



Llywodraeth Cymru
Welsh Government

Woodland Creation Grant
Expression of Interest
**Groundworks Claim
How to Complete**

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USING RPW ONLINE TO APPLY

IMPORTANT NOTICE

These instructions will give you step-by-step guidance on how to complete your Woodland Creation Grant Groundworks Claim.

The Welsh Government produces this guide in Welsh and English as required under the Welsh Government Welsh Language Scheme. Should you require a copy of this guide in the alternative language, you can access it from gov.wales by selecting the language switcher at the top of the page and re-opening the document.

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

ELIGIBILITY TO SUBMIT GROUNDWORKS CLAIM

The Groundworks Claim is available to customers who declared their intention to claim an advance payment for ground preparation and/or bracken spraying on their Woodland Creation Grant application. Eligible customers will be able to submit a Groundworks Claim when a Woodland Creation Grant contract has been offered and accepted.

Please note that customers will not be able to submit a Grant Claim for capital works completed under Woodland Creation Grant contract until their Groundworks Claim has been submitted and completed.

SECTION 1 – GETTING STARTED

RPW ONLINE

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



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, the page title 'Sign in using Government Gateway' is displayed in large, bold, black text. To the right of the title, there are links for 'English' and 'Cymraeg'. Below the title, there are two input fields: one for 'Government Gateway user ID' with a note 'This could be up to 12 characters.' and another for 'Password'. A green 'Sign in' button is positioned below the password field. At the bottom, there is a section for 'New users of Government Gateway' with a link to '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 Home page will appear. This page will show information and messages you have received or sent, as well as being able to start and submit any available Applications.

HOME PAGE

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

RPW Taliadau Gwledig Cymru
Ar-Lein Online
Rural Payments Wales

CRONFA AMAETHYDDOL EWROP AR GYFER
DATBLYGU GWLEDIG: EWROP YN
BUDDSODDI MEWN ARDALEODD GWLEDIG
THE EUROPEAN AGRICULTURAL FUND FOR
RURAL DEVELOPMENT
EUROPE INVESTING IN RURAL AREAS

Cymraeg Log Off

Home My Details ▾ Land ▾ Correspondence ▾ 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** **Lythyr Dethol / Selection Letter**
Selection Letter : _Woodland Plan Selection Letter.pdf (08/08/2023)
- Unread** **Datganiad Talu / Payment Statement**
Payment Statement
- Unread** **Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW**
Claim Form Summary

Useful Links

- BCMS
- Farming and scheme information
- Bovine TB
- Farm animal movements and identification
- Farming Connect
- Welsh Government Offices
- European Maritime and Fisheries Fund
- EID Cymru




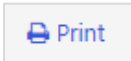



In the **Start a Form** section at the bottom of the Home screen, click the **Groundworks Claim** link.

Start a Form

- Single Application Form 2023
- Added Value (Fisheries) Application Available until 01/01/2050. 9627 days left.
- Agricultural Diversification Scheme Application
- Appeal Available anytime
- Capital Works Claim
- Grant Claim Form
- Groundworks Claim Available anytime**
- Growing for the Environment EOI Available until 31/12/2050. 9991 days left.
- Habitat Wales Scheme Expression of Interest Available anytime

SECTION 2 – OVERVIEW OF NAVIGATION CONTROLS

This is an overview of the Navigation controls on each page that you will need to use when completing your Application:

	<p>Located on the bottom left side of the page where applicable. This will allow you to choose the language your Application is displayed in.</p>
	<p>Located at the top left of each page where applicable. This button will take you to the <i>Using RPW Online to Apply</i> document for the scheme.</p>
	<p>Located at the top right and bottom right of each page where applicable, these buttons will allow you to move forwards and backwards between pages of your Application.</p>
	<p>Located at the bottom left of each page where applicable, this button will allow you to Print a snapshot of your Application in its current state. Important note: Printed copies of your Application will not be accepted for submission.</p>
	<p>Located at the top right and bottom right of each page where applicable, click this button to save any changes made. Clicking this button will also check to see if changes made are acceptable.</p>
	<p>Located at the bottom left of each page where applicable, click to exit your Application. Changes are saved automatically.</p>
	<p>These indicators appear next to each section of your Application, on the left side of the page.</p> <p>The green tick appears when entries made in a section are acceptable.</p> <p>The red cross appears where a required section/page hasn't been viewed yet, or if there are errors that need to be corrected.</p> <p>The blue Information icon appears where an Information message has been triggered due to a change made on the form.</p>

