

A7		Referencing evidence
A		B
1		Use a new row for each individual item claimed
2		
3		Click in each box and input the required information
4		
5		Complete all columns:
6		
7	<b>Referencing evidence</b>	Each piece of evidence should be given a reference. Please add this reference in the 'Invoice or receipt reference' column on the 'Direct costs' tab on this spreadsheet. For example, if you have 5 receipts you could number them 1 to 5.
8		
9	<b>Running costs (details of time claimed)</b>	Use this tab to record all time being claimed for, including administrators. You need to include details for each event that has taken place.
10		<b>Column B Drop Down Guide</b>
11		<p><b>Meetings</b> - meetings held to plan training or knowledge sharing events.</p> <p><b>Training Activities</b> - training/knowledge sharing events.</p> <p><b>Training/Activities: preparation</b> - time spent planning and preparing for training activities.</p> <p><b>Engagement with Other Initiatives</b> - time spent researching, planning and pursuing other initiatives relevant to your group.</p> <p><b>CS Endorsements</b> - endorsing group member CS applications (2 hour per member, per year, can be claimed).</p> <p><b>Admin: claim preparation/evidence gathering</b> - obtaining signatures on claim forms or activity evaluation forms, invoices/receipts, timesheet/claim form completion.</p> <p><b>Admin: procurement</b> - time spent on the procurement process where a trainer's fee exceeds £500.</p> <p><b>Admin: equipment purchase</b> - time spent obtaining evidence and completing forms for any consumables to be approved for funding.</p> <p><b>Admin: group engagement</b> - time spent engaging with your members and keeping them updated with group activities.</p> <p><b>Admin: group publicity</b> - time spent researching and preparing publicity material such as newsletters, emails or website updates.</p> <p><b>Admin: adding new group members</b> - time spent recruiting new members and gathering supporting evidence such as mapping updates, forms or going through the group agreement, for this process.</p> <p><b>Admin: updating the Facilitation Plan</b> - time spent completing the supporting evidence for this process. In some case updates to budget, activities or milestones may be required.</p> <p><b>Admin: other</b> - any time spent on admin not covered by other admin sub categories.</p> <p><b>Other (please give details)</b> - there may be some examples of valid activity undertaken that are not covered by the other drop down options. Use this category to claim for time spent on valid activity that does not fit in the other drop down options.</p>
12		<b>For every drop down used you should give specific details in the description column</b>
13	<b>Direct costs (mileage)</b>	Use this tab to claim for mileage expenses at the standard rate of £0.45 per mile. Include full addresses for both start and end of the journey including postcodes.
14		
15	<b>Direct costs (invoices and receipts)</b>	Use this tab to claim for any invoices and receipts. If claiming VAT make sure that the VAT amount being claimed is entered and also marked on the invoice or receipt.
16		
17	<b>Totals</b>	This tab provides the total for all 3 tabs (running costs, mileage, and direct costs). It splits your claim between (A) running costs and (B) direct costs for completion of your grant claim and progress form.
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21	CS34a v2 November 2021	
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