



*Claim for Grant Payment
/Progress Report*
(Projects in England only)



GO Reference / / /

- The use of any correcting fluid on this form will render it invalid
- You will need to refer to the ERDF20G Guidance Note when completing this form
- Any enquiry on the completion of this form should be addressed to the Government Office European Secretariat (see the ERDF20G Guidance Note for address details)

ALL CLAIMS WILL BE TREATED RESTRICTED-COMMERCIAL

1 Type of Claim

a Please tick one box in each column	Capital Revenue <input type="checkbox"/> Capital and Revenue <input type="checkbox"/>	Interim Final Progress Report <input type="checkbox"/> <input type="checkbox"/>	b Enter Claim Number <input style="width:80px; height:30px;" type="text"/>
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2 Organisation undertaking the project

a Name:
b Address: Post code:
c Contact Name/Project Manager (delete as appropriate) Telephone: Fax: Email:

3 Project details

a Programme Name:	<input style="width:95%; height:25px;" type="text"/>
b Measure:	<input style="width:95%; height:25px;" type="text"/>
c Start Date:	<input style="width:60%; height:25px;" type="text" value=" / /"/>
d Project Reference:	
e Project Name:	

For Official Use Only

Date Received by Secretariat:	Signature		Prog/Org			Lead Pes
	Reg		Type	Capital	Revenue	
	Cert		Vote			Signature
	Auth		Payment			

4 Progress and Monitoring

a Progress and Monitoring Report

In the box below, give a clear description of the progress of the project physically and financially. Please explain how the project is doing in terms of its purpose. If you wish to propose variations to the project's latest agreed forecast expenditure profile, give full details below and revise section 7b accordingly. Please note that you may not make any revisions to your Expenditure Categories at claims stage.
(Continue on a separate sheet if necessary)

b Practical Completion Date

/ /

c Financial Completion Date

/ /

5 Eligible Expenditure Broken Down by Expenditure Category

You should select Capital, Revenue or both from the tables below and insert in Column (1) all the project's expenditure categories. The categories should match your latest agreed offer letter and be in the same order. Column (2) should show the expenditure this quarter, and column (3) should show total expenditure since the eligible start date.

Please refer to the guidance for further details about the completion of this table. You should continue on a separate sheet if necessary.

a Capital

	(1)	(2)	(3)
Eligible expenditure categories		Total this quarter	Cumulative total to date
Totals			

b Revenue

	(1)	(2)	(3)
Eligible expenditure categories		Total this quarter	Cumulative total to date
Totals			

NB: If the project has only Capital or Revenue expenditure, the Grand Totals will be same as those of the relevant table above.

c Grand Totals

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7 Further Financial Information

a Eligible Expenditure Forecasts

Please insert in the relevant table or tables below, your forecast eligible expenditure for any remaining quarters of the project.

i Forecast Eligible CAPITAL Expenditure

£	Jan-Mar	April-June	July-Sept	Oct-Dec	Total
2000					
2001					
2002					
2003					
2004					
2005					
2006					
2007					
2008					
Grand Total					

NB: Unless you have explained variances in section 4a, the forecast totals should be in line with Annex 1 of the offer letter.

ii Forecast Eligible REVENUE Expenditure

£	Jan-Mar	April-June	July-Sept	Oct-Dec	Total
2000					
2001					
2002					
2003					
2004					
2005					
2006					
2007					
2008					
Grand Total					

NB: Unless you have explained variances in section 4a, the forecast totals should be in line with Annex 1 of the offer letter.

b Eligible Expenditure Broken Down by Source of Funds

Has the profile of your source of funds changed significantly from the forecast confirmed in Annex 1 of your latest offer letter.

Yes
No

If 'Yes', please explain the change and the reason for it in the box below.

10 Grant Payable

All figures, except percentages and dates, should be in multiples of whole pounds rounded down.

a Claim for period from (start) / / To (end) / / **b Capital Grant Due**

i Total eligible capital expenditure to date (See total of 5a)	£
ii Rate of grant applicable (See offer letter)	%
iii Grant entitlement to date (10bi ÷ 100 x 10bii)	£
iv Less total already received	£
v Balance of grant now claimed	£

c Revenue Grant Due

i Total eligible revenue expenditure to date (See total of 5b)	£
ii Rate of grant applicable (See offer letter)	%
iii Grant entitlement to date (10ci ÷ 100 x 10cii)	£
iv Less total already received	£
v Balance of grant now claimed	£

d ERDF Support Level to Date

i Total eligible project expenditure (See offer letter)	£
ii Total project expenditure to date (10bi + 10ci)	£
iii Total ERDF grant to date (Should include received <u>and</u> requested)	£
iv Percentage of project expenditure to date that is ERDF (10diii ÷ 10dii x 100)	%

11 Certificate by Claimant**For All Claims**

I hereby claim grant as calculated above from the European Regional Development Fund. I certify that the grant requested relates only to eligible payments made, that they are wholly attributed to the approved project. I also certify that suitable vouchers will be retained for audit purposes, I have abided by the terms and conditions of the Offer Letter, and that all information provided on this form is true to the best of my knowledge. I understand that should any information or declaration I have provided on this form be found to be false, grant may either be withheld or have to be repaid.

Signature

Position in organisation

Name (BLOCK CAPITALS)

Date

12 Submission of Claims

All ERDF20 claim forms are to be sent to the appropriate Government Office Secretariat after certification by the claimant. The GO will not process some claims until it has received the claimant's ERDF60/ERDF80 form from the auditor (ERDF60 is the Local Authority Statement of Grant Expenditure, and ERDF80 is for Non-Local Authorities). Copies of the ERDF60/ERDF80 forms may be obtained from the GO. Paragraphs g to i of guidance note ERDF20G gives a brief explanation of the auditing process.