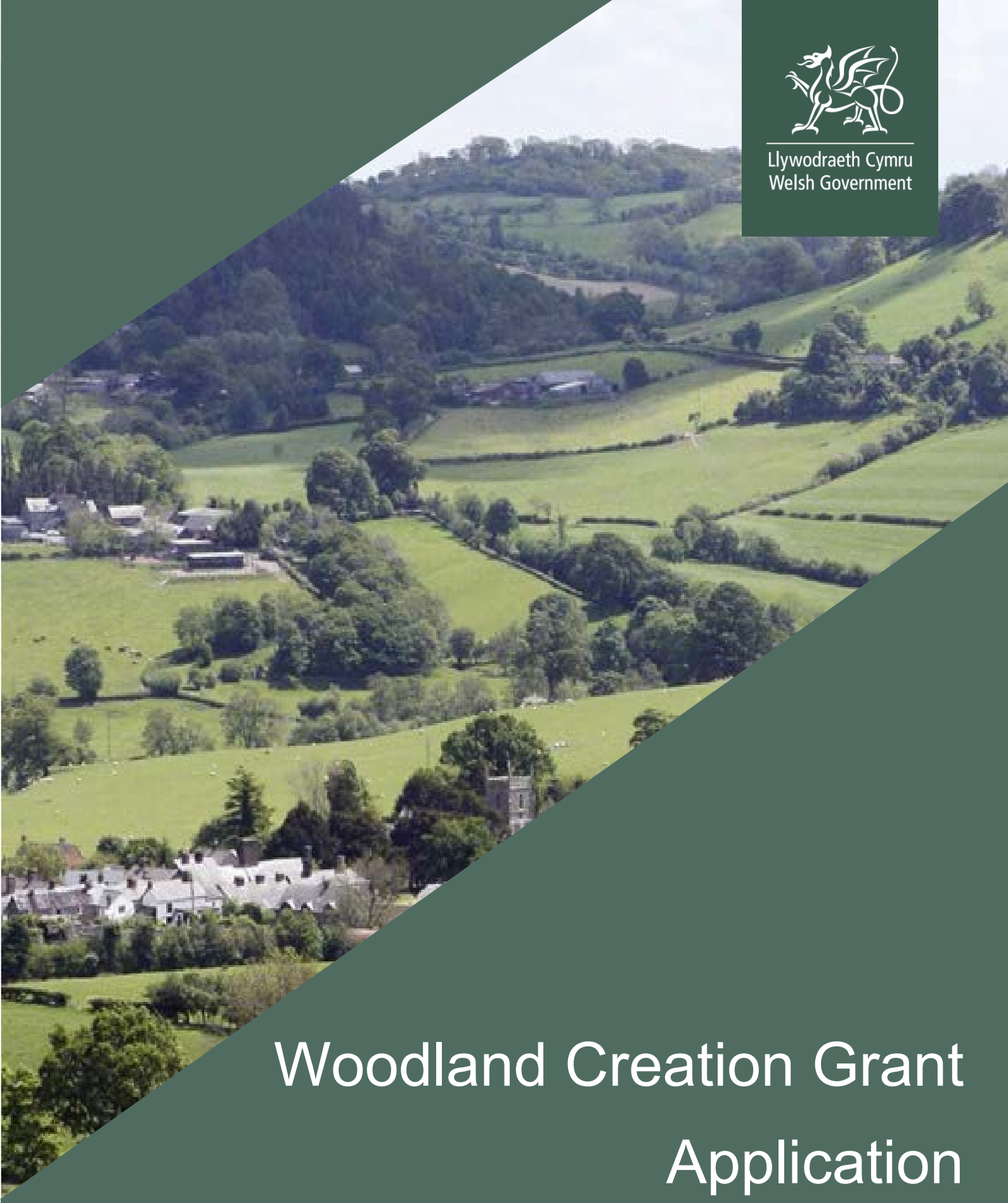
Llywodraeth Cymru
Welsh Government



Woodland Creation Grant Application

Using RPW Online to Apply

Contents

IMPORTANT NOTICE **3**

ELIGIBILITY TO APPLY FOR WOODLAND CREATION GRANT **3**

SECTION 1 – GETTING STARTED **4**

RPW Online 4

Woodland Creation Grant - Application 4

SECTION 2 – OVERVIEW OF NAVIGATION CONTROLS **5**

SECTION 3 – THE APPLICATION **6**

Start Application Page 6

Introduction 7

Privacy Notice 8

Plan Status 9

Woodland Plan 10

Adding areas of approved planting to your application 10

SECTION 4 – SUBMISSION **13**

Errors, Information & Summary 13

Declaration and Undertakings 15

Submission Page 16

SECTION 5 - WHAT TO DO FOLLOWING SUCCESSFUL SUBMISSION **17**

Supporting Documentation 17

Amendments and Additions 17

Withdrawing your Application 17

© Crown copyright 2026 Digital ISBN: 978-1-80364-728-9

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

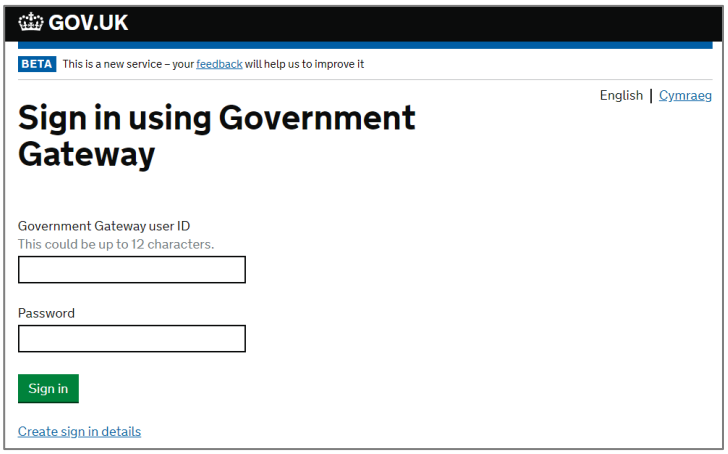
Woodland Creation Grant (WCG) is available via RPW Online to farmers and landowners who have a woodland creation plan approved by the Welsh Government, following successful application under Woodland Creation Planning Scheme (WCPS).

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.

