**Actual Claim From**

**Biodiversity Challenge Funds : Darwin Initiative, IWT Challenge Fund and Darwin Plus
This form covers both Q4 Actual claims and Final Claims, and should be supported by a completed Actual Claim spreadsheet**

**Submit to:** **BCF-Finance@niras.com** **including your project reference in the subject line**

|  |  |  |
| --- | --- | --- |
| Project Reference No: |       | FOR INTERNAL USE ONLY |
| Grantee Organisation: |       | Received/checked date: |  |
| Organisation Address:  |       | Accepted/checked date: |  |
| *Reason for any significant difference above* |
| Project Title: |       | Submitted early/report or audit delayed: |  |
| 1. **Claim period**
 |  | Reason claim figure amended: |  |
| Choose an item. |
| Expenditure from:  | Claim total:  |  |
| Choose an item. Choose an item.  | Payment Date:  |  |
| Expenditure to: | Invoice Reference: |  |
| Choose an item. Choose an item. |
|  |

**2. Claim Amount and Certification**

I claim £      \* from the Department for Environment, Food and Rural Affairs, being a payment for work funded by the Biodiversity Challenge Funds for the year beginning 01 April Choose an item.. I certify that, to the best of my knowledge and belief, the information is accurate, the expenditure has been properly incurred and that no other grant has been or will be claimed from Central Government or government agency towards these costs without the full knowledge and agreement of the Department.

I accept that the Department will retain a portion of the award as set out in the Finance guidance until the final report review is received to the Department’s satisfaction and that the retention may fall across two financial years, depending on the balance of funds available in the final year.

**\* This must match Section 2 of Actual Claim spreadsheet.**

Signed:       Date:

**To be completed by signatory authorised on the original Grant Acceptance Form or notified to the Department thereafter\*\***

**3. Confirmation of bank details for all projects**

Please confirm your bank details and currency. **Any details that do not match your supplier form will be checked with you and may delay payment\*\*.**

Name of organisation on bank account:

Bank Name:

Bank Account/IBAN Number:

Bank Swift Code:

**Payments will be made in GBP by default. Please let us know if your account cannot accept GBP and we can either pay in EUR or USD**.

Please confirm currency for payment: Choose an item.
**Please include any additional information to support the transfer:**

Intermediary bank details:

Other:

**4. Contact Details** – Who should we contact if we have queries about the information on this claim form? To whom should we send remittance advice once the payment has been processed?

Name:       Position:

Telephone number:       E-mail:

Email for remittance advice:

**5. Changes** – Please tick the box below if the details have changed since your last grant payment.

[ ]  Signatory panel You must attach a new signatory panel form \*\*

[ ]  Banking details You must attach a new supplier set-up form \*\*

# Checklist for submission

|  |  |
| --- | --- |
|  | Check |
| Have you checked you have used the **correct template** (i.e. Advance or Actual) before submission?  |  |
| Have you used the **project reference number** and not your application reference number? Refer to your award paperwork if necessary. |  |
| Have you completed the **Actual Claim Spreadsheet** to support this claim?  |  |
| Has your claim been signed by someone on the current **signatory panel**? If no, have you provided an updated signatory panel?  |  |
| Have you provided the correct **bank details**? If they have changed since your last claim, have you provided a revised Supplier form? |  |
| Please submit your claim and supporting documents to **BCF-Finance@niras.com** including your **project reference** in the subject line of the email. |  |
| **Do not include change requests or other communications with this claim.** |