

Project Grant Agreement – Claim Form

- This form must be completed in full and signed by the Grant Recipient's Senior Officer.
- This form must be accompanied by sufficient supporting evidence including the up to date Schedule of Costs.

1. Recipient Details

Name	
Organisation	
Address	
Project/"Output" name	
Bank name and address	
Bank account number	
Sort code	

2. Funding – we wish to claim the following amount:

£

3. Details of the Delivery Stage for which a Grant instalment is claimed:

<i>(Please attach additional documents if necessary)</i>
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4. Details of the costs (referred to in the Schedule of Costs) to which this Claim Form relates:

<i>(Please attach additional documents if necessary)</i>
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5. Details of how much of each of the Project Specific Allocation Amount and the Delivery Stage Allocation Amount has been paid to the Grant Recipient to date:

(Please attach additional documents if necessary)

6. Evidence to demonstrate that sufficient progress with the progress with the Project has been made:

(Please attach additional documents if necessary)

7. Are all Grant instalments paid to the Grant Recipient prior to the date of this Claim Form fully Committed? Please answer "Yes" or "No".

8. Declaration and undertaking

- a. I declare that the information included in or attached to this form is accurate and up to date.
- b. I declare that the Project is being implemented in accordance with the Project Grant Agreement.

- c. I undertake to notify the Authority immediately in writing of any changes to the information included within this form or the information included within any of the documents attached to this form.

- d. I undertake to keep full accounts and evidence of spend (including invoices, certificates of work, etc.) and to make available such accounts and evidence for inspection by the Authority.

Name (block capitals)	Signature	Date