

 

**Claim Pack**

**Good Relations**

**Schools Programme**

**If you require Officer assistance in completing your claim pack, please do not hesitate to contact a member of the Funding & Investment Unit**

**Tel: 0300 303 1777 Email:** **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/funding-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)*(See attached)* |  |
| 2 | **Procurement**Please refer to Letter of Offer - Terms & Conditions.  |  |
| 3. | **Evidence of Costs associated with Project**Invoices/Bank Statements |  |
| 4. | **Event Questionnaires - Evaluation Forms**Each participant must complete an Event Questionnaire |  |
| 5. | **Post Project Evaluation Form***(See attached)* |  |
| 6. | **BACS Form** |  |

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

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

**Letter Of Offer.**

The completed claim pack can emailed to: grants@fermanaghomagh.com

**Or**

Post to:-

**Funding 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**

Audit: Please note your project/event could be selected for a full audit at any time by Fermanagh and Omagh District Council. All relevant documentation in relation to your project/event must be made available, if requested.



**Funding and Investment - Expenditure Claim Form**

3

|  |
| --- |
| **Name of School:**  |
| **Project Title: GOOD RELATIONS SCHOOLS PROGRAMME** |
| **Project: MULTI-CULTURAL / SHARED HISTORY (Delete as Appropriate)** | **Grant Award:**  |
| **Invoice Date** | **Description of Eligible Expenditure** | **Supplier** | **Date Paid** | **Net** | **Vat** | **Total** | **Office Use** |
| **Inv** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | **Total** |  |  |  |  |  |

**Grant Aid Requested** £………………………………… **Date of Letter of Offer** ……………………….………………………… **Is applicant VAT registered:** ……………………………….……………..….

You will need to provide your bank details to include account number, sort code and bank name and address. Please complete and sign BACS form enclosed.

**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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| OFFICIAL USE ONLYChecked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Funding & Investment Officer/Project Officer) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |



|  |  |  |
| --- | --- | --- |
| **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/AThe 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |