Cronfa Amaethyddol Ewrop ar gyfer Datblygu Gwledig:
Ewrop yn Buddsoddi mewn Ardaloedd Gwledig
European Agricultural Fund for Rural Development:
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Glastir

Capital Works Claims
How to Complete Guidance

Welsh Government Rural Communities - Rural Development Programme for Wales 2014 - 2020

Important - please read this carefully
July 2019

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Capital Works Claims – How to Complete Guidance

Important Notice

This guide explains how to complete a Capital Works Claim.

You must complete a Capital Works Claim by the deadline stipulated in your Contract in order to claim payment for the following schemes:

- Farm Business Grant
- Glastir Advanced
- Glastir Small Grants
- Glastir Woodland Creation
- Glastir Woodland Management
- Glastir Woodland Restoration
- Sustainable Production Grant

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).

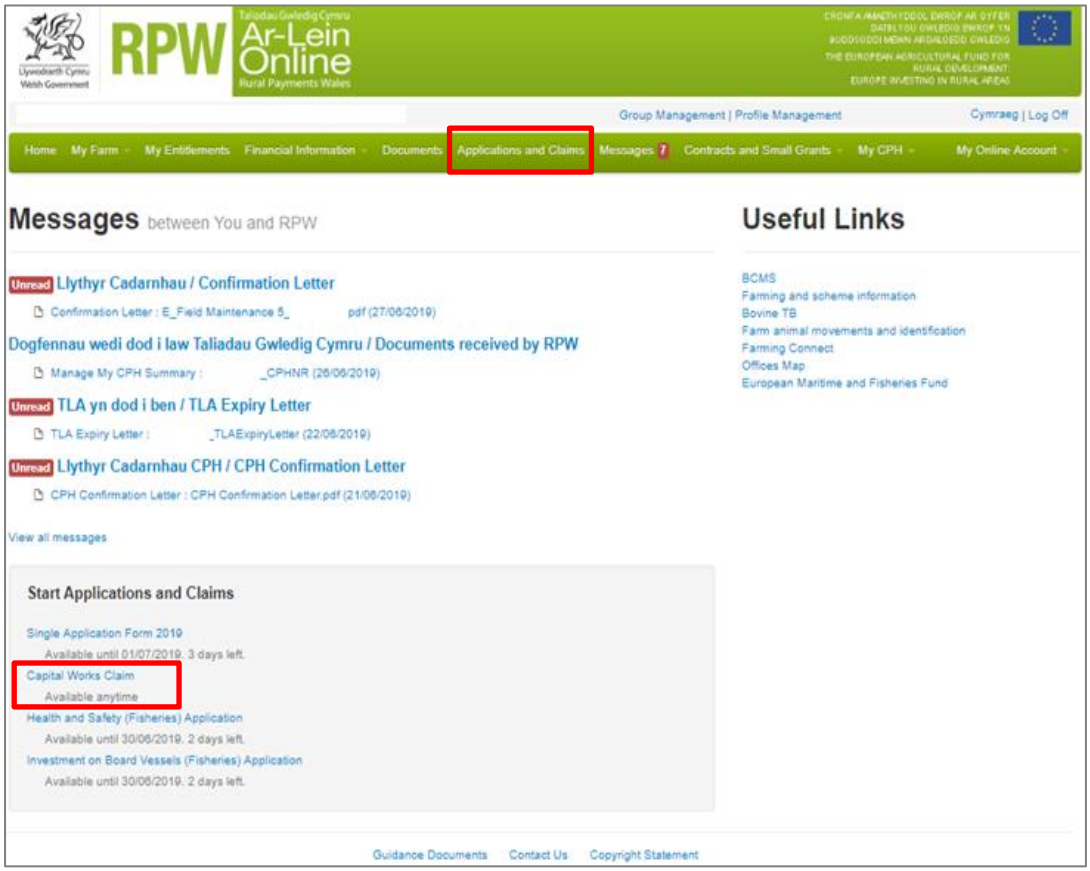
RPW Online Account

The Capital Works Claim can be accessed via your RPW online Account.

