

Caithness Sports Council

GRANT CLAIM SUBMISSION

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 (eg receipts; invoices marked paid etc).
- For grant submissions which also had an income (eg support from other organisations, organised courses), please provide details in a separate table.

1. Contact Details

Club Name:

Secretary's Name:

Secretary Address:

.....Postcode.....

Telephone Number:Home / Work / Mobile[†]

Email address:

2. Grant Details

Grant Type: Travel / Discretionary / Equipment / Excellence / Start Up / Nuvia Coaching[†]

Reference Number:.....

Date of Executive Meeting:.....

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:.....

Status*:.....

Name:.....

Date:.....

[†] Delete as appropriate

* Must be an officer of the organisation (Chairman / Secretary / Treasurer)

For Official Use Only

Date Received			
Amount Offered		Amount Paid	
Cheque Number		Cheque Reference	

