



Llywodraeth Cymru
Welsh Government

Welsh Marine and Fisheries

General Funding Round

Contract Claim Form

How To Complete Guidance

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Information

This guide takes you through the steps to complete your Contract Claim Form, which can be used on various schemes.

The claim form will only be visible for Grant Awards that have been approved and accepted via your RPW Online account.

Please refer to the relevant scheme guidance for information on scheme rules and eligibility.

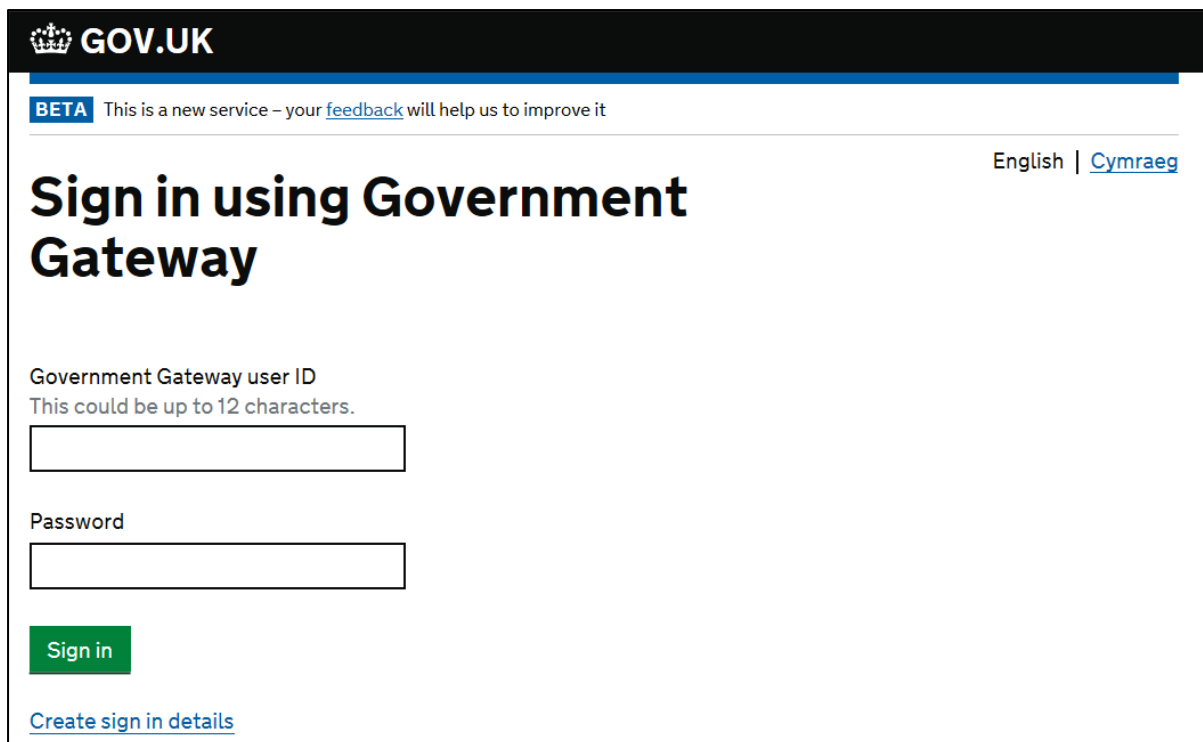
The Contract Claim Form must be completed via RPW Online in order to claim for payments. Multiple claims can be submitted during the project window.

Supporting evidence, such as invoices, must be submitted for each Claim Item in order to submit your claim.

Please note: For any problems with RPW Online you should contact the Customer Contact Centre on 0300 062 5004.

Rural Payments Wales Online – Login

Log into your RPW Online Account - enter your User ID and Password in the boxes and click the **Sign in** button.



GOV.UK

BETA This is a new service – your [feedback](#) will help us to improve it

English | [Cymraeg](#)

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

[Sign in](#)

[Create sign in details](#)

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 ‘Homepage’ will appear.

Rural Payments Wales Online – Home page

To access the claim form, click the Tab labelled ‘Contracts and Small Grants’ on the RPW Online home screen, as shown below.



To change the language at any time, click the button located in the top right hand corner bar of the RPW Online information. This will allow you to choose the language your WMFS General Funding Round Contract Claim form is displayed in.

Contracts and Small Grants Page

The list of active contracts available for you to start or continue a Contract Claim form are listed on this page.

The screenshot shows the RPW Ar-Lein Online interface. At the top left is the logo for Llywodraeth Cymru (Welsh Government) and the text 'RPW Ar-Lein Online Rural Payments Wales'. On the right, there is a 'Cymraeg | Log Off' link. Below the header is a navigation menu with items: Home, My Details, Land, Correspondence (with a red '2' notification), Forms, Contracts and Small Grants, and Woodland Plans. Underneath is a sub-menu with 'Contracts', 'Small Grants', and 'Document Upload'. The main heading is 'Contracts'. A light blue box contains the text: 'Your Contracts are listed below. Contracts with a status of Offered and an 'Accept / Decline' button can be accepted or declined in RPW Online. To view older versions of Contracts, search for them in your RPW Online Messages.' Below this is a table with columns: Scheme, Window, Reference, Contract Version, Status, and Sign Off Deadline. The table lists one active contract: 'WMFS General Funding Round' with 'WMFS General Funding Round 4' as the window, '1.01' as the contract version, and 'Active' as the status. To the right of this row are 'View' and 'Start Claim' buttons. At the bottom of the page are links for 'Guidance Documents', 'Contact Us', 'Copyright Statement', and 'Accessibility Statement'.


Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
WMFS General Funding Round	WMFS General Funding Round 4		1.01	Active	

[View](#) [Start Claim](#)

[Guidance Documents](#) [Contact Us](#) [Copyright Statement](#) [Accessibility Statement](#)

Getting Started

Once you have read the Guidance Booklets, you can start your claim form by clicking on the Start Claim button.



Taliadau Gwledig Cymru
RPW Ar-Lein Online
 Rural Payments Wales

Llywodraeth Cymru
 Welsh Government

Cymraeg | Log Off

Home My Details Land Correspondence **2** Forms Contracts and Small Grants Woodland Plans

Contracts Small Grants Document Upload

Contracts

Your Contracts are listed below.


Contracts with a status of Offered and an 'Accept / Decline' button can be accepted or declined in RPW Online.

To view older versions of Contracts, search for them in your RPW Online Messages.

Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
WMFS General Funding Round	WMFS General Funding Round 4		1.01	Active	View Start Claim
	Guidance Documents	Contact Us	Copyright Statement	Accessibility Statement	

Continue Application

If you are mid-way through or paused a claim and want to continue, please select Continue Claim from the Selection Page.



