** Gibraltar Expansion & Development Secretariat**

HM Government of Gibraltar

**UK COMMUNITY RENEWAL FUND**

**APPLICANTS RESPONSABILITIES**

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| **HOW ARE APPLICANTS NOTIFIED OF THE PROJECT’S APPROVAL?** |
| Applicants are initially informed of the decision by telephone or e-mail, at which time, a mutually convenient appointment is arranged at the offices of the Gibraltar Expansion & Development Secretariat (GEDS). During the course of this meeting the successful applicant signs and receives a copy of the Grant Contract. It is important to note that the project can **only** commence **after** a formal approval has been received. |

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| **PROJECT PAYMENTS METHODS** |
| Cash transactions are **not** acceptable as an “audit trail” must be established regarding all instances of “eligible expenditure”. Payments may be effected by cheque, banker’s draft or telegraphic transfer and the corresponding evidence of the form of payment must accompany the “Claims Form” together with the invoices and receipts. |

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| **CLAIMING PROCESS.**  The grant, or part thereof, can only be claimed after the expenditure has been incurred and payments have been effected by the applicant. Whenever eligible expenditure is incurred and the supporting documents detailed below are in place, a claim can be made (or in the event of project completion), within 1 month of conclusion. Documentation required: | |
| 1. Invoices (which match documentation presented at the application stage. If not,   prior written approval is required) |  |
| 1. Copy of cheque and/or counterfoil: |  |
| 1. Copy of banker’s draft or telegraphic transfer: |  |
| 1. Receipts: |  |
| 1. Bank Statement: |  |

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| **PROJECT CHECKS AND PUBLICITY REQUIRMENTS** |
| There is 100% verification of all claims. Therefore each time a claim is submitted, a site visit is carried out by an officer of GEDS in order to verify the claim, check on the project’s progress and monitor the achievement of the forecast outputs. |

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| **FINAL CLAIM**  Each final claim must be accompanied by the Sponsor’s project final report which must include the following information: |  |
| 1. Start date and completion date of the project: |  |
| 1. Aims and objectives of the project: |  |
| 1. Full details of the works and/or purchases associated with the project: |  |
| 1. What has been the total project cost? If the project has overspent or underspent please provide reasons for this: |  |
| 1. Details of any difficulties encountered and lessons learnt from the implementation of the project |  |
| 1. Has the project achieved what it set out to do? |  |
| 1. Have the forecasted outputs, especially those in terms of job creation, been achieved?   If not, please indicate precisely when they will be achieved. Please state the number of full-time and/or part-time jobs that have been created as a result of the project. Inwhat capacity have the persons been employed and are they males or females? |  |
| 1. Benefits of the project: |  |