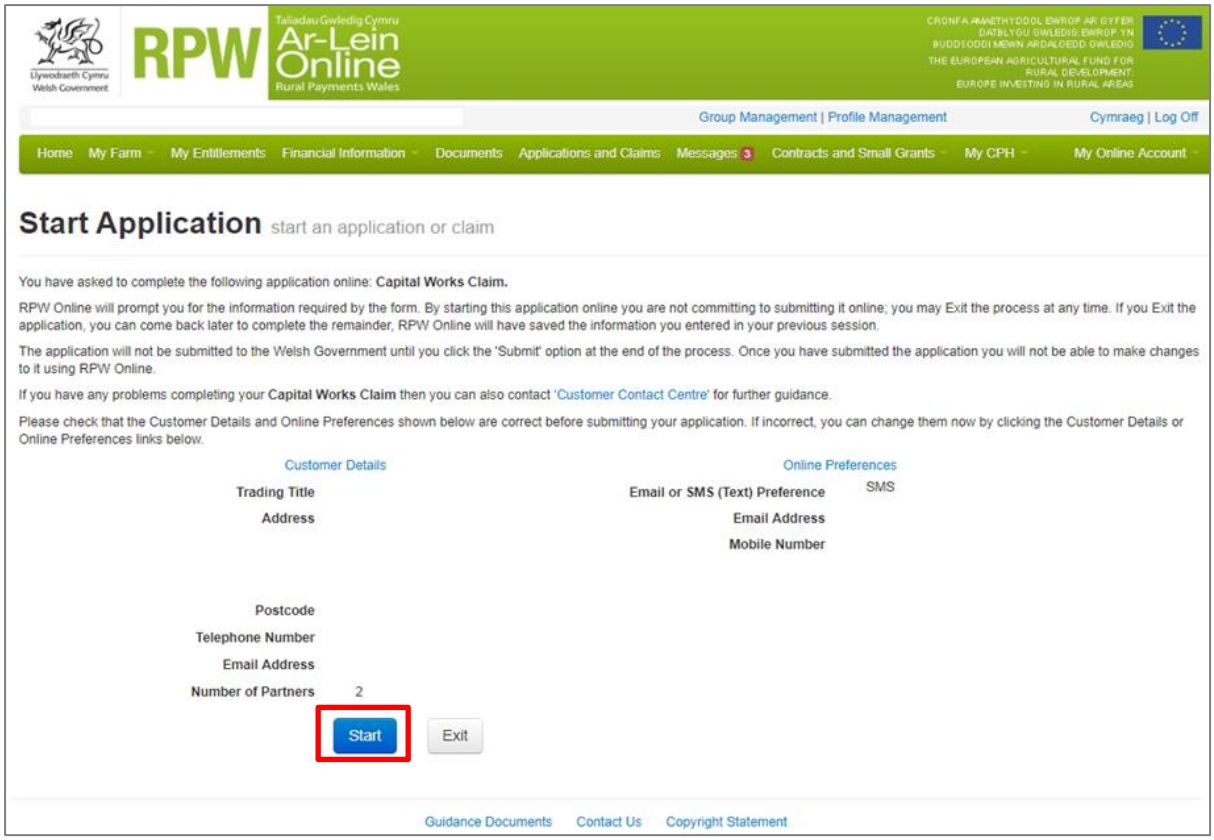
Once you have logged into your online account the RPW online ‘Homepage’ will appear.

Accessing the Capital Works Claim

The Capital Works claims can be accessed via the link on the bottom left of the Home Screen (as shown below). Alternatively you can click on the ‘Applications and Claims’ tab on the menu bar, and then click on the link for ‘Capital Works Claim’ in the blue panel on the right of the screen.



Once you have selected to start your Capital Works Claim 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.

