



# Caithness Sports Council



## GRANT CLAIM FORM

### Guidance Notes

- Original receipts **MUST** be supplied with claim. If original receipts are required to be returned, please supply copies along with the original receipts.
- With the exception of travel costs (fuel only) **ALL** claims must be supported with evidence of expenditure (e.g. receipts; invoices marked paid etc).
- For grant submissions which also had an income (e.g. support from other organisations, organised courses), please provide details in a separate table.

Section 1		Contact Details	
Club Name			
Contact's Name			
Contact's Address			
			Postcode
Telephone Number		Work / Home / Mobile	
E-mail Address			

Section 2		Grant Details	
Grant Type: Travel / Discretionary / Equipment / Excellence / Start Up / Coaching			
Reference Number:		Date of email Notification:	

For Official Use Only			
Date Received:			
Amount Offered:		Amount Paid:	
Cheque Number:			

Section 3	Declaration
I certify that this claim detailed in section 4 is a true and accurate record of the expenses incurred associated with the grant detailed in section 2.	
Signed	
Official Capacity	
Name	
Date	

Section 4	Expenditure Details		
Please give other information to support the application (continue on a separate sheet if necessary).			
Date	Description	Expenditure (£)	Official Use Only
<b>TOTAL</b>		£	

**For car travel claims:**  
 Multiply mileage by £0.22p per mile

**Please send all completed forms to:-  
 Caithness Sports Council  
 c/o 8 Henrietta Street, Wick, Caithness KW1 4DJ**

