

RURAL ABERDEENSHIRE LEADER PROGRAMME

GRANT CLAIM PROCEDURE

- 1 Claim Forms, which include a Progress Report, will be provided for approved projects, along with Guidance Notes for completion. The Progress Report will contain the Project Targets, Outputs and Outcomes as supplied in Section 7 of the Application. A Claim Form/Progress Report must be completed within 4 months of acceptance of grant offer, whether or not expenditure has been incurred. Quarterly Claim Forms/Progress Reports must be submitted until the project is completed.
- 2 No grant payment will be made for physical work/capital expenditure which has commenced, or equipment purchased prior to the date of an Approval Document.
- 3 Costs incurred in advance of a grant offer, on which grant can be claimed include eligible professional and statutory planning fees applicable to the project if incurred within twelve months prior the submission date of the application. Applicant's time involved in preparation of the application is ineligible for funding.
- 4 The grant is approved on the basis of the estimated cost of the project provided in the original application for LEADER funding. Copies of these estimates must be provided to the LEADER Co-ordinator. On completion of the project the level of grant may be adjusted to comply with the final detail of receipted invoices but may not be increased.
- 5 All necessary legal consents must be obtained by the applicant(s) and copies provided to the LEADER Co-ordinator prior to any payment of grant.
- 6 Payment of grant will only be made when satisfactory evidence of defrayed expenditure is provided by the applicant(s). Invoices, wage slips or receipts must be produced with accompanying transaction list of defrayed expenditure in order to make a claim. A transaction list pro-forma will be provided with your Claim Form. Receipted invoices should include the following detail:
 - i) Amount paid
 - ii) Paid by cheque number
 - iii) Date paid
 - iv) Authorised signature
 - v) Cross-referenced to Bank Statements showing defrayed date (i.e. date payment cleared from payee's account)
- 7 It is recognised that some organisations are unable to recover VAT and are at a disadvantage to those who can. To rectify this, VAT can be claimed as an eligible cost, where the applicant is an exempt trader and VAT is charged on an item, which is otherwise non-deductible. An exempt trader is defined as an organisation that is not required to charge VAT to customers for the goods or services they provide, for example, a small voluntary organisation with annual turnover less than the VAT threshold.
- 8 All grant must be claimed within 3 months of the completion date of the project as stated in the application.