**SECTION 1: Project & Claimant Details**

|  |  |
| --- | --- |
| **Organisation** |  |

**Claim**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Claim Period from** |  |  |  | **to** |  |  |  |  |

|  |  |
| --- | --- |
| **Date of this claim** |  |

**SECTION 2: Finance Details**

**2.1 Eligible Project Costs**

*(Double click on this section and it will become an Excel spreadsheet)*

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|  |  |
| --- | --- |
| **Documentary Evidence Required** | **✓ if provided** |
| transactions list detailing the staff wages |  |
| bank statements showing the staff costs being paid |  |
| matching wage slips |  |
| BACS or batch statements (if appropriate) to match the bank statements |  |

**3.2 Project Progress Summary**

**Please provide a short Project Progress Report for this claim period. Where progress to date varies from that in the approved application please provide an explanation below.**

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**SECTION 4: Publicity**

|  |  |
| --- | --- |
| **Please indicate which of the following has been used to publicise the project in this quarter** | **✓** |
| Acknowledgement in all press and media releases |  |
| Acknowledgement in all project documentation |  |
| Website |  |
| Social Media (using appropriate Scottish Government links) |  |
| One Case Study done (as per Scottish Government publicity guidelines) |  |
| Other …. |  |

**Describe below the specific actions taken and enclose copies of all current publicity material referring to the project. This should match what was stated in the Operations Application and the Challenge Fund Application.**

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**SECTION 5: Horizontal Themes**

**Please provide an update of the progress relating to each Horizontal Theme. (These should match what was included in the Operations Application and the Challenge Fund application).**

**Sustainable Development**

**Equal opportunities and non-discrimination**

**Equality between men and women**

|  |  |
| --- | --- |
| **Documentary Evidence Required (all refer to this claim period)** | **✓ if provided** |
| Equal Opportunities |  |
| Social Inclusion |  |
| Environmental Sustainability |  |

**SECTION 6: Certification by Project Applicant**

I certify that to the best of my knowledge the information contained in this claim is correct. I confirm that this project is being carried out as described in the approved application and that all eligible expenditure has already been spent.

No other claim for grant aid from any European source has or will be submitted in respect of the cost of any item towards which grant is being sought in this claim.

I confirm that this organisation is undertaking regular monitoring of the project to ensure it conforms to the appropriate European Social Fund regulations and that adequate management and financial safeguards including internal audit procedures exist.

I will inform The Moray Council who administer the Challenge Fund immediately of any significant changes to the project.

I acknowledge that this project is subject to regular monitoring and adequate records are being kept for this purpose. I also acknowledge that the European Commission, the European Court of Auditors, the Scottish Government and/or The Moray Council may carry out on-the-spot checks. Records will be retained until the date specified in the grant offer letter.

I undertake to repay on demand to The Moray Council any grant paid, if the European Commission, the European Court of Auditors, the Scottish Government decides after investigation that the project has not been carried out in accordance with the application and European Regulations.

|  |  |
| --- | --- |
| Signature of Certifying Officer |  |
| Name of Certifying Officer |  |
| Position in Organisation |  |
| Date |  |

**Please return completed form to:**

[Alan.macbeth@moray.gov.uk](mailto:Alan.macbeth@moray.gov.uk)

[Fiona.mckechnie@moray.gov.uk](mailto:Fiona.mckechnie@moray.gov.uk)