



Llywodraeth Cymru
Welsh Government

Woodland Creation Grant Application Using RPW Online to Apply

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Woodland Creation Grant - Application

Using RPW Online to Apply

IMPORTANT NOTICE

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

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 APPLY FOR WOODLAND CREATION GRANT

Woodland Creation Grant (WCG) is available via RPW Online to farmers and landowners who have a woodland creation plan approved by the Welsh Government, following successful application under Woodland Creation Planning Scheme (WCPS).

Customers who have not yet entered the Woodland Creation Planning Scheme (WCPS), can do so at any time via RPW Online. Rules and eligibility for the WCPS scheme can be found on the Welsh Government website gov.wales/woodland-creation-plan-scheme

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.



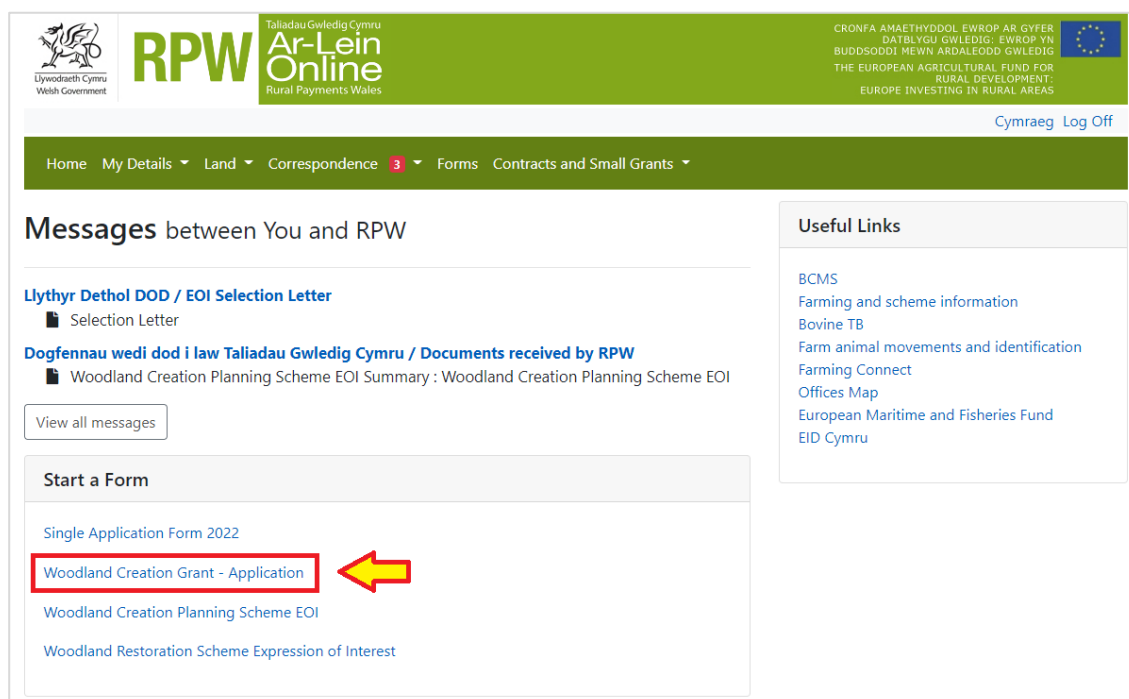
The screenshot shows the 'Sign in using Government Gateway' page on the GOV.UK website. It includes a 'BETA' notice, a language selector for English and Cymraeg, and two input fields for 'Government Gateway user ID' and 'Password'. A green 'Sign in' button is located below the password field, and a link for 'Create sign in details' is at the bottom left.

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.

Woodland Creation Grant - Application




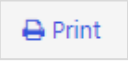



To start your Woodland Creation Grant application, click the appropriate link under the **Start a Form** area as shown.



The screenshot displays the RPW Online user dashboard. At the top, there are logos for the Welsh Government and the European Union, along with the text 'Taliadau Gwledig Cymru' and 'Ar-Lein Online Rural Payments Wales'. A navigation menu includes 'Home', 'My Details', 'Land', 'Correspondence' (with a red '3' notification), 'Forms', and 'Contracts and Small Grants'. The main content area is titled 'Messages between You and RPW' and lists 'Llythyr Dethol DOD / EOI Selection Letter' and 'Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW'. Below this is a 'View all messages' button. The 'Start a Form' section contains three links: 'Single Application Form 2022', 'Woodland Creation Grant - Application' (highlighted with a red box and a yellow arrow), and 'Woodland Creation Planning Scheme EOI'. A 'Useful Links' sidebar on the right lists various resources like BCMS, Farming and scheme information, and the European Maritime and Fisheries Fund.

