

Part 1

|  |  |
| --- | --- |
| **Organisation:** | «Name and Address» |
| **Bank details:**  | «Name and address, sort code, account number» |
| **Grant Scheme:** | Switched On Towns and Cities Challenge Fund – Round 1 |
| **Total agreed grant** (£)**:** |  |
| **Grant claimed to date** (£)**:** |  |

Part 2

|  |  |
| --- | --- |
| **Claim number (1, 2, 3 etc.)** | << Claim (1-8) >> |
| **Quarter and financial year that claim relates to: Q1, Q2, Q3 or Q4** |  |
| **Total eligible expenditure associated with this claim:** (£) |  |
| **Grant Rate % (as specified in Offer of Grant):**  |  |
| **Grant requested with this claim:** (£)  |  |

#

**Items of expenditure**

Please list in the tables below, all discrete items of expenditure relevant to the above period and, where appropriate (i.e. non-staff costs only), the reference number(s) for the documentary evidence submitted to substantiate each amount. The totals in Tables 1 and 2 should add up to the total expenditure claimed for the period.

1. Staff costs

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff name** | **Direct Staff Costs\*** | **Indirect Cost\* (up to 15% of Direct Staff Costs)** | **Direct + Indirect total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total (£)** |  |  |  |

**\*As per definitions in Schedule Four offer of grant**

2. Non-staff costs

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Amount (£)** | **Evidence Provided for Defrayed Costs?** | **Reference Number** |
|  |  |[ ]   |
|  |  |[ ]   |
|  |  |[ ]   |
|  |  |[ ]   |
|  |  |[ ]   |
|  |  |[ ]   |
|  |  |[ ]   |
|  |  |[ ]   |
|  |  |[ ]   |
| **Total(£)** |  |  |  |

We hereby claim «total» grant of «£XX» in respect of the above period in accordance with the terms and conditions of the offer of Grant dated Click here to enter a date. and the Schedules attached thereto.

Completed by:

Position:

Contact Details:

Date:

Once completed, please post this form, along with the supporting evidence to:

Switched on Towns and Cities

Ultra-Low Emission Vehicle Delivery Unit

Low Carbon Economy Directorate

Transport Scotland

8th Floor

Buchanan House

58 Port Dundas Road

Glasgow

G4 0HF

