



# Countryside Stewardship Facilitation Fund (CSFF)

## Grant Claim and Progress form

### Important information about completing this form – please read

Use this form if you are part of a Facilitation Fund group and need to claim for the following costs:

#### Running costs (A):

- Facilitator salary costs – provide details of the time spent supporting group members and all activities carried out. This includes time spent helping group members interpret Countryside Stewardship guidance and advising them about other funding sources which must be used to deliver Countryside Stewardship priorities. **It does not include one-to-one advice.**
- Administration costs – provide details of the amounts you are claiming for anyone working on behalf of the group. You must enter their details on the [Timesheet and supporting evidence spreadsheet](#) and include details of the activities completed on the activity evaluation form as supporting evidence where applicable.

#### Direct costs (B):

You must provide evidence of CS Facilitation Fund activity expenditure with receipts, receipted invoices, or bank statement(s) showing that they have been paid.

Use your Facilitation Fund Agreement and the [Countryside Stewardship Facilitation Fund guidance](#) to help you fill in your claim. You can find this guidance on GOV.UK.

#### How to fill in the form and make a claim:

- Make sure you download a new copy of this form from GOV.UK each time you claim so that you have the most up to date version.
- Fill in each section in full.
- Submit a Timesheet and supporting evidence spreadsheet with this claim form for expenses you need to claim for in each quarter.
- Fill in an activity evaluation form alongside this claim form and your timesheet and supporting evidence spreadsheet as supporting evidence for the activities carried out.

- Send us any evidence to support your claim including receipts, receipted invoices, or bank statements as proof of payment. These must match your completed timesheet and supporting evidence spreadsheet. For more information on the evidence you must include, please read the [Countryside Stewardship Facilitation Fund guidance](#).
- Each claim must be verified by two different group members. Group members can not verify two claims in a row.
- All activities claimed for should match what's been agreed in the Facilitation plan. If you make minor changes, the Facilitation plan does not need to be updated, but all major changes must be shown in the Facilitation plan. If you have any questions about whether to update your plan or not, you should contact us.

### **How to submit the form**

- Send all required documents by email to [ruralpayments@defra.gov.uk](mailto:ruralpayments@defra.gov.uk). Use the subject heading 'CS Facilitation Fund claim' and include your SBI and CS Facilitation Fund agreement number.
- If you are submitting a claim on behalf of the group, you must make sure your details are correct and that you have the correct permission level of 'Submit' for Countryside Stewardship in the Rural Payments service.
- We will only pay for approved and eligible spending. We must approve any requested changes before you claim.

### **Using and sharing your information**

Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. For more information, go to [www.gov.uk/rpa](http://www.gov.uk/rpa), choose 'Contact RPA' and click on 'Personal information charter'.

## Section 1 - Claim details

Please answer all questions. If you do not it may delay your claim.

Facilitator's name

Group reference number

Claim period  
(month xxx to month xxx  
and year)

Vendor number

Are you VAT registered?                      Yes                      No                      Partially

If you are VAT registered or obtain other exemptions, your claim should be the net amount of recoverable VAT. We can only accept claims for non-reclaimable VAT.

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## Section 2 - Expenditure

Use the [Timesheet and supporting evidence spreadsheet](#) to record all time and expenses you are claiming for. This will help you calculate expenditure for Running costs (A) and Direct costs (B) in the table below.

For invoices where only part of the payment is being claimed, you must make it clear how much is eligible for a claim in the [Timesheet and supporting evidence spreadsheet](#). Your supporting evidence must clearly show the eligible amount.

Calculate expenditure for Running costs (A) and Direct costs (B) separately then add the totals together to confirm the overall claim total.

Total being claimed (£)

**Running cost (total A)**

**Direct costs (total B)**

**Claim total (A+B)**

## Section 3 – Progress with your Facilitation plan

If this section is not completed, we will not be able to pay your claim.

Give details of your progress. All activities should match the details in the latest version of your Facilitation plan, and the activity evaluation form(s) you are submitting with this claim.

1. Have you completed all activities included as delivery milestones in your Facilitation plan for the period you are claiming for?

Yes - Go to question 3.

No - you may need to update your Facilitation plan. Your caseworker will get in touch when they process your claim if you have not already done this.

2. Have you already told us about the proposed change to your plan? Yes ☐ No ☐

Please give brief details of the activity you have been unable to complete and your reasons why.

3. Tell us about the group's achievements for the period you are claiming for (in approx. 200 words). Include details of:

- what training has been delivered, how many group members attended, and who delivered the training?
- what are group members doing differently and what new activities are taking place?
- how are group members working together?
- how is your group working together with neighbouring facilitation groups?
- have you secured any funding to help the group deliver additional environmental outcomes?
- how and what are the group members doing to deliver environmental outcomes (in line with the Countryside Stewardship (CS) priorities)?
- have any new group members been recruited to the group? (If you have not already told us about this please complete the [New group member request form](#) and include it with this claim).
- have any group members submitted a CS application? (Please provide their SBI and Application ID).

4. Tell us how you are meeting your agreed Facilitation plan outcomes and objectives. If you have not been able to meet certain objectives, please give details below of why this has happened and how/when you plan to meet them.

You must tell us of any issues as soon as you know about them. If you need to make changes, we will assess your request and if it is approved, we will send you an updated Facilitation plan showing the changes.

Form withdrawn on  
24 November 2023

## Section 4 - Confirming your claim

This section must be completed by the Facilitator and two group members (it must be different group members for each grant claim. Group members cannot sign consecutive claim forms) to verify that the activity and costs have been incurred over the specified period.

Group members need to confirm that the activity and costs have been incurred during the specific time period. You must attach copies of their verification emails with your claim form.

You must keep all original documentation for assessment as you may need it in the future.

### Declaration

I /we declare that:

- All information provided is true.
- I/we have not received (and will not seek) payment for this activity under any other European Union or domestic publicly funded agricultural support scheme or programme.
- All activity funded by the Rural Development Programme for England which is being claimed for complies with the requirements set out in my agreement.

**Warning:** if you knowingly or recklessly make a false statement to obtain payments to yourself or others, you risk prosecution, termination of any resulting agreement, and recovery of any monies paid to you under the scheme. You may also be excluded from certain Countryside Stewardship schemes for up to two years.

If you are claiming for payment by post, you must sign your claim and any supporting forms. A signature is not necessary if you submit your form by email.

Facilitator's Rural Payments  
service verified email address

Facilitator's name

Date

## Verification by two group members

The same group members should not verify consecutive (one after the other) claim forms.

By completing the boxes below, you verify that the activity and costs included in this claim have been incurred over the specified period of time.

1. Group member email address

Group member name

Date

SBI number

2. Group member email address

Group member name

Date

SBI number