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Llywodraeth Cymru  
Welsh Government

# **Grant Claim Form**

# **Integrated Natural Resources Scheme**

# **How To Complete Guidance**

# Contents

<b>Grant Claim Form – How to Complete Guidance</b> .....	<b>3</b>
Important Notice.....	3
<b>RPW Online Account</b> .....	<b>4</b>
<b>Accessing the Grant Claim Form</b> .....	<b>5</b>
<b>Introduction Page</b> .....	<b>7</b>
<b>Select Contracts</b> .....	<b>8</b>
<b>Activities Available to Claim</b> .....	<b>10</b>
<b>Supporting Documents – Evidencing your Claim</b> .....	<b>12</b>
<b>Submission</b> .....	<b>13</b>
Errors and Information .....	13
<b>Declarations and Undertakings</b> .....	<b>14</b>
<b>Submit</b> .....	<b>15</b>
<b>Contact Details</b> .....	<b>16</b>
Farmer Enquiries – Customer Contact Centre .....	16

# **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". To the right of the header, there are links for "English" and "Cymraeg". 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 at the bottom of the form.

GOV.UK Government Gateway

English | [Cymraeg](#)

**Keeping your information secure**

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](#)

# Accessing the Grant Claim Form

The Grant Claim Form can be accessed by clicking the link – Grant Claim Form - under the heading Start a Form (as shown below)

The screenshot shows the RPW Ar-Lein Online portal. At the top, there is a green header with the RPW logo and 'Ar-Lein Online Rural Payments Wales'. Below the header, there is a navigation bar with links: Home, CRN Details, Land, Correspondence (with a red notification icon), Forms, Contracts and Small Grants, and Woodland Plans. A message box states: 'When you have finished your online session, please ensure that you log out and close the browser.' Another message box says: 'When completing applications ensure you do not use your browser's back button.' A yellow box reminds users to sign out of their account when finished. The main content area is titled 'Messages between You and RPW' and lists several unread messages: 'Dogfennau wedi dod i law Taliadau Gwledig Cymru / Documents received by RPW' (Grant Claim Form Summary), 'Dogfennau wedi dod i law Taliadau Gwledia Cymru / Documents received by RPW' (INRS), 'Derbyniwyd y Contract / Contract Accepted: EB000001 (1.00)', and 'Contract / Contract' (Contract). A 'View all messages' button is present. Below the messages is a 'Start a Form' section with a list of available forms: Single Application Form 2025 Available until, Agricultural Diversification and Horticulture Application Available until, Appeal Available, Capital Works Claim Available, Flood and Coastal Erosion Risk Management - Small Scale Works Grant Available, **Grant Claim Form Available** (highlighted with a red box), and Groundworks Claim Available. On the right side, there is a blue box with text: 'Your SAF 2025 is now available to be completed. You must use the SAF 2025 to claim for payment under Basic Payment Scheme (BPS), Habitat Wales Scheme 2025 (HWS), Organic Support (OS), Woodland Creation Maintenance (WCM), Woodland Creation Premium (WCP), Glastir Woodland Creation Premium (GWCP and GCP), and Glastir Woodland Creation Maintenance (GCM). You must also use the SAF 2025 if you wish: to apply for National Reserve Entitlements, to confirm your contractual requirements under Organic Conversion Scheme (OCS)'. Below this is a 'SAF Reminder: The deadline for submitting your SAF without late submission penalties is 15 May 2025. Therefore you only have 98 days remaining to submit your SAF.' and a blue button 'Start my SAF 2025'. At the bottom right, there is a 'Useful Links' section.

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.

<a href="#">Customer Details</a>	<a href="#">Online Preferences</a>
Trading Title	Email or SMS (Text) Preference
Address	Email Address
	Mobile Number
Postcode	
Telephone Number	
Email Address	
Number of Partners	

