



Llywodraeth Cymru
Welsh Government

Welsh Marine and Fisheries

Health and Safety

Grant Claim Form

How To Complete Guidance

Contents

Grant Claim Form – How to Complete Guidance	3
Important Notice.....	3
RPW Online Account	4
Accessing the Grant Claim Form	5
Introduction Page	7
Select Contracts	8
Activities Available to Claim	10
Supporting Documents – Evidencing your Claim	12
Submission	13
Errors and Information	13
Declarations and Undertakings	15
Submit	16
Contact Details	17
Enquiries – Customer Contact Centre	17

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.



The screenshot shows the Government Gateway sign-in page. At the top, there is a black header with the GOV.UK logo and the text 'Government Gateway'. Below the header, there is a blue box with the text 'Keeping your information secure' and a warning: '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 located below the password field. In the top right corner, there are links for 'English' and 'Cymraeg'.

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.

The screenshot shows the RPW Ar-Lein Online portal. The header includes the RPW logo and the text 'Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales'. The navigation menu has 'Forms' highlighted with a red box. A message box on the right says 'You have started your [] but not submitted it yet. Last updated on 20/01/2023 at 10:46 by []'. Below this is a 'SAF Reminder: The deadline for submitting your SAF without late submission penalties is 15 May 2023. Therefore you only have 47 days remaining to submit your SAF.' and a blue 'Continue my SAF 2023' button. The 'Messages' section lists several unread notifications. The 'Start a Form' section is partially visible at the bottom left.

This is a close-up of the 'Start a Form' section. It lists various application forms available for submission. The 'Grant Claim Form' is highlighted with a red box and is listed as 'available anytime'. Other forms include 'Single Application Form 2023 Available until', 'Added Value (Fisheries) Application Available until', 'Appeal Available anytime', 'Capital Works Claim Available anytime', 'FCERM Contract Variation Available anytime', 'Farm Business Grant - Yard Coverings EOI Available until', 'Flood and Coastal Erosion Risk Management - Natural Flood Management Grant Available until', 'Flood and Coastal Erosion Risk Management Grant - Capital Pipeline Available until', 'Food Business Accelerator Scheme Application', 'Integrated Natural Resources Scheme - Project Development Grant Application Available until', and 'Nutrient Management Investment Scheme Application Available until'.

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 and 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 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 **Grant Claim Form** then you can also contact '[Customer Contact Centre](#)' for further guidance.

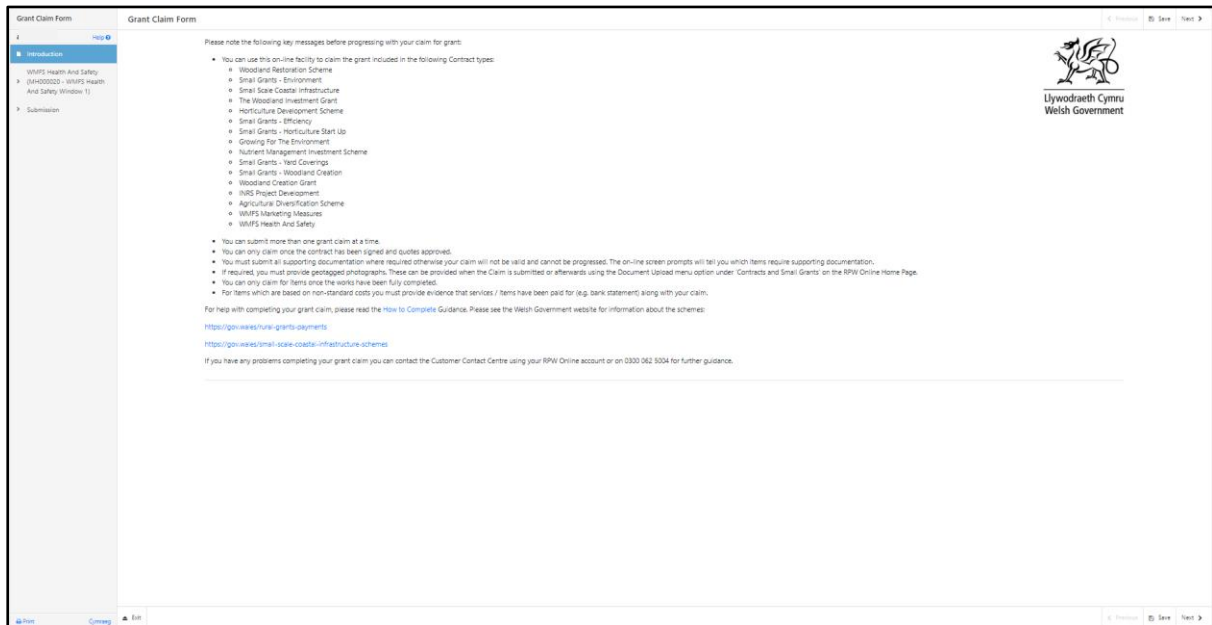
Please check that the Customer Details and Online Preferences shown below are correct before submitting your application. If incorrect, you can change them now by clicking the [Customer Details](#) or [Online Preferences](#) links below.

