



Llywodraeth Cymru
Welsh Government

Small Grants Yard Coverings

How to Claim

Contents

Grant Claim Form – How to Complete Guidance	3
RPW Online Account	3
Accessing the Grant Claim Form.....	4
Start Application	4
Continue Application/Start Again.....	5
Introduction Page.....	6
Select Contracts	6
Activities Available to Claim	7
Supporting Documents – Evidencing your Claim	8
Submission.....	9
Errors and Information.....	9
Declarations and Undertakings	9
Submit.....	10
Contact Details.....	10
General Enquiries – Customer Contact Centre	10

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Grant Claim Form – How to Complete Guidance

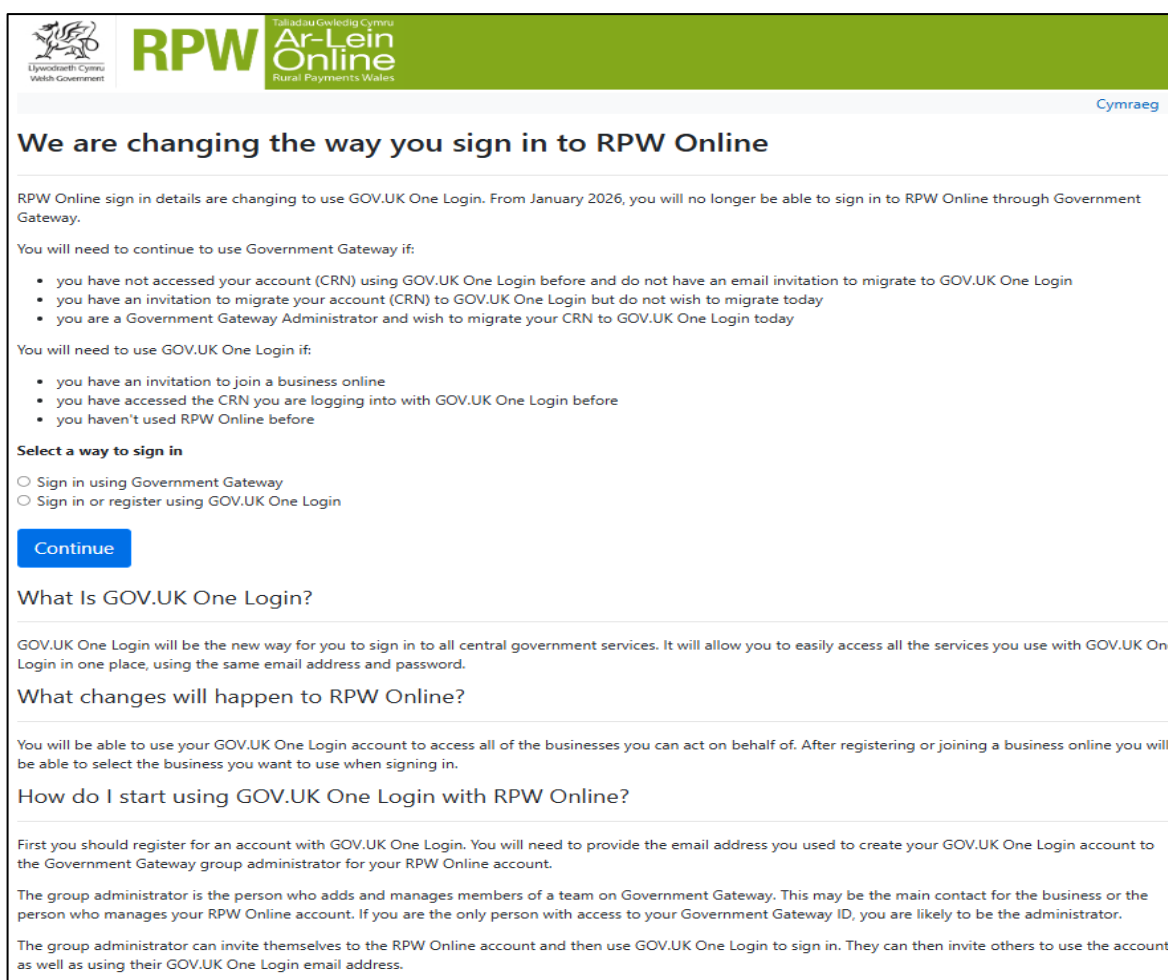
Important Notice

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.

