



UKSPF- NW: FREQUENTLY ASKED QUESTIONS

CLAIM

Do I need to submit a claim if you have no incurred expenditure to report on?	Yes, you are still required to submit a progress report to inform us of the activity and a nil return claim form updating milestones and risks.
Do I need to submit supporting evidence with the claim?	No, you will only need to provide supporting evidence for a verification sample.
Do I need to keep an asset register for the grants given to 3rd parties?	No need to include on the claim form but you will need to retain a record on their project file.
Can I use Egress for sending sensitive information?	Yes, let us know what works best for you.
Is there flexibility with the claim submission date for the 1st claim?	Yes, future claims will need to be sent on date specified in GFA
Will project partner claims be required?	Yes, any expenditure stated on the claim form will need to have the supporting evidence on file and provided if selected for review
Do I only submit a claim after the work has been completed?	No, you can claim for any expenditure incurred throughout the quarter regardless of whether the work has been fully completed. You will need to demonstrate it has been paid if sampled.
Do I require an update on the evaluation if no activity has taken place in the quarter?	Yes, you will need to keep us up to date with progress and confirm when the evaluation activity will commence.
Can I allocate expenditure to different cost headings than what is in Annex B of the approved application?	No, you can only include expenditure and costs headings that have been identified in Annex B of the approved application.
Is retrospective expenditure eligible?	Yes, you can claim retrospective expenditure from the approved start date, any costs incurred prior to the approved start date is not eligible.
Can I note any additional match funding we have received?	Only approved matchfunding should be stated on your expenditure claim. If you have received additional matchfunding and require to reduce your SPF grant, this will need to be discussed with your Local SPF Team,
How long after submission of a claim will I receive payment?	We are aiming to process complete and correct claims within 10-15 days. The claims process will take longer should there be errors or missing information.
How do advanced payments work?	If cashflow is a barrier to delivery please let us know and we can send you the advanced payment policy which will explain the process. You would need to provide a robust rationale to support your request for an advance which if approved will be paid every quarter based on your approved quarterly profile. Any over/underclaim carried forward will be adjusted from future payments.
Can I use electronic signatures on all claim documentation?	Yes, we accept printed or electronic signatures on claim documents, however the authorised signatory must be included in the claim email submission.
For claim queries who is the point of contact.	For all claim related queries please send to the FfyniantGyffredinGogleddCymru@gwynedd.llyw.cymru mailbox and a member of the team will pick it up.

PROCUREMENT

Can exemptions or allowances be agreed for SPF Projects to comply with their own authorities procurement rules/framework as an alternative?	Where key funds are being delivered by Local Authorities, the grant receipts follow their own LA procurement rules. If they are an external grant recipient who wish to follow their own LA procurement/framework rules, we do require further information.



CHANGE REQUEST	
How do I make a change request?	Change requests will be done via the claim process. Discuss potential changes with your LA contact in the first instance and include a narrative update of any discussions on your progress report submission. Your LA contact will need to submit a change request on your behalf.
Is the 20% virement based on the total project costs or individual budget line?	20% virement of an individual budget line
Can I move expenditure from Year 2 to Year 3?	Unable to confirm slippages until we know the what the total allocation is. You should state your request on the progress report
Can I reallocate Capital expenditure to Revenue expenditure and vice versa?	No, any movement of costs between Capital and Revenue will require a change request.
Can I make changes below 20% threshold without discussion and authorisation.	Yes, no formal approval is required but you should state all changes on the progress report.
Will the 20% virement allowed be on every claim or on the whole programme?	The 20% virement threshold will be based on your approved figures and not on every claim.
Is there likely to be an extension as we expect to accrue an underspend but don't want to give up the funds for redistribution if there is.	The current position is there is no opportunity to extend the project beyond December 2024. Likely underspends should be noted on the progress report and discussed with your LA contact as if there is no extension there may be an opportunity to reallocate the funds within your existing project.

VERIFICATION SAMPLES	
Will a verification sample be requested after every claim submission?	Yes, it is the intention to request a sample with every claim submission.
How many samples will be selected for each verification?	The sample size will vary. The size of the sample will depend on the size and value of the claim taking into account findings from previous reviews. If no issues are identified then this will reduce the amount of sampling on future claims.
Do I require evidence to support overheads if using a flat rate % of spend?	No, we only require evidence to support the calculation if selected for verification.
Do I need to send bankstatements as part of the sample to evidence costs have been paid?	Yes, if you are not an organisation governed by public body regulations you will need to send bank statements to evidence costs have been paid.
What happens if costs are claimed in error?	You will be issued with a verification findings report which will provide instructions on how to make the adjustment. If you know you have mistakenly claimed costs in error that haven't been sampled then you will need to reverse the costs on the next claim.
Do staff working on the project require a staff awareness letter?	Yes, if you are claiming for existing staff then they will require an awareness letter to confirm their post is funded by SPF. If you are recruiting new staff and SPF funding is detailed in the advert then these staff will not require a letter but a copy of the advert should be retained on file.
What evidence is required to support salaries?	All projects will need to evidence the basic pay, Emplr NI and Emplr Pension amounts. We will also need to see evidence of the net pay amount being defrayed for organisations not governed by public body regulations.
Do I need to evidence all transactions or just those selected as part of the verification process.	You will only need to submit evidence to support transactions selected as part of the verification process, however, you will still need to ensure that you retain evidence to support all transactions as these maybe selected for review during an onsite verification visit.

