographs Select Contracts Small Grants -I declare that: Environment (EN000274 - I have read and understood all of the relevant guidance notes contained within the contract before submitting this claim. All options selected 2 ) 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. Agricultural Diversification
 Scheme (EC000012 - xxxx) > Project Report 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 Errors, Information & Summary 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 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.

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.

| Grant Claim Form   | Submit   | Previous | 的 Save | Net 3 |
|--|--|----------|--------|-------|
| A001 Help      Introduction     Introduction     Sefect Contracts     Small Grants -     Small Grants -     Invironment (ENDOD274 -      All options selected 2)     Agricultural Diversification     Scheme (ECOD0012 - xood)     Project Report     Submission     Errors, Information &     Summary     Declarations and     Uuclarations and     Uuclarations and     Uuclarations and | You are now ready to submit your Grant Claim Form.<br>If you are required to provide any Supporting documents:<br>• Geotagged photographs must be submitted online. Your claim is not valid until all photographic evidence has been submitted.<br>• Other Supporting documents can be submitted through RPW Online messaging, by post or by visiting your Divisional Office.<br>Click the button below to submit your Grant Claim Form application.<br>• <b>Submit</b><br>• A message containing a copy of your Capital Works claim will be available in your online Message page within one working day. |          |        |       |

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**

#### Farmer 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 251, Caernarfon, LL55 9DA