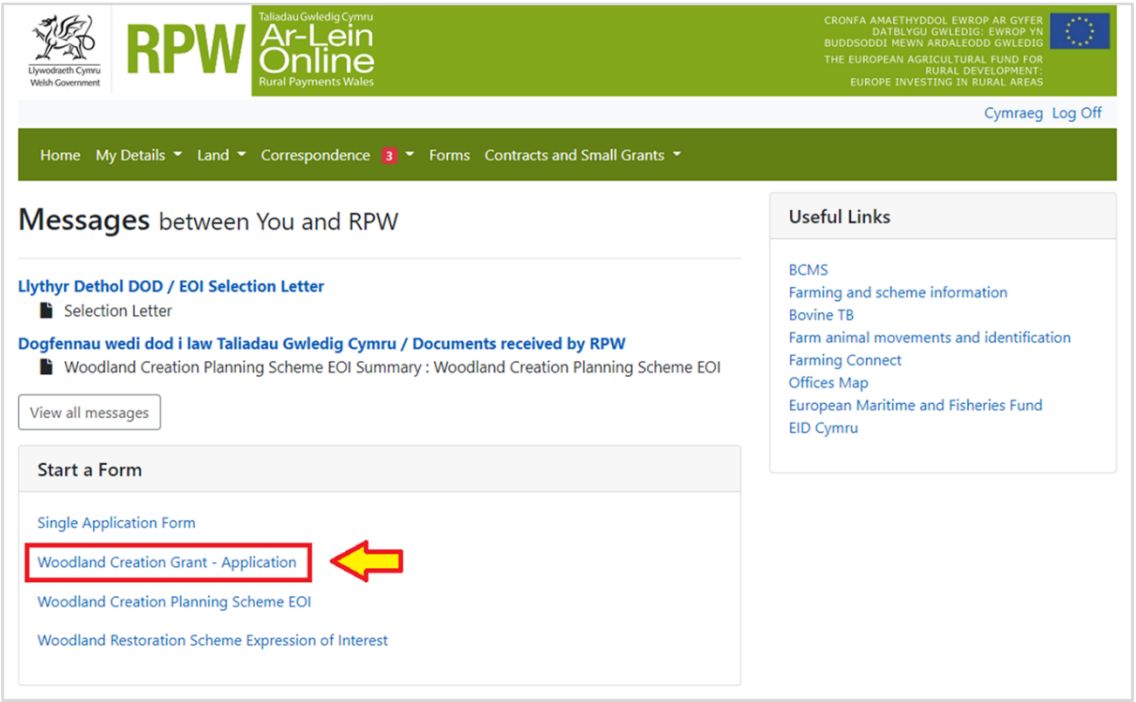


If you are encountering problems or are unable to access your online account, please contact the RPW Online Helpdesk on 0300 062 5004.

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.



SECTION 2 – OVERVIEW OF NAVIGATION CONTROLS

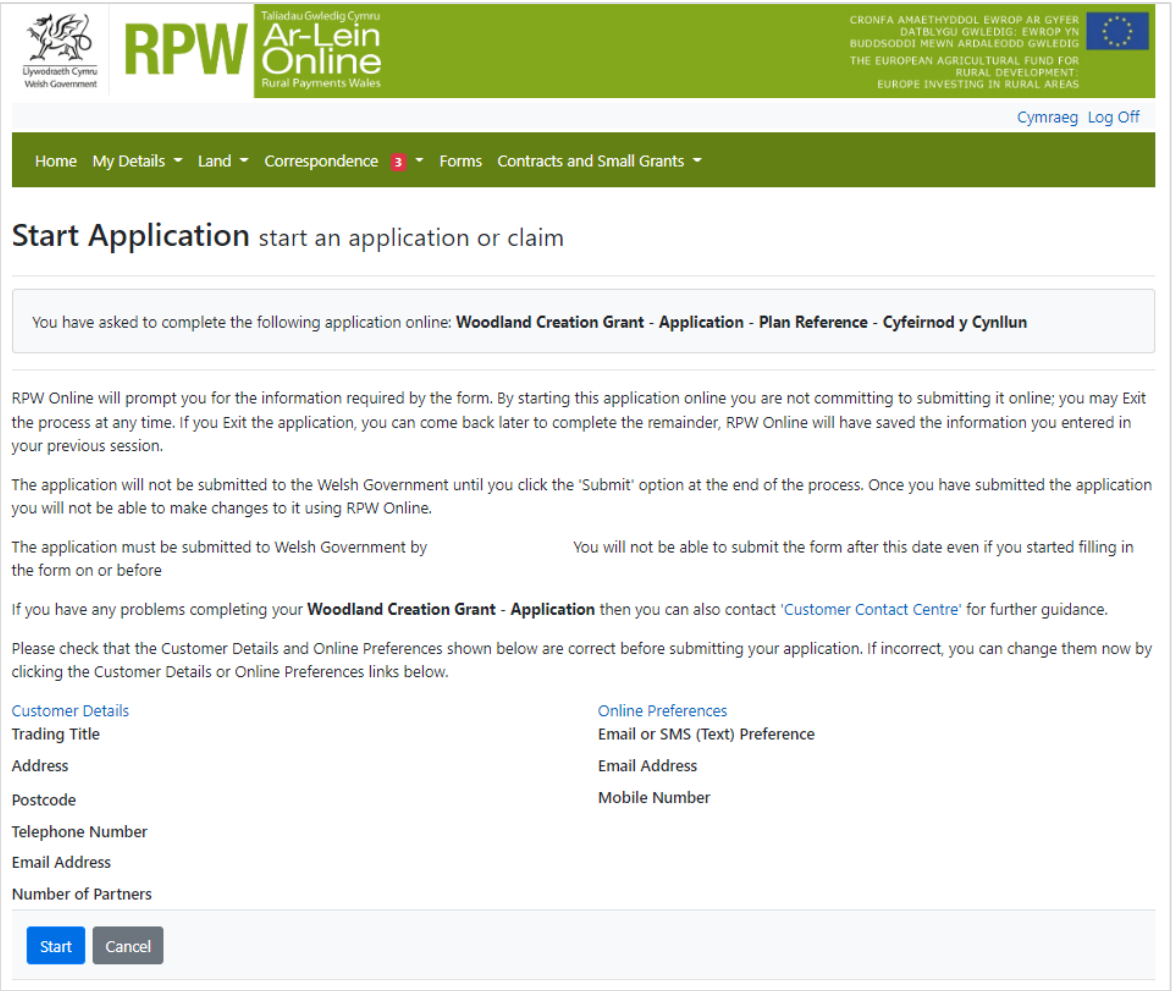
This is an overview of the Navigation controls on each page that you will need to use when completing your application:

Cymraeg English	Located on the bottom left side of the page where applicable. This will allow you to choose the language your application is displayed in.
Help	Located at the top left of each page where applicable. This button will take you to the *Using RPW Online to Apply* document for the scheme.
Previous Next	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.
Print	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.
Save	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.
Exit	Located at the bottom left of each page where applicable, click to exit your application. Changes are saved automatically.
	These indicators appear next to each section of your application, on the left side of the page. The green tick appears when entries made in a section are acceptable. The red cross appears where a required section/page hasn't been viewed yet, or if there are errors that need to be corrected. The blue Information icon appears where an Information message has been triggered due to a change made on the form.