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Ar-Lein Online
Rural Payments Wales

Llywodraeth Cymru
Welsh Government

Cymraeg | Log Off

Home My Details Land Correspondence 2 Forms Contracts and Small Grants Woodland Plans

Contracts Small Grants Document Upload

Contracts

Your Contracts are listed below.


Contracts with a status of Offered and an 'Accept / Decline' button can be accepted or declined in RPW Online.

To view older versions of Contracts, search for them in your RPW Online Messages.

Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
WMFS General Funding Round	WMFS General Funding Round 4		1.01	Active	View Continue Claim Delete Claim
		Guidance Documents	Contact Us	Copyright Statement	Accessibility Statement

Delete Claim

To delete a claim form, click the Delete Claim button.



Cymraeg | Log Off

Home My Details Land Correspondence **2** Forms Contracts and Small Grants Woodland Plans

Contracts Small Grants Document Upload

Contracts

Your Contracts are listed below.

Contracts with a status of Offered and an 'Accept / Decline' button can be accepted or declined in RPW Online.

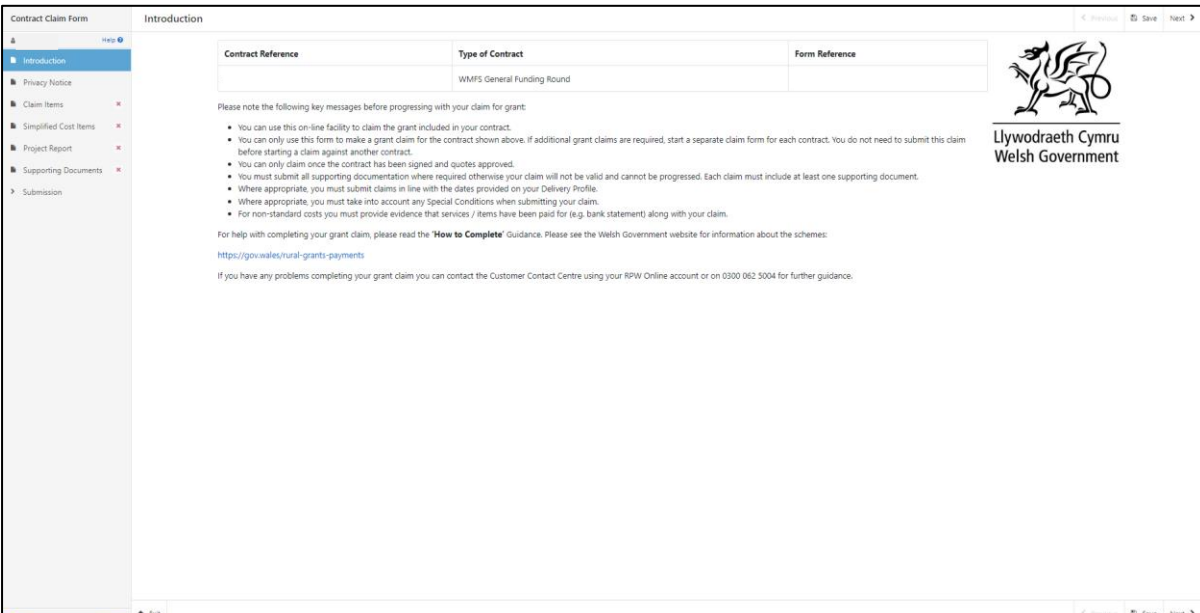
To view older versions of Contracts, search for them in your RPW Online Messages.

Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
WMFS General Funding Round	WMFS General Funding Round 4		1.01	Active	View Continue Claim Delete Claim

[Guidance Documents](#)
[Contact Us](#)
[Copyright Statement](#)
[Accessibility Statement](#)

Introduction Page

This is the introduction page which provides information about the WMFS General Funding Round Contract Claim form.



Contract Claim Form Introduction

Contract Reference: _____ Type of Contract: WMFS General Funding Round Form Reference: _____

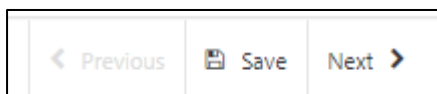
Please note the following key messages before progressing with your claim for grant:

- You can use this on-line facility to claim the grant included in your contract.
- You can only use this form to make a grant claim for the contract shown above. If additional grant claims are required, start a separate claim form for each contract. You do not need to submit this claim before starting a claim against another contract.
- 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. Each claim must include at least one supporting document.
- Where appropriate, you must submit claims in line with the dates provided on your Delivery Profile.
- Where appropriate, you must take into account any Special Conditions when submitting your claim.
- For 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>

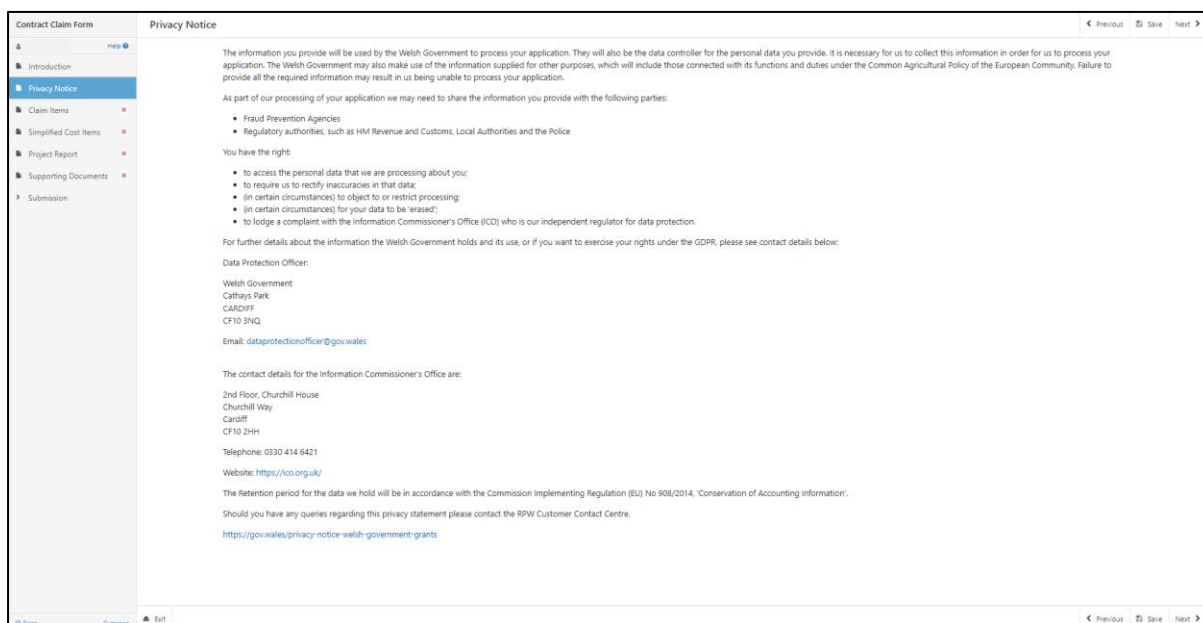
If you have any problems completing your grant claim you can contact the Customer Contact Centre using your RPW Online account or on 0300 062 5004 for further guidance.

