



Llywodraeth Cymru
Welsh Government

Wales Vessel Monitoring Scheme (WVMS)

Grant Claim Form

How To Complete Guidance

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Grant Claim Form – How to Complete Guidance

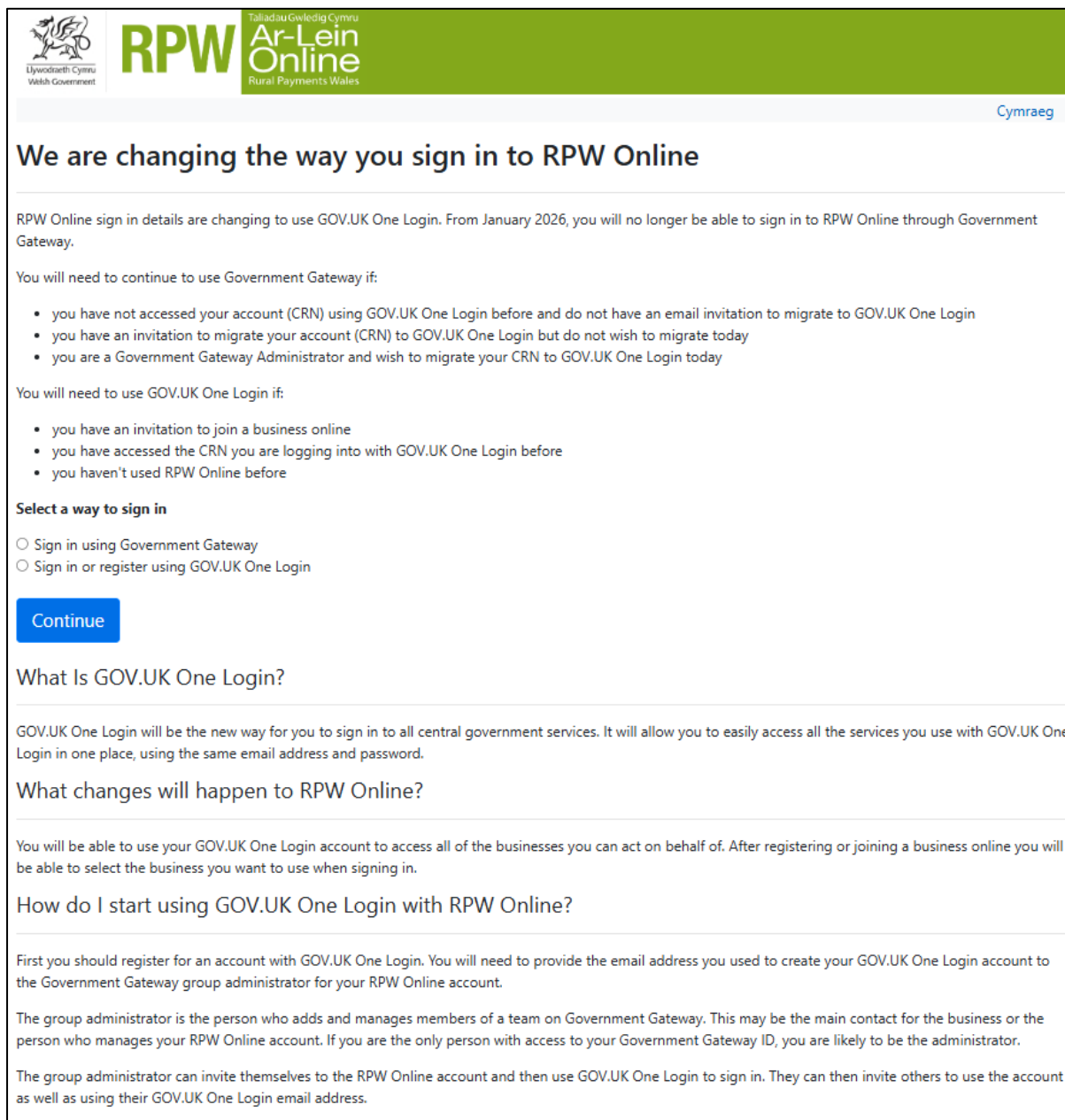
Important Notice

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 by using the Government Gateway or GOV.UK One Login.



