

How to Guide - Advanced Claim Payments

1 Introduction

This How To Guide will help you complete the Advance claim form that is required for your project.

It is expected that you have already read the related guidance available in the Resources section of the relevant Biodiversity Challenge Fund (BCFs) website for your project. The Finance Guidance is the same for all BCFs projects. This can be found on the 'Finance Guidance and Claims Templates' page in the Resources section on the respective webpages :

- [Darwin Initiative](#)
- [IWT Challenge Fund](#)
- [Darwin Plus](#)

Please see section 5.3 Payment Schedules and section 5.4 Conditions for Payments of the finance guidance for deadlines and reporting requirements for each claim.

Forms and Templates

- 2 You should download the Advance claim form from the website. This can be found on the 'Finance Guidance and Claims Templates' page in the Resources section on the respective webpages.

Forms and Templates

Claim forms for Darwin projects

For in-year advance payments for Quarter 1 - Quarter 3:

[Advance claim form](#)



Please note that the financial year runs from 1st April – 31st March.

Advance Claim form (Word Doc)

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Project Details: Enter your project details at the start of the form ensuring you enter your Project Reference and not your application reference. You can find this in your Award Paperwork. Please ensure all project details are included as per your Grant Acceptance Form (GAF).



Advance Claim Form

Biodiversity Challenge Funds: Darwin Initiative, IWT Challenge Fund and Darwin Plus

Submit to: BCF-Finance@niras.com including your project reference in the subject line



Project Reference No:

Grantee Organisation:

Organisation Address:

Project Title:

FOR INTERNAL USE ONLY	
Received/checked date:	<input type="text"/>
Accepted/checked date:	<input type="text"/>
<i>Reason for any significant difference above</i>	
Submitted early/report or audit delayed:	<input type="text"/>

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1. Claim Period: Using the drop down lists, you should select which quarter you are claiming for, the month, and financial year. Most BCFs projects can submit up to 3 Advance claims per financial year.

<p>1. Claim period*</p> <p>Quarter No: <input type="text" value="(Choose an item.)"/></p> <p>Expenditure from:</p> <p>Month: <input type="text" value="(Choose an item.)"/> Year: <input type="text" value="(Choose an item.)"/></p> <p>Expenditure to:</p> <p>Month: <input type="text" value="(Choose an item.)"/> Year: <input type="text" value="(Choose an item.)"/></p>	<p>Reason claim figure amended:</p> <p>Claim total:</p> <p>Payment Date:</p> <p>Invoice Reference:</p>
<p>2. Claim period*</p> <p>Month: <input type="text" value="(Choose an item.)"/></p> <p>Year: <input type="text" value="(Choose an item.)"/></p> <p>Expenditure to:</p> <p>Month: <input type="text" value="(Choose an item.)"/></p> <p>Year: <input type="text" value="(Choose an item.)"/></p>	<p>Reason claim figure amended:</p> <p>Claim total:</p> <p>Payment Date:</p> <p>Invoice Reference:</p>



- Q1 Advance: 1st April – 30th June (due by 30th April)
- Q2 Advance: 1st July – 30th September (due by 31st July)
- Q3 Advance: 1st October – 31st December (due by 31st October)
- Q4 Advance*: 1st January – 31st March (due by 31st January)
- Q4 Actual: 1st April – 31st March (due by 15th May)
- Final claim: due within 3 months of project end date

*Only applicable to projects on the Advanced Actuals process.

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2. Claim Amount and certification: Enter the amount that you are claiming, select the start of the financial year from the drop down list, and complete the table shown below.

If your claim amount is the same as the submitted forecast for this quarter, please select 'yes' from the drop down list in the table.

If your forecasting has changed, please select 'yes' from the drop down list in the table, provide an explanation and an updated forecast at the bottom of the form (see 'changes' below).

2. Claim Amount and Certification

I claim £ from the Department for Environment, Food and Rural Affairs, being a payment for work funded by the Biodiversity Challenge Funds for the year beginning 01 April Year: I certify that, to the best of my knowledge and belief, the information is accurate, the expenditure is for the purposes of the grant and that no other grant has been or will be claimed from Central Government or government departments without the full knowledge and agreement of the Department.

