

	0	0	Jan-00
PROJECT EXPENDITURE			
Do not attach invoices, but have them available for review. Please refer to SFF Request for Payment Guidelines when completing this document.			
SFF Request for Payment Guidelines			
CASH EXPENSES	This Period	Next Period	
a. Personnel (wages/salaries, including associated costs like PAYE, insurance, etc)			
b. Administration (office costs other than wages, e.g.rent, lease, power, stationery, etc)			
c. Consultants & Contractors (ANY payments made to consultants and contractors)			
d. Rental & Leasing of Equipment (plant, vehicles, laboratories and equipment)			
e. Overheads			
f. Travel & Accommodation			
g. Dissemination Cost (incls. field-days, seminars, printing and distributing reports/booklets, etc)			
h. Financial/Legal Expenses (accountants, auditors, etc)			
i. Other (specify) 1			
j. Other (specify) 2			
k. Other (specify) 3			
TOTAL CASH EXPENSES 'BOX A'	\$0.00	\$0.00	
PROJECT INCOME			
Non-SFF Cash Contributions Received for this Period			
Contributor	Amount		
TOTAL OTHER CASH CONTRIBUTIONS 'BOX B'	\$0.00		
In-Kind Expenses for this Period			
a. Personnel			
b. Administration			
c. Consultants & Contractors			
d. Rental & Leasing of Equipment			
e. Travel & Accommodation			
f. Dissemination Costs			
g. Financial/Legal Expenses			
h. Other (specify) 1.			
i. Other (specify) 2.			
j. Other (specify) 3.			
TOTAL IN-KIND EXPENSES 'BOX C'	\$0.00		



Request for Grant Payment Form

Note that a Project Progress Report and Web Update must be submitted in support of this claim.

Please refer to the SFF Request for Payment Guidelines when completing this form.

[SFF Request for Payment Guidelines](#)

Name of Grantee:		Grant Number:
Short Title of the Project:		Period Ended:
Postal Address and Bank Account: Name: Address: Bank Account:		Contact details of person completing this form: Name: Phone: Fax: Email:

Grant Payment Calculations

Total Project Cash Expenditure This Period	Box A	\$0.00
Income To Account For From Previous Return		\$0.00
Non-SFF Cash Contributions Received This Period	Box B	\$0.00
Balance (Income - Expenditure)		\$0.00
Calculated SFF Payment To Clear All Expenses		\$0.00
Unaccounted for Income		\$0.00
SFF Grant Advance Request (Estimate for the next Reporting Period)		\$0.00
Calculated SFF Grant Payment (Expenses for this return + advance)		\$0.00
Actual SFF Grant Payment Requested		\$0.00
In-Kind Contributions	Box C	\$0.00
Income to Account For In Next Reporting Period		\$0.00
SFF Payment to Project's Bank Account	0	\$0.00

Claim Acknowledgements

Project Manager Claim

Checked by Project Manager

I, the undersigned, certify that this work programme has been completed in accordance with the Sustainable Farming Fund contract relating to the above project. I have attached the progress report and web update to support this claim.

Name

Electronic Signature

Date

Project Financial Manager Claim

Checked by Financial Manager

I the undersigned, certify that I have examined the accounts and records for this project and confirm that the financial information produced is true and correct, in accordance with the SFF contract and guidelines

Name

Electronic Signature

Date

Do Not Complete This Portion

SFF Project Advisor

Date

Recommend for Approval

SFF Manager

Date

Approved

Financial Summary Year 1		Financial Summary Year 2		Financial Summary Year 3	
Budget		Budget		Budget	
Project Budget Year 1	\$ -	Project Budget Year 2	\$ -	Project Budget Year 3	\$ -
SFF Contribution Year 1	\$ -	SFF Contribution Year 2	\$ -	SFF Contribution Year 3	\$ -
Other Cash Contributions Year 1	\$ -	Other Cash Contributions Year 2	\$ -	Other Cash Contributions Year 3	\$ -
In Kind Contributions Year 1	\$ -	In Kind Contributions Year 2	\$ -	In Kind Contributions Year 3	\$ -
Project Expenditure Year 1	\$ -	Project Expenditure Year 2	\$ -	Project Expenditure Year 3	\$ -
Payments		Payments		Payments	
SFF	\$ -	SFF	\$ -	SFF	\$ -
Other cash	\$ -	Other cash	\$ -	Other cash	\$ -
In Kind	\$ -	In Kind	\$ -	In Kind	\$ -
Unaccounted Income (inc SFF advance) at Year end	\$ -	Unaccounted Income (inc SFF advance) at Year end	\$ -	Unaccounted Income (inc SFF advance) at Year end	\$ -
Balance for Year 1		Balance for Year 2		Balance for Year 3	
SFF funds	\$0	SFF funds	\$0	SFF funds	\$0
Other cash	\$0	Other cash	\$0	Other cash	\$0
In Kind	\$0	In Kind	\$0	In Kind	\$0
Total Fund Statistics		Total Fund Statistics		Total Fund Statistics	
SFF Fund Balance	\$0	SFF Fund Balance	\$0	SFF Fund Balance	\$0
Total Fund Balance	\$0	Total Fund Balance	\$0	Total Fund Balance	\$0
% of Total Budget Spent	#DIV/0!	% of Total Budget Spent	#DIV/0!	% of Total Budget Spent	#DIV/0!
% of SFF Budget Spent	#DIV/0!	% of SFF Budget Spent	#DIV/0!	% of SFF Budget Spent	#DIV/0!
SFF funds to accrue for next financial year	\$0	SFF funds to accrue for next financial year	\$0	SFF funds to accrue for next financial year	\$0