



EUROPEAN REGIONAL DEVELOPMENT FUND

*Guidance Notes for completion  
of the ERDF20 Claim Form*



- The use of any correcting fluid on the form will render it invalid.
- If, after reading this guidance, you have any queries on the completion of the form, you should seek clarification prior to submission.
- Any queries on completion of the form or this guidance should be addressed to the appropriate Government Office European Secretariat - see page 4 of these notes

## General

- a This form should only be used in respect of a project previously approved for ERDF assistance. These notes should be read in conjunction with the terms and conditions of grant aid as set out in the project offer letter.
- b Projects with Capital and Revenue expenditure may use same form to claim for both.
- c For a multi measure project, claims should be submitted under each measure identified in the project offer letter.
- d Claims for grant must be submitted to the Government Office Secretariat quarterly. WHERE EXPENDITURE IS NOT SUFFICIENT TO BE PAID, A CLAIM FORM SHOULD STILL BE SUBMITTED AS A PROGRESS REPORT. This is required for monitoring any physical or financial progress and to indicate at an early stage any underspend.
- e Please note that a claim will only be paid if the Government Office Secretariat are satisfied that terms and conditions of the offer letter, or any subsequent agreed changes to the conditions, are or have been met satisfactorily.
- f The Government Office Secretariat should be informed immediately if the project has or may deviate from the terms and conditions attached to the approval of the project. Any changes must be agreed by the Secretariat.
- g **Audit of claims** - All projects receiving in total £10,000 or more of ERDF grant must be audited before the final claim is paid. Projects receiving £250,000 or more of ERDF grant over the lifetime of the project must be audited annually for the year ending 31 March. The Government Office may, at its discretion, request annual audits of projects less than £250,000 of grant. Form ERDF60 (Project Statement of Grant Expenditure) must be used for audit purposes. Non receipt of the audited form ERDF60 by the prescribed deadlines may lead to the withdrawal, suspension or recovery of grant already paid.

- h When an audit is required, claimants should submit an ERDF60 form to their auditor. A photocopy of the unaudited ERDF60 must be sent with the ERDF20 to the appropriate Government Office, so that the Government Office is aware that the request for audit has been made.
- i Claimants must ensure that supporting documentation is kept and made available to auditors to ensure that the audit is not delayed; see the general requirements for the retention of documents detailed in paragraph 11 of the Offer Letter. They should also ensure that ERDF60 form for Local Authorities, or the ERDF80 form for Non-Local Authorities, along with relevant guidance, is available to auditors for 3 months before the audit completion deadline.

**NOTE: the sections below correspond with those on the claim form. Failure to fill in all relevant tables may result in delayed payment of grant.**

### **1. Type of Claim**

- a Indicate here the type of claim by ticking the relevant box. Distinction should be made between whether the claim is for Capital expenditure, Revenue expenditure, or Capital and Revenue expenditure; also between interim claim, final claim and progress report (i.e. where no grant is being claimed).
- b Enter the Claim Number, i.e. '1' for the first claim, '2' for the second claim, etc.

### **2. Organisation Undertaking the project**

- a, b Give here the full details of the applicant claiming grant including full postal address.
- c The Contact/Project Manager should be the person with whom the claim can be discussed and any queries pursued.

### **3. Project Details**

- a, b Enter in these boxes the Programme and Measure Names as shown on the front of your latest Offer Letter.
- c Give here the Project Start Date as shown in paragraph 6 of your latest Offer Letter.
- d Enter here the Project Reference as shown on the front of your latest Offer Letter. This must be provided or the form will be returned to the applicant.
- e Give here the Project Name as shown on the front of your latest Offer Letter.

#### **4. Progress and Monitoring**

- a A clear description of the progress of the works carried out should be provided including the expected date of completion of the works and reasons for any slippage or deferment. A full and detailed explanation should be given where a decision has been taken to abandon a project, or where a variation in the costs or income compared to the latest offer letter is forecast. As stated on the claims form, the report should explain how the project is doing in terms of its purpose. The agreed project purpose can be found in Annex 1 of the Offer Letter at the top of the 'Quantified and Key Non-Quantifiable Targets' section.  
NB: All expenditure for a quarter should be declared on the relevant claim form; however, if expenditure is accidentally omitted from a previous claim, you should declare it here, explain why, and state to which quarter it should be attributed. It should then be added to the cumulative total in the relevant area of section 5.
- b, c The agreed practical and financial completion dates for the project are shown in paragraph 6 of the Offer Letter. If you are proposing a revision to either of these dates then you should explain the reasons clearly in the Progress and Monitoring Report. The practical completion date is when the project has achieved its targets. The financial completion date is the date by which all expenditure eligible for grant, including any retention expenditure, must be paid.

#### **5. Eligible Expenditure Broken Down By Expenditure Category**

- a,b You should include any breakdowns for your Expenditure Categories shown in Annex 1 of the Offer Letter. The Expenditure Categories and any breakdowns may not be revised.
- c Add the quarterly totals of 5a and 5b together and insert in the first box. Add the cumulative totals of 5a and 5b and enter into the second.

#### **6. Quantified and Key Non-Quantifiable Targets**

This section seeks to determine the progress made against the targets identified in the latest offer letter.

