****

**Claim Pack**

**(For Grant Awards over £500)**

**Good Relations**

**A sample claim pack can be viewed on the Council’s website:** [**www.fermanaghomagh.com**](http://www.fermanaghomagh.com)**, under Grants Sponsorship & Bursaries / Community Grants or if you require Officer assistance please contact the Grants & Investment Unit**

**Tel: 0300 303 1777 Email:** [**grants@fermanaghomagh.com**](mailto:grants@fermanaghomagh.com)

**Data Protection**

In accordance with the Data Protection Act 2018, Fermanagh and Omagh District Council has a duty to protect any information we hold on you.  The personal information you provide on this form will only be used for the purpose of contacting you about your grant aid claim and will only be shared with other relevant FODC sections and external funder and/or agencies (if applicable) for administrating your grant.  For further guidance on how we hold your information please visit the Privacy section at: [**https://www.fermanaghomagh.com/your-council/privacy-statement/grants-and-investment/grants-and-bursary-call-application-forms-and-claims/**](https://www.fermanaghomagh.com/your-council/privacy-statement/grants-and-investment/grants-and-bursary-call-application-forms-and-claims/)



**Fermanagh and Omagh District Council**

**Claim Checklist**

**Checklist:**

|  |  |  |
| --- | --- | --- |
|  |  | **YES/NO** |
| 1. | **Completed Claim Form**  *(Signed by two office bearers,* attached) |  |
| 2. | **Completed Travel Claim Form**  *(Signed by two office bearers,* attached), (If applicable) |  |
| 3. | **Original Invoices** |  |
| 4. | **Bank Statements\*** |  |
| 5. | **Income and Expenditure Sheet**  FOR EVENT/ACTIVITY ONLY  *(Signed by two office bearers,* attached) |  |
| 6. | **Procurement**  **Quotations** Please refer to Point 2 of your Letter of Offer - Terms & Conditions. Original Quotations must be submitted with claim. |  |
| 7. | **Evidence of Outputs & Specific Requirements**  (As outlined in your letter of offer) |  |
| 8. | **Bank Automated Clearing System - (BACS)**  (Signed, attached) |  |
| 9. | **Post-Project Evaluation Form**  *(Signed, attached, Section A & B)* |  |
| 10. | **Five Photographs of Project/Event** |  |
| 11. | **Press Clippings**  (If applicable) |  |
| 12. | **Any Other Information as Requested** |  |

\* If you are unable to provide an original bank statement, please see Terms and Conditions

for acceptable bank statement formats.

Please complete this claim pack once the project has taken place and submit

the necessary documentation by the **Claimed By Date Outlined In Your**

**Letter Of Offer.**

The completed claim pack can emailed to: [grants@fermanaghomagh.com](mailto:grants@fermanaghomagh.com)

**Or**

Post to:-

**Grants and Investment Unit**

**Fermanagh and Omagh District Council**

**Either:**

**2 Townhall Street The Grange**

**Enniskillen or Mountjoy Road**

**Co Fermanagh Omagh**

**BT74 7BA Co Tyrone BT79 7BL**

**Grants and Investment - Expenditure Claim Form**

3

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name Of Organisation:** | | | | | | | | | | | |
| **Project Title:** | | | | | | | | | | | |
| **Project / Event Date:** | | | | | **Grant Funding Awarded:** | | | | | | |
| **Invoice Date** | **Description of Eligible Expenditure** | **Supplier** | **Date Paid** | **Cheque Number/ Debit or Credit Card Ref** | | **Net** | **Vat** | **Total** | **Office Use** | | |
| **Inv** | **BS** | **Chq** | |
|  |  |  |  |  | |  |  |  |  |  |  | |
|  |  |  |  |  | |  |  |  |  |  |  | |
|  |  |  |  |  | |  |  |  |  |  |  | |
|  |  |  |  |  | |  |  |  |  |  |  | |
|  |  |  |  |  | |  |  |  |  |  |  | |
|  |  |  |  |  | |  |  |  |  |  |  | |
|  |  |  |  |  | |  |  |  |  |  |  | |
|  |  |  |  |  | |  |  |  |  |  |  | |
|  |  |  | **Total** | | |  |  |  |  |  |  | |  |

**Grant Aid Requested** ………£……………………………… **Date of Letter of Offer** ……………………………………… **Is applicant group VAT registered:** …YES / NO….. (please circle)

**Declaration:** I certify that all the figures provided in respect of this project / event has been verified to be true and accurate.

