Llywodraeth Cymru
Welsh Government

Flood and Coastal Erosion Risk Management – Small Scale Works Grant

How to Complete Guidance

September 2025

Contents

For enquiries please contact the Flood and Coastal Erosion Risk Management team, within the Welsh Government by emailing: **Floodcoastalrisk@gov.wales**

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

 WG52898 Digital ISBN 978-1-80633-330-1

Key Messages

Registering for RPW Online

To register your business details for the first time, you need to complete the online registration form. Please refer to the how to register guidance for further details. The vast majority of changes to business details can be done online. However, Welsh Government may require further details on any major changes. Please contact the Customer Contact Centre for further information.

Flood and Coastal Erosion Risk Management – Small Scale Works Grant - How to Complete Guidance

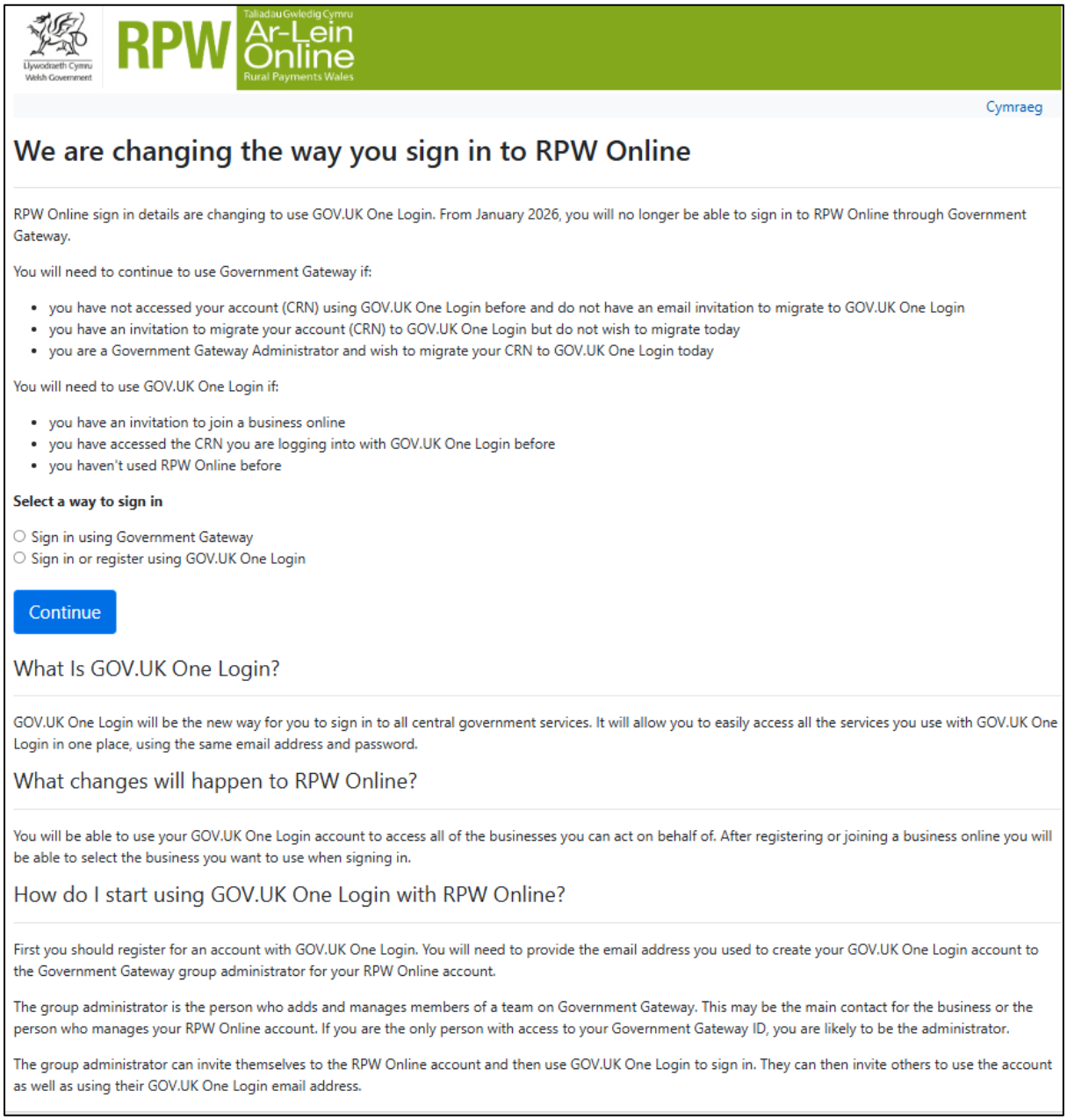
These instructions will give you step-by-step guidance on how to complete your FCERM – Small Scale Works Grant.

The Welsh Government produces this guidance in Welsh and English as required under the Welsh Government Welsh Language Scheme.

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

Rural Payments Wales Online – Login

The FCERM – Small Scale Works Grant can be accessed via your RPW online Account by using the Government Gateway or GOV.UK One Login.



Llywodraeth Cymru
Welsh Government

RPW Taliadau Gwledig Cymru Ar-Lein Online Rural Payments Wales

Cymraeg

We are changing the way you sign in to RPW Online

RPW Online sign in details are changing to use GOV.UK One Login. From January 2026, you will no longer be able to sign in to RPW Online through Government Gateway.

You will need to continue to use Government Gateway if:

- you have not accessed your account (CRN) using GOV.UK One Login before and do not have an email invitation to migrate to GOV.UK One Login
- you have an invitation to migrate your account (CRN) to GOV.UK One Login but do not wish to migrate today
- you are a Government Gateway Administrator and wish to migrate your CRN to GOV.UK One Login today

You will need to use GOV.UK One Login if:

- you have an invitation to join a business online
- you have accessed the CRN you are logging into with GOV.UK One Login before
- you haven't used RPW Online before

Select a way to sign in

○ Sign in using Government Gateway
○ Sign in or register using GOV.UK One Login

Continue

What Is GOV.UK One Login?

GOV.UK One Login will be the new way for you to sign in to all central government services. It will allow you to easily access all the services you use with GOV.UK One Login in one place, using the same email address and password.

What changes will happen to RPW Online?

You will be able to use your GOV.UK One Login account to access all of the businesses you can act on behalf of. After registering or joining a business online you will be able to select the business you want to use when signing in.

How do I start using GOV.UK One Login with RPW Online?

First you should register for an account with GOV.UK One Login. You will need to provide the email address you used to create your GOV.UK One Login account to the Government Gateway group administrator for your RPW Online account.

The group administrator is the person who adds and manages members of a team on Government Gateway. This may be the main contact for the business or the person who manages your RPW Online account. If you are the only person with access to your Government Gateway ID, you are likely to be the administrator.

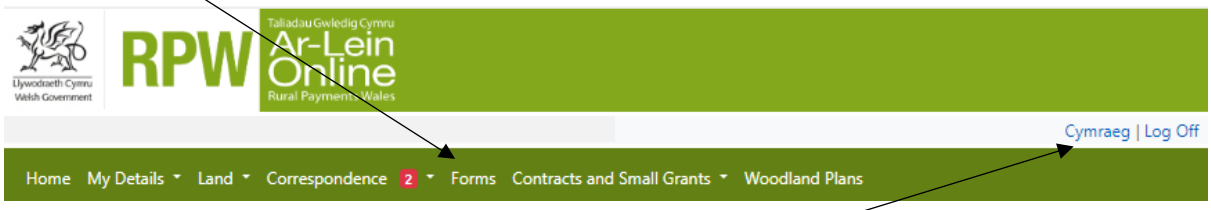
The group administrator can invite themselves to the RPW Online account and then use GOV.UK One Login to sign in. They can then invite others to use the account as well as using their GOV.UK One Login email address.

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 ‘Homepage’ will appear.

Rural Payments Wales Online – Home page

To access the FCERM – Small Scale Works Grant application, click the Tab labelled 'Forms' on the RPW Online home screen, as shown below.

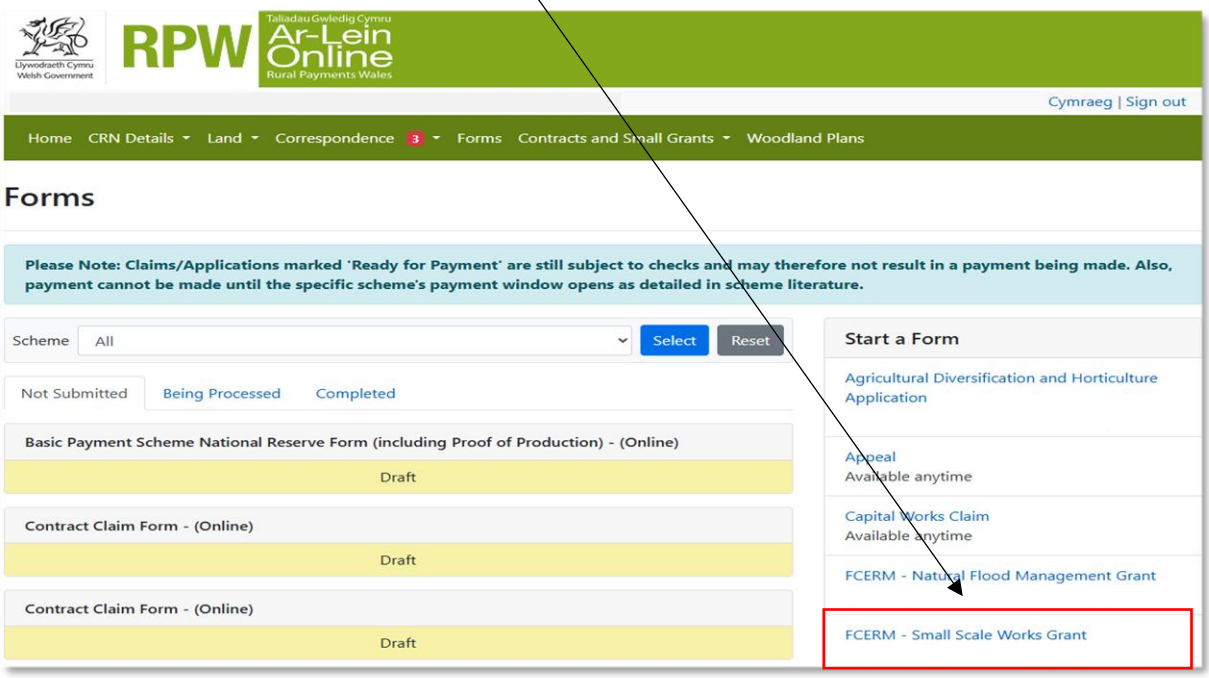


To change the language at any time click the button located in the top right hand corner bar of the RPW Online information. This will allow you to choose the language your FCERM – Small Scale Works Grant application is displayed in.

Forms Page

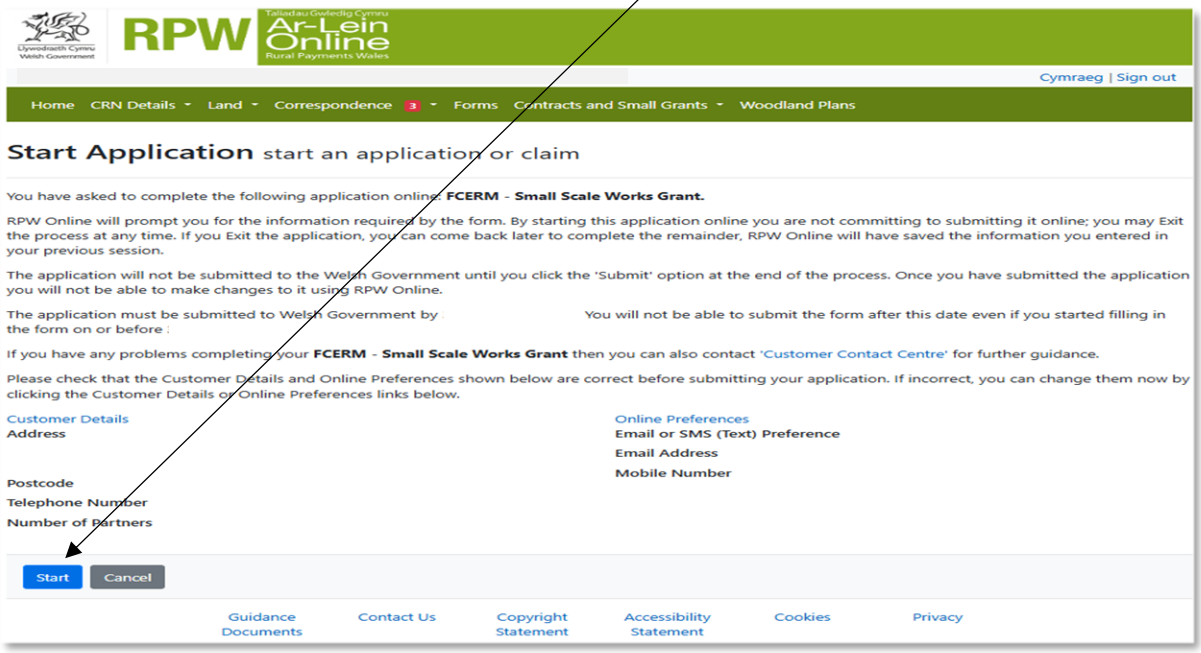
Once you have selected the Forms tab you will see the Forms that are available for you to complete.

