



Llywodraeth Cymru
Welsh Government

Flood and Coastal Erosion Risk Management – Natural Flood Management Contract Claim form

How to Complete Guidance

August 2023

This guidance has been prepared Welsh Government to assist local authorities in completing the FCERM application.

For enquiries please contact the Flood and Coastal Erosion Risk Management team, within the Welsh Government by emailing: FloodCoastalRisk@gov.wales

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

**Flood and Coastal Erosion Risk Management – Natural
Flood Management
Contract Claim form
How to Complete Guidance**

These instructions will give you step-by-step guidance on how to complete your Flood and Coastal Erosion Risk Management Natural Flood Management – Contract Claim form

The Welsh Government produces this guidance in Welsh and English as required under the Welsh Government Welsh Language Scheme.

If you are encountering problems or are unable to access our website, please contact the RPW Online Helpdesk on 0300 062 5004.

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Rural Payments Wales Online - Home page

Log into your RPW Online Account - enter your User ID and Password in the boxes and click the **Sign in** button.

Sign in using Government Gateway

Government Gateway user ID

This could be up to 12 characters.

Password

[Sign in](#)

[Create sign in details](#)

If you are encountering problems or are unable to access your online account, please contact the RPW Online Helpdesk on 0300 062 5004.

Once logged in to your online account the RPW Online 'Homepage' will appear.

Rural Payments Wales Online – Home page

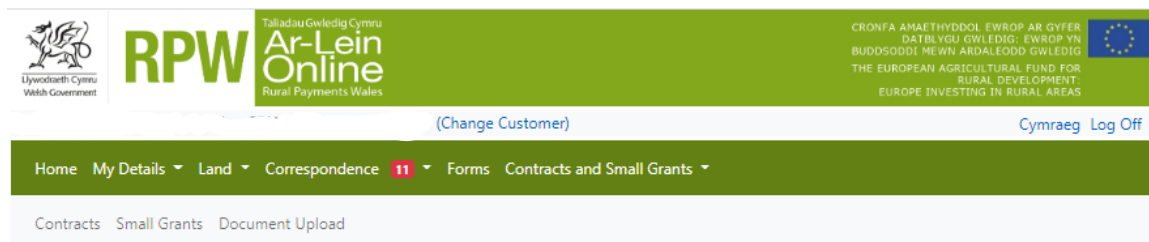
To access the claim form, click the Tab labelled 'Contracts and Small Grants' on the RPW Online home screen, as shown below.



To change the language at any time click the button located in the top right hand corner bar of the RPW Online information. This will allow you to choose the language your Flood and Coastal Erosion Management – Contract Claim form is displayed in.

Contracts and Small Grants Page

The list of active contracts available for you to start or continue a Contract Claim form are listed on this page.



Contracts

Your Contracts are listed below.

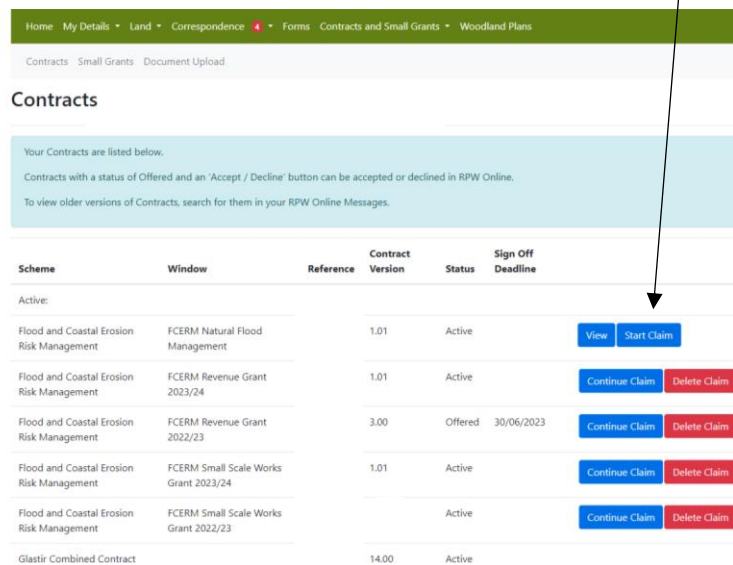
Contracts with a status of Offered and an 'Accept / Decline' button can be accepted or declined in RPW Online.