Once you have read the information click on the Next button.

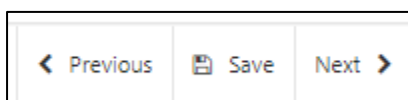


Privacy Notice

Next you will see the Privacy Notice. Ensure you read the information in this section, which states what the data provided is used for.



Once you have read the information click on the Next button.



Claim Items

Eligible claim items will be listed on the Claim Items tab. Eligible Claim Items will be shown on each row on the tab, detailing the ID, Name/Description, and the Available amount (£).

Contract Claim Form

Claim Items

Hide Help Previous Save Next

Help

This page is for claiming against all items except Simplified Cost items.

1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00			dd/mm/yyyy				<input type="checkbox"/>
		1,000.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

+ Add Claim

Print Cymraeg Exit Hide Help Previous Save Next

To make a claim, choose the relevant row for the relevant Claim Item. You will need to enter a unique Transaction ID in the Transaction ID box. This ID will need to start with a letter, followed by one to six numbers without spaces. Please ensure all supporting documentation submitted for the Claim Item is saved with Transaction ID included in the naming convention of the saved document.

Contract Claim Form

Claim Items

Hide Help Previous Save Next

Help

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Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00			dd/mm/yyyy				<input type="checkbox"/>
		1,000.00	A123456	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

+ Add Claim

Print Cymraeg Exit Hide Help Previous Save Next

In the Payee box, enter the name of the company on the invoice for the relevant Item.

Contract Claim Form | Claim Items | Hide Help | Previous | Save | Next

Help
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Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00							
		1,000.00	A123456	Mr Jones	dd/mm/yyyy				<input type="checkbox"/>

Print | Cymraeg | Exit | Hide Help | Previous | Save | Next

For the Invoice Date, enter the date shown on the invoice for the relevant Item. Please note that the Invoice Date cannot be a date after the date of claim submission.

Contract Claim Form | Claim Items | Hide Help | Previous | Save | Next

Help
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4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00							
		1,000.00	A123456	Mr Jones	16/08/2024				<input type="checkbox"/>

Print | Cymraeg | Exit | Hide Help | Previous | Save | Next

In the Net Invoice Cost box, enter the Net amount as shown on the Item invoice. If the invoice includes costs not pertaining to the Item cost these should not be deducted, the Item amount can be entered in the Eligible Net Cost box.

Contract Claim Form | Claim Items | Hide Help | Previous | Save | Next >

Help
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2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
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Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00							
		600.00	A123456	Mr Jones	16/08/2024	400.00	400.00		<input type="checkbox"/>

Print | Cymraeg | Exit | Hide Help | Previous | Save | Next >

If you are eligible to claim VAT, the VAT box will display on the claim form. Please enter the VAT for the eligible Item in order to claim. The amount you enter of eligible VAT cannot exceed 20% of the eligible net cost. If you do exceed the Eligible VAT you will have to provide details of the VAT difference and overspend.

Contract Claim Form | Claim Items | Hide Help | Previous | Save | Next >

Help
This page is for claiming against all items except Simplified Cost items.

1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
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Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00							
		520.00	A123456	Mr Jones	16/08/2024	400.00	400.00	80.00	<input type="checkbox"/>

Print | Cymraeg | Exit | Hide Help | Previous | Save | Next >

Once you have submitted all claims for an Item you can select the Item Complete box. If you are claiming in full on one line you must tick the Item Complete? box to remove the overspend error message. If you intend to submit further claims for an Item on separate claims, leave the box blank.

Contract Claim Form **Claim Items** Hide Help Previous Save Next

Help
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1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00							
		0.00	A123456	Mr Jones	16/08/2024	833.33	833.33	166.67	<input type="checkbox"/>
Reason for Overspend <input type="text"/>									

Print Cymraeg Exit Hide Help Previous Save Next

Contract Claim Form **Claim Items** Hide Help Previous Save Next

Help
This page is for claiming against all items except Simplified Cost Items.

1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
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Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00							
		0.00	A123456	Mr Jones	16/08/2024	833.33	833.33	166.67	<input checked="" type="checkbox"/>

Print Cymraeg Exit Hide Help Previous Save Next

If you need to add an additional row to a Claim Item, you can click the Add Claim button. This can be selected as many times as required.

Contract Claim Form **Claim Items** Hide Help Previous Save Next

Help
This page is for claiming against all items except Simplified Cost items.

1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00							
c		0.00	A123456	Mr Jones	16/08/2024	600.00	600.00	120.00	<input checked="" type="checkbox"/>
			A234567	Mr Simpson	16/08/2024	233.33	233.33	46.67	<input type="checkbox"/>

+ Add Claim Delete Claim

Print Cymraeg Exit Hide Help Previous Save Next

If you wish to remove the additional row, you can click the Delete Claim button.

The Available (£) figure will reduce to take into account the expenditure figure entered.

Contract Claim Form **Claim Items** Hide Help Previous Save Next

Help
This page is for claiming against all items except Simplified Cost items.

1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00							
		280.00	A123456	Mr Jones	16/08/2024	600.00	600.00	120.00	<input type="checkbox"/>

+ Add Claim

Print Cymraeg Exit Hide Help Previous Save Next

If the Claimed Expenditure figure is 10% greater than the Available (£) amount (based on delivery profile previously provided) you must provide an explanation for the overspend.

Contract Claim Form Hide Help < Previous Save Next >

Claim Items

Help
This page is for claiming against all items except Simplified Cost items.

1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00							<input type="checkbox"/>
		-200.00	A123456	Mr Jones	16/08/2024	1,200.00	1,200.00		<input type="checkbox"/>

Reason for Overspend

[+ Add Claim](#)

If the Claimed Expenditure figure is 10% less than the Available (£) amount (based on delivery profile previously provided), and you have ticked the Item Complete box you must provide an explanation for the underspend.

Contract Claim Form Hide Help < Previous Save Next >

Claim Items

Help
This page is for claiming against all items except Simplified Cost items.

1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00							<input checked="" type="checkbox"/>
		200.00	A123456	Mr Jones	16/08/2024	800.00	800.00		<input checked="" type="checkbox"/>

Reason for Underspend

[+ Add Claim](#)

There are basic data integrity checks and mandatory fields built into this form, any errors or information messages will appear once you either click 'Save' or 'Next' on each page.

Once you have corrected any errors and answered all of the questions on each page click on the Next button.

