

**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 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:

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

Please provide photos, publicity materials and any other relevant information

Contact Name Tel. No

Address

..... Email

Date Signature