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

Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
Flood and Coastal Erosion Risk Management	FCERM Revenue Grant 2022/23	/	1.01	Active	Continue Claim Delete Claim
Flood and Coastal Erosion Risk Management	FCERM Small Scale Works Grant 2022/23		1.01	Active	Start Claim

Getting Started

Once you have read the Guidance Booklets, you can start your Natural Flood Management claim form by clicking on the Start Claim button



Home My Details Land Correspondence Forms Contracts and Small Grants Woodland Plans

Contracts Small Grants Document Upload

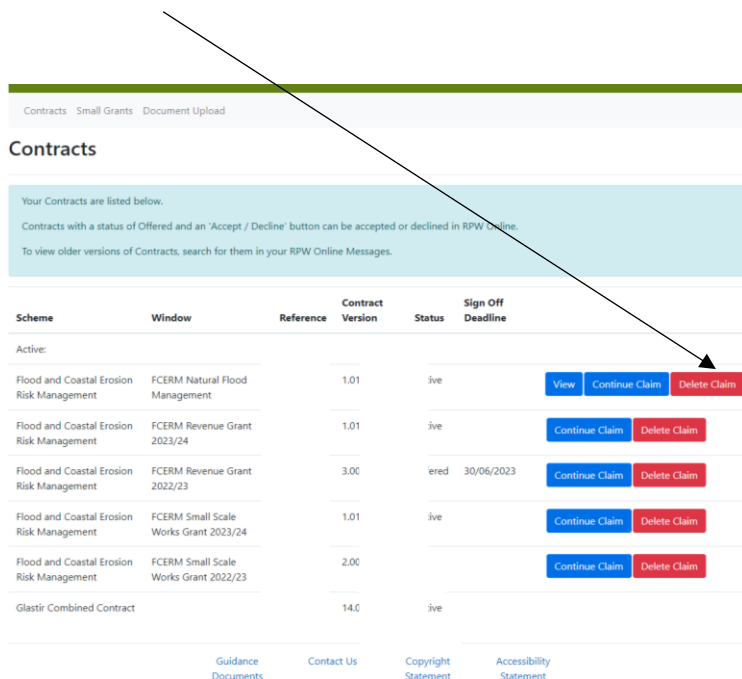
Contracts

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

Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline	
Active:						
Flood and Coastal Erosion Risk Management	FCERM Natural Flood Management		1.01	Active		View Start Claim
Flood and Coastal Erosion Risk Management	FCERM Revenue Grant 2023/24		1.01	Active		Continue Claim Delete Claim
Flood and Coastal Erosion Risk Management	FCERM Revenue Grant 2022/23		3.00	Offered	30/06/2023	Continue Claim Delete Claim
Flood and Coastal Erosion Risk Management	FCERM Small Scale Works Grant 2023/24		1.01	Active		Continue Claim Delete Claim
Flood and Coastal Erosion Risk Management	FCERM Small Scale Works Grant 2022/23			Active		Continue Claim Delete Claim
Glastir Combined Contract			14.00	Active		

Continue Application

If you are mid way through or paused a claim and want to continue, please select Continue Claim from the Selection Page



Contracts Small Grants Document Upload

Contracts

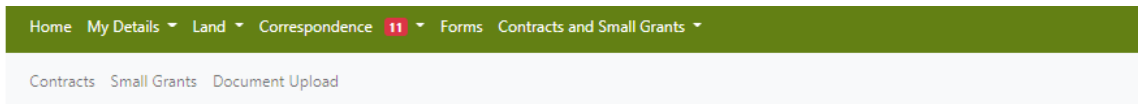
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Active:						
Flood and Coastal Erosion Risk Management	FCERM Natural Flood Management		1.01	ive		View Continue Claim Delete Claim
Flood and Coastal Erosion Risk Management	FCERM Revenue Grant 2023/24		1.01	ive		Continue Claim Delete Claim
Flood and Coastal Erosion Risk Management	FCERM Revenue Grant 2022/23		3.00	ered	30/06/2023	Continue Claim Delete Claim
Flood and Coastal Erosion Risk Management	FCERM Small Scale Works Grant 2023/24		1.01	ive		Continue Claim Delete Claim
Flood and Coastal Erosion Risk Management	FCERM Small Scale Works Grant 2022/23		2.00			Continue Claim Delete Claim
Glastir Combined Contract			14.0	ive		

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

Delete Claim

To delete a claim form, click the Delete Claim button.



