UK Shared Prosperity Fund (UKSPF) - Export Grant Claim Form

Export Claims Guidance Doc

READ THIS FIRST - Before You Begin Your Claim

⚠ **Important:** The online form must be completed in one session. You **cannot save and return later**.

To avoid losing any work, please **download the offline copy** of the form and prepare your responses and evidence before starting.

Before completing your claim:

- Read the UK Shared Prosperity Fund (UKSPF) Claim Guidance for full eligibility details.
- Ensure all approved activities are fully **completed, invoiced, and paid for, and where relevant (e.g. website upgrades) are installed, live, and in full working order**.
- Have digital copies ready of:
  - All **invoices and bank statements** showing payments made
  - Any **procurement evidence** (quotes/tenders, completed Procurement Statement)
  - **Photos or screenshots** showing funded activities or installed assets are complete, installed and operational.

Fields marked with * are mandatory.

Need help?
If you have any questions while completing the form, please email claims@teesglobal.co.uk and one of our Grant Claims Officers will assist you.

1. Project & Organisation Details

GFA Reference (from your Grant Funding Agreement) *

Grant Recipient (Business Legal Name) *

Trading Name (if different)

Company / Charity No. (or UTR) *

Businesses NOT registered with Companies House are required to upload evidence of their UTR.

Please upload evidence of Unique Tax Ref (UTR) number

Attach UTR evidence

Contact Name *

Job Title / Role *

Email *

Phone Number *

Website

Trading Address or Address where you Operate from

Country/Region *

Address *

Address - line 2

City *

Zip / Postal code *

Registered Address (if different to trading address)

2. **Bank & Finance Details**

Business Bank Account Name (must match recipient) *

Business Bank Account Number *

Sort Code *

Enter NUMBERS ONLY - no dashes or spaces

IBAN Number *

VAT Number (if applicable) * Enter n/a if not VAT registered

Phone (for Finance Contact) * - we are required to verify bank details before any monies can be transferred.

3. Claim Summary

3.1 Total eligible cost of the project? (exclude the VAT cost if you are VAT registered) (£) *

*Provide the full cost of your project based on the invoice supplied. This is the **total project value**, not just the grant request.*

3.2 Grant amount claimed (£) *

This cannot exceed the maximum grant award offered (£) as outlined in your Grant Funding Agreement

3.3 Private match (i.e. any amount you have paid to balance any wider costs) (£)

This must be a minimum of 25% of the total project cost

4. Itemised Expenditure (defrayed)

In 4.1 please itemise all **approved activity** you are claiming - as listed in your GFA Funding Particulars - along with supplier and cost (please also number each item, as shown in the example).
In 4.2 please list the **document names** of the evidence documents you are uploading.

4.1 Approved Activity / Supplier Name / Amount Claimed (£) / Invoice no(s).

E.g. 1) Trade Show Riyadh, Stand & Registration Fee / ABC Exhibition Ltd / £3,200 / Inv001

Note: Payment can only be made if we can clearly identify items described on the invoices uploaded and these match those approved on your GFA

4.2 Evidence Uploaded (document names)

e.g. 1_invoice001_ABCExhibitions.pdf

Upload all invoices and matching bank statements showing payment has left your account. See Eligible Expenditure Guidance - Proof of Payment, for details.

Attach Proof Of Payment

Please ensure document names match those listein 4.2 above

Where relevant, upload photos, screenshots, or reports showing the activity was delivered. See Eligible Expenditure Guidance for details.

Add Proof of Activity

Please provide link to any relevant website/document (e.g. funded website upgrades)

5. Procurement & Quotes Compliance

Read **"2. Procurement & Quotes Rules"** in your Claims Pack before completing this section.

Upload the **Procurement Statement (2a)** with all claims, and the **Value for Money Justification (2b)** only if you didn't choose the lowest quote.
(Both forms are included in your Claims Pack. Incomplete or missing procurement evidence may delay payment.)

5.1 Please select as appropriate:

☐ All expenditure claimed relates directly to approved activities in our signed Grant Funding Agreement (Funding Particulars)

☐ Some expenditure differs from that listed in our Grant Funding Agreement (Funding Particulars) – please provide details of the variance(s) and reasons in the box below.

If Applicable: Outline any differences from your approved Funding Particulars, the reason for each, and whether approval was obtained.

Unapproved or unsubstantiated variances may be deemed ineligible and could reduce the value of your claim.

