



Funded by
UK Government

SPFNW FINAL Claim process webinar

5th November 2024



Agenda

- Claim documents
- Final Progress report
- Final Claim form
- Claim deadlines and submissions
- Evaluation report
- Verification samples
- Q&A



Claim Documents

- 1. Grant Claim Guidance document**
- 2. Annex 1: Suggested Evidence Requirements**
- 3. Claim Form Template (Expenditure/Achievements)**
- 4. Final Progress Report Template (Activity) -NEW**



Final Progress Report

For the final progress report, we've added some additional guidance. We require an overview within each of the sections on the overall project delivery, explaining what has worked well and what hasn't.

- **Project Activity:** Include the activity for the claim period
- **Project Activity Overview:** State how the project has delivered against the overall approved targets and deliverables. Include details of under and overachievements.
- **Publicity:** include details of any case studies, project celebration and launch events and highlight good news stories.
- **Special Conditions:** Explain how the project has met all the special conditions set. Ensure to refer to the Grant Funding Agreement and letter of variation if applicable.
- **Project Evaluation:** Provide a high-level summary of the draft report and findings. Confirm who the report will be shared.
- **Welsh Language, Equalities, Net Zero:** Summarise any activity that supports these cross-cutting themes.

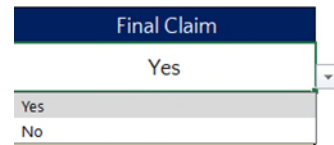
Final Progress Report

- **Subsidy Control:** State how the project has complied with the Subsidy Control regulations and confirm if relevant any subsidies uploaded to the transparency database.
- **Issues Arising/Lessons Learnt:** State any issues you have encountered that have impacted on delivery. This information will be useful to inform future projects and funding programmes. Consider the guidance, approval and claim process, paperwork, procurement thresholds, timeframe.
- **Forward plan/Exit plan:** Use this section to explain your exit plan and any legacy from the project. Please refer to the exit plan submitted with your Stage 2 application. Explain any changes from your original plan. This section can also be used to provide details of any lessons learnt that you will be taking forward.
- **Contact details:** Please provide the name, email address and telephone number all persons who will be able to provide documentary evidence and those responsible for any assets post project closure.

Final Claim Form

The final claim is to be submitted on the same template. You will need to provide a narrative update for any under-achievements as part of your progress report. There are some things to be aware of when completing the final claim form:

- **Declaration page:** All declared expenditure and match funding included in your final claim must be incurred prior to the end date of your project.
- You will need change the drop down from 'No' to 'yes' on the declaration page to confirm it is your final claim submission.



A screenshot of a web form element. At the top is a dark blue header with the text 'Final Claim' in white. Below the header is a dropdown menu. The menu is currently open, showing two options: 'Yes' and 'No'. The 'Yes' option is highlighted with a light grey background, indicating it is the selected value. A small downward-pointing arrow is visible on the right side of the dropdown box.

- **Milestones:** There should be a 'Yes' against all milestones. If there is any reason why you will not be able to deliver within the timeframe of the project **you must** discuss this with your LA lead or Multi LA Lead as soon as possible. Don't wait until the final claim.
- **Expenditure:** All expenditure transactions must be dated within the timeframe of the project. You can include expenditure relating to any goods and services you have received before the end date of the project.

Final Claim Form

- Out of period expenditure, i.e., expenditure relating to previous claim periods can be included if you are able to provide comments to explain why these costs have not been previously claimed.
- It is important to keep your local SPF team informed of performance especially if you feel there may be a **potential underspend**. Don't leave it to the final claim before discussing this. Any significant underspends may **delay the final claim being processed and payment being released**.
- **Outputs:** It is important that you keep your local SPF team/ Multi LA Lead informed of any potential underachievement. Use the comments section to state when underperformance has been discussed with the local team. You will need to confirm what evidence is held to support all achievements
- **Outcomes:** You must inform your local SPF team if you are expecting to underachieve in advance of the final claim. If there are any outcomes that you expect to achieve shortly after submission, inform the local SPF team as you may still be able to report on these. Please note this discussion in the comments section
- **Asset Register, Procurement, Risk register:** Ensure these tabs are up to date and include all project assets over £5K, a full list of procurement and all risks open/closed relating to the project.

Claim deadline and submissions

- Your **claim return dates** can be found on your Grant Offer Letter, if you have received a project extension, your Letter of variation will stipulate your revised claim return dates.
- If you have received a project extension to the end of March 2025, you must submit the total expenditure figures of your project by no later than 20th March 2025. This needs to be submitted on the Expenditure Transaction tab of your claims template. Your final claim must correspond with the total expenditure figure submitted.
- All projects ending in March 2025 will be required to submit their final claim to the local SPF team or Multi LA lead. They will be in touch to confirm this submission date. They will need to allow sufficient time to review the claim before it is submitted to the regional team for processing.
- We cannot guarantee late claims will be processed and paid.



