**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 ……………..…………… Total of claim submitted ………………………**

**Period of claim: From…………….…….. To …………………………………**

**All grant payments will now be paid by direct bank transfer. Please provide your bank details below:**

**Name of Account: ………………………………………………………………………………………**

**Name of Bank : …………………………………………………………………………………………**

**Sort Code: …………………… Account No: ……………………………………**

**Breakdown of expenditure under this claim:**

|  |  |
| --- | --- |
| **ITEM OF EXPENDITURE** | **AMOUNT** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  **TOTAL** |  |

**IMPACT REPORT FORM**

 **ORGANISATION: DATE OF REPORT:**

|  |  |
| --- | --- |
| 1. **Summary of activities undertaken during the period of the report including numbers of participants**
 |   |
| 1. **Areas of success & good practice**
 |  |
| 1. **Areas of difficulty or changes from the original programme**
 |  |
| 1. **Overall impact of the grant on the quality of services offered to young people**
 |  |
| 1. **Lessons for the next stage of the programme /future**
 |  |

Please provide photos, publicity materials and any other relevant information

**Contact Name ……………………………………… Tel. No …………….……….……**

**Address ………………………………………………………………………………………………………………………………………………. Email …………………………..**

**Date ………………………….. Signature …………………………..**