

REGIONAL GROWTH FUND CLAIM INTRODUCTORY NOTES

Before you Claim

1. This form should be read in conjunction with your Grant Offer Letter, the particular conditions of which determine how your grant will be paid.
2. **Your claim cannot be considered for payment unless all the required information listed below is provided.** You must ensure that you have met any pre-conditions that are relevant at this stage. You should ideally have discussed the proposed claim with your Monitoring Officer before submitting it.
3. RGF claimants are required to provide an independent Accountant's Report annually following the last claim, fulfilling all the requirements for that report that were set out in the relevant schedule of the grant offer letter. If that is required with this claim please ensure it is attached. If you make your final claim before the final claim date in the year (15th February) then you also need to attach an Accountants Report.
4. We reserve the right to seek further information in support of your claim and can withhold payment until details are supplied.
5. All alterations should be clearly endorsed by the person signing the form, who should be a director responsible for financial matters with the Company that signed the Grant Offer Letter.
6. As set out in Schedule 6 of the Grant Offer Letter ("How to claim instalments of grant"), recipients are required to provide a copy of their latest accounts and those of the Parent, which must be audited unless exempt under Section 477 of the Companies Act 2006, as amended. If audited cover a period ending more than 9 months before the date of the claim, include unaudited accounts for a later period. These should be attached with the quarterly monitoring report and claim following the publication of these accounts. These should cover both the project/programme location and corporate legal entity if different location.
7. **Claim Form** - Please ensure that you have checked the correct claim month. **Table 6** is to be used if your claims are based on defrayed expenditure. **Table 7** is to be used if you have advanced claim requests. Please ensure you report against the correct categories as per your Grant Offer Letter. **Table 8** is to be completed by all recipients in order break down your eligible expenditure in further detail. Your claim form must be signed by the appropriate person and a wet signature copy must be forwarded to your Monitoring Officer by post.
8. **PMR** - Please ensure you complete the Progress Monitoring Report (PMR) with detailed narrative of progress during the last quarter. This form will usually need to be completed **PRIOR** to your Monitoring Visit and should be submitted to your Monitoring Officer for review (unless alternative arrangements have been agreed). This form will then form the basis of your meeting and should include information concerning; project/programme progress, performance against milestones, issues and delays, expenditure and jobs created in the quarter, your expected claim amounts and current/identified risks. Your Monitoring Officer will update the PMR following the Monitoring Visit.
9. **Expenditure** - Please ensure that you select the correct categories from the drop down list for grant claim and expenditure. Your Monitoring Officer will have already entered these figures for you, or discussed them during a monitoring visit. In order to change your figures from 'Forecast' to 'Actual', please also use the drop down lists. Grant amounts and expenditure should be reported as **actuals in quarter**, rather than as cumulative. Please ensure that you do not round up amounts, but report to 2 decimal places. Your Monitoring Officer will also be responsible for entering your contract figures.
10. **Employment Impact** - Jobs must be reported cumulatively and on a quarterly basis. Your Monitoring Officer will have entered your jobs targets as per your Grant Offer Letter (or will have discussed this with you in advance). Please ensure that you report NVQ level and salary information (or equivalents) as shown in your Grant Offer Letter. If a job is Part Time, please state exact FTE equivalent (e.g. 0.6 FTE). Year ending for jobs is 31st March.

RGF CLAIM FORM

1. Company/Grantee	Wirral M.B.C		
Company Registration No.			
a) Address, including postcode	Wallasey Town Hall, Brighton Street, Wallasey, CH44 8ED		
b) Address of Project/Programme, including postcode, if different from (a)			
Project/Programme Name	Wirral M.B.C Offshore Wind Investment Programme		
Date of offer:		Reference No. (if applicable)	1774

Company Contact Name (for queries):	[REDACTED]
Tel:	[REDACTED]
Email:	[REDACTED]

2. Please specify which quarterly instalment of RGF this claim relates to within the financial year?	August - October
	2014/2015

3. Has the name or status of the Company (or Grantee) changed?	no
If change of name, please provide Change of Name Certificate. If change of status, please provide details and where appropriate provide Certificate of Incorporation and change in Company Registration numbers.	

4. Have there been, or are there likely to be, any changes in the ownership of, or beneficial interests in, the Project/Programme assets?	no
If Yes, please give details	

5. As a direct result of the project/programme, please enter cumulative figures for how many jobs have been created/safeguarded? These amounts should be consistent with the Schedule setting out the delivery of jobs (Schedule 5 – Employment) in the Grant Offer Letter.		
	Full time	Part time
(a) Created	51	
(b) Safeguarded	129	
(c) Indirect Jobs		
Date of first Project/Programme job created		

Eligible Expenditure and Claim details

6. Defrayed expenditure for which grant is now payable

Type of eligible expenditure set out in grant offer letter	A	B	C
The GOL will have been agreed on the basis of aid provided for certain types of expenditure and the relevant tables will have been set out in "The Project/Programme" Schedule.	Total cumulative defrayed expenditure on the project/ programme to date	Amount of expenditure achieved since last claim	Grant amount now being requested with this claim
	(£)	(£)	(£)
Local Authority Grants			
Regional Investment Aid			
SME Investment Aid			
Infrastructure			
Risk Capital (Access to Finance) and Loans for repayment			
Research - Experimental			
Other Capital			
Programmes Capital			
Salary cost of disadvantaged/disabled workers			
Training - General			
Training - Specific			
Research - Industrial			
Research - Fundamental			
De Minimis			
Beneficiary Aid Grants			
Other Revenue			
Programmes Revenue	103,029.95	£61,164.49	£61,164.49
Other Public			
Other Private			
Total	£103,029.95	£61,164.49	£61,164.49

