



# GRANT PAYMENT AUTHORISATION FORM

Beneficiary Name  
Reference Number  
Project Description


Date claim submitted  
Reporting Financial Year  
Reporting Quarter  
Reporting Period

	to	

Total Amount Claimed in current claim (£)

--

Grant value recommended for payment against each expenditure category

Expenditure Category	Capital	Revenue	Total
			-
			-
			-
<b>TOTAL</b>	-	-	-

Recommended Claim Approved Amount  
Final Approval Level Required

-
Grade 7

Monitoring Officer Authorisation

*I am satisfied that the terms and conditions of the FGOL have been met and payment of grant is recommended*

NAME  
POSITION  
DATE OF RECOMMENDATION


Grade 7 Authorisation

*I am satisfied with the Monitoring Officers recommendation and that the terms and conditions of the FGOL have been met and payment of grant can be made*

NAME  
POSITION  
DATE OF RECOMMENDATION/APPROVAL


Final Approval Officer Authorisation

*I am satisfied that the terms and conditions of the FGOL have been met and payment of grant can be made*

NAME  
POSITION  
DATE OF RECOMMENDATION/APPROVAL




## Grant Recipient Guidance

### Before you claim

1. This form should be read in conjunction with your Grant Offer Letter, the particulars of which determine how your grant will be paid.
2. Your claim cannot be considered for payment unless all the required information listed (within the Declaration) is provided. You must ensure that you have met any pre-conditions of the Grant Offer, which are relevant at this stage. You should ideally have discussed the proposed claim with your Monitoring Officer before submitting it. Your claim form must be signed by the appropriate person and a signature copy must be forwarded to your Monitoring Officer by post or a scanned PDF version submitted by the appropriate person via email to the Monitoring Officer.
3. Where you are required to provide an Independent Accountants Report you must fulfil all requirements for that report as set out in the relevant schedule of the Grant Offer Letter
4. We reserve the right to seek further information in support of your claim and can withhold payment until details are supplied
5. Any amendments made to the data within the claim form should be clearly endorsed by the Authorised Signatory signing the claim form.
6. Where required, recipients are required to provide a copy of their latest accounts and those of its Parent Company, which must be audited unless exempt under Section 477 of the Companies Act 2006, as amended. If audited accounts cover a period ending more than 9 months before the date of the claim, unaudited accounts should be provided. These should be attached with the quarterly monitoring report and claim form following the publication of these accounts. These should cover both the project location and corporate legal entity if a different location.
7. Please ensure you complete the Declaration section, including the Project Progress with detailed narrative of progress during the last quarter. This form will usually need to be completed PRIOR to your scheduled 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 progress, performance against milestones, issues and delays, expenditure and jobs created in the quarter (if applicable), your expected claim amounts and current / identified risks and issues. A transaction list outlining project expenditure should also be included.
8. **Where applicable** - Expenditure (Current) should be completed with details of eligible expenditure included within this current financial year. Details of the contracted figures have been entered by your Monitoring Officer. Please confirm the correct reporting quarter and if the eligible expenditure relates to forecast, current or actual amounts from the select box. Eligible 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.
9. **Where applicable** - Expenditure (Forecast) should be completed with details of future eligible expenditure expected to be defrayed for the remainder of the project. Details of the contracted figures have been entered by your monitoring officer. Eligible 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
10. **Where applicable** - Employment (Current) – Jobs must be reported non-cumulatively and on a quarterly basis. Your Monitoring Officer will have entered your job targets as per your Grant Offer Letter. Please ensure that you report the current average salary for each role. A direct full time equivalent job is one of 30 or more hours per week. If the role requires any additional hours this still only counts as one direct full-time equivalent. Two part time jobs of 15 hours or more count as equivalent to one full-time equivalent job. Any part time jobs of 15 hours up to 30 hours should be stated as 0.5 of an FTE. Part time aggregate jobs below 15 hours do not count towards the job target. Please confirm if the jobs relate to forecast, current or actual jobs from the select box. Job numbers should be completed for all New and/or Safeguarded jobs
11. **Where applicable** - Employment (Forecast) - jobs must be reported non-cumulatively and on a quarterly basis, your monitoring officer will have entered your job target as per your Grant Offer Letter. Please ensure that you report the current average salary for each role. A direct Full-Time Equivalent job is one of 30 or more hours a week. If the role requires any additional hours this still only counts as one direct Full-Time Equivalent. Two Part Time jobs of 15 hours or more count as the equivalent to one full time job. Any part time job of 15 hours up to 30 hours should be stated as 0.5 of an FTE. Part time aggregate jobs below 15 hours do not count towards the job target. Year ending for jobs is the 31st of March. Forecast job numbers should be completed for all New and/or Safeguarded jobs.
12. You should review the data within the summary section to ensure accuracy and detail any issues or concerns within the project progress section in the declaration.

