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Shared Prosperity Fund: North Wales Claim guidance

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.

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Shared Prosperity Fund North Wales

Project Applicant Grant Claiming Guidance

Introduction

1. Purpose

- 1.1 To provide a consistent financial grant claiming process for grant recipients to complete and submit a grant claim form for reimbursement of UKSPF funds. The guidance explains the reporting process, change request, eligibility criteria, document retention, sample verification requests, on the spot visits and guidance to complete the necessary forms to successfully draw down UK Shared Prosperity (UKSPF) funds.

2. Unique Project Reference Number

- 2.1 Each project has been assigned a unique 3-digit project reference number. This number can be found on the grant funding agreement letter issued for your project and should be included within all correspondence relating to your claim. This should also be referenced in the file name when returning your project grant claim form and progress report.

3. Claim Schedule

- 3.1 The claim schedule will be agreed at the outset and detailed as part of your grant funding agreement. Grant claims will be paid quarterly in retrospect (based on incurred expenditure). Approved projects will be allocated to 1 of 3 quarterly claim cycles.
- 3.2 In exceptional circumstances, a grant recipient can request to be paid in advanced or seek permission to submit an additional monthly claim within their allocated quarterly claim cycle. Projects will need to provide a robust justification to demonstrate that cash-flow is a barrier to project delivery for approval to be granted. Further guidance on advanced payments is available upon request.
- 3.3 The deadline for submitting claims will be on or just before the 14th of the month following the period end date. For example, a claim for the July – September 23 period will be due for submission on or just before the 14th October 23.
- 3.4 The claiming process will commence once the grant funding agreement has been signed and accepted.
- 3.5 The grant recipient will need to submit the grant claim form and progress report to the Shared Prosperity Fund North Wales (SPFNW) Team by email on or before the specified claim deadline.

- 3.6 As a rule, it will not be possible to extend the deadlines outlined in the claims schedule but under extraordinary circumstances, requests for extensions will be considered by the SPFNW Team. In this instance, grant recipients will need to contact the SPFNW team via the ffyniantgyffredingogleddcymru@gwynedd.llyw.cymru mailbox well in advance, explaining the circumstances and propose an amended submission deadline. Until written confirmation is received from the SPFNW team the claim will still be expected in line with the agreed timetable.

4. Claim Documents

- 4.1 Grant recipients will be required to complete and return the following documents for UKSPF funds to be released:
- Grant claim form (customised template issued separately to project applicant) AND
 - Progress report

Financial claims cannot be processed without both documents completed.

Grant claim Form

5. Overview

- 5.1 A master grant claim form template will be issued to you. This will be an excel document customised to reflect the details in Annex B of the project approved application form. The grant claim form contains 9 individual tabs for single LA project and 10 tabs for multi LA projects as detailed below:
1. Guidance
 2. Grant Claim Form: Summary
 3. Expenditure Transaction List
 4. UKSPF Financial Breakdown (Multi LA projects only)
 5. Outputs
 6. Outcomes
 7. Asset Register
 8. Procurement Plan
 9. Risk Register
 10. Milestones
- 5.2 The SPFNW team may need to amend or update the claim form template from time to time to ensure sufficient information is being captured for reporting to the UK Government. Any changes to the template or prepopulated information will be done by the SPFNW Team and submitted to you in advance of any claim deadline.

- 5.3 To ensure that each claim is processed efficiently, grant recipients must not change the format of the grant claim form. Adapting the template may affect the formulas contained within it thus making the grant claim form open to errors.
- 5.4 The grant claim form will be sent to you electronically. Please save the document as a master template.
- 5.5 You will be required to save a duplicate copy of this master template to complete each quarter.
- 5.6 State the project reference ID number and project name in the subject title of all emails. Please also use the specified file name format noted below for grant claim documents.
- 5.7 The date refers to the 'period end date' and the claim number should follow on from the previous submission.