Customer Details	Online Preferences
Trading Title	Email or SMS (Text) Preference
Address	Email Address
	Mobile Number
Postcode	
Telephone Number	
Email Address	
Number of Partners	

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.



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.

Contract Reference / EOI Reference	Contract Type	Claim for items on this contract?
EG000602 - Growing for the Environment - Window 2	Growing For The Environment	<input type="checkbox"/>
MH000019 - WMFS Health And Safety Window 1	WMFS Health And Safety	<input type="checkbox"/>

As an example, the Grant Claim Form below has two contracts available to claim.

Contract Reference / EOI Reference	Contract Type	Claim for items on this contract?
EG000602 - Growing for the Environment - Window 2	Growing For The Environment	<input checked="" type="checkbox"/>
MH000019 - WMFS Health And Safety Window 1	WMFS Health And Safety	<input checked="" type="checkbox"/>

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

- Grant Claim Form
- Help
- Introduction
- Select Contracts** ✓
- Growing For The Environment (EG000602 - Growing for the Environment - Window 2)
- WMFS Health And Safety (MH000019 - WMFS Health And Safety Window 1)
- Submission

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

Grant Claim Form Select Contracts

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

Contract Reference / EOI Reference	Contract Type	Claim for items on this contract?
EG000002 - Growing for the Environment - Window 2	Growing For The Environment	<input type="checkbox"/>
MH000019 - WMFS Health And Safety Window 1	WMFS Health And Safety	<input checked="" type="checkbox"/>

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. Here you can select the Home Page. Under this page is a link to the Marine and Fisheries page where you can access the relevant Scheme and 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.

Capital Works Number	Description	Approved Quantity	Claim this Activity?	Claimed Quantity	Date Activity Completed
WF40	Automatically inflated lifejacket with auto activated PLS	10 Items	<input type="checkbox"/>		
WF41	4 man liferaft	4 Items	<input type="checkbox"/>		
WF42	MOB Recovery system	1 Item	<input type="checkbox"/>		
WF45	DSC/VHF Hand held radio	5 Items	<input type="checkbox"/>		
WF50	Large Net Bin	5 Items	<input type="checkbox"/>		

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.

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.

Grant Claim Form
Activities Available to Claim

[Home Page](#)
[Previous](#)
[Save](#)
[Next](#)

Contract Reference / EOI Reference	Contract Type	Contract Period
MHC00019 - WMFS Health And Safety Window 1	WMFS Health And Safety	2023

HEP

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

✖ There are errors. Please double-check them before continuing.

Find Activities:

e.g. H5001 / WF40 / An automatically inflated twin Chamber minimum 275lb Buoyancy lifejacket. Must have an integrated strobe light, automatically activated PLE and AIS MOB 1. Must be SOLAS approved. Find Find Next

Capital Works Number	Description	Approved Quantity	Claim this Activity?	Claimed Quantity	Date Activity Completed
WF40	Automatically Inflated lifejacket with auto activated PLE	10 Items	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>
	<ul style="list-style-type: none"> You must enter a claimed quantity. You must enter the date on which the activity was completed. You must claim this item in full to submit a claim. 				
WF41	4 man life raft	4 Items	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	<ul style="list-style-type: none"> You must claim all items for this contract in a single claim. 				
WF42	MOB Recovery system	1 Item	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	<ul style="list-style-type: none"> You must claim all items for this contract in a single claim. 				
WF45	DSC/VHF Hand held radio	5 Items	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	<ul style="list-style-type: none"> You must claim all items for this contract in a single claim. 				
WF50	Large net Bin	5 Items	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	<ul style="list-style-type: none"> You must claim all items for this contract in a single claim. 				

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.

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.

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

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.