Select the FCERM – Small Scale Works Grant from the list



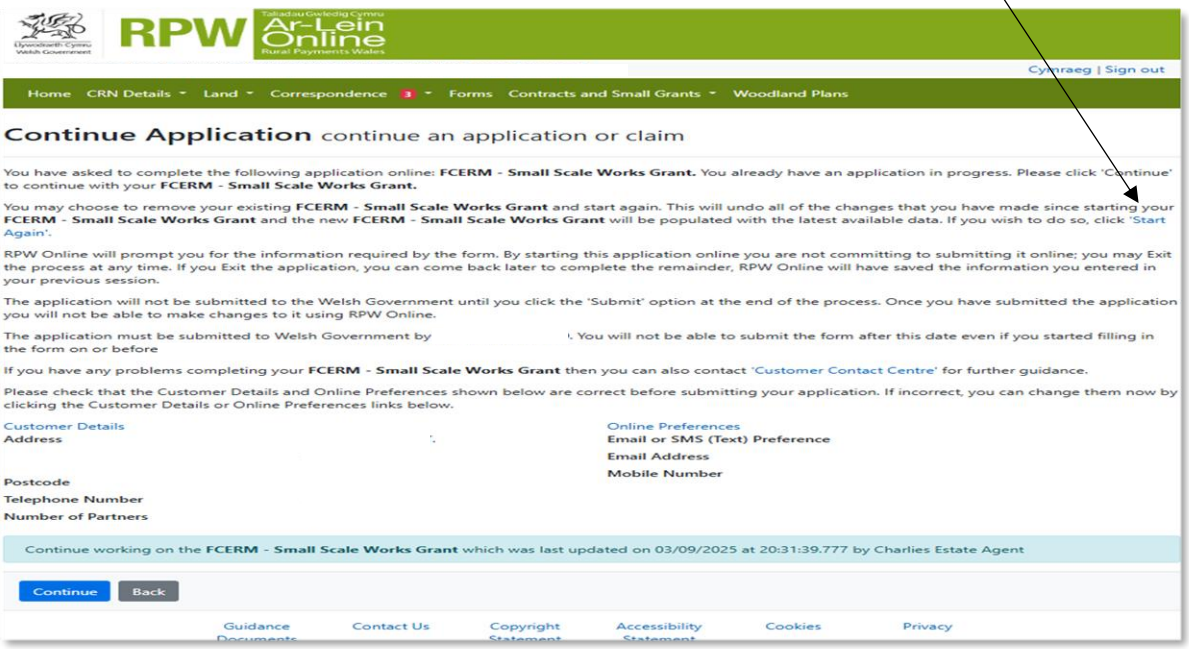
Getting Started

Once you have read the Guidance Booklets, to start your application click the Start Button.



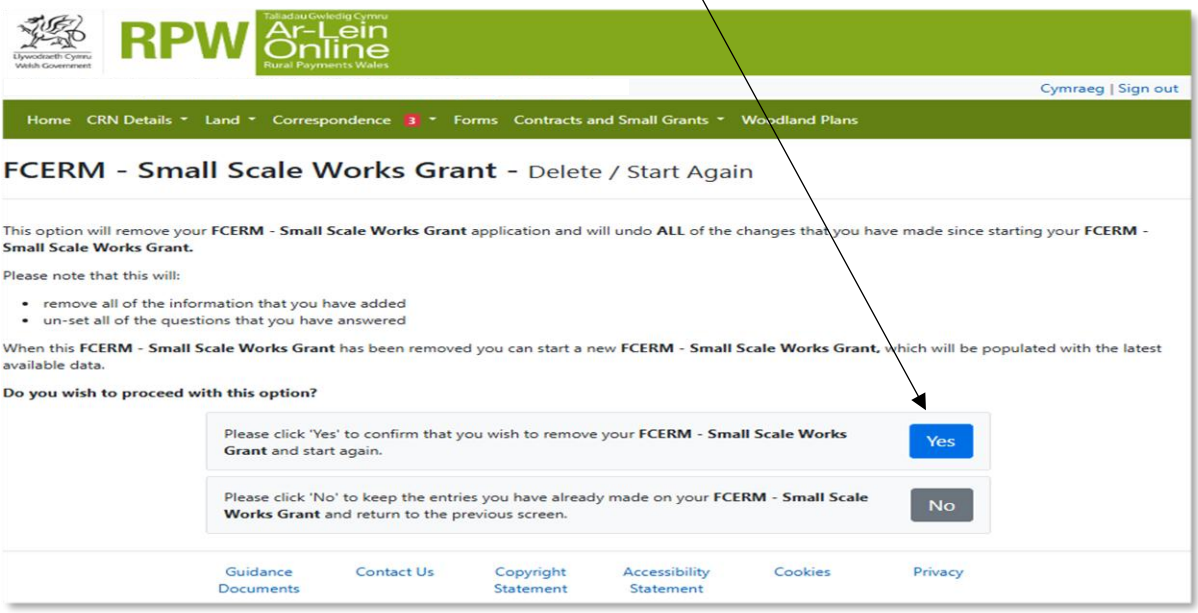
Continue Application/Start Again

Once you start your application, you have the option to leave it and return to it again. If you are accessing an application 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:



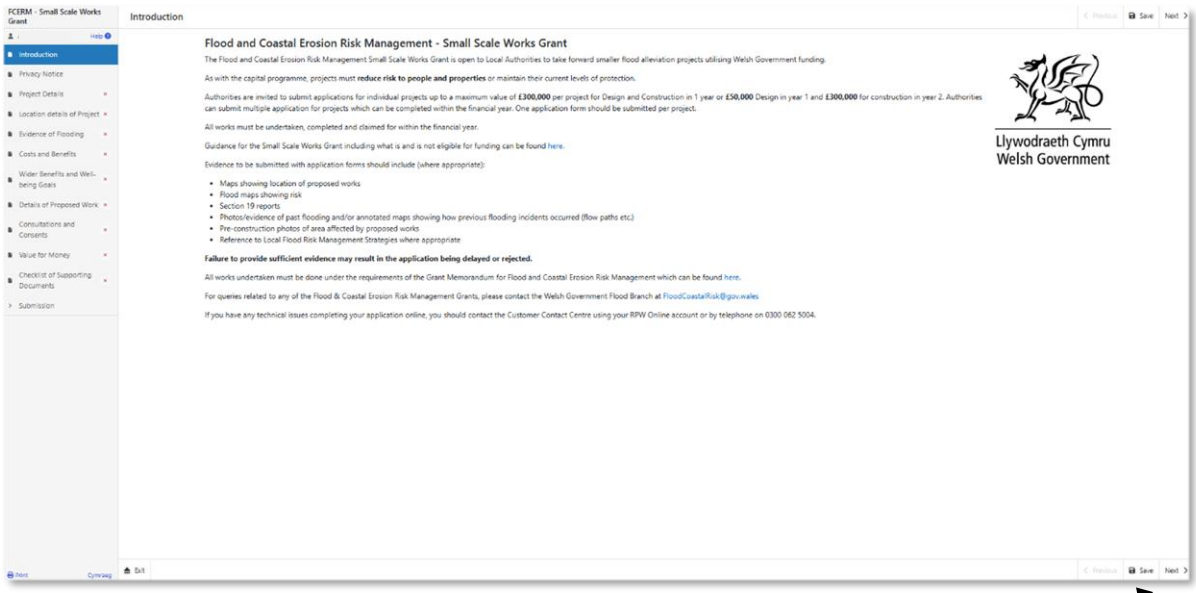
Please be aware – if you choose to Start Again, this will un-set all of the questions you have answered and remove all of the information you have added.

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



Introduction Page

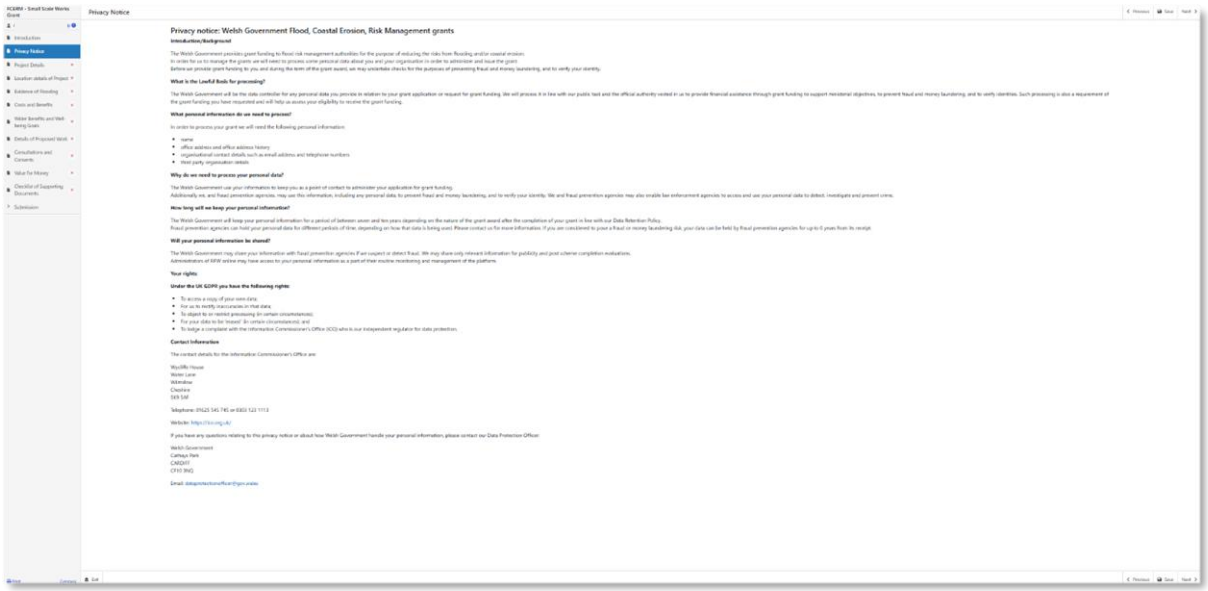
This is the introduction page which provides information about the FCERM – Small Scale Works Grant.



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

Privacy Notice

This is the Privacy notice that you must read.



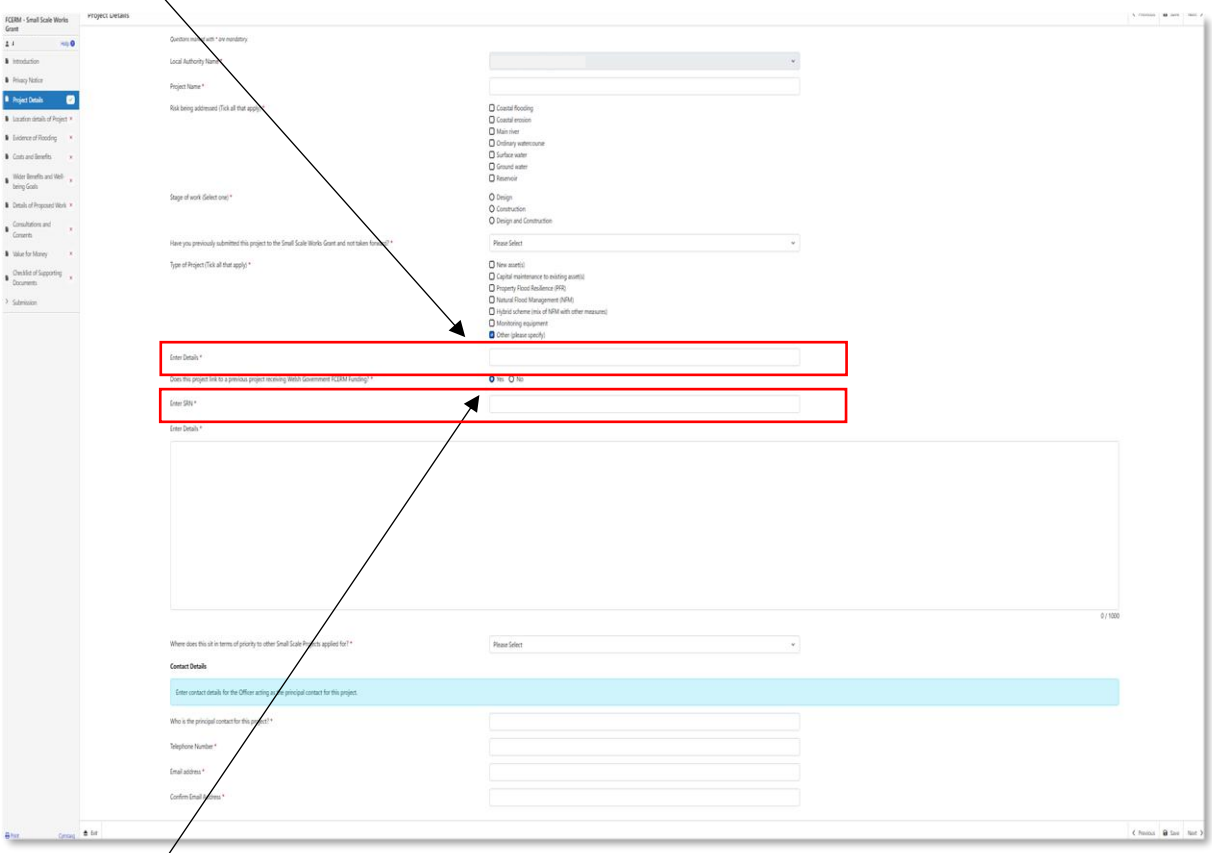
Once you have read the information click on the Next Button.

Project Details

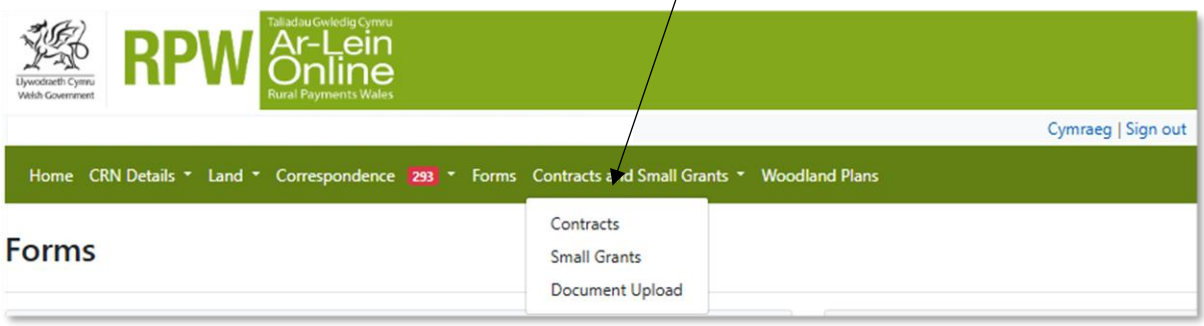
You must answer all mandatory questions marked with * on this page.

The Local Authority Name will be automatically populated.

