



Countryside Stewardship Facilitation Fund 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 costs – provide details of the time spent supporting group members and all activities carried out. This includes time spent helping group members to interpret Countryside Stewardship (CS) guidance and advising them about other funding sources which must be used to deliver CS priorities. It does not include one to one advice.

Costs including consumables – provide details of the consumables you want to claim for. Read the Applicants guide relevant to your scheme year on GOV.UK. This will tell you the rates you can apply for, and the evidence requirements you need to support your claim.

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.

Direct costs (B):

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

How to fill in the form and make a claim:

- download a new copy of this form from GOV.UK each time you make a claim to be sure you have the most up to date version
- refer to the instructions tab on the 'Timesheet and Supporting Evidence spreadsheet' for information on how to fill this form in
- you must submit this form along with the 'Timesheet and Supporting Evidence spreadsheet' each quarter for any expenses you need to make a claim for
- if you are claiming for any activities carried out, you must also fill in an activity evaluation form as supporting evidence
- you should provide evidence to support your claim including itemised receipts, receipted invoices, and bank statements as proof of payment (these must match your completed 'Timesheet and Supporting Evidence spreadsheet')
- for more information on the evidence required, please read 'How we monitor progress, evidence and record keeping' in the Agreement holder's guide relevant to your scheme year
- all activities you claim for should match what's been agreed in your Grant Funding Agreement (GFA)
- if you make minor changes, such as changing the date of an activity or meeting, the GFA does not need to be updated
- all major changes, such as purchasing new consumables must be shown in the GFA.
- if you have any questions about updating your GFA, you can contact us

How to submit the form

- send this form and all supporting documents by email to ruralpayments@defra.gov.uk
- use the email address that is registered and verified for your SBI in the Rural Payments service
- 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 CS (Applications) and CS (Agreements) in the Rural Payments service
- we will only pay for approved and eligible spending. We must approve any requested changes before you claim

Use your Facilitation Fund Grant Funding Agreement and the Agreement holder's guide relevant to your scheme year on GOV.UK to help you fill in your claim.

Using and sharing your information

For information on how we handle personal data go to GOV.UK and search 'Rural Payments Agency personal information charter'.

Section 1 – Claim details

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

Facilitator's name

CSFF 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.

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 costs (total A)

Direct costs (total B)

Claim total (A + B)

Section 3 – Progress with your Grant Funding Agreement

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

- In the table below give details of your progress. All activities should match the details in the latest version of your GFA, and the activity evaluation form(s) you are submitting with this claim. For the planned meetings/activities/consumables copy the information from your latest GFA.

Enter quarter period you're claiming for in the box below:

Activities/ consumables	Planned	Achieved/ Purchased: Yes	Achieved/ Purchased: No	Date achieved/ purchased
Group meetings				
Training activities				
Training consumables to be purchased				

2. Have you completed all activities included as delivery milestones in your GFA for the period you are claiming for?

Yes – Go to question 3.

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

2b. 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 approximately 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 your group is 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 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 available on GOV.UK, and include it with this claim)

4. Tell us how you are meeting your agreed GFA outcomes and objectives. If you have not been able to meet certain objectives, 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'll send you an updated GFA showing the changes.

Section 4 – Confirming your claim

This section must be completed by the Facilitator.

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

Claim submission checklist

Ensure you have read and completed all of the above Grant Claim form sections

Timesheet has been completed fully in line with the information on the instructions tab. Please note travel time can only be claimed at the £27ph rate.

Any purchases over £100 have been pre-approved via a purchase request change log

A GFA update form has been submitted where activities differ to the groups most GFA version.

Evidence provided checklist as applicable to this claim

Activity evaluations provided: Showing feedback related to each event/meeting containing wet signature from 2 valid members or nominated representative. Please note emails confirming evaluations without a wet signature will be accepted.

Invoices/receipts for all purchase's being claimed. Please note any item claimed outside the claim period or before the date the claim was signed will require an explanation

Itemised catering invoices where beverages are included.

Proof of payment for all purchases. Bank details fully redacted.

Overhead cost breakdown. Including explanation of the method used to reach the amount claimed.

Payslips attached (if employed) or invoices provided if self-employed (VAT breakdown)

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 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.

Facilitator's email address

(Use the address registered and verified in the Rural Payments service)

Facilitator's name

Date