The Description column should show all the targets specified in the latest offer letter. The definitions used here should follow the wording agreed with the Government Office.

For quantifiable (measurable) targets you need to insert (see a in example):

- amounts achieved to date. This is not cumulative so you will need to show previous achievements as well as achievements for the current quarter.
- when the remaining outputs will be achieved for the rest of the project life.

For non-quantifiable targets you need to (see b in example):

- confirm whether they have been achieved by ticking the appropriate quarter.
- confirm when they will be achieved by writing the date in the appropriate quarter.

Description	2000				2001				2002				2003				2004				Total
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
a Permanent jobs created		2		2		1	1				3			2							11
b Planning Permission Gained					3																

All entries in this table should match exactly to the completed table in Annex 1 of your offer letter. If there are any variations, you must explain them in the box provided below the table. Please note that the Government Office may require further details on variations before agreeing the changes, and a revised offer letter may need to be released before the claim is processed further.

### 7. Other financial information

- ai, aii Enter in these sections eligible payments expected to be made by calendar year and quarterly. Eligible payments already made and entered into section 5 should be excluded.
- b See points 5 and 6 of the significant change section of this guidance note for a relevant definition. If you are at all unsure as to whether a variance in your funding sources would constitute a significant change, consult your Government Office Secretariat for advice. Up-to-date auditable records of your funding sources should be kept throughout the lifetime of the project.
- c This is rental income or fees generated by the project and must have been identified in your offer letter (Eligible Expenditure broken down by Source of Funds). Project income received above the planned amount will be deducted from the project total eligible expenditure. In the first box, enter the income received for the period of expenditure you are claiming for. In the second, enter the total amount of income received to date since the project start.

### 8. Project Ownership

Please refer to the significant changes section of this guidance note for further information on the correct procedures to follow in these circumstances. Final beneficiary is defined as the public or private body responsible for commissioning works. This will normally be the body that receives

the award of grant and which takes on responsibility for meeting all the conditions of the grant offer.

## 9. Tendering and Publicity

The European Community rules on Procurement apply to contracts that are financed or part financed by Structural Funds grant.

Private sector organisations letting any works contracts (detailed in annex 3.1 of the offer letter) in excess of 5,000,000 euros for which 51% or more of the costs are funded by a public body must meet the EC procurement rules.

Until a procurement questionnaire is satisfactorily completed or a standard declaration form signed, the final grant will not be paid. Failure to supply satisfactory information may result in a demand for the repayment of any grant already paid. Copies of the questionnaire can be obtained from the appropriate Government Office Secretariat.

## 10. Grant Payable

- a The start date is the first date of the current expenditure quarter you are claiming from. The end date will be the last date of the current expenditure quarter you are claiming from. The end date for a final claim must not be after the last date for making eligible payments (financial completion) as shown in paragraph 6 of your offer letter. For your first claim, the date should not be before the official project start date as detailed in paragraph 6 of your offer letter. For subsequent claims, the start date should be the next day from the end date of the previous claim.
- b, c These sections calculate the grant due for payment.
- i **The total eligible expenditure to date (capital/revenue):** this is the cumulative total to date you have stated in Section 5.
  - ii The rate of grant applicable: this is the percentage shown on the first page of your offer letter.
  - iii **Grant entitlement to date:** this is the cumulative total to date multiplied by the grant rate percentage.
  - iv **Less total already received:** this is the amount of ERDF grant you have actually received from previous claims for this project only.
  - v **Balance of grant claimed:** this is your grant entitlement to date minus any grant received.

A grant claim below £2000 will not normally be paid unless it is a final claim. Only 90% of the total grant owing will be released until a final audited statement of grant expenditure has been submitted and approved. Projects with grant under £10,000 do not need to be audited but will still be required to submit a final claim before they received the final 10% balance.

- d ERDF Support level to date
- i **Total eligible project expenditure:** this is shown on the first page of your offer letter.
  - ii **Total project expenditure to date:** this is your total capital added to your total revenue expenditure to date.

- iii **Total ERDF grant to date:** this is the total of all grant received and all grant requested.
- iv **Percentage of project expenditure to date that is ERDF:** this is total ERDF grant to date divided by total project expenditure to date and multiplied by 100 to give an overall grant percentage. This percentage should not be higher than the overall grant rate shown in the front of the offer letter. If this occurs please discuss with your Government Office contact before submitting this claim.

## **11. Certificate by Claimant**

The Certifying Officer (or agent) must be an authorised signatory with the relevant authority to carry out this transaction on behalf of the organisation. Local authority claims should only be certified by the Chief Finance Officer.

## **12. Significant Changes**

Significant changes over the lifetime of the project must be agreed in advance by the Government Office in writing. Please consult your Government Office prior to submitting a claim to determine whether any changes you are proposing are significant or not.

Examples of significant changes:

- Change of project ownership, control or final beneficiaries.
- Change of expenditure category.
- Virement of more than 10% of category cost between individual categories of expenditure.
- Virement of any costs between capital and revenue costs.
- Change of project financing.
- Virement of more than 10% of project financing between funding sources (not including ERDF grant, as this may not be vired).
- Change of project targets.
- Alteration of the practical or financial completion date.

Also, see paragraph 9 of the Offer Letter.

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