



ACADEMY STREET

- INVERNESS -

*Townscape Heritage Project*

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## ACADEMY STREET TOWNSCAPE HERITAGE GRANT SCHEME GUIDANCE NOTES FOR MAKING GRANT CLAIMS

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Prior to applying for the release of grant funding, please make sure that you have read and understood the conditions of your grant award. On signing the grant award letter, you are agreeing to the legal conditions contained therein.

When making a claim for payment of the grant assistance awarded to your project, please refer to your letter of grant award from us in which the timescale for claiming the grant is detailed together with any prepayment conditions that must be satisfied prior to a claim being made, if appropriate. If the grant is not claimed within the timescale stated, the offer of assistance may be withdrawn.

If you have chosen to use an agent to compile your claim, you are still required to sign the claim declaration.

### PAYMENT FOR GOODS AND SERVICES

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All grants shall be paid in arrears and can be submitted at any time at the rate of no more than one claim per calendar month.

To accompany your claim, you are required to produce evidence that you have both incurred the expenditure and that you have settled, in full, any invoice for this expenditure. Photocopies and faxes are not acceptable under any circumstances.

**1. To ensure that expenditure has been incurred a detailed original invoice must be provided for each item claimed. A detailed original invoice is deemed to be one that contains:**

- The suppliers name and address;
- The customers name and address;
- A detailed description of the services involved/ goods supplied, separately itemised;
- The date of work carried out/ or goods supplied;
- The total amount due for payment by the customer;
- VAT registration number and a breakdown of VAT charged, if applicable.

**2. The minimum payment evidence required in support of claims for release of monies against discretionary funding approvals should be as follows. (Please note, this is required in addition to the evidence of expenditure having been incurred detailed above):**

**For grants of less than £5,000**

- A supplier stamp on the invoice – this should include the date and method of payment; or
- Bank statement showing payment of the individual transaction; or
- Formal receipt on the supplier’s headed notepaper or supplier statement.

**For grants in excess of £5,000**

- An independent accountant’s certificate; or
- Formal receipt on the supplier’s headed notepaper or supplier statement.

In all cases, we shall return the original documents to you once they have been verified.

The following should be borne in mind:

- A hand written “paid with thanks” on an invoice is not sufficient evidence of payment being made
- A receipt bearing the supplier company stamp would be acceptable for grants of under £5,000 only
- The receipt should clearly specify the amount paid and the date of payment
- Any invoices relating to expenditure incurred prior to the date of the initial grant application are not considered eligible.

## BUILDING COSTS

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Where funding is being claimed towards building costs (carried out by independent contractors), we require to see copies of the interim certificates and an independent surveyor’s certificate confirming that the works have been carried out and that the costs are as specified. Proof of payment should be received in all cases.

## OWN-BUILD COSTS

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Where work has been carried out using your own resources, we will require an accountant’s certificate of costs.

## PAYMENT OF PROFESSIONAL FEES

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Received invoices for fees should be submitted as per “Goods and Services”

## PAYMENT OF CLAIMS

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The normal payment method is by electronic bank transfer/ BACS or cheque within 10 working days of receipt of your claim form provided that all relevant information is submitted with your claim. Final claims may take longer to pay as these will be subject to a satisfactory inspection of the completed works.