The screenshot shows the RPW Online website header with the Welsh Government logo and the text 'Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales'. A green bar at the top right contains the word 'Cymraeg'. The main heading is 'We are changing the way you sign in to RPW Online'. Below this, a paragraph states that RPW Online sign-in details are changing to use GOV.UK One Login from January 2026. It lists three conditions where users will need to continue using Government Gateway: not having used GOV.UK One Login before, having an invitation to migrate but not wishing to, or being a Government Gateway Administrator. It also lists three conditions where users will need to use GOV.UK One Login: having an invitation to join a business online, having used GOV.UK One Login before, or not having used RPW Online before. Two radio button options are provided: 'Sign in using Government Gateway' and 'Sign in or register using GOV.UK One Login'. A blue 'Continue' button is located below the options. The page is divided into sections with headings: 'What Is GOV.UK One Login?', 'What changes will happen to RPW Online?', and 'How do I start using GOV.UK One Login with RPW Online?'. Each section contains explanatory text about the new login system and the role of a group administrator.

Once you have logged into your online account the RPW online 'Homepage' will appear.

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 navigation menu includes 'Home', 'My Details', 'Land', 'Correspondence' (with a '73' notification), 'Forms' (highlighted with a red box), and 'Contracts and Small Grants'. A blue panel on the right contains a 'Continue my SAF 2023' button. The main content area shows messages and a 'Start a Form' section.

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

Start Application

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.

CRN: [Cymraeg](#) | [Sign out](#)

[Home](#) [CRN Details](#) [Land](#) [Correspondence](#) **43** [Forms](#) [Contracts and Small Grants](#) [Woodland Plans](#)

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	

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

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When you click the Start button this will take you to the Grant Claim Form Introduction Page.

Continue Application/Start Again

Once you start your claim, you have the option to leave it and return to it again. If you are accessing a claim that you have started previously, then you will be able to Continue (blue button at the bottom of the screen), or Start Again by clicking the link shown on this screenshot:

RPW Ar-Lein Online
Rural Payments Wales

CRN: [Cymraeg](#) | [Sign out](#)

[Home](#) [CRN Details](#) [Land](#) [Correspondence](#) **43** [Forms](#) [Contracts and Small Grants](#) [Woodland Plans](#)

Continue Application

continue an application or claim

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

You may choose to remove your existing **Grant Claim Form** and start again. This will undo all of the changes that you have made since starting your **Grant Claim Form** and the new **Grant Claim Form** will be populated with the latest available data. If you wish to do so, click ['Start Again'](#).

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	

Continue working on the **Grant Claim Form** which was last updated on

[Continue](#) [Back](#)

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Please be aware – if you choose to Start Again, this will un-set all of the questions you have answered and remove all of the information you have added.

If you are sure you wish to Start Again, click Yes or if you do not click No, as shown in this screen:



Grant Claim Form - Delete / Start Again

This option will remove your **Grant Claim Form** application and will undo **ALL** of the changes that you have made since starting your **Grant Claim Form**.

Please note that this will:

- remove all of the information that you have added
- un-set all of the questions that you have answered

When this **Grant Claim Form** has been removed you can start a new **Grant Claim Form**, which will be populated with the latest available data.

Do you wish to proceed with this option?

Please click 'Yes' to confirm that you wish to remove your **Grant Claim Form** and start again.

[Yes](#)

Please click 'No' to keep the entries you have already made on your **Grant Claim Form** and return to the previous screen.

[No](#)

[Guidance Documents](#)

[Contact Us](#)

[Copyright Statement](#)

[Accessibility Statement](#)

