



Communities Foundation

Claiming your Grant

These instructions explain how to submit a claim through our online grant management system Grant Tracker. Please read through and decide which option you need to follow so when you are ready to claim, you know what you are required to do.

You will need to be the lead applicant to submit and claim your funding. If you are not the lead applicant, you should contact your Grant Manager for advice before attempting to complete the claim.

Login to Grant Tracker and on your home page, click the "My Grants" link to display your active grants.

- Home
- My Applications
- My Co-applications
- My Grants**
- My Approvals
- My Tasks
- Manage My Details
- Contact Us
- Logout

You can only submit a claim once your grant has been made "Active". If you grant is not yet active, or is shown as "Pending Start Date", please contact your Grant Manager.

Active projects

You have 12 active projects.

To view more details or to update a project please select it from the grid below.

Reference	Title	Last Updated	Status	
CF-668	Test Project LG 1	09/05/2018 10:43:30	Active	
SC-678	New Release - LG 7	02/05/2018 18:12:56	Pending Start Date	
CF-692	New Release - LG Uploads 3	02/05/2018 18:12:55	Active	

Click the title of the grant you want to submit a claim for:

This will open the grant details page.

Miss Lisa Green

- Home
- My Applications
- My Co-applications
- My Grants
- CF-596**
- Details
- Claims**
- Requests
- My Approvals

Active Project

Lead Applicant Miss Penny Beaumont

Title LG Project Test

Reference CF-596

Organisation LG Test

Grant Manager Lisa Green

Total Awarded £49,000.00

Award Letter

From here click "Claims" from the side menu.

This will display a list of existing claims, if you have already created any and will allow you to create a new claim.

The screenshot shows the 'Grant Applications' interface. At the top, there is a navigation bar with the title 'Grant Applications' and 'CC Grant Tracker'. On the left, there is a sidebar menu with options like 'Home', 'My Applications', 'My Co-applications', 'My Grants', 'CF-596', 'Details', 'Claims', 'Requests', 'My Approvals', and 'My Tasks'. The main content area is titled 'Claims List' and contains a table with the following data:

Reference	Reference	Claim Period From	Claim Period To	Claim Status
CF-596/011817/70	18/01/2017	18/01/2017	Submitted	View
CF-596/011817/100	04/04/2017	12/06/2017	Submitted	View

Below the table, there is a link labeled 'Create Claim' with a red arrow pointing to it. At the top and bottom of the table area, there are navigation buttons: 'Previous', 'Next', 'Save', 'Save and Close', and 'Print'.

Click the “Create Claim” link

Enter the dates of the period you want to claim funding for. The invoices you supply should be dated within this date range:

The screenshot shows the 'Grant Applications' interface with the 'Claim Dates' form. The form has two input fields: 'Claim Period From:' with the value '01/04/2018' and 'Claim Period To:'. A calendar is open, showing the month of April 2018, with the date '5' highlighted. A red arrow points from the 'Claim Period To:' field to the 'Next' button in the navigation bar at the bottom. The navigation bar includes buttons for 'Previous', 'Next', 'Save', 'Save and Close', and 'Print'. There is also a 'Done' button next to the calendar.

Click “Next”

This will take you to the Grant Claim form.

The first section provides information about your grant, the value of any claims made to date, the funding you will be claiming on this claim (which will show as £0 until you have added your first invoice), and the balance of funding left to claim. Do not worry about this now, you will need to check and confirm these details later before you submit the claim.

You can save and edit your claim any time up until you submit your claim.

WHO ARE WE PAYING

How you input your invoices depends on how many invoices you want to claim for and who we are paying:

INSTRUCTION A – CHOOSE THIS OPTION IF:

You only want to claim for a single invoice on this form; or

You have multiple invoices for many different contractors and your Funding Agreement states we are paying the contractor directly.

INSTRUCTION B – CHOOSE THIS OPTION IF:

You are claiming for multiple invoices from the same contractor which we will pay direct, or:

You are claiming for multiple invoices and your Funding Agreement states we are reimbursing you as Grantee for invoices you have already paid

If you are unsure which to follow contact your Grant Manager for guidance before proceeding

INSTRUCTION A

Use this method if you have a single invoice or you have multiple payees.

Grant Claim Summary

Total Value Awarded from WREN	£15,000.00
Total Value of WREN funding claimed to date	£.00
Total Funding being claimed on this form	£0.00
Balance of WREN funding still to be claimed	£15,000.00

Do you intend to claim the balance of the Grant? Yes No

Please indicate when the balance will be claimed? [clear](#)

IMPORTANT NOTE – If you have indicated that you will not claim the balance of your grant by saying NO above, WREN will reallocate this amount to other projects and by submitting this form you have confirmed your agreement that no further claims will be made.

