



**TRANSPORT
SCOTLAND**
CÒMHDHAIL ALBA

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Switched on Towns and Cities Challenge Fund

Additional Claims Guidance

Contents

Additional claims guidance.....	3
Part 1	3
Part 2	4
Part 3 – statement and signatures	7

Additional claims guidance

This document is intended to support applicants in completing and submitting claims to the SOTC Capital Fund. This document should be read in conjunction with other guidance, including the [claims process and quarterly reporting requirements](#).

In terms of defining obligations, eligibility, and information to be provided in relation to SOTC capital project funding, you should refer to the Offer of Grant in the first instance. Information provided in this document is intended as guidance only.

One claim should be submitted quarterly by the lead partner for each project. Where appropriate it is good practice to clearly identify costs claimed by partner organisations by including a reference in the item description (e.g. by including the organisation initials in brackets in the description text box).

Should you have any questions or require clarification on eligibility or reporting of costs, please contact one of the SOTC team before submitting the costs in a claim.

Part 1

Organisation	Lead partner name
Bank details	Lead partner account details
Grant scheme	Switched On Towns and Cities Challenge Fund – Round 1
Total agreed grant (£)	From the current approved offer of grant
Grant claimed to date (£)	Value of grant paid to date

Change of bank account details – please note:

- account details should match information previously submitted
- if bank account details change please ensure you confirm this by e-mailing the SOTC inbox separately copying in the authorised signatory prior to submitting a claim

Part 2

Claim number (1, 2, 3, etc.)	Claim numbers to run concurrently and relate to quarters since issue of the grant offer
Quarter and financial year that claim relates to: Q1, Q2, Q3, Q4	Enter the quarter and financial year (e.g. Q1, 1 Apr – 30 Jun)
Total eligible expenditure associated with this claim (£)	Please check values before submitting
Grant rate % (as specified in Offer of Grant)	As per the Offer of Grant
Grant requested with this claim (£)	Please check values before submitting

Part 2.1 – staff costs

Staff name	Direct staff costs*	Indirect cost* (up to 15% of direct staff costs)	Direct and indirect total
April 2019 staff name	Cost to employer (see below)	Cost to employer x 15%	Total cost being claimed
May 2019 staff name	Cost to employer (see below)	Cost to employer x 15%	Total cost being claimed
June 2019 staff name	Cost to employer (see below)	Cost to employer x 15%	Total cost being claimed
Total (£)			Total

*As per definitions in schedule four Offer of Grant

When claiming staff costs please note:

- please use two decimal places (i.e. pounds and pence) for all values, where rounding please use standard accountancy rounding (nearest whole number)
- only employees working 100% of their time on the SOTC project can be claimed as eligible
- the first time any eligible member of staff appears in a claim, their line manager should send an email to the SOTC inbox confirming they work 100% of their time on the project
- costs should be recorded as individual pay periods (e.g. monthly/four weekly) on each line and not totalled on a single line
- all claims for direct staff costs should include appropriate evidence to support the claim. Screenshots of an accounts or payroll system are acceptable as evidence. For each pay period claimed this would include evidence of:
 - gross pay
 - superannuation
 - employers national insurance
- where eligible direct staff costs are reduced, for example as a result of periods of statutory sick leave, please note this in the evidence provided for that pay period. Deductions from eligible staff costs will generally be calculated as a proportion of the total costs for that pay period

i.e. number of ineligible days/total working days in pay period = % of cost that is ineligible

Example:

£1,000 direct staff cost

Ten days off sick = seven days ineligible costs (three waiting days)

20 working days in month

Eligible cost:

7/20 = 35% ineligible

Eligible cost is 65% of £1,000 (£650)+15% indirect costs

Transport Scotland may agree to reduce the level of evidence required to support direct staff costs, evidence will always be required for staff appearing in a claim for the first time. No evidence is required to support indirect staff costs

Part 2.2 – non-staff costs

Item	Amount (£)	Evidence provided for defrayed costs?	Reference number
Cost 1	£xx (eligible only)	<input checked="" type="checkbox"/>	1
Cost 2	£xx (eligible only)	<input checked="" type="checkbox"/>	2
Cost 3 (partner 1) Inc. VAT	£xx (eligible only)	<input checked="" type="checkbox"/>	3
Cost 4 (partner 2)	£xx (eligible only)	<input checked="" type="checkbox"/>	4
Cost 5 (partner 3)	£xx (eligible only)	<input checked="" type="checkbox"/>	5
Total (£)	£xxx		

When claiming non-staff costs please note:

The item box should include:

- cost reference number (to correspond to evidence submitted)
- an appropriate description of the item/service
- reference to the partner claiming the cost (if not the lead partner)
- where costs claimed include VAT, please clearly state this in the description
- the amount box should only include the value of the invoice being claimed as eligible for the project
- please use two decimal places (i.e. pounds and pence) for all values, where rounding please use standard accountancy rounding

- one line should be used for each invoice being claimed, do not use a single line to aggregate the value of multiple invoices
- please ensure that the value being claimed is clearly identifiable on the evidence provided. Where the full value of the invoice is not being claimed the eligible elements being claimed should be broken down and clearly identified in the evidence submitted
- where an invoice or items on an invoice is being apportioned and the eligible value is not detailed, you should provide a clear rationale to support the basis for apportioning the cost
- where VAT is being claimed, a Director or Head of Finance or equivalent of the relevant partner should provide confirmation that eligible VAT cannot be recovered
- where an organisation can partially recover VAT, the confirmation referenced above should state the rate at which VAT can be recovered and this should be removed from the eligible costs in the claim

Part 3 – statement and signatures

The value of grant paid to date should be the value actually received by the grant recipient. Please note that in some circumstances (e.g. where individual costs are rejected in part or in full) grant payments against a claim may be lower than the grant requested.

When completing the statement on the value of grant being claimed, please double check the arithmetic in Part two and that this matches the values entered in Part one under 'grant requested with this claim.'

All costs should be entered to two decimal places (i.e. £0.00) and any rounding should use standard accountancy rounding.

The total value of grant and Offer of Grant date should not change unless a formal variation is issued by Transport Scotland and accepted by the lead partner. The SOTC grant will be paid at the approved intervention rate as stated in the Offer of Grant.

References to the Authorised Signatory relate to the person authorised to sign the 'Statement of Compliance with Conditions of Grant', which is required to be submitted annually.

It is not essential but it is useful if you provide e-mail and telephone contact details for the individual completing the claim form.



**TRANSPORT
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CÒMHDHAIL ALBA

Transport Scotland

Buchanan House
58 Port Dundas Road
Glasgow
G4 0HF

0141 272 7100

info@transport.gov.scot

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