I certify that all documents are held to support all the figures included on this claim form and in relation to all income and expenditure associated with the project/event.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Witnessed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| OFFICIAL USE ONLY  Checked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Grants & Investment Officer/Project Officer) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Travel Expenses Claim Form**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Organisation:** | | | | | | | | |
| **Project Title:** | | | | | | | | |
| **Name of Person Claiming Mileage:** | | | | | | | | |
| **Travel Date** | **Reason for Journey** | **Journey From:** | **Journey To:** | **Miles Travelled** | **Expense per mile** | **Total** | **Office Use Only** | |
| **Amt** | **Area** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | **Total** | |  |  |  |  |  |

**Declaration:** I certify that all the figures provided in respect of this travel expenditure has been verified to be true and accurate.

6

I certify that all documents such as appropriate car insurance / tax documents are held to support this expense form.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_

**Authorised by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **OFFICIAL USE ONLY**  Checked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Grants & Investment Officer/Project Officer) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Income & Expenditure Sheet**

GROUP NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PROJECT/EVENT DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EVENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2

|  |  |  |  |
| --- | --- | --- | --- |
| **Income**  Please list all Income associated with your project/event Eg – Sponsorship, Donations, Fees etc. (Do Not include FODC Award) | | **Expenditure**  Please list all Expenditure associated with your project/event Eg – Entry Fees, Transport, Advertising, Publicity/Flyers etc | |
|  | **£** |  | **£** |
| **Total Income =** |  | **Total Expenditure =** |  |

**Balance =**

Signed: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Income & Expenditure Sheet to be signed and dated by two Office Bearers.*

6



|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BANK AUTOMATED CLEARING SYSTEM (BACS)** | | | | | | | | | | |  |  |
| In order to process your grant payment FODC require your bank account details. | | | | | | | | | | |  |  |
| To facilitate this please complete and return this form along with your grant aid claim. | | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| NAME OF ORGANISATION/INDIVIDUAL: | | | |  | | | | | | | | |
| ADDRESS: | |  |  |  | | | | | | | | |
|  |  |  |  |  | | | | | | | | |
|  |  |  |  |  | | | | | | | | |
| POSTCODE: | |  |  |  | | | | | | | | |
| TELEPHONE: | |  |  |  | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| BANK NAME & ADDRESS: | | |  |  | | | | | | | | |
|  |  |  |  |  | | | | | | | | |
| NAME OF ACCOUNT HOLDER: | | |  |  | | | | | | | | |
|  |  |  |  |  | | | | | | | | |
| SORT CODE: | |  |  |  | |  |  |  |  |  |  |  |
| ACCOUNT NO: | |  |  |  | |  |  |  |  |  |  |  |
| BUILDING SOCIETY ROLL NO (if applicable): | | | |  | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| As a remittance will be issued by email please provide an email address: | | | | | | | | | |  |  |  |
| EMAIL: |  |  |  |  | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| NAME: |  |  |  |  | | | | | | | | |
| SIGNATURE: | |  |  |  | | | | | | | | |
| POSITION IN ORGANISATION: | | |  |  | | | | | | | | |
| DATE: |  |  |  |  | |  |  |  |  |  |  |  |

**Data Protection**

In accordance with the Data Protection Act 2018, Fermanagh and Omagh District Council has a duty to protect any information we hold on you. The personal information you provide here will only be used for the purpose of procurement and payment and will not be shared with any third party unless law or regulation compels such a disclosure or in the processing of external funding applications and associated claims. For further guidance on how we hold your information please visit the Privacy section at www.fermanaghomagh.com/your-council/privacy-statement/

****

**Post-Project Evaluation Form**

**Please Note, a completed Evaluation form Must Be completed and returned with your Claim**

|  |  |
| --- | --- |
| **Project/Event Name:** |  |
| **Project/Event Date(s):** |  |
| **Project/Event Location & Postcode:** |  |
| ­­­­­**Number of people who participated in the event:** |  |
| **Please outline how the project / event has met the outputs as outlined in your Letter of Offer and how the grant award has assisted your group. (Please use additional paper if required):** | |
| **Publicity:**  **Was the project/event publicised through any of the following media such as: Newspapers, Magazines, Websites, Radio, TV, Other** *Please provide details:* | |
| **Photographs:**  **(Please provide photographic evidence and a description of each photo of your Project/Event?**  **Photo 1:**  **Photo 2:**  **Photo 3:**  **Photo 4:**  **Photo 5:** | |
| **T:BUC online Surveys**  Have you completed the essential T:BUC online surveys Yes No  in respect of your project?  The T:BUC - Pre-Programme Questionnaire  has been submitted prior to project commencement? Yes No N/A  The T:BUC - Post-Programme Questionnaire  has been submitted on completion of programme? Yes No N/A  The T:BUC - Events Questionnaire  has been submitted for one-off or one day events? Yes No N/A | |
| Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |