

Claim Evidence Requirements

Guidance for Grantees

1. Cost Model - Direct Staff Cost + 15%

- Complete and Sign Off the Claim Form;
- Provide Finance System Report showing Payroll Transactions charged to the assigned Project Code including Gross Pay + Employer's National Insurance & Pension Contributions;
- Payroll Record for the post concerned;
- Payslip;
- Payroll BACS Report which contains the Staff Member's Net Pay for that period;
- Bank Statement which shows the Total of the Payroll BACS leaving the Grantee's Bank Account;
- Evidence that Match Funding has been received.

For the first Claim we will need to see;

- Job Offer to the individual concerned;
- Job Description;
- Internal recruitment evidence or Advertisement if external;
- Evidence of Backfill if the post has been internally filled.

2. Cost Model - Procurement

- Complete and Sign Off the Claim Form;
- Provide Finance System Report showing Procured Transactions charged to the assigned Project Code;
- Supplier Record from the Payables Ledger;
- Copy of all Procurement Records relating to the Transaction – Please complete the Procurement Aide Memoire provided in our guidance for the Procurement Procedure;
- A Certified Copy of the Invoice showing Net, VAT, Total, Invoice Date, Description of Goods / Services provided;
- Supplier BACS Report which contains the Supplier Invoice being paid;
- Bank Statement which shows the Total of the Supplier BACS leaving the Grantee's Bank Account;
- Evidence that Match Funding has been received.

Please ensure that for both Cost Models you refer to the most recent National Rules to ensure Eligibility of Expenditure.

[National Rules 2014 - 2020 Programme](#)