

COMBINED INTERIM CLAIM / PROGRESS REPORT, AND ERWS.
(FOR ALTERNATIVE BID PROJECTS).

This is a combined form for use by alternative bid (non CFO) organisations, and completion of the appropriate pages of ERWS automatically copies the information to the relevant spaces on the interim claim form.

Colour coding is used throughout the form;

- Light blue; input of text or data cell.
- Light green; calculation or copied cell that is **protected from overwriting**.

PLEASE NOTE: You are able to input data to Light Blue boxes ONLY.

Completion of the form.

1. Select the 7th tab, 'Staff costs'. Enter the dossier number, project name and profile period, in the blue boxes, at the top of the sheet. (i.e. March 2003 to June 2003; February 2003 to July 2003; May 2003).
2. This data is automatically copied to the other pages of the ERWS, and to the financial summary page of the interim claim. (The dossier number is copied to all pages of the interim claim).
3. Staying with tab 7, 'Staff costs', enter the cumulative staff costs brought forward from the previous claim into cell G8.
4. Enter details of staff costs claimed into the relevant boxes. The formulae will automatically calculate in period costs claimed, and transfer the costs to the interim claim form.
5. Repeat steps 3 and 4 by clicking on the 8th tab, 'Beneficiary costs', and as before enter brought forward costs into cell G8, and details of in period costs claimed in the relevant boxes.
6. Click on the tab 'other costs' and as before enter brought forward costs into cell G8, and details of costs into the relevant boxes.
7. If your project generates revenue, then you should click on the 'revenue' tab, and as before, enter details of revenue costs brought forward (where applicable) and details of in period revenue costs in the relevant boxes.
8. Details of costs, as described in sections 3 to 7, will have been copied to the relevant sections on the interim claim

9. Go to tab 2, 'financial summary', and enter the project priority number in cell D4, and the measure number in cell D5.
 10. Your bank account number should be entered into cell D8, and will normally be 8 digits. The sort code, 6 characters is entered at cell D9, and the name of your bank, entered at cell D10.
 11. Enter the profile 'staff costs' into cell D13. The variance between the actual and profile costs is calculated for you, and if it is greater than + or - 15%, then you should complete cell B17, giving an explanation for these cost variations.
 12. Profiled 'beneficiary costs' are entered at cell D20, and profiled 'other costs' at cell D27. As with step 7, if the variance is greater than 15%, then cells B24 and B31 respectively should be completed with an explanation of the cost variances.
 13. Go to tab 3, 'Ben. Characteristics'. The 1st section is 'Starters & leavers', - row 12 contains formulae that will show 'error' if the breakdown of leavers does not agree with the totals entered in row 9. In the 2nd section, 'Beneficiary destinations', the entries in row 26, must agree with the entries in row 9 (starters and leavers). If not, an 'error' formula will be displayed. The 3rd section on this sheet is for 'Qualifications'. The formulae simply add together the entries of 'Completers' and 'Early leavers'. There is no validation to any other sections of the form.
 14. Do not leave this section, until there are no 'error' messages showing.
 15. Go to tab 4, 'Companies'. The first section '6. Companies supported', need only be completed if the project supports companies. The formulae in row 8, simply adds together the entries in cells D6 and D7.
 16. All sponsors are required to complete cell B13, describing the project activity to date.
 17. Tab 5, 'Summary sheet'. This page does not require any input, as it has copied information already input on previous sheets.
 18. Tab 6, 'Declaration'. This page does not require any input.
- When all of the above is completed, all 10 pages should be printed. (Note; there is no requirement to print in colour, as the coloured cells are there only to assist in the completion off the forms).
 - The 'declaration' sheet should be signed, dated and endorsed, and then all ten pages sent to your Regional / ESFD contact.