

ESF SHADOW ROUND CLAIMS SEMINAR

ESEP LTD



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Welcome and Introduction



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Topics

- Overview of Claims Process
- Completing the Form
- Identifying / Reporting Significant changes
- Transaction Lists
- Eligible Expenditure / National Rules
- Article 60(b) visits



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Structural Funds 2007-2013

Emphasis on Upfront Compliance

Expenditure - National Rules

Match funding - Commitment of Funds



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Overview

Acceptance of Grant

Submission of quarterly claims

Notification of changes to projects

Publicity

Decommitment



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Overview

Submitting the claim.

email - shadow@esep.co.uk

Contacts

(A-L) Kenneth Robertson

(M-Z) Eilidh Steele

(A-Z) Shakeel Azad



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Claims Process

- Remember to enclose Transaction List
- IAB Seek to check claim 10 working Days
- Applicants make revisions within 10 wkg days
- IAB will contact applicants where claims or revisions not received.
- IAB will email when claim correct and request ->

2 SIGNED COPIES (in blue ink)



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CLAIM FORM (Excel based)

WALKTHROUGH



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FINAL CLAIMS

- **Publicity**
- **Detailed Summary**
- **Underspends**
- **Evaluation/Project Completion Report**
- **Physical End Date**
- **Financial End Date**



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QUESTIONS



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INTERVAL



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THE CHANGE PROCESS

Potential Significant Changes

Project Title

Applicant Name/ Organisation.

Movement of money between cost headings, Staff , Participant, Other

Bank account changes

Match Funding Arrangements

Content / Structure

Target Group



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TRANSACTION LIST

Required for all claims

Referenced through Claim summary

Defrayed Expenditure



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Transaction List Detail

General Guide

- Staff
Post, Amount Paid, Date paid
- Participant
Ben Ref , item , amount, date paid
- Other
Item, Amount, date paid



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Transaction List (Cont)

Break expenditure down using Headings used in application.

If you are not claiming full amount of a salary or invoice provide clear calculation (apportionment) used.

Ensure your totals match the claim



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Article 60(b)

- Monitoring Visit (A4)
- 13 Visits to be agreed (of 49)
- Focus on finance
- At least 20% of expenditure declared to date
- Additional Visits identified



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Record Keeping

- **Project Records**
- **Financial Records**
- **Participant Records**
- **Geographical areas.**
- **Original / Certified Copies from partners**
- **Retain until 2019**



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IAB SUPPORT AVAILABLE

- **One to one meetings**
- **Advice via email / telephone**
- **Claims surgeries**



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SHADOW ROUND MAIN CONTACTS

- **Billy Love, Programme Manager**
- **Lynda Peacock, Programme Manager**
- **Shakeel Azad, Senior Development Officer**
- **Kenneth Robertson, Development Officer**
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KEEP IN TOUCH WITH ESEP

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ANY QUESTIONS ?

Please complete the Evaluation form

Thank You



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