SECTION 3 – THE APPLICATION

Start Application Page

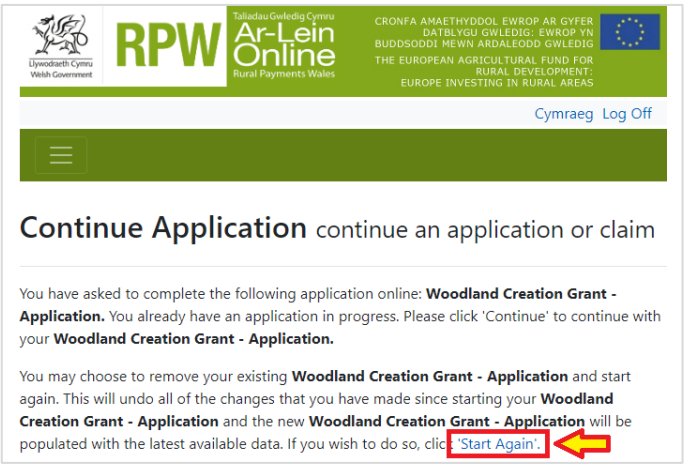
Once you have selected the appropriate link to start your application, you will see the following page.



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.

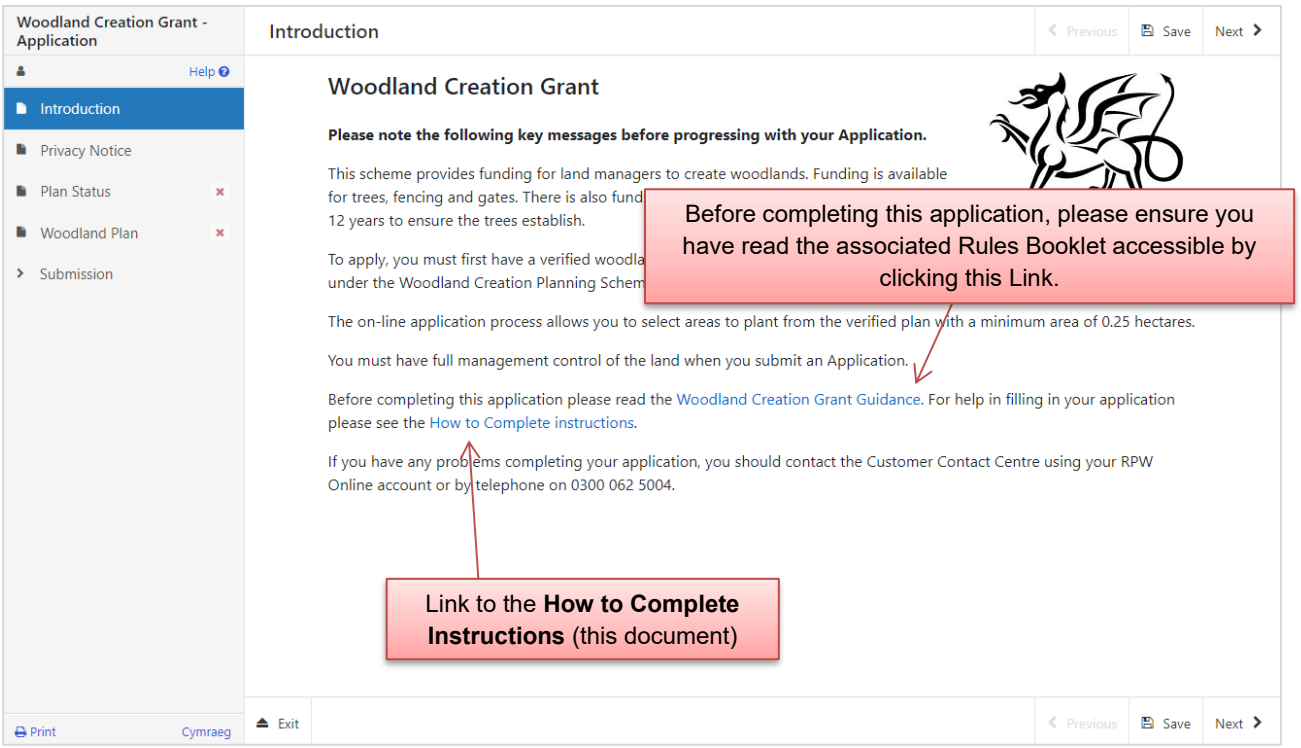
Note: If you exit an in progress application, the changes will be saved to continue later. This page will change to **Continue Application** when revisited. There will be an additional option to restart your application if necessary – click **Start Again** to delete your current application. You may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



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.