**If you have any queries, please contact your dedicated Monitoring Officer shown below:**

(Internal Use Only)

Monitoring Officers Name:

Monitoring Officers Email:

Monitoring Officers Telephone:




# UK Government

Please complete all highlighted sections

## Declaration

Beneficiary Name	<input type="text"/>		
Project Reference Number	<input type="text"/>		
Claim Number	<input type="text"/>		
Reporting Quarter	<input type="text"/>		
Reporting Financial Year	<input type="text"/>		
Reporting Claim period	<input type="text"/>	to	<input type="text"/>
Name of person submitting claim	<input type="text"/>		
Position	<input type="text"/>		
Has the Beneficiary name changed?	<input type="text"/>		
Has the Status of the Beneficiary changed ?	<input type="text"/>		
Are you claiming grant payment within this claim	<input type="text" value="Yes"/>	Internal Use Only	<i>Financial</i>
Please confirm the TOTAL amount of grant claimed this quarter (£)		<input type="text"/>	

## Please note

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 form when completed. You are therefore reminded that:

- (i) as part of the terms and conditions of the Grant Offer letter no grant can be paid in respect of any sums which have been spent or committed on the Project before the offer of grant was made; and
- (ii) you must notify us immediately if the circumstances of the project change. (This refers particularly to any of the events listed in the Grant Offer Letter schedule which deals with "Withholding and Repayment of Grant")

## Grant Recipient Formal Declaration

I apply for payment towards expenditure detailed within this claim form

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

1. The information contained within this claim form is true and correct;
2. We have not received, nor will we 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);
3. The grant claimed is in respect of items eligible for, and approved for, support under the terms and conditions 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 required Independent Accountants Report as outlined within the Grant Offer Letter;
5. Where jobs are included within the Grant Offer Letter, at the time of this claim we reasonably believe that the job target, as set out in the agreed and signed Grant Offer Letter will be met;
6. The Company / Grantee is still a going concern and expects to remain so for at least the following 6 months.
7. Where applicable, all pre-acceptance conditions included within the Grant Offer have been met (and or maintained) and evidence has been supplied to evidence such

Finance Directors / Authorised Signatorys Name (BLOCK CAPITALS):	<input type="text"/>
Finance Directors/ Authorised Signatorys Signature:	<input type="text"/>
Position in Organisation if different from above:	<input type="text"/>
Name of Company / Grantee:	<input type="text"/>
Date Claim Submitted:	<input type="text"/>



## Project Progress

Project milestones and deliverables will have been agreed at the project outset (usually within schedule 2 of your Grant Offer Letter). Before the start of each financial year of the project you will be required to provide an update including any specific details on deliverables and milestones for that financial year ahead within your Project Delivery Plan and as identified within your Grant Offer Letter.

Progress will be reviewed regularly with your named project Monitoring Officer but as a minimum on a quarterly basis. You will be required to provide updates on a quarterly basis as part of your claim submission.

If a milestone slips into a future quarter or year, it needs to be recorded as delayed and highlighted in the new quarter (or year) in which it has slipped to. This delay, the reason behind it and your mitigating actions need to be discussed with the Monitoring Officer for your project and should be reflected in the project risks summary report if the delay will result in a greater risk to the project.

Any significant changes to the project may require a variation to the original Grant Offer Letter, discussions should be held with your Monitoring Officer in the first instance.

## Project Update

**Please provide a narrative on the key activities and outputs due to be completed in the next reporting quarter. Please also detail any outputs achieved or progress made towards achieving the contracted deliverables.**

**As an example: What major project activities were completed in the previous quarter, were they completed on time and to the required quality. Is the overall project still delivering to time and budget? Did any significant issues arise in the previous quarter which impacted on the Project Delivery Plan?**

**If additional space is required, please provide as a separate document, if doing so please make reference to the document in the space below providing the title and date of the document/s submitted.**



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Please complete all highlighted sections

## Key Project Milestones

The following key project milestones have been identified for your project, **please report against each milestone. Where a milestone has not been achieved and the original Target date for Completion has passed, a revised Target Date should be included within your progress update against each of the milestones.**

Milestone	Requirement	Method of Reporting	Target Date for Completion	Progress Update	Date Achieved

Where you have identified additional milestones, please add these within the table (additional lines should be added if required).

Milestone	Requirement	Method of Reporting	Target Date for Completion	Progress Update	Date Achieved









# UK Government

Please complete all highlighted sections

## Finance

Is the finance still in place to deliver the project?

Has there been any change in the way the project is being financed since the project started or the last claim submitted? If so, please provide further details

Please provide a summary of the Financial performance of the Company / Organisation in the previous 6 months

In the previous quarter or reporting period which this report relates to, have you made any use of new 'time to pay' arrangements with HMRC, or exercised the right to any payment holidays or loans on credit. If so, please provide further details

Have any new legal charges been enforced against the Company/Organisation or its assets. If so, please provide further details

If applicable, has there been any change in ownership or control of the Company in the previous quarter, or within the Parent Company in the group? Or is there the possibility of a change of ownership or control within the Company or Group soon? If so, please provide further details

Please detail when your next statutory accounts will be available?









































**This tab is intentionally left blank for all scheme specific monitoring requirements to be added**