**AUGRHIM PROGRAMME**

Claim Form – **INTERIM** **CLAIMS**

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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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| INTERIM 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 | |  | | | | | | | |