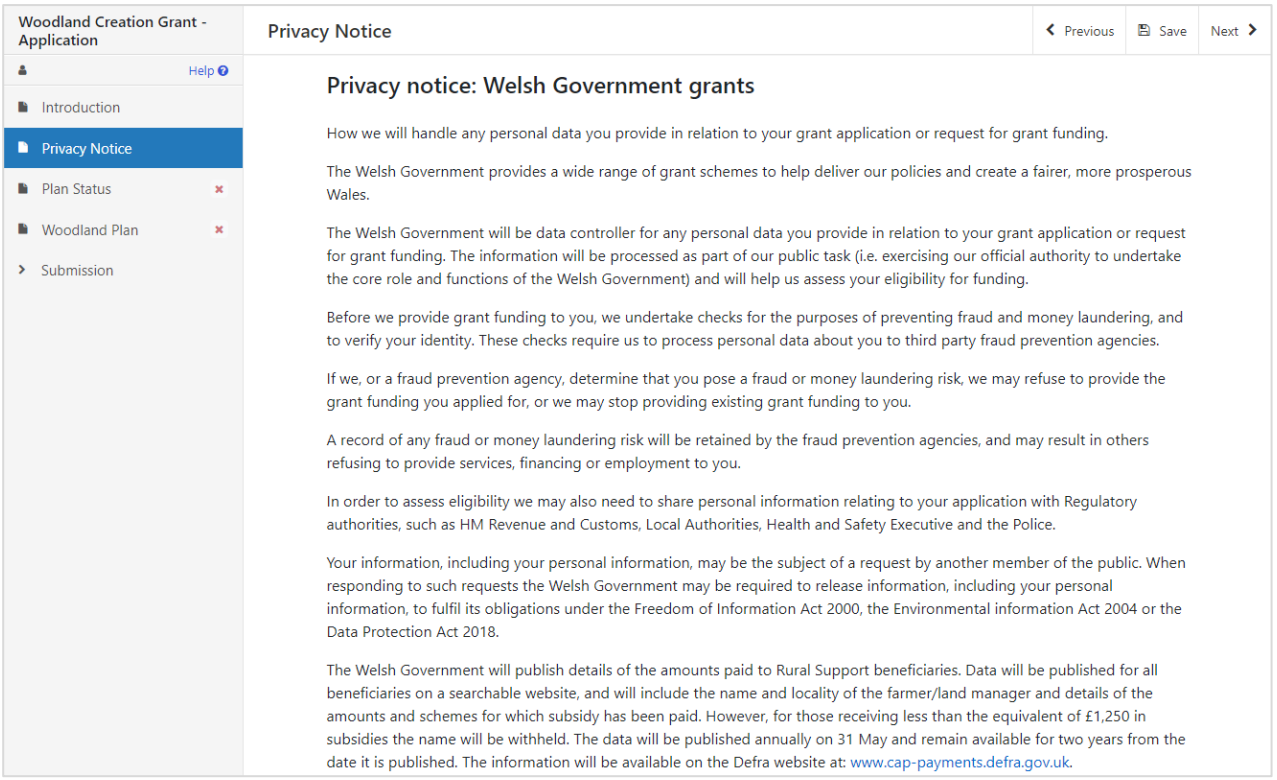


Once you have read and understood the Woodland Creatin Grant Scheme Rules Booklet click **Next** to advance to the next screen of the application.

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.



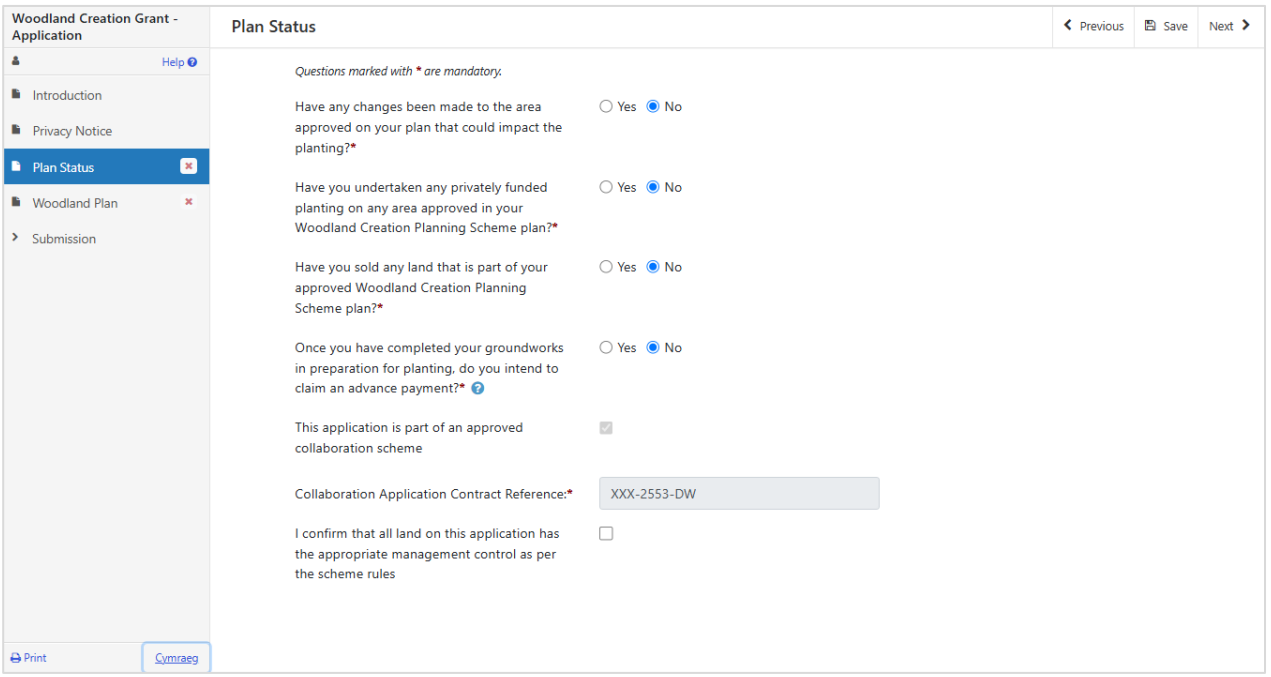
Plan Status

This page requires you to confirm whether any changes have been made to your woodland creation plan since approval under WCPS and you may also indicate your intention to claim for a Groundworks payment.

Additionally, if you indicated that your application is part of an approved collaboration scheme on your WCPS EOI, you will need to confirm the details of the collaboration and whether you have the appropriate management control of land to be planted. If your application is not part of a collaboration scheme, these questions will not appear on your screen.

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.



