



Llywodraeth Cymru
Welsh Government

Food Business Accelerator Scheme How to Claim

Contract Claim Form – How to Complete Guidance

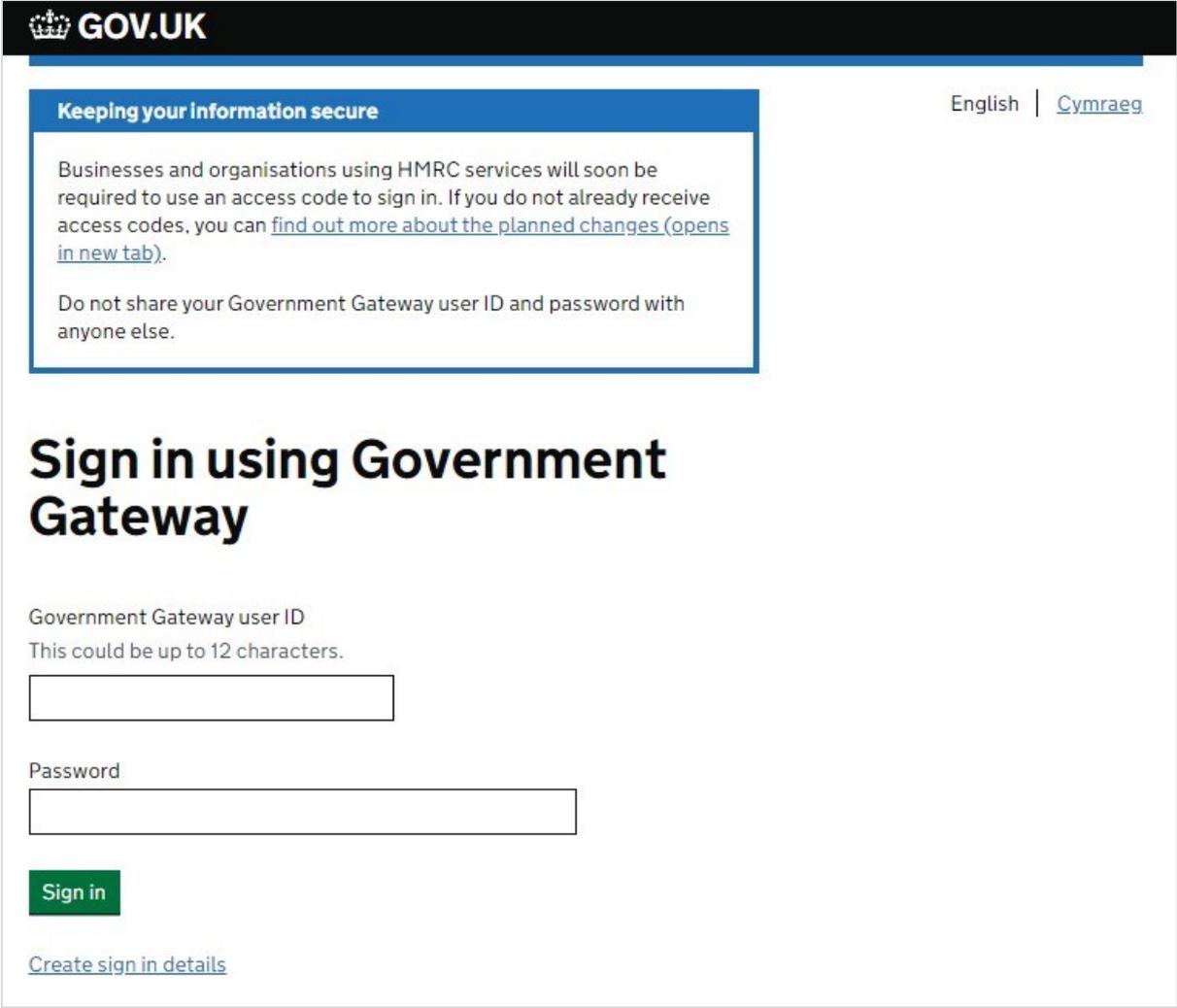
Important Notice

This guide explains how to complete a Contract 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 Contract Claim Form 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 GOV.UK sign-in page for Government Gateway. At the top left is the GOV.UK logo. In the top right corner, there are language options: "English" and "Cymraeg". A blue banner on the left contains the heading "Keeping your information secure" and text stating that businesses using HMRC services will need an access code to sign in, with a link to "find out more about the planned changes (opens in new tab)". Below this, it says "Do not share your Government Gateway user ID and password with anyone else." The main heading is "Sign in using Government Gateway". Below this, there 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 Contract Claim Form

The Contract Claim Form can be accessed via the Contracts and Small Grants at the top of the form on the Home screen (as shown below).

RPW Ar-Lein Online Rural Payments Wales

Home My Details Land Correspondence 4 Forms **Contracts and Small Grants** Woodland Plans

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

Unread Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW
Contract Claim Form Summary : Contract Claim Form (14/09/2023)

Unread Datganiad Talu / Payment Statement
Payment Statement : W_Contract Claim [REDACTED]

Unread Datganiad Talu / Payment Statement
Payment Statement : W_Contract Claim [REDACTED]

Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW
Contract Claim Form Summary : Contract Claim Form (07/09/2023)

Your SAF 2023 is now available to be completed.