Claim Item - Examples

Please see example scenarios below for entering the Claim Item costs:

Full Amount Claimed

If you are submitting a claim for the full amount of funding available and the Net Invoice Cost is the same as the Eligible Net Cost, enter the figures in the relevant boxes as shown in the example below:

The Available amount will reduce when you enter a value into the Eligible Net Cost box. As you have entered the full amount, the Available amount has reduced to 0.00. You will also see that the “Reason for Overspend” box will appear when the available amount reduces to zero. This is because the Item Complete button has not been selected. If you do not wish to make any further claims on an Item, you must select the Item Complete button, as shown below:

The screenshot shows the 'Claim Items' interface. A table lists items with columns: Id, Name / Description, Available (£), Transaction Id, Payee, Invoice Date, Net Invoice Cost (£), Eligible Net Cost (£), Eligible VAT (£), and Item Complete?. The first item is 'GF008 Capital - Plant Machinery & Other Equipment' with an available amount of 0.00. The 'Item Complete?' checkbox is checked, and the '+ Add Claim' button is visible.

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	0.00	A123456	Mr Jones	16/08/2024	833.33	833.33	166.67	<input checked="" type="checkbox"/>

Once the Item Complete button has been selected and the claim submitted, you will not be able to submit any further claims for this Item.

Partial Item Claim

If you are submitting a claim for an Item, but not for the full amount, you can enter the details as follows:

The screenshot shows the 'Claim Items' interface. The table is similar to the previous one, but the available amount for 'GF008' is 280.00, and the 'Item Complete?' checkbox is unchecked. The '+ Add Claim' button is visible.

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	280.00	A123456	Mr Jones	16/08/2024	600.00	600.00	120.00	<input type="checkbox"/>

The Available amount will reduce to show the value remaining for that Item. You may then claim the remaining amount on another claim.

Contract Claim Form Claim Items Hide Help < Previous Save Next >

Help
This page is for claiming against all items except Simplified Cost Items.

1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00							
		0.00	A123456	Mr Jones	16/08/2024	600.00	600.00	120.00	<input checked="" type="checkbox"/>
			A234567	Mr Simpson	16/08/2024	233.33	233.33	46.67	<input type="checkbox"/>

[+ Add Claim](#) [Delete Claim](#)

Invoice Cost Higher than Item Cost – Full Amount Claimed

If the Net Invoice Cost is higher than the Eligible Net Cost, a dialog box will appear, and comments must be added in order to complete your claim.

Contract Claim Form Claim Items Hide Help < Previous Save Next >

Help
This page is for claiming against all items except Simplified Cost Items.

1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00							
		0.00	A123456	Mr Jones	16/08/2024	933.33	833.33	166.67	<input type="checkbox"/>

Reason for Net Invoice Difference

Reason for Overspend

[+ Add Claim](#)

In the Reason for Net Invoice Difference box, enter comments as to why the invoice cost is higher than the Item cost. The example above states that there was an additional item listed on the invoice. As the full amount has been claimed, you will again see the Reason for Overspend box. This will remain until the Item Complete box has been selected.

Invoice Cost Higher than Item Cost – Partial Amount Claimed

If the Net Invoice Cost is higher than the Eligible Net Cost on a partial claim for an Item, the Reason for Net Invoice Difference box will appear. Comments must be entered in the Reason for Net Invoice Difference box in order to complete your claim.

Contract Claim Form **Claim Items** Hide Help Previous Save Next

Help

This page is for claiming against all Items except Simplified Cost Items.

1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
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Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00							
		400.00	A123456	Mr Jones	16/08/2024	600.00	500.00	100.00	<input type="checkbox"/>
Reason for Net Invoice Difference		Additional item listed on the invoice							

As only a partial claim has been submitted, the Reason for Overspend box will not appear, and you will be able to submit a further claim for the remaining Available amount.

Contract Claim Form **Claim Items** Hide Help Previous Save Next

Help

This page is for claiming against all Items except Simplified Cost Items.

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3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00							
		0.00	A123456	Mr Jones	16/08/2024	600.00	500.00	100.00	<input checked="" type="checkbox"/>
Reason for Net Invoice Difference		Additional item listed on the invoice							
			A234567	Mr Simpson	16/08/2024	333.33	333.33	66.67	<input type="checkbox"/>

More than One Invoice for an Item

If an Item has more than one invoice, you can select the Add Claim button to add an additional row for the relevant Item.

Contract Claim Form | **Claim Items** | Hide Help | Previous | Save | Next

Help
This page is for claiming against all items except Simplified Cost Items.

1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00							
		0.00	A123456	Mr Jones	16/08/2024	500.00	500.00	100.00	<input type="checkbox"/>
			A234567	Mr Simpson	16/08/2024	333.33	333.33	66.67	

+ Add Claim | Delete Claim

Once you have selected the Add Claim button, a new row will be available to add details for the additional invoice. You can add as many rows as required for the Item. To delete a row, select the Delete Claim button. If you have added all the required invoices and the total eligible value has been claimed, select the Item Complete button.

Contract Claim Form | **Claim Items** | Hide Help | Previous | Save | Next

Help
This page is for claiming against all items except Simplified Cost Items.

1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00							
		0.00	A123456	Mr Jones	16/08/2024	500.00	500.00	100.00	<input checked="" type="checkbox"/>
			A234567	Mr Simpson	16/08/2024	333.33	333.33	66.67	

+ Add Claim | Delete Claim

Partial Cost Claimed – Item Complete

If the total Item cost is less than expected, you can submit a claim for the reduced amount and select the Item Complete box to confirm that no further claims will be made for this Item.

The screenshot shows the 'Claim Items' page in the Contract Claim Form. A table lists claim items with columns: Id, Name / Description, Available (£), Transaction Id, Payee, Invoice Date, Net Invoice Cost (£), Eligible Net Cost (£), Eligible VAT (£), and Item Complete?. One item is expanded, showing a 'Reason for Underspend' dialog box with a red error message: 'This is a mandatory question, please answer it.'

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00							
		780.00	A123456	Mr Jones	16/06/2024	200.00	200.00	40.00	<input checked="" type="checkbox"/>

Once you select the Item Complete box, the Reason for Underspend dialog box will appear. Comments must be entered into this box to explain the reason for underspend.

Overspend on Claim Item

If the total Item cost exceeds the available amount the Reason for Overspend box will appear:

The screenshot shows the 'Claim Items' page with a table similar to the previous one. The 'Available (£)' column for the expanded item now shows a negative value (-200.00). The 'Reason for Overspend' dialog box is visible below the table.

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF008	Capital - Plant Machinery & Other Equipment	1,000.00							
		-200.00	A123455	Mr Jones	16/06/2024	1,000.00	1,000.00	200.00	<input type="checkbox"/>

If an overspend has been entered the amount available will decrease and display as a minus figure. Funding can be reallocated if requested and can be entered in the Reason for Overspend box. Comments must also be entered into this box to explain the reason for the overspend. This will then be assessed during claim validation.