SECTION 3 – THE GROUNDWORKS CLAIM

START APPLICATION

Once you have selected the appropriate link to start your Groundworks Claim, you will see the following page.

The screenshot shows the top navigation bar with the Welsh Government logo, RPW Ar-Lein Online logo, and the European Union logo. Below the navigation bar is a menu with links: Home, My Details, Land, Correspondence, Forms, Contracts and Small Grants, and Woodland Plans. The main heading is 'Start Application start an application or claim'. A message states: 'You have asked to complete the following application online: **Groundworks Claim - WCG Contract 2023**'. Below this, there are several paragraphs of text providing instructions and information about the application process, including the deadline of 31 March 2024 and a link to the Customer Contact Centre.

Before commencing please check that the details shown are correct. If needed, you can make changes by clicking the **Customer Details** link or the **Online Preferences** link.

If the details shown are correct, select the **Start** button. This will take you to the Introduction screen.

Note: If you exit an in progress Application, the changes will be saved to continue later. This page will change to **Continue Application** when revisited. There will be an additional option to restart your Application if necessary – click **Start Again** to delete your current Application. You may then begin the submission process again.

The screenshot shows the top navigation bar with the Welsh Government logo, RPW Ar-Lein Online logo, and the European Union logo. Below the navigation bar is a menu with links: Home, My Details, Land, Correspondence, Forms, Contracts and Small Grants, and Woodland Plans. The main heading is 'Continue Application continue an application or claim'. A message states: 'You have asked to complete the following application online: **Groundworks Claim - WCG Contract 2023 (WP000008)**. You already have an application in progress. Please click 'Continue' to continue with your **Groundworks Claim - WCG Contract 2023 (WP000008)**. You may choose to remove your existing **Groundworks Claim** and start again. This will undo all of the changes that you have made since starting your **Groundworks Claim** and the new **Groundworks Claim** will be populated with the latest available data. If you wish to do so, click **Start Again**.' A red box highlights the 'Start Again' link, and a red arrow points to it.

INTRODUCTION

This is the introduction page which provides information about the Groundworks Claim.

It also provides links to the relevant Scheme Guidance and How to Complete Guidance on the Welsh Government website.

The screenshot shows a web application interface for 'Groundworks Claim'. The page title is 'Introduction'. The left sidebar contains a navigation menu with items: 'Introduction' (selected), 'Privacy Notice', 'Groundworks Claim' (with a red 'x' icon), and 'Submission'. The main content area is titled 'Groundworks Claim' and contains the following text:

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

- You can use this on-line facility to claim the advance payment for the groundworks under the Woodland Creation Grant contract.
- You can only submit one groundworks claim per contract.
- You can only claim once the contract has been signed and you have completed your groundworks in preparation for planting.

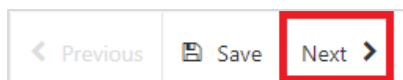
For help with completing your grant claim, please read the **'How to Complete'** Guidance. Please see the Welsh Government website for information about the schemes:

- [Woodland Creation Grant - groundworks claim: using RPW online.](#)
- [Woodland Creation Grant - Guidance and services.](#)

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

The page features the Welsh Government logo (a dragon) and the text 'Llywodraeth Cymru Welsh Government'. Navigation buttons include '< Previous', 'Save', and 'Next >' at the top right and bottom right. A 'Print' button is at the bottom left, and a 'Cymraeg' button is highlighted in blue. An 'Exit' button is also visible at the bottom center.

