

CR/CD EVALUATION & CLAIMS PROCESS

(Guidelines for Grant Recipients)

At the end of your project CRC will require that you submit your claim documentation. There are 3 parts to the claim and **ALL** parts must be submitted to complete the claims process on or before the due date which is highlighted in yellow on your letter of offer.

What we need from you:

- 1. Online Evaluation Form**
 - 2. Online Project Expenditure Form**
 - 3. Financial documents evidencing CR/CD grant expenditure which should be emailed to our CRC finance Dept at this email address claims@nicrc.org.uk**
- 1. An Online Evaluation Form (Reporting form)** – Measure the impact of your project by completing this form. (The Evaluation form will be generated for you) Log on to the online portal as you did when you completed your application. Go to My Applications, go to the relevant application and click on the Reporting button. Your evaluation form will show here in the Reporting forms section. Click on the title of the document or place your cursor on the three vertical dots on the right hand side and choose complete form to enable you to fill in the form, save and when it is 100% complete and you are satisfied with it then press the submit button. *If you cannot complete the form in one sitting ensure you have saved your progress. Then to return to your form, place your cursor on the three vertical dots on the right hand side and choose complete form to enable you to edit/complete it, save and finally submit once you have finished the form.*
 - 2. An Online Project Expenditure Form (Claim form)** – List all financial documents you are submitting to CRC on this form (This form will be generated for you). Go to My Applications, go to the relevant application and click on the Reporting button, you will see the evaluation form located at the top of this page - scroll down the page to the claim forms section and click on the title of the document or place your cursor on the three vertical dots on the right hand side beside the title and choose complete form to enable you to fill in the form, save and when it is completed press the submit button. *If you can't complete your form in one sitting, ensure you have saved your progress. When you come back to complete your form, place your cursor on the three vertical dots on the right hand side and choose complete form to enable you to edit/complete it, save and finally submit once you have finished the form.*
 - 3. Original Invoices and Original Bank Statements (Scans or PDF copies of the original documents will be accepted)** – Original invoices must be presented correctly containing basic details including: the invoicing company business name and address details, a unique invoice reference number, a date for the invoice, details for the goods or services provided, line by line, and the cost of each of these, a total amount for the invoice. Please email invoices along with your bank statements to our finance department at this email address claims@nicrc.org.uk . If you cannot email them then please post your financial documents to CRC letting us know when to expect them in the post.