

**The Children's Aid Committee Charitable Fund
GRANT CLAIM FORM**



The claim form must be submitted electronically, together with the evidence of expenditure and reporting requirements listed in your grant letter, to info@thecac.org.uk.

- 1. Staffing grant claims** must be accompanied by a quarterly report and copies of pay slips/payroll advice for at least twice the amount claimed for (under the 50% rule)
- 2. Equipment grant claims** must be accompanied by evidence of expenditure (copies of receipts, invoices confirmed paid or accompanied by credit/debit card slips or statements).
- 3. Project grant claims** must be accompanied by a breakdown of total expenditure with copies of receipts for items over £100. Please ensure that you keep a full record of **all** receipts under this grant in case they are required for auditing purposes.
- 4. Holiday projects and School & Shul claims (up to a maximum of £2,000)** must be accompanied by a report and a detailed breakdown of expenditure for the activity or copies of accounts (in the case of holiday camps)

Name of Organisation **Grant Number**

Contact Name **Tel. No**

Address

..... **Email**

Total of claim submitted **Date**

Breakdown of expenditure under this claim:

ITEM OF EXPENDITURE	AMOUNT
TOTAL	



IMPACT REPORT FORM

ORGANISATION:

DATE OF REPORT:

<p>1. Summary of activities undertaken during the period of the report including numbers of participants</p>	
<p>2. Areas of success & good practice</p>	

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3. Areas of difficulty or changes from the original programme	
4. Overall impact of the grant on the quality of services offered to young people	
5. Lessons for the next stage of the programme /future	

Please provide photos, publicity materials and any other relevant information