

Lincoln Diocesan Guild of Church Bell Ringers Bell Repair Fund



End of Grant Claim Form and Statement of Satisfaction

Project Reference No	
Name & Dedication of Church	
Title of project	

The purpose of this form is to tell us how you have spent your grant and to let us know about any remaining money.

SECTION 1 – HOW HAVE YOU SPENT YOUR GRANT?

You have completed your project and are now claiming for the funds granted by the LDGCBR BRF Committee. Please complete this section, referring your application form. In column **(a)** you need to list all the items of expenditure, as noted in your application form. In **(b)**, tell us how much you have spent on each item. We must have receipts for all expenditure – tick **(c)** to confirm that you have attached each one. If you need more space, please continue on a separate sheet.

Item (a)	Cost (b)	Receipt attached (c)
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

SECTION 2 – GRANT SUMMARY

The total amount of my grant was: £ _____

I have spent this amount on the project: £ _____

Have any funds been received through the sale of assets? £ _____

Net project cost £ _____

Are you able to reclaim the VAT on this project? YES NO PARTIAL
(Delete as appropriate)

SECTION 3 – STATEMENT OF SATISFACTION

This section is to be signed by an inspector on behalf of the Guild

Are there any outstanding items in respect of this project	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please specify below
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I have inspected the works undertaken in respect of the above project and confirm that the work has been carried out to a satisfactory standard.

Signature	
Name	
Date	

Please return this form to your Branch Secretary.

SECTION 4 – DECLARATION

I claim £ _____ from LDGCBR BRF in respect of the above costs. To the best of my knowledge I confirm that:

- the information is accurate
- the expenditure has been properly incurred

Name	
Signature	
	(PCC Secretary)
Date	
Grant cheque should be made payable to	

FOR LDGCBR USE ONLY			
I confirm that I have checked this claim form and any attachments and verified all expenditure listed.			
	Branch Secretary	Guild Secretary	BRF Administrator
Summary of any action undertaken			
Signature			
Name			
Date			