Unique 3-digit Project Reference ID Number_Project Name_YYYY-MM-DD_Claim X

E.g., 001_Back to work _2023-09-30_Claim 1

(Project Ref: 001_Project: Back to work_Period end date: September 23_claim submission: Claim: 1)

6. Guidance Tab

- 6.1 This section introduces the claim form and provides instructions on how to complete and submit the claim form..
- 6.2 It is important to note that all white coloured cells will need to be completed. Pale blue coloured cells are prepopulated with the values from Annex B of the project approved application form and are locked for editing. Grey colour cells are pre-defined values or formulas that are locked for editing.

7. Claim Declaration

- 7.1 This section provides an overview of the project expenditure which will need to be completed to calculate and declare the total expenditure incurred to date.
- 7.2 You will be required to review all prepopulated approved figures for correctness. Any anomalies found should be reported to the SPFNW Team at the earliest opportunity.
- 7.3 The sections are summarised, and colour coded as per the guidance for ease of reference. White sections to be completed each quarter. Blue sections prepopulated.

Grant recipient	These details will be pre-populated with the details contained in Annex B of the project approved application form. Applicants are required to check the accuracy of the information prepopulated and report any anomalies to the SPFNW Team at the earliest opportunity.
Project name	
Project reference number:	
Project start date	
Project end date	
Claim number	Specify the claim number. This number should be sequential and follow on from the previous claim submission
Claim period from	Please specify the date of the first day of the claiming period.
Claim period to	Please specify the date of the last day of the claiming period.
Final Claim	Using the drop down, please select to confirm whether the claim is a final claim or not.
Total approved expenditure	The capital/revenue UKSPF expenditure and match funding values will be prepopulated with the total expenditure figures from Annex B of the project approved application form.
1) Total previous expenditure	Please enter the total capital/revenue UKSPF expenditure and match funded expenditure amounts declared and paid in previously claims.
2) Total expenditure this claim period	Please enter the capital/revenue UKSPF expenditure and match funded expenditure amounts for this period. These totals should match the totals declared on the Expenditure Transaction Tab
Total expenditure claimed to date	The total expenditure claimed to date will automatically calculate. This will be the sum of 1) the expenditure claimed previously, and 2) expenditure claimed this period. These values will be the values that are carried forward to your next claim submission and entered in 1) above.
Remaining expenditure	The total remaining expenditure will automatically calculate.

7.4 Once you have completed and checked all sections of the grant claim form you will be required to sign the declaration. Grant claim will only be processed and reimbursed if the entire grant claim is completed correctly and signed by an authorised signatory for the project.

8. Delivery Plan and Milestones

- 8.1 This section of the grant claim form details the delivery plan and milestones stated in Annex B of the project approved application form.
- 8.2 You will be required to update the white sections to confirm when a milestone has been achieved. If there is any delay in the delivery plan, you will be required to confirm this and provide a revised date and narrative update to confirm the reasons for the delay.

Agreed Milestone or Workpackage	This section will be prepopulated with the agreed milestones in Annex B of the project approved application form.
Start date	
End date	
Achieved to date? Yes or No	Please complete to confirm whether the milestone is complete or not complete
Revised date (s)	If the end date for the milestone has passed and is not complete, please enter a revised date.
Comments	Please provide a narrative to explain any variations to the original delivery plan and milestones approved.

9. Expenditure Transaction List

- 9.1 This section details the expenditure transactions claiming for the period.

1. Document reference ID number	Please enter a document number for the transaction. This number can be a sequential number for the claim period or your own internal reference number. The SPFNW regional team will use this reference number to inform you which samples are being selected for verification. Please ensure that this reference number is also typed/written on the document and quoted in the file name when submitting to the NWSPF team for review.
2. Capital / Revenue	Specify whether the expenditure is capital or revenue.
3. Cost Heading	Eligible cost heading as specified in Annex B of project approved application form.
4. Expenditure Description	Full description of the expenditure item.
5. Name of Supplier, creditor/payee	Name of supplier, creditor/payee or employee.
6. Invoice number / Payee reference	Invoice/receipt or reference number.