Sub-Items

Schemes which require procurement to take place after project approval will display differently on the Contract Claim Form. Claim Items will become available after the eligible items have been approved and will show on the Claim Form as Sub-Items.

Claim Items

Help

This page is for claiming against all items except Simplified Cost items.

1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Item Id, click the 'Add Claim' button.
3. VAT is not normally eligible to claim.
4. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Id	Name / Description	Available (£)	Transaction Id	Payee	Invoice Date	Net Invoice Cost (£)	Eligible Net Cost (£)	Eligible VAT (£)	Item Complete?
GF001	Capital - Plant Machinery & Other Equipment	5,160.00							
	Machinery	1,660.00	<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	Miscellaneous items	500.00	<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
GF003	Capital items under £500	400.00							
	Miscellaneous items	400.00	<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Sub-Items can contain multiple lines under the same Item row. This will be dependent on whether there are multiple quotes required for different aspects of an Item. For example, if an Item is listed for IT, multiple rows of Sub-Items can be added for Laptops and Hardware purchases.

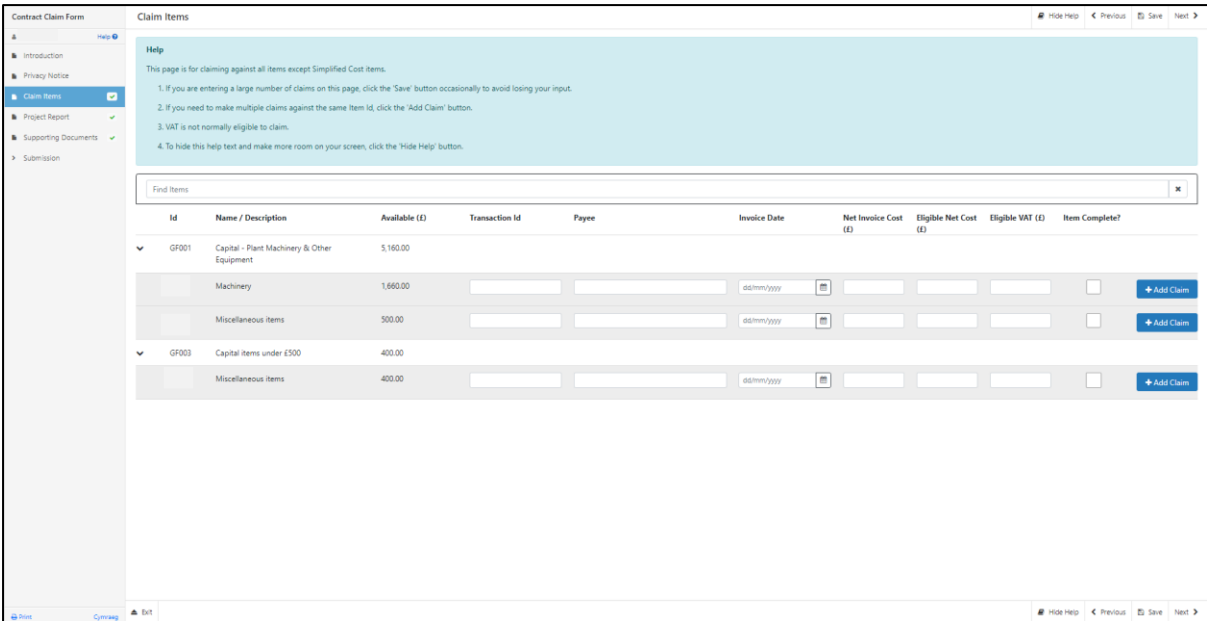
Sub-Items can be completed with the same method as Claim Items. Please see the Claim Items section above.

Important notes

- Sub-Items will not appear for schemes where quotes are provided prior to project approval.
- For schemes where quotes are provided after approval, the Claim Items tab will not populate until an Item has been approved.

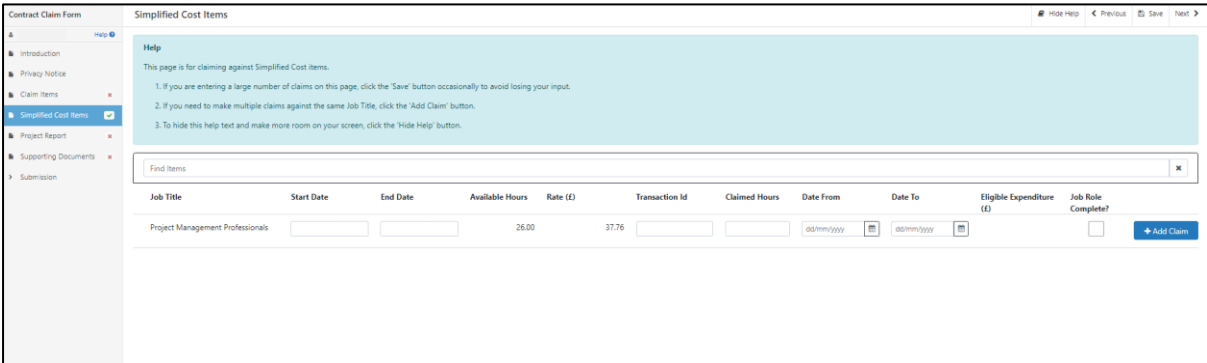
Miscellaneous Items

Miscellaneous Items If an Item is under £500 or will have multiple payments under £500, these will appear on the Claim Items tab as Miscellaneous Items. You will be able to input multiple claims lower than the value of £500.



Simplified Cost Items

Projects that have selected Simplified Cost Items will see the Job Roles listed on the Simplified Cost Items screen.



Eligible Job Roles will be displayed on this page listing the Job Title, Start and End Dates, the Available Hours, and the Rate (£) per hour.

To make a claim for a Simplified Cost Item you will need to enter a unique Transaction ID in the Transaction ID box. This ID will need to start with a letter, followed by one to six numbers without spaces. Please ensure all supporting documentation submitted for the Simplified Cost Item is saved with Transaction ID included in the naming convention of the saved document.

Contract Claim Form | **Simplified Cost Items** | Hide Help | Previous | Save | Next

Help
This page is for claiming against Simplified Cost items.
1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Job Title, click the 'Add Claim' button.
3. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Project Management Professionals			26.00	37.76	A12345		dd/mm/yyyy	dd/mm/yyyy		<input type="checkbox"/>

+ Add Claim

In the Claimed Hours box, enter the number of hours you will be submitting a claim for.

Contract Claim Form | **Simplified Cost Items** | Hide Help | Previous | Save | Next

Help
This page is for claiming against Simplified Cost items.
1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Job Title, click the 'Add Claim' button.
3. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Project Management Professionals			16.00	37.76	A12345	10.00	dd/mm/yyyy	dd/mm/yyyy	377.60	<input type="checkbox"/>

+ Add Claim

The number of Available Hours will reduce once an amount is entered in the Claimed Hours box.

