



## FOREST VOLUNTARY ACTION FORUM

### FOD Digital Inclusion Collaborative Project – Partner Claim Form

Please complete the details below in order to claim for Project Partner related activities.

Your Name:	
Organisation Name:	
Organisation Address:	
Account Name:	
Sort Code:	
Account Number:	
Claim Reference Number:	

**PLEASE NOTE: Normal claim amount is 8 hours per month (£250) totalling 24 hours a quarter (£750). There is flexibility to carry over up to 8 hours from the previous quarter or to claim up to an additional 8 hours for the current quarter. Additionally, if the project management team and partner organisation agree that further flexibility is needed, this will be looked into on a case by case basis. Each partners' claims are capped at £4,500 over the 18 month period from January 2023 to June 2024.**

All claims must be made within one month of each quarter end and completed forms sent to [finance@fvaf.org.uk](mailto:finance@fvaf.org.uk).

Activity claimed for	Date of activity	Hours claimed



## FOREST VOLUNTARY ACTION FORUM

### FOD Digital Inclusion Collaborative Project – Partner Claim Form

Activity claimed for	Date of activity	Hours claimed
Total number of 'normal' hours claimed this quarter (24 hours max)		
Total number of 'additional' hours (max 8 hours) claimed in this quarter (if applicable)		
Total amount claimed this quarter (hours x £31.25 per hour)		
Total number of unused hours to carry over to next quarter (if applicable)		

In providing the above information, you are confirming that:

- You are authorised to claim Project Partner Forum attendance fee on behalf of your organisation
- Your organisation doesn't already receive funding to undertake this work
- You understand that payment cannot be made to individuals

Signed: .....

Print Name: ..... Date: .....

We endeavour to make all payments within 10 working days of receipt of the completed claim form.

**OFFICE USE ONLY**

CHECKED:	NAME	<input style="width: 100%; height: 20px;" type="text"/>
	SIGNATURE	<input style="width: 100%; height: 20px;" type="text"/>
	DATE	<input style="width: 100%; height: 20px;" type="text"/>

APPROVED:	NAME	<input style="width: 100%; height: 20px;" type="text"/>
	SIGNATURE	<input style="width: 100%; height: 20px;" type="text"/>
	DATE	<input style="width: 100%; height: 20px;" type="text"/>