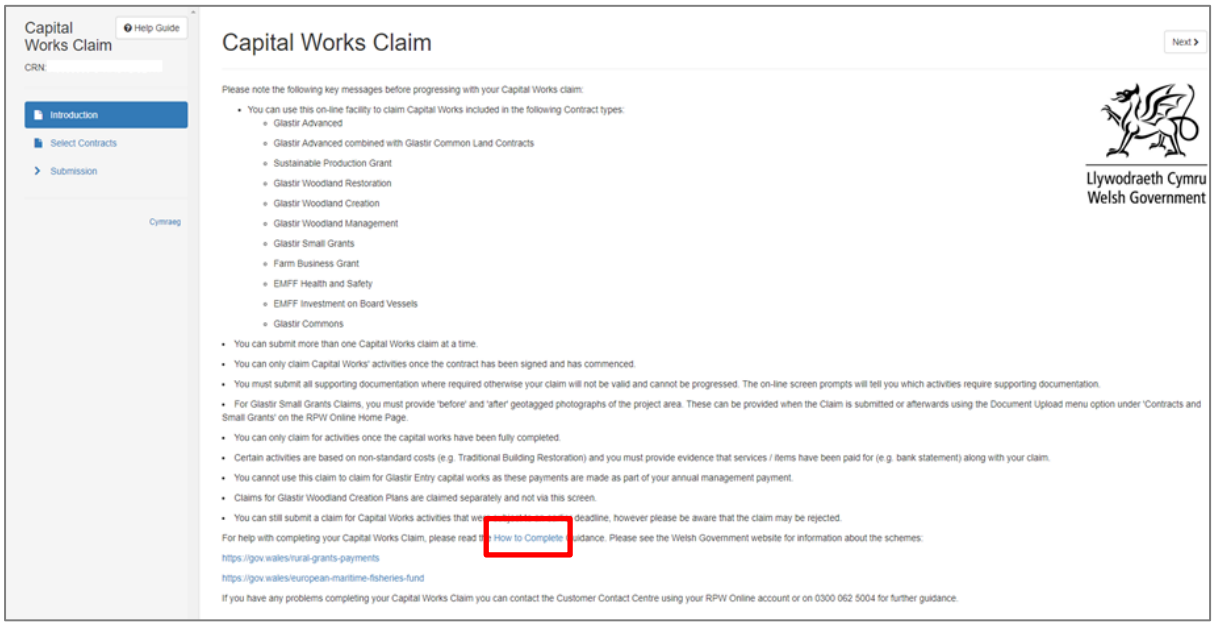


When you click the Start button this will take you to the Capital Works Claim Introduction Page.

Introduction Page

This page provides key messages about the Capital Works Claim. Please ensure you have read them thoroughly before you begin. Further detailed information about the scheme you are claiming for can be found on the Activities Available to Claim page.

You can access the Capital Works Claim 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.



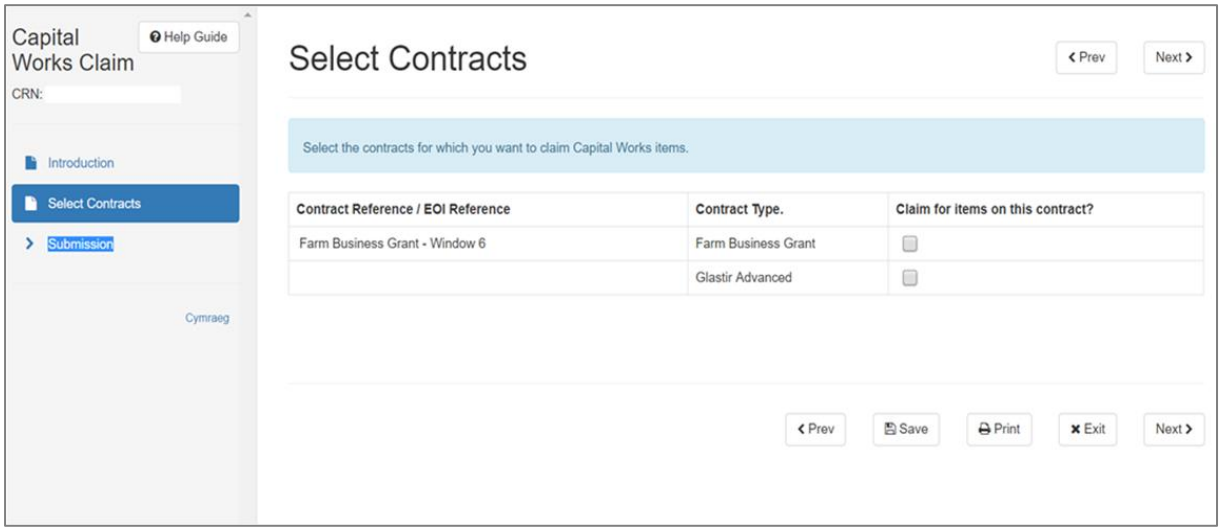
Select Contracts

This page will only appear if you have more than one contract available to claim.