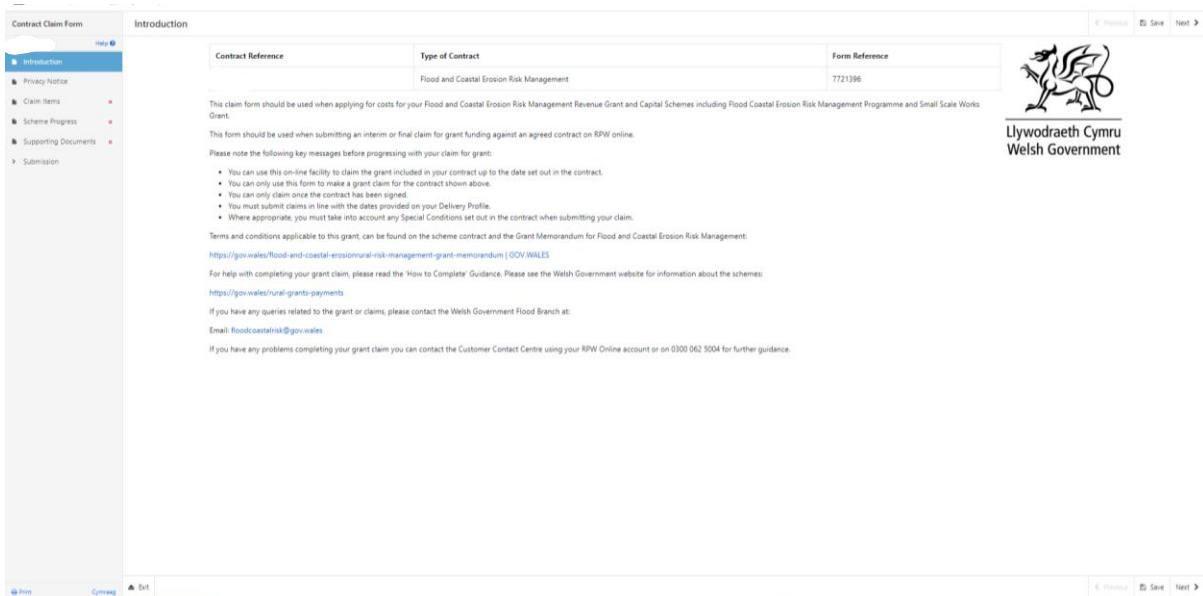
Contracts

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Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
Flood and Coastal Erosion Risk Management	FCERM Revenue Grant 2022/23		1.01	Active	Start Claim
Flood and Coastal Erosion Risk Management	FCERM Small Scale Works Grant 2022/23		1.01	Active	Continue Claim Delete Claim

Introduction Page

This is the introduction page which provides information about the Flood and Coastal Erosion Risk Management – Contract Claim form.



Once you have read the information click on the Next button.

Privacy Notice

This is the Privacy notice you must read.

FCERM Contract Variation Privacy Notice

Privacy notice: Welsh Government Flood, Coastal Erosion, Risk Management grants

Introduction/Background

The Welsh Government provides grant funding to flood risk management authorities for the purpose of reducing the risks from flooding and/or coastal erosion. In order for us to manage the grants we will need to process some personal data about you and your organisation in order to administer and issue the grant. Before we provide grant funding to you and during the term of the grant award, we may undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity.

What is the Lawful Basis for processing?

The Welsh Government will be the data controller for any personal data you provide in relation to your grant application or request for grant funding. We will process it in line with our public task and the official authority vested in us to provide financial assistance through grant funding to support ministerial objectives, to prevent fraud and money laundering, and to verify identities. Such processing is also a requirement of the grant funding you have requested and will help us assess your eligibility to receive the grant funding.

What personal information do we need to process?

In order to process your grant we will need the following personal information:

- name
- office address and office address history
- organisational contact details such as email address and telephone numbers
- third party organisation details

Why do we need to process your personal data?