Once you have read and understood the guidance provided, click **Next** to advance to the next screen of the Application.

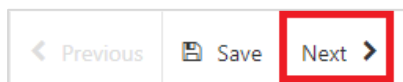


PRIVACY NOTICE

The Privacy Notice page is where we set out your rights and what we may need to do with your information in order to process your application. You must read the Privacy Notice.

The screenshot shows a web application interface. On the left is a navigation menu with the following items: 'Introduction', 'Privacy Notice' (highlighted in blue), 'Groundworks Claim' (with a red 'x' icon), and 'Submission'. At the top of the page, there is a header with 'Groundworks Claim' on the left, 'Privacy Notice' in the center, and navigation buttons '< Previous', 'Save', and 'Next >' on the right. The main content area is titled 'Privacy notice: Welsh Government grants' and contains several paragraphs of text explaining how personal data is handled, the Welsh Government's role as a data controller, and the use of data for fraud prevention and eligibility checks. At the bottom left of the page, there are 'Print' and 'Cymraeg' buttons.

Once you have read the information click on the **Next** Button.



GROUNDWORKS CLAIM

This page allows you to claim for advance groundworks payment, up to 15% of your total WCG Contract capital works value. The questions in this section are mandatory and you will not be able to submit your form without completing them.

To begin your claim, first indicate if you wish to claim for the groundworks payment.

Groundworks Claim	Groundworks Claim
Help ?	<i>Questions marked with * are mandatory.</i>
Introduction	Contract Reference: <input type="text" value="WP000000"/>
Privacy Notice	Maximum claimable for groundworks (15% of your contract's capital value) (£): <input type="text" value="2224"/>
Groundworks Claim <input checked="" type="checkbox"/>	I wish to claim for groundworks:* <input type="radio"/> Yes <input type="radio"/> No
Submission	

Enter the amount you wish to claim. You cannot enter a figure which is higher than the maximum claimable amount indicated. Note that you may enter a lesser figure if required.

Groundworks Claim	Groundworks Claim
Help ?	<i>Questions marked with * are mandatory.</i>
Introduction	Contract Reference: <input type="text" value="WP000000"/>
Privacy Notice	Maximum claimable for groundworks (15% of your contract's capital value) (£): <input type="text" value="2224"/>
Groundworks Claim <input checked="" type="checkbox"/>	I wish to claim for groundworks:* <input checked="" type="radio"/> Yes <input type="radio"/> No
Submission	Enter the claim amount (£):* <input type="text" value="2224"/>

Once you have answered all of the questions click on the **Next** Button

← Previous	Save	Next >
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SECTION 4 – SUBMISSION

ERRORS, INFORMATION & SUMMARY

Details of your Groundworks Claim are summarised on this page.

The screenshot displays the 'Errors, Information and Summary' page for a Groundworks Claim. The page is divided into a left-hand navigation menu and a main content area. The navigation menu includes sections for Introduction, Privacy Notice, Groundworks Claim (marked with a red cross), Submission, Errors, Information and Summary (highlighted in blue), Declaration and Undertakings, and Submit. The main content area shows a summary of the claim with several error messages highlighted in red. The 'Groundworks Claim' section shows a contract reference of WP000000, a maximum claimable amount of £2224, and a claim amount of £3000, which is highlighted as an error because it exceeds the maximum claimable amount. The 'Privacy Notice' section shows the text 'Privacy notice: Welsh Government grants'. The 'Introduction' section is also visible.

Groundworks Claim	
Contract Reference:	WP000000
Maximum claimable for groundworks (15% of your contract's capital value) (£):	2224
I wish to claim for groundworks:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Enter the claim amount (£):	3000
• Claim value cannot exceed £2224	

If there are any errors present on your claim form they will be highlighted on this page along with a description of the error. You can go back to previous pages of your Application to check and correct problems by selecting the **Previous** button or selecting the appropriate page on the left hand side (a red cross indicates a page with an error).

Once you have checked the summary and corrected any errors click on the **Next** Button.