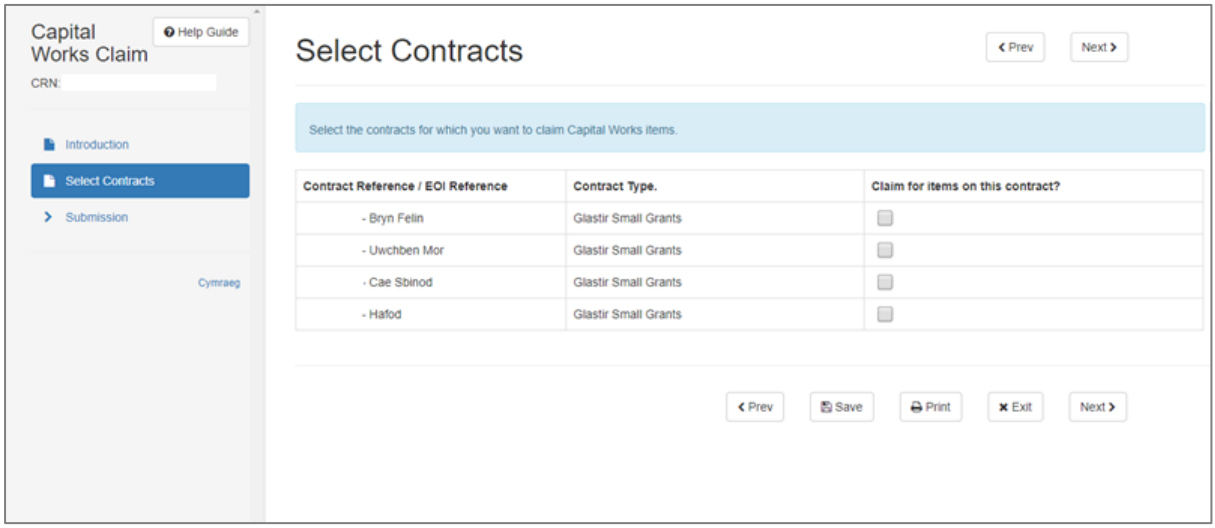
Some Capital Works Claims will have more than one contract available to select. This can be separate contracts for the same scheme or contracts for different schemes.

Select which contract(s) you wish to claim by clicking the relevant box.

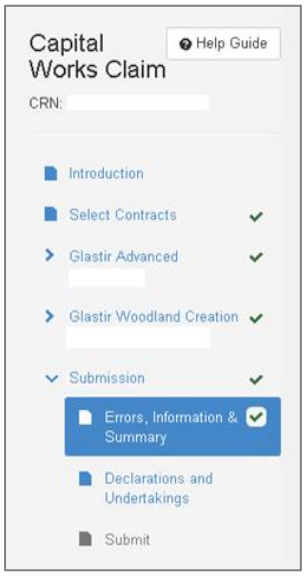
The Capital Works Claim below has two contracts available to claim - Farm Business Grant and Glastir Advanced.



The Capital Works Claim below has more than one contract available for the same Glastir Small Grants scheme:



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.



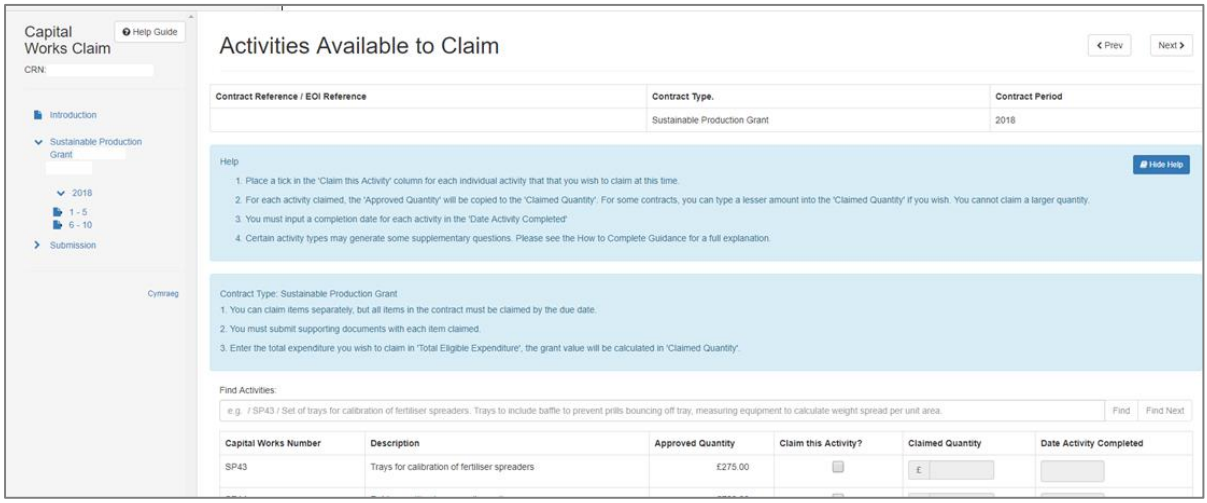
Activities Available to Claim

This screen displays the Capital Works activities that are available to be claimed at this time.

This screen will display 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 Capital Works Claims, another blue box will appear under the Help box providing more detailed scheme specific guidance relevant to the claim you have selected.