7. Invoice date / Transaction Date	Invoice date or transaction date.
8. Transaction amount excl. VAT (Net Amount)	Net amount of invoice (excludes VAT).
9. VAT	VAT amount on the invoice/receipt. Enter £0.00 if no VAT is charged.
10. Total transaction amount (Gross)	Total Gross transaction amount (including and VAT). This will automatically calculate the total amount to be paid to the supplier.
11. Irrecoverable VAT amount	If applicable, element of VAT that is irrecoverable from HMRC. Only this portion of VAT can be included in your project claim amount.
12. Total project claim amount	Total project claim amount that is being claimed against the project. If the amount is different to the Net amount plus any irrecoverable VAT, please provide a supporting comment.
13. UKSPF Grant amount	Proportion of expenses to be claimed as UKSPF grant.
14. Match Funding amount	The Match Funded amount will automatically calculate. This will be the total project claim amount less the UKSPF grant amount.
15. Supporting comments of details of any assumptions relating to costs	Supporting comments relating to the expenditure and amounts claimed. E.g. Expenditure outside claiming period / Percentage of irrecoverable VAT / Only an element of the transaction value relates to SPF.
16. W1 – W53	UKSPF amount applicable to each agreed intervention. The total sum allocated against the interventions must equal the total UKSPF grant amount in Column 13.

10. Outputs and Outcomes

- 10.1 For ease of reference the outputs and outcomes tabs have been customised to reflect the indicators and target values in Annex B of the project approved application form. Applicants should check for correctness prior to submitting the first claim and notify the SPFNW Team of any anomalies at the earliest opportunity.
- 10.2 Applicants are required to record the number of outputs and outcomes achieved within the claim period and the cumulative figure achieved to date.

Intervention No	Intervention that the output/outcome relates to
Output indicator	Indicator output/outcomes to be achieved
Approved Target	Target agreed

Achieved this claim period	State the number of outputs/outcomes achieved in the claim period
Total achieved to date	State the cumulative number of outputs/outcomes achieved to date.
State the evidence you have to support the output/outcome claimed	Provide full details of the evidence you have in place to support the outputs/outcomes achieved to date.
Additional outputs/outcomes	<p><i>THIS SECTION IS OPTIONAL AND DOES NOT NEGATE YOUR OBLIGATION TO ACHIEVE THE OUPUTS APPROVED AS PART OF ANNEX B</i></p> <p>Please use this section to record any additional SPF and none SPF outputs achieved.</p>

10.3 NB: Applicants should record an output or outcome achieved once and not double count the same achievement under multiple interventions.

E.g., if the project has created 5 new jobs relevant to W13 and W14. Ensure that only 5 jobs in total are reported. These can be claimed against the most relevant intervention or apportioned/spit between both interventions ensuring that the total adds up to 5 new jobs across both interventions.

It is not considered double counting if the unit of measure is different.

E.g., if the project achieves '5 jobs created as a result of support' and the same '5 people received support to gain employment'.

10.4 Applicants should detail the evidence collected in support of each output and outcome claimed.

10.5 Definitions and expected evidence to support the achievement of the outputs and outcomes can be found attached to this document as Annex 1.

11. Asset Register

11.1 Fixtures/Fittings/equipment etc. If the amount is £5,000 or above, details must be listed on the asset register tab within the claim form.

11.2 Only items that have been identified in Annex B of the project approved application form can be claimed.

11.3 Please complete all columns within this tab, if not applicable please state N/A

12. Procurement

12.1 List all procurement activities carried out to-date. This should cover all items of expenditure that you are claiming.