Woodland Plan

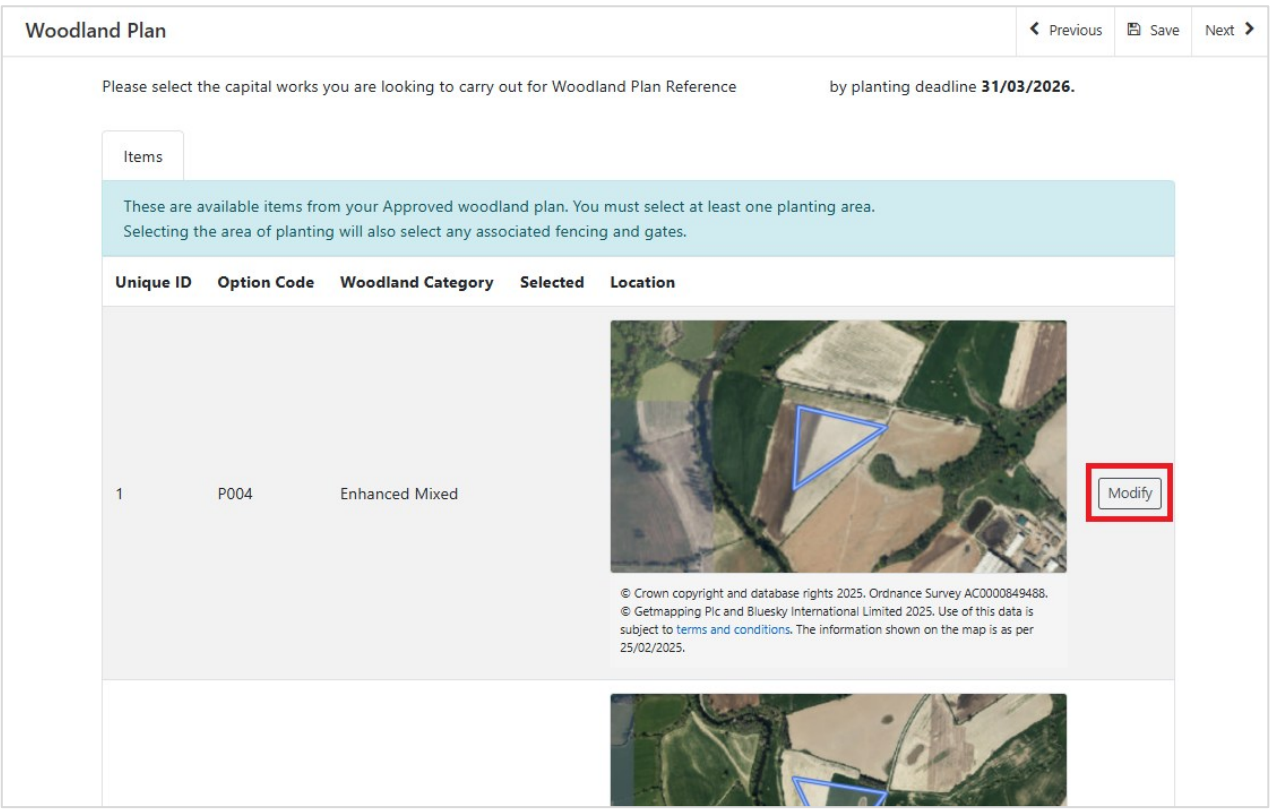
The Woodland Plan page will show you a list of all available items of planting approved on your Woodland Creation Plan. You will need to choose which areas of planting you wish to enter on your application for consideration of support under the Woodland Creation Grant during this window. If any fencing, gates or water options are associated with the planting you select, these will also be added to your application automatically.

Please keep in mind that you do not need to submit all available planting items approved on your plan into one Woodland Creation Grant window, as you have 5 years from the Woodland Creation Plan approval date to complete all works. Any items not submitted on your application will remain available to submit again, within a future Woodland Creation Grant window, or in the same window if you wish; however your application must meet the minimum Woodland Creation Grant scheme eligibility before submission:

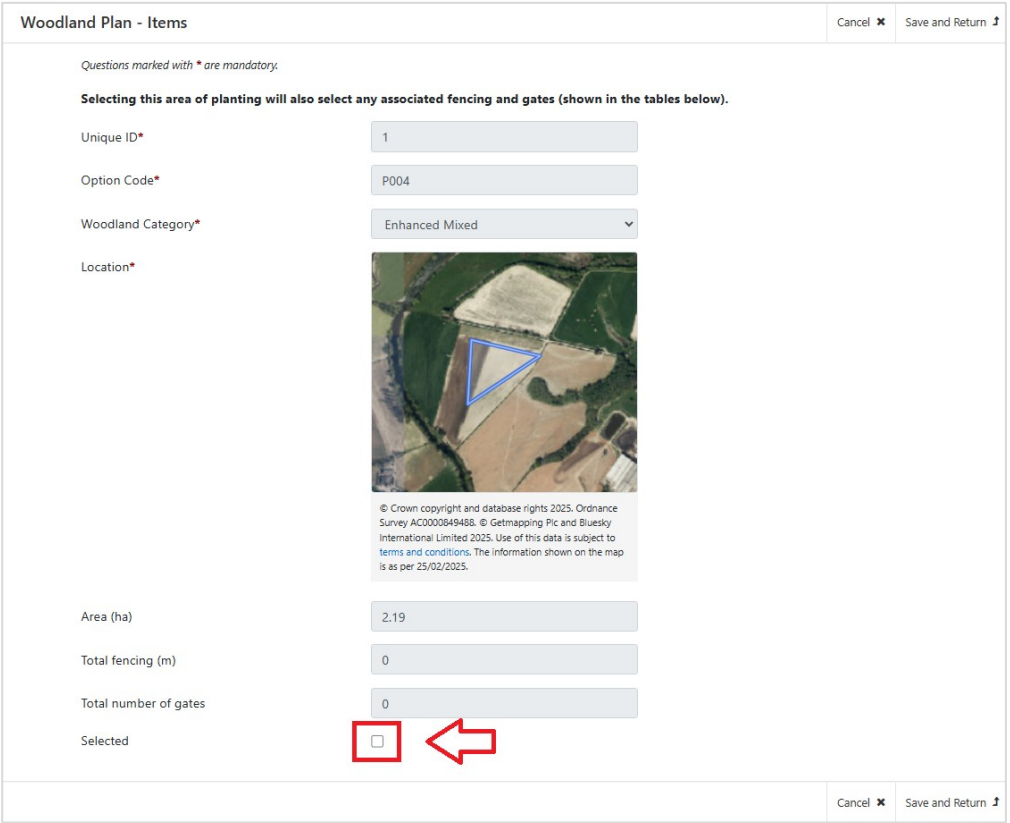
- Only areas of planting and associated fencing/gates approved by Welsh Government under the Woodland Creation Planning Scheme are eligible.
- Your application must contain a minimum area of 0.25ha of approved planting.
- No changes can have been made to the approved planting area before applying for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