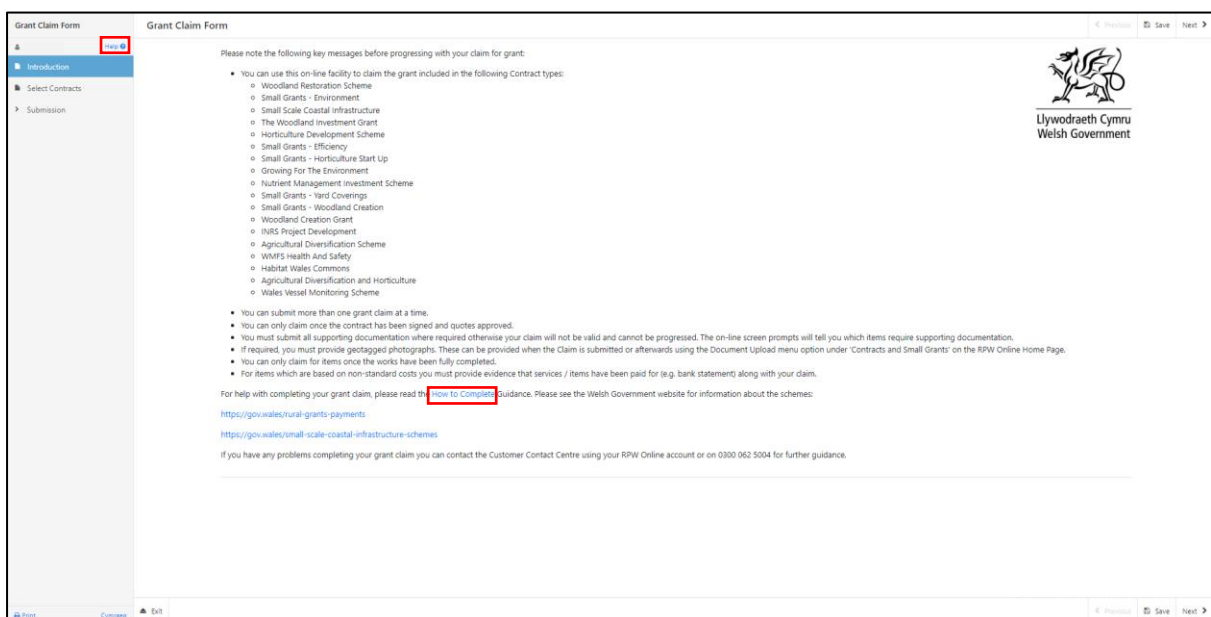
[Cookies](#)

[Privacy](#)

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 or by clicking the blue 'Help' box at the top of this page.

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.



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?
EG001206 - Growing for the Environment - Window 6	Growing For The Environment	<input type="checkbox"/>
VM000025 - Vessel 102	Wales Vessel Monitoring Scheme	<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?
EG001206 - Growing for the Environment - Window 6	Growing For The Environment	<input checked="" type="checkbox"/>
VM000025 - Vessel 102	Wales Vessel Monitoring Scheme	<input checked="" type="checkbox"/>

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

- Grant Claim Form
- Introduction
- Select Contracts** ✓
- Growing For The Environment (EG001206 - Growing for the Environment - Window 6)
- Wales Vessel Monitoring Scheme (VM000025 - Vessel 102)
- 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?
E001206 - Growing for the Environment - Window 6	Growing For The Environment	<input type="checkbox"/>
VM000025 - Vessel 102	Wales Vessel Monitoring Scheme	<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.

Contract Reference / EOI Reference	Contract Type	Contract Period
VM000025 - Vessel 102	Wales Vessel Monitoring Scheme	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.

Find Activities:
e.g. / VM1 / Vessel Monitoring Device

Map ID	Capital Works Number	Description	Approved Quantity	Claim this Activity?	Claimed Quantity	Date Activity Completed
	VM1	Vessel Monitoring Device	1 Item	<input checked="" type="checkbox"/>		

You must accurately complete the information contained in this screen.

Tick the box against the activity you wish to claim. The claimed quantity will be prepopulated as 1. Enter the date the activity was completed.

Map ID	Capital Works Number	Description	Approved Quantity	Claim this Activity?	Claimed Quantity	Date Activity Completed
	VM1	Vessel Monitoring Device	1 Item	<input checked="" type="checkbox"/>	1	dd/mm/yyyy

Note: You can only claim once for an activity.

The 'Date Activity Completed' is the date the item was purchased. The item must have been purchased on or after the 19 December 2024.

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 Next >

Activities Available to Claim

Contract Reference / EOI Reference	Contract Type	Contract Period
VM000025 - Vessel 102	Wales Vessel Monitoring Scheme	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:
e.g. / VM1 / Vessel Monitoring Device Find Find Next

Map ID	Capital Works Number	Description	Approved Quantity	Claim this Activity?	Claimed Quantity	Date Activity Completed
VM1		Vessel Monitoring Device	1 Item	<input checked="" type="checkbox"/>	1	dd/mm/yyyy <input type="text"/>

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"/>
Receipts *	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Print Cymraeg Exit Hide Help < Previous Save Next >

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.

A list of supporting evidence is provided. Please tick against which evidence you will be supplying and whether you will be submitting these online or by post/in person. Please note 'Receipts' is listed however this refers to the invoice for the item claimed.

Activities Available to Claim Hide Help < Previous Save Next >

Contract Reference / EOJ Reference	Contract Type	Contract Period
VM000025 - Vessel 102	Wales Vessel Monitoring Scheme	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.