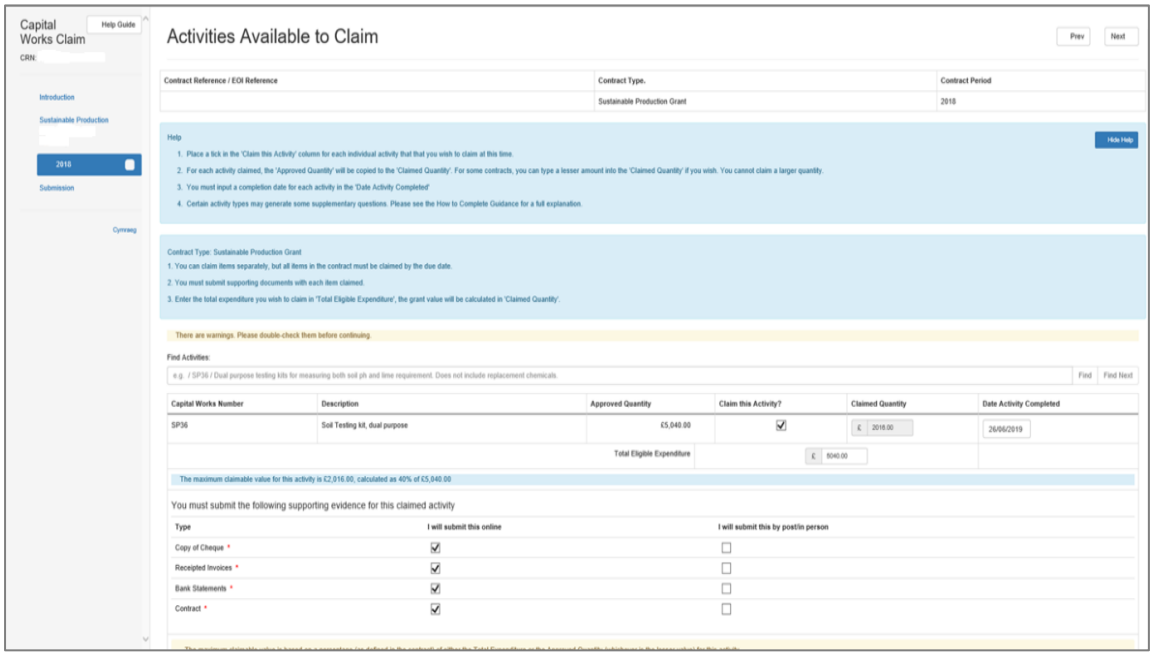


You must accurately complete the information contained in this screen.

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 of these errors have been corrected.

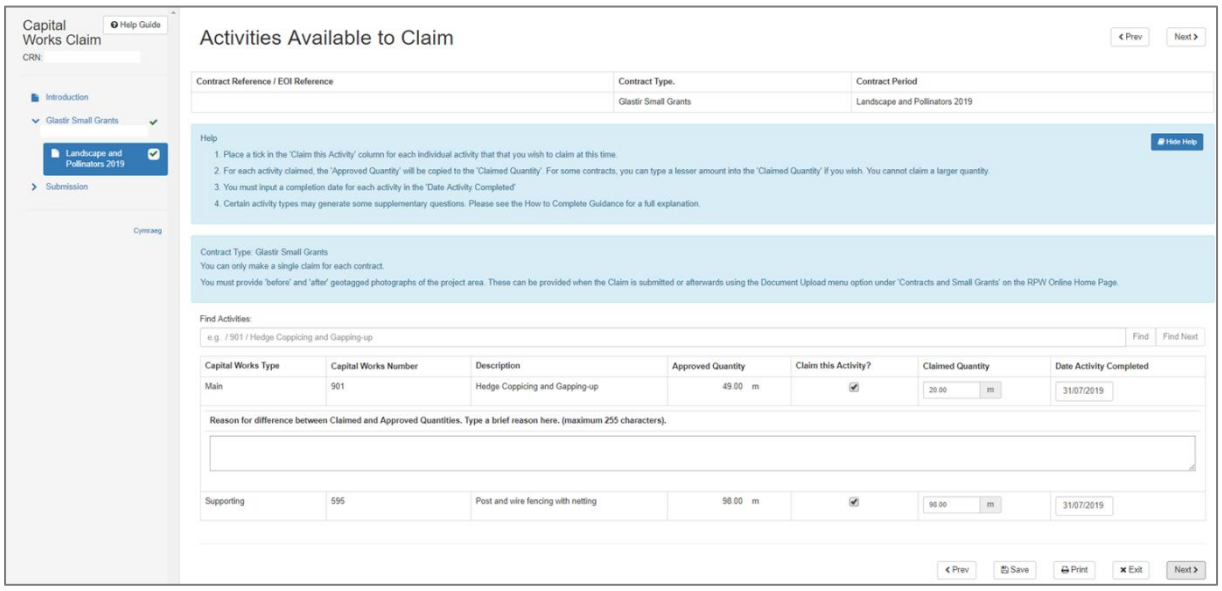
For Sustainable Production Grant Customers only

You must click the relevant boxes to indicate how you intend on submitting your supporting evidence for the claimed activity.