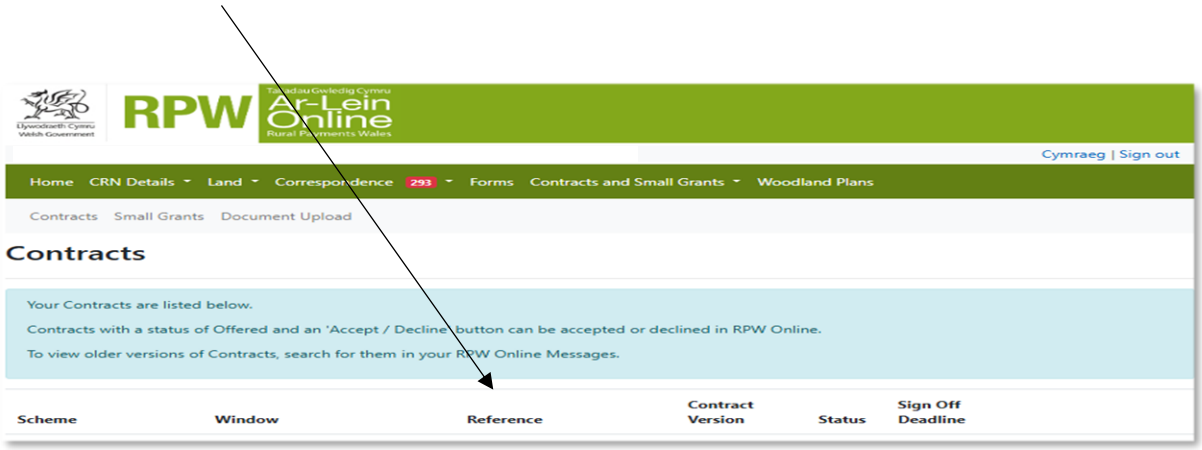
If “Other” is selected as Type of Scheme, please enter details within the text box provided.



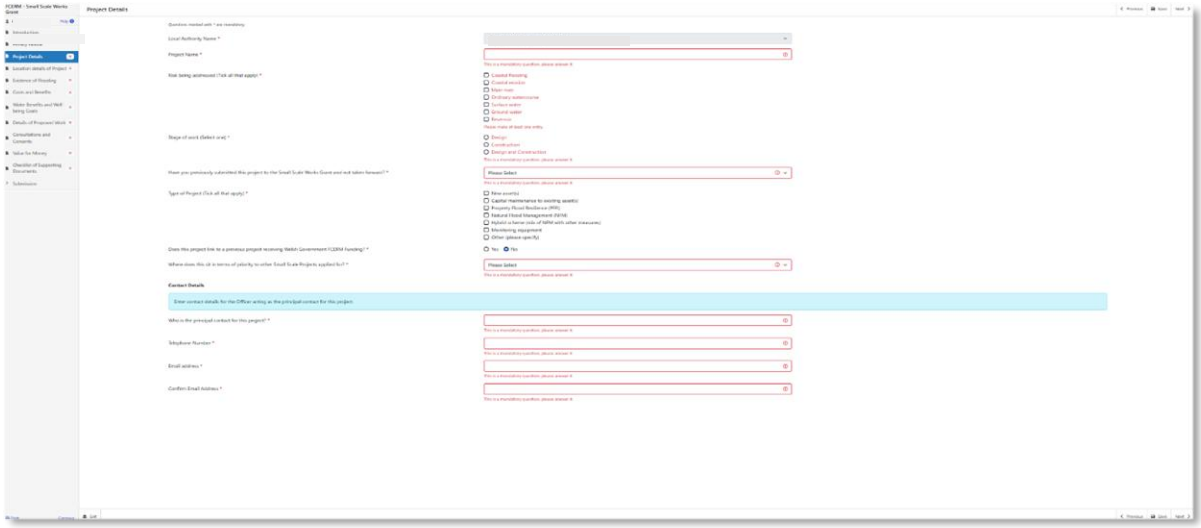
If “Yes” is selected to the question ‘Is the work related to a phase previously funded ?’, please enter the Scheme Reference Number (SRN). This can be found by going to the RPW Home Page, and selecting Contracts under the Contracts and Small Grants page.



Use the reference number of the related contract previously funded.



There are basic data integrity checks built in to this form and any errors or information messages will appear once you either 'Save' or click 'Next' on each page.



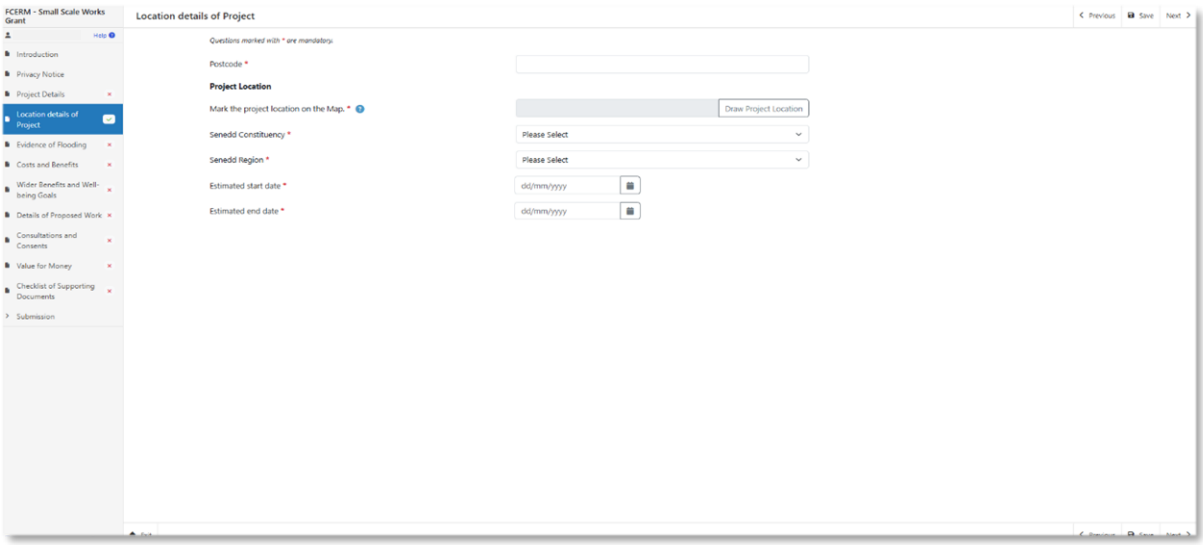
Once you have corrected any errors and answered all of the questions on each page click on the Next Button.

Location details of Project

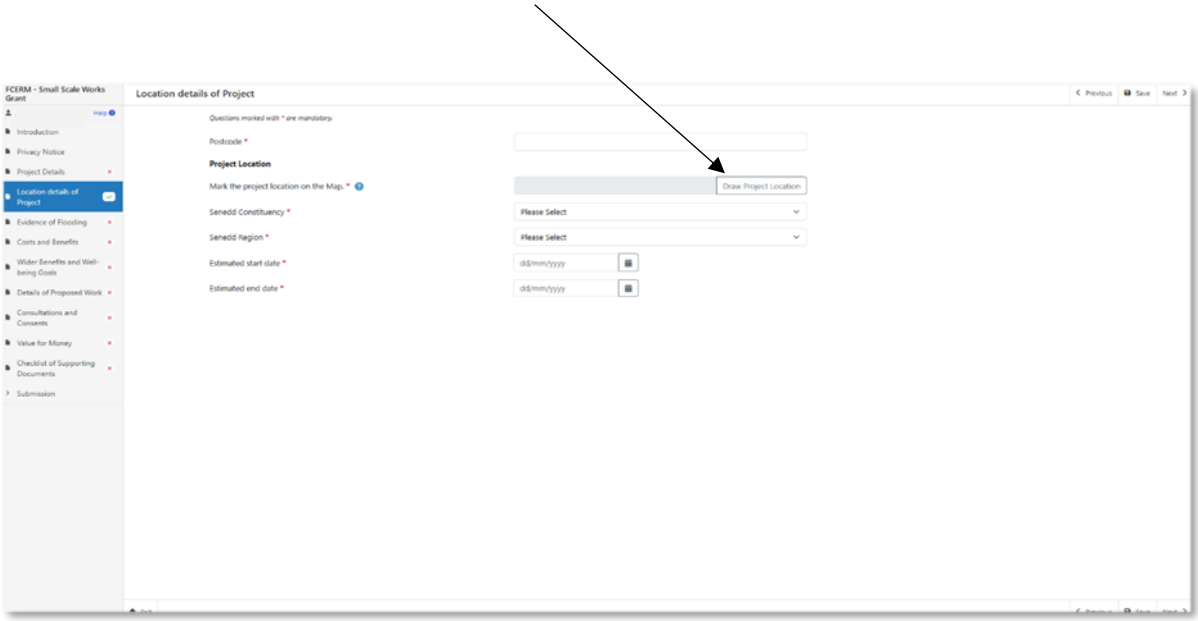
You must answer all mandatory questions marked with * on this page.

Extra information for questions will be displayed when you place the cursor over the ? symbol on this page.

Enter the location details of the scheme.

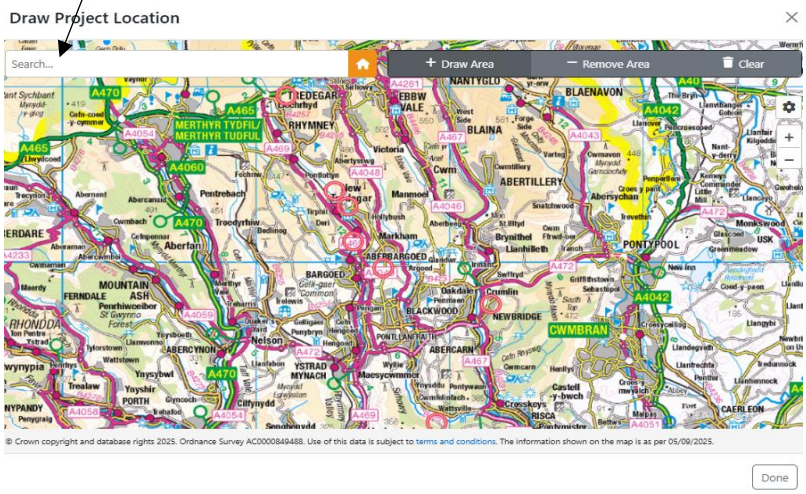


Mark the scheme location on the map.



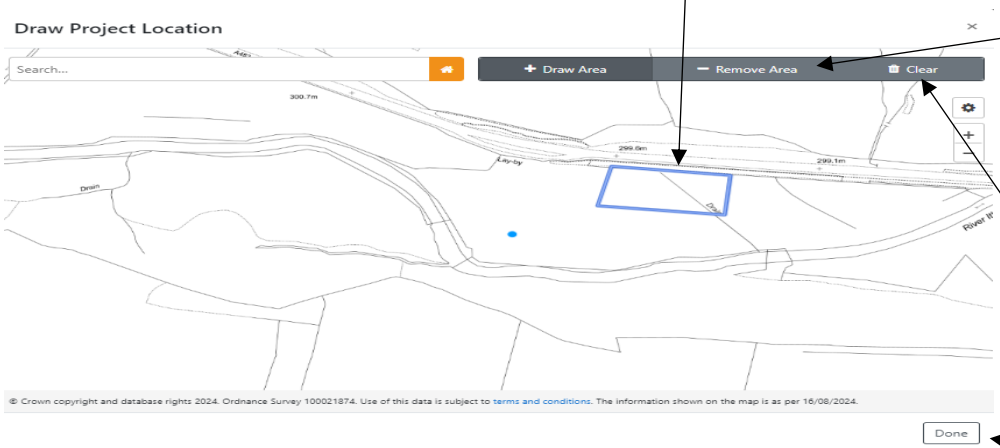
The map will open by showing the area covered by the Local Authority submitting the application.

Select area to draw location by using the search bar and selecting name of area or postcode.



You can also use the + and – to zoom in and out.

Select +Draw area on the map, when drawing the area click on the map and drag the cursor to create the shape, this will be shown in blue.