Grant Claim Breakdown
No rows found
[New Invoice](#)

Click on “New Invoice”. This will open a new window where you will be able to upload a copy of your invoice, input the details, who we are paying and what you are claiming for.

Firstly, input the details of your invoice, including contractors name and invoice number. Click “Attach” to upload a copy of your invoice:

The screenshot shows a form with the following fields: Contractor Name (text input), Invoice Number (text input), Payee (dropdown menu with '(NEW PAYEE)' selected), Organisation Name (New Payee) (text input), and Payee Email (text input). There are also buttons for 'Copy Invoice' and 'Attach' (with a green plus icon). Red arrows point from the text above to each of these fields.

If you have given us the details of who we will be paying already, click on the drop-down box and chose the correct payee. If you have not notified us, or their details are missing chose “New Payee” and input their name and their email address.

If you have chosen “New Payee” you will need to input their bank details

All payments will be made by bank transfer. If you have selected a new payee or the payee’s bank account has changed, you must provide the bank details below

Bank Name Account Name
 Sort Code - - Account Number

Note Bank Details are encrypted as soon as you submit your form.

Now enter the amounts you are claiming for against the relevant agreed project costs:

Project Cost

Description	Note	Item Total (£)	Unclaimed (£)	Claim (£)
Project cost 2	<input type="text"/>	7000.00	7000.00	<input type="text" value="0.00"/>
Project Cost 1	<input type="text"/>	2000.00	2000.00	<input type="text" value="0.00"/>
Cost	<input type="text"/>	6000.00	6000.00	<input type="text" value="0.00"/>

Red arrows point to the 'Note' and 'Claim' columns in the table.

Add any notes or details if relevant.

When you have completed inputting the details and this form is complete click “Save and Close”.

You will return to the Grant Claim form which will now look like this and the invoice you have just input will be listed.

Claim Details

[Previous](#) [Next](#) [Save](#) [Save and Close](#) [Print](#)

Grant Claim Form - Community Programme

Project title: Project Test - LG Project Reference: CF-627
Project Start Date: 13 September 2017 Project Completion Date: 12 July 2018

Before you submit this form please ensure the following, otherwise payment of your claim may be delayed:

- The Third Party Funding contribution to the landfill operator has been paid in full
- The form is complete and correct and is accompanied by the appropriate invoices
- You have provided WREN with the BACS details to effect payment to the right account

Entrust Reference: 85969541.52

Grant Claim Summary

Total Value Awarded from WREN £15,000.00

Total Value of WREN funding claimed to date £.00

Total Funding being claimed on this form £4,700.00

Balance of WREN funding still to be claimed £10,300.00

Do you intend to claim the balance of the Grant? Yes No

Please indicate when the balance will be claimed? [clear](#)

IMPORTANT NOTE – If you have indicated that you will not claim the balance of your grant by saying NO above, WREN will reallocate this amount to other projects and by submitting this form you have confirmed your agreement that no further claims will be made.

Grant Claim Breakdown

Contractor Name	Invoice Number	Claim Amount (£)	
New Contractor	000123654	4700.00	Edit Delete
		4700.00	

[New Invoice](#)

Certification

I claim the amount detailed in this form from WREN in respect of costs and details stated in this grant claim form. I certify that, to the best of my knowledge and belief, the information provided is accurate, the expenditure has been properly incurred, and that no other grant has or will be claimed from WREN towards these costs.

I understand that I must complete a progress report to accompany the claim and failure to do so will result in my claim being delayed or returned.

Validation

You must correct the following errors before you submit this claim for approval.

- Certification is required.

If you have another contractor's invoice you want us to pay click "New Invoice" and repeat the process until you have added all the invoices.

When you have added all your contractors' invoices and your claim is complete check to make sure the amount of the claim is correct

Grant Claim Summary

Total Value Awarded from WREN	£15,000.00
Total Value of WREN funding claimed to date	£.00
Total Funding being claimed on this form	£4,700.00
Balance of WREN funding still to be claimed	£10,300.00

Do you intend to claim the balance of the Grant? Yes No

Please indicate when the balance will be claimed? [clear](#)

IMPORTANT NOTE – If you have indicated that you will not claim the balance of your grant by saying NO above, WREN will reallocate this amount to other projects and by submitting this form you have confirmed your agreement that no further claims will be made.

Grant Claim Breakdown

Contractor Name	Invoice Number	Claim Amount (£)	
New Contractor	000123654	4700.00	Edit Delete
		4700.00	

[New Invoice](#)

Confirm if you will be claiming any balance of funding still left to claim and when you expect to make your next claim.