For Glastir Small Grants customers only

If the Claimed Quantity you have entered is less than the Approved Quantity, an additional text box will appear prompting you to enter a reason for claiming a lesser amount.



Submission

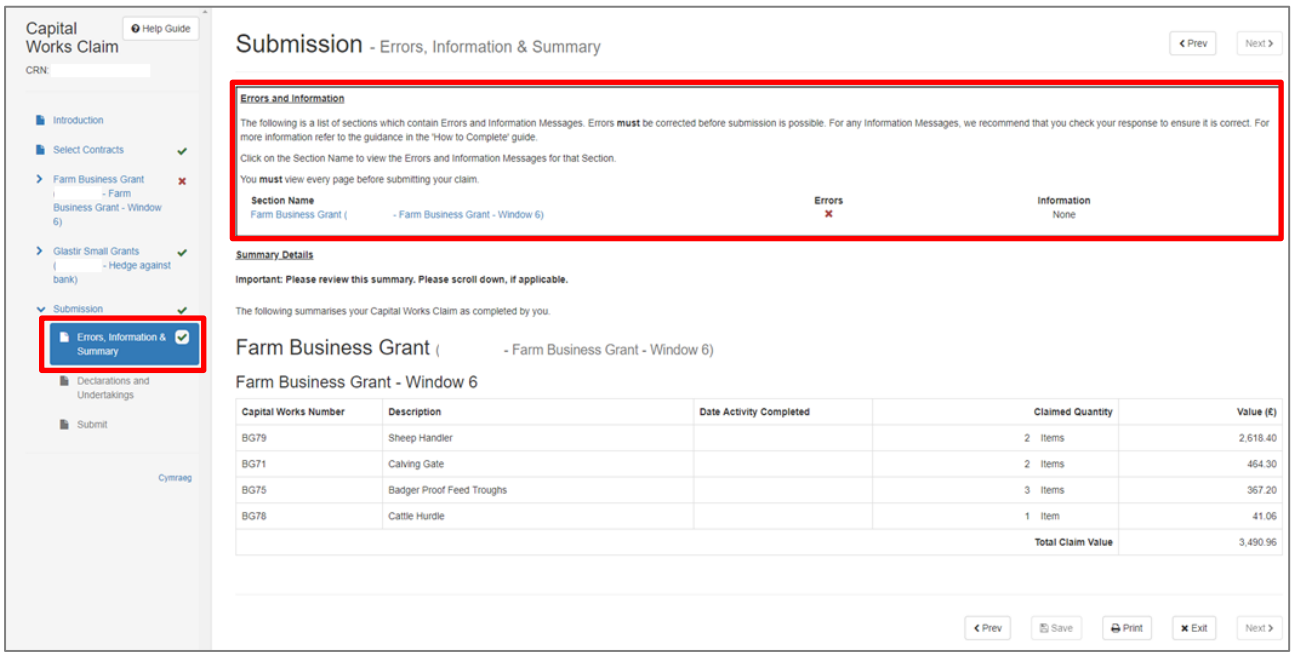
Errors and Information

This section lists any ‘Errors’ or ‘Information Messages’ contained in your Capital Works Claim.

You **must** correct any errors before you can submit the Capital Works Claim.