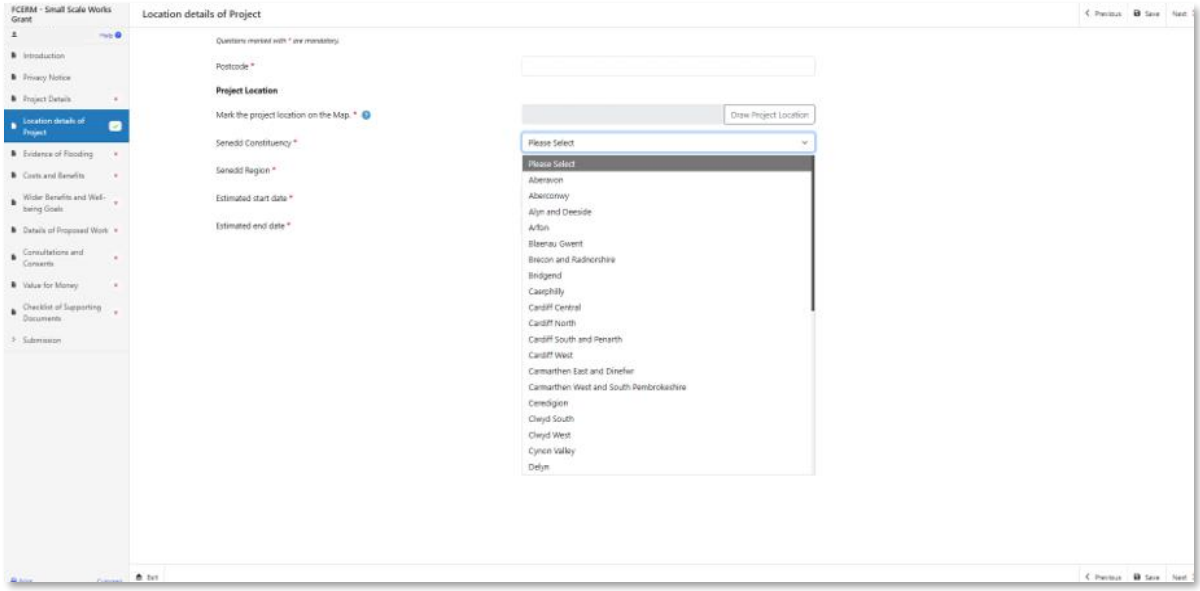


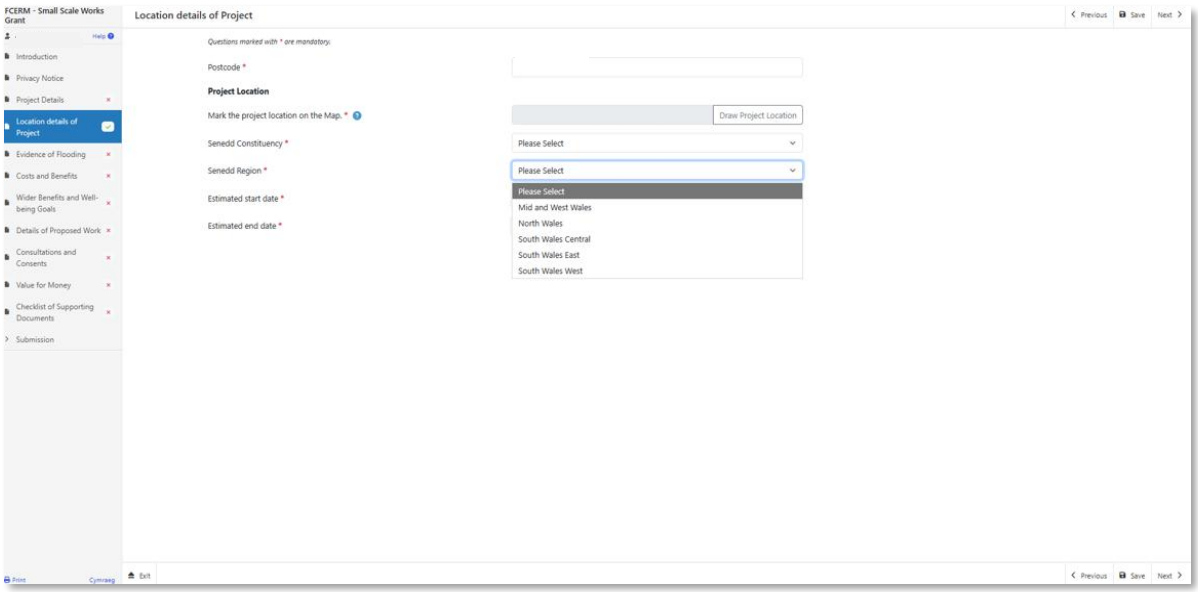
To remove an area from the area already drawn, select –Remove Area and draw area to be removed.

If you wish to delete the location drawn, select Clear.

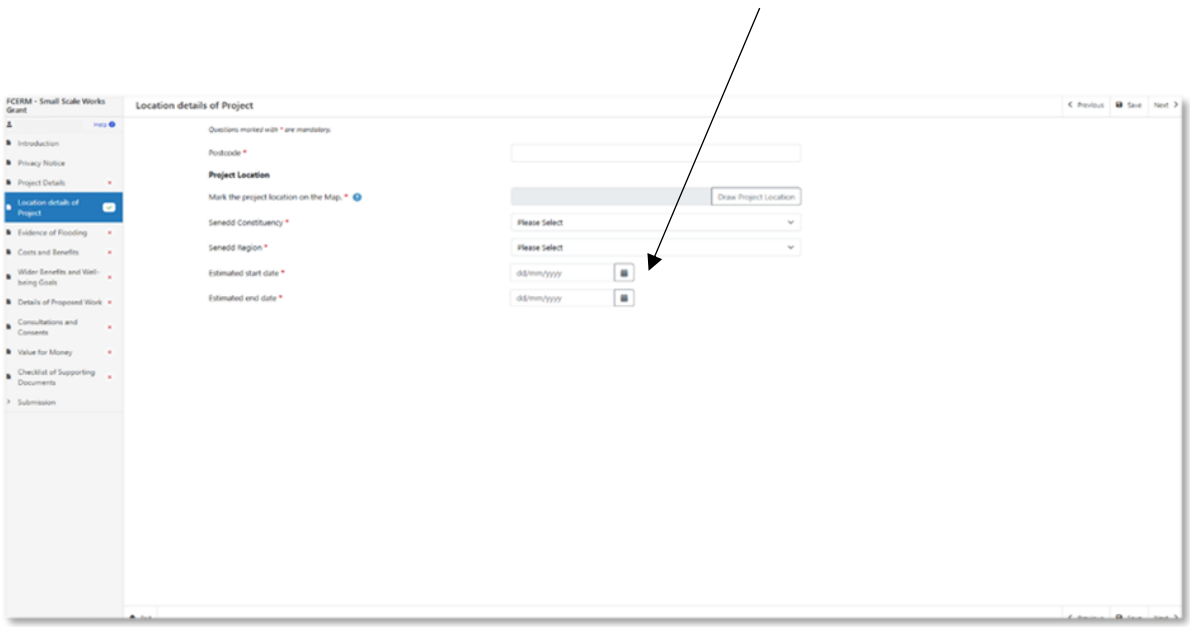
When complete select Done

Select the Senedd Constituency and Senedd Region from the drop down lists.





An estimated scheme start and end date must be selected.

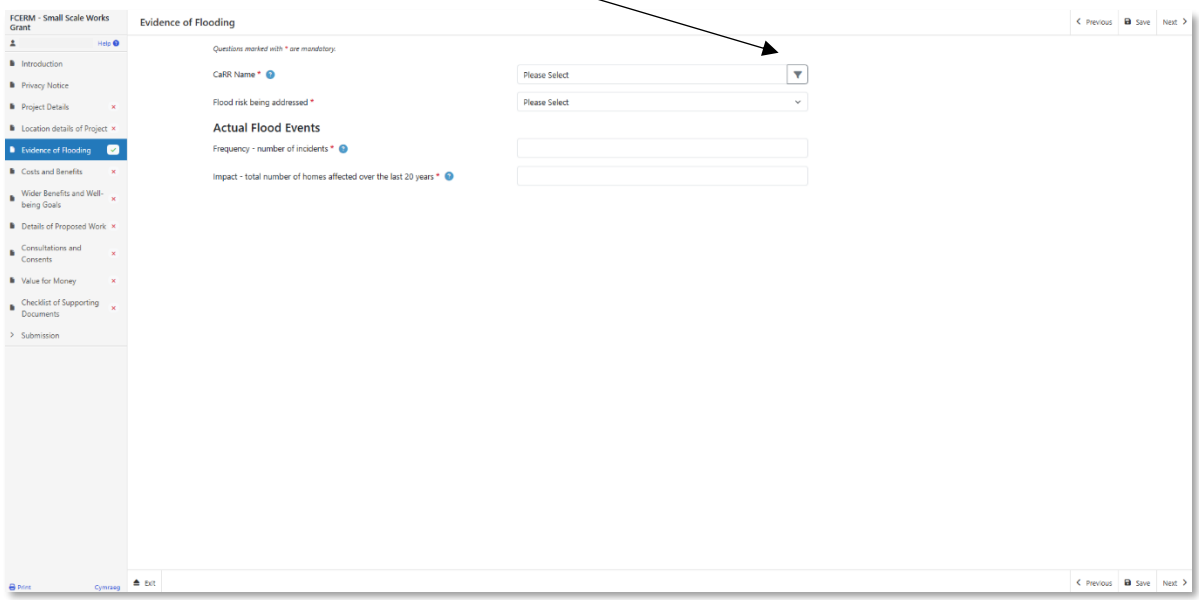


Evidence of flooding

You must answer all mandatory questions marked with * on this page.

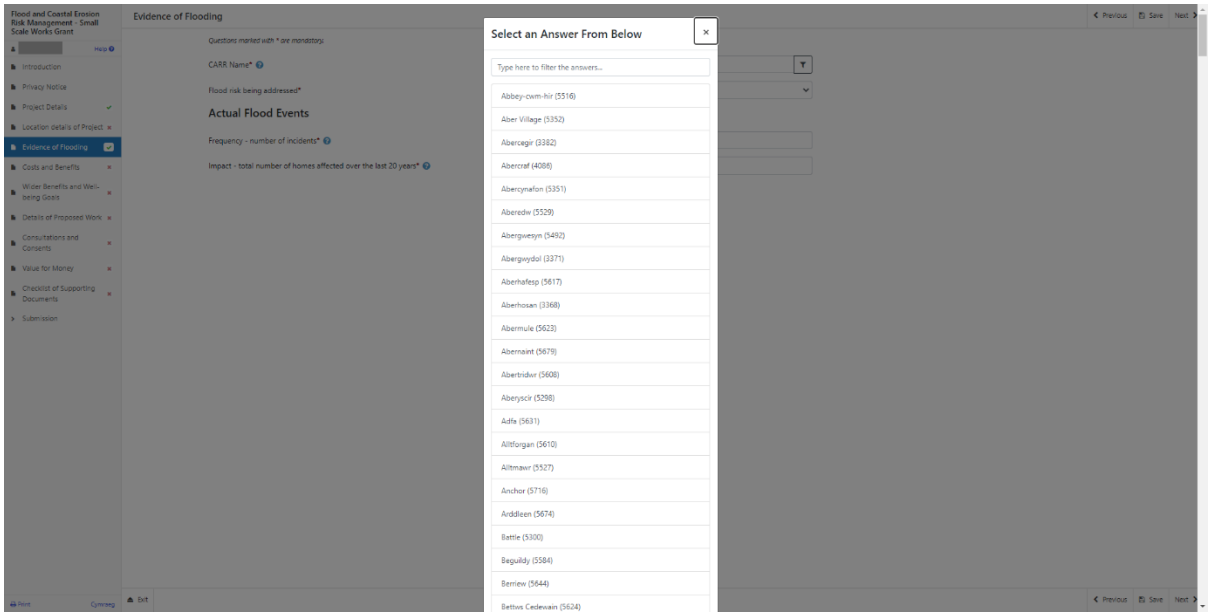
Extra information for questions will be displayed when you place the cursor over the ? symbol on this page.

If Coastal Flooding, Main River, Ordinary Watercourse or Surface Water is selected at the 'Risk Being Addressed' question within Project Details section the CaRR Name will be required.

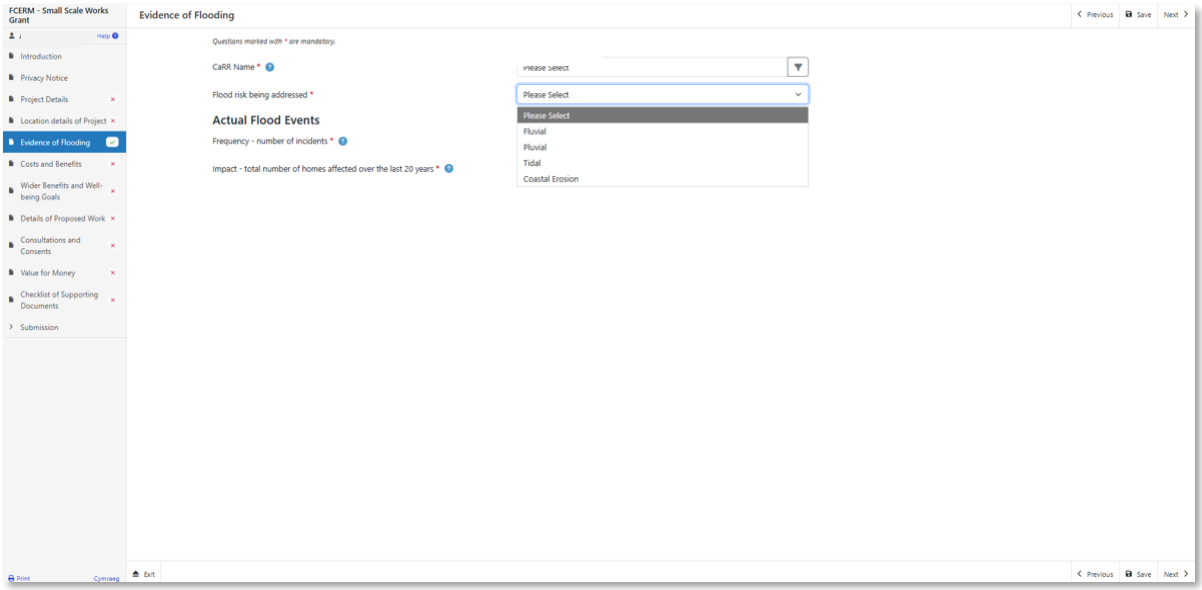


Select the CaRR name from the drop down list.

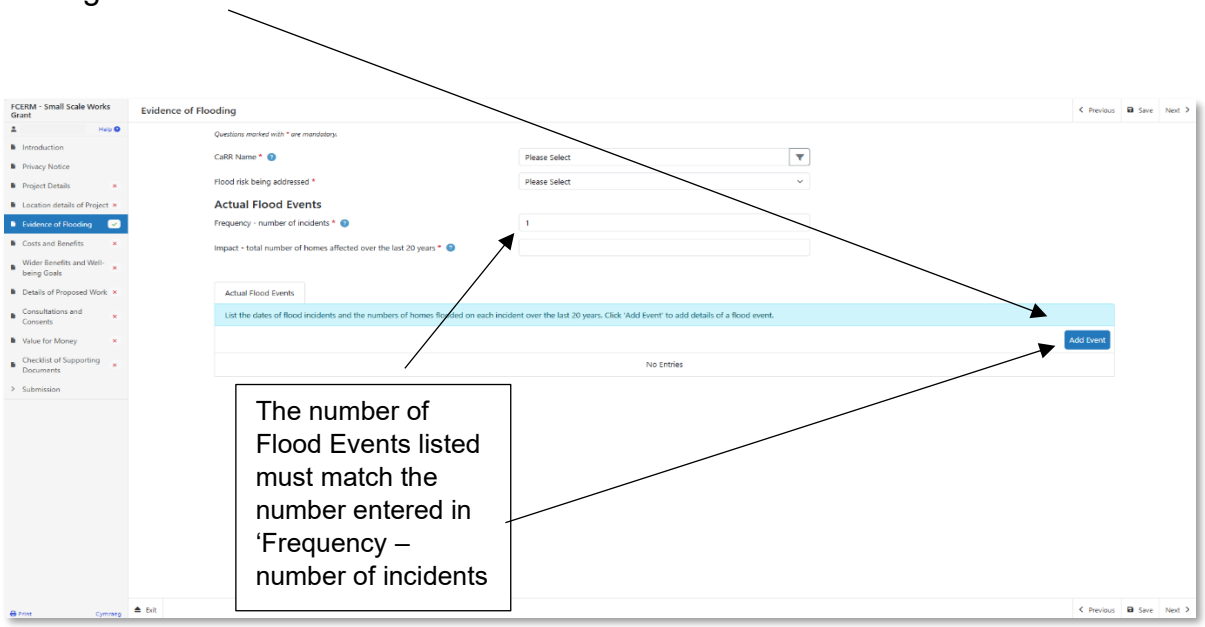
CaRR names will display for the Local Authority submitting the application.