<u>Adding areas of approved planting to your application</u>

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



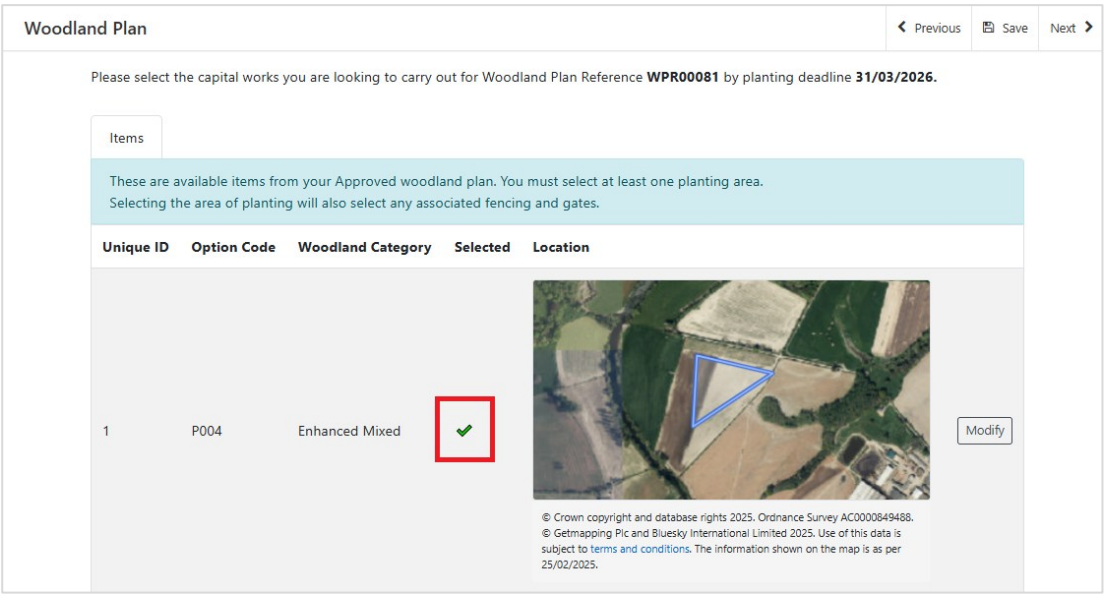
- The details will load for the item chosen, and will show *Unique ID*, *Option Code*, *Woodland Category*, a map of the location, and measured area. Click the **Selected** tick box to add to your application:



Note: Any associated fencing, gates or water options 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.



- Continue to add any further planting for inclusion in your Woodland Creation Grant application.

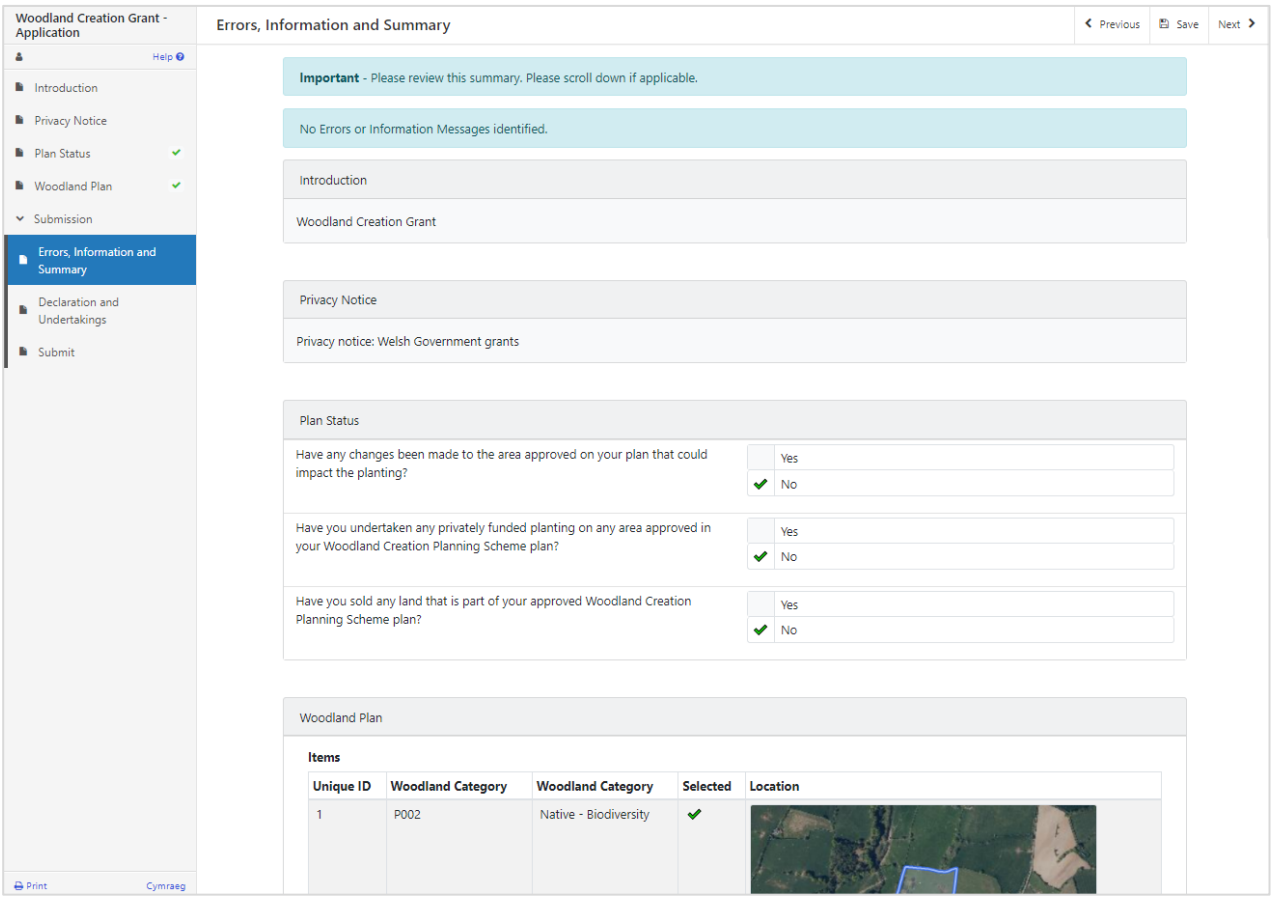
- To remove items selected for inclusion in your Woodland Creation Grant application, click **Modify** next to the relevant item. Remove the tick from the **Selected** box and click **Save and Return** to remove from your application.

- When you have finished adding items to your application, click **Next** to move to the next section.

