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Llywodraeth Cymru
Welsh Government

**Cronfeydd Strwythurol a
Buddosoddi Ewropeaidd**

**European Structural
and Investment Funds**



Llywodraeth Cymru
Welsh Government

Welsh Government – European Maritime and Fisheries Fund 2014-2020

Measure I.22 Article 42: Added Value, product quality and use of unwanted catches

Standard Costs Scheme (SCS)

How to Claim

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Capital Works Claims – How to Complete Guidance

Important Notice

This guide explains how to complete a Capital Works Claim.

You must complete a Capital Works Claim by the deadline stipulated in your Contract in order to claim payment for the following schemes:

- Glastir Advanced
- Glastir Advanced combined with Glastir Common Land Contract
- Sustainable Production Grant
- Glastir Woodland Restoration
- Glastir Woodland Creation
- Glastir Woodland Management
- Glastir Small Grants
- Farm Business Grant
- Farm Business Grant – Yard Coverings
- EMFF Added Value
- Glastir Commons

If you are encountering problems or are unable to access your online account, please contact the Customer Contact Centre on 0300 062 5004.

RPW Online Account

The Capital Works Claim can be accessed via your RPW online Account.

Once you have logged into your online account the RPW online 'Homepage' will appear.

The screenshot shows the top of a web page with a black header containing the GOV.UK logo. Below the header is a blue banner with the text "Keeping your information secure". To the right of this banner are language options: "English" and "Cymraeg". The main content area has a large heading "Sign in using Government Gateway". Below this heading are two input fields: "Government Gateway user ID" (with a note "This could be up to 12 characters.") and "Password". A green "Sign in" button is positioned below the password field. At the bottom left, there is a link "Create sign in details".

GOV.UK

English | [Cymraeg](#)

Keeping your information secure

Businesses and organisations using HMRC services will soon be required to use an access code to sign in. If you do not already receive access codes, you can [find out more about the planned changes \(opens in new tab\)](#).

Do not share your Government Gateway user ID and password with anyone else.

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

[Sign in](#)

[Create sign in details](#)

Accessing the Capital Works Claim

The Capital Works claims 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 'Capital Works Claim' in the blue panel on the right of the screen.

The screenshot shows the RPW Ar-Lein Online portal. At the top, there is a green header with the RPW logo and text in Welsh and English. Below the header is a navigation menu with options like Home, My Details, Land, Correspondence (with a red notification icon), Forms, Contracts and Small Grants, and Woodland Plans. Two light blue informational banners are present: one stating 'When you have finished your online session, please ensure that you log out and close the browser.' and another stating 'When completing applications ensure you do not use your browser's back button.'

The main content area is titled 'Messages between You and RPW'. It displays a single message with a red 'Unread' tag: 'Derbyniwyd y Contract / Contract Accepted: VA000009 (1.00)'. Below the message list is a 'View all messages' button.

To the right of the messages is a 'Useful Links' box containing several links: BCMS, Farming and scheme information, Bovine TB, Farm animal movements and identification, Farming Connect, Welsh Government Offices, European Maritime and Fisheries Fund, and EID Cymru.

At the bottom, there is a 'Start a Form' section with a list of available forms, including 'Appeal Available anytime' and 'Capital Works Claim'.

Once you have selected to start your Capital Works Claim 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.

Start Application start an application or claim

You have asked to complete the following application online: **Capital Works Claim**.

RPW Online will prompt you for the information required by the form. By starting this application online you are not committing to submitting it online; you may Exit the process at any time. If you Exit the application, you can come back later to complete the remainder, RPW Online will have saved the information you entered in your previous session.

The application will not be submitted to the Welsh Government until you click the 'Submit' option at the end of the process. Once you have submitted the application you will not be able to make changes to it using RPW Online.

If you have any problems completing your **Capital Works Claim** then you can also contact 'Customer Contact Centre' for further guidance.

Please check that the Customer Details and Online Preferences shown below are correct before submitting your application. If incorrect, you can change them now by clicking the Customer Details or Online Preferences links below.

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](#)

[Guidance Documents](#) [Contact Us](#) [Copyright Statement](#) [Accessibility Statement](#)

When you click the Start button this will take you to the Capital Works Claim Introduction Page.

