**GRANT CLAIM CHECKER**

**To ensure payment of your claim for grant aid is not delayed, please follow the checklist below to ensure that all documents are completed before submitting your claim to council. ALL PARTS MUST BE COMPLETED**

|  |  |  |
| --- | --- | --- |
|  |  | **Tick when completed** |
| **Invoice Summary Sheet** | *This form is used to list all the suppliers/shops that were used throughout your project. Make sure all columns are completed. Supplier name, invoice number, date, description of expenditure, date paid, chq/BACS number. Include Net Cost, & VAT (were available)* |  |
| **Project Expenditure Claim Form** | *This form is the final amount of re-imbursement due to the organisation.* |  |
| **Bank Statements** | *All monies spent must be seen debiting the organisations bank account. It is important that* ***all*** *organisation’s bank statements are included in your submission.* |  |
| **Equal Opportunities Form** | *Please tick the relevant boxes per attendees at your event.* |  |
| **Monitoring Form**  ***(POST Project Evaluation)*** | *This is an opportunity for you to tell us briefly how your event went, how you promoted it, things that went well etc.* |  |
| **Receipts** | *All receipts must be presented to show expenditure. Receipts must not be dated before the detailed date on your Letter of Offer and must not be dated after the final claim submission date. Description of the service or goods received must be detailed.* |  |
| **Retention of Documents Policy** | *All documentation – whether held in paper or electronic form, relating to the administration and finance of this Project will be retained for a period of 6 years from the date of last payment.* |  |