You will then need to enter the Start and End Dates for the Claimed Hours in the Date From and Date To boxes. Please note that the dates used can only be within the lifetime of the contract and you will not be able to input dates that are after the date of claim form submission.

Contract Claim Form | **Simplified Cost Items** | Hide Help | Previous | Save | Next

Help
This page is for claiming against Simplified Cost items.
1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Job Title, click the 'Add Claim' button.
3. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Project Management Professionals			16.00	37.76	A12345	10.00	01/08/2023	23/10/2023	377.60	<input type="checkbox"/>

+ Add Claim

If there are no further claims to submit for a Job Role, select the Job Role Complete box to confirm that no further claims will be submitted.

Contract Claim Form | Simplified Cost Items

Help
This page is for claiming against Simplified Cost Items.
1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Job Title, click the 'Add Claim' button.
3. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Project Management Professionals			0.00	37.76	A12345	28.00	01/08/2023	23/10/2023	961.76	<input checked="" type="checkbox"/>

+ Add Claim

If additional claims are to be submitted for a Job Role, for example for different date ranges, you can select the Add Claim button to add an additional row.

Contract Claim Form | Simplified Cost Items

Help
This page is for claiming against Simplified Cost Items.
1. If you are entering a large number of claims on this page, click the 'Save' button occasionally to avoid losing your input.
2. If you need to make multiple claims against the same Job Title, click the 'Add Claim' button.
3. To hide this help text and make more room on your screen, click the 'Hide Help' button.

Find Items

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Project Management Professionals			0.00	37.76	A12345	10.00	01/08/2023	23/10/2023	377.60	<input checked="" type="checkbox"/>
					A23456	16.00	01/10/2023	23/10/2023	604.16	<input type="checkbox"/>

+ Add Claim

Delete Claim

If you wish to remove the Job Role, you can select the Delete Claim button.

If there are a number of Job Roles listed, you may use the Find Items bar to search for a specific Job Role.

Find Items

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Project Management Professionals			26.00	37.76			dd/mm/yyyy	dd/mm/yyyy	0.00	<input type="checkbox"/>

+ Add Claim

Simplified Cost Items - Examples

Please see example scenarios below for entering the Simplified Cost Items:

All Hours Claimed

If you are submitting a claim for all Available Hours for a Job Role, you will need to enter the number of hours in the Claimed Hours box and select the required dates in the Date From and Date To boxes. You will also need to select the Job Role Complete box if no further claims are to be made for the Job Role.

The screenshot shows the 'Simplified Cost Items' form. A table lists a claim for 'Project Management Professionals' with the following details:

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Project Management Professionals			0.00	37.76	A12345	26.00	01/08/2023	30/09/2023	981.76	<input checked="" type="checkbox"/>

You will see the Available Hours will reduce to 0.00 once all available hours have been claimed.

Partial Claim

If you are submitting a claim for a Job Role, but not for the full Available Hours, you can enter the details as follows:

The screenshot shows the 'Simplified Cost Items' form with a partial claim for 'Project Management Professionals' with 16.00 available hours. The 'Job Role Complete?' checkbox is unchecked.

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Project Management Professionals			16.00	37.76	A12345	10.00	01/08/2023	30/09/2023	377.60	<input type="checkbox"/>

The amount of Available Hours will reduce, and you will be able to submit additional claims for the remaining hours on a subsequent claim form.

Partial Hours Claimed – Job Role Complete

If the total number of hours is less than expected, you can submit a claim for the reduced hours and select the Job Role Complete box to confirm that no further claims will be made for this Job Role.

The screenshot shows the 'Simplified Cost Items' form with a claim for 'Project Management Professionals' where the 'Job Role Complete?' checkbox is checked. A text box labeled 'Reason not all Approved Hours claimed' is visible below the table.

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Project Management Professionals			16.00	37.76	A12345	10.00	01/08/2023	30/09/2023	377.60	<input checked="" type="checkbox"/>

Reason not all Approved Hours claimed

Once you select the Job Role Complete box, the Reason not all Approved Hours claimed dialog box will appear. Comments must be entered into this box to explain the reason for underspend.

Exceeding Approved Hours

If the total number of hours exceeds the Available Hours, the Reason for exceeding Approved Hours box will appear:

Job Title	Start Date	End Date	Available Hours	Rate (£)	Transaction Id	Claimed Hours	Date From	Date To	Eligible Expenditure (£)	Job Role Complete?
Project Management Professionals			-4.00	37.76	A12345	30.00	01/08/2023	30/09/2023	1,132.80	<input checked="" type="checkbox"/>

Reason for exceeding Approved Hours

Comments must be entered into this box to explain the reason for exceeding the Approved Hours. This will then be assessed during claim validation.

Project Report

You must indicate if you are submitting a final claim for the project or if you intend to submit further claims.

Is this the final claim for this contract? Yes No

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Increase in net profits	2475	1000	<input type="text"/>	<input type="text"/>
Increase in value of sales	6600	5000	<input type="text"/>	<input type="text"/>

If this claim is the final claim, select Yes.

Is this the final claim for this contract? ?

Yes No

If you will be submitting further claims, select No.

Is this the final claim for this contract? ?

Yes No

If this claim is not your final claim, you must provide an update of the current status of the project within the Progress of Project text box.

You can include reference to the following:

- Progress to date and work planned
- Community engagement or involvement undertaken
- Issues encountered and any risks identified that could affect meeting completion
- How issues/risks identified are being addressed.

The screenshot shows a form titled "Progress of Project" with a question "Is this the final claim for this contract?" and radio buttons for "Yes" and "No". Below the question is a text box for providing an update on the project's progress. A list of bullet points is provided as a guide for what to include in the update: "Progress to date and work planned", "Community engagement or involvement undertaken", "Issues encountered and any risks identified that could affect meeting completion", and "How issues/risks identified are being addressed". A character count "0 / 4000" is visible at the bottom right of the text box.

Project Report - Indicators and Outcomes

For all claims, you must provide an update on how the project is currently meeting the Indicators and Outcomes selected for your project shown on the Project Report tab, even if you have completed the contract target.

The screenshot shows the "Indicators and Outcomes" section of a claim form. It includes a "Help" box with instructions: "1. Please enter an update of the progress of your project in the Progress of Project text box." and "2. Please enter a brief update on progress made to date in the Indicators and Outcomes text box before attempting to submit your claim." Below this is a question "Is this the final claim for this contract?" with "Yes" and "No" radio buttons. The main section is titled "Indicators and Outcomes" and asks the user to "Please provide details on progress made to date towards meeting the project indicators and outcomes." It contains a table with two rows of indicators and their corresponding targets and progress.