Select the flood risk being addressed from the drop down list.



Once the number of flood incidents is entered you must add further details by clicking on the Add Event button.



The number of Flood Events listed must match the number entered in 'Frequency – number of incidents

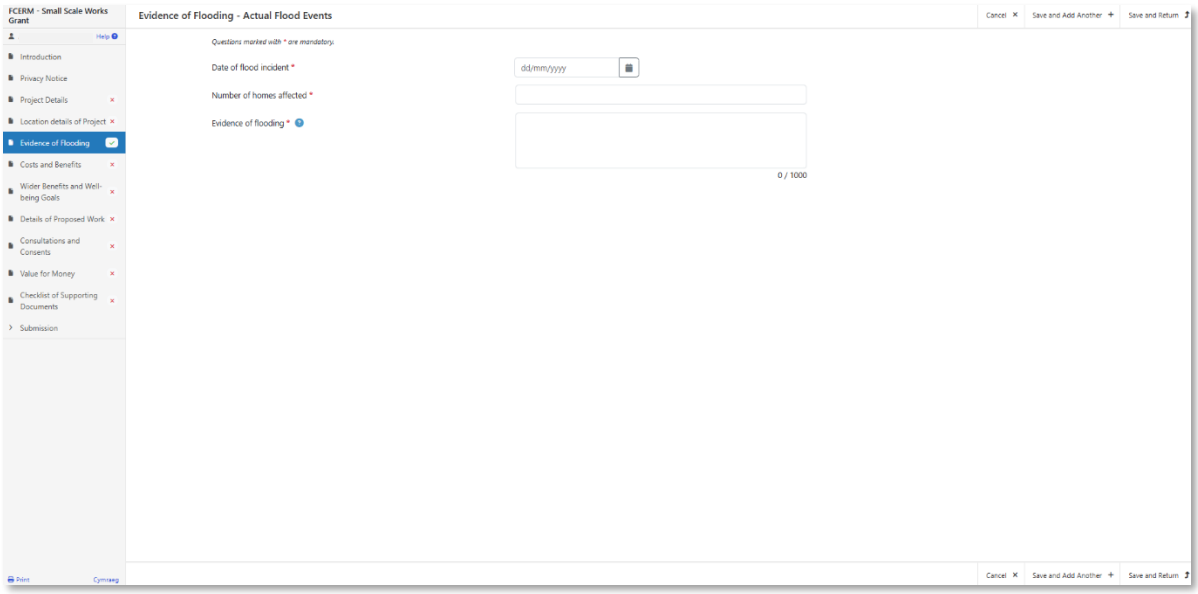
Evidence of flooding – Actual Flood Events

All actual flood events must be entered on this page.

You must answer all mandatory questions marked with * on this page.

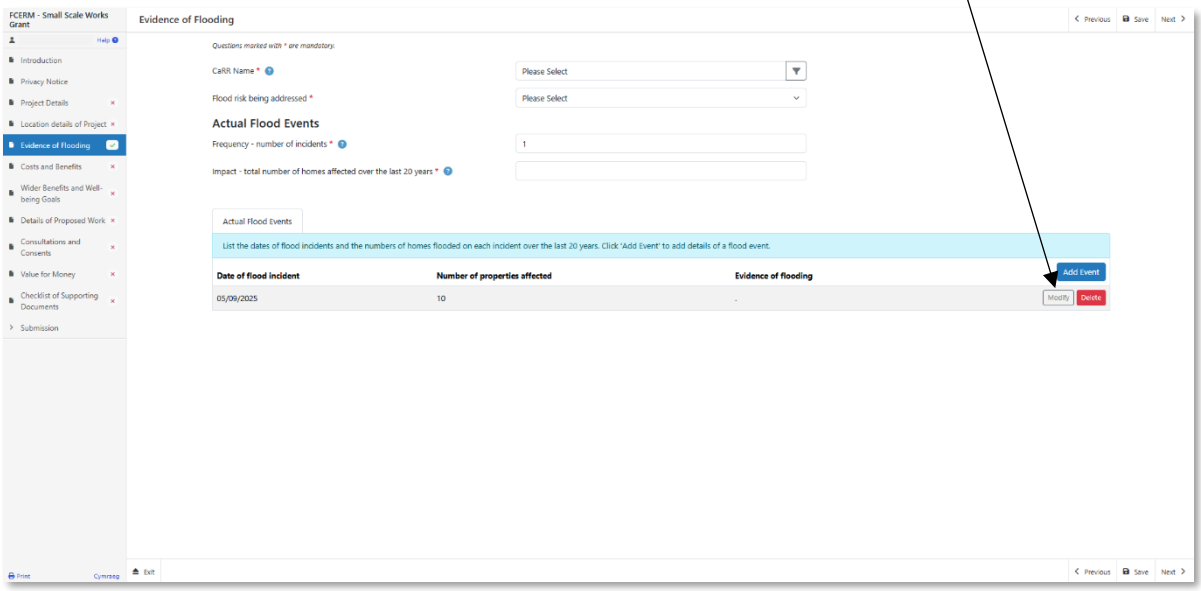
Extra information for questions will be displayed when you place the cursor over the ? symbol on this page.

The date of the flood event must be selected, if only the month of the event is known, use the 1st of that month as the day.



If entering multiple events click on Save and Add Another, once all events have been entered click on Save and Return to return to the main Evidence of flooding page.

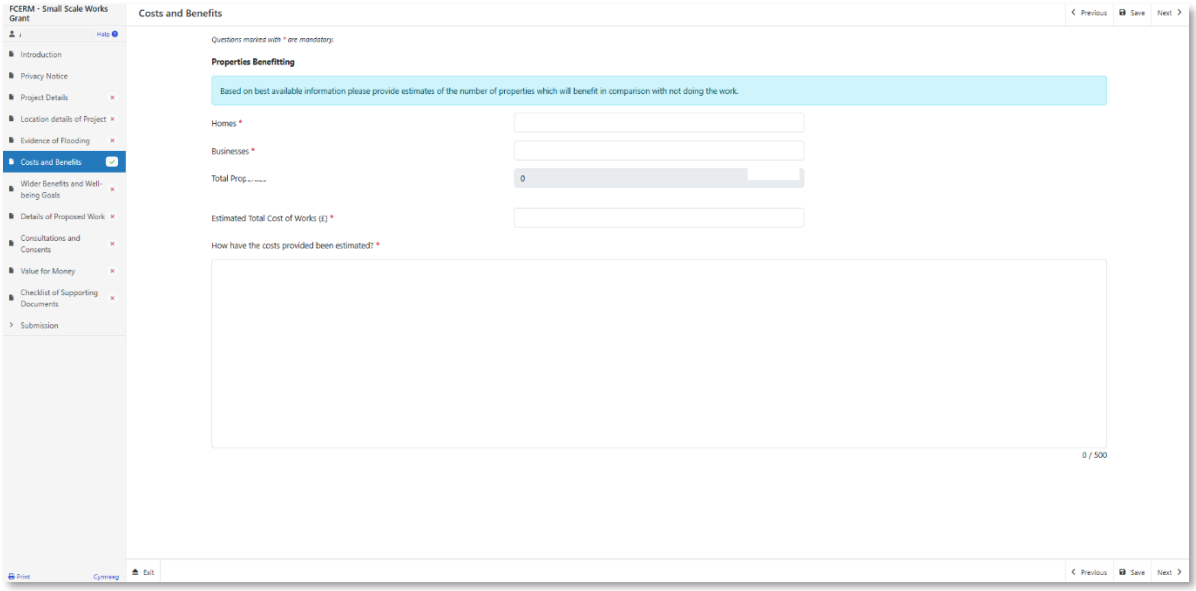
Once all events have been entered a list will appear at the bottom of the page, you can modify or delete any of the incidents by clicking on the Modify or Delete buttons.



Costs and Benefits

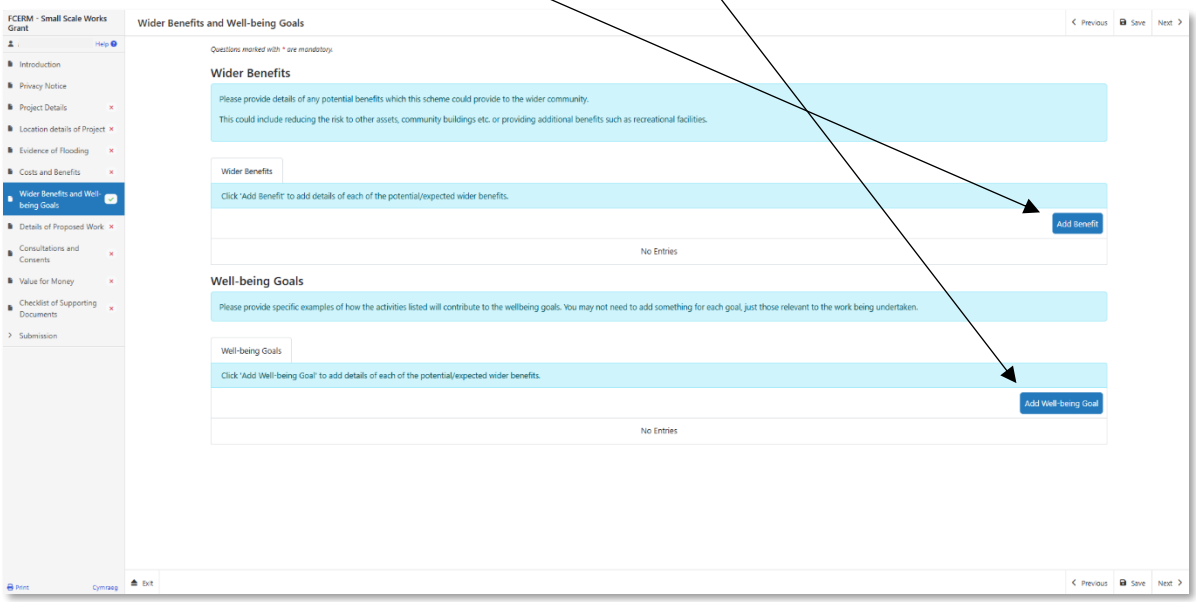
Enter the number of homes and businesses that will benefit, the “Total Properties” will update as these are entered.

You must answer all mandatory questions marked with * on this page.

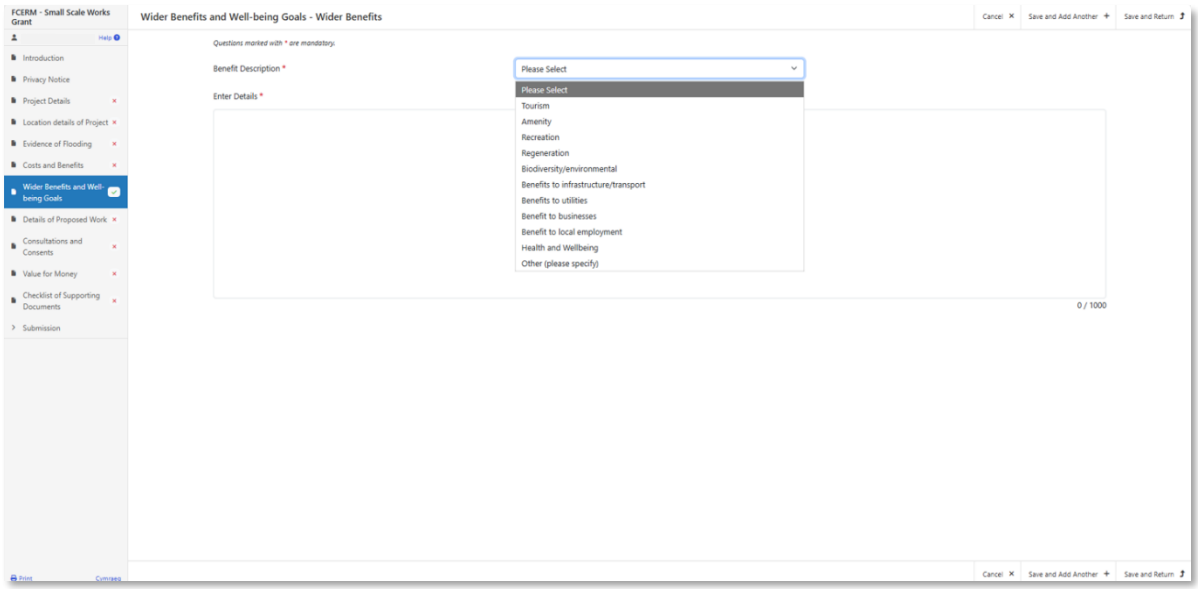


Wider Benefits and Well-being Goals

Click on the Add Benefit and/or Add Well-being Goal button/s to add wider benefits and well-being goals for the project.

