



## **Making a Successful Grant Claim**

Securing funding does not just end with a Letter of Offer. Valuable funding can be lost when making a claim. The tips below can help to ensure you successfully draw down all the funding secured against your activity.

### **1. Perfect timing**

Ensure that your application has been submitted before the date of the activity and before any purchases have been made. Claims cannot be made for activities that have already commenced or expenditure incurred prior to making an application.

**When purchasing starts, keep all originals.**

### **2. Submit as soon as possible**

To keep the claim and budget fresh in your mind, submit the claim as soon as all the invoices have been paid and have cleared on the bank statement. The Progress Report and Claim form will be emailed to the email address supplied on the application, so keep an eye out for this arriving shortly after you have returned the Acceptance Form.

### **3. Ensure you are claiming for items stated on the budget**

Check the funding awarded against the budget on the Letter of Offer. Items that are not stated on the budget cannot be claimed for, and inclusion of such items will reduce the level of funds being drawn down.

### **4. Return the completed Progress Report and Claim form**

Follow the template of the Progress Report and Claim form that you will have received by email. All questions on the Progress Report should be answered as best as possible, regardless of the type or size of grant being claimed.

The claim form provides details on the information required to vouch the claim as well as information on the standard of invoices that can be accepted.

### **5. Enclose originals**

Make sure you include original invoices, receipts and banks statements and ensure that the invoices adhere to the Invoices Standards detailed at the end of the Progress Report and Claim Form.

Originals will be returned on completion of vouching the claim.

### **6. Is the payment visible on the bank statement?**

Where possible, all payments forming part of the claim should be paid through the club's bank account by cheque or debit card. This will ensure payments are visible on the bank statement and therefore eligible to claim.

If the payment is not visible on the bank statement, payment cannot be made.

### **7. Cash payments**

If for any reason cash payments have been made, you must provide a link back to the club's bank account. This can be made in a number of ways:

- By keeping a petty cash record and providing this along with the claim. The item(s) paid in cash should be detailed on the claim form
- The person who made the cash payment should be reimbursed by club cheque for the exact amount.

### **8. The detail is on the invoice**

Ensure that all invoices constituting part of the claim are made out to the group or individual who made the application. The Letter of Offer forms a contract with Council and the group/individual named on the document. Payment of invoices must be made must be by the same, and grant payment will only be paid to the group/individual named on the Letter of Offer.

### **9. Provide quotations where required**

The Letter of Offer includes details on procurement guidelines which need to be adheres to. If for example, one invoice has a total between £1,000-£2,999.99, a minimum of 2 written/email quotations should be supplied as part of the claim. Refer to the Letter of Offer for full guidelines.

**For further information on the grants process or for assistance in making a claim please contact the Grants Office at [grants@midandeantrim.gov.uk](mailto:grants@midandeantrim.gov.uk) or by phoning 028 2563 3148 or 028 9335 8240.**