



European Union



The Scottish Government

Riaghaltas na h-Alba

EUROPE & SCOTLAND

European Regional Development Fund

Investing in a Smart, Sustainable and Inclusive Future

Claims Form Completion Guidance

Green Infrastructure Fund

Guidance for Applicants

September 2016



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	LS
16/2/16	V1	Final	DP	ZK
15/9/16	V2	Final	DP	
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Introduction

The claim documentation is intended to provide a robust and simple process for Grantees to claim ERDF grant income for Projects. The documentation attempts to consider the following two aspects:

- Provide required claim data for Scottish Government for input into their EUMIS system;
- Provide Project claim and forecast data for the Lead Partner to Manage the Green Infrastructure Fund effectively and maintain a robust control environment which complies with ERDF funding rules and guidance and meets Lead Partner Green Infrastructure Fund governance requirements.

The claim form is presented in 3 parts:

- Non-Pay Expenditure
- Pay Expenditure
- Summary (Including Overhead)

Please find detailed guidance below for each field:

Part 1/3 – Non-Pay Expenditure

Ref	Heading	Explanation
A	Grantee	This will be already populated on the basis of the Grant Offer before being sent to the Grantee.
B	Project Name	This will be already populated on the basis of the Grant Offer before being sent to the Grantee.
C	Project Reference	This will be already populated on the basis of the Grant Offer or Lead Partner Procedure before being sent to the Grantee.
D	Claim Reference	This will be already populated on the basis of EUMIS or Lead Partner Procedure before being sent to the Grantee.
E	Period Ending	Refers to the calendar-year quarter end date e.g. 30 June 2017.
F	Cost Model	Refers to Cost Model being applied. Use drop down box.
G	Grantee	See (a).
H	Project Reference	See (c).
I	Supporting Documentation Reference	Write on top right hand corner – Project Ref / 1....2....3.....4.etc.
J	Transaction Date	Invoice / Certificate Date.
K	Supplier	Supplier / Contractor Name.
L	Transaction Description	Succinct description of work / goods and purpose.
M	Net	Net value of goods / works / services per Invoice / Certificate.
N	VAT	Input VAT charged on (m).
O	Gross	Contains Formulae – Protected Cell.
P	ERDF Eligible	Please enter gross value as per (o) if applicable.
Q	ERDF Ineligible	Contains Formulae – Protected Cell.

R	Total	Contains Formulae – Protected Cell.
S	Defrayed Date	Please enter the date the Invoice / Certificate payment left the Grantee's bank account.
T	ERDF Eligible Claim (40%)	Contains Formulae – Protected Cell.
U	Match Funding	Contains Formulae – Protected Cell.
V	Milestone	Milestone Name of which the expenditure relates.
W	ERDF Heading	Select From List.
X	Match Funder	Please add name of Match Funding source.
Y	Signature	Signature of the person completing the claim.
Z	Approval Signature	Signature of Responsible Owner for Project.

Part 2/3 – Pay Expenditure

Ref	Heading	Explanation
A	Grantee	Contains Formulae – Protected Cell.
B	Project Name	Contains Formulae – Protected Cell.
C	Project Reference	Contains Formulae – Protected Cell.
D	Claim Reference	Contains Formulae – Protected Cell.
E	Period Ending	Contains Formulae – Protected Cell.
F	Cost Model	Contains Formulae – Protected Cell.
G	Grantee	See (a).
H	Project Reference	See (c).
I	Supporting Documentation Reference	Write on top right hand corner – Project Ref / 1.....2.....3.....4.etc.
J	Transaction Date	Payroll Date.
K	Job Title	Job Title of 100% allocated job role.
L	Staff Name	Name of employee.
M	Gross	Please enter Gross Pay for the month for each staff member.
N	Sick Pay	Please enter any ineligible Sick Pay as negative values.
O	Pension Er's	Please enter Employer's Pension contributions.
P	NIC Er's	Please enter Employer's NI contributions.
Q	Total	Contains Formulae – Protected Cell.
R	ERDF Eligible	Contains Formulae – Protected Cell.
S	ERDF Ineligible	Contains Formulae – Protected Cell.
T	Total	Contains Formulae – Protected Cell.
U	Defrayed Date	Please enter the date the salary left the Grantee's bank account.
V	ERDF Eligible Claim	Contains Formulae – Protected Cell.
W	Match Funding	Contains Formulae – Protected Cell.
X	100% Allocated	Evidence per National Rules. Enter "Y" / "N".
Y	Milestone	Milestone Name of which the expenditure relates.
Z	ERDF Heading	Select From List.
AA	Match Funder	Please add name of Match Funding source.
AB	Signature	Signature of the person completing the claim.
AC	Approval Signature	Signature of Responsible Owner for Project.

Part 3/3 – Summary (Including Overhead)

The Summary is protected and is populated by formulae.

Ref	Heading	Explanation
A	Signature	Signature of the person completing the claim.
B	Approval Signature	Signature of Responsible Owner for Project.

Each claim form will need to be signed in hard copy accompanied with the appropriate evidence as per the National Rules and applicant guidance and sent to the Lead Partner.

Claim forms should also be sent to SNH as Lead Partner unsigned electronically.

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Scottish Natural Heritage
Dualchas Nàdair na h-Alba

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