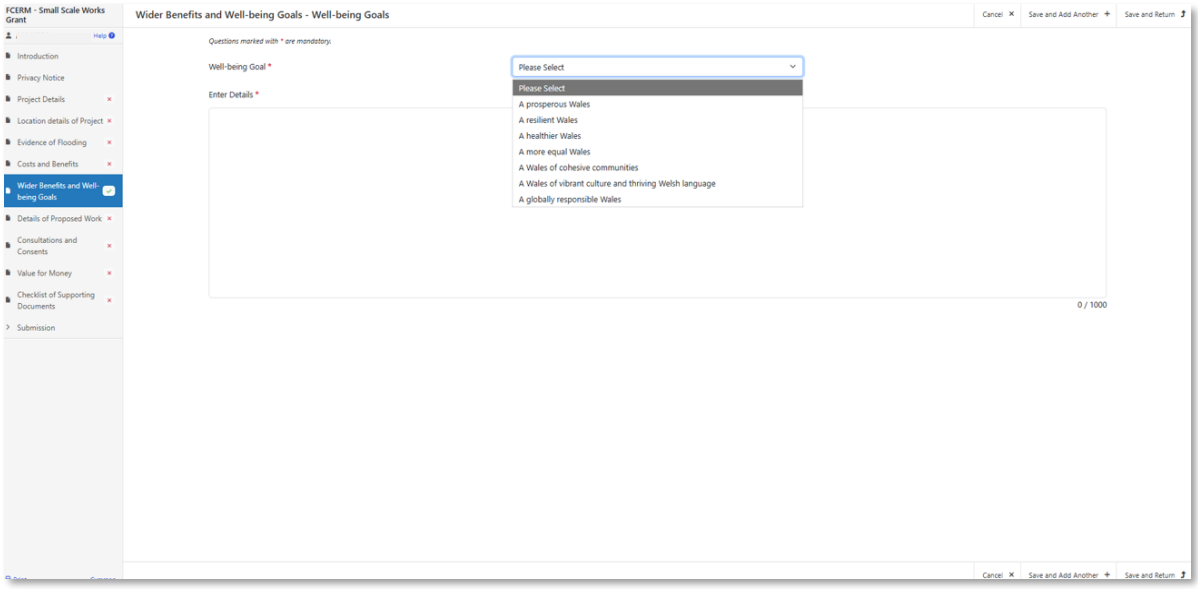


You can enter as many Wider Benefits as applicable by selecting from the drop down list and entering the details in the text box.



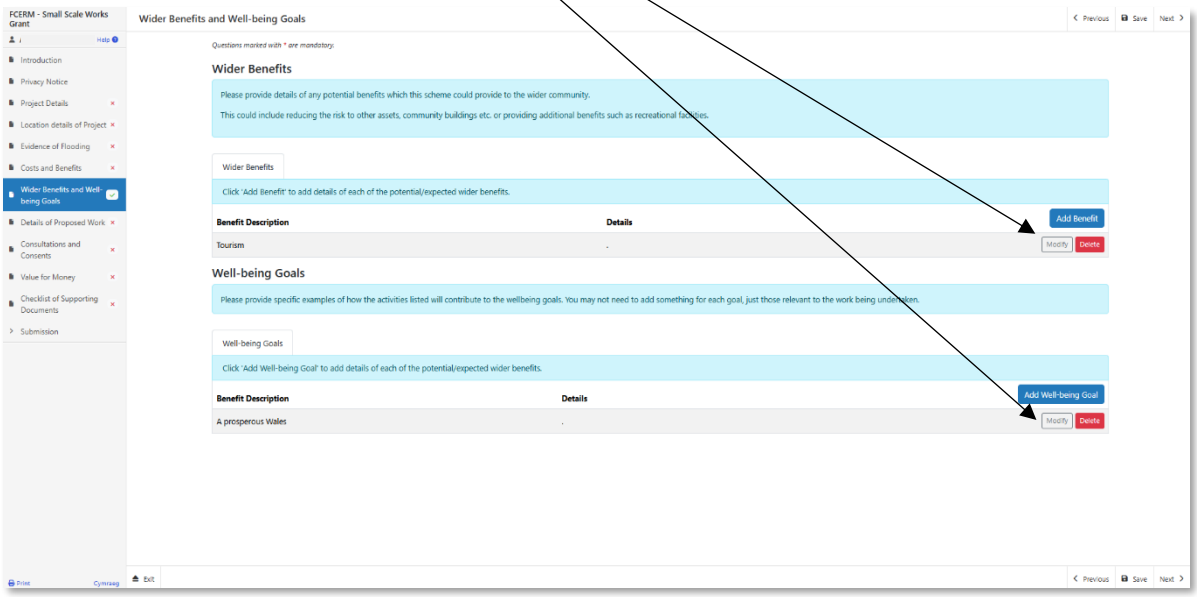
If entering multiple wider benefits click on Save and Add Another, once all wider benefits have been entered click on Save and Return to return to the main Wider Benefits and Well-being Goals screen.

You can enter as many Well-being Goals as applicable by selecting from the drop down list and entering the details in the text box.



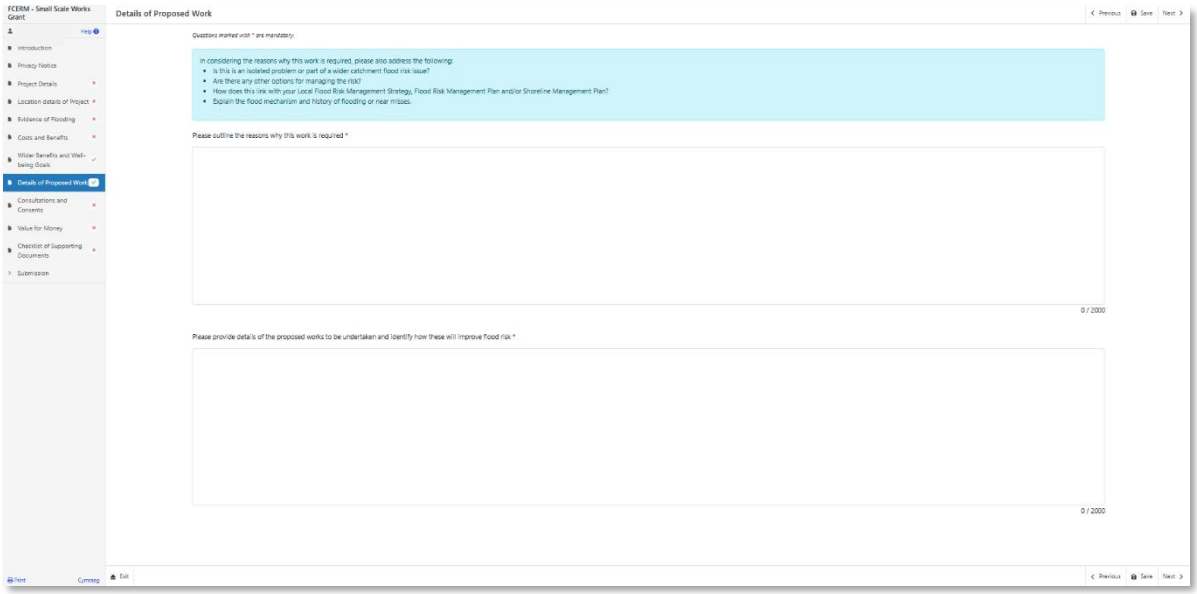
If entering multiple well-being goals click on Save and Add Another, once all wider benefits have been entered click on Save and Return to return to the main Wider Benefits and Well-being Goals screen.

Once all wider benefits and well-being goals have been entered lists will appear on the Wider Benefits and Well-being Goals page, you can modify or delete any of the benefits by clicking on the Modify or Delete buttons



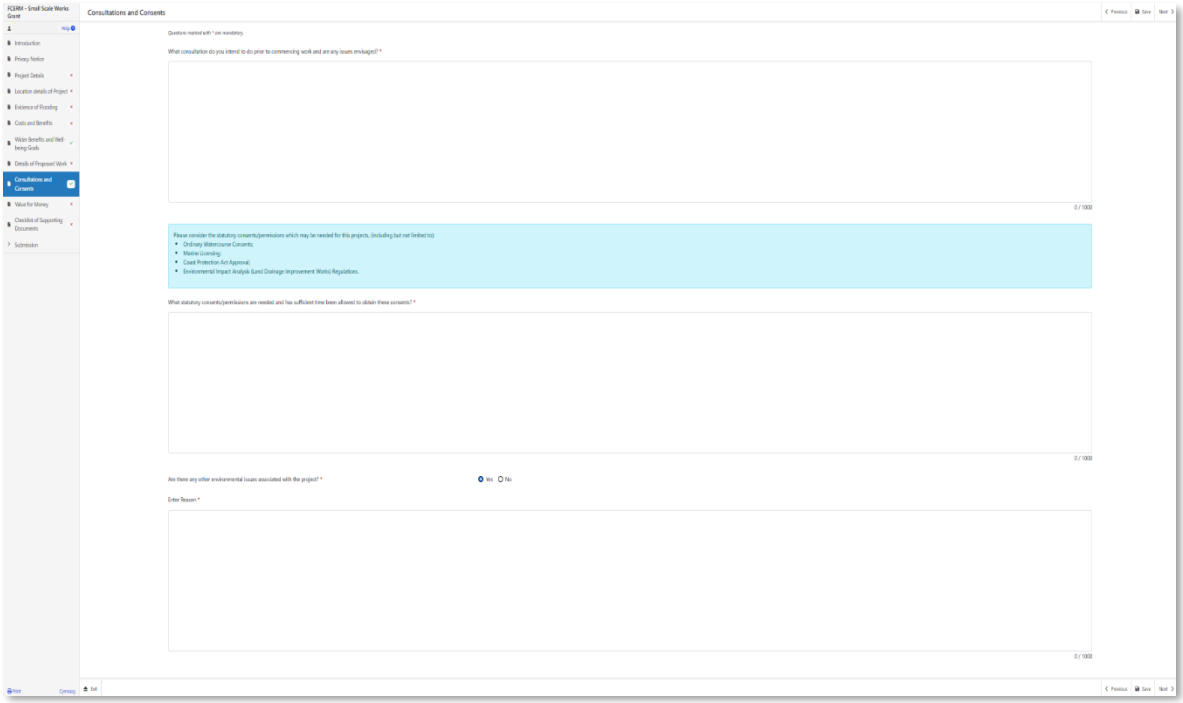
Details of Proposed Work

Enter the details of the proposed work and the reasons why the work is required



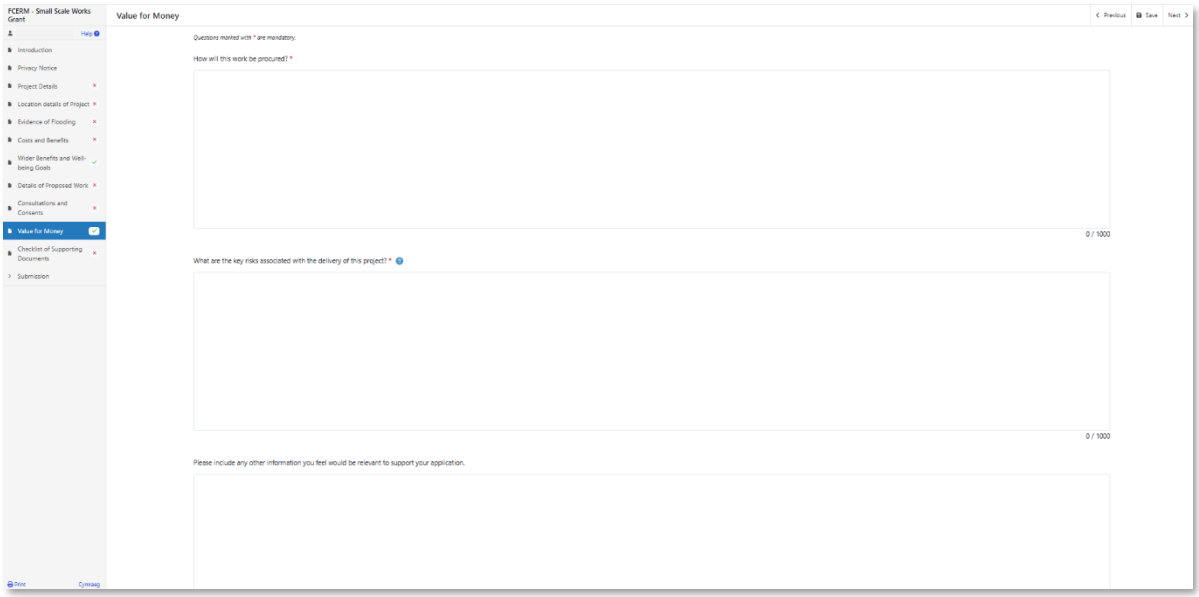
Consultations and Consents

Enter the details of consultations and consents. If applicable enter any other environmental issues associated with the project



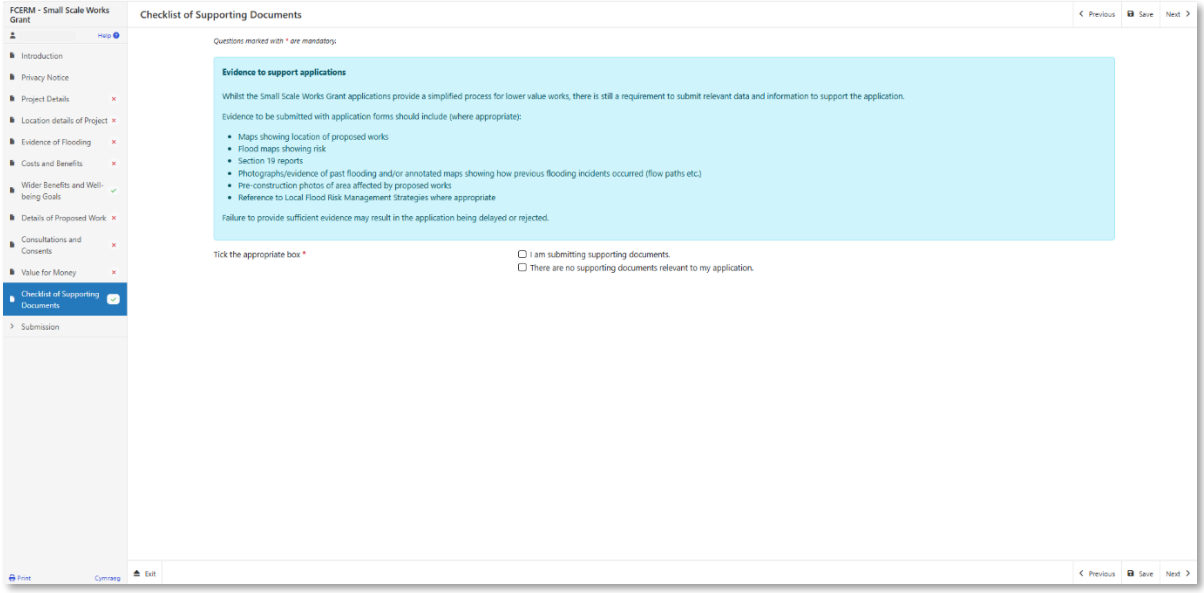
Value for Money

Enter the details of how the work will be procured and the key risks associated with delivery of the project. Include any further information in support of your application.



