

Individual skills grants applicants

Grant Claim Application Guidelines

Prior to applying for an Individual Skills Training grant please read and understand the conditions to which you will be bound should your application be successful. On signing the Network assistance Form you are agreeing to the legal terms and conditions contained on the reverse.

We must advise you not to commit yourself to the costs involved in your project before discussing your application with the LEC. Each case is considered on its own merits, and our assistance is not automatic. If substantial costs have been committed or incurred prior to a decision, it is unlikely that your application will be approved, as there will be no justification for the assistance. Similarly, any costs that have been incurred before the date of your initial application to us are ineligible for our assistance and may make the entire project ineligible for our support.

When making a claim for payment of the grant assistance awarded to the project, please refer to your legally binding Network assistance form, in which the timescale for claiming the grant is illustrated. If the grant is not claimed within this timescale, the offer of assistance may be withdrawn.

To accompany your claim you will need to produce evidence that you have paid, in full, for the training activity and associated costs. Photocopies and faxes are not acceptable under any circumstances. Acceptable evidence for the HIE Network is:

For each individual item of expenditure we require to see a detailed original invoice/receipt, which would include:

- The suppliers name and address;
- A detailed description of the training activity or other costs;
- The date of supply, i.e. date training activity undertaken;
- The total amount due for payment, showing discount given where applicable;

If a receipted invoice showing payment has been submitted we require no additional evidence.

Where invoices are submitted we require evidence that you have paid for the costs incurred and for these purposes would require to see either:

- The date and method of payment on a receipt, **or**
- Copy bank statement showing payment of the individual transaction accompanied by a properly receipted original invoice; **or**
- Formal receipt on supplier's headed paper or supplier statement; **or**
- Returned cheques.

In all cases we shall return the original invoices/receipts stamped as 'examined' once they have been verified.

The following should be borne in mind:

- A hand written 'paid with thanks' on an invoice is not sufficient evidence.
- A receipt bearing the supplier company stamp would be acceptable.
- The receipt should clearly specify the amount paid and the date of payment.
- Any invoices relating to expenditure incurred prior to the date of initial application are not considered eligible.

Normal method of reimbursing for claims made is by BACs.