12.2 Ensure that all columns are completed.

Procurement ID	This has already been populated.
Description of works, supplies or services	Description of the works, supplies or services of procurement carried out and which expenditure is being included within this claim. If no expenditure is being claimed at this time, do not include the procurement detail.
Value of Contract Awarded	The total value of the contract in £
Contract Award Date	The date the contract has been awarded.
Organisation commissioned to deliver works, supplies or services	Name of Organisation/Company that has been awarded the contract to carry out to deliver works, supplies or services for this UKSPF project.
How was the procurement exercise carried out	Provide details of how the procurement was carried out for this work, supplies or services. E.g. 3 written quotes, full tender exercise, Sell 2 Wales.
Procurement adheres to guidelines	Please confirm that the procurement route you have undertaken meets the UKSPF Procurement, Public Contract Regulations 2015 and 2020 amendments. If not, please state the reason why not and whether this has been approved and by whom,

13. Risk Register

13.1 The risk register should be completed detailing the key risks identified in Annex B of the project approved application form.

13.2 As part of your submission you must review all existing risks and update where necessary to ensure they remain valid, and the scores reflect the current circumstances. Risks that are no longer valid should be updated with a closed status.

13.3 Please add any new risks or opportunities that have been identified within the claim period. There is a section within the claim form to provide a more detailed narrative of current issues.

Risk Status	Use the drop-down option to confirm whether the risk is still relevant to the project. All live risks should be open.
Risk category	Use the drop-down to select from the below options: <ul style="list-style-type: none"> • Commercial • Technical • Budget/Financial • Operational • Planning • Quality • Infrastructure • Organisational/Business • Resource • Other If other, please categorise within 'Detailed description' column
Threat / Opportunity	Use the drop-down to select from the below options <ul style="list-style-type: none"> • Threat • Opportunity
Risk / Opportunity Title	Provide a summary title for the Risk/opportunity. <i>e.g., Cannot recruit staff</i>
Detailed Description	Detail description of the risk/opportunity <i>e.g., There is a risk that there will be delays in the project commencement</i>
Risk / Opportunity Cause	Detail the cause of the risk/opportunity. <i>e.g., The risk is caused by capacity constraints</i>
Consequence of risk / opportunity	Detail the impact the risk will have. <i>e.g., The project would not be able to start on time.</i>
Likelihood	The Risk Matrix at the top of the page shows the scores based on the likelihood and of certain events happening. Please use these scores as a guide to assist you with competing the Risk Register. <ul style="list-style-type: none"> • 5: Certain / Very Likely • 4: Probable / Likely • 3: Possible • 2: Unlikely • 1: Remote / Very Unlikely
Impact	The Risk Matrix at the top of the page shows the scores based on the severity of certain events happening. Please use these scores as a guide to assist you with competing the Risk Register. <ul style="list-style-type: none"> • 5: Severe • 4: Significant • 3: Moderate • 2: Minor

	<ul style="list-style-type: none"> • 1: Negligible
Risk Assessment Rating	<p>The score will automatically calculate. The score guide for the overall risk rating is:</p> <ul style="list-style-type: none"> • 13-25: Critical • 5-12: Major: • 1-4: Minor:
Mitigation Strategy and actions	<p>Please provide details of any mitigations that will reduce the likelihood and impact of the risk: E.g., 1) <i>Additional time has been built into the schedule</i> 2) <i>Look to use agency staff</i></p>
When the mitigation action has been / will be implemented	<p>Specify a date when the mitigation has been actioned</p>
Post Mitigation Likelihood	<p>Rescore the likelihood taking account of the mitigation using the score factors noted above</p>
Post Mitigation Impact	<p>Rescore the impact taking account of the mitigation using the score factors noted above.</p>
Post Mitigation Risk Assessment Rating	<p>The score will automatically calculate. The score guide for the overall risk rating post mitigation is:</p> <ul style="list-style-type: none"> • 13-25: Critical • 5-12: Major: • 1-4: Minor:

Progress report

This is a narrative report that must be completed and returned to update on progress even if you are not submitting a financial grant claim.

We cannot process your financial claims unless we have received an up-to-date progress report.

14. Project Activity

14.1 Please provide a narrative update, summarising progress, and achievements during the claim period. This should include but not limited to progress against milestones, expenditure, recruitment, outputs and outcomes.

