

ERDF Claims

Common Issues

- ### Lead Partner
- Lead Partners to do 100% check on claim before submission
 - Claim submission letters need to be sent with each claim. Check figures from Eumis match claim submission letter
 - Progress box, procurement tab & match funding not being completed

- ### Costs
- Clear description of costs and invoice number
 - Staff costs – clear description of costs being claimed
 - Amalgamating costs
 - Evidence

- **State Aid Status**
Lead Partners need to demonstrate they have asked about the recipients previous state aid (State Aid Declaration), State Aid Notification and the MA State Aid Team Form.
- **SME Details**
LP should be checking and recording SME status i.e number of employees, turnover etc

- ### Grant Schemes
- Majority of Grant Schemes can only be claimed when completed
 - Depending on the type of activity and size of the grant claims can be made in stages with the agreement of the Portfolio Manager
 - All documentation must be provided for grant achievement even though it is provided for the grant cost

- ### Grant Schemes
- #### Achievement Check Evidence Required
- Registration Form / Grant Application
 - Eligibility of Activity being carried out by the SME
 - Eligibility as an SME
 - Appraisal or assessment showing eligible for support
 - State Aid assessment
 - Award Letter
 - ERDF Mentioned/Logo
 - Proof of Outcomes
 - Invoice and Bank Statement SME paying company
 - Invoice from SME to project
 - Project paying grant

Evidencing Non-financial support to enterprises prior to National Rules clarification (ERDF Priority 3)

- The National Rules have been updated to provide clarification on the need to provide a breakdown of 1 day (typically 7 hours) support being provided to enterprises. The National Rules stipulate that this evidence must be certified by the contractor/support provider.
- Going forward the Managing Authority (MA) would expect that LPs put systems in place to meet the requirements detailed in the National Rules.

- The LP must be able to demonstrate that reasonable attempts have been made to secure the necessary certification.
- Where LPs are still unable to provide the certification the MA will accept a statement (on headed paper) from the contractor or the enterprise provided that the support received is clearly detailed and equates to at least 1 day (7 hours).
- An invoice stating that 1 day of support has been provided is not sufficient.
- This only applies to activity before the revision to the National Rules. For all non-financial support after the revised National Rules it is expected that LPs have the necessary evidence.

Achievement Check - 7 Hours - Evidence Required

Registration Form / Application
Eligibility of Activity being carried out by the SME
Eligibility as an SME
Appraisal or assessment showing eligible for support
State Aid assessment
Award Letter
ERDF Mentioned/Logo
Proof of Outcomes
Invoice and Bank Statement
7 Hour Breakdown