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 APPLICATION

Start Application Page

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

RPW Ar-Lein Online Rural Payments Wales

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

Home My Details Land Correspondence 3 Forms Contracts and Small Grants

Start Application start an application or claim

You have asked to complete the following application online: **Woodland Creation Grant - Application - Plan Reference - Cyfeirnod y Cynllun**

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.

The application must be submitted to Welsh Government by [date] You will not be able to submit the form after this date even if you started filling in the form on or before [date]

If you have any problems completing your **Woodland Creation Grant - Application** 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
Postcode	Mobile Number
Telephone Number	
Email Address	
Number of Partners	

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.

RPW Ar-Lein Online Rural Payments Wales

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

Cymraeg Log Off

Continue Application continue an application or claim

You have asked to complete the following application online: **Woodland Creation Grant - Application**. You already have an application in progress. Please click 'Continue' to continue with your **Woodland Creation Grant - Application**.

You may choose to remove your existing **Woodland Creation Grant - Application** and start again. This will undo all of the changes that you have made since starting your **Woodland Creation Grant - Application** and the new **Woodland Creation Grant - Application** will be populated with the latest available data. If you wish to do so, click **Start Again**.

Introduction

This page provides key messages about the application. Please ensure you read them thoroughly before you begin.

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

The screenshot shows the 'Introduction' page of the Woodland Creation Grant Application. The page title is 'Woodland Creation Grant' and it features the Welsh Government logo. The main content includes a warning to read key messages before progressing, details about funding availability (trees, fencing, gates, 12-year establishment period), application requirements (verified woodland, 0.25 hectares minimum), and contact information for the Customer Contact Centre (0300 062 5004). Two red callout boxes are overlaid on the page: one pointing to the 'How to Complete instructions' link and another pointing to the 'Woodland Creation Grant Guidance' link.

Woodland Creation Grant - Application

Introduction

Help

Introduction

Privacy Notice

Plan Status

Woodland Plan

Submission

Woodland Creation Grant

Please note the following key messages before progressing with your Application.

This scheme provides funding for land managers to create woodlands. Funding is available for trees, fencing and gates. There is also funding available for 12 years to ensure the trees establish.

To apply, you must first have a verified woodland under the Woodland Creation Planning Scheme.

The on-line application process allows you to select areas to plant from the verified plan with a minimum area of 0.25 hectares.

You must have full management control of the land when you submit an Application.

Before completing this application please read the [Woodland Creation Grant Guidance](#). For help in filling in your application please see the [How to Complete instructions](#).

If you have any problems completing your application, you should contact the Customer Contact Centre using your RPW Online account or by telephone on 0300 062 5004.

Before completing this application, please ensure you have read the associated Rules Booklet accessible by clicking this Link.

Link to the **How to Complete Instructions** (this document)

Print Cymraeg Exit Previous Save Next

Once you have read and understood the Woodland Creation Grant Scheme Rules Booklet click **Next** to advance to the next screen of the application.

Privacy Notice

This screen details how the Welsh Government will handle information submitted as part of your application.

Please ensure you read and understand how your data will be used.

Woodland Creation Grant - Application	Privacy Notice	< Previous	Save	Next >
Help	Privacy notice: Welsh Government grants			
Introduction	How we will handle any personal data you provide in relation to your grant application or request for grant funding.			
Privacy Notice	The Welsh Government provides a wide range of grant schemes to help deliver our policies and create a fairer, more prosperous Wales.			
Plan Status	The Welsh Government will be data controller for any personal data you provide in relation to your grant application or request for grant funding. The information will be processed as part of our public task (i.e. exercising our official authority to undertake the core role and functions of the Welsh Government) and will help us assess your eligibility for funding.			
Woodland Plan	Before we provide grant funding to you, we undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks require us to process personal data about you to third party fraud prevention agencies.			
Submission	If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide the grant funding you applied for, or we may stop providing existing grant funding to you.			
	A record of any fraud or money laundering risk will be retained by the fraud prevention agencies, and may result in others refusing to provide services, financing or employment to you.			
	In order to assess eligibility we may also need to share personal information relating to your application with Regulatory authorities, such as HM Revenue and Customs, Local Authorities, Health and Safety Executive and the Police.			
	Your information, including your personal information, may be the subject of a request by another member of the public. When responding to such requests the Welsh Government may be required to release information, including your personal information, to fulfil its obligations under the Freedom of Information Act 2000, the Environmental information Act 2004 or the Data Protection Act 2018.			
	The Welsh Government will publish details of the amounts paid to Rural Support beneficiaries. Data will be published for all beneficiaries on a searchable website, and will include the name and locality of the farmer/land manager and details of the amounts and schemes for which subsidy has been paid. However, for those receiving less than the equivalent of £1,250 in subsidies the name will be withheld. The data will be published annually on 31 May and remain available for two years from the date it is published. The information will be available on the Defra website at: www.cap-payments.defra.gov.uk .			


