

CLAIM FOR GRANT AID – PREMIER LEAGUE & THE FA FACILITIES FUND SMALL GRANTS SCHEME



Please note that within your Grantshot portal, under the Delivery and Payment tab, you will be able to manage and monitor the progress of your claim. This will provide you with details of your claim including the received date, your estimated payment date and the amount approved.

SECTION A

Foundation Reference:	G	Your Name:	
Organisation:			
Email Address:			
Claim Number (If final, please insert "F"):		Telephone:	

BANK ACCOUNT DETAILS (A PAYMENT CANNOT BE MADE WITHOUT THESE DETAILS PRESENT)

Account Name:			
Account Number:		Sort Code:	

DECLARATION (TO BE SIGNED IN ACCORDANCE WITH YOUR ACCEPTANCE)

On behalf of.....we wish to claim grant aid from the Foundation in respect to the expenditure described in the Claim Summary. The Organisation will notify the Foundation immediately should any subsequent discounts or rebates be obtained relating to the expenditure described in the Claim Summary. The information given to support this claim is accurate and complete.

PLEASE NOTE

- a) Signed forms are required to be sent to us either by post or as a photocopy by email to 'claims@footballfoundation.org.uk'
- b) Please ensure that the form is signed by two authorised signatories before submission.

Signed

Name:	
Date:	

Signed

Name:	
Date:	

Football Foundation use only
Date Received



SECTION B

CLAIM SUMMARY

Please tell us about the expenditure you want to claim for. You **MUST** send us supporting documentation, such as invoices, receipts or interim certificates, for each item you want to claim for (use a continuation sheet if necessary).

Please assign each invoice with a number.

	Supplier	Invoice No.	Description	£-p
1				
2				
3				
4				
5				
6				
7				
8				
			VAT (If applicable*)	£
			Total Expenditure	£
			Grant % (as shown within offer letter)	%
			Total Claim Amount	£

*If VAT was included within the total project cost identified within the grant offer letter, then please indicate the non-recoverable VAT relative to the expenditure detailed in this claim here. If there is no non-recoverable VAT on your project, then please leave this blank.



SECTION C

Please Note:

- The completed form and enclosures should be emailed to **'claims@footballfoundation.org.uk'**
- Or sent by post to:
- The Football Foundation
Finance Department
10 Eastbourne Terrace
Paddington
London
W2 6LG
- Claim forms downloaded from the Football Foundation website should not be altered in any way.
- All sections of the claim form must be completed and signed by the signatories (unless otherwise agreed) to the grant acceptance form (unless otherwise agreed).
- Original or photocopied claim forms supported with copies of supporting documentation or invoices will be accepted.
- Failure to comply with the above instructions may delay the payment of your claim.
- Keep copies of your claims and supporting documentation for your records.
- Please note that payments are made by the BACS TRANSFER within 28 working days of receipt of your claim form, providing all the relevant paperwork is received.
- You must request the first payment of your grant within six months of the date of our offer letter.
- You must request the last payment of the grant within 12 months of the date that the first claim is paid by the Foundation.
- Should you require assistance filling out this form, please visit the 'conversations' link within your Grantshot portal.
- Upon receipt of a claim form and supporting documents or invoices, the Foundation will make payment based upon the percentage given in the offer letter. This will continue until 95% of the grant has been released. The final 5% will be withheld until we have completed a site visit and received all completion information appropriate to the project.