

Big Tree Plant Fund



Grant Claim

Organisation: _____

Project name: _____

BTP project no. : _____

On behalf of the above organisation I wish to make an interim / final (*delete as applicable*) grant claim of £_____ in respect of the above Big Tree Plant grant.

We do / do not claim back VAT. (*delete as applicable*)

For **all claims**, I enclose:

- Proof of expenditure since last claim (*invoices, timesheets must include cost per hour broken down into salary and any overheads items or with formula to calculate overheads*)
- in-progress photographs (*if not previously supplied*)
- 'project progress report' (*proforma attached*)

For final claims, I also enclose:

- Before and After photographs
- 'final project report' (*proforma attached*) – in lieu of 'project progress report'

I confirm that the grant payment should be made by BACS to the following bank details:

Sort code: ____ - ____ - ____ bank / branch: _____

Account number: _____ account name: _____

- I confirm that the project has been managed in accordance with Big Tree Plant Terms and Conditions
- I confirm that the sum claimed has been fully and solely expended on the purposes for which it was granted as set out in our application and any subsequent amendments agreed in writing by BTP.
- For final claims, I confirm that arrangements are in place for the long-term maintenance of the project.
- I confirm that I am duly authorised to sign this claim.

Signed: _____ Name: _____

Position: _____ Date: _____

Address: _____

_____ Tel No: _____

Please return to the BTP Programmes Officer, Groundwork Regional Office, 12 Baron Street, London N1 9LL. Tel: 020 7239 1286.