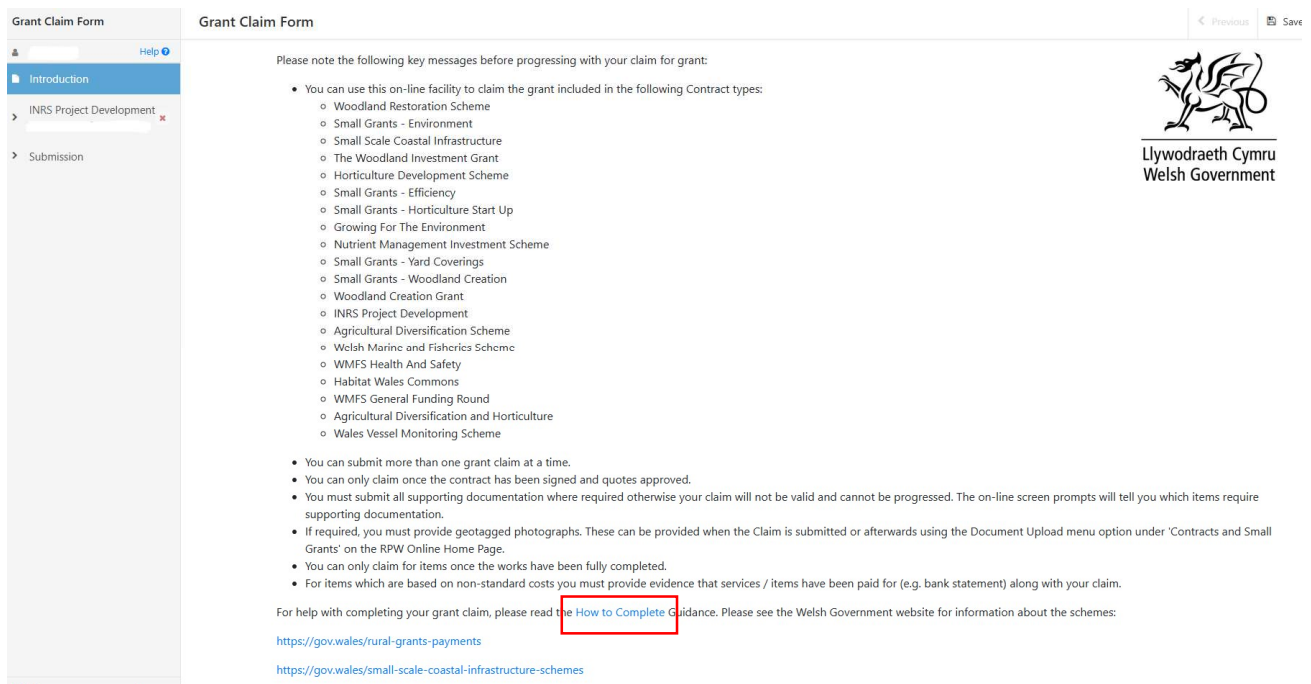
[Start](#) [Cancel](#)

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.



Grant Claim Form

Grant Claim Form

Help

Introduction

INRS Project Development

Submission

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 the following Contract types:
  - Woodland Restoration Scheme
  - Small Grants - Environment
  - Small Scale Coastal Infrastructure
  - The Woodland Investment Grant
  - Horticulture Development Scheme
  - Small Grants - Efficiency
  - Small Grants - Horticulture Start Up
  - Growing For The Environment
  - Nutrient Management Investment Scheme
  - Small Grants - Yard Coverings
  - Small Grants - Woodland Creation
  - Woodland Creation Grant
  - INRS Project Development
  - Agricultural Diversification Scheme
  - Welsh Marine and Fisheries Scheme
  - WMFS Health And Safety
  - Habitat Wales Commons
  - WMFS General Funding Round
  - Agricultural Diversification and Horticulture
  - Wales Vessel Monitoring Scheme
- You can submit more than one grant claim at a time.
- 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.

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>

<https://gov.wales/small-scale-coastal-infrastructure-schemes>

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# 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.

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?
EN000091 - Test for Non Rep MB	Small Grants - Environment	<input type="checkbox"/>
EN000258 - test	Small Grants - Environment	<input type="checkbox"/>
NM000006 / 7719662	Nutrient Management Investment Scheme	<input type="checkbox"/>

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

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?
EN000091 - Test for Non Rep MB	Small Grants - Environment	<input checked="" type="checkbox"/>
EN000258 - test	Small Grants - Environment	<input checked="" type="checkbox"/>
NM000006 / 7719662	Nutrient Management Investment Scheme	<input checked="" type="checkbox"/>

Small Grants - Environment (EN000258 - test) ✓

Small Grants - Environment (EN000091 - Test for Non Rep MB) ✓

Nutrient Management Investment Scheme (NM000006 / 7719662)

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

Grant Claim Form

A00001 Help

Introduction

Select Contracts ✓

Small Grants - Environment (EN000258 - test) ✓

Small Grants - Environment (EN000091 - Test for Non Rep MB) ✓

Nutrient Management Investment Scheme (NM000006 / 7719662)

Project Report ✗

Submission



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

Contract Reference / EOI Reference	Contract Type	Claim for items on this contract?
EN000091 - Test for Non Rep MB	Small Grants - Environment	<input type="checkbox"/>
EN000258 - test	Small Grants - Environment	<input type="checkbox"/>
NM000006 / 7719662	Nutrient Management Investment Scheme	<input checked="" type="checkbox"/>

If you only have one scheme available the screen will show the one scheme on the left-hand side of the page.

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 the following Contract types:
  - Woodland Restoration Scheme
  - Small Grants - Environment
  - Small Scale Coastal Infrastructure
  - The Woodland Investment Grant
  - Horticulture Development Scheme
  - Small Grants - Efficiency
  - Small Grants - Horticulture Start Up
  - Growing For The Environment
  - Nutrient Management Investment Scheme
  - Small Grants - Yard Coverings
  - Small Grants - Woodland Creation
  - Woodland Creation Grant
  - INRS Project Development
  - Agricultural Diversification Scheme
  - Welsh Marine and Fisheries Scheme
  - WMFS Health And Safety
  - Habitat Wales Commons
  - WMFS General Funding Round
  - Agricultural Diversification and Horticulture
  - Wales Vessel Monitoring Scheme
- You can submit more than one grant claim at a time.
- 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.

