



Llywodraeth Cymru
Welsh Government

Small Grants Yard Coverings

How to Claim

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Grant Claim Form – How to Complete Guidance

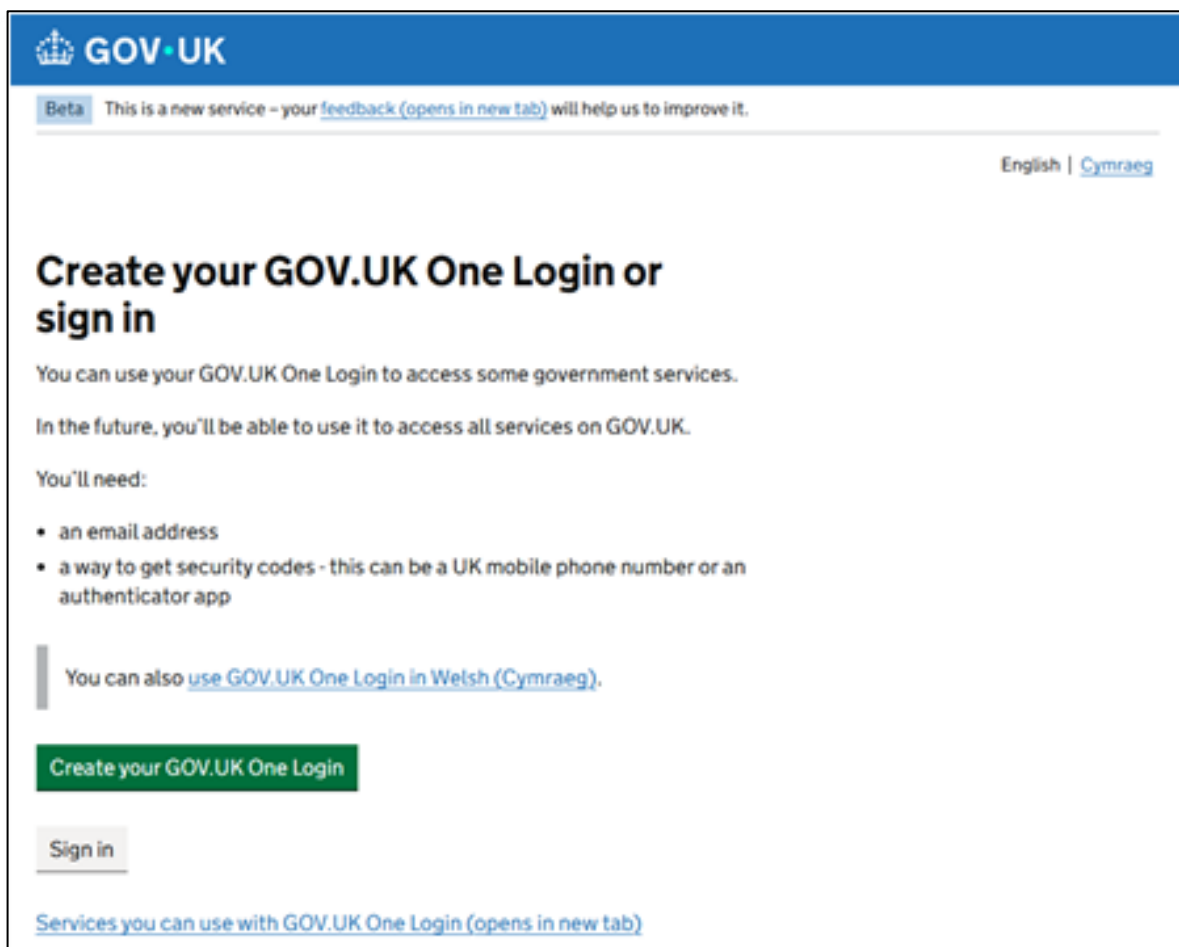
Important Notice

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.

A screenshot of the GOV.UK One Login page. The page has a blue header with the GOV.UK logo. Below the header, there is a beta notice: "Beta This is a new service – your [feedback \(opens in new tab\)](#) will help us to improve it." In the top right corner, there are links for "English" and "Cymraeg". The main heading is "Create your GOV.UK One Login or sign in". Below this, it says "You can use your GOV.UK One Login to access some government services. In the future, you'll be able to use it to access all services on GOV.UK." It then lists what you'll need: "an email address" and "a way to get security codes - this can be a UK mobile phone number or an authenticator app". There is a link to "use GOV.UK One Login in Welsh (Cymraeg)". At the bottom, there are two buttons: "Create your GOV.UK One Login" (green) and "Sign in" (grey). A link at the very bottom says "Services you can use with GOV.UK One Login (opens in new tab)".

