

### **Instructions for filling in Partner's claim form**

1. Please only fill in the attached document titled '**Partners Attendance Fee Claim Form - FoD Digital Inclusion Collaborative Project**'. Do not use any other document for your partnership claim as it will be rejected.
2. It is advisable to **type the form out within Word** and then email it to Debbie and Alex to check over. We can then advise if there are any changes/amendments to be made **before you print it off and sign it.**
3. Please only claim for **full hours** or **half hours**. If you include quarter hours on the form, it will be sent back to you to amend.
4. Please ensure you include your '**unused carry over hours**' or '**additional hours**' on the form (if applicable).
5. The claim reference number needs to be written in this format: **FVAF/B-DIF/ARTS/001**
6. Please **only email your claim form to Debbie and Alex.**
7. You need to include on the form how many '**unused hours**' you are carrying over.