



The European Agricultural Fund for Rural Development:
Europe investing in rural areas



Rural Development Programme for England Project Claim Form

Before completing this form, please read the Project Manager's Guide. If you have any problems completing this form please contact your Local Action Group for advice.

When completed, this form should be sent to Regeneration Support Team, Unit 5A, Lakeland Business Park, Cockermouth, Cumbria, CA13 0QT together with the necessary supporting documents

The use of correcting fluid on this form and any supplement attached to it will render it invalid.

Please write clearly in BLACK INK and BLOCK CAPITALS. You should keep a copy of this form.

1.1 - Claim number

1

1.2 - Number of pages

128

***Please Tick as appropriate:**

1.3 - Final Claim

1.4 - Interim Claim

1.5 - Audit Certificate Attached

Details from Offer Letter:

1.6 - Project Ref Number

X01470PR/CFD130

1.7 - Project Applicant

WINDERMERE & BOWNESS CHAMBER of TRADE

1.8 - Project Name

BOWNESS & WINDERMERE BUSINESS IMPROVEMENT DISTRICT

1.9 - Project Manager

ALISON LOVE/IAN WINCHESTER

1.10 - Project Measure

321 - Basic Services

1.11 - Project Start Date

21/06/2011

1.12 - Claim Period

From

21/06/2011

to

16/11/2011

1.13 - Amount Claimed this Period

£ 5,141.88

ction List

Project Ref Number:	X01470PR/CFD130	2.3 - Project Name:	BOWNESS & WINDERMERE BUSINESS IMPROVEMENT DISTRICT - Stage One			2.5 - VAT Registered?	N/A
Claim Number:	1	2.4 - Claim Period:	21-Jun-11	to	16-Nov-11	2.6 - VAT Claimed?	N/A

REVENUE EXPENDITURE

Supplier name	2.8 - Description of goods / services	2.9 - Invoice ref	2.10 - Invoice date	2.11 - Invoice value / paid £	2.12 - ELIGIBLE EXPENDITURE										2.13 - Amount of VAT being claimed £	2.14 - Date Defrayed	2.15 - RST Check	
					Business Engagement	Marketing	Ballot Costs											
	Printer Ink	WJ139700	30/06/2011	£ 46.72	£ 46.72											£		
	Postage Stamps	FAD: 233418	22/07/2011	£ 1.55				£ 1.55								£		
	Mobile Phone for Communications Officer	Expense Claim Form	29/07/2011	£ 32.95		£ 32.95										£		
	BID Steering Group Meeting		02/08/2011	£ 39.15		£ 39.15										£		
	Postage Stamps	FAD: 233418	04/08/2011	£ 3.22				£ 3.22								£		
	Materials for 1st Leaflet distribution	WL398400	04/08/2011	£ 74.12	£ 74.12											£		
	Postage Stamps	2-358158	09/08/2011	£ 1.86				£ 1.86								£		
	Design of BID Logo	347	25/08/2011	£ 227.50		£ 227.50										£		
	Set up costs for Social Media sites	349	25/08/2011	£ 250.00		£ 250.00										£		
	Printing: BID Leaflet, Letterhead, business card	3829	24/09/2011	£ 518.46		£ 518.46										£		
	Postage Stamps	2-361146	26/08/2011	£ 1.52				£ 1.52								£		
	Postage	2-362193	01/09/2011	£ 288.00		£ 288.00										£		
	Design Name Badges for Steering Group	355	19/09/2011	£ 50.00		£ 50.00										£		
	Design of 1st Leaflet	352	19/09/2011	£ 250.00		£ 250.00										£		
	Design artwork for Pen	354	19/09/2011	£ 90.00		£ 90.00										£		
	Design artwork for VIP Invites	353	19/09/2011	£ 100.00		£ 100.00										£		
	Design 2nd Leaflet	356	19/09/2011	£ 250.00		£ 250.00										£		
	Postage	6-269056	22/09/2011	£ 1.86				£ 1.86								£		
	Postage for 2nd Leaflet	2-461794	23/09/2011	£ 252.00		£ 252.00										£		
	Social Media Admin	357	22/09/2011	£ 60.00		£ 60.00										£		
	1st and 2nd Public Meetings - Refreshments	FB11040	27/09/2011	£ 200.00	£ 200.00											£		
	Printing of: 2nd BID Leaflet and VIP Invites	3847	27/09/2011	£ 200.80		£ 200.80										£		

Authorisation Details

3.1 - Project Ref Number:	X01470PR/CFD130	3.3 - Project Name:	BOWNNESS & WINDERMERE BUSINESS IMPROVEMENT DISTRICT - Stage One		
3.2 - Claim Number:	1	3.4 - Claim Period:	21-Jun-11	to	16-Nov-11

Evidence

You must submit evidence of your expenditure. This can be in the form of original invoices supported by bank statements, an independent accountant's report together with original invoices, or timesheets and payslips which must be provided to validate your claim.

Please provide copies of Invoices and Bank Statements in addition to the original documentation.
The Progress Report should be completed before sending in this form.

3.5 - Checklist

Please confirm the following documents have been enclosed with this claim by ticking the appropriate boxes.

Original invoices and Bank Statements

Yes and/or

Independent accountant's report along with original invoices

No and/or

Timesheets and Payslips

No

Grant Breakdown

3.6 - Maximum grant awarded:

£12,465

	3.7 - Grant Rate	3.8 - Previous Claims	Claimed this Qtr	Total Claimed to date	Capped Grant Entitlement	Revised Eligible Grant for this claim
Expenditure:			£ 5,141.88	£ 5,141.88		
RDPE Grant:	100.00%		£ 5,141.88	£ 5,141.88	£ 5,141.88	£ 5,141.88
EAFRD:		£ -	£ 2,570.94	£ 2,570.94	£ 2,570.94	£ 2,570.94
DEFRA:		£ -	£ 2,570.94	£ 2,570.94	£ 2,570.94	£ 2,570.94

Declaration and undertaking

I apply for payment towards the expenditure detailed above.

I certify that to the best of my knowledge and belief:

- 1) The information in this form is true and correct.
- 2) We have not received and will not receive any specific grants, other support or contributions towards the expenditure for which payment is now being sought.
- 3) The grant claimed is in respect of items eligible for, and approved for, RDPE funding.
- 4) The claim is made in accordance with the offer letter / contract stated above.

3.9 - Name:	Adrian G Faulkner	3.11 - Signature:	
3.10 - Position:	secretary	3.12 - Date:	23-Nov-11