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Increase in net profits	2415	1000	<input type="text"/>	<input type="text"/>
Increase in value of sales	6600	5000	<input type="text"/>	<input type="text"/>

In each Achieved to Date box, enter a numeric figure according to progress against the contract target.

In each Progress box you must enter text, describing how you are progressing in meeting each agreed target.

Indicators and Outcomes
Please provide details on progress made to date towards meeting the project indicators and outcomes.

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Increase in net profits	2415	1000	<input type="text"/>	<input type="text"/>
Increase in value of sales	6600	5000	<input type="text"/>	<input type="text"/>

Where no further progress has been made enter the current numeric figure.

Indicators and Outcomes
Please provide details on progress made to date towards meeting the project indicators and outcomes.

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Increase in net profits	2415	1000	<input type="text" value="1000"/>	<input type="text"/>
Increase in value of sales	6600	5000	<input type="text" value="5000"/>	<input type="text"/>

Text describing the outcome must be entered in the Progress box for all agreed Indicators and Outcomes even where no progress has been made.

Indicators and Outcomes
Please provide details on progress made to date towards meeting the project indicators and outcomes.

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Increase in net profits	2415	1000	<input type="text" value="1000"/>	<input type="text" value="Not fully achieved to date."/>
Increase in value of sales	6600	5000	<input type="text" value="5000"/>	<input type="text" value="Not fully achieved to date."/>

Where progress has increased, enter the numeric cumulative total.

Increase in value of sales	6600	5000	<input type="text" value="6600"/>	<input type="text"/>
----------------------------	------	------	-----------------------------------	----------------------

Enter text in the Progress Box.

Cynydd mewn gwerth gwerthlannau	6600	5000	<input type="text" value="6600"/>	<input type="text" value="Achieved."/>
---------------------------------	------	------	-----------------------------------	----------------------------------------

Enter figures and text for each indicator listed.

Each agreed target must include an entry.

If no progress has been made, the Achieved to Date box and the Progress text box must still be completed.

Indicators and Outcomes
Please provide details on progress made to date towards meeting the project indicators and outcomes.

Name / Description	Contract Target	Previous Achieved to Date	Achieved to Date	Progress
Increase in value of sales	74021		<input type="text" value="0"/>	<input type="text"/>

Indicators and Outcomes			
Please provide details on progress made to date towards meeting the project indicators and outcomes.			
Name / Description	Contract Target	Previous Achieved to Date	Progress
Increase in value of sales	74021		<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 2px;">0</div> <div style="border: 1px solid #ccc; padding: 2px;">Not achieved to date.</div> </div>

Check all entries are correct, then save.

< Previous

Save

Next >

Once you have corrected any errors and answered all of the questions on each page click on the Next button.

< Previous
Save
Next >

Supporting Documents

You must provide atleast one supporting document for each Claim Item you have claimed for on the current claim form.

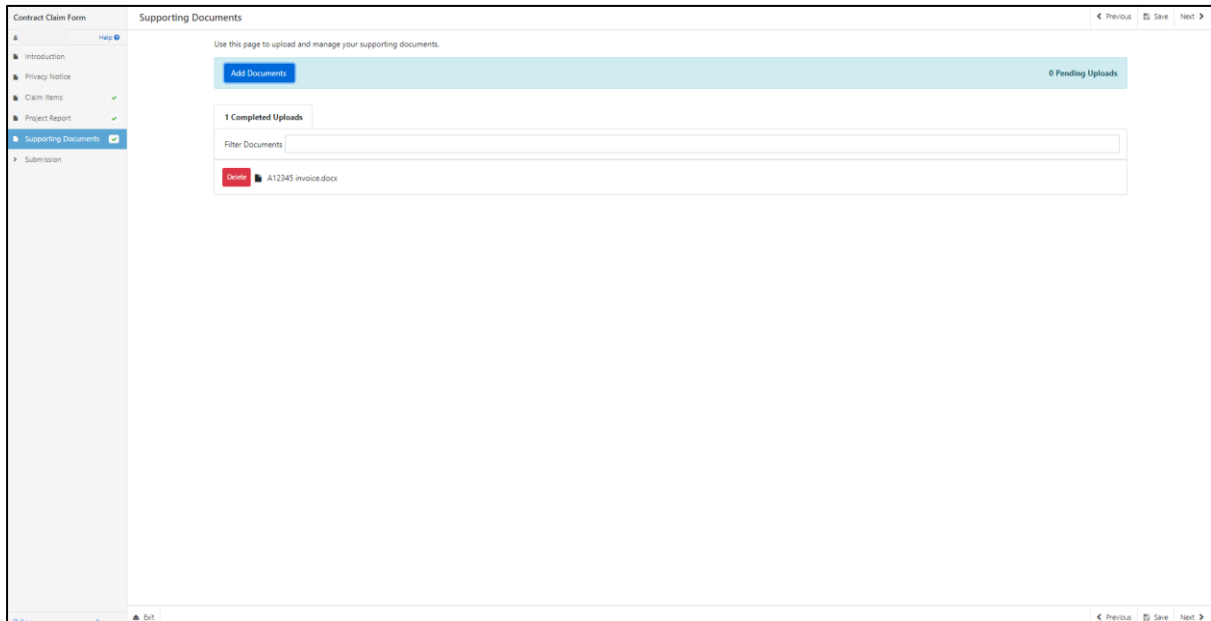
Each document submitted must include the Transaction ID in the naming convention of the saved documents for that Item/Job Role so the documents can be easily identified during claim validation.

To add a document in the Supporting Documents section, click the Add Documents button.

Select the relevant document from your saved documents folder and click Open. You can choose to upload more than one document at once.

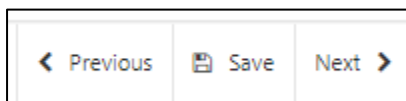
Once you have selected the document, the upload will show as pending while it is being loaded.

Once the document is loaded it will be displayed in the Completed Uploads table.



To remove the document, click the Delete button.

Click Next to proceed to the Submission screen.



Submission Page – Errors, Information and Summary

This gives a summary of the items you have selected and informs you of any errors or information messages on your Contract Claim form.

Contract Claim Form | **Errors, Information & Summary**

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

There are errors present on your form. Please review and correct any errors

Contract Reference	Type of Contract
	WMFS General Funding Round

Claim Items
No claims made

Simplified Cost Items
No claims made

Project Report

Is this the final claim for this contract?: **No**

Progress of Project

This is a mandatory question, please answer it.

Pages with errors will display a red cross and you can return to the pages to make amendments by clicking here.

Once any errors have been corrected each section will have a green tick displayed.

Contract Claim Form | **Errors, Information & Summary**

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

No Errors or Information Messages Identified.