Find Activities: Find Find Next

Map ID	Capital Works Number	Description	Approved Quantity	Claim this Activity?	Claimed Quantity	Date Activity Completed
	VM1	Vessel Monitoring Device	1 Item	<input checked="" type="checkbox"/>	1	17/02/2025

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"/>
Receipts *	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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.

Grant Claim Form Errors, Information & Summary < Previous Save Next >

Wales Vessel Monitoring Scheme (VM000025 - Vessel 102)

Submission

Errors, Information & Summary

Declarations and Undertakings

Submit

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
Wales Vessel Monitoring Scheme (VM000025 - Vessel 102)	✖	None

Summary Details

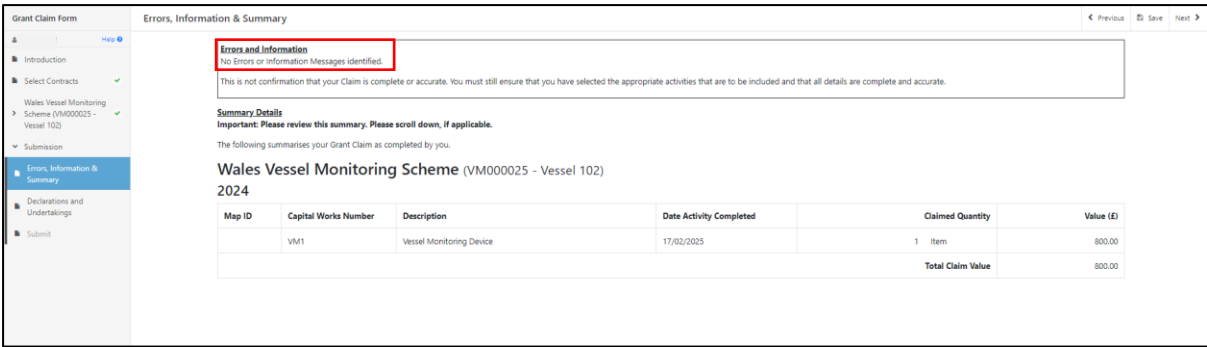
Important: Please review this summary. Please scroll down, if applicable.

The following summarises your Grant Claim as completed by you.

Wales Vessel Monitoring Scheme (VM000025 - Vessel 102)
2024

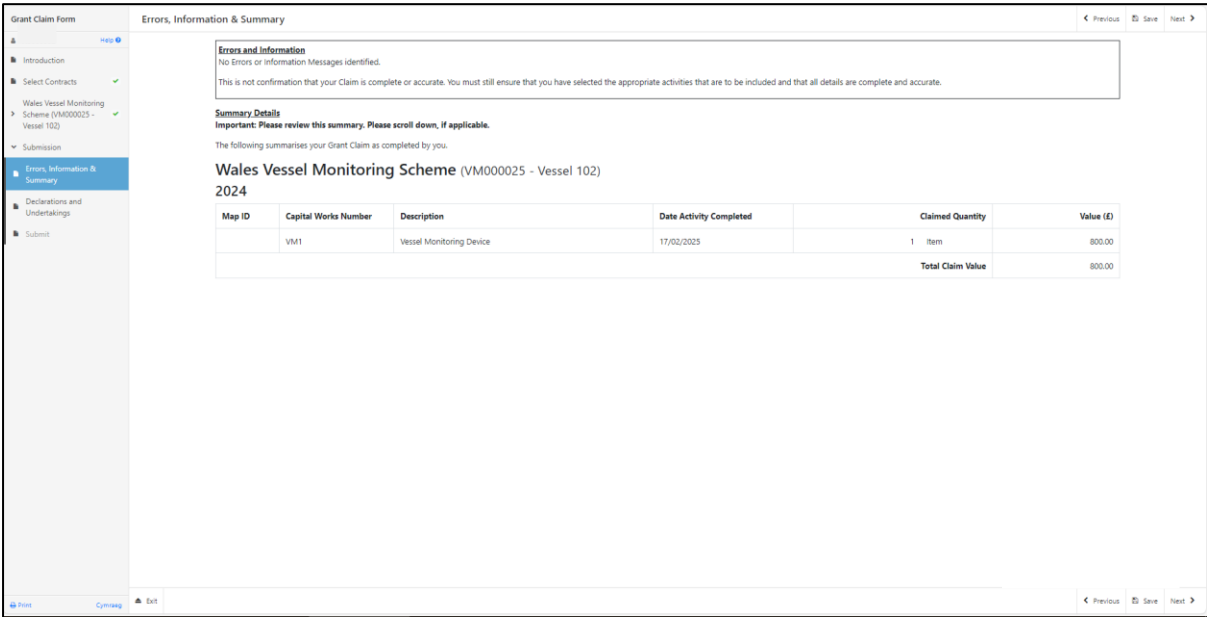
Map ID	Capital Works Number	Description	Date Activity Completed	Claimed Quantity	Value (£)
	VM1	Vessel Monitoring Device		1 Item	800.00
Total Claim Value					800.00

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 maximum value of the claim which is £800 inclusive of VAT.

