

KNOWLEDGE TRANSFER & INNOVATION FUND (KTIF)
2014 - 2020



KTIF 4 (2015) CLAIM FORM

This claim form (**KTIF 4 (2015)**) has 5 sections. You must complete all of them for the claim to be valid. The form must be signed and dated.

When the form is complete, please return it to:

Agriculture Development and Crofting Branch
The Scottish Government
D Spur, Saughton House
Broomhouse Drive
Edinburgh EH11 3XD
Tel. 0300-244-9749
Email: ktif@gov.scot
Fax: 0300-244-6777

Please complete this form in conjunction with the Scheme Rules and Procedures (KTIF 1 (2015)) and the project offer letter issued to you by the Scottish Government.

KTIF Project Name:

KTIF Project Ref. No:

KTIF Project Claim No:

SECTION 2: Costs claimed

Please indicate claim i.e. 1st, 2nd, 3rd etc.....

Which period does the claim relate to: Start.....End Date.....

Please indicate if this is the **FINAL CLAIM** Tick if YES

If **YES** please ensure the **FINAL REPORT** is submitted with the claim.
(otherwise SG may hold back payment until **FINAL REPORT** is received)

<u>Item Description</u> (see Annex 1)	<u>Option Code</u> (official use only)	<u>Total Expenditure Approved</u> (total project cost i.e. at 100%)	<u>Total Amount this claim</u> (i.e. at 100%)	<u>Grant Element being claimed</u> (i.e. 75% or 100%)
A) Project development costs				
B) Project management costs				
C) Fees for speakers/facilitators				
D) T&S for speakers/facilitators				
E) Event venue costs				
F) Materials costs				
G) Publicity				
H) Other approved external costs				
	Totals:			
<u>TOTAL CLAIMED:</u>				
(i.e. the Grant Element e.g. 75% or 100% only) That is the max project grant that can be claimed				

Discrepancies between costs approved and costs claimed

Please explain any differences between approved costs and the actual amount claimed

SECTION 3: Supporting documentation for KTIF claim

Invoices submitted in support of grant claims must:

- contain clear evidence that you have made the payment to the payee (amount and date) and be **accompanied by your organisation's bank statement / remittance** showing the amount and date of payment;
- be sufficiently detailed to provide clear evidence of the basis of the costs being claimed;
- where possible documentation should be **originals** (i.e. receipted invoices). Please note all original documents will be returned.

Type of documentation	Document reference number or name	Item the document relates to (i.e. Section A; B etc.)
<i>Example: invoice / timesheets etc.</i>	111-2345	<i>Essential course materials</i>

Please attach further sheets if required for detailing supporting documentation.
Number of additional sheets: _____

SECTION 4: Monitoring and Evaluation

You must complete this section of the form for all claims submitted. This should be completed for each meeting/course attended by participants during the claim period. If you do not complete, your form will be returned to you and your claim will not be processed until this information is submitted. This is an EU requirement.

**1. Skills and Knowledge Transfer projects only
i.e. projects with a grant rate of 75% (Measure 1.1)**

Example:

Option Code (official use only)	Course /meeting duration - (days) (e.g. half day = 0.5)	Number of participants in trainings	Number of training days (Days multiplied by participants)	Gender Male	Gender Female	Age Range Under 40	Age Range Over 40
	2	10	20	12	8	5	15
Totals:							

SECTION 5: Declaration and Signature

By signing this claim form, I / we declare that I / we have read and understood the rules, conditions and requirements of the Scheme. I / We have not claimed from other, including European or national, funding sources (except where it is specifically authorised under the terms of that scheme) for any work which is the subject of this claim. I understand that any false or misleading statement I make may result in the withdrawal of the offer of grant and the withholding or recovery of payments.

Signature	Name (BLOCK LETTERS)	Status									
Please enter your Agent Identification Number if appropriate											
Date		D	D	/	M	M	/	Y	Y	Y	Y
Please tick this box if you are a Non-trading person or organisation											<input type="checkbox"/>

- If this form is to be submitted by an agent, the agent must obtain the applicant’s authority before the form is submitted. A form (AA1) is available for this purpose and can be obtained from any SG RPID Area Office.
- If the claimant is a limited company (or other corporate body) the claim must be signed by a director, the company secretary or another duly authorised officer and enter the position held. The signatory should sign in his or her own name and not the name of the business, or a partnership name.

ANNEX 1

Item Description is the eligible expenditure that can be supported from KTIF grant assistance in the following categories of costs:

- A)** project development costs (e.g. feasibility studies);
- B)** project management costs;
- C)** fees of external speakers, training providers and facilitators;
- D)** travel and subsistence costs for external speakers, training providers and facilitators;
- E)** event catering and venue costs;
- F)** essential course/seminar materials;
- G)** publicity; and
- H)** other external costs necessary to delivery.



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for Rural Development:
Europe investing in rural areas

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