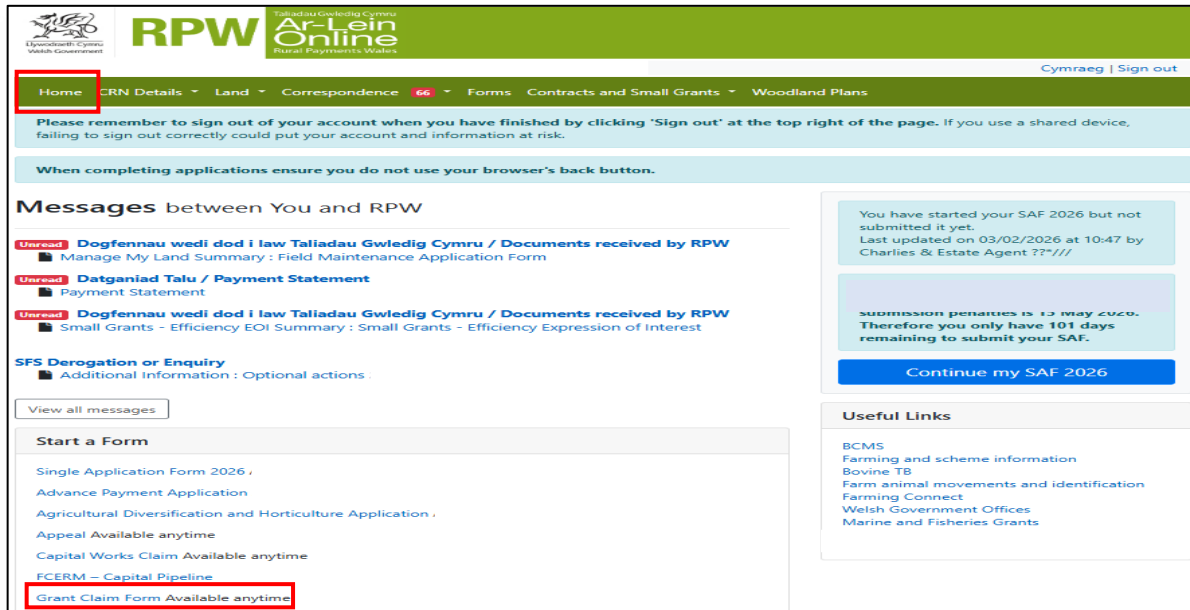


The screenshot shows the RPW Online website interface. At the top left is the Welsh Government logo. The main header features the 'RPW Ar-Lein Online Rural Payments Wales' logo. A green navigation bar contains the word 'Cymraeg'. The main content area has a heading 'We are changing the way you sign in to RPW Online'. Below this, it states that RPW Online sign-in details are changing to use GOV.UK One Login from January 2026. It lists conditions for continuing to use Government Gateway and for using GOV.UK One Login. There are two radio button options for sign-in: 'Sign in using Government Gateway' and 'Sign in or register using GOV.UK One Login'. A blue 'Continue' button is visible. The page also includes sections for '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?'. The bottom section explains that users should register for a GOV.UK One Login account and provides information about group administrators.

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

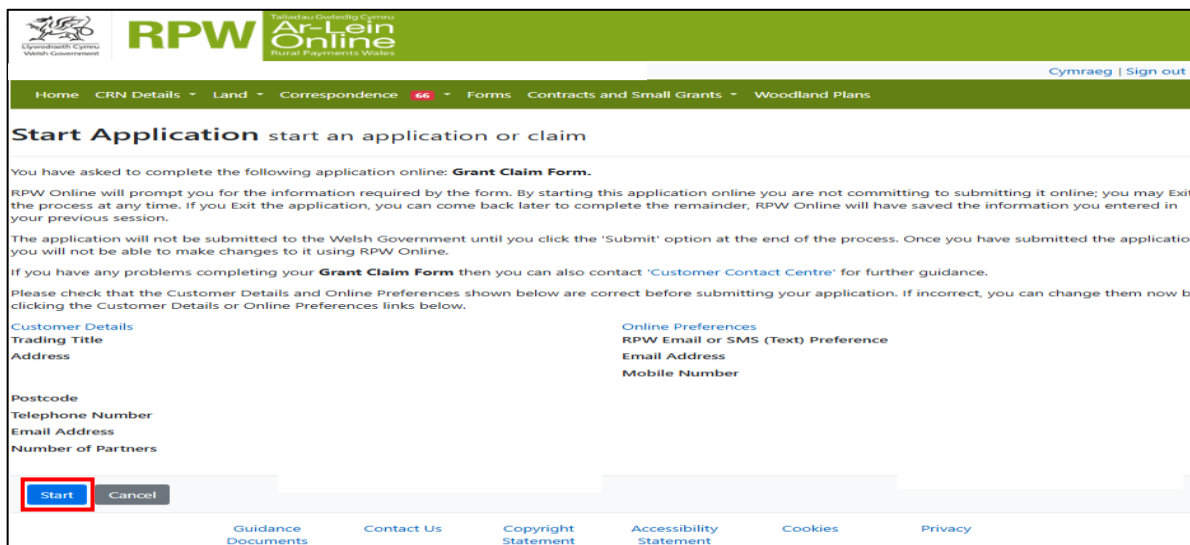
Accessing the Grant Claim Form

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.



