

## 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 Team Form.

#### • SME Details

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

#### Grant Schemes

- Majority of Grant Schemes can only be claimed when completed
- Depending on the type of activity and size of the grant claims can be made in stages with the agreement of the Portfolio Manager
- 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

**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