15. Publicity

15.1 Use this section to provide details of any publicity activity undertaken within the claim period. This could include, social media posts, staff advertisements, articles, posters, plaques, web content.

15.2 Also provide any details of upcoming events so we can inform UK Gov and LA Leaders of possible Ministerial visits.

16. Special Conditions and Condition Precedent

16.1 Please use this section to provide a progress update against any special conditions and to confirm you have met any condition precedents required as part of your grant funding award.

16.2 Please be aware that you must satisfactorily meet and comply with all condition precedents before any payments can be released.

16.3 Please state N/A if this section is not relevant.

17. Project Evaluation

17.1 Please provide a narrative update on progress of the project evaluation. This should include but is not limited to:

- Preparing brief for project evaluation,
- Opportunity advertised to commission consultant,
- Consultant appointed,
- Scoping / interviews,
- Received interim project evaluation report,
- Received final project evaluation report etc.

18. Welsh Language

18.1 Please summarise any Welsh Language activities relevant to the project. This could include but not limited to:

- No of Welsh speakers delivering the project / recruited,
- Welsh signage,
- Delivery that has been conducted in Welsh,
- Bilingual or Welsh promotional materials etc.

19. Equalities

19.1 Please summarise any project related activity that supports equalities. This could include but not limited to:

- Targeted support to individuals from any of the protected characteristic groups,
- Participants engaging with the project from any of the protected characteristic groups.
- Accessible works, ramps, lift etc

20. Net Zero

20.1 Please summarise any activities that support the UK Government and Welsh Government Net Zero policies.

21. Subsidy Control

21.1 Please state how you have adhered to subsidy control requirements being implemented for your project. If not relevant to your project, please state N/A.

22. Issues arising

22.1 Please state any issues arising that may have an impact on your project, e.g. timescales, expenditure, outputs/outcomes. If not relevant to your project, please state N/A.

23. Change Request

23.1 Please use this section to notify the SPFNW team of any changes that have the potential to impact the project, as explained in section 7.6 of the grant funding agreement.

23.2 You will need to confirm whether any of the changes meet the definition of a significant change. If they do you will also need to confirm whether you have discussed this with the relevant local authority.

23.3 It is important to discuss any potential changes with your local authority contact in the first instance, as all significant changes will need prior agreement and payments will not be released until the relevant local authority contact and or regional team has confirmed the change is acceptable.

23.4 Definition of a significant change would be:

- A delay of more than 4 months against the milestones stated in Annex B of the project approved application form.
- Virement between expenditure headings exceeding 20% of the budget line or £50,000 (whichever smallest) / £100,000 Multi LA
- Any change to the expected outputs or outcomes targets as stated in Annex B of the project approved application form.
- Financial year slippage against the financial year totals stated in Annex B of the project approved application form.

23.5 Significant change requests will be considered on a case-by-case basis in consultation with the relevant local authority. Minor changes that do not meet the above definitions will be accepted if a sufficient narrative explanation is provided on the progress report.

- 23.6 You will be formally notified of the outcome of any significant change request within 30 calendar days.
- 23.7 There will be a freeze on processing grant claims whilst a change request is being considered.
- 23.8 Should the request be accepted an addendum to the project approved application form will be issued that will require signing. Upon receipt of the signed addendum an updated grant claim form template will be issued and payment of claims will be reinstated.

24. Forward Plan

- 24.1 Please use this section to provide a brief summary of the activity planned for the next 3 months.

Claim Submission

25. Completeness

- 25.1 Project Applicants must ensure completeness and accuracy of the claim. The claim must be signed by the appropriate officers and submitted with the progress report via email to the SPFNW team: ffyniantgyffredingogleddcymru@gwynedd.llyw.cymru
- 25.2 Should any element of the claim form be incomplete, the claim will be returned to be corrected and resubmitted within 5 working days. Failure to meet the deadlines could result in the payment claim being held back until the next scheduled claim date.
- 25.3 In the spirit of collaboration, it is advisable that all claim-related queries should be raised before the relevant claim submission date.