You must use the SAF 2023 to claim for payment under Basic Payment Scheme (BPS), Glastir Entry / Glastir Advanced (GE/GA), Glastir Advanced (GA), Glastir Organic (GO), Glastir Woodland Creation Premium (GWCP and GCP), Glastir Woodland Creation Maintenance (GCM), Organic Conversion (OCS), Woodland Creation Maintenance (WCM) and Woodland Creation Premium (WCP). You must also use the SAF 2023 if you wish to...

From the dropdown box select Contracts. A page will appear with your active contracts, as shown below.

Contracts Small Grants Document Upload

Contracts

Your Contracts are listed below.

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

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

Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
Glastir Woodland Management		[REDACTED]	3.00	Active	
Food Business Accelerator Scheme	FBAS - Window 1	[REDACTED]	2.00	Active	View Start Claim

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

Click on Start Claim and you will be taken to the Claim Form Introduction page.

Introduction Privacy Notice Claim Items Project Report Supporting Documents Submission

Contract Reference	Type of Contract	Form Reference
[REDACTED]	Food Business Accelerator Scheme	[REDACTED]

Please note the following key messages before progressing with your claim for grant:

- You can use this on-line facility to claim the grant included in your contract.
- You can only claim once the contract has been signed and quotes approved.
- You must submit all supporting documentation where required otherwise your claim will not be valid and cannot be progressed. The on-line screen prompts will tell you which items require supporting documentation.
- If required, you must provide geotagged photographs. These can be provided when the Claim is submitted or afterwards using the Document Upload menu option under 'Contracts and Small Grants' on the RPW Online Home Page.
- You can only claim for items once the works have been fully completed.
- For items which are based on non-standard costs you must provide evidence that services / items have been paid for (e.g. bank statement) along with your claim.
- Where appropriate, you must take into account any Special Conditions when submitting your claim.
- Where appropriate, you must submit claims in line with the dates provided on your Delivery Profile.

For help with completing your grant claim, please read the 'How to Complete' Guidance. Please see the Welsh Government website for information about the schemes: <https://gov.wales/rural-grants-payments>

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

Llywodraeth Cymru Welsh Government

Introduction Page

This page provides key messages about the Contract Claim Form. Please ensure you have read them thoroughly before you begin. You can access the Contract 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.

Click on the Next button situated at the top right and bottom right of the page, this will take you to Privacy notice: Welsh Government grants. Please read and understand this before proceeding to the next page.

Click on the Next button and this will take you to the Claim Items page where you can start your claim. If you have several items to claim for you can use the Find Items search box.

ID	Name / Description	Available (£)	Transaction ID	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Item Complete?
FA204	Professional Fees	1,488,890.00	A1	Text	23/09/2023	10.00	10.00	<input type="checkbox"/>

Please ensure that all details for your items are completed. If an item is complete please tick the Item Complete box. If you fail to complete any of the boxes you will receive an error message to prompt you to fill in the missing information. When you are happy you have completed all your claim items click on Next and this will take you to the Progress Report page.

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Food hygiene Rating Scheme	1	1	1	Text
Carbon reduction	1	1	1	Text

You will need to complete all the boxes here, if you fail to complete any of the boxes you will be prompted to fill in the missing information. When you have completed the Progress report click on Next and you will be taken to the Supporting Documents page.

Supporting Documents – Evidencing your Claim



Here you will be able to upload all required documents to support your claim. Section F of the scheme guidance details the documentation you need to provide to support your claims.

<https://www.gov.wales/food-business-accelerator-scheme-guidance-html#108830>

Where insufficient evidence is provided, payment will be withheld.

Please note: Prior to submitting your first claim you must also submit a Schedule 6 Assurance Statement: Counter Fraud and Governance form. This will have been issued to you along with your contract.

We will not be able to pay your first claim until we are in receipt of this.

When you have completed this section click Next and you will be taken to the Submission page.

Submission

The first section you will be taken to is Errors and Information and Summary

Errors and Information and Summary

This section lists any Errors or Information Messages contained in your Contract 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.

The Summary lists the details you have inputted for your claim.

When you are content all is correct here click Next and you will be taken to the Declarations and Undertakings page.

Declarations and Undertakings

You must read all the Declarations and Undertakings to ensure you comply with these. 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. Click Next and you will be taken to the Submit page.

Submit

Your Grant Claim is now ready for submission. If you are ready to submit you must press the blue submit button. You must ensure you submit your Contract Claim Form by the deadline contained in the contract. If you fail to claim by this deadline, you will not receive payment.

There is a prompt here to remind you that all the supporting documentation must be submitted to support your claim.

Contact Details

General Enquiries – Customer Contact Centre

Your first point of contact for all telephone enquiries and email correspondence should be the Customer Contact Centre where staff are on hand to provide information and answer queries.

You can use the 'Messages' page on your RPW Online account to send an enquiry to the Customer Contact Centre. Alternatively, you can use the following contact details:

Tel: 0300 062 5004

PO Box address:
Rural Payments Wales,
PO Box 251,
Caernarfon,
LL55 9DA