Plan Status

This page requires you to confirm whether any changes have been made to your woodland creation plan since approval under WCPS. Note that each question is mandatory.

If your answer to a question requires extra information, a text box will appear on screen to collate this information. Please provide the sheet and field number and associated unique ID from your approved plan when giving details of any changes.

Groundworks Claim

Note that you must also indicate if you wish to claim up to 15% of the total value of your WCG application in advance, in the form of a Groundworks payment.

Woodland Creation Grant - Application		Plan Status		< Previous	Save	Next >
Help ?		Questions marked with * are mandatory.				
Introduction		Have any changes been made to the area approved on your plan that could impact the planting?*	<input type="radio"/> Yes	<input type="radio"/> No		
Privacy Notice		Have you undertaken any privately funded planting on any area approved in your Woodland Creation Planning Scheme plan?*	<input type="radio"/> Yes	<input type="radio"/> No		
Plan Status ✓		Have you sold any land that is part of your approved Woodland Creation Planning Scheme plan?*	<input type="radio"/> Yes	<input type="radio"/> No		
Woodland Plan ✗		Once you have completed your groundworks in preparation for planting, do you intend to claim an advance payment?*	<input type="radio"/> Yes	<input type="radio"/> No		
> Submission						
Print	Cymraeg	Exit	< Previous	Save	Next >	

Woodland Plan

The Woodland Plan page will show you all the available approved areas of planting and fencing from your approved woodland creation plan. You will need to choose which areas of planting and fencing you wish to enter on your application for consideration of support under the Woodland Creation Grant. Each individual planting area and associated fencing/gates from your approved woodland creation plan will be listed on screen.

You do not need to submit all available planting and fencing approved on your plan at once, but your Woodland Creation Grant application must meet the Woodland Creation Grant scheme eligibility.

- Only areas of planting and associated fencing/gates approved by Welsh Government under the Woodland Creation Planning Scheme are eligible.
- Your application must contain a minimum area of 0.25ha of approved planting.
- No changes can have been made to the approved planting area before applying for grant that would affect the area approved.

Adding areas of approved planting to your application

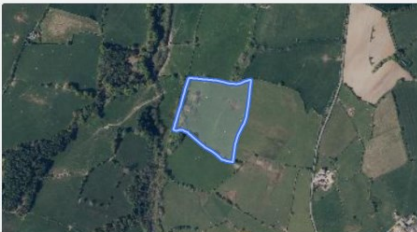
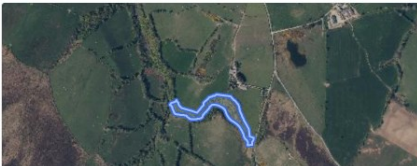
- Click **Modify** next to your chosen area of planting:

Woodland Plan < Previous Save Next >

Please select the improvements you are looking to carry out for the scheme year **2022/23**

Items

These are available items from your Approved woodland plan. You must selected at least one planting area.

Unique ID	Woodland Category	Woodland Category	Selected	Location
1	P002	Native - Biodiversity		 © Crown copyright and database rights 2022. Ordnance Survey 100021874. © Getmapping Plc and Bluesky International Limited 2020. Use of this data is subject to terms and conditions. The information shown on the map is as per 14/06/2022. Modify
6	P002	Native -		 Modify

- The details will load for the item chosen, and will show *Unique ID*, *Option Code*, *Woodland Category*, a map of the location, and measured area. Click the **Selected** tick box to add to your application:

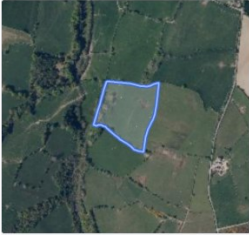
Woodland Plan - Items Cancel ✕ Save and Return ↵

Questions marked with * are mandatory.

Unique ID*

Option Code*

Woodland Category*

Location* 

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Area (ha)

Length (m)

Selected

Cancel ✕ Save and Return ↵

Note: Any associated fencing and gates will be shown below the planting area details on this screen and will be added to your application automatically when selecting to add a planting area.


