Sustainable Development Fund
CLAIMING YOUR GRANT

YORKSHIRE DALES
National Park Authority
Sustainable Development Fund

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

- **Claim form & expenditure** - submit your completed claim form along with any evidence of expenditure (see proof of payment below). 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** – you will need to enclose a bank statement, receipt or receipted invoice, that matches the costs originally submitted as part of your grant application that verify that payment has been made.

- **Certificate of 'in kind' contributions** - submit your completed form and 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 before and after 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 your 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 can accept electronic and paper claims.