26. Reimbursement of grant

- 26.1 Completeness checks will be carried out upon receipt of your Grant Claim form and Progress report. You will be notified within 10 working days of receipt should there be any information that is incomplete with a request to resubmit your claim.
- 26.2 We aim to release payments of a completed grant claim form within 10-15 working days. An email notification will be sent to confirm the amount and expected payment date.
- 26.3 Payment of the final claim will not be released until the SPF NW Team have carried out the sample verification checks and the Team have received all the relevant documentation they require for your project. ***(It is imperative that you are aware of this)***

27. Verifications and Reviews

- 27.1 It will be necessary to verify the project expenditure, activity, and achievements reported. Verifications checks will be undertaken after each quarterly claim submission. These checks will not delay payment of your submitted claim. Incorrect or missing information may, however, delay future claims being paid.
- 27.2 All queries or requests for additional evidence in relation to the review will be sent by email and will require a satisfactory response within 5 working days to ensure that future grant claims can be processed. Any delays here may result in future claims being held back until the next period claim.
- 27.3 You may also be subject to an onsite verification visit to physically inspect your records.

28. Sample Verification Check

- 28.1 Each grant claim submitted will be subject to a sample verification check. You will usually receive the sample request at the same time as you receive the notification of the UKSPF grant payment being released.
- 28.2 Verification samples will be selected from some or all of the following:
- Expenditure transaction list,
 - Outputs achieved to date,
 - Outcomes achieved to date, and
 - Procurement undertaken.
 - Marketing activities
- 28.3 All sample requests will be proportionate to the level of risk identified from any previous reviews and will therefore vary from claim to claim and project to project.
- 28.4 You will be required to submit a full audit trail for the sample by email within **10 working days**. This is required to provide assurance that the UKSPF funds are being used correctly. Section 30-34 below provides details the evidence.
- 28.5 One PDF should be submitted to support each sample selected. Please do not submit multiple documents to support a sample.
- 28.6 During the sample check, if errors are found, these will need to be corrected on your next claim. This may also increase the number of sample transactions you will be requested to submit on future claims.

29. On the spot review

- 29.1 During the life of the project the SPFNW reserves the right to inspect both project records and assets on site. The SPFNW will give as much prior notice as possible, with the minimum notification period being 12 working days. You will need to ensure that your processes are robust enough to facilitate any such review.
- 29.2 If after investigation the SPFNW is not satisfied with their findings, they may request repayment of some or all the funding.

Supporting Evidence and Documentation

30. Expenditure evidence

- 30.1 To verify expenditure claimed you will be required to submit a copy of the relevant purchase order, invoice/receipt, Bacs listing, Bank-statements.

31. Outputs and Outcomes evidence

- 31.1 Evidence to support the outputs and outcomes will vary from project to project. In some cases the evidence noted in Annex B of the approved project application is not sufficient to meet the [UKSPF published definitions](#).
- 31.2 Should this be the case a member of the SPF team will be in touch to work with you and agree any additional evidence you may need to collate. See Annex 1 as a guide to the types of evidence that would meet the definition.

32. Procurement evidence

- 32.1 Procurement verification samples will be light touch. You will only need to provide a procurement report. Depending on the value/process undertaken this could include a report detailing the 3-quotations received and brief narrative for the selected supplier or an evaluation report for higher value bids.
- 32.2 You must still retain all evidence to support the entire process as this will be tested should you be subject to an onsite visit.
- 32.3 Documents to retain on file include: (this list is an exhaustive)
- Preselection and selection procedures used
 - Tender evaluation criteria used
 - Tender evaluation report
 - Copy of official Journal of OJEU used to advertise
 - Procedure of Opening and recording Tenders (Tender Opening Report)
 - Evaluation Panel