Errors and Information
The following is a list of sections which contain Errors and Information Messages. Errors **must** be corrected before submission is possible. For any information Messages, we recommend that you check your response to ensure it is correct. For more information refer to the guidance in the 'How to Complete' guide.
Click 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	Errors	Information
WMFS Health And Safety (MH000019 - WMFS Health And Safety Window 1)	0	None

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

WMFS Health And Safety (MH000019 - WMFS Health And Safety Window 1)
2023

Capital Works Number	Description	Date Activity Completed	Claimed Quantity	Value (£)
WF40	Automatically inflated lifejacket with auto activated PLB	01/11/2023	10 Items	2,805.20
WF41	4 man liferaft	01/11/2023	4 Items	2,419.86
WF42	MOB Recovery system	01/11/2023	1 Item	555.75
WF45	DSC/VHF Hand held radio	01/11/2023	5 Items	577.18
WF50	Large Net Bin	01/11/2023	5 Items	550.70
WF52	Multi-function display screen	01/11/2023	2 Items	359.45
WF53	Autopilot	01/11/2023	1 Item	1,099.19
WF46	Immersion Suit	01/11/2023	2 Items	172.15
Total Claim Value				8,539.47

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.

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.

WMFS Health And Safety (MH000019 - WMFS Health And Safety Window 1)
2023

Capital Works Number	Description	Date Activity Completed	Claimed Quantity	Value (£)
WF40	Automatically inflated lifejacket with auto activated PLB	01/11/2023	10 Items	2,805.20
WF41	4 man liferaft	01/11/2023	4 Items	2,419.86
WF42	MOB Recovery system	01/11/2023	1 Item	555.75
WF45	DSC/VHF Hand held radio	01/11/2023	5 Items	577.18
WF50	Large Net Bin	01/11/2023	5 Items	550.70
WF52	Multi-function display screen	01/11/2023	2 Items	359.45
WF53	Autopilot	01/11/2023	1 Item	1,099.19
WF46	Immersion Suit	01/11/2023	2 Items	172.15
WF44	MOB Training Dummy	01/11/2023	1 Item	303.40
Total Claim Value				8,842.87

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

Grant Claim Form 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.

Growing For The Environment (EG000602 - Growing for the Environment - Window 2)
 2023

Map ID	Capital Works Number	Description	Date Activity Completed	Claimed Quantity	Value (£)
GE002	CD01	Mixed leys	01/11/2023	3.35 ha	924.60
GE004	CD04	Unsprayed root or forage crops	01/11/2023	2.34 ha	299.72
Total Claim Value					1,224.32

WMFS Health And Safety (MH000019 - WMFS Health And Safety Window 1)
 2023

Capital Works Number	Description	Date Activity Completed	Claimed Quantity	Value (£)	
WF40	Automatically inflated lifejacket with auto activated PLS	01/11/2023	10 Items	2,805.20	
WF41	4 man life raft	01/11/2023	4 Items	2,419.86	
WF42	MOB Recovery system	01/11/2023	1 Item	555.75	
WF45	DSC/NHF Hand held radio	01/11/2023	5 Items	577.18	
WF50	Large Net Bin	01/11/2023	5 Items	550.70	
WF52	Multi-Function display screen	01/11/2023	2 Items	359.45	
WF53	Autopilot	01/11/2023	1 Item	1,099.19	
WF46	Immersion Suit	01/11/2023	2 Items	172.15	
WF44	MOB Training Dummy	01/11/2023	1 Item	303.40	
Total Claim Value					8,542.87

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.

The screenshot shows a web form titled 'Grant Claim Form' with a sub-section 'Declarations and Undertakings'. On the left is a navigation menu with items: Introduction, Select Contracts, WMP5 Health And Safety (WMP520219 - WMP5 Health And Safety Window 1), Submission, Errors, Information & Summary, and Declarations and Undertakings (highlighted in blue). The main content area has a yellow header bar that says 'Please tick the box to accept the declarations and undertakings.' Below this is a scrollable text area containing the following text:

I declare that:

- I have read and understood all of the relevant guidance notes 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 5 years from the date of the last payment by the Welsh Government. For TWIG and SSC, 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 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 have already paid the costs for which I am claiming grant aid.
- I confirm that the items claimed for have been completed to a standard that ensures any conditions set in my contract have been met and I understand that payment will only be made if the Welsh Government is satisfied that the conditions have been met.
- I understand that payments may be recovered where the scheme aims and objectives have not been met.

At the bottom of the scrollable area is a checkbox: I have read and agree to the above Declarations and Undertakings.

For certain Grant 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.

Grant Claim Form | Declarations and Undertakings

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 geotagged photographs

I declare that:

I have read and understood all of the relevant guidance notes 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 5 years from the date of the last payment by the Welsh Government. For TWG and SSC, 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 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 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 have already paid the costs for which I am claiming grant aid.

I confirm that the items claimed for have been completed to a standard that ensures any conditions set in my contract have been met and I understand that payment will only be made if the Welsh Government is satisfied that the conditions have been met.

I understand that payments may be recovered where the scheme aims and objectives have not been met.

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.

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

You are now ready to submit your Grant Claim Form.

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 Grant Claim Form application.

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

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