SECTION 4 – SUBMISSION

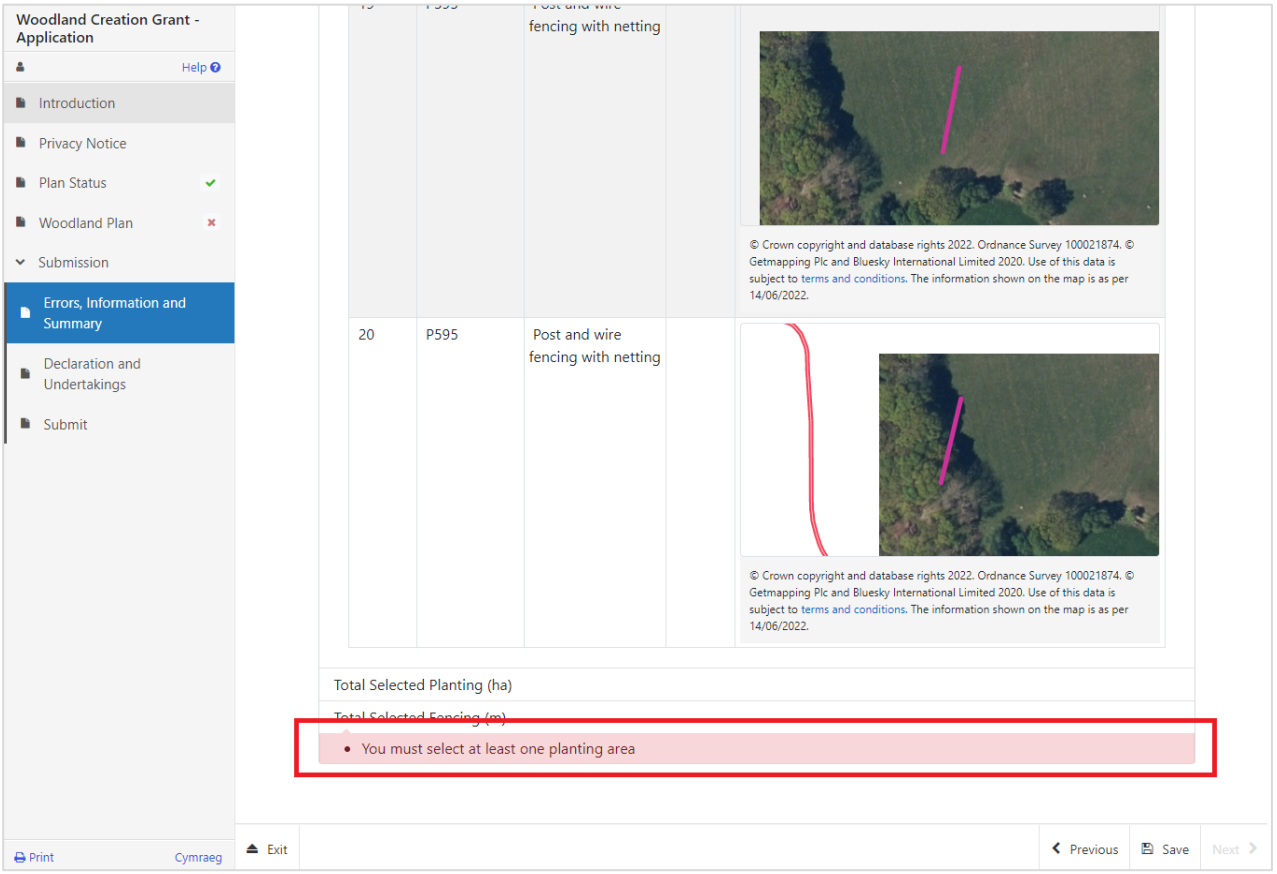
Errors, Information & Summary

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.



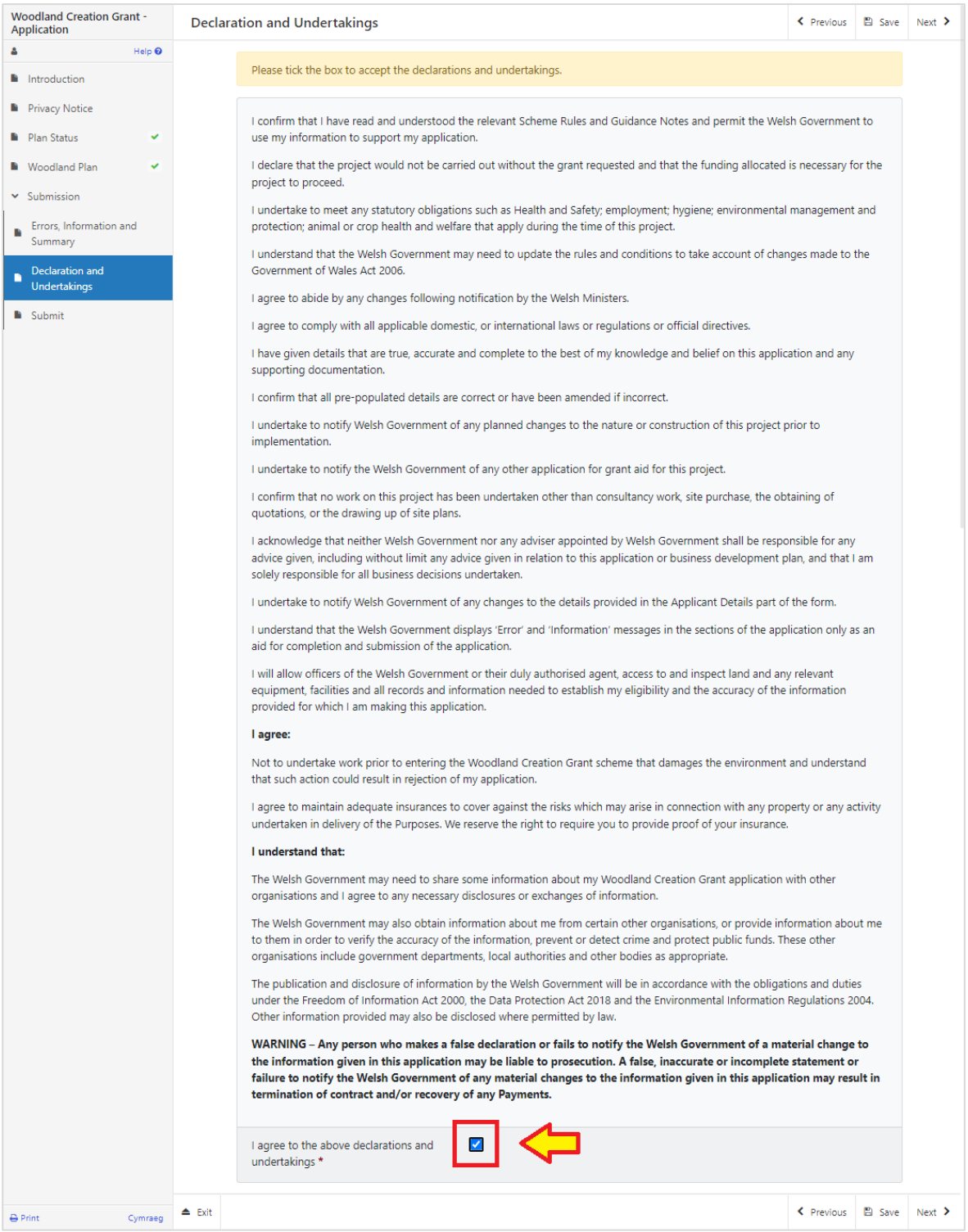
Any problems found with your application will be shown in the Errors and Information box at the top of the screen. Scroll down the page to see further details of the errors.