- Confidentiality Statements / Anti Collusion
- Evaluation / Analysis / Scoring Matrix of tenders
- Tender Report or Meeting minutes based on decision
- Copy of signed and dated agreement / Contract of successful supplier
- Copy of unsuccessful supplier notifications
- Construction Meeting (capital Build – Grant schemes only)
- Programme of Works (capital Build - Grant schemes only)

Project Expenditure

33. Eligible costs

- 33.1 Only expenditure identified in Annex B of the project approved application form is eligible to be claimed. The expenditure is only eligible if it has been incurred and paid.
- 33.2 You are not required to send supporting documents to evidence expenditure with your grant claim, but one of the SPFNW Team will contact you, requesting a full audit trail on a sample of the transactions within the claim.
- 33.3 To evidence expenditure incurred and paid you will need to submit a copy of the order, invoice, any workings out on how the sum being claimed has been reached, and a copy of the bank statement showing the payment made. If the payment is part of a larger payment run, you will need to provide details on how the sum on the bank statement has been reached.

34. VAT

- 34.1 VAT should not be included unless you can demonstrate that you are unable to recover from the tax authorities (HMRC). If only a % of the VAT is unrecoverable, you will need to provide details/calculations on how you have reached the sum claimed.

35. Staff

- 35.1 Project Delivery Staff & Project Management: Only posts that have been identified within Annex B of the project approved application form can be claimed.

36. Redundancy costs

- 36.1 Redundancy costs are only eligible to claim if identified as a cost within the approved Annex B of your application form.
- 36.2 Staff must have at least 2 years continuous service on the project. The redundancy decision must be taken whilst the staff member is still working on the SPF project.

36.3 Only the associated SPF proportion of any redundancy payment will be eligible.

36.4 All redundancy costs need to be proportionate in relation to the time spent and must be pro-rata if working part time on the project.

37. Overheads

37.1 When claiming for % overheads (if stated within Annex B of the project approved application form) you will need to provide details/calculations on how you have reached the sum claimed.

38. Travel & Transport

38.1 Travel and subsistence (Actual) Costs need to relate to project staff members and must be incurred specifically in relation to the SPF NW funded project activity.

38.2 You must retain all appropriate documentation to support any T & S claim (hotel bills, parking receipts, boarding cards, tickets etc) and the mileage rates used must be HMRC rate of £0.45ppm.

39. Grants/support to 3rd Parties

39.1 When submitting a claim for 3rd party grant payments you have made, you must retain a full trail on the process of approving the grants, through to the payment of the grant.

39.2 This includes grant application, approval, grant offer, grant payment and in line with subsidy control requirements. (This list is not exhaustive)

39.3 The SPF NW Team will request sight of all this information during their site visit and if chosen as part of the sample check of a claim.

40. Participant Costs

40.1 When submitting claims for participant travel costs, event attendance, accommodation, childcare etc. (if stated within Annex B of the project approved application form) details of the participants should be retained on file to support the amount being claimed.

41. Capital Costs

41.1 Only capital costs expenditure that have been identified within Annex B of project approved application form can be claimed.

41.2 Capital costs are defined as the following:

- Acquisition of land and/or building
- Building and Construction
- Professional fees associated with building and Construction
- Plant and machinery
- Any larger value item of Equipment, assessed in accordance with the project deliverer's capitalisation policy.
- Items that do not meet this definition should be classed as revenue expenditure.

42. Marketing and Publicity

42.1 Expenditure relating to marketing and publicity must be incurred specifically in relation to the SPF NW funded project and include all appropriate logos and copies kept on file.

43. Document Retention

43.1 Please ensure that you keep all documents relating to the SPF NW grant for a minimum period of 10 years from the final grant payment.

43.2 The SPF NW team will request to see these documents during their site visits within the SPF NW period up to March 2025.

43.3 Following March 2025, Auditors may contact you and request to see these documents. This includes all documents e.g., financial, procurement, marketing and publicity, evidence of targets reported (this list is not exhaustive). The documents must be immediately accessible.

Annex 1

Suggested Evidence for Outputs and Outcomes



Annex 1 - Suggested
Indicator Evidence rec