Start Application

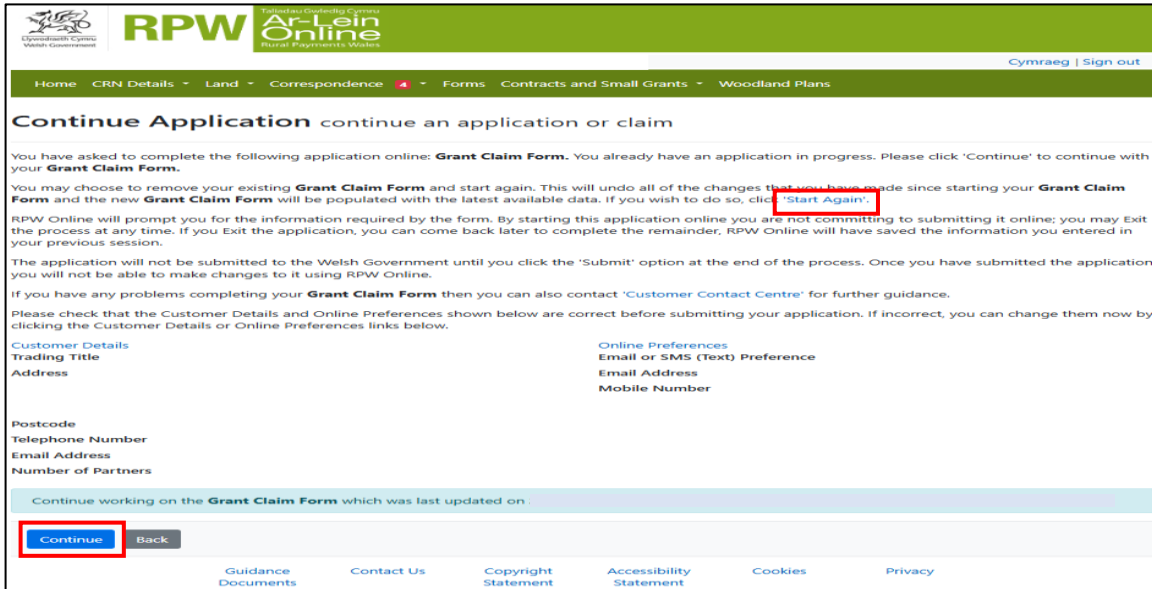
Once you have selected to start your Grant Claim Form you will see the following page. Ensure your details shown are correct, and if they are not, correct these on your RPW Online account before continuing. If you are ready to proceed, click the 'Start' button.



