

How to Guide - Actuals Claim Form and Excel Spreadsheet

1 Introduction

This How to Guide will help you complete the Actuals claim form and supporting spreadsheet that is required to claim the balance of your award for the financial year. This is the fourth quarter claim or final claim and is based on your actual expenditure for the financial year, less the previous advance claims for the financial year. **You must submit an Actual claim form even where no additional funds are left to be claimed or you have overclaimed.**

It is expected that you have already read the related guidance available in the Resources section of the relevant Biodiversity Challenge Funds (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 Payment of the finance guidance for deadlines and reporting requirements for each claim.



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

Templates/Forms

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You should download the Actual claim form and Actual claim spreadsheet from our website. This how to guide will help you complete both parts of the Actual claim. These can be found on the 'Finance Guidance and Claims Templates' page in the Resources section on the respective webpages.

For end of year (Quarter 4) and Final Claims:

Please note that Actual claim forms need to be submitted with the Actual claim spreadsheet (Excel spreadsheet) below.

[Actual claim form](#)



[Actual claim spreadsheet](#)



Excel Spreadsheet

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Guidance: On the supporting Excel spreadsheet, there is a guidance tab that will also help you complete this form.

A
Guidance
Complete an Actual Expenditure Claim Form (word doc) * and submit it with this excel spreadsheet * to request your payment. Remember to complete all sections of this spreadsheet (highlighted in grey) This document should remain in Excel and should not be sent as a PDF. The signature page/actuals claim form (word doc) can be provided in PDF.
What to do
Actual Spend tab: Please provide your project reference (remember to use your project reference number (e.g. 29-001), <u>not</u> your application ref (e.g. DIR28S21039)), Grantee Organisation's name and project title
Section 1 - Claim period: State whether this is your Q4 actual claim or your final claim. Section 2 - Total BCFs Costs: Please complete all grey highlighted cells Agreed Annual Budget (£): This should match the total annual grant approved in the offer letter or agreed with Defra through a subsequent Change Request Total Actual Costs (£): This should be the actual costs incurred. Staff costs, capital costs and other costs breakdown should be provided on the relevant tabs which will be pulled through to section 2 on the Actual Spend tab . Please complete the comments section of the Actual Spend tab to explain the variance between your budget and actual spend. Any balance of funds will be assumed surrendered to Defra. Please confirm if the surrender if your balance is more than £5,000. If you have overclaimed, and have funds in hand at the end of the year these funds will be offset against your claims for the next financial year. If you are considering a Change Request* (CR) for unspent funds, please read the CR guidance carefully as funds from previous financial years are not normally considered available. Only exceptional Change Requests can be considered for moving funds from Financial Years now closed and must be submitted as a matter of urgency.
Remember, we need both this excel form and the signed word document to be fully completed to allow us to make payments.
Matched Funding
Defra is keen to understand how much matched funding is being secured by projects. The matched funding tab asks for a simple summary of the funds expected and actually received each financial year. This is likely to be in line with your original budget, but updated as necessary for each financial year with this claim.
*These forms are available on our websites here: https://www.darwininitiative.org.uk/resources/finance-guidance-and-claims-templates/ , https://iwt.challengefund.org.uk/resources/finance-guidance-and-claims-templates/ , https://darwinplus.org.uk/resources/finance-guidance-and-claims-templates/

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Actual Spend Tab - 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).

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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. As this is an Actual claim, it will either be a Q4 Actual or Final claim from Q1 – April to Q4 – March.

1. Claim period

Quarter No:

Expenditure from:

Expenditure to:

Year:

Year:

2. Total BCFs Costs – please note that you should only sources (matched funding) , not the total costs that may come from other

Current Year's Costs	Agreed Annual Budget (£)		Variance %	Comments (please explain any variance)
Staff costs (from separate tab)	£0.00	Q1 - April	#DIV/0!	
Consultancy Costs	£0.00	Q1 - May	#DIV/0!	
Overhead Costs	£0.00	Q1 - June	#DIV/0!	
Travel and subsistence	£0.00	Q2 - July	#DIV/0!	
Operating Costs	£0.00	Q2 - August	#DIV/0!	
Capital items (from separate tab)	£0.00	Q2 - September	#DIV/0!	
Others (from separate tab)	£0.00	Q3 - October	#DIV/0!	
		Q3 - Novemeber	#DIV/0!	
		Q3 - December	#DIV/0!	
		Q4 - January	#DIV/0!	
		Q4 - February	#DIV/0!	
		Q4 - March	#DIV/0!	



If this is your first Actual claim and your project did not start until May, please use Q1 – May to Q4 – March.

6 2. Total BCFs Costs: Please complete all grey highlighted cells.

Agreed actual budget - You should include the current agreed budget here for your project. This should match the total annual grant approved in the offer letter or agreed with the Department through a subsequent Change Request.

Total Actual BCFs Costs - You should include the actual costs in all the grey cells here (see 'Staff Costs', 'Capital Items', and 'Other').

Variance - The spreadsheet will automatically work out the variance between the agreed budget and actual costs.

Comments - If the variance is over +/-10%, you must provide a comment to explain the variance and you should already have requested approval to vary the spend through a Change Request. Please provide the Change Request reference in your comments.

2. Total BCFs Costs – please note that you should only include BCFs costs, not the total costs that may come from other sources (matched funding)

Current Year's Costs	Agreed Annual Budget (£)	Total Actual BCFs Costs (£)	Variance %	Comments (please explain any variance)
Staff costs (from separate tab)	£0.00	£0.00	#DIV/0!	
Consultancy Costs	£0.00	£0.00	#DIV/0!	
Overhead Costs	£0.00	£0.00	#DIV/0!	
Travel and subsistence	£0.00	£0.00	#DIV/0!	
Operating Costs	£0.00	£0.00	#DIV/0!	
Capital items (from separate tab)	£0.00	£0.00	#DIV/0!	
Others (from separate tab)	£0.00	£0.00	#DIV/0!	
Audit costs	£0.00	£0.00	#DIV/0!	

