NORTH DOWN BOROUGH COUNCIL

The Town Hall, The Castle, Bangor, BT20 4BT. Tel 028 91 278028/7

Name of Organisation: **Name of Project:** **Project Reference:**

Period of Claim: Please circle the period of your claim, as per the date of invoices. If your invoices fall across two quarters, please submit two claims:

Jan – Mar, April – June, July – Sept, Oct - Dec **Claim No:**

DETAILS OF ELIGIBLE EXPENDITURE:

Claim Line No. (1,2,3 etc)	Invoice Date	Supplier	Details of Purchase	Category as per Letter of Offer	Invoice Number	Net	VAT	Gross	Cheque Number	Date paid (bank state.)	Quotation attached
		TOTAL CLAIM									

Please keep ALL original documents relating to this claim.

NOTES
Please attach original invoices/receipts and proof of payment (i.e. Banks Statements, Audited Accounts, Balance Sheets and Income/Expenditure Accounts).

DECLARATION

I, the undersigned, declare that the above information is correct and represents eligible expenditure, as outlined in the Letter of Offer issued by North Down Borough Council and that:

1. No other claim has been or will be made in respect of the above expenditure from any other body or individual.
2. No other funds have or will be received in respect of the above expenditure from any other body or individual.
3. The amounts are strictly in accordance with the terms and conditions set out in the Letter of Offer from North Down Borough Council
4. All expenditure claimed totalling £…….. has been paid in full.
5. No asset included in this claim or any previous claim under the present offer of assistance has been disposed of in any way.
6. No expenditure included in this claim has been included in any previous claim.
7. All expenditure claimed for has been used to implement the project for which grant aid was offered by North Down Borough Council .

ACCUMULATIVE CLAIM TO DATE: _____

SIGNED: _____ POSITION IN ORGANISATION: _____

BLOCK CAPITALS: _____ DATE: _____

AUTHORISED BY PROJECT TEAM MEMBER: _____

DATE: _____

PLEASE NOTE THAT YOU MUST ALSO PROVIDE PEACE III OFFICE WITH PROOF OF EXPENDITURE MADE WITH ALL OTHER SOURCES OF FUNDING

This form is available from North Down Borough Councils website. Electronic versions can be requested from the PEACE III office.
C/o North Down Borough Council, The Town Hall, The Castle, Bangor, BT20 4BT. Phone 028 9127 8028 or 02891 270371.