

# Friends of Nidderdale AONB



## Claim form

Project name ..... Location .....

Your Name .....

Address .....

..... Postcode .....

Telephone no. .... Mobile no. ....

Email address .....

Organisation (if applicable) .....

Position (if applicable) .....

Date of claim ..... Reference number .....

.....

### Details of claim and payment method

**Please note: a member of the Small Grants Fund sub-committee must have completed the box below before you submit this claim for payment.**

Please include copies of invoices of expenditure with this form and list them below. Also include your own and any other volunteer time as agreed with the Friends of Nidderdale AONB trustees at the start of the project. Record expenditure exclusive of VAT if your organisation is able to recover it, or inclusive of VAT if your organisation can not recover it.

- |         |         |
|---------|---------|
| 1. .... | £ ..... |
| 2. .... | £ ..... |
| 3. .... | £ ..... |
| 4. .... | £ ..... |
| 5. .... | £ ..... |
| 6. .... | £ ..... |
| 7. .... | £ ..... |
| 8. .... | £ ..... |

Total amount claimed: £ .....

Note: the amount claimed must equal or be less than that agreed at the start of the project.

Please sign below to certify that all monies paid to you are correct to the best of your knowledge and represent goods and services received and paid for and that no further payment is due to you.

Signature: ..... Date: .....

.....

### Payment method

**Cheque:**

Name of payee (please print clearly) .....

Address cheque should be sent to .....

.....Postcode .....

**Bank Transfer**

Bank name .....

Bank address .....

Account No. .... Sort code .....

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### Feedback

A. Please tell us whether your experience of applying for a grant from Friends has been a good one and whether there are any improvements we can make to improve the process.

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.....  
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B. Please highlight any specific successes and/or difficulties you have encountered in delivering the project.

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.....  
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**Please send your completed form to: Friends of Nidderdale AONB (Countryside Fund), The Old Workhouse, King Street, Pateley Bridge, Harrogate, HG3 5LE or email to [grants@niddaonbfriends.org](mailto:grants@niddaonbfriends.org)**

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### For committee use only:

| Date project completed | Date of final inspection (if applicable) | Publicity agreed - give details | Signature of Sub-Committee Member |
|------------------------|--|---------------------------------|-----------------------------------|
|                        |  |                                 |                                   |