

CCF FACTSHEET

CLAIM SUPPORTING EVIDENCES

CCF Grant Recipients		ERDF Grant Recipients	
Cost Type	Evidence of Expenditure	Evidence of Payment	Additional Requirements
Salary cost	<p>Payroll summary or pay slip (should detail gross salary, employers' national insurance contributions, pension contributions and any other payments that are in addition to gross salary such as maternity/paternity, sick, holiday purchase, bonuses, bike schemes and private health care)</p> <p>Evidence of pension scheme enrolment should also be provided.</p>	<p>Evidence of payment of wages by Grant Recipient to employee. This could be a collective BACS payment or cheque.</p> <p>The Grant Recipient should also provide a bank statement with net salary payments (made to HMRC) and pension payments highlighted.</p> <p>Evidence of pension scheme enrolment should also be provided.</p>	<p>Statutory sick pay and maternity pay are not eligible for recovery from the ERDF.</p>
Materials cost (stationary, ingredients, compost bins etc.)	<p>An invoice or receipt for the item must be provided.</p> <p>Where the item was included in a multiple purchase along with items not involved in the CCF project, the relevant item(s) should be highlighted on the invoice.</p>	<p>The item should be highlighted on a bank statement. Where the item was included in a multiple purchase along with items not involved in the ERDF project this should be detailed on the bank statement.</p>	<p>The item should be highlighted on a bank statement. Where the item was included in a multiple purchase along with items not involved in the ERDF project this should be detailed on the bank statement.</p>
Marketing material	<p>An invoice or receipt for the item must be provided.</p> <p>Where the item was included in a multiple purchase along with items not involved in the CCF project the relevant item(s) should be highlighted on the invoice.</p>	<p>The item should be highlighted on a bank statement. Where the item was included in a multiple purchase along with items not involved in the ERDF project this should be detailed on the bank statement.</p>	<p>A copy of publication material / proof of design must be provided and include the ERDF, Scottish Government and CCF logos appropriately placed. For banners and posters photographs of the item in use should be provided.</p>

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CCF Grant Recipients in receipt of ERDF Funding must also forward a copy of each item of material they produce to their Development Officer. This material must be provided before any funds are claimed for the activity. If the above steps are not followed the Grant Recipient will be required to repay the ERDF funding to the Scottish Government.

Rent	Rental agreement (lease) must be provided. Payment can be advanced within financial quarter, but must be reconciled before or at the time of the next rent claim, by providing an invoice or Request for Payment.	The item should be highlighted on a bank statement.	Rent can only be supported by the ERDF where it is for the sole use of the ERDF project'
Overheads	Evidence of the cost and how the portion/percentage charge to CCF has been calculated. An itemised internal invoice can be accepted	Not allowable as it cannot be evidence from the bank.	
Quotes	Only in exceptional circumstances, and must be agreed by the DO and reconciled against an invoice.	Not allowable as evidence of expenditure.	
Proforma Invoices	Only in exceptional circumstances, and must be agreed by the DO and reconciled against an invoice.	Not allowable as evidence of expenditure.	
Staff/ Volunteer Expenses	Expenses forms should be used to evidence that the Grant Recipient has incurred the cost when purchase is made or invoiced to employee/volunteer of project participant.	The item should be highlighted on a bank statement. Reimbursements made through petty cash are not eligible for ERDF.	ERDF can only support for the sole use of the ERDF project.

ERDF ONLY

Projects with ERDF funding must use the supplied 'STAMP' on each invoice relating to an ERDF funded budget heading. The stamp says the following 'CERTIFIED TRUE COPY OF ORIGINAL DOCUMENT, Signed..... Dated.....'