It may be that this is your final claim and there is a small balance left which will not be claimed, if so, click “No”. If this is not your final claim and you will be claiming all your funding, click “Yes”.

Check the rest of the form is complete and correct, read the certification and tick to confirm you agree.

Certification

I claim the amount detailed in this form from WREN in respect of costs and details stated in this grant claim form. I certify that, to the best of my knowledge and belief, the information provided is accurate, the expenditure has been properly incurred, and that no other grant has or will be claimed from WREN towards these costs.

I understand that I must complete a progress report to accompany the claim and failure to do so will result in my claim being delayed or returned.

Validation

You must correct the following errors before you submit this claim for approval.

- Certification is required.

Click “Save” and, if you have completed all the required fields, your claim will be validated and be ready for submission:

Certification
 I claim the amount detailed in this form from WREN in respect of costs and details stated in this grant claim form. I certify that, to the best of my knowledge and belief, the information provided is accurate, the expenditure has been properly incurred, and that no other grant has or will be claimed from WREN towards these costs.

I understand that I must complete a progress report to accompany the claim and failure to do so will result in my claim being delayed or returned.

Validation

The Claim is now validated and ready to be submitted for approval.

[Submit For Approval](#)

Click Submit for Approval and your claim will be submitted for consideration by your Grant Manager. Your claim will now appear in your list of claims:

Reference	Reference	Claim Period From	Claim Period To	Claim Status
CF-627/071218/128	13/09/2017	13/09/2017	Submitted	View
CF-627/071218/179	01/05/2018	05/07/2018	Submitted	View

[Create Claim](#)

INSTRUCTION B

Use these instructions:

You have multiple invoices from the same contractor which you want us to pay, or:

You have multiple invoices to claim for on this form and your Funding Agreement states we are reimbursing you as Grantee for invoices you have already paid

Instead of uploading each contractor’s invoice separately, as we will be making a single payment to a single payee for multiple invoices, you can upload an “Invoice Summary template”, detailing all the invoices included in your claim. When you submit your claim, you must email the copy invoices to your Grant Manager.

If you don’t have an Invoice Summary template, email info@fcccommunitiesfoundation.org.uk or download a copy from our website <http://www.fcccommunitiesfoundation.org.uk/apply/manage>

Complete your invoice summary template with all the invoices you will be claiming for, inputting the contractors name, invoice number, description of work undertaken, how much the whole invoice is for and the amount you are claiming. When you have added all the invoices onto your summary save it so you can upload it to support your claim.

On Grant Tracker Click on “New Invoice”

Grant Claim Summary

Total Value Awarded from WREN	£15,000.00
Total Value of WREN funding claimed to date	£.00
Total Funding being claimed on this form	£0.00
Balance of WREN funding still to be claimed	£15,000.00

Do you intend to claim the balance of the Grant? Yes No

Please indicate when the balance will be claimed? [clear](#)

IMPORTANT NOTE – If you have indicated that you will not claim the balance of your grant by saying NO above, WREN will reallocate this amount to other projects and by submitting this form you have confirmed your agreement that no further claims will be made.

Grant Claim Breakdown
No rows found

[New Invoice](#)

This will open a new tab. Instead of inputting details of the contractor’s name and Invoice number put “Multiple” and upload your Invoice Summary instead of an invoice.

Contractor Name

Invoice Number Copy Invoice [Attach](#) Document Attached [View](#) or [Delete](#)

Payee

Organisation Name (New Payee)

Payee Email

If you have notified us of the payee click the drop down and choose the appropriate payee. If the payee is not there or you have not notified us complete the rest of the details with the Payee name and email and complete the Bank Details.

All payments will be made by bank transfer. If you have selected a new payee or the payee’s bank account has changed, you must provide the bank details below

Bank Name	<input type="text"/>	Account Name	<input type="text"/>
Sort Code	<input type="text"/> - <input type="text"/> - <input type="text"/>	Account Number	<input type="text"/>

Bank details are encrypted as soon as your form is submitted.

Complete the total amount of funding you are claiming against the relevant project costs.

Project Cost				
Description	Note	Item Total (£)	Unclaimed (£)	Claim (£)
Project cost 2	<input type="text"/>	7000.00	7000.00	<input type="text" value="0.00"/>
Project Cost 1	<input type="text"/>	2000.00	2000.00	<input type="text" value="0.00"/>
Cost	<input type="text"/>	6000.00	6000.00	<input type="text" value="0.00"/>

Add any notes or details if relevant.

When you have completed inputting the details and this form is complete click “Save and Close”.