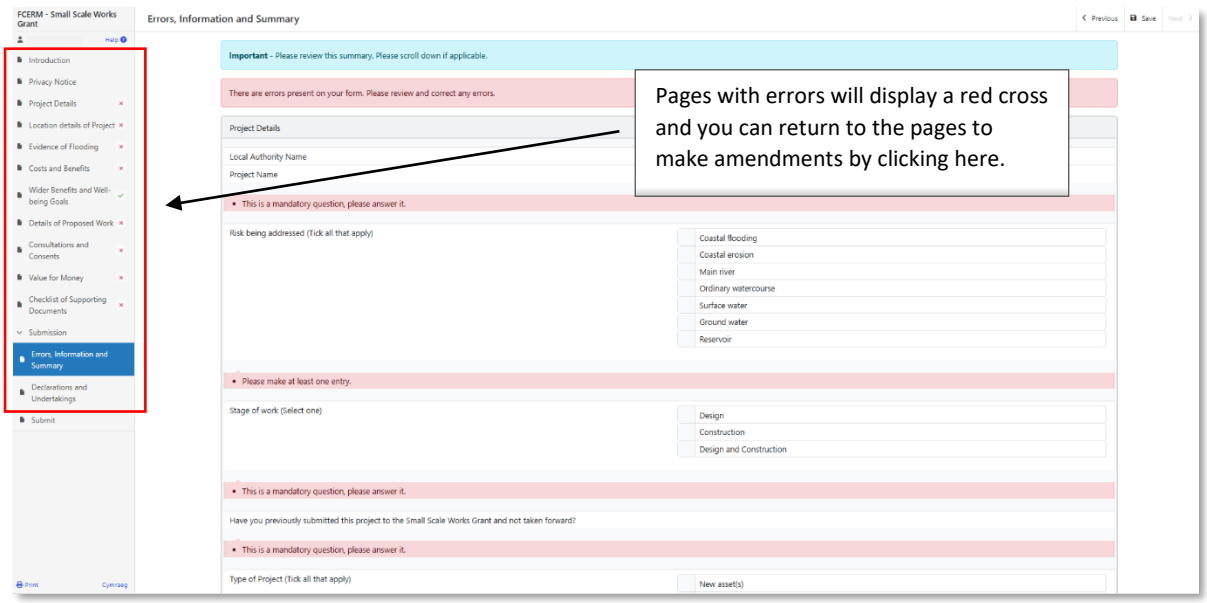
Checklist of Supporting Documents

Supporting documents must be submitted by the closing date either at the time that the application is submitted or through the “My Messages” tab on the Home screen.

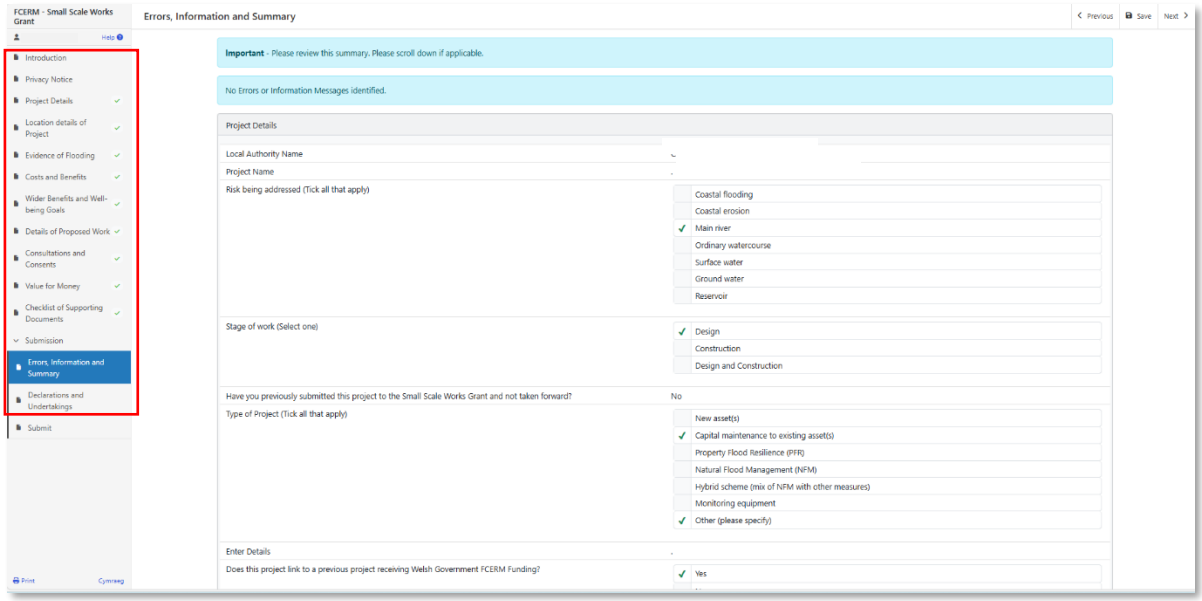


Submission Page – Errors, Information and Summary

This gives a summary of the items you have selected and informs you of any errors or information messages on your application.

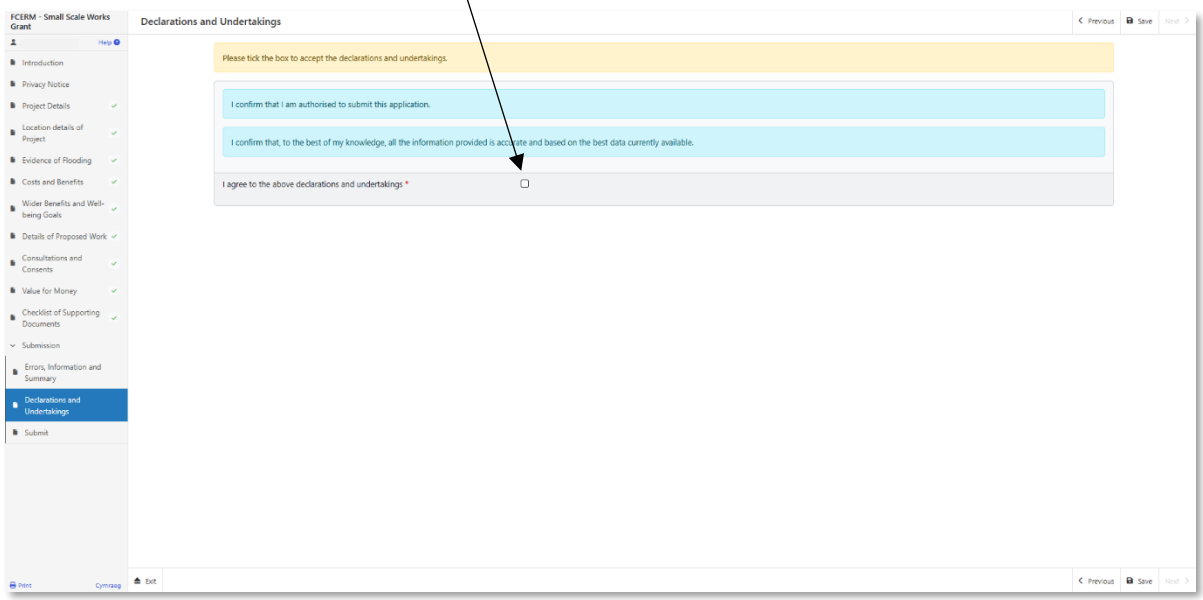


Once any errors have been corrected each section will have a green tick displayed



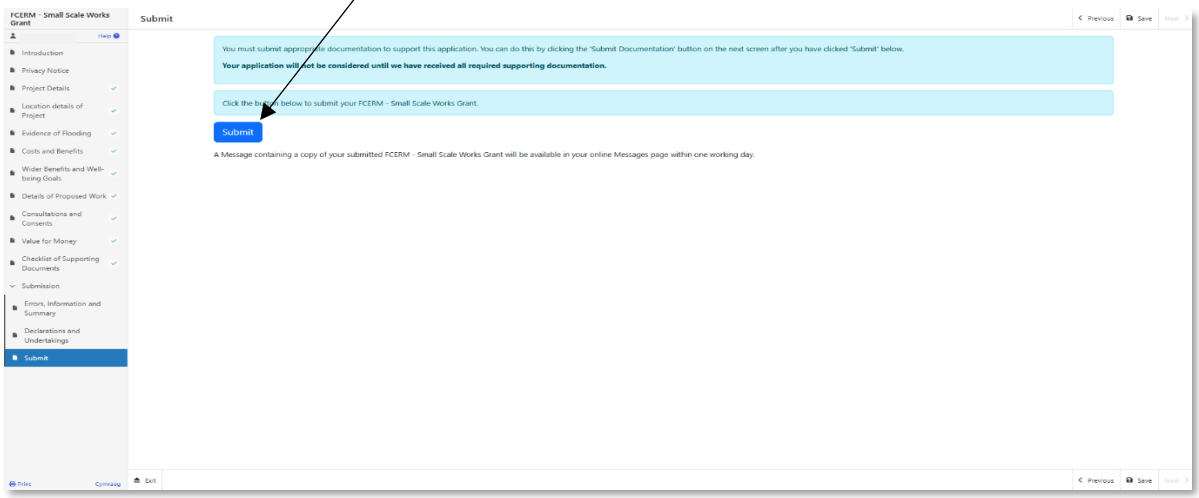
Submission Page – Declarations and Undertakings

You must read the Declarations and Undertakings and tick the box to confirm that you have read and agree them.



Submission Page – Submit

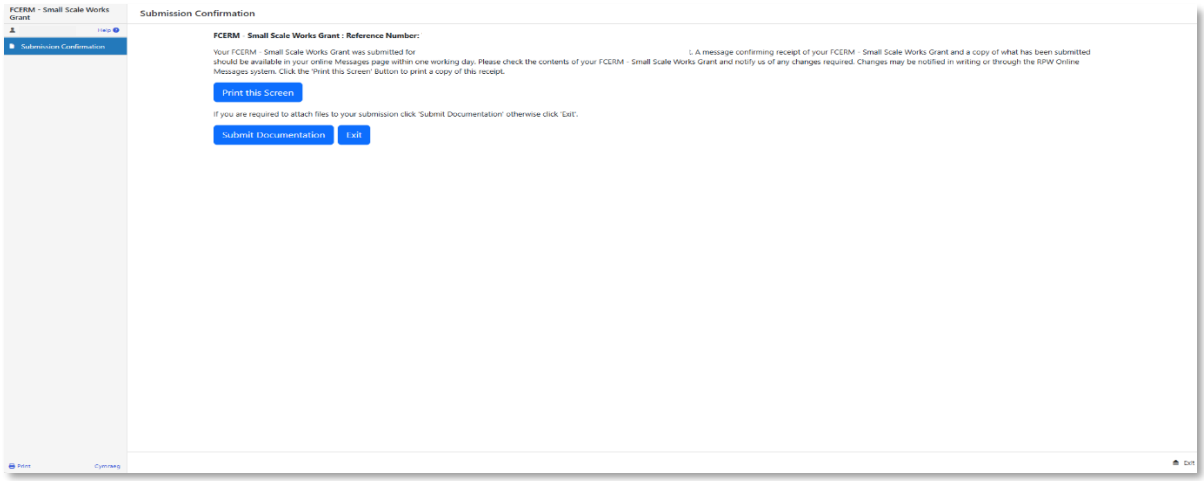
To submit your FCERM – Small Scale Works Grant click on the Submit Button.



Once submitted, you will receive a confirmation which you can print for your own records.

You can also submit documentation at this point by clicking on the Submit Documentation button, or exit the application.

Once the application has been submitted you are able to start a new application.

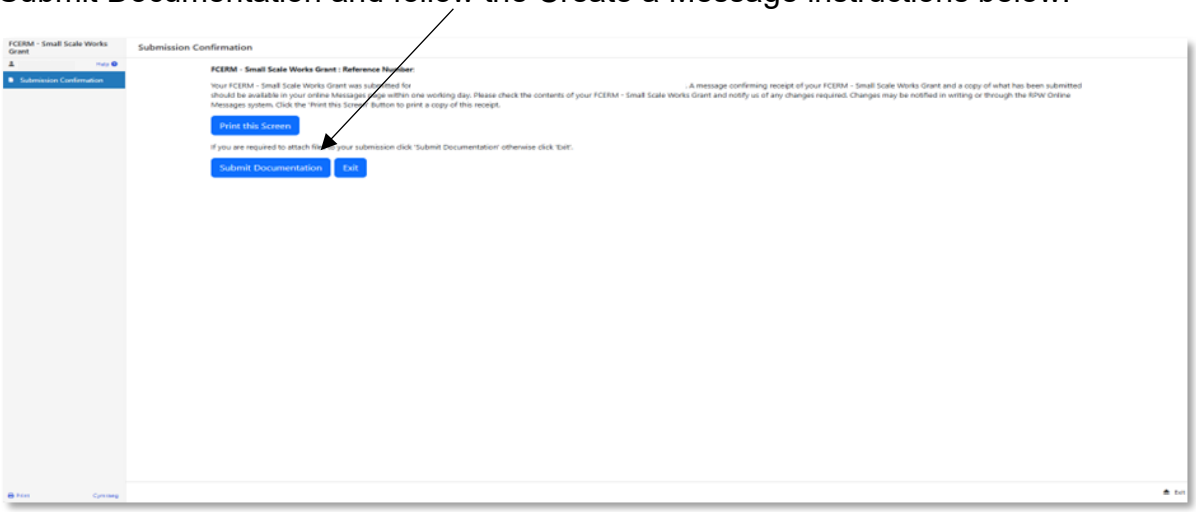


A summary of your completed FCERM – Small Scale Works Grant will be added to the 'Messages' page on your RPW Online account under the title "Documents received by RPW". Ensure you check the information submitted thoroughly. If any of the information shown is incorrect, please reply to the Message detailing your concerns. You should do this as soon as you discover any incorrect information.