The Welsh Government use your information to keep you as a point of contact to administer your application for grant funding. Additionally we, and fraud prevention agencies, may use this information, including any personal data, to prevent fraud and money laundering, and to verify your identity. We and fraud prevention agencies may also enable law enforcement agencies to access and use your personal data to detect, investigate and prevent crime.

How long will we keep your personal information?

The Welsh Government will keep your personal information for a period of between seven and ten years depending on the nature of the grant award after the completion of your grant in line with our Data Retention Policy. Fraud prevention agencies can hold your personal data for different periods of time, depending on how that data is being used. Please contact us for more information. If you are considered to pose a fraud or money laundering risk, your data can be held by fraud prevention agencies for up to 8 years from its receipt.

Will your personal information be shared?

The Welsh Government may share your information with fraud prevention agencies if we suspect or detect fraud. We may share only relevant information for publicity and post scheme completion evaluations. Administrators of RW online may have access to your personal information as a part of their routine monitoring and management of the platform.

Your rights:

Under the UK GDPR you have the following rights:

- To access a copy of your own data;
- For us to rectify inaccuracies in that data;
- To object to or restrict processing (in certain circumstances);
- For your data to be 'erased' (in certain circumstances); and
- To lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

Contact Information

The contact details for the Information Commissioner's Office are:

2nd Floor, Churchill House
Churchill Way
Cardiff
CF10 2HH
Telephone: 0330 414 6421
Website: <https://ico.org.uk/>

If you have any questions relating to this privacy notice or about how Welsh Government handle your personal information, please contact our Data Protection Officer:

Welsh Government
Cathays Park
CARDIFF
CF10 3NQ
Email: dataprotectionofficer@gov.wales

Bit Comms

Previous Save Next

Once you have read the information click on the Next button.

Claim Items

The ID, Name/Description and Available (£) will be automatically populated.

Input the total expenditure being claimed for each scheme.

The Available (£) figure will reduce to take into account the expenditure figure entered.

If a further claim will not be submitted for the scheme you must tick the Item Complete? box

Help
 This page is for claiming against all items except Simplified Cost Items.
 1. Please input the total expenditure being claimed and not the grant.
 2. VAT is not eligible for WG funding.
 3. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Id	Name / Description	Available (£)	Claimed Expenditure (£)	Item Complete?
	Rowan Tree Nelson (SWC 3.02)	40,000.00	<input type="text"/>	<input type="checkbox"/>
	Telemetry Upgrade - Mill Road Deri	10,000.00	<input type="text"/>	<input type="checkbox"/>
	Telemetry - Colliery Road (SWC 4.06)	10,000.00	<input type="text"/>	<input type="checkbox"/>
	Telemetry - Pempdaishool Reservoir (SWC 5.15)	15,000.00	<input type="text"/>	<input type="checkbox"/>
	Oxford Street, Gelligaer	50,000.00	<input type="text"/>	<input type="checkbox"/>
	Telemetry - St Martin's Road Caerphilly (SWC 1.22)	10,000.00	<input type="text"/>	<input type="checkbox"/>

If the Claimed Expenditure figure is 10% greater than the Available (£) amount (based on delivery profile previously provided) you must provide an explanation for the overspend.

Id	Name / Description	Available (£)	Claimed Expenditure (£)	Item Complete?
	Rowan Tree Nelson (SWC 3.02)	-15,000.00	55,000.00	<input type="checkbox"/>
	Reason for Overspend	<input type="text" value="Telemetry Upgrade - Mill Road Deri"/>		
	Telemetry Upgrade - Mill Road Deri	10,000.00	<input type="text"/>	<input type="checkbox"/>

If the Claimed Expenditure figure is 10% less than the Available (£) amount (based on delivery profile previously provided), and you have ticked the Item Complete box you must provide an explanation for the underspend

Id	Name / Description	Available (£)	Claimed Expenditure (£)	Item Complete?
	Rowan Tree Nelson (SWC 3.02)	39,800.00	200.00	<input checked="" type="checkbox"/>
	Reason for Underspend	<input type="text" value="Rowan Tree Nelson"/>		
	Telemetry Upgrade - Mill Road Deri	10,000.00	<input type="text"/>	<input type="checkbox"/>

There are basic data integrity checks and mandatory fields built into this form, any errors or information messages will appear once you either click 'Save' or 'Next' on each page.

