



## **FORESTRY CHALLENGE FUNDS**

**Woodlands In & Around Towns (WIAT)**

**Forestry for People (F4P)**

**Guidance Notes for Claim Form**

**Please submit your claim form and all the supporting information to the Forestry Commission Scotland office that administered your application.**



## INTRODUCTION

This short leaflet gives general guidance on completing claims for grant awarded under the Forestry Challenge Funds scheme.

## VARIATIONS / AMENDMENTS

Any variations to the project, including the years you wish to claim grant, must be notified to Forestry Commission Scotland **before** they are carried out. The variations will be considered in relation to the original project and the general aims of the scheme.

## NOTES ON CLAIM FORM

### SECTION 1: Beneficiary's Details

All details on this section must match those on the contract that confirms the award of grant.

VAT Registered?

- If you are registered for VAT (tick in the **Yes** box) – then you must ensure that the invoices supplied breakdown the costs and the VAT amount separately and that you only claim grant assistance for the cost, net of VAT.
- If you are not VAT registered (tick in the **No** box) – then grant assistance can be paid on the total cost inclusive of VAT.
- It is your own responsibility to ascertain what VAT costs can be reclaimed. We may make random and routine checks of VAT registrations by requesting confirmation from HMRC.

### SECTION 2: Supporting Documentation

All claims in respect of Actual Costs must be supported by fully receipted **original** invoices, providing the following details:

- Supplier's name, address and VAT registration number (where appropriate)
- Claimant's name and address
- Detailed description of services provided or goods supplied, separately costed, to include serial numbers for any equipment purchased
- Date on which the services or goods were supplied
- Total amount due for payment by the customer with the VAT element clearly detailed
- Amount paid with details of any discount awarded which fully explains any difference between the amount due and the amount paid
- Date paid
- Method of payment (eg: cheque, debit card, etc..)
- Business stamp or Signature of person receiving payment on behalf of the Supplier

In addition, when you submit a fully receipted original invoice you must also back it up by with other evidence of payment, such as:

- The original cleared cheque
- The original bank or credit card statement
- The original bank giro credit transfer slip
- An accountant's report
- A certified extract from the Business Accounts

**We will return all original documents back to you once we have examined them.**

### **Section 3: Declaration & Signature**

Please read the notes on the claim form and sign and date. The claim form will be returned if it is not signed and dated.

### **Section 4: Costs Claimed**

This is where you tell us the costs actually incurred on the project.

- **Map Location, LPID** and **Activity Description** – Entries must match with those in the Schedule of Works spreadsheet that is appended to your contract.
- **Document Reference** – You must use the reference number or name you gave your type of supporting documentation at section 2 so that we can match up your documents to the activities claimed for.
- **Total Actual Costs Incurred** – Please list the actual cost for the activity as shown on the invoices and supporting documents. This is the total cost you paid for the activity, not the amount you are claiming.
- **Approved Quantities, Contract Unit Cost** and **FCS Payment Amount** – Entries must match with those in the Schedule of Works spreadsheet that is appended to your contract.
- **Actual Quantities Claimed** and **Actual Costs Claimed** – These are the quantities and amounts that you are claiming grant on. (please note these cannot be greater than the contracted amount)

**Discrepancies between approved and actual costs claimed** – This section allows you to detail and provide an explanation where there are differences between the actual or anticipated costs for activities you are claiming for. **Please note that failure to supply a required explanation may mean that the claim is returned to you.**

## Section 5: Claims Supporting Documents Checklist – Invoices

INVOICE															
Smith & Co <b>1</b> 2, High Street STIRLING															
Invoice No: 09876	VAT REG: 654 3210 78														
Date: 3 February 2010															
To: Community Group of Rife <b>2</b> Main Road Rife KY17 8DF															
DESCRIPTION OF GOODS / SERVICES	COST														
Shed timbers purchased 190m <sup>2</sup> @ £5.50 per metre <sup>2</sup> <b>3</b>	£595.00														
Building works – constructing & erecting 1 x 190m <sup>2</sup> shed Works carried out - 1-Sep-2009 to 30-Sep-2009	£450.00														
H & S Equipment Gloves - 6 pairs @ £4 per pair Boots - 6 pairs @ £12 per pair	£36.00 £72.00														
Establish small groups of trees Works carried out - 1-Oct-2009 to 31-Dec-2009	£350.00														
Paths Mow-trimmed Works carried out - 1-Oct-2009 to 14-Oct-2009 <b>5</b>	£110.00														
Machinery – Serial Number SD F123658 <b>4</b> Delivered to Community Association of Rife – 1-Sep-10	£460.00														
	Total £2073.00														
	<b>6</b> VAT £362.78														
	<b>7</b> Total Payable £2435.78														
<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;"><b>SMITH &amp; Co.</b> <b>9</b></td> <td style="width: 20%;"></td> </tr> <tr> <td>Received amount £..... <b>11</b></td> <td></td> </tr> <tr> <td>with thanks</td> <td></td> </tr> <tr> <td>...../...../2010 <b>12</b></td> <td></td> </tr> <tr> <td>..... Signature <b>10</b></td> <td></td> </tr> <tr> <td>Method of Payment</td> <td></td> </tr> <tr> <td>Cash / Cheque / Debit Card <b>13</b></td> <td></td> </tr> </table>		<b>SMITH &amp; Co.</b> <b>9</b>		Received amount £..... <b>11</b>		with thanks		...../...../2010 <b>12</b>		..... Signature <b>10</b>		Method of Payment		Cash / Cheque / Debit Card <b>13</b>	
<b>SMITH &amp; Co.</b> <b>9</b>															
Received amount £..... <b>11</b>															
with thanks															
...../...../2010 <b>12</b>															
..... Signature <b>10</b>															
Method of Payment															
Cash / Cheque / Debit Card <b>13</b>															
<b>8</b> <i>Amount Paid to Smith &amp; Co = £2435.78</i>															

The above example of a correctly receipted invoice displays all the information asked for in the Invoice Document checklist. The numbers correspond to the checks on the checklist.

Please ensure you complete the checklist for each receipted invoice, thus demonstrating you have undertaken the checks to ensure the supporting documents you are submitting are of the required standard.