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).



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.

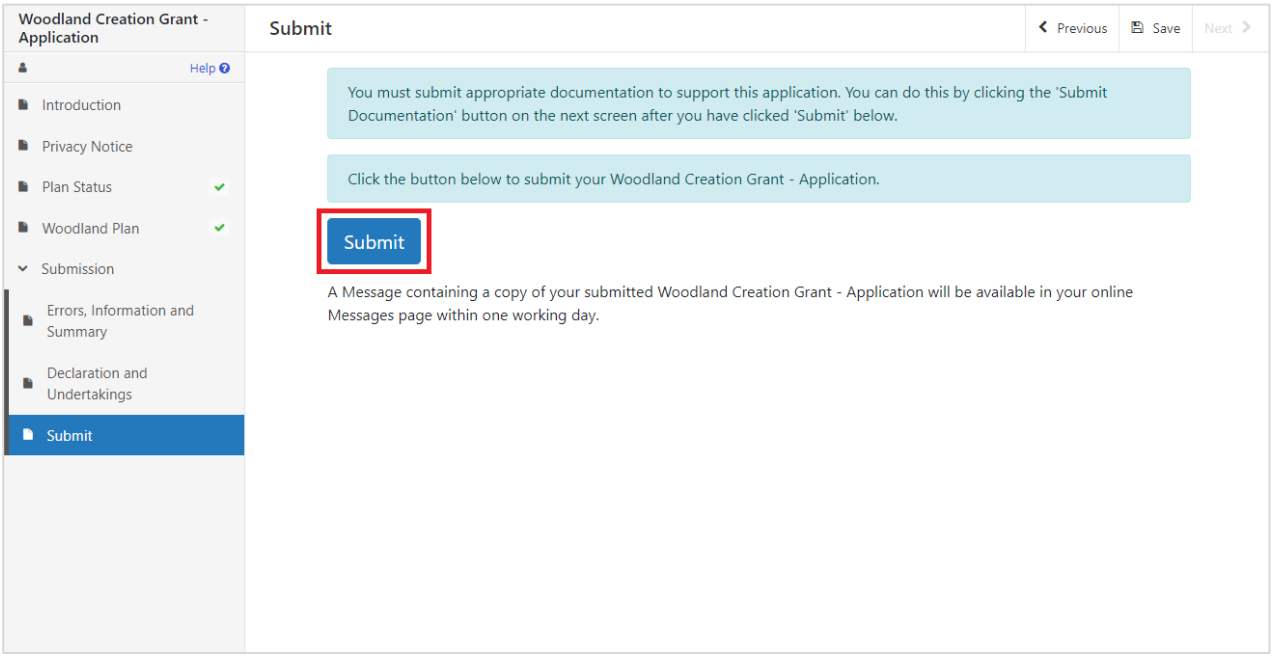


Once you have read the Declarations and Undertakings you will need to tick the box marked **I agree to the above Declarations and Undertakings**.

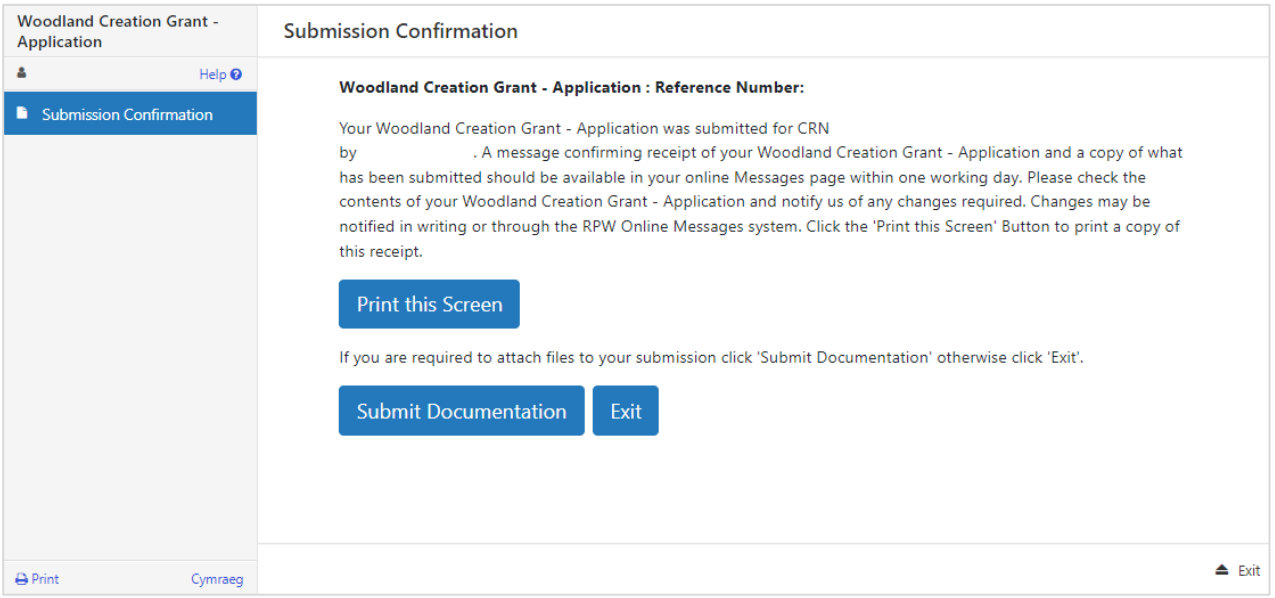
Once done, select **Next** to be taken to the Submit screen.

Submission Page

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



The following message will be generated to confirm successful submission:



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.