Once you have corrected any errors and answered all of the questions on each page click on the Next button.

Scheme Progress

You must indicate if you are submitting a final claim.

Enter details of the wider benefits achieved through the scheme in the Wider Benefits text box and provide an update of the progress of each scheme in the Progress text box.

You must also enter the number of homes and businesses benefiting from the scheme where appropriate and when complete.

Contract Claim Form **Scheme Progress** Hide Help Previous Save Next

Help

- Please enter an update of the progress of your project in the **Progress** text box.
- Upon completion of each scheme/item of work, please provide, where appropriate, the number of homes and business benefiting from this work.

Is this the final claim for this contract? Yes No

Progress of Project(s)

Id	Name / Description	Homes Protected	Businesses Protected	Wider Benefits	Progress
	Rowan Tree Nelson (SWC 5.02)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 0 / 4000
	Telemetry Upgrade - Mill Road Deri	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 0 / 4000
	Telemetry - Colliery Road (SWC 4.06)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 0 / 4000
	Telemetry - Penpedairheol Reservoir (SWC 5.15)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 0 / 4000

Contract Claim Form **Scheme Progress** Hide Help Previous Save Next

Help

- Please provide details on the progress of your scheme and future work below.
- For final claims, please enter the number of properties benefiting from this work and any wider benefits.

Is this the final claim for this contract? Yes No

Progress of Scheme

Provide details of progress and achievements since the last claim.

0 / 4000

Issues/Risks

Where this is not a final claim, please provide details of any issues or risks which may affect delivery of your scheme including:

- Issues encountered and any risks identified which could affect the completion of scheme
- How these issues and/or risks are being addressed

0 / 4000

Future Work

Where this is not a final claim, please provide details of work to be undertaken over the next quarter.

0 / 4000

Outcomes

For final claims, please provide details about the homes and businesses benefiting from this scheme and wider benefits achieved.

Name	Current Value
Number of homes protected	<input type="text"/>
Number of businesses protected	<input type="text"/>

Exit Hide Help Previous Save Next

Delivery Profile

If you are not submitting a final claim, you must provide a revised forecast grant claim for the remaining quarters of the scheme. Please note the figures should be **grant draw down** not expenditure.

You can only forecast up to the approved remaining expenditure for the delivery profile.

Contract Claim Form **Delivery Profile** Hide Help Previous Save Next

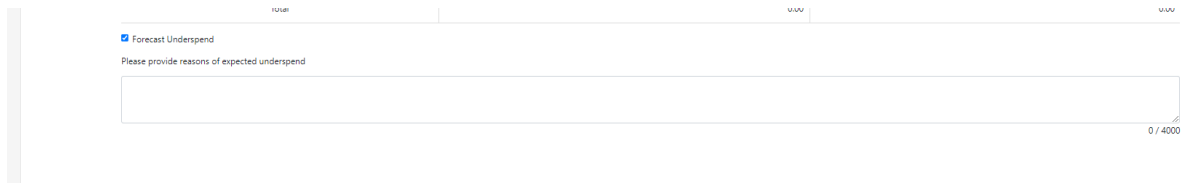
Help

- Please provide your forecast grant claim for the remaining quarters of the scheme. This needs to be grant draw down and not expenditure.
- You will only be able to forecast up to the current approved spend and grant deadline, anything above this will require a variation order to be submitted.

		CAPITAL	
Remaining expenditure for Delivery Profile (£)		720,000.00	
Claim Period	Current Forecast Expenditure (£)	Revised Forecast Expenditure (£)	
October - December 2022	212,500.00	<input type="text"/>	
January - March 2023	102,000.00	<input type="text"/>	
Total	314,500.00	0.00	

