**AUGRHIM PROGRAMME**

Claim Form – **FINAL CLAIM**

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| GUIDANCE NOTES – (Please read the these carefully before completing the form and remember to keep a copy of the completed form for your own records). | |
| 1 | **Your Information** |
|  | Please provide your application details, including full postal address, the project reference number as it is written on your Letter of Offer/Contract for Grant Aid and a phone number should we need to contact you. |
| 2 | **Details of Expenditure Incurred** |
|  | Please provide details of the expenditure incurred as follows:   * **Column A** - a description of the expenditure item. * **Column B** - the date of the invoice. * **Column C** - the supplier’s invoice number. * **Column D** - the date when you paid the invoice (date you issued cheque or paid via BACS). * **Column E** - the name of the supplier/contractor. * **Column F** - the cheque number or the BACS transfer number used to pay the invoice. * **Column G** - the cost of the item(s) purchased.   An example has been provided in the first line of the claim form. |
| 3 | **Claim Declaration** |
|  | The final page of the claim form must be signed by an office bearer of your organisation. |
| 4 | **Supplier / Contractor Invoices** |
|  | * Must be included with your claim, and must be supported by evidence that Letter of Offer / Contract for Grant Aid procurement requirements have been adhered to * Must include your organisation’s name and address * Must show the supplier’s name and contact details * Must show details of the goods or services charged |
| 5 | **Photographic Evidence** |
|  | Please provide photographic evidence of items purchased / works undertaken / events or activities held. |
| 6 | **End of Project Report** |
|  | A completed End of Project Report form (Annex A) must be included with your final claim. |
| 7 | **Claim Submission** |
|  | The completed claim form, signed by an office bearer and supported by the required documentation should be returned to: [grants@groundworkni.co.uk](mailto:grants@groundworkni.co.uk)  or Groundwork NI, 63-75 Duncairn Gardens, Belfast BT15 2GB |

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| Important Note:  The grant aid which you have awarded may be disallowed, reduced or recovered if:   * You have not returned a signed acceptance of the conditions in your Letter of Offer, * The work for which you are claiming was carried out before your Letter of Offer Date or later than six months after the date of grant award, * You failed to submit your claim within six (6) months of the date of grant award, * You have failed to follow the terms and conditions in your Letter of Offer, * The work being claimed has not been carried out to the correct standard, * You have not sent the correct documents to support the claim, * You have claimed for items which do not relate to your original application and your Letter of Offer, * The grant you are claiming exceeds the expenditure limit in your Letter of Offer, * You have not followed the procurement procedures, * The item claimed is not in use or is not being used for the purpose intended in your grant application, * The items which you are claiming have been applied for or claimed under other schemes or funding bodies, * You knowingly make a false or misleading statement or withhold essential information |

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| FINAL GRANT CLAIM FORM | | | | | | | | | |
| Name of Organisation | | |  | | Project Reference Number | | |  | |
| Full Postal Address | | |  | | | | | | |
|  | | | | | | |
| Post Code | |  | | | | |
| Email Address | | |  | | Contact Number | | |  | |
| Are you VAT Registered? | | | Yes/No | | VAT Registration Number: | | |  | |
| A | **B** | | **C** | **D** | | **E** | **F** | **G** | **Office Use Only** |
| Description of expenditure  item(s) purchased | **Date of invoice** | | **Invoice Number** | **Date Paid** | | **Name of supplier / contractor** | **Cheque No. or BACS details** | **Total Paid** |
| *Example: Printer* | *15/06/2019* | | *00354* | *25/06/2019* | | *The Big Printer Shop* | *1179* | *£210.00* |  |
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| Total Expenditure (£) | | | | | | | |  |  |
| Total Grant Claimed (£) | | | | | | | |  |  |
| Declaration | | | | | | | | | |
| I declare that:   * This claim complies with the terms and conditions in the Letter of Offer; * Any changes to the project or its budget breakdown since my application have been approved by Groundwork NI; * I have paid the sums stated which are supported by the enclosed invoices; * No sum included in this claim has been included in any previous claim; * Any assets included in this claim are the property of the organisation as detailed in the application; * No asset included in this claim or any previous claim under the present offer of assistance has been sold or disposed of in any way; * I have followed the Letter of Offer Procurement Rules for the purchase of goods and services and have attached evidence; and * I enclose copies of the relevant statutory controls/permissions for this Project (if applicable). | | | | | | | | | |
| Name | |  | | | | | | | |
| Position | |  | | | | | | | |
| Signature | |  | | | | | | | |
| Date | |  | | | | | | | |

**Annex A – End of Project Report Form**

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| Important Note:  Now that your project has finished please complete the following End of Project Report form. The information you provide will be used as part of the overall evaluation of the Aughrim Programme and will help Groundwork NI to provide project-based evidence to inform future programmes.   * This report is your opportunity to tell us about your achievements. * All sections of this report should be completed and returned with your final claim form, failure to provide an End of Project Report and / or failure to demonstrate satisfactory completion of the project will result in non-payment of Grant Aid. * The final section (Section 4) must be signed by an office-bearer within your organisation. * Please include photos of events/activities, equipment and any capital works undertaken as part of your project. * Please include copies of any media coverage or publicity which your project has received. |

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| Section 1: Your Organisation/Project | | | | | |
| Organisation: |  | | | | |
| Project Title: |  | | | | |
| Project Reference No.: |  | | | | |
| What were the start and end dates of the project? | | | | Start: | |
| End: | |
| Please provide a brief description of how you used your Aughrim Programme grant. | | | | | |
| Section 2: Your Project’s Impact | | | | | |
| How many people have benefited from your project to date? | | |  | | |
| Please tell us about the main achievements of your project to date?  Were there any unexpected benefits / impacts? | | | | | |
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| What was the highlight of your project? | | | | | |
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| Section 3: General Feedback | | | | | |
| Please tell us honestly about your experience of the Aughrim Programme | | | | | |
| Were the application and administrative procedures reasonable? | | Yes | Was the support from Groundwork NI helpful? | | Yes |
| No | No |
| Please explain why? (your comments will help improve future rounds of funding) | | | | | |
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| Section 4: Completed by | | | | | |
| Name (Block Capitals) | |  | | | |
| Position | |  | | | |
| Signature | |  | | | |
| Date | |  | | | |
| NB: This report must be signed by an office-bearer within your organisation.  Thank you for taking the time to complete this report. Your responses are important to us and will help to inform future funding programmes. | | | | | |