Claim deadlines and submissions

- Your final claim can be based on incurred expenditure, but you will need to ensure that the expenditure has been paid when we request the final verification sample from you.
- Incurred expenditure, when activity has been carried out (goods/services received) but not yet paid
- No incurred costs following the project end date is eligible.
- If you have match funding, ensure that you claim and spend the UKSPF grant first. If your project is still being implemented following the UKSPF project end date, match funding can be used. Depending on the timescale, we may be requesting further information following the UKSPF project end date if your project is not complete, but no UKSPF grant can be claimed.

Evaluation Report

- All projects are required to submit an evaluation report. All costs relating to the evaluation must be included in your final claim. All final evaluation reports to be received no later than the **28th February 2025**. Final claims submitted before this date can still recover the costs by submitting a draft report. **A final version of the report must still be received by 28th February.**
- Evaluation reports should be produced bi-lingually, or at the very least the executive summary should be in Welsh and English.
- Final claims will not be processed and paid unless the evaluation report has been received. The

Project End Date	Draft Evaluation report submission date	Final Evaluation report submission date
31/12/2024	14/01/2025 – include costs and submit draft report with final claim	28/02/2025 – send separately to release final payment
31/01/2025	14/02/2025 – include costs and submit draft with final claim	28/02/2025 – send separately to release final payment
28/02/2025	N/A	28/02/2025 – submit prior to final claim
31/03/2025	N/A	28/02/2025 – submit prior to final claim



Verification Samples

- Your final claim will be subject to a sample verification check, regardless of whether you have received a monitoring visit.
- **A sample maybe selected from:**
 - Expenditure transaction list,
 - Outputs achieved to date,
 - Outcomes achieved to date
 - Procurement undertaken
 - Marketing activities
- Details of the supporting evidence expected can be found in sections 30-32 of the Grant Claim Guidance document guidance.
- We will **notify you of the sample when we release the grant payment.**
- You will have **10 working days** to return the supporting evidence for the sample.
- Any ineligible expenditure found during the verification process a refund will be requested.



Recap

- Take some time to review the guidance document.
- If you submit your final claim late, we cannot guarantee that you will be paid.
- If you foresee that it will be late, it is imperative that you get in touch immediately.
- Inform your Local SPF team/Multi LA Lead of any expected under-performance. You must do this prior to submitting your final claim
- If you need any support, contact your Local SPF Team/Multi LA Lead in the first instance.



Recap

Final project end date – All activity for your project must end at this date. All activity must be dated up to this end date and invoices incurred. No activity or invoices dated after this date will be eligible.

Project Closure of UKSPF projects – ensure you keep all documents in relation to the UKSPF project for 10 years from final grant payment on a suitable portal. This includes but not restricted to: All grant claims and supporting documents, including progress reports. All procurement documents, all publicity promoting the UKSPF grant, asset register (remember to update this if there are any changes), evidence for all outputs and outcomes reported. (regardless of whether we have requested the evidence as part of the verification sample process or not)

No evidence for Outcomes of projects until after project end date – no evidence = do not include. Your Local SPF Team/Multi LA Lead may discuss reporting on these after the project end date. Where the target figures are not met, we will need details of when you expect to reach the target, milestones/work plan.



Q&A

Q What documents are required with final claim

A Draft evaluation report if submission before 28th February 2025. Final Progress report and Expenditure Grant claim.

Q Can I receive all of the SPF grant as an Advance payment.

A No, 5% of the overall SPF grant due will be retained until the final claim is received. GR to use match-funding and/or own funds. Please get in touch if this is expected to impact delivery. Consideration will be given to process monthly interim claims. SPF NW Team will aim to prioritise final claims for GRs that receive advanced payments.

Q Are March 2025 NI and Pension costs eligible as they are not paid until April.

A If the costs have been incurred during March, then they are eligible to include.

Q Are building contractor retention fees eligible to include.

A Yes, if the building works are complete, the UK Gov have confirmed that retention fees are eligible to include as part of the final claim.

Q&A

Q Building contractor retention fees will not be paid for another 12 months, are they still eligible to include?

A Yes, if the building works have been completed by the project end date, they are eligible to be included as part of the final claim.

Q Cross Cutting themes, do you want an update for this period or the whole project period?

A A narrative on the whole project period, this will help us in processing the final claim.

Q Does expenditure need to be defrayed by project end date?

A No, incurred expenditure can be included on your final claim. We would expect the costs to be defrayed when we request the evidence as part of the verification sampling.

Q&A

Q Can we include outputs/outcomes for previous claim periods not already claimed?

A Yes, if you have the evidence to support them. Provide a narrative in the comments column to state why these were not previously reported on.

Q The totals for outputs/outcomes on the final claim may be different to the figures on the final evaluation as it will be submitted earlier.

A As long as you have the evidence to support the figures, you can include. Provide a narrative in the comments to explain any variances.

Q Receiving an extension to the end of March, and our payroll figures will not be known until 23rd. Do you expect accurate figures by 20th or estimate?

A You could use the previous month figures for payroll as an estimate, but we do need the figures on 20th to be as accurate as possible.

Q Does all match funding have to be spent by project end date?

A If it is to be included within the final claim, yes.

Q&A

Q Do we need to submit a draft claim by 20th March?

A No, all we require is the expenditure tab of your claim by the 20th March.

Q When will we receive a copy of the Final Progress report

A We will send out the new template with a copy of the slides. It will also be available to download from the website.