- To save your changes, click **Save and Return**.
- You will return to the Woodland Plan summary page. The item selected for planting will now display a green tick in the **Selected** column.

Woodland Plan < Previous Save Next >

Please select the improvements you are looking to carry out for the scheme year **2022/23**

Items

These are available items from your Approved woodland plan. You must selected at least one planting area.

Unique ID	Woodland Category	Woodland Category	Selected	Location
1	P002	Native - Biodiversity	<input checked="" type="checkbox"/>	 <p><small>© Crown copyright and database rights 2022. Ordnance Survey 100021874. © Getmapping Plc and Bluesky International Limited 2020. Use of this data is subject to terms and conditions. The information shown on the map is as per 14/06/2022.</small></p>

Modify

- Continue to add any further planting for inclusion in your Woodland Creation Grant application.
- To remove items selected for inclusion in your Woodland Creation Grant application, click **Modify** next to the relevant item. Remove the tick from the **Selected** box and click **Save and Return** to remove from your application.
- When you have finished adding items to your application, click **Next** to move to the next section.

SECTION 4 – SUBMISSION

Errors, Information & Summary

Details of your application are summarised on this page, including your responses to the various questions in the application, and Woodland Planting areas that you have added.

Woodland Creation Grant - Application Help

Errors, Information and Summary Previous Save Next

- Introduction
- Privacy Notice
- Plan Status ✓
- Woodland Plan ✓
- Submission
 - Errors, Information and Summary**
 - Declaration and Undertakings
 - Submit

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

No Errors or Information Messages identified.

Introduction

Woodland Creation Grant

Privacy Notice

Privacy notice: Welsh Government grants


Plan Status

Have any changes been made to the area approved on your plan that could impact the planting? Yes No

Have you undertaken any privately funded planting on any area approved in your Woodland Creation Planning Scheme plan? Yes No

Have you sold any land that is part of your approved Woodland Creation Planning Scheme plan? Yes No

Woodland Plan

Items				
Unique ID	Woodland Category	Woodland Category	Selected	Location
1	P002	Native - Biodiversity	<input checked="" type="checkbox"/>	

[Print](#) Cymraeg



Any problems found with your application will be shown in the Errors and Information box at the top of the screen. Scroll down the page to see further details of the errors.

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).

Woodland Creation Grant - Application

Help

- Introduction
- Privacy Notice
- Plan Status ✓
- Woodland Plan ✗
- Submission
 - Errors, Information and Summary
 - Declaration and Undertakings
 - Submit

		Post and wire fencing with netting	 <p>© Crown copyright and database rights 2022. Ordnance Survey 100021874. © Getmapping Plc and Bluesky International Limited 2020. Use of this data is subject to terms and conditions. The information shown on the map is as per 14/06/2022.</p>
20	P595	Post and wire fencing with netting	 <p>© Crown copyright and database rights 2022. Ordnance Survey 100021874. © Getmapping Plc and Bluesky International Limited 2020. Use of this data is subject to terms and conditions. The information shown on the map is as per 14/06/2022.</p>

Total Selected Planting (ha)

Total Selected Fencing (m)

- You must select at least one planting area

Print Cymraeg Exit Previous Save Next

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 application.

Woodland Creation Grant - Application

Declaration and Undertakings

< Previous Save Next >

Please tick the box to accept the declarations and undertakings.

I confirm that I have read and understood the relevant Scheme Rules and Guidance Notes and permit the Welsh Government to use my information to support my application.

I declare that the project would not be carried out without the grant requested and that the funding allocated is necessary for the project to proceed.

I undertake to meet any statutory obligations such as Health and Safety; employment; hygiene; environmental management and protection; animal or crop health and welfare that apply during the time of this project.

I understand that the Welsh Government may need to update the rules and conditions to take account of changes made to the Government of Wales Act 2006.

I agree to abide by any changes following notification by the Welsh Ministers.

I agree to comply with all applicable domestic, or international laws or regulations or official directives.

I have given details that are true, accurate and complete to the best of my knowledge and belief on this application and any supporting documentation.

I confirm that all pre-populated details are correct or have been amended if incorrect.

I undertake to notify Welsh Government of any planned changes to the nature or construction of this project prior to implementation.

I undertake to notify the Welsh Government of any other application for grant aid for this project.

I confirm that no work on this project has been undertaken other than consultancy work, site purchase, the obtaining of quotations, or the drawing up of site plans.