Forecast Underspend

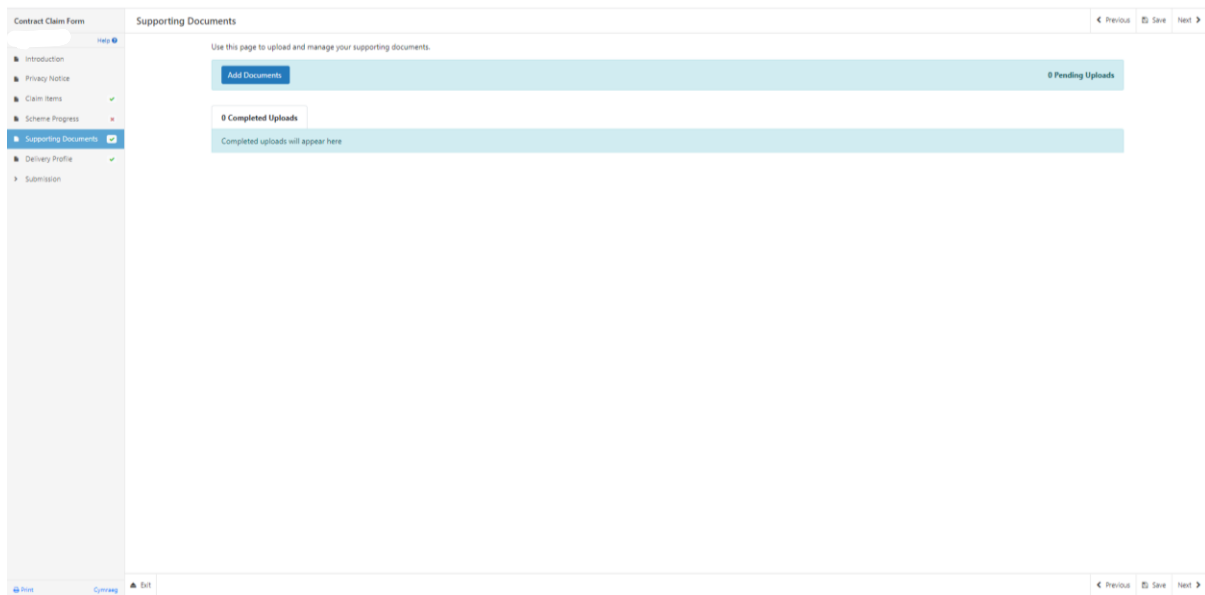
If the revised forecast results in an underspend you must tick the Forecast Underspend box and provide an explanation.



The screenshot shows a form section with a header 'Forecast Underspend' and a sub-header 'Please provide reasons of expected underspend'. Below the sub-header is a large text input area with a character count '0 / 4000' at the bottom right.

Supporting Documents

You can submit supporting documentation by clicking on the Add Documents button.



The screenshot shows the 'Supporting Documents' page of a 'Contract Claim Form'. The page has a sidebar on the left with a navigation menu containing 'Introduction', 'Privacy Notice', 'Claim Items', 'Scheme Progress', 'Supporting Documents' (selected), 'Delivery Profile', and 'Submission'. The main content area has a header 'Supporting Documents' and a sub-header 'Use this page to upload and manage your supporting documents.' Below this is a blue button labeled 'Add Documents' and a status bar showing '0 Pending Uploads' and '0 Completed Uploads'. A message below the status bar says 'Completed uploads will appear here'. At the bottom of the page, there are navigation buttons for 'Previous', 'Save', and 'Next'.

Submission Page – Errors, Information and Summary

This gives a summary of the items you have selected and informs you of any errors or information messages on your Contract Claim form.

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: [redacted] Type of Contract: Flood and Coastal Erosion Risk Management

Id - Name / Description	Available (€)	Claimed Expenditure (€)	Item Complete?
- Outline Business Case / Business Justification Case Development / Programme Business Case (Total)	36,194.00		

Simplified Cost Items: No claims made

Scheme Progress

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

Progress of Project: [redacted]

This is a mandatory question, please answer it.

Issues/Risks: [redacted]

Future Work: [redacted]

Outcomes

Name	Current Value
Number of homes protected	
Number of businesses protected	

Pages with errors will display a red cross and you can return to the pages to make amendments by clicking here.

Once any errors have been corrected each section will have a green tick displayed

Contract Claim Form Errors, Information & Summary

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

No Errors or Information Messages identified.