Introduction Page

This page provides key messages about the Capital Works Claim. Please ensure you have read them thoroughly before you begin. Further detailed information about the scheme you are claiming for can be found on the Activities Available to Claim page.

You can access the Capital Works Claim 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.

Capital Works Claim Capital Works Claim < Previous Save Next >

Please note the following key messages before progressing with your Capital Works claim:



- You can use this on-line facility to claim Capital Works included in the following Contract types:
 - Glastrir Advanced
 - Glastrir Advanced combined with Glastrir Common Land Contracts
 - Sustainable Production Grant
 - Glastrir Woodland Restoration
 - Glastrir Woodland Creation
 - Glastrir Woodland Management
 - Glastrir Small Grants
 - Farm Business Grant
 - Farm Business Grant - Yard Coverings
 - EMFF Added Value
 - Glastrir Commons
- You can submit more than one Capital Works claim at a time.
- You can only claim Capital Works' activities once the contract has been signed and has commenced.
- You must submit all supporting documentation where required otherwise your claim will not be valid and cannot be progressed. The on-line screen prompts will tell you which activities require supporting documentation.
- If required, you must provide geotagged photographs. These can be provided when the Claim is submitted or afterwards using the Document Upload menu option under 'Contracts and Small Grants' on the RPW Online Home Page.
- You can only claim for activities once the capital works have been fully completed.
- Certain activities are based on non-standard costs (e.g. Traditional Building Restoration) and you must provide evidence that services / items have been paid for (e.g. bank statement) along with your claim.
- You cannot use this claim to claim for Glastrir Entry capital works as these payments are made as part of your annual management payment.
- Claims for Glastrir Woodland Creation Plans are claimed separately and not via this screen.
- You can still submit a claim for Capital Works activities that were subject to an earlier deadline, however please be aware that the claim may be rejected.

For help with completing your Capital Works Claim, please read the [How to Complete](#) Guidance. Please see the Welsh Government website for information about the schemes:

<https://gov.wales/rural-grants-payments>

<https://gov.wales/european-maritime-fisheries-fund>

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

Select Contracts

This page will only appear if you have more than one contract available to claim.

Some Capital Works Claims will have more than one contract available to select. 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.

The Capital Works Claim below has two contracts available to claim - Farm Business Grant and Glastir Advanced.

Capital Works Claim Help Guide

CRN:

Introduction

Select Contracts

Submission

Cymraeg

Select Contracts

< Prev Next >

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

Contract Reference / EOI Reference	Contract Type.	Claim for items on this contract?
Farm Business Grant - Window 6	Farm Business Grant	<input type="checkbox"/>
	Glastir Advanced	<input type="checkbox"/>

< Prev Save Print ✕ Exit Next >

The Capital Works Claim below has more than one contract available for the same Glastir Small Grants scheme:

Capital Works Claim Help Guide

CRN:

Introduction

Select Contracts

Submission

Cymraeg

Select Contracts

< Prev Next >

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

Contract Reference / EOI Reference	Contract Type.	Claim for items on this contract?
- Bryn Felin	Glastir Small Grants	<input type="checkbox"/>
- Uwchben Mor	Glastir Small Grants	<input type="checkbox"/>
- Cae Sbinod	Glastir Small Grants	<input type="checkbox"/>
- Hafod	Glastir Small Grants	<input type="checkbox"/>

< Prev Save Print ✕ Exit Next >

European Maritime and Fisheries Fund – Standard Costs Scheme Guidance Notes

When you select a contract to claim, the scheme will appear on the left hand side of the page. If you select more than one contract, each scheme you have selected will appear here.

Capital Works Claim Help Guide

CRN:

- Introduction
- Select Contracts ✓
- > Glastir Advanced ✓
- > Glastir Woodland Creation ✓
- Submission ✓
 - Errors, Information & Summary ✓
 - Declarations and Undertakings
 - Submit

Activities Available to Claim

This screen displays the Capital Works activities that are available to be claimed at this time.

This screen will display the contract you are claiming for.

At the top of this page is a blue Help box which provides guidance on what you need to do in order to complete your claim.