I acknowledge that neither Welsh Government nor any adviser appointed by Welsh Government shall be responsible for any advice given, including without limit any advice given in relation to this application or business development plan, and that I am solely responsible for all business decisions undertaken.

I undertake to notify Welsh Government of any changes to the details provided in the Applicant Details part of the form.

I understand that the Welsh Government displays 'Error' and 'Information' messages in the sections of the application only as an aid for completion and submission of the application.

I will allow officers of the Welsh Government or their duly authorised agent, access to and inspect land and any relevant equipment, facilities and all records and information needed to establish my eligibility and the accuracy of the information provided for which I am making this application.

I agree:

Not to undertake work prior to entering the Woodland Creation Grant scheme that damages the environment and understand that such action could result in rejection of my application.

I agree to maintain adequate insurances to cover against the risks which may arise in connection with any property or any activity undertaken in delivery of the Purposes. We reserve the right to require you to provide proof of your insurance.

I understand that:

The Welsh Government may need to share some information about my Woodland Creation Grant application with other organisations and I agree to any necessary disclosures or exchanges of information.

The Welsh Government may also obtain information about me from certain other organisations, or provide information about me to them in order to verify the accuracy of the information, prevent or detect crime and protect public funds. These other organisations include government departments, local authorities and other bodies as appropriate.

The publication and disclosure of information by the Welsh Government will be in accordance with the obligations and duties under the Freedom of Information Act 2000, the Data Protection Act 2018 and the Environmental Information Regulations 2004. Other information provided may also be disclosed where permitted by law.

WARNING – Any person who makes a false declaration or fails to notify the Welsh Government of a material change to the information given in this application may be liable to prosecution. A false, inaccurate or incomplete statement or failure to notify the Welsh Government of any material changes to the information given in this application may result in termination of contract and/or recovery of any Payments.

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**.

Once done, select **Next** to be taken to the Submit screen.

Submission Page

Click to **Submit** your Woodland Creation Grant application.

The screenshot shows a web interface for submitting a Woodland Creation Grant application. On the left is a navigation menu with the following items: Introduction, Privacy Notice, Plan Status (with a green checkmark), Woodland Plan (with a green checkmark), Submission (expanded), Errors, Information and Summary, Declaration and Undertakings, and Submit (highlighted in blue). The main content area is titled 'Submit' and contains two light blue informational boxes. The first box states: 'You must submit appropriate documentation to support this application. You can do this by clicking the 'Submit Documentation' button on the next screen after you have clicked 'Submit' below.' The second box says: 'Click the button below to submit your Woodland Creation Grant - Application.' Below these boxes is a blue 'Submit' button, which is highlighted with a red rectangular box. Underneath the button, a message reads: 'A Message containing a copy of your submitted Woodland Creation Grant - Application will be available in your online Messages page within one working day.' At the top right of the page, there are navigation links for '< Previous', 'Save', and 'Next >'. At the bottom left, there is a 'Print' icon and the text 'Cymraeg'. At the bottom right, there is an 'Exit' icon.

The following message will be generated to confirm successful submission:

The screenshot shows a 'Submission Confirmation' page. The left navigation menu is updated to show 'Submission Confirmation' as the active page. The main content area is titled 'Submission Confirmation' and features a bold heading: 'Woodland Creation Grant - Application : Reference Number:'. Below this, a message states: 'Your Woodland Creation Grant - Application was submitted for CRN [redacted]. A message confirming receipt of your Woodland Creation Grant - Application 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 Woodland Creation Grant - Application 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 'Print this Screen' button is positioned below the message. Further down, a note says: 'If you are required to attach files to your submission click 'Submit Documentation' otherwise click 'Exit''. Below this note are two blue buttons: 'Submit Documentation' and 'Exit'. At the bottom left, there is a 'Print' icon and the text 'Cymraeg'. At the bottom right, there is an 'Exit' icon.

SECTION 5 - WHAT TO DO FOLLOWING SUCCESSFUL SUBMISSION

A summary of your completed application 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.

Amendments and Additions

After you have submitted your application, you may need to make amendments and/or additions. You should use your **Messages** page to do this. Select the existing message received when you submitted your application then attach details of your amendment and/or additional documents (if relevant) to this one message so that it can be managed under one Message Reference Number.

Withdrawing your Application

If you wish to withdraw your application after submission online, you should go to your **Messages** page. Select the existing message received when you submitted your application. Write your request for withdrawal (attaching any relevant information) to this one message so that it can be managed under one Message Reference Number.