7. Advanced (claims in respect of pipeline of grants/forecasts for which funding is now to be drawn down)

Type of eligible expenditure set out in grant offer letter	A	B	C	D	E
<i>The GOL will have been agreed on the basis of aid provided for certain types of expenditure and the relevant tables will have been set out in "The Project/Programme" Schedule.</i>	Total amount advanced to date	Total cumulative defrayed expenditure on the project/ programme to date	Balance from previous advance	Amount of Advance required in this claim	Grant amount now being requested with this claim
	(£)	(£)	(£)	(£)	(£)
Local Authority Grants	£1,475,000.00	£1,336,163.83	£138,836.17	£1,877,671.68	£1,738,835.51
Regional Investment Aid					£0.00
SME Investment Aid					£0.00
Infrastructure					£0.00
Risk Capital (Access to Finance) and Loans for repayment					£0.00
Research - Experimental					£0.00
Other Capital					£0.00
Programmes Capital					£0.00
Salary cost of disadvantaged/disabled workers					£0.00
Training - General					£0.00
Training - Specific					£0.00
Research - Industrial					£0.00
Research - Fundamental					£0.00
De Minimis					£0.00
Beneficiary Aid Grants					£0.00
Other Revenue					£0.00
Programmes Revenue					£0.00
Other Public					£0.00
Other Private		£2,989,382.84			£0.00
Total	£1,475,000.00	£4,325,546.67	£138,836.17	£1,877,671.68	£1,738,835.51

Total Cumulative expenditure to date £4,428,576.62

Total Grant to be claimed this quarter £1,800,000.00

8. Eligible expenditure: Detailed breakdown

Please use the table(s) below to record this information. You may have to complete more than one table depending on the number of different types of expenditure for which grant aid is being provided as set out in the scheme or grant offer letter. Each expenditure table must be accompanied by supporting evidence which could include invoices for substantive amounts of expenditure (every invoice is not required). Copies of the top 3 or 4 invoices in terms of value, lists generated by the company's finance management system of invoices paid relating to expenditure for the project/programme or other documentation that will provide reasonable evidence of project/programme expenditure. The evidence provided with respect to each claim will need to be verified by the independent accountants report following the January/February claim which will verify all claims in the previous 12 months (as per grant offer letter). The expenditure table should be drawn up so as to enable direct comparison with agreed types of eligible costs set out in the Schedule describing "The Project/Programme" (normally Schedule 4) of the Grant Offer Letter.

Please note: Defrayed expenditure means that you have incurred expenditure and paid for it. Invoices that have not been paid and purchase orders will not be considered as acceptable evidence. Unconditional obligations are permitted, such as finance leases, HP agreements, and exceptionally extended credit agreements, however, grant will only be paid on 'actuals' and not 'commitments'. Input Value Added Tax should be excluded.

Complete one table for each type of expenditure we are assisting as per question 4 – add additional tables as necessary.

[Insert type of expenditure for which aid is being provided as per "The Project/Programme" Schedule (normally schedule 4) in the grant or scheme offer letter (e.g. Regional investment aid, industrial research, experimental development etc.)	Amount of expenditure since last grant claim (£)
<i>Grants to businesses</i>	£986,884.75
<i>Revenue</i>	£61,564.49
Total expenditure since last claim (£)	£1,048,449.24

Commentary (please set out any explanatory points relating to the expenditure you have listed in this table, referring to attached evidence where appropriate)

Defrayed expenditure relates to revenue going back to May and grants paid between August 2014 and the current date.

Notes:

The provisions in the Grant Offer Letter relating to the Freedom of Information Act 2000 and the Data Protection Act 1998 apply to the contents of this claim form when completed.

You are reminded that:

(i) as part of the terms and conditions of Grant Offer Letter no grant can be paid in respect of any sums which have been spent or committed on the Project/Programme before the offer of grant was made; and

(ii) you must notify us immediately if the circumstances of the Project/Programme change. (This refers particularly to any of the events listed in the Grant Offer Letter Schedule which deals with "Withholding and Repayment of Grant")

I apply for payment towards the expenditure detailed above.

I certify that to the best of my knowledge and belief:

1. The information in this form is true and correct.
2. We have not received and will not receive any specific grants, other support or contributions towards the expenditure for which payment is now being sought; this includes any public sector financial assistance received for the project (Any assistance received **MUST** be declared on the Quarterly Financial Monitoring sheet).
3. The grant claimed is in respect of items eligible for, and approved for, support under the terms of the Grant Offer Letter.
4. The claim is made in accordance with the Grant Offer Letter and that any evidence provided with this claim will be available, along with other relevant and reasonable evidence to the company undertaking the annual accountant's report following the final claim of the financial
5. At the time of this claim I reasonably believe that the job target, as set out in the agreed and signed Grant Offer Letter, will be met.

Finance Director's Signature:	
Name (block capitals):	
Position in organisation if different from above:	Finance Manager
Name of Company/Grantee:	Wirral Council

Financially Responsible Person:	Kevin Adderley - Strategic Director
Project Monitoring Officer:	
Date:	11.11.2014