This value is prepopulated and will be corrected when processing payment once the invoice and evidence of defrayment is provided. We will pay the lower value of either the approved standard cost or the actual price as shown on the invoice provided with the claim. Note that delivery and installation charges are not eligible costs and therefore should be deducted from any payment.



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 Previous Save Next

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 Grant Claim as completed by you.

Growing For The Environment (EG001206 - Growing for the Environment - Window 6)

2024

Map ID	Capital Works Number	Description	Date Activity Completed	Claimed Quantity	Value (€)
GEO03	CD10	Unsprayed root or forage crops with ungrazed field margins	17/02/2025	1.00 ha	328.00
GEO02	CD05	Unsprayed spring sown cereals	18/02/2025	1.00 ha	219.00
GEO04	CD11	Unsprayed spring cereals undersown with Red Clover	18/02/2025	1.00 ha	914.00
Total Claim Value					1,461.00

Wales Vessel Monitoring Scheme (VM000025 - Vessel 102)

2024

Map ID	Capital Works Number	Description	Date Activity Completed	Claimed Quantity	Value (€)
	VM1	Vessel Monitoring Device	17/02/2025	1 item	800.00
Total Claim Value					800.00

Print Cymraeg Exit Previous Save Next

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.

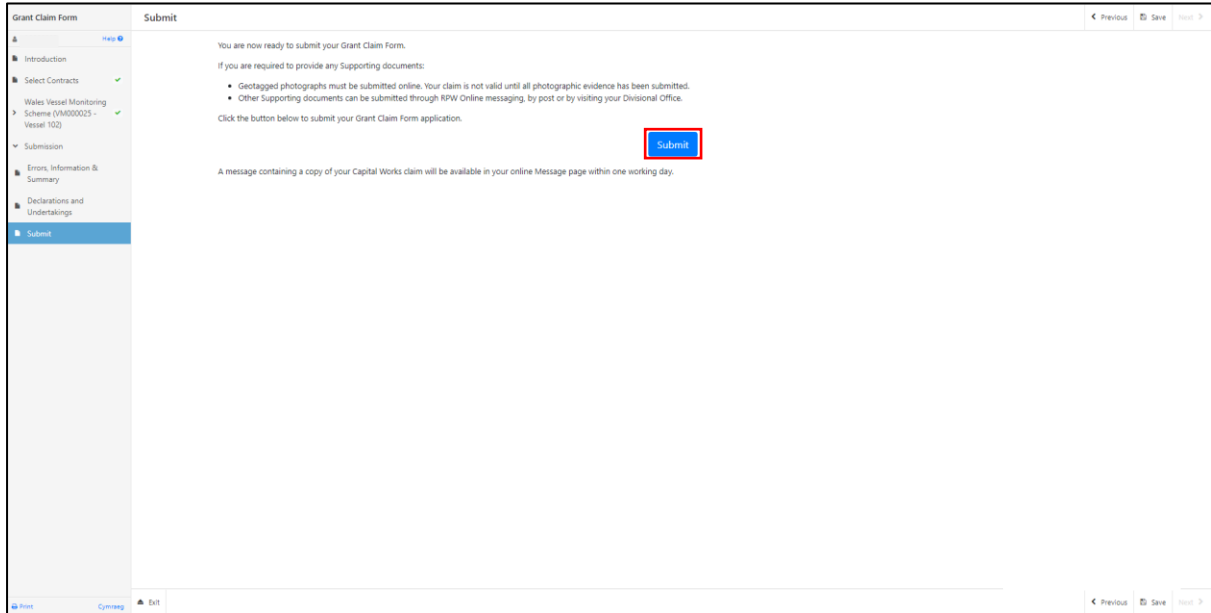
If you do not tick the box to confirm you have read, understood and complied with the Declarations and Undertakings, you will encounter an error message and will not be able to submit your claim until you have ticked this box.

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.

Submit

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



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