For certain Capital Works Claims, another blue box will appear under the Help box providing more detailed scheme specific guidance relevant to the claim you have selected.

Activities Available to Claim

Contract Reference / EOI Reference: [Empty] Contract Type: EMFF Added Value Contract Period: 2023

Help

1. Place a tick in the 'Claim this Activity' column for each individual activity that that you wish to claim at this time.
2. For each activity claimed, the 'Approved Quantity' will be copied to the 'Claimed Quantity'. For some contracts, you can type a lesser amount into the 'Claimed Quantity' if you wish. You cannot claim a larger quantity.
3. You must input a completion date for each activity in the 'Date Activity Completed'
4. Certain activity types may generate some supplementary questions. Please see the How to Complete Guidance for a full explanation.

Contract Type: EMFF Added Value
You must claim for all contracted items in full on a single Capital Works claim.

Find Activities:

e.g. / S37 / Small (70 litre) insulated fish box for storing ice on board fishing vessels to retain catch quality

Capital Works Number	Description	Approved Quantity	Claim this Activity?	Claimed Quantity	Date Activity Completed
S37	Slush ice Bin (70L)	10 Items	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
S63	Freezer Room (Large)	1 Item	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
S60	Vivier/shellfish Tank	1 Item	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

You must accurately complete the information contained in this screen. Tick the box against the activity you wish to claim. Enter the claimed quantity, and the date the activity was completed.

Note that you can only claim once for an activity, you cannot claim for part of an activity now, then submit another claim for the remaining part later.

You must only claim an activity when all work under that activity has been completed.

If any of the details entered are incorrect, error messages will appear on the screen and you will not be able to submit your claim until all of these errors have been corrected.

Submission

Errors and Information

This section lists any ‘Errors’ or ‘Information Messages’ contained in your Capital Works Claim.

You **must** correct any errors before you can submit the Capital Works Claim.

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.

Capital Works Claim Errors, Information & Summary

Help

Introduction

EMFF Added Value

Submission

Errors, Information & Summary

Declarations and Undertakings

Submit

Previous Save Next

Errors and Information
No Errors or Information Messages identified.
This is not confirmation that your Claim is complete or accurate. You must still ensure that you have selected the appropriate activities that are to be included and that all details are complete and accurate.

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

EMFF Added Value
2023

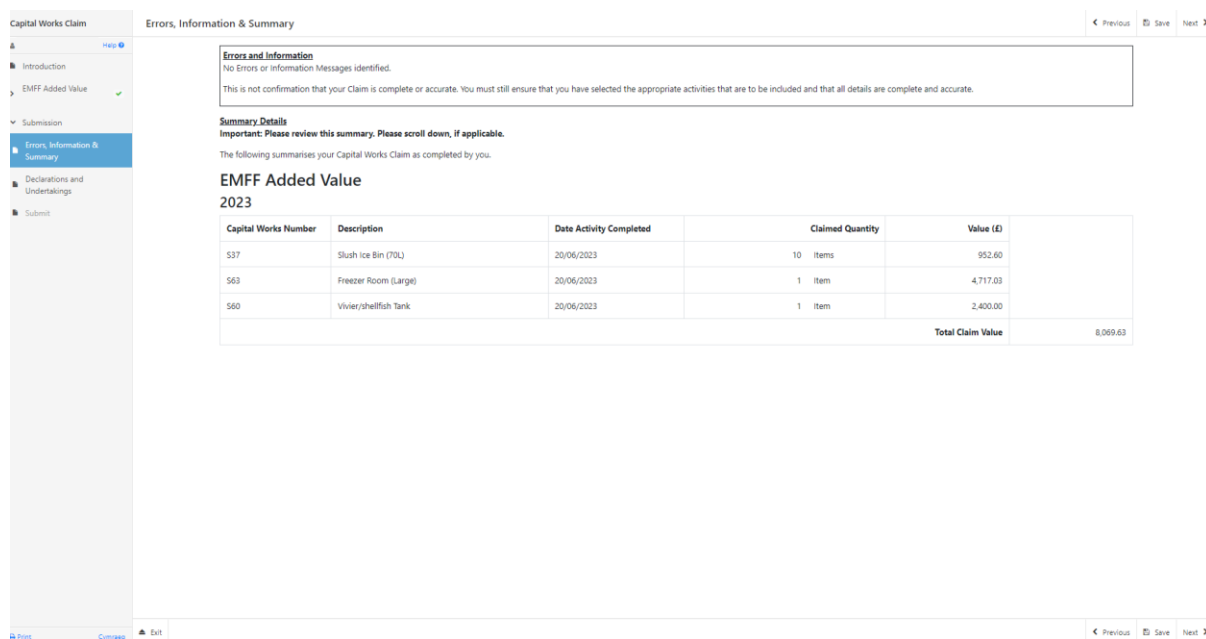
Capital Works Number	Description	Date Activity Completed	Claimed Quantity	Value (£)
S37	Slush Ice Bin (70L)	20/06/2023	10 Items	952.60
S63	Freezer Room (Large)	20/06/2023	1 Item	4,717.03
S60	Vivier/shellfish Tank	20/06/2023	1 Item	2,400.00
Total Claim Value				8,069.63