GOV.UK

Beta This is a new service – your [feedback \(opens in new tab\)](#) will help us to improve it.

English | [Cymraeg](#)

Create your GOV.UK One Login or sign in

You can use your GOV.UK One Login to access some government services.
In the future, you'll be able to use it to access all services on GOV.UK.

You'll need:

- an email address
- a way to get security codes - this can be a UK mobile phone number or an authenticator app

You can also [use GOV.UK One Login in Welsh \(Cymraeg\)](#).

[Create your GOV.UK One Login](#)

[Sign in](#)

[Services you can use with GOV.UK One Login \(opens in new tab\)](#)

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.

The screenshot shows the RPW Ar-Lein Online Home Screen. The top navigation bar includes links for Home, CRN Details, Land, Correspondence, Forms, Contracts and Small Grants, and Woodland Plans. The 'Home' link is highlighted with a red box. Below the navigation bar, there is a message about signing out and a reminder to not use the browser's back button. The main content area is titled 'Messages between You and RPW' and lists several unread messages. On the right, there is a notification about the SAF 2026 submission deadline and a 'Continue my SAF 2026' button. Below the messages, there is a 'Start a Form' section with a list of available forms. The 'Grant Claim Form Available anytime' link is highlighted with a red box. To the right of the 'Start a Form' section, there is a 'Useful Links' section with links to BCMS, Farming and scheme information, Bovine TB, Farm animal movements and identification, Farming Connect, Welsh Government Offices, and Marine and Fisheries Grants.

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.

The screenshot shows the 'Start Application' page. The top navigation bar is the same as the previous screenshot. The main content area is titled 'Start Application start an application or claim'. It contains instructions for starting the application, a warning about saving progress, and a form to review customer details and online preferences before submission. The 'Start' button is highlighted with a red box. Below the form, there are links for Guidance Documents, Contact Us, Copyright Statement, Accessibility Statement, Cookies, and Privacy.

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

Home CRN Details Land Correspondence 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
Trading Title
Address
Postcode
Telephone Number
Email Address
Number of Partners

Online Preferences
Email or SMS (Text) Preference
Email Address
Mobile Number

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

Continue Back

Guidance Documents Contact Us Copyright Statement Accessibility Statement Cookies Privacy

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:

RPW Ar-Lein Online
Rural Payments Wales

Home CRN Details Land Correspondence Forms Contracts and Small Grants Woodland Plans

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.

The screenshot shows the 'Grant Claim Form' introduction page. On the left is a navigation menu with 'Introduction' selected. The main content area contains key messages and a list of contract types. The Welsh Government logo is in the top right corner.

Grant Claim Form

Please note the following key messages before progressing with your claim for grants:

- 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
 - WMPF Marketing Measures
- 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 RPAW 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>

If you have any problems completing your grant claim you can contact the Customer Contact Centre using your RPAW Online account or on 0300 062 5004 for further guidance.

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:

The screenshot shows the 'Select Contracts' page of the Grant Claim Form. It features a table with two contracts listed, each with a checkbox to select it for claiming.

Grant Claim Form

Select the contracts for which you want to claim Capital Works items.

Contract Reference / EOI Reference	Contract type	Claim for items on this contract?
EB0000031 - Project 564	INRS Project Development	☐
YC000446 - Small Grants - Yard Coverings Window 4	Small Grants - Yard Coverings	☐

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.

The screenshot shows the 'Errors, Information & Summary' section of the Grant Claim Form. The left-hand navigation menu is visible, with 'Errors, Information & Summary' selected. The main content area displays a message: '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.' Below this, there is a 'Summary Details' section titled 'Small Grants - Yard Coverings' for the year '2025'. It includes a table with columns: Map ID, Capital Works Number, Description, Date Activity Completed, Claimed Quantity, and Value (£). The table lists one activity: 'Roofing - livestock feeding area' with a value of 4,000.00. The total claim value is also shown as 4,000.00.

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

The screenshot shows the 'Declarations and Undertakings' section of the Grant Claim Form. The left-hand navigation menu is visible, with 'Declarations and Undertakings' selected. The main content area contains a yellow banner with the text: '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.' Below this, there is a 'I declare that:' section with several statements for the user to agree to. At the bottom, there are two checkboxes: '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.' and '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.

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.