11 Actuals Tab: Please complete all grey highlighted cells.

A. Agreed Annual Budget - This should match the total annual grant approved in the offer letter or agreed with the Department through a subsequent Change Request.

B. Total Actual BCFs Costs - This should be the actual BCF costs incurred in the financial year (the sum of the figures above).

C. Claimed so far - This should be the amount you have claimed in this financial year so far (usually Q1 - Q3 Advance Claims but can also include overspend from the previous financial year that has been carried over).

D. Claim for this period - Either A or B (whichever is the lesser amount) minus C. This is the figure that should appear in Section 2 of your claim form as the amount you are claiming.

E. Surrender/ Overclaim - Any balance of funds will be assumed surrendered to Defra. If your balance is more than £5,000 please confirm using the drop down list below. If you have Overclaimed, and have funds in hand at the end of the year (ie B is less than C above) these funds will be offset against your claims for the next financial year. These funds will not be added to your award figure for the next financial year, but will be used as part of your next claim. If you are considering a Change Request (CR) for unspent funds, please read the CR guidance carefully as funds from previous financial years are not normally considered available.

			Claimed So Far	Claim for this period*	Surrender/ Overclaim
Total	£0.00 A.	£0.00 B.	£0.00 C.	£0.00 D.	£0.00 E.

I confirm that any balance of funds is surrendered back to Defra	Choose an item
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Only exceptional Change Requests can be considered for funds from Financial Years now closed and must be submitted as a matter of urgency.

Actual 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).



Actual Claim Form

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

This form covers both Q4 Actual claims and Final Claims, and should be supported by a completed Actual Claim spreadsheet

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"/>
Reason for any significant difference above	
Submitted early/report or audit delayed:	<input type="text"/>

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Claim Period: Using the drop down lists, you should select which quarter you are claiming for, the month, and financial year. As this is an Actual Claim, it will normally be a Q4 Actual or Final claim from Q1 – April to Q4 – March.

1. Claim period

Quarter No:

Expenditure from:

Month:

Year:

Expenditure to:

Month:

Year:

- Choose an item.
- Q1 - April
- Q1 - May
- Q1 - June
- Q2 - July
- Q2 - August
- Q2 - September
- Q3 - October
- Q3 - November
- Q3 - December
- Q4 - January
- Q4 - February
- Q4 - March

Reason claim figure amended:	<input type="text"/>
Claim total:	<input type="text"/>
Payment Date:	<input type="text"/>
Invoice Reference:	<input type="text"/>

Declaration

I, of the Department for Environment, Food and Rural Affairs, being a payment for work funded by the year beginning 01 April , I certify that, to the best of my knowledge, the expenditure has been properly incurred and that no other grant has been claimed from Central Government or government agency towards these costs without the full approval of the Department.

I will retain a portion of the award as set out in the Finance guidance until the final report is submitted to the Department's satisfaction and that the retention may fall across two financial years, depending on the date of the final report.

[Claim spreadsheet.](#)



If this is your first Actual claim and your project did not start until May, please use Q1 – May to Q4 – March.

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Claim amount and certification: Enter the amount that you are claiming and select the start of the financial year from the drop down list. Please remember this must be in Great British Pounds (£) and **should match the figure provided in the Excel spreadsheet.**

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 . I certify that, to the best of my knowledge and belief, the information is accurate, the expenditure incurred and that no other grant has been or will be claimed from Central Government or other sources for these costs without the full knowledge and agreement of the Department.

I accept that the Department will retain a portion of the award until the final report review is received to the Department's satisfaction and that the retention may fall across two financial years, depending on the balance of funds available in the final year.

Year: Choose an item.()

- Choose an item.
- 2023
- 2024
- 2025
- 2026

* This must match Section 2 of Actual Claim spreadsheet.

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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.

I accept that the Department will retain a portion of the award as set out in the finance guidance until the final report review is received to the Department's satisfaction and that the retention may fall across two financial years, depending on the balance of funds available in the final year.

* This must match Section 2 of Actual Claim spreadsheet.

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 (also see step 8). This form can be found on the 'Finance Guidance and Claims Templates' page under the Resources section of the websites.

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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:	<input type="text"/>
Bank Name:	<input type="text"/>
Bank Account/IBAN Number:	<input type="text"/>
Bank Swift Code:	<input type="text"/>
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 information to support the transfer:	
Intermediary bank details:	<input type="text"/>
Other:	<input type="text"/>



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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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:	<input type="text"/>	Position:	<input type="text"/>
Telephone number:	<input type="text"/>	E-mail:	<input type="text"/>
Email for remittance advice:	<input type="text"/>		

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Changes: As mentioned above, if you need to update your signatory panel or bank details, you should tick the box and provide an updated form with your claim.

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 **

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Checklist for submission: Please ensure you have completed each item on the checklist. If anything is outstanding, we will not be able 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.		
Have you completed the Actual Claim Spreadsheet to support this claim?		
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 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.		



Your Final Actual Claim will only be paid once your Final Report has been received and is dependent on the Final Report Review and Audit (if applicable) being acceptable.

You must submit your Actual claim by **15th May** and your Final claim **within 3 months** of your project end date (see section 5.3 Payment Schedules of our finance guidance); claims submitted late may not be paid and may result in the closure of the project.

Poor financial management, including not meeting deadlines, is unacceptable and may impact future funding.



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