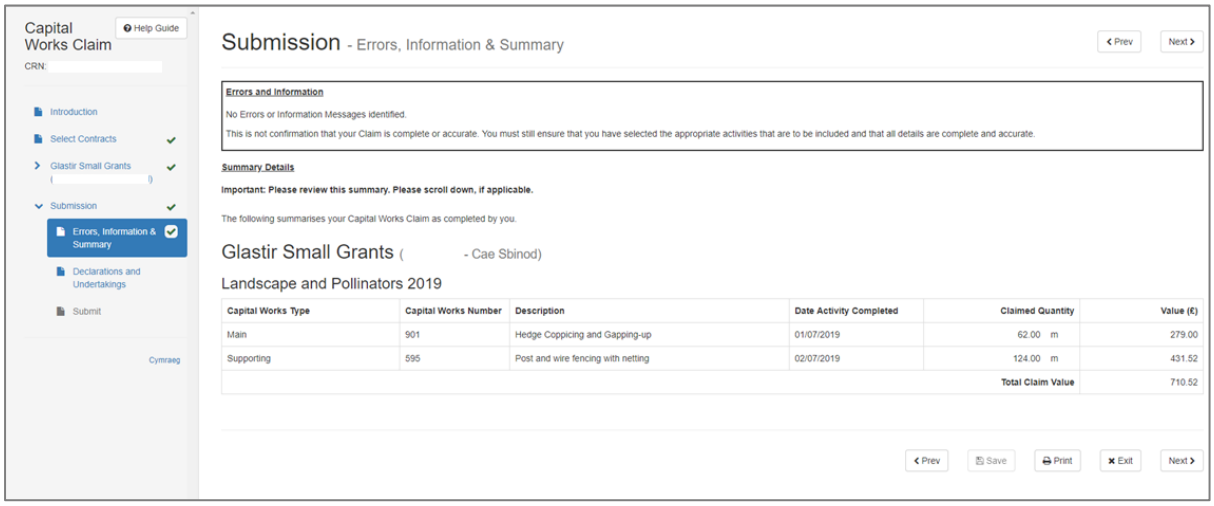
Information Messages are to prompt you on any action you may need to take, but do not prevent you from submitting your claim.

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.

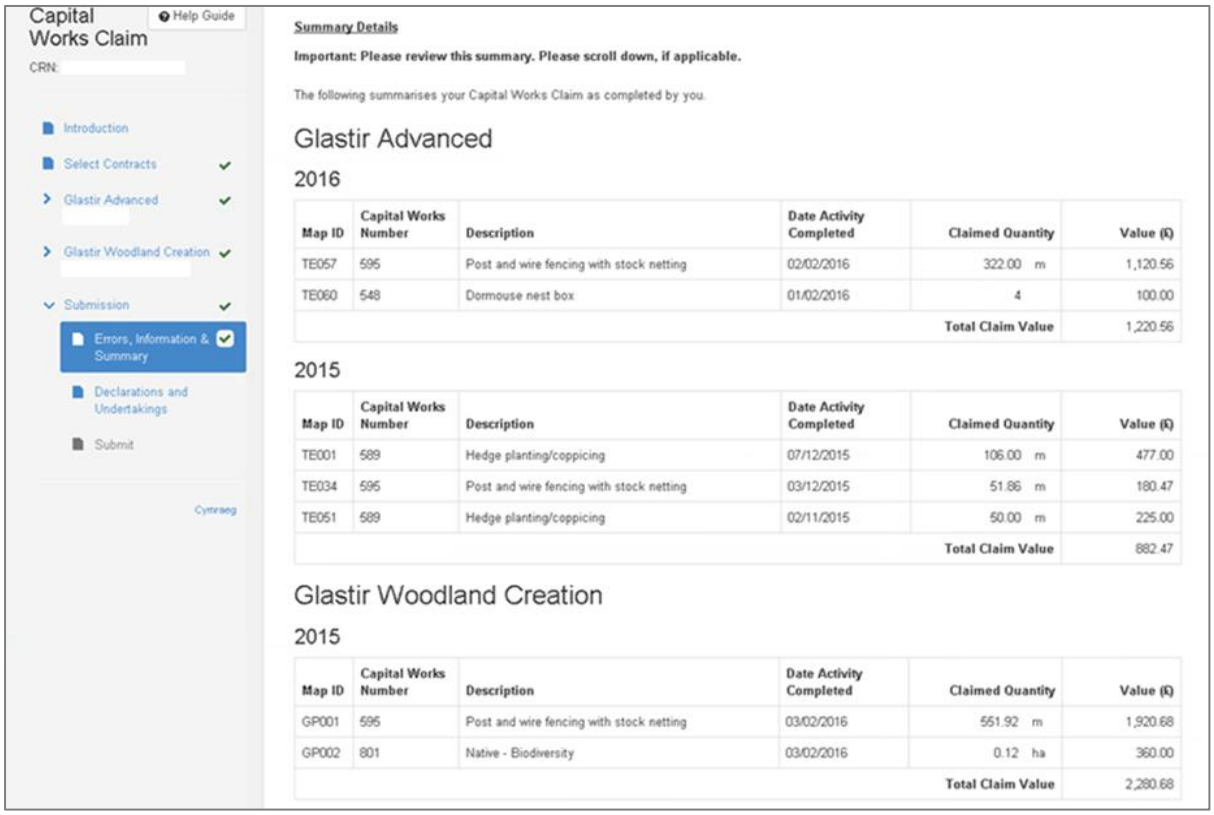


Once you have corrected any errors your Capital Works Claim is ready for submission.