Print Cymraeg Exit Previous Save Next

Once you have corrected any errors your Capital Works Claim is ready for submission.

European Maritime and Fisheries Fund – Standard Costs Scheme Guidance Notes

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



Capital Works Claim Errors, Information & Summary

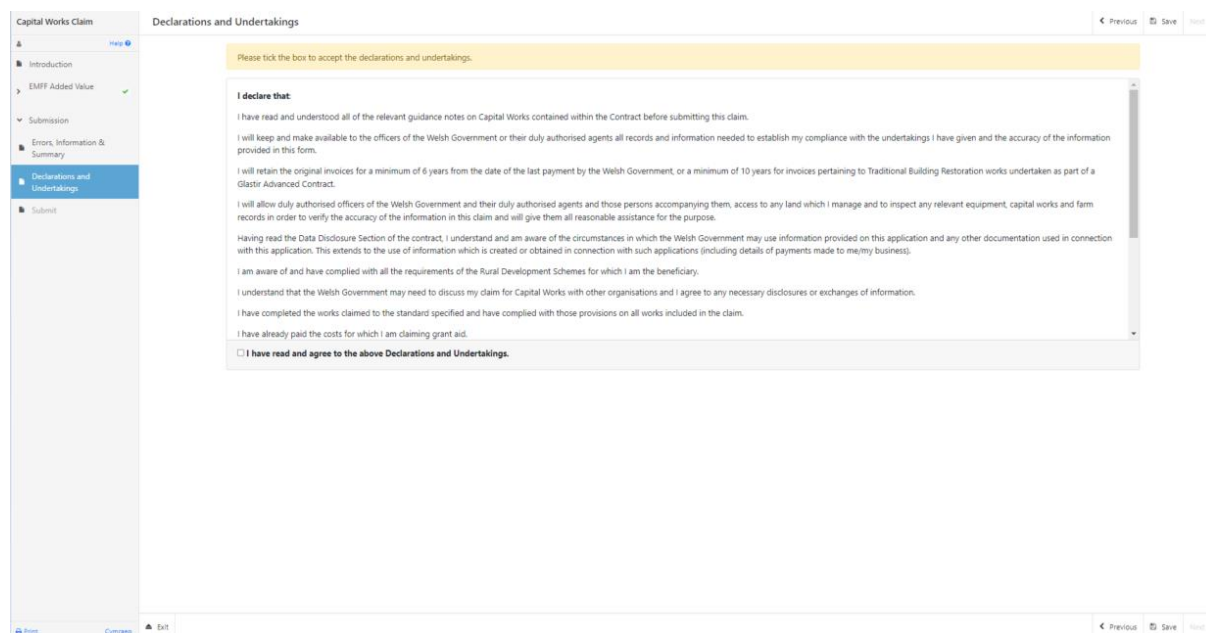
Errors and Information
No Errors or Information Messages identified.
This is not confirmation that your Claim is complete or accurate. You must still ensure that you have selected the appropriate activities that are to be included and that all details are complete and accurate.

