

## Sustainable Development Fund CLAIM PROCESS NOTE



We want to be able to process your Sustainable Development Fund grant claim promptly. We therefore recommend that you follow our claim process note set out below before submitting your claim.

- **Claim form & expenditure** - submit your completed claim form along with any evidence of expenditure (eg invoices that match the costs originally submitted as part of your grant application). If your grant offer relates to a contribution towards the total cost of the project then you will need to provide evidence to show the **total** project's expenditure when you make your first claim.
- **Proof of payment** – enclose a receipt or bank statement to show you have incurred the expense and have paid for the items you wish to claim for (eg receipts or a bank statement as our grant payments are paid in arrears).
- **Certificate of 'in kind' contributions** - submit your completed form and any relevant supplementary evidence (eg timesheet from volunteers or a statement to say you have received the donated goods). This needs to accompany your first grant claim.
- **Match funding** - ensure you enclose written evidence of your match funding when you make your claim (eg grant offer letters or emails from other contributors).
- **Terms and conditions** – check your original grant offer paperwork to make sure that you have complied with everything including any special conditions and our publicity requirements.
- **Monitoring** – include photos, web links and reports with your claim paperwork as this helps to show that the project or an aspect of it has been completed.
- **Submission of grant claim** – send all your claim paperwork to the Authority's Sustainable Development Officer. If we require anything else to process your claim then we will contact you. We are able to accept electronic and paper claims.