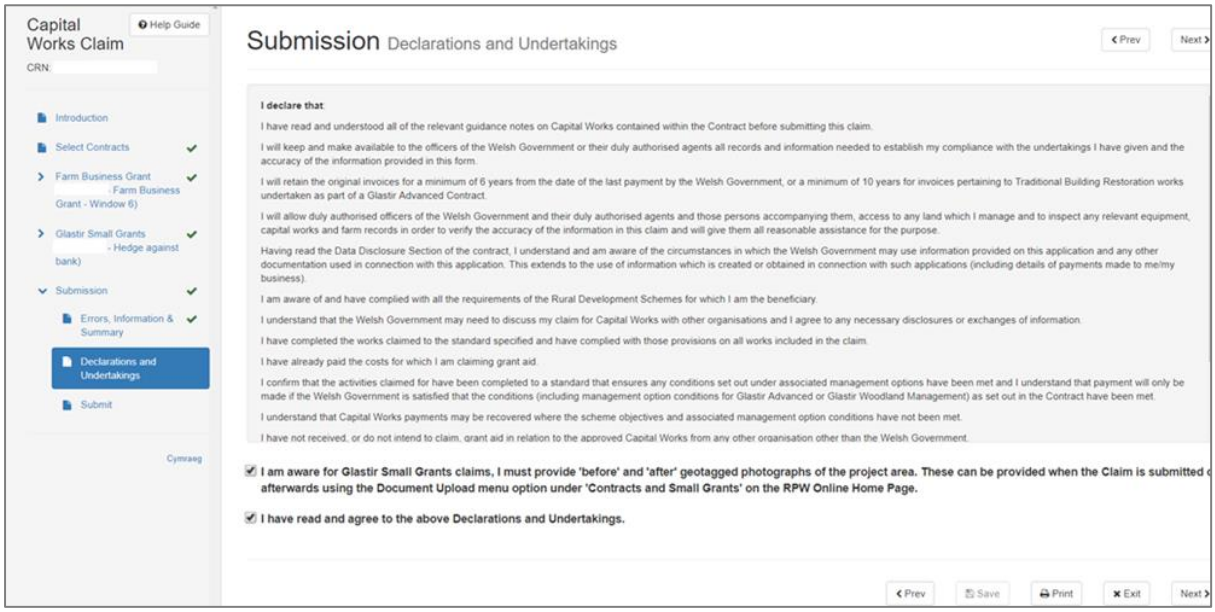
The submission screen will list all of the activities that you have selected to claim, and will also show the value of the claim.



If you have selected to claim for more than one scheme the Summary details will include all the activities claimed for each scheme.



Declarations and Undertakings



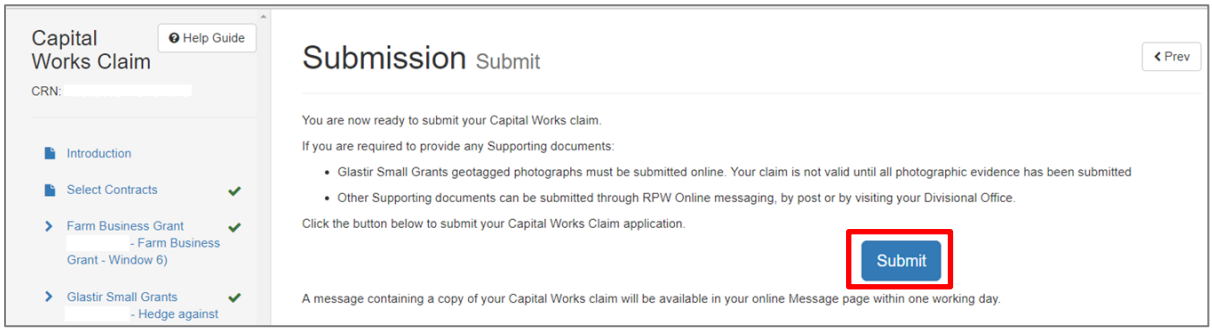
You must read the Declarations and Undertakings to ensure you comply with these. Scroll down the page to read all of the Declarations and Undertakings. Once you are happy you have read, understood, and complied with these tick the box at the bottom to proceed.

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

You must ensure you submit your Capital Works Claim 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.

If you fail to submit all relevant supporting documentation by this deadline you will not receive payment.

Contact Details

Farmer 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 1081,
Cardiff,
CF11 1SU