

ERDF Claims

Common Issues

Lead Partner

- Lead Partners to do 100% check on claim before submission
 - Claim submission letters need to be sent with each claim. Check figures from Eumis match claim submission letter
 - Progress box, procurement tab & match funding not being completed
- 

Costs

- Clear description of costs and invoice number
 - Staff costs – clear description of costs being claimed
 - Amalgamating costs
 - Evidence
- 

- **State Aid Status**

Lead Partners need to demonstrate they have asked about the recipients previous state aid (State Aid Declaration), State Aid Notification and the MA State Aid Teams Form.

- **SME Details**

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

Grant Schemes

- If the grant is paid in 3 stages it should be claimed as 1 cost not 3 the grant can only be claimed when completed
- All documentation must be provided for grant achievement even though it is provided for the grant cost

Grant Schemes Achievement Check Evidence Required

Registration Form / Grant Application
Eligibility of Activity being carried out by the SME
Eligibility as an SME
Appraisal or assessment showing eligible for support
State Aid assessment
Award Letter
ERDF Mentioned/Logo
Proof of Outcomes
Invoice and Bank Statement SME paying company
Invoice from SME to project
Project paying grant
SME receiving grant



Evidencing Non-financial support to enterprises prior to National Rules clarification (ERDF Priority 3)

- The National Rules have been updated to provide clarification on the need to provide a breakdown of 1 day (typically 7 hours) support being provided to enterprises. The National Rules stipulate that this evidence must be certified by the contractor/support provider.
- Going forward the Managing Authority (MA) would expect that LPs put systems in place to meet the requirements detailed in the National Rules.

- The LP must be able to demonstrate that reasonable attempts have been made to secure the necessary certification.
 - Where LPs are still unable to provide the certification the MA will accept a statement (on headed paper) from the contractor or the enterprise provided that the support received is clearly detailed and equates to at least 1 day (7 hours).
 - An invoice stating that 1 day of support has been provided is not sufficient.
 - This only applies to activity before the revision to the National Rules. For all non-financial support after the revised National Rules it is expected that LPs have the necessary evidence.
- 

Achievement Check – 7 Hours – Evidence Required

Registration Form / Application

Eligibility of Activity being carried out by the SME

Eligibility as an SME

Appraisal or assessment showing eligible for support

State Aid assessment

Award Letter

ERDF Mentioned/Logo

Proof of Outcomes

Invoice and Bank Statement

7 Hour Breakdown