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

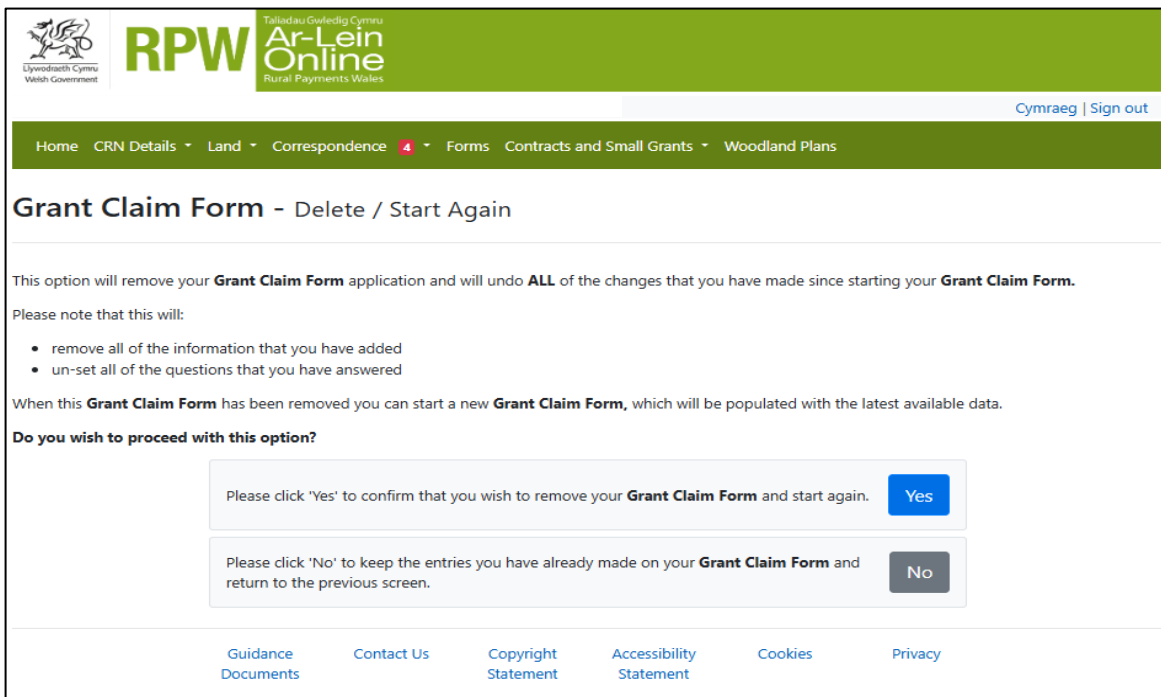
Continue Application/Start Again

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:



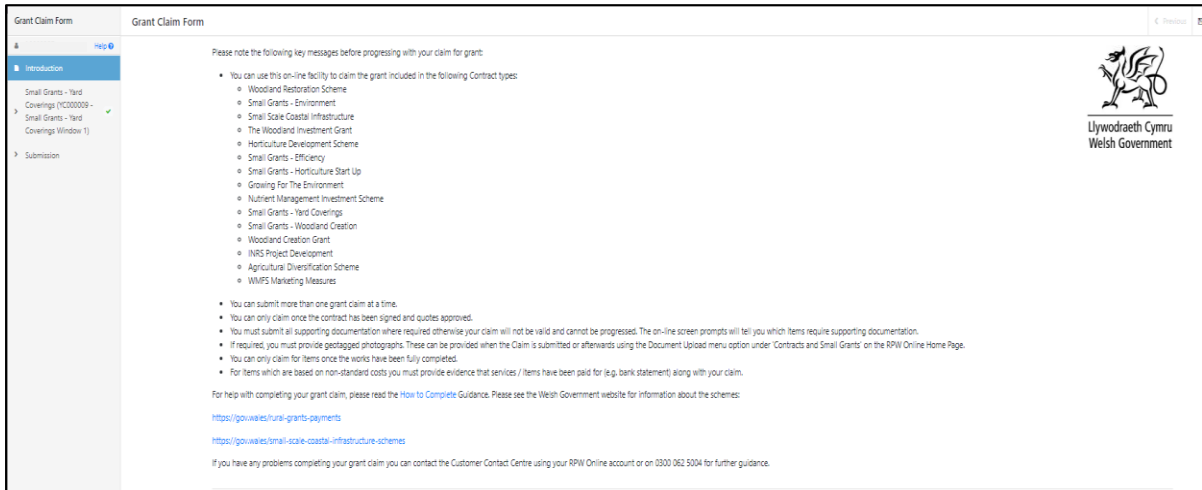
Please be aware – if you choose to Start Again, this will un-set all the questions you have answered and remove all the information you have added.

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

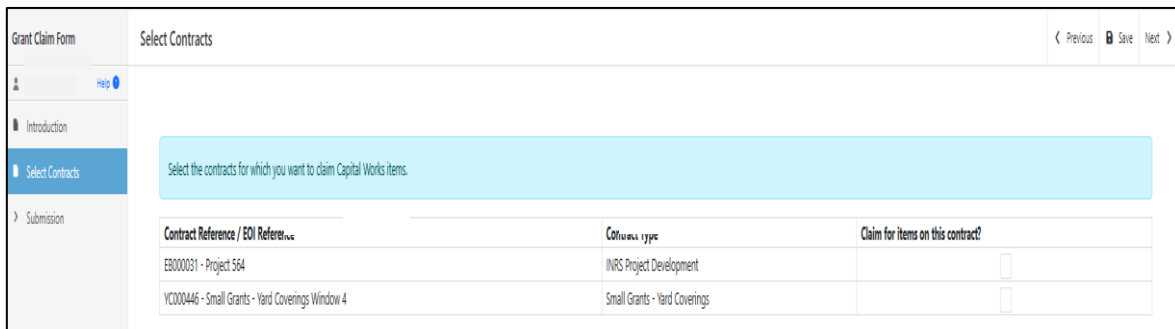
This page provides key messages about the Grant Claim Form. Please ensure you have read them thoroughly before you begin. You can access the Grant Claim Form How to Complete Guidance on the Welsh Government website (this will open a new tab on your Internet Browser) by clicking the 'How to Complete' link.