5.2 Please upload: '2a. Procurement Statement' (from your Claims Pack) plus all relevant Quotes *

Upload Procurement Evidence

**Please also upload '2b. Value-for-Money Justification' (from your Claims Pack) if you didn't choose the lowest quote(s)*

6. Outputs, Outcomes & Monitoring

Declaration of Outputs/Outcomes Achieved as a Result of REPF Support

6.1 Please specify the number of hours your business considers to be a standard full-time working week (e.g. 37.5 or 40 hours). This information will be used to calculate full-time equivalent (FTE) jobs created or safeguarded. *

6.2 I confirm that, as a direct result of the grant funding received under the Tees Valley REPF Rural Support Programme, the following outputs and outcomes have been achieved within our business/organisation *(select as appropriate)*:

☐ Jobs Created

Job '1' Title

Start Date (job 1)

Weekly Hours (job 1)

Job '2' Title

Start Date (Job 2)

Weekly Hours (job 2)

Job '3' Title

Start Date (job 3)

Weekly Hours (job 3)

Job 4 Title

Start Date (job 4)

Weekly Hours (job 4)

Job 5 Title

Start Date (job 5)

Declaration

I declare that:

1. The job(s) listed above were created **as a direct result of the project or investment supported by the grant**.
2. These are **new, additional roles** and not existing posts re-designated or replaced.
3. The posts are **expected to be sustained for a minimum of 12 months** from the start date shown (subject to normal business conditions).

Jobs Safeguarded

Please indicate the number of Jobs Safeguarded as a result of this support

Job Title / Role

Date Job at Risk Identified

Weekly Hours

Reason Job Was at Risk

Please list all Job Titles for the roles that were at Risk, the weekly hours for each role, the date the risk was identified and the reason the jobs were at risk.

I declare that:

1. The job(s) listed above were at genuine risk of redundancy or loss prior to receiving the grant.
2. The funding provided through this project directly contributed to safeguarding these post(s), which would otherwise have been lost.
3. The job(s) are expected to remain in place for a minimum of **12 months** following the date of this declaration (subject to normal business conditions).

Engaged in New Markets*

Engaged means you have **launched a product or service into a new market or have **undertaken research** or **attended conferences or events to prepare a launch** into a new market.*
New market refers to a **new product market (i.e. creation of a product/service that doesn't compete or replace previous products produced by the business) or **geographic market** (i.e. operating in a new area which could be, for example, a new region or country)*

Adopted New to the Firm Technologies or Processes*

A **technology or process is new to the firm if it did not use a technology or process with the same functionality*

☐ Increased Export Sales*

**To evidence an increase in export sales, please provide a brief summary of any new international customers, contracts, or orders secured as a result of your project.*
*Acceptable evidence may include **one or more** of the following:*

- *A **signed declaration from a company Director** confirming that a new export sales agreement or commitment has been achieved with an overseas customer (where commercial sensitivity prevents sharing full documentation).*
- ***Confirmation of sales values, dates, and destination countries** for new or increased export activity.*
- ***Copies of invoices, purchase orders, or similar documentation** evidencing export transactions.*
- ***Screenshots, marketing analytics, or correspondence** demonstrating new overseas engagement, enquiries, or leads generated as a result of the funded activity.*

Please indicate the value (£) of the increase in sales/orders secured

Please enter numbers only in GBP (£)

6.3 Please provide details of (and explain why) any outputs/outcomes listed in your GFA were not achieved

If you have not yet achieved an outcome but expect to in the future, please include an estimated date you expect to - so that we can contact you again at that time for confirmation.

Declarations

I certify that:

☐ All Outputs and Outcomes reported herein were achieved as a direct result of the project or investment support by the grant. I understand this information may be used as evidence to support UK Shared Prosperity Fund (UKSPF) output reporting and may be verified through monitoring or audit.

☐ All expenditure in this claim has been defrayed, is eligible and matches the items approved in the GFA.

☐ No items in this claim were ordered or paid for before the GFA was signed.

☐ All items have been received, installed and are in working order.

☐ We understand grants are paid in arrears and are subject to audit and clawback if terms are breached.

☐ Information supplied is complete, true and accurate.

Signature

Name *

Position *

Date *

Disclaimer: *Please note that by submitting this claim form, you are consenting to any personal data collected being processed by Tees Global Ltd and shared with partners involved in the delivery of this programme. This includes the Department for Business & Trade and Tees Valley Combined Authority. The personal data will be held for the purposes of processing grant claims and administering any grant approved.*