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

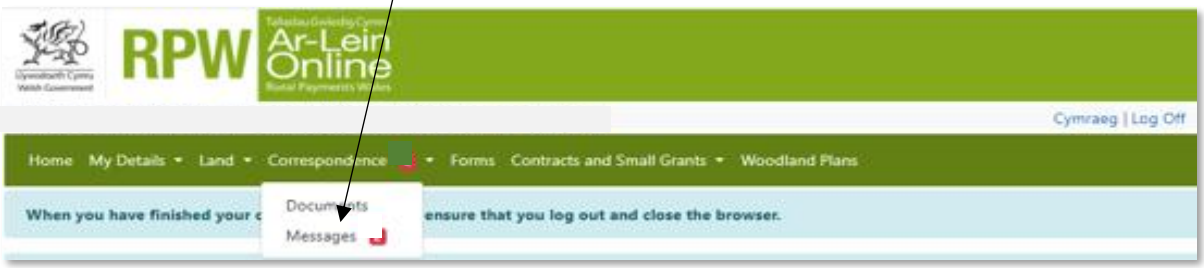
Submitting Supporting Documents

You can submit supporting documentation along with your application by selecting Submit Documentation and follow the Create a Message instructions below.

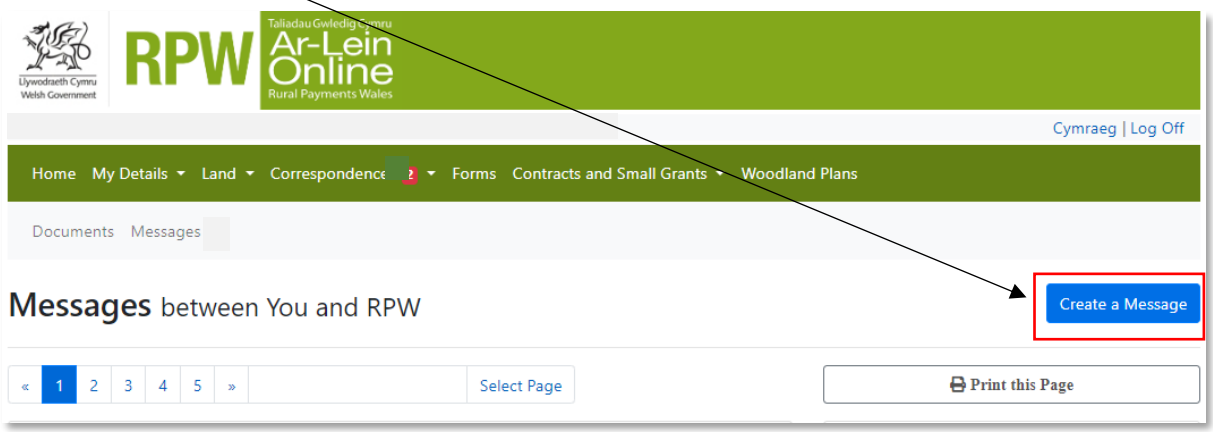


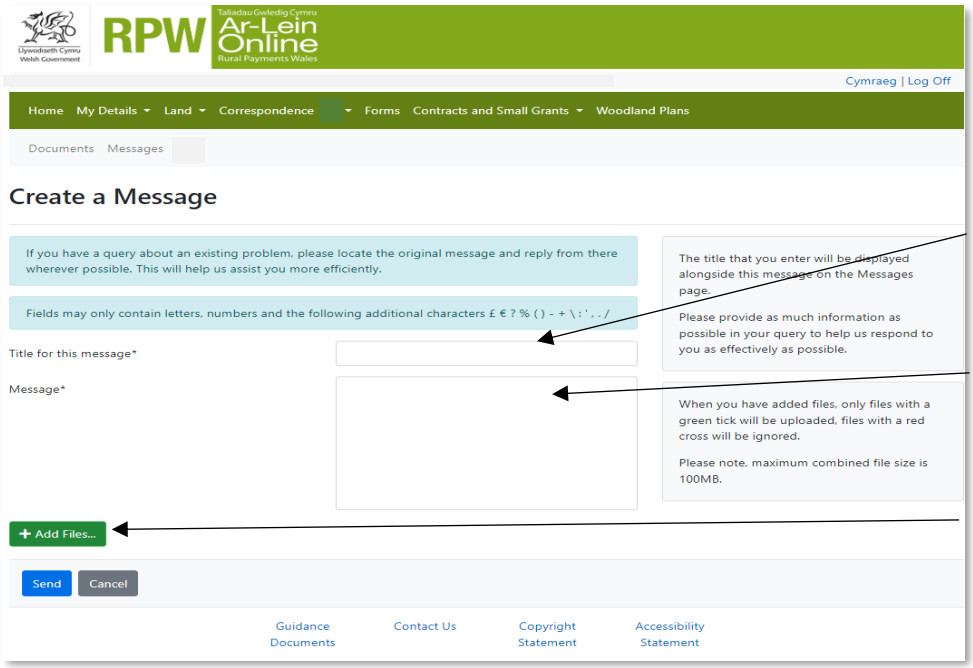
You can also provide the supporting documentation at a later stage by following the guidelines below.

To add any supporting documents click the Correspondence Tab on the RPW Online home screen and select Messages, as shown below.



Select Create a Message



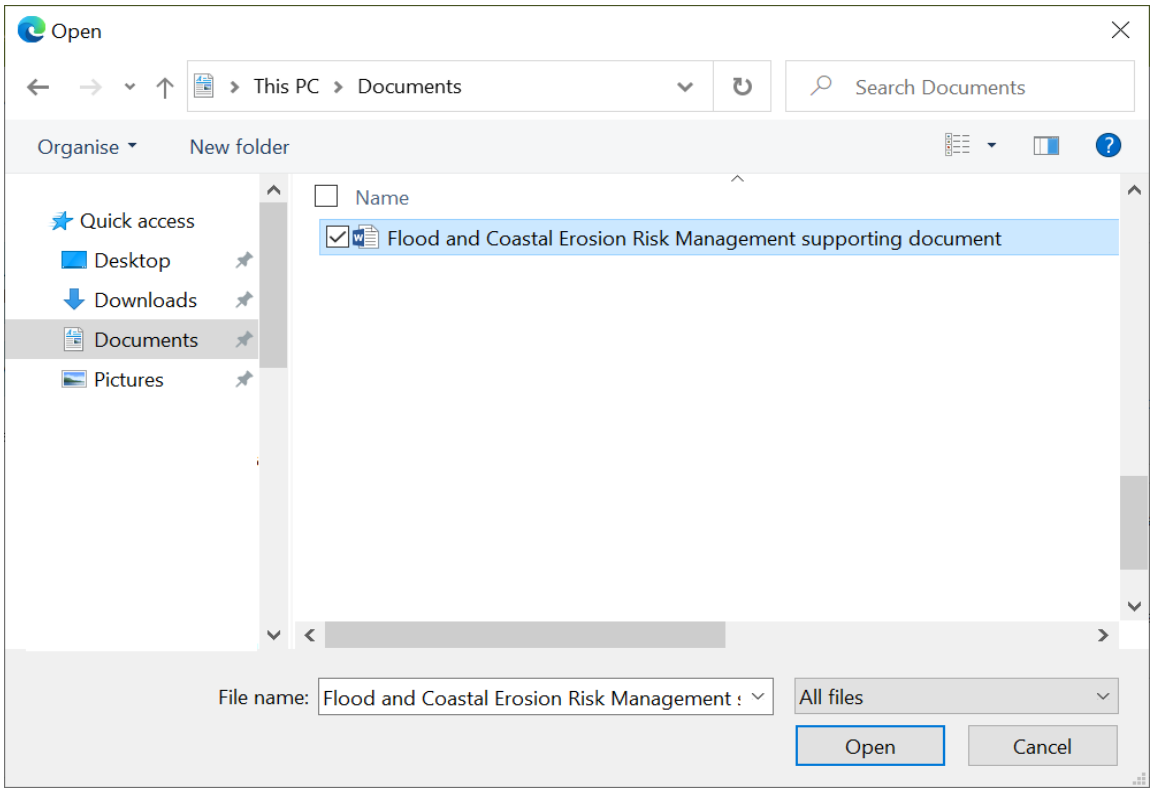


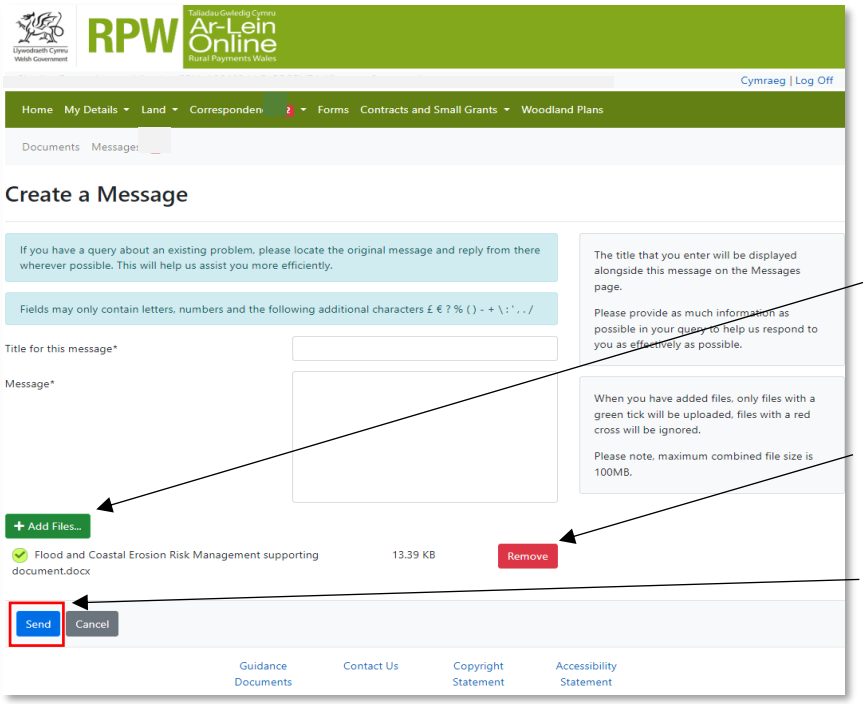
Insert the Title of your message.

Insert your message in the text box provided.

If you want to submit documentation please select Add Files.

Choose which file you want to upload into you message and select Open.





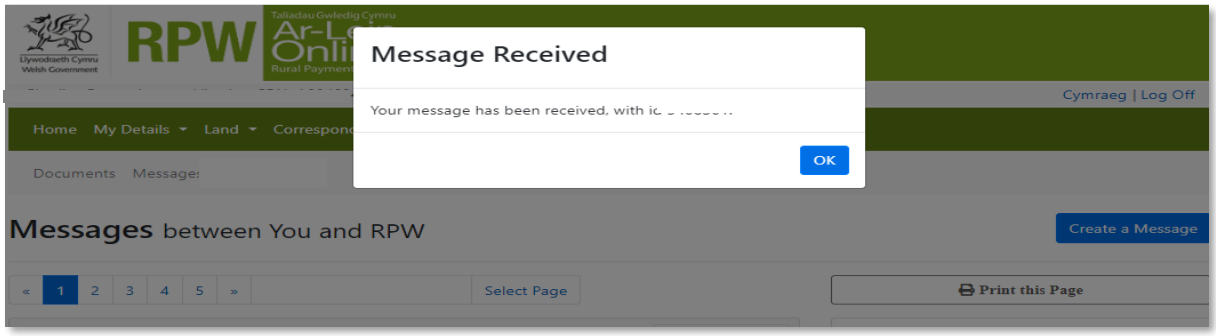
Your uploaded document will appear under your message.

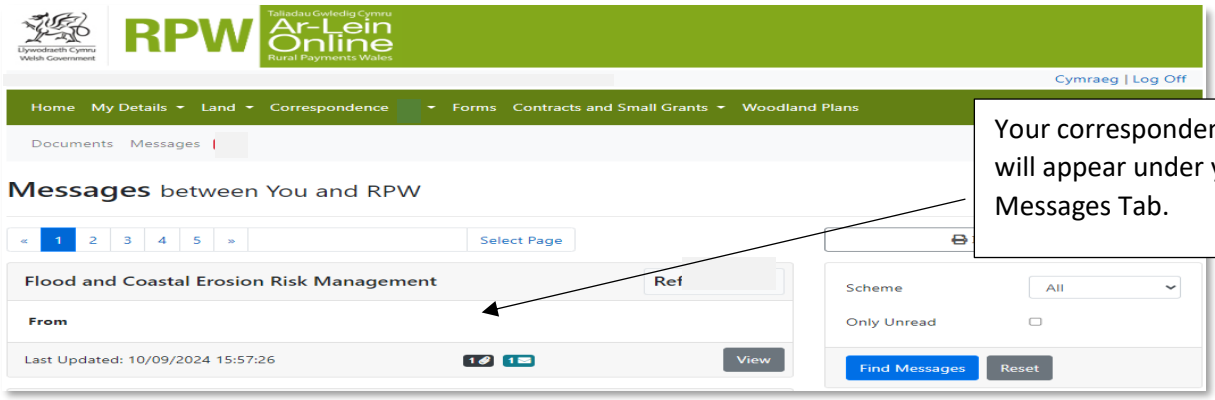
You can add other documents by repeating the previous instructions.

To delete/remove the document, select Remove.

To send your message and uploaded documents, select Send.

Once the message has been sent you will receive a notification on screen with your reference.





Your correspondence will appear under your Messages Tab.