

RESOURCE GRANT CLAIM

Frequently asked questions

- 1 *The amount of the grant*

£3,200 is being shared between the cluster schools, it is up to them how they allocate this funding. For many clusters this will be £800 per schools but this may vary between clusters. This should already have been agreed and it is not possible to transfer underspend from one school to another. Please note that costs are inclusive of VAT.

- 2 *Can the schools make multiple claims up to the full amount, or do they have to wait until they have spent the full £800?
can they do this by submitting the forms more than once as long as they have valid/relevant receipts and don't claim more than the £800 in total over the life of the project*

Each school can claim upon spending the agreed and confirmed amount of the grant entitlement during the period of the grant (**June 2017 to 15th June 2018** for schools undertaking their projects in their first year).
Claims are acceptable when you have a claim for £200 or more, ie we do not want claims in small amounts. The only claims under £200 should be any paid at the end of your claim. No claims will be accepted after 15th June 2018 unless agreed in advance.
Please send the completed 'Resource Grant claim form' with all attached original or scanned receipts **to your facilitator**. Or hand them to your facilitator on one of their visits for them to send to us. This year schools will not be allowed to buy vouchers as all work should be completed by mid June.

- 3 *Is it ok for schools to claim some funds for a resource budget using the school headed paper as a receipt/record of costs (such as colour printing/laminating etc.).*

If you are claiming spending that you are not able to send us a receipt for then please send us confirmation of that spend on the headed paper. This might, for example, include printing or laminating costs.