Contract Reference: [redacted] Type of Contract: Flood and Coastal Erosion Risk Management Form Reference: 7721404

Id - Name / Description	Available (€)	Claimed Expenditure (€)	Item Complete?
- Outline Business Case / Business Justification Case Development / Programme Business Case (Total)	36,194.00	3,000.00	

Simplified Cost Items: No claims made

Scheme Progress

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

Progress of Project: test

Issues/Risks: [redacted]

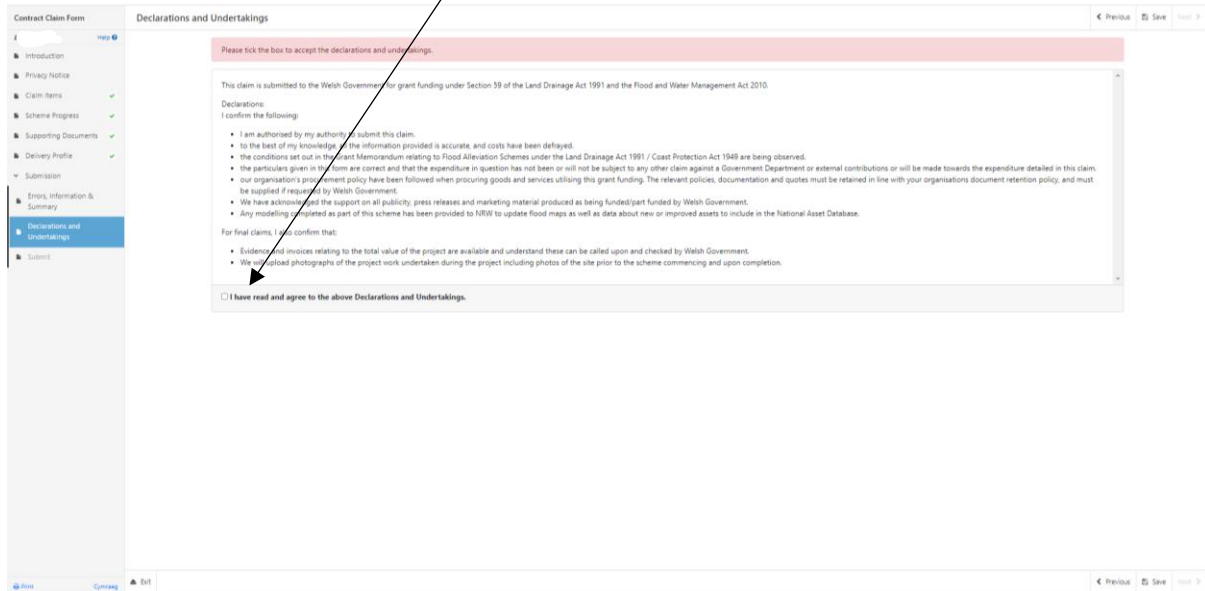
Future Work: [redacted]

Outcomes

Name	Current Value
Number of homes protected	
Number of businesses protected	

Submission Page – Declarations and Undertakings

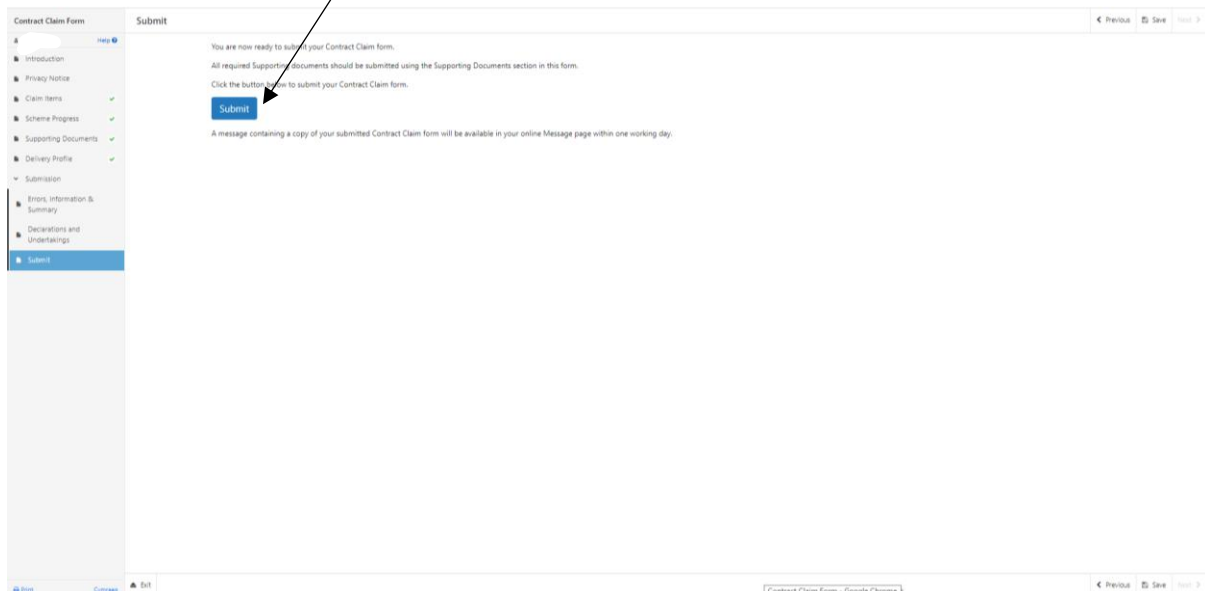
You must read the Declarations and Undertakings and tick the box to confirm you have read and agreed them.