You will return to the Grant Claim form which will now look like this. The amount of the claim should match the amount you are claiming on your invoice summary.

Grant Claim Form - Community Programme

Project title: Project Test - LG	Project Reference: CF-627
Project Start Date: 13 September 2017	Project Completion Date: 12 July 2018
<p>Before you submit this form please ensure the following, otherwise payment of your claim may be delayed:</p> <ul style="list-style-type: none"> The Third Party Funding contribution to the landfill operator has been paid in full The form is complete and correct and is accompanied by the appropriate invoices You have provided WREN with the BACS details to effect payment to the right account 	
Entrust Reference:	85969541.52

Grant Claim Summary

Total Value Awarded from WREN	£15,000.00
Total Value of WREN funding claimed to date	£.00
Total Funding being claimed on this form	£8,500.00
Balance of WREN funding still to be claimed	£6,500.00
Do you intend to claim the balance of the Grant?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/>
<p>IMPORTANT NOTE – If you have indicated that you will not claim the balance of your grant by saying NO above, WREN will reallocate this amount to other projects and by submitting this form you have confirmed your agreement that no further claims will be made.</p>	

Grant Claim Breakdown

Contractor Name	Invoice Number	Claim Amount (£)	
Multiple	Multiple	8500.00	Edit Delete
		8500.00	

[New Invoice](#)

Confirm if you will be claiming any balance of funding and if so, when you expect to make your next claim. It may be that this is your final claim and there is a small balance left which will not be

claimed, if so, click “No”. If this is not your final claim and you will be claiming all your funding, click “Yes”.

Check the rest of the form is complete and correct, read the certification and tick to confirm you agree.

Certification
I claim the amount detailed in this form from WREN in respect of costs and details stated in this grant claim form. I certify that, to the best of my knowledge and belief, the information provided is accurate, the expenditure has been properly incurred, and that no other grant has or will be claimed from WREN towards these costs.

I understand that I must complete a progress report to accompany the claim and failure to do so will result in my claim being delayed or returned.

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Validation

You must correct the following errors before you submit this claim for approval.

- Certification is required.

Click “Save” and, if you have completed all the required fields, your claim will be validated and be ready for submission:

Certification
I claim the amount detailed in this form from WREN in respect of costs and details stated in this grant claim form. I certify that, to the best of my knowledge and belief, the information provided is accurate, the expenditure has been properly incurred, and that no other grant has or will be claimed from WREN towards these costs.

I understand that I must complete a progress report to accompany the claim and failure to do so will result in my claim being delayed or returned.

•

Validation

The Claim is now validated and ready to be submitted for approval.

[Submit For Approval](#)

Click Submit for Approval and your claim will be submitted for consideration by your Grant Manager. Your claim will now appear in your list of claims:

Reference	Reference	Claim Period From	Claim Period To	Claim Status
CF-627/071218/128	13/09/2017	13/09/2017	Submitted	View
CF-627/071218/179	01/05/2018	05/07/2018	Submitted	View

Remember to email a copy of your Invoice Summary template and all the relevant invoices to your Grant Manager. We cannot start to process your claim until these have been received.

What we need an Invoice to include:

The word 'invoice' must be clearly displayed on the document. The invoice must include:

- A unique identification number (invoice number)
- Suppliers company name, address and contact information
- The company name and address of the customer being invoiced
- A clear description of what is being charged for (goods/services)
- The date the goods or service were provided (supply date)
- The date of the invoice
- The amount(s) being charged
- The total amount owed
- VAT amount if applicable – only VAT registered businesses can issue VAT invoices. If VAT registered the VAT number must be displayed on the invoice. The invoice should show Total amount excluding VAT, Total amount of VAT, Rate of VAT charged, Total invoice amount including VAT.
- If the supplying company is a limited company, the invoice must include the full company name as it appears on the certificate of incorporation.

Example:

THE BUILDING COMPANY

The Street

The Town

County

Telephone No. 01234 666555 Email:

contractor@supplier.com

VAT Registration No. 23456789

Company No. 9876543

Village Hall Management Committee

The Street

Village

County

INVOICE

Invoice Date: 14 November 2017

Invoice No: 65

Work carried out at Village Hall to create new kitchen space and refurbishment of toilet facilities as detailed in quotation MBC16 dated 14 February 2017.

Toilet refurbishment works	12,000.00
Kitchen works including supplying and fitting new kitchen units and appliances	<u>5,000.00</u>
	17,000.00
	VAT @ 20% <u>3,400.00</u>
	<u>£20,400.00</u>

Payment within 30 days

Account Name: The Building Company Sort Code:

10-20-30

Account No: 00001111