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

EMFF Added Value
2023

Capital Works Number	Description	Date Activity Completed	Claimed Quantity	Value (£)
S37	Slush Ice Bin (70L)	20/06/2023	10 Items	952.60
S63	Freezer Room (Large)	20/06/2023	1 Item	4,717.03
S60	Vivier/shellfish Tank	20/06/2023	1 Item	2,400.00
Total Claim Value				8,069.63

Declarations and Undertakings



Capital Works Claim Declarations and Undertakings

Please tick the box to accept the declarations and undertakings.

I declare that:

- I have read and understood all of the relevant guidance notes on Capital Works contained within the Contract before submitting this claim.
- I will keep and make available to the officers of the Welsh Government or their duly authorised agents all records and information needed to establish my compliance with the undertakings I have given and the accuracy of the information provided in this form.
- I will retain the original invoices for a minimum of 6 years from the date of the last payment by the Welsh Government, or a minimum of 10 years for invoices pertaining to Traditional Building Restoration works undertaken as part of a Glástor Advanced Contract.
- I will allow duly authorised officers of the Welsh Government and their duly authorised agents and those persons accompanying them, access to any land which I manage and to inspect any relevant equipment, capital works and farm records 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 Rural Development Schemes for which I am the beneficiary.
- I understand that the Welsh Government may need to discuss my claim for Capital Works with other organisations and I agree to any necessary disclosures or exchanges of information.
- I have completed the works claimed to the standard specified and have complied with those provisions on all works included in the claim.
- I have already paid the costs for which I am claiming grant aid.

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

You must read the Declarations and Undertakings to ensure you comply with these. Scroll down the page to read all of the Declarations and Undertakings. Once you are

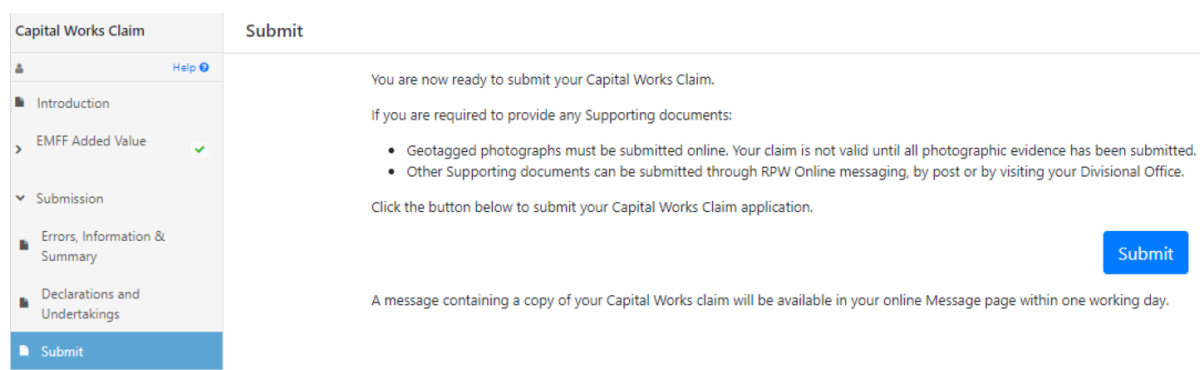
happy you have read, understood, and complied with these tick the box at the bottom to proceed.

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

For certain Capital Works Claims, there will be more than one tick box, please ensure that all boxes listed are ticked.

Select the Next button if you wish to continue.

Submit



Capital Works Claim Submit

Help

- Introduction
- EMFF Added Value ✓
- Submission
- Errors, Information & Summary
- Declarations and Undertakings
- Submit**

You are now ready to submit your Capital Works Claim.

If you are required to provide any Supporting documents:

- Geotagged photographs must be submitted online. Your claim is not valid until all photographic evidence has been submitted.
- Other Supporting documents can be submitted through RPW Online messaging, by post or by visiting your Divisional Office.

Click the button below to submit your Capital Works Claim application.

[Submit](#)

A message containing a copy of your Capital Works claim will be available in your online Message page within one working day.

Your Capital Works Claim is now ready for submission. If you are ready to submit you must press the submit button.

You must ensure you submit your Capital Works Claim 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.

If you fail to submit all relevant supporting documentation by this deadline you will not receive payment.

Contact Details

General Enquires – 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