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.

As an example, the Grant Claim Form below has two contracts available to claim:



When you select a contract to claim, the scheme will appear on the left-hand side of the page. If you select more than one contract, each scheme you have selected will appear here.

Activities Available to Claim

This screen displays the Grant Claim activities that are available to be claimed at this time, plus the contract you are claiming for.

At the top of this page is a blue Help box which provides guidance on what you need to do in order to complete your claim.

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.

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 that you can only claim once for an activity, 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.

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.

Supporting Documents – Evidencing your Claim

You must submit the following with your claim:

- Invoices for all claimed items, clearly indicating the area of roof constructed.
- Geo-tagged photographs of the roofed area and supported items after the investment have been completed.
- Planning approval documents or proof planning permission is not required.
- SAB approval if applicable.

A geo-tagged photograph includes location information within the photograph data. Most mobile phones with an internet connection and a camera will record GPS coordinates automatically. They also record the date and time the photograph was taken. Detailed guidance on the geo-tagged photographs required and how to submit geo-tagged photographs will be available on the website at the claim stage.

Geo-tagged photographs must be submitted as supporting documentation to evidence the following:

- New roof cover.
- Relation of area to neighbouring permanent structures.
- Outlet and flow for diverted rainwater.
- Outlet / method of collecting slurry from covered area and route to storage tank/store.
- Location of the slurry store / reception pit.
- The installation of supportive items, except for slurry analysis kits.
- If you are claiming for supportive items that are in more than one location, you will need to submit photographs showing each location.

For primary items (roofing) a minimum of four photographs are required to show the new roof taken from different angles. Where location allows, from a North, South, East and West direction.

You can submit the invoices 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 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.

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

Summary Details
The following summarises your Grant Claim as completed by you.

Small Grants - Yard Coverings - Small Grants - Yard Coverings Window
2025

Map ID	Capital Works Number	Description	Date Activity Completed	Claimed Quantity	Value (£)
YC001	YC01	Roofing - livestock feeding area	6	100.00 m ²	4,000.00
				Total Claim Value	4,000.00

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 the activities that you have selected to claim and will also show the value of the claim.

Declarations and Undertakings

Please tick the box to accept the declarations and undertakings. Please tick the box to indicate that you are aware of the requirements to submit geotagged photographs.

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 confirm that the items claimed for have been completed to a standard that ensures any conditions set in my contract have been met and I understand that payment will only be made if the Welsh Government is satisfied that the conditions have been met.
I understand that payments may be recovered where the scheme aims and objectives have not been met.

I am aware that I must provide geotagged photographs to support this claim. 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.
 I have read and agree to the above 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.

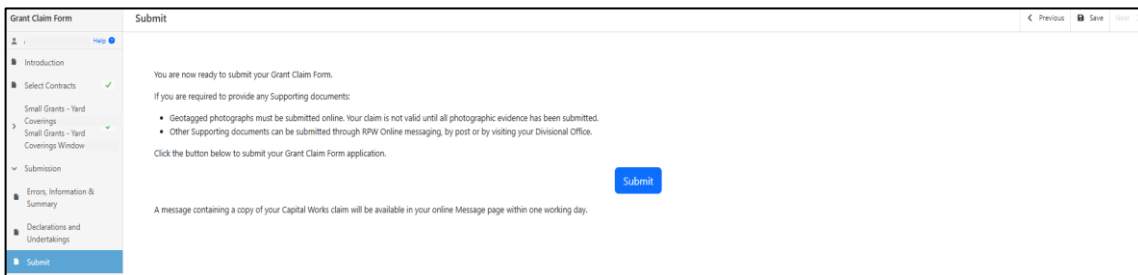
For certain Grant Claims, there will be more than one tick box, please ensure that all boxes listed are ticked.

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.



The screenshot shows a web application interface for submitting a grant claim. On the left is a navigation menu with the following items: Introduction, Select Contracts (with a green checkmark), Small Grants - Yard Coverings (with a green checkmark), Small Grants - Yard Coverings Window, Submission, Errors, Information & Summary, Declarations and Undertakings, and Submit (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.' Below this text is a blue 'Submit' button. At the bottom of the main content area, it says: 'A message containing a copy of your Capital Works claim will be available in your online Message page within one working day.'

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

General Enquiries – Customer Contact Centre

For all enquiries, please contact the [RPW Customer Contact Centre](#). Enquiries can be submitted via RPW Online at any time.