The screenshot shows three navigation buttons: 'Previous', 'Save', and 'Next'. The 'Next' button is highlighted with a red box.

DECLARATION AND UNDERTAKINGS

When all errors are resolved, you may advance to the Declarations and Undertakings confirmation page. Please ensure that you have read the **Declarations and Undertakings** carefully and fully understand them prior to submitting your Groundworks Claim.

Groundworks Claim Declaration and Undertakings < Previous Save Next >

Help

- Introduction
- Privacy Notice
- Groundworks Claim ✓
- Submission
 - Errors, Information and Summary
 - Declaration and Undertakings**
 - Submit

Please tick the box to accept the declarations and undertakings.

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.

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 understand that the value of this advance payment will be deducted from my final claim upon completion of works. If the value of my advanced payment exceeds the value of my final claim, a debt will be generated to reclaim any overpayment made.

I understand that the Welsh Government may need to update the rules and conditions to take into account of changes to Regulations and I agree to abide by any changes following notification by the Welsh Government.

All details I have provided on this form and in any supporting documentation are true, accurate and complete to the best of my knowledge and belief. I will immediately notify the Welsh Government of any material change to the information provided in this form or any supporting information.

I agree to the above declarations and undertakings *

Print Cymraeg Exit < Previous Save Next >

Once you have read the Declarations and Undertakings you will need to tick the box marked **I agree to the above Declarations and Undertakings**.

I agree to the above declarations and undertakings *

Click on the **Next** Button to continue to the Submission page.

< Previous Save **Next** >

SUBMISSION PAGE

To submit your Groundworks Claim click on the **Submit** Button.

The screenshot shows a web interface for submitting a Groundworks Claim. On the left is a navigation menu with the following items: 'Introduction', 'Privacy Notice', 'Groundworks Claim' (with a green checkmark), 'Submission', 'Errors, Information and Summary', 'Declaration and Undertakings', and 'Submit' (highlighted in blue). The main content area is titled 'Submit' and contains a light blue instruction box: 'Click the button below to submit your Groundworks Claim.' Below this is a blue 'Submit' button. A message below the button states: 'A Message containing a copy of your submitted Groundworks Claim will be available in your online Messages page within one working day.' At the top right of the page are navigation links: '< Previous', 'Save', and 'Next >'.

Once submitted, you will see a Submission Confirmation page which you can print for your own records, by selecting the **Print this Screen** button.

The screenshot shows the 'Submission Confirmation' page. The left navigation menu has 'Submission Confirmation' highlighted in blue. The main content area is titled 'Submission Confirmation' and displays the following information: 'Groundworks Claim : Reference Number: 7777777'. Below this, a message states: 'Your Groundworks Claim was submitted for CRN: [redacted] A message confirming receipt of your Groundworks Claim and a copy of what has been submitted should be available in your online Messages page within one working day. Please check the contents of your Groundworks Claim and notify us of any changes required. Changes may be notified in writing or through the RPW Online Messages system. Click the 'Print this Screen' Button to print a copy of this receipt.' A blue button labeled 'Print this Screen' is highlighted with a red rectangular box. Below it is a blue 'Exit' button.

You can now select the **Submit Documentation** button to go directly to your Messages page in RPW Online, or you can select the **Exit** button.

Please Note: Once the application is submitted, you cannot amend the items you have selected.

SECTION 5 – WHAT TO DO FOLLOWING SUCCESSFUL SUBMISSION

A summary of your completed Groundworks Claim 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.

For guidance on how to use your Messages page, please go to gov.wales/rural-payments-wales-rpw-online:-

- Select the **How to use RPW Online** link from the right hand side menu.
- Select either *Customers*, *Agents/Farming Unions* or *Agents/Farming Unions acting on behalf of a Customer*, then choose **Messages** from the list of step-by-step instructions.

SUPPORTING DOCUMENTATION

If you wish to submit any supporting documents online, you should use your **Messages** page. Attach all your supporting documents to this one message so that it can be managed under one Message Reference Number.