



Scottish Natural Heritage
Dualchas Nàdair na h-Alba

All of nature for all of Scotland
Nàdar air fad airson Alba air fad

Grantee Claims – Claim Form & Overview

Guidance for Applicants



Green
Infrastructure
making places for people
a' cruthachadh àitichean do dhaoine



European Union



**The Scottish
Government**
Riaghaltas na h-Alba

EUROPE & SCOTLAND

European Regional Development Fund
Investing in a Smart, Sustainable and Inclusive Future

Disclaimer

Applicants should be aware that as the Green Infrastructure Fund is a new programme, the guidance will be reviewed as the programme evolves and therefore may be subject to change. The European Union and Scottish Ministers reserve the right to amend the National Rules and SNH reserves the right to amend the published guidance during the period of the programme. Decisions to fund Projects will be based on the availability of funding, how well the project matches the Green Infrastructure Fund priorities and its contribution to outcomes as part of the whole Strategic Intervention. These priorities may change during the course of the Strategic Intervention to take into account gaps in meeting priorities in previously funded Projects and not to fund at all. The Scottish Government reserves the right not to award any support at all under this programme.

Version Control

Date	Issue	Status	Author	Authorised by
24/2/16	V1	Draft	DP	ZK
26/2/16	V1	Final	DP	ZK
15/9/16	V2	Final	DP	FS

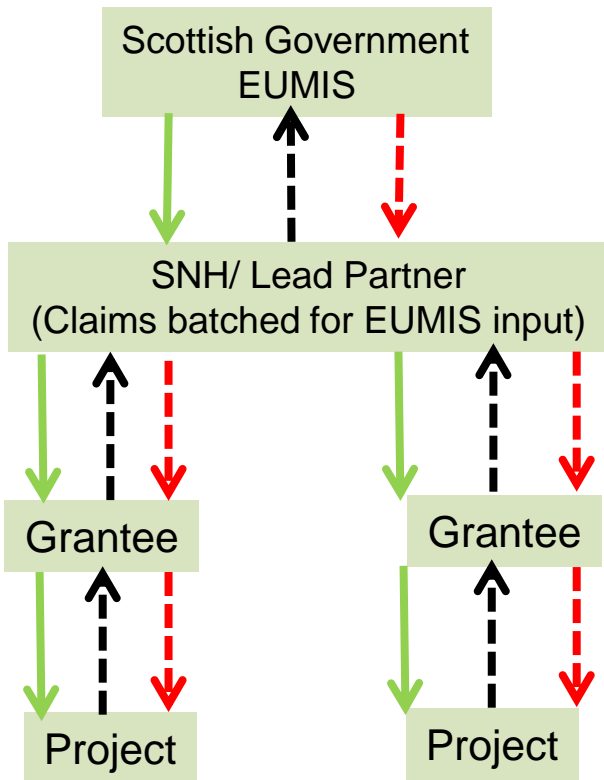
Purpose

- The purpose of this guidance is to provide an overview of the claims process, key compliance points and the roles of the Managing Authority, Lead Partner and Grantees.
- This document also provides an outline format of the claim form which contains 3 parts; Pay, Non-Pay and Summary. The claim form will need to be submitted to the Lead Partner with all the supporting evidence.
- The document also includes reference to the European Union Management Information System (EUMIS) which is the Managing Authority's claims submission system which will be used by the Lead Partner to submit batched claims.

Claim Process Overview

Calendar Year – Quarterly Cycle
(Per Project Grant Offer)

Audit and Compliance
Check Points



Explanatory Notes

Claim Submission & Documentation

- Progress Report.
- Expenditure Claim Form Summary.
- Expenditure Transaction Lists - Pay & Non Pay.
- Match Funding.
- Project Expenditure Forecast.
- Lead Partner Batches Claims For EUMIS Input

Ineligible Expenditure Fed Back Down

- Ineligible Expenditure.
- Ineligible Procurement Process.
- Ineligible Activity.

Grant Claim Income

- Scottish Government Verification Checks complete & approved for payment to Lead Partner.
- Lead Partner pays Grantees.
- Scottish Government turnaround cycle - 4 > 6 weeks.
- Overall cycle between claim submission & receiving Income dependent on claim error rates and following process timelines.

Claim Form – Non-Pay

Green Infrastructure (GI) Fund

Claim Form

a Grantee:

b Project Name:

c Project Reference:

d Claim Reference:

e Period Ending:

f Cost Model:

Part 1/3 - Non Pay

							m	n	o	p	q	r	s	t	u	v	w
													40%				
a	b	c	d	e	f		Net	VAT	Gross	ERDF	ERDF	Total Defrayed	Eligible Claim	ERDF	Procurement	Milestone	Comments
Grantee	Project Ref	Supp Doc Ref	Transaction Date	Supplier	Transaction Description		£'s	£'s	£'s	Eligible	Ineligible	£'s Date	£'s	£'s	Evidence Attached		
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals							-	-	-	-	-	-	-	-	-	-	-

r Signature..... y Approval Signature.....

Print Name..... Print Name.....

Date..... Date.....

Compliance Declaration

By signing this claim form you declare that all expenditure listed with h it complies to the Delivery Contract conditions, which includes compliance with the National Rules for ERDF funding.

Claim Form – Pay

Green Infrastructure (GI) Fund

Claim Form

a Grantee:

b Project Name:

c Project Reference:

d Claim Reference:

e Period Ending:

f Cost Model: 16%

Part 2/B - Payroll

												v		w						
												40%		ERDF						
a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u
Grantee	Project Ref	Supp Doc Ref	Transaction Date	Job Title	Staff Name	Gross £'s	Less Ssk Pay £'s	Pension On-Cost £'s	NIC On-Cost £'s	Total £'s	ERDF Eligible £'s	ERDF Ineligible £'s	Total £'s	Defrayed Date	Eligible Claim £'s	100% Allocated	Milestone	Comments		
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Y				
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Y				
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Y				
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Y				
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Y				
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Y				
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Y				
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Y				
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Y				
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Y				
Totals						-	-	-	-	-	-	-	-	-	-	-	-	-	-	

Signature..... Approval Signature.....

Print Name..... Print Name.....

Date..... Date.....

Compliance Declaration

By signing this claim form you are declaring that all expenditure listed within it complies to the Delivery Contract conditions, which includes compliance with the National Rules for ERDF funding.

Claim Form - Summary

Green Infrastructure (GI) Fund

Claim Form

Grantee:
 Project Name:
 Project Reference:
 Claim Reference:
 Period Ending:
 Cost Model (1):
 Cost Model (2):

Part 3/3 - Claim Summary

Heading	Eligible Expenditure £'s	Intervention Rate %	Grant to Claim £'s	Match Funding £'s
1 Non Pay	-	40.0%	-	-
2 Pay	-	40.0%	-	-
3 Total	-		-	-

4 Overheads	-	40.0%	-	-
5 Grand Total	-		-	-

a Signature.....

b

Approval Signature.....

Print Name.....

Print Name.....

Date.....

Date.....

Compliance Declaration

By signing this claim form you declare that all expenditure listed within it complies to the Delivery Contract conditions which includes compliance with the National Rules for ERDF funding.

Scottish Government EUMIS Claims Process - Overview

