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Glastir

Glastir Small Grants

Geotagged Photo Guidance



The Welsh Government Rural Communities –
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Glastir Small Grants – Photo Guidance

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Geo-tagging photographs Introduction

You must take **geotagged** photographs **before** and **after** capital works to evidence your Glastir Small Grants claim. We will not be able to pay your claim without relevant geo-tagged photographs.

Photographs should be saved in an easily accessible location and be submitted with your Glastir Small Grants Claim.

What is a geo-tagged photograph?

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.

Why do I need to take geo-tagged photographs?

Welsh Government staff will check the time and location data of your uploaded geo-tagged photographs and cross check these with your Glastir Small Grants contract. This will allow us to verify your claim and make sure the capital works have been completed as agreed and within the contract period.

How do I geo-tag my photographs?

Almost all mobile phones with internet access and a camera will geo-tag your photographs.

Please note: the GPS coordinates will not display on the photo, the section How to check photograph properties will explain how to confirm your photo is geo-tagged.

Geo-tagging means that the mobile phone will store information about where the photograph was taken within the photograph file.

To make sure that your mobile phone is set up correctly, please follow the steps below. The steps and terms used may vary slightly depending on the model of your phone.

Android Phones

Most mobile phones use the android operating system. Examples of mobile phones using Android include Sony, Samsung, LG and HTC.

Firstly, make sure that your phone is set up to use GPS (Global Positioning System) to record your location.

1. On your home screen, go to Settings (a cog icon). You may need to tap on the Applications or Menu icon first

2. Go to Location. This may be listed in its own right or it may be under General Settings or Privacy and Safety.
3. Make sure the location option is turned on. If prompted, choose High accuracy or GPS.

Secondly, make sure that your camera is set up to geotag your photographs.

1. Launch your camera application.
2. Tap on the Settings icon.
3. Make sure that the Geo-tagging / Location tag / GPS option is turned on.

Apple iPhones and iPads

1. Launch the Settings app (a cog icon) from your iPhone or iPad Home screen.
2. Tap on Privacy
3. Tap on Location Services and make sure this option is turned on.
4. Tap on the Camera icon.
5. Choose “While Using the App”.

If you use an iPhone 7 or below you will also need to select the following settings:

1. Launch the Settings app
2. Tap on Camera
3. Ensure that the Keep Normal Photo is toggled “On”.

If you use an iPhone 8 or above you will also need to select the following settings:

1. Launch the Settings app
2. Tap on Camera
3. Tap on Formats
4. Choose “Most Compatible”.

Windows Phones

1. On your home screen, tap on the Settings option or icon (a cog icon)
2. Tap Privacy
3. Tap on Location Service and make sure this option is turned on.
4. Scroll down the list of applications under ‘Choose apps that can use your precise location’ and make sure Camera is turned on.

Other devices

Your tablet or digital camera will also be able to geo-tag photographs if they have inbuilt GPS.

What geotagged photographs are needed?

You should take photographs both **before** and **after** your Glastir Small Grants capital works. **All photographs must be geo-tagged photographs.**

The before photographs should clearly show the 'baseline condition' of the proposed location before the works are started. You may need to take multiple photographs to show the extent of the proposed site.

The after photographs should be taken from the same location and clearly show the completed main capital works. You may need to take multiple photographs to demonstrate completion. We also need geo-tagged photographs of newly installed supporting capital works items, such as timber gates or water troughs.

It does not matter whether the photographs are portrait or landscape so long as the relevant information is included.

It is your responsibility to provide sufficient evidence that the investment or required management has taken place. Failure to provide sufficient evidence may delay or stop payment.

Wherever possible, photographs should also include:

- A significant feature to provide authenticity. For example, a ditch, fence, farm building, road or telegraph pole.
- A sighting pole (2 m high with 50cm intervals marked in red and white) or other item to demonstrate scale. For example, a quad bike or vehicle.

How do I transfer and save my geo-tagged photographs?

Transfer your geo-tagged photographs to your computer or laptop as per your device guidance. You may wish to email the photograph to yourself as an attachment from your mobile phone.

It is very important to save the photographs in a memorable location. Before and after geo-tagged photographs need to be uploaded as part of your Glastir Small Grants claim. Your claim will be invalid without these photographs.

You need to name your photographs carefully, so that you will be able to identify these easily and match them to the appropriate project when you upload your photographs as part of your Glastir Small Grants project claim. For example, you could include the following information:

- Project ID
- Project name
- Project stage and details

You could also include the CRN if you are completing claims on behalf of multiple customers.

Example of save file: A0099999_GSG001234_Pencochbottom_After_Wideshot

Photographs should be saved as jpeg photographs and should have a resolution of at least 400 x 600 pixels.

How to check photograph properties

Once your photograph is uploaded and saved, you can check the resolution and make sure location details are recorded.

Windows

Hold down the 'Alt' key and press 'Enter' or right click on the photograph and select properties or file information.

Apple Mac

Hold down the 'Command' key and press the letter 'I'.

Both options will open the file details for that photograph. This includes the resolution of the photographs as well as the GPS coordinates and details of when the photograph was taken.

The GPS coordinates can be entered into your search engine and will show where the photograph was taken on a map.

How do I upload my geo-tagged photos when I submit my claim?

Once you have submitted your Capital Works Claim form you need to submit the geo-tagged photographs so that the Welsh Government can verify your claim and make sure the Capital Works have been completed as agreed.

You can do this by using the Document Upload function on your RPW Online account.

The document upload screen will show the claims that are available for you to submit your geo-tagged photographs and will include details of the contract, how many photographs have been uploaded against both before and after and if you have completed your upload.

- Click the "Upload" button next to the before and after sections of the contract to add your geo-tagged photos.
- Click "Add Files" to open on your computer browser and select the relevant photos.
- Once you have selected the required photo click "open".
- Successfully added files will show with a green tick. Unsuccessful photographs will show with a red cross and a reason why it has not been accepted.
- Click "Upload" to add the photo to your claim.
- Once you have added all the before and after photos click "Mark as Complete". If you need to add additional photos at any point you will still be able to do so.

What will the Welsh Government do with my geo-tagged photographs?

After you upload your geo-tagged photographs as part of your Glastir Small Grants project claim, Welsh Government staff will check that the capital works have been completed in the correct area as specified in the contract.

Photograph examples

The following are examples of 'before' photographs. They provide good evidence because they are in focus and include the extent of the capital works that are due to take place. The inclusion of a reference point, like a large tree or a building, is recommended.



In the above 'before' photo the bin has been used as a reference point which can be clearly seen in the 'after' photo.



The inclusion of vehicles proves helpful as it will allow Welsh Government staff to understand the scale of the proposed works.



The following photographs are less useful as they do not include a reference point or clearly show the area that the Capital Works Project will be completed.





Welsh Government would need further photographs that fully show the site of your proposed capital works.