Contract Reference	Type of Contract	Form Reference
	WMFS General Funding Round	9935042

Claim Items
No claims made

Simplified Cost Items
No claims made

Project Report

Is this the final claim for this contract?: **No**

Progress of Project

Please input answer

Click Next to proceed to the Declarations and Undertakings screen.

[← Previous](#)
[Save](#)
[Next →](#)

Submission Page – Declarations and Undertakings

You must read the Declarations and Undertakings and tick the box to confirm you have read and agreed them.

The screenshot shows a web form titled 'Contract Claim Form' with a sub-section 'Declarations and Undertakings'. The left sidebar lists various sections: Introduction, Privacy Notice, Claim Items, Project Report, Supporting Documents, Submission, Errors, Information & Summary, and Submit. The main content area contains the following text:

Please tick the box to accept the declarations and undertakings.

I confirm that:

- I have given details that are true, accurate and complete to the best of my knowledge and belief on the application and any supporting documentation.
- All the expenditure declared has been delayed (paid out) on eligible activities in relation to the operation.
- None of the expenditure declared has also been claimed or covered by other funding sources (double funding).

I confirm that I have read, understood and adhered to the relevant Scheme Guidance Notes and Technical guide to competitive tendering and public procurement, and permit the Welsh Government to use my information to support my application.

I will submit necessary documentary evidence, as specified in the Guidance, in support of the information provided.

I will notify the Welsh Government of any material changes to the information provided in this application or supporting documentation within 10 days of any such changes.

I understand that the Welsh Government displays 'Error' and 'Information' messages in the sections of the application only as an aid for completion and submission of the application.

I will allow officers of the Welsh Government or their duly authorised agent, access to inspect any, equipment, storage facilities and all records and information needed to establish my eligibility and the accuracy of the information provided.

I understand that:

The Welsh Government may need to share some information about my application with other organisations and I agree to any necessary disclosures or exchanges of information.

The Welsh Government may also obtain information about me from certain other organisations, or provide information about me to them in order to verify the accuracy of the information, prevent or detect crime and protect public funds. These other organisations include government departments, local authorities and other bodies as appropriate.

The publication and disclosure of information by the Welsh Government will be managed and used by the Welsh Government in accordance with its obligations and duties under the Freedom of Information Act 2000, Data Protection Act 2018 and

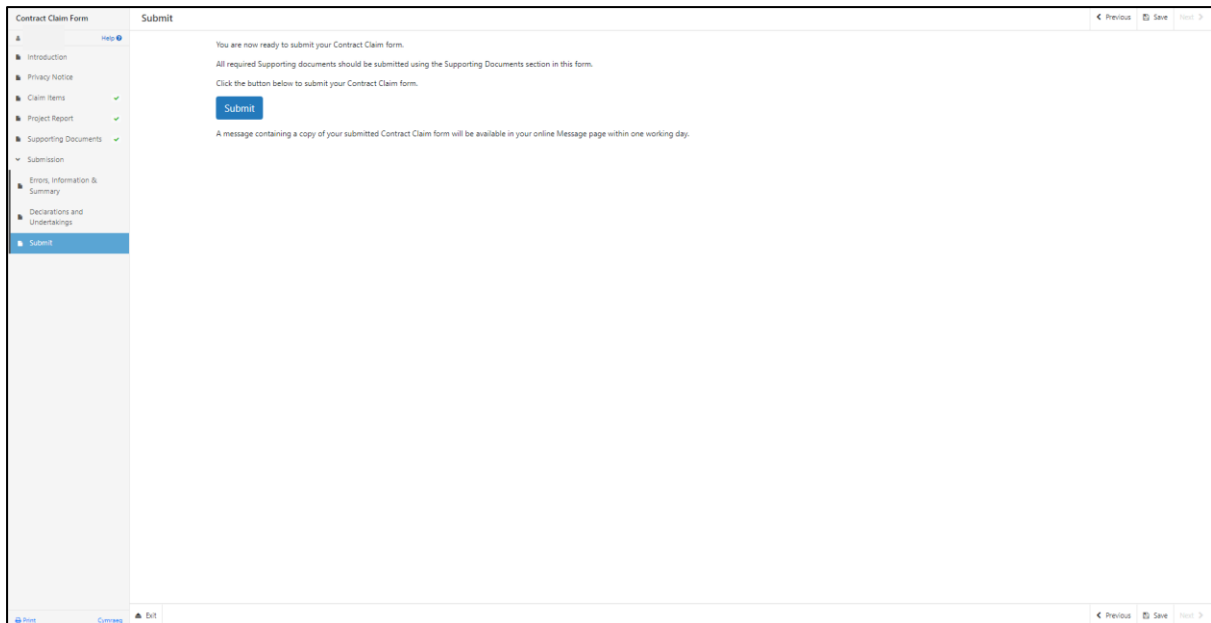
I have read and agree to the above Declarations and Undertakings.

Click Next to proceed to the Submit screen.

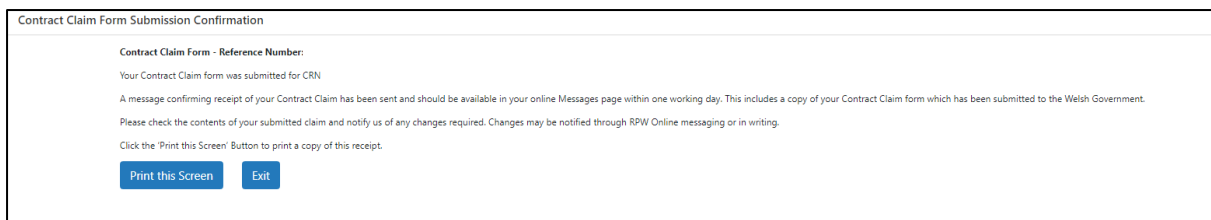
A row of three navigation buttons: 'Previous' with a left arrow, 'Save' with a floppy disk icon, and 'Next' with a right arrow.

Submission Page – Submit

To submit your WMFS General Funding Round Contract Claim form click on the Submit button.



Once submitted, you will receive a confirmation which you can print for your own records.



A summary of your completed WMFS General Funding Round Contract Claim form 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.

Additional Claims

If you did not select the Final Claim button when submitting your claim, you will be able to submit additional claims by returning to your RPW Online account and proceeding to the Contracts tab.

The relevant contract will again show the Start Claim button to allow you to submit an additional claim.

Contracts

Your Contracts are listed below.

Contracts with a status of Offered and an 'Accept / Decline' button can be accepted or declined in RPW Online.

To view older versions of Contracts, search for them in your RPW Online Messages.

Scheme	Window	Reference	Contract Version	Status	Sign Off Deadline
Active:					
WMFS General Funding Round	WMFS General Funding Round 4		1.01	Active	View Start Claim
	Guidance Documents	Contact Us	Copyright Statement	Accessibility Statement	

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