Choose an item.
 2023
 2024
 2025
 2026

My claim is:

The same as my submitted forecast for this quarter (or the default amount stated in your GAF), so I am not including a revised forecast	Choose an item.
Different to my submitted forecast because (please provide revised forecast using the table at the bottom of this form): <input type="text"/>	Choose an item.

*please see finance guidance section 5.3 Payment Schedules for further information

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Certification: Ensure you have signed and dated your form, ensuring the signature is one of those already submitted to us on the signatory panel.

*Signed:

Date:

*To be completed by signatory authorised on the original Grant Acceptance Form or notified to the Department thereafter



If you need to update your signatory panel, please download the signatory panel form and submit the updated version to BCF-Finance@niras.com with your claim. This form can be found on the 'Finance Guidance and Claims Templates' page under the Resources section of the websites.

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3. Confirmation of Bank Details: Bank details should match the submitted supplier form and should provide as much information as possible for international payments.

3. Confirmation of bank details for all projects

Please confirm your bank details and currency. **Any details that do not match your supplier form will be checked with you and may delay payment.**

Name of organisation on bank account:
Bank Name:
Bank Account/IBAN Number:
Bank Sort Code/Swift Code:

Payments will be made in GBP by default. Please let us know if your account cannot accept GBP and we can either pay in EUR or USD.

Please confirm currency for payment: Choose an item.

Please include any additional routing information to support the transfer:

Intermediary bank details:

Other:



If your bank details have changed, please download the supplier form and submit the updated version to BCF-Finance@niras.com with your claim. This form can be found on the 'Finance Guidance and Claims Templates' page under the Resources section of the websites.

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4. Contact Details: Please provide the contact details for the person we can contact if there are questions about the claim. Please also provide the email address the remittance advice should be sent to when the payment has been processed.

4. Contact Details – Who should we contact if we have queries about the information on this claim form? To whom should we send remittance advice once the payment has been processed?

Name: Position:
 Telephone number: E-mail:
 Email for remittance advice:

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5. Changes: As mentioned above, if you need to update your signatory panel, bank details or forecasting, you should tick the box below and provide an updated form/forecast with your claim. You should use the table provided in the Advance claim form for your updated forecast. We will update our records for the current and future quarters for your project.

5. Changes – Please tick the box below if the details have changed **since your last grant payment**.

- Signatory panel You must attach a new signatory panel form **
 Banking details You must attach a new supplier set-up form **
 Forecast You must complete the table below.

	Estimated spend - GBP	Comment if relevant
Q1 April – June		
Q2 July – Sept		
Q3 Oct – Dec		
Q4 Jan – March		
Total	£	



We encourage you to review your project forecasting regularly.

For lead organisations: For you and your partners, forecasting allows you to plan your budgets for future events based on an analysis of what has happened in the past to ensure you have the funds available when you need them.

For the fund administrator: Every month, the fund administrator is required to submit an updated forecast of planned expenditure for all grants. The information you provide in your grant acceptance form and claims is part of that process.

For Defra: Forecasting gives Defra an insight into the activity of the portfolio budget, ensures sufficient funds are available at the right time to meet project needs, and allows spending to be monitored and kept in line with the organisational budgets and forecasting.

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Checklist for submission: Please ensure you have completed each item on the checklist: if any areas have not been included we will be unable to pay the claim.

Checklist for submission

	Check
Have you checked you have used the correct template (i.e. Advance or Actual) before submission?	
Have you used the project reference number and not your application reference number? Refer to your award paperwork if necessary.	
Does your claim match the figure provided in your forecasting ? If no, have you provided an updated forecast using the table above? If you have not provided a forecast figure, we have split your award equally across the financial year, and will amend claims to quarterly figures based on those amounts.	
If applicable, have you completed your Advanced Actuals spreadsheet to support this claim as outlined in your offer letter?	
Has your claim been signed by someone on the current signatory panel ? If no, have you provided an updated signatory panel?	
Have you provided the correct bank details ? If they have changed since your last claim, have you provided a revised Supplier form?	
Please submit your claim and any supporting documents to BCF-Finance@niras.com including your project reference in the subject line of the email.	
Do not include change requests or other communications with this claim.	



Please contact BCF-Finance@niras.com if you have any questions on how to complete any part of the claim form or spreadsheet.