Rural England Prosperity Fund (REPF)
Capital Grant Claim Form – Guidance for Applicants

<u>Important</u> – Please Read Before Starting Your Claim

This guidance is designed to help you prepare and complete the **REPF Capital Grant Claim Form** correctly. It explains what information and evidence are required in each section and how to upload your supporting documents.

> ⚠ **The online claim form must be completed in one session.**
> You **cannot save progress and return later.**
> To avoid losing any work, we **strongly recommend** that you first complete the **downloadable copy** of the form offline and gather all required evidence before starting the online submission.

If you have any questions or encounter issues completing the form, please contact:
📧 **grants@teesglobal.co.uk** – A Grant Claims Officer will be happy to assist you.

Before You Begin

Please ensure:

- You have read this **REPF Claim Guidance in full**.
- All items you are claiming for have been:
  - Paid for in full (defrayed).
  - Received, installed and in working order.
- You have digital copies (PDF or image files) of:
  - Invoices and matching bank statements showing payments have left your account.
  - Procurement/quote evidence and the completed Procurement Statement.
  - Any photos or certificates required for evidence of installation or completion.

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Section 1: Project & Organisation Details

Enter your organisation's details exactly as stated in your **Grant Funding Agreement (GFA)**.

Key points:

- **GFA Reference:** Use the reference from your signed GFA.
- **Business Legal Name:** Must match your GFA and bank account name.
- **Company / Charity No. / UTR:**
  - If registered with Companies House, enter your company or charity number.
  - If not registered, upload a document showing your **Unique Tax Reference (UTR)** (e.g. HMRC correspondence or screenshot).
- **Contact Details:** Include a valid email and phone number for the person responsible for the claim.
- **Addresses:** Provide your trading address (where the project took place). Only complete the "Registered Address" section if different.

Section 2: Bank & Finance Details

Enter the **business bank account** that matches the grant recipient name.
Claims cannot be paid into personal or third-party accounts.

You will need:

- Account Name (must match your business name).
- Account Number and Sort Code (numbers only – no dashes or spaces).
- VAT Number (enter "N/A" if not VAT registered).
- Finance Contact Name and Phone Number (for verification before payment).

Section 3: Claim Summary

This section summarises the financial details of your claim.

Field	What to Enter
3.1 Total Eligible Cost of the Project (£)	Enter the total value of your project as shown on the invoices (excluding VAT if you are VAT registered).
3.2 Grant Amount Claimed (£)	Enter the amount you are claiming from REPF (cannot exceed your maximum grant award).
3.3 Private Match (£)	Enter any contribution you have paid toward the total project cost. If none, enter "0."

Section 4: Itemised Expenditure (Defrayed)

Provide a line-by-line breakdown of each item or service being claimed.

Example format:
(1) Wind Solar Kit – ABC Supplies – Invoice AB1234 – Invoice Date: 12/12/25 – £2,000

Tips:

- Each item must match the items approved in your GFA.
- Upload:
  - **Invoices** for all items.
  - **Bank statement lines** showing payments (or merchant receipts for card payments).
  - **Photos or installation evidence** (where relevant).
- **Cash payments are not eligible.**

Section 5: Procurement & Quotes Compliance

All purchases must comply with the **Procurement & Quotes Rules** (see your Claims Pack).

You must:

1. Confirm which procurement route you used for each item (e.g. single quote, 3 quotes, tender).

2. Upload:

    - The completed **Procurement Statement** template.
    - Copies of all **quotes/tenders** obtained.

3. If you selected a higher-priced supplier, include a brief **value-for-money justification** (template provided).

Section 6: Outputs, Outcomes & Monitoring

This section records what has been achieved as a direct result of the REPF support.

6.1 Full-Time Equivalent (FTE) Calculation

Enter the number of hours your business considers to be a **standard full-time working week** (e.g. 37.5 or 40).
This allows us to calculate the FTE value of any jobs created or safeguarded.

6.2 Outputs & Outcomes achieved

Jobs Created

Enter the **number of new jobs created** as a direct result of the project.

- If "0" is entered, job detail fields will be hidden automatically.
- If you enter 1 or more, the system will generate a corresponding number of job entry fields.
    - For each job, provide:
        - **Job Title / Role**
        - **Start Date**
        - **Weekly Hours**

Then read and confirm the declaration confirming that:

- These roles are genuinely new.
- They are expected to be sustained for at least 12 months.

Jobs Safeguarded

Enter the **number of jobs safeguarded** as a result of this support.

- If "0" is entered, the job safeguard fields will be hidden.
- If you enter 1 or more, the form will generate fields to record:
  - **Job Title / Role**
  - **Date Job at Risk Identified**
  - **Weekly Hours**
  - **Reason Job Was at Risk**

Confirm the declaration that these posts were at genuine risk and have been retained as a result of the project.

Other Outcomes

You will also be asked to confirm if your project has achieved any of the following (tick Yes/No):

- Engaged in new markets
- Adopted new-to-the-firm technologies or processes
- Improved productivity
- Increased visitor numbers

For each selected outcome, provide brief details in the text box provided.

6.3 Unachieved or Future Outcomes

If any outputs/outcomes in your GFA were not achieved, explain why and give an estimated date for achievement (if applicable).

Section 7: Asset Register & Retention

Complete this section **only** if:

- Any single item purchased exceeds **£1,000**, or
- The item is a **fixed installation**.

For each asset, list:

- Description
- Serial number (if applicable)
- Install location
- Date installed

You must confirm that assets will be **retained and used for the approved purposes** for at least **three (3) years** from purchase.

Section 8: Permissions & Compliance

Confirm that all relevant permissions, consents, and insurances are in place.

You will be asked to indicate:

- Whether **planning permission / building regulations** were required (and obtained).
- Whether **landlord consent** was required (and obtained).

Finally, you must declare that:

- All works and assets comply with health and safety regulations.
- Appropriate insurance cover is in place.

Section 9: Declarations

You must certify that:

- All outputs/outcomes reported were achieved as a **direct result** of the grant-funded project.
- All expenditure has been **defrayed** and matches approved items in your GFA.
- No items were ordered or paid for **before the GFA was signed**.
- All items have been **received, installed and are operational**.
- You understand that claims are subject to **audit, verification and clawback** if conditions are breached.
- All information provided is **true and accurate**.

You will then:

- **Sign** (using digital signature, typing, or uploading a signed copy).
- Enter your **Name**, **Position**, and **Date**.

Data Protection & Consent

By submitting the claim form, you consent to your data being processed by **Tees Global Ltd** and shared with programme partners (**Redcar & Cleveland Council** and **Tees Valley Combined Authority**) for the purposes of grant administration, monitoring, and audit.

Submitting Your Claim

Once all mandatory fields (*) are completed and all evidence uploaded:

- Review your answers carefully (you cannot edit after submission).
- Click **Submit** at the bottom of the form.
- You will receive an on-screen confirmation and an email acknowledging receipt.

✅ Final Checklist Before Submitting

- ☐ You have your signed **GFA Reference** ready
- ☐ All invoices and matching bank evidence uploaded
- ☐ Procurement evidence and statement attached
- ☐ Photos/installation evidence included
- ☐ Output/outcome data completed
- ☐ Declarations signed and dated

The online claim form must be completed in one session. You cannot save and return later. We strongly recommend you first complete the downloadable offline copy of the claim form and gather all required evidence before submitting online. You can download the offline copy here: [Insert link to downloadable offline form].

If you have any questions, please contact: **grants@teesglobal.co.uk.**

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