How to make a claim

If required, 50 % of your grant can be claimed in advanceof your event, as long as you have provided all the paperwork required when applying i.e. proof of current insurance cover; bank account details; business plan and annual accounts and as long as you have also signed and returned the Letter of Offer. The **Advance Payment Claim Form** should be completed and submitted in order to claim the advance grant.

Theremainder of your grant will be paid out following submission of the Final Claim Form and a Monitoring Form (Forms will be forwarded to you separately), and receipts and bank statements showing payment from your account. Please note that Causeway Coast and Glens Borough Council will retain 5% of your grant until all the required documentation has been submitted and approved.

**IMPORTANT POINTS TO REMEMBER:**

* The Procurement Checklist must be completed for **each item** **of expenditure.**
* **Original** receipts should be provided for **each item** **of expenditure**. (Originals will be copied and returned to you).
* **All receipts/ receipted invoices** should be made out tothe **name of the organisation** that the Letter of Offer is made out to and should contain:
* Contact details of who supplied the service or goods – name, address, telephone number and e-mail address (if available) should all be included;
* Detail of the service or goods that was provided;
* Date which the goods or service were received; and
* Date payment was made.
* **Original bank statements** are required showing each of the payments being debited form your account. (Originals will be copied and returned to you).
* **Total project costs** should be detailed on the Claim Form rather than just for the amount of Council grant being claimed.
* **Payments should be made by cheque** where possible. You need to be able to provide evidence that the payment was made.
* **PLEASE NOTE: The Final Claim Form should be submitted no later than the date agreed in the Letter of Offer. Claims for payment received after this date or claims for which satisfactory paperwork has not been provided in full by this date will not be processed.**

If you have any queries about preparing your claim please contact the Funding Unit on 028 7034 7234 or email [grants@causewaycoastandglens.gov.uk](mailto:grants@causewaycoastandglens.gov.uk)