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>

<https://gov.wales/small-scale-coastal-infrastructure-schemes>

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# 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 where you can select the relevant scheme and access the 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.

Grant Claim Form | Activities Available to Claim | Hide Help | Previous | 5

Contract Reference / EOJ Reference	Contract Type	Contract Period
- Test Project	INRS Project Development	2024

**Help**

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

**⚠ There are warnings. Please double-check them before continuing.**

Find Activities:  
e.g. / NR02 / Number of Hours | Find | Find Next

Capital Works Number	Description	Approved Quantity	Claim this Activity?	Claimed Quantity	Date Activity Completed
NR02	Number of Hours	Hours	<input type="checkbox"/>	<input type="text"/> Hours	<input type="text"/>
NR03	Consumables Value	£.pp	<input type="checkbox"/>	<input type="text"/> £.pp	<input type="text"/>
• You can only make a single claim for this contract. You will not be able to claim this item in a later claim.					
NR04	Engagement and Events Value	£.pp	<input type="checkbox"/>	<input type="text"/> £.pp	<input type="text"/>
• You can only make a single claim for this contract. You will not be able to claim this item in a later claim.					

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 submit one claim for this contract** 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.

You must also provide documentary evidence in support of your claim as described in the following Section – Supporting Documents - Evidencing your Claim.

Grant Claim Form Hide Help < Previous Save

Activities Available to Claim

Contract Reference / EOI Reference	Contract Type	Contract Period
- Test Project	INRS Project Development	2024

Help

- 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'. For some contracts, you can type a lesser amount into 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 warnings. Please double-check them before continuing.

Find Activities:  Find Find Next

Capital Works Number	Description	Approved Quantity	Claim this Activity?	Claimed Quantity	Date Activity Completed
NR02	Number of Hours	1,000.00 Hours	<input checked="" type="checkbox"/>	1000.00 Hours	<input type="text" value="dd/mm/yyyy"/>

You must submit the following supporting evidence for this claimed activity

Type	I will submit this online	I will submit this by post/in person
Bank Statements *	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project Development Plan *	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Timesheets *	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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 Hide Help < Previous Save

Activities Available to Claim

Contract Reference / EOI Reference	Contract Type	Contract Period
Test Project	INRS Project Development	2024

Help

- 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'. For some contracts, you can type a lesser amount into 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:  Find Find Next

Capital Works Number	Description	Approved Quantity	Claim this Activity?	Claimed Quantity	Date Activity Completed
NR02	Number of Hours	1,000.00 Hours	<input checked="" type="checkbox"/>	1000.00 Hours	<input type="text" value="dd/mm/yyyy"/>

You must submit the following supporting evidence for this claimed activity

Type	I will submit this online	I will submit this by post/in person
Bank Statements *	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Project Development Plan *	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheets *	<input type="checkbox"/>	<input checked="" type="checkbox"/>

• You must enter the date on which the activity was completed.

Print Cymraeg

## **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.
- submit timesheets as evidence for the worked hours along with evidence of defrayment

**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.

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.

The screenshot shows the 'Errors, Information & Summary' section of the Grant Claim Form. The left-hand navigation menu includes: Introduction, INRS Project Development (Test Project), Submission, Errors, Information & Summary (highlighted), Declarations and Undertakings, and Submit. The main content area is titled 'Errors and Information' and contains the following text:

**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 Grant Claim as completed by you.

**INRS Project Development ( - Test Project)**  
**2024**

Capital Works Number	Description	Date Activity Completed	Claimed Quantity	Value (£)
NR02	Number of Hours	/2025	1,000.00 Hours	.00
NR03	Consumables Value	/2025	100.00 £.pp	.00
NR04	Engagement and Events Value	/2025	100.00 £.pp	.00
<b>Total Claim Value</b>				<b>0.00</b>

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

# 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.

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.

The screenshot shows a web application interface for a 'Grant Claim Form'. The main heading is 'Declarations and Undertakings'. A yellow banner at the top of the content area says 'Please tick the box to accept the declarations and undertakings.' Below this is a section titled 'I declare that:' followed by several paragraphs of text. At the bottom of the form, there is a checkbox with the text 'I have read and agree to the above Declarations and Undertakings.' The left sidebar contains a navigation menu with items: Introduction, INRS Project Development (Test Project), Submission, Errors, Information & Summary, Declarations and Undertakings (highlighted), and Submit. The top right corner has a 'Previous' button and a 'Si' icon.

Grant Claim Form

Declarations and Undertakings

Help

Introduction

INRS Project Development (Test Project)

Submission

Errors, Information & Summary

Declarations 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.

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 SSCI, 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 have read and agree to the above Declarations and Undertakings.

Previous Si

# Submit

Your Grant Claim is now ready for submission. If you are ready to submit you must press the submit button.

The screenshot shows a web application interface. On the left is a sidebar titled 'Grant Claim Form' with a 'Help' link. The sidebar menu includes: Introduction, INRS Project, Development (Test Project) with a green checkmark, Submission, Errors, Information & Summary, and Declarations and Undertakings. The 'Submit' option is highlighted in blue. The main content area is titled 'Submit' and contains the following text:

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.

[Submit](#)

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**

### **Farmer 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