



## Grant claim omissions

Examples of basic errors and omissions made in grant claims to the RFSa which can lead to delays in the processing of claims

1.	The grant claim includes items of expenditure not agreed in the original application.  E.g. the purchase of sewing machines may have been agreed by the Trustees in the original application but the grant claim is for another piece of equipment entirely and the permission of the Trustees to this change of use has not been obtained.
2.	Inaccurate figures - please check all figures and totals in the claim carefully to ensure they add up. This will avoid delay in the processing of your claim.
3.	The amounts claimed do not correlate to the evidence of expenditure supplied which show smaller or different amounts.
4.	The number of student bursaries does not add up to the total amount of grant being claimed.
5.	The monitoring report is supplied again as if it were a valid grant claim. The monitoring report allows the Trustees to review the progress of grant projects at their summer term meeting. The grant claim allows a Trustee to authorise the issuing of a payment on the basis of valid evidence of expenditure at the completion of the project.