

## LEAD PARTNER EVENT – 28 FEBRUARY 2018

### ERDF CLAIMS

Please take the time to **check claims before submission**. You can download the **'claimable items'** in the claims tab to check costs and the data fields, including descriptions of costs and defrayal dates. The **'claimable items'** list also allows you to see all the **'achievements'** which will be included in the claim.

Lead partners can also check the **'recipient'** report by requesting this from the PCM which will show all recipients recorded, and the achievements, outputs and results recorded against them.

Carrying out the checks will reduce the number of claims being rejected.

#### Points to note:

- The figures of the claim submission letter match those in the claim on EUMIS
- Ensure the progress box on the claim's main tab has been completed
- Update the procurement tab to show spend to date
- Update the match funding if applicable.
- Provide a clear description of costs claimed and how they have been calculated, especially if sick pay or ineligible costs have been removed, or if the costs have been split between operations
- Do not lump costs together, i.e. claim 3 months' salary as one cost for an individual.
- ensure correct audit documents are retained and there is a clear link from cost claimed to defrayal, i.e. bank statements, BACS and invoices

We have been working with LPs when submitting claims on what we require for **State Aid** purposes – just a reminder that we need you to show you have asked about the recipients previous state aid (State Aid Declaration), State Aid Notification and the MA State Aid Team's Form.

LP should be checking and recording **SME status** i.e. number of employees, turnover etc