The screenshot shows the 'Declarations and Undertakings' section of the 'Contract Claim Form'. A red banner at the top reads: 'Please tick the box to accept the declarations and undertakings.' Below this, the text states: 'This claim is submitted to the Welsh Government for grant funding under Section 59 of the Land Drainage Act 1991 and the Flood and Water Management Act 2010.' The 'Declarations:' section includes a list of confirmations: 'I confirm the following: I am authorised by my authority to submit this claim; to the best of my knowledge, the information provided is accurate, and costs have been defrayed; the conditions set out in the Grant Memorandum relating to Flood Alleviation Schemes under the Land Drainage Act 1991 / Coast Protection Act 1949 are being observed; the particulars given in the form are correct and that the expenditure in question has not been or will not be subject to any other claim against a Government Department or external contributions or will be made towards the expenditure detailed in this claim; our organisation's procurement policy have been followed when procuring goods and services utilising this grant funding. The relevant policies, documentation and quotes must be retained in line with your organisations document retention policy, and must be supplied if requested by Welsh Government; We have acknowledged the support on all publicity, press releases and marketing material produced as being funded/part funded by Welsh Government; Any modelling completed as part of this scheme has been provided to NRW to update flood maps as well as data about new or improved assets to include in the National Asset Database.' The 'For final claims, I also confirm that:' section includes: 'Evidence and invoices relating to the total value of the project are available and understand these can be called upon and checked by Welsh Government; We will upload photographs of the project work undertaken during the project including photos of the site prior to the scheme commencing and upon completion.' At the bottom, there is a checkbox labeled 'I have read and agree to the above Declarations and Undertakings.' An arrow points from the text above to this checkbox.

Submission Page - Submit

To submit your Flood and Coastal Erosion Risk Management – Natural Flood Management Contract Claim form click on the Submit button.



The screenshot shows the 'Submit' section of the 'Contract Claim Form'. The text reads: 'You are now ready to submit your Contract Claim form. All required Supporting Documents should be submitted using the Supporting Documents section in this form. Click the button below to submit your Contract Claim form.' A blue 'Submit' button is visible. Below the button, it says: 'A message containing a copy of your submitted Contract Claim form will be available in your online Message page within one working day.' An arrow points from the text above to the 'Submit' button.

Once submitted, you will receive a confirmation which you can print for your own records.

Contract Claim Form Submission Confirmation

Contract Claim Form - Reference Number: 7721404

Your Contract Claim form was submitted for on 11/10/2022 at 15:46 by Charles Estate Agent.

A message confirming receipt of your Contract Claim has been sent and should be available in your online Messages page within one working day. This includes a copy of your submitted claim and any supporting documents.

Please check the contents of your submitted claim and notify us of any changes required. Changes may be notified through RPW Online messaging or in writing.

Click the 'Print this Screen' button to print a copy of this receipt.

[Print this Screen](#)

[Exit](#)

A summary of your completed Flood and Coastal Erosion Management – Natural Flood Management Contract Claim form will be added to the 'Messages' page on your RPW Online account under the title "Documents received by RPW". Ensure you check the information submitted thoroughly. If any of the information shown is incorrect, please reply to the Message detailing your concerns. You should do this as soon as you discover any incorrect information.

If you are encountering problems or are unable to access our website, please contact the RPW Online Helpdesk on 0300 062 5004.