Funded by
UK Government

SPFNW 2025 – 2026 Claim process webinar

2nd October, 2025

Agenda

- Welcome
- 2025- 2026 Deadline and submission
- Grant Claim Form
- Issues found on claims
- Change Request
- Verification sampling process
- Branding and Publicity
- Q&A

Questions

Raise hand if you wish to ask a question

Type questions in chat

2025-26 Claim deadline and Submission

Your claim submission deadlines are as follows

Claim Period	**Submission On or before:**
April – June 2025	01/08/2025 ✓
July – September 2025	10/10/2025
October – December 2025	09/01/2026
January – March 2026	07/04/2026

We will remind you of these dates when we send your **Grant Claim Documents.**

2025-26 Claim deadline and Submission

- For projects ending in March 2026, we may require you to submit an estimated spend figure during March. This date will be confirmed.

- Please email your claim and progress to: ffyniantgyffredingogleddcymru@gwynedd.llyw.cymru

Grant Claim Documents

1. Grant Claim Guidance document
2. **“[North Wales SPF 2025-26 Outputs and Outcome Lists & Evidence Requirements v1.1]”**
3. Claim Form (Excel)
4. Progress Report Template (Word)

Use this QR code to view the Outputs and outcomes document.

Grant Claim Form

- Guidance - brief guidance for each individual tab
- Approved Annex B Summary
- Declaration and Transaction Claim 1 – locked
- Declaration and Transaciton Claim 2
- SPF Outputs/SPF Outcomes
- Delivery Plan and Milestones
- Procurement Plan
- Risk Register
- Project Tracker

Progress Report

- Change Request –only administrative changes
- Publicity – input any links/documents on publicity carried out
- Include a copy of our tender evaluation report/statement (will reduce the verification samples chosen)

Change Requests

Administrative changes (non-material) can be noted within your progress report and approved via email.

Material changes will require the completion of a Change Request Form and must be submitted to your Local SPF Team or Multi La Lead.

A material change may require a revised Annex B.

Change Requests

Examples of **material changes** include (this list is not exhaustive):

- Changes in the project ownership
- Changes in the partnership that affect the strategic fit of the project
- More than 20% reduction in outputs/or outcomes totals
- Reduction in UKSPF grant by more than 20%
- Additional UKSPF funding (any percentage increase)
- Increase/reduction of Match Funding (any percentage changes)
- Virement of more than 20% within expenditure headings and Sub-theme (S number)
- Virement of UKSPF funding between capital and revenue
- Removal/addition of a UKSPF Sub-theme (S number)
- Removal of outputs/outcomes

Issues found on claim forms

- Not scrolling down and across the page to view the whole document.
- All mandatory sections not completed
- Declaration tab not signed
- Duplicate Document Reference Numbers being used on Transactions list – column A.
- Invoice/transaction dates not corresponding with project or claim dates
- Formulas inputted within the Sub-theme columns, therefore creating a discrepancy in the totals.
- Not allocating expenditure to each relevant LA on a Multi LA project.

Verification Samples

- Each claim submission will be subject to a sample verification check.
- You will usually receive the sample request AFTER your claim has been processed.
- A sample may be selected from:
  - **Expenditure transaction list,**
  - **Outputs achieved to date,**
  - **Outcomes achieved to date**
  - **Procurement undertaken**
  - **Marketing activities**

  If you include procurement and marketing documents with your claim Progress report, it will reduce the number of verification samples requested.

Verification Sample Process

- The sample request email will contain the “Grant Claim Verification Sample” spreadsheet for the claim.

- The spreadsheet has 3 tabs
  - **Sample Guidance** – provides guidance and instructions on the sampling process.
  - **Verification Samples** – lists the items selected for sampling.
  - **Submission Form** – for you to complete and return with your evidence.

Verification Sample Process

- You must respond within **10 working days** of the request.

- Please **DO NOT** submit your response until the 'Submission Form' tab is fully completed, and you have a PDF file for every item listed in the sample.

- Only one submission should be made - once all evidence is ready and can be provided together.

Publicity and Branding

Branding and Publicity Toolkit

You can now access the Branding and Publicity Toolkit on the Regional Website

Cronfa Ffyniant Gyffredin: Gogledd Cymru - Branding

The toolkit aims to support Shared Prosperity Fund North Wales grant recipients to effectivley communicate project impact and meet branding requirements.

There is now also a section on the regional webiste for Success Stories. For stories or case studies to be used here we need them to have followed the guidelines

Cronfa Ffyniant Gyffredin: Gogledd Cymru - Success Stories

Publicity and Branding

Wedi ei ariannu gan Llywodraeth y DU

Funded by UK Government

Common Issues Arising

- Logo Use
- Press Release / Social Media Posts / Website UKSPF acknowledgement

Press releases must include a clear and prominent reference to the UKSPF, in the main body of the press release as follows:

“[This project/Name of project] has received £[INSERT AMOUNT] from the UK Government through the UK Shared Prosperity Fund.”

It is also a requirement to use the following notes to editors in all media activities.

“The UK Shared Prosperity Fund (UKSPF) proactively supports delivery of the UK-government’s five national missions: pushing power our to communities everywhere, with a specific focus to help kickstart economic growth and promoting opportunities in all parts of the UK.”

Note

- Take time to review the guidance document.
- Submit claims by your due date.
- Let us know of any issues or errors with any of the documents you receive.
- Evidence of expenditure is not required with your submitted claim, but if you include marketing materials/procurement report with your claim, this will reduce the number of verification samples.
- Claims can be based on incurred expenditure (costs that you have become responsible for and invoice received, but yet not paid).
- Next claims webinar to be confirmed before the next claim submission of quarter 3 – and all guidance materials will be added to our website.

Q&A

These are some of the questions raised during previous claim webinars. The answers have been provided and should be reviwed as part of the Claim Guidance documents.

Q- Will we be sent a new claim form for each claim period or do we need to update the title if it refers to claim period 1 for claim period 2,3 etc

A- There is now only one claim form you will use for the length of your project. A processed claim will be returned to you with information previously provided protected and additional tabs and columns for you to complete your next claim period.

Q- Will the document name remain the same throughout the year?

A- You will not need to update the title of the document. Each new claim period will be included on individual tabs to identify.

Q- Will we get the claim form straight back so we can complete it each month rather than leaving until the end of the period

A- Claims will be processed on a first come first served basis and returned to you with the email stating the payment has been released.

Q- How long will it take to process the claim and payment to be confirmed?

A- Claims will be processed on a first come first served basis and returned to you with the email stating the payment has been released.

Q- What would a project do if they had unforeseen costs that they need to claim for and don't have a cost heading for it?

A- In the first instance, discuss with your Local SPF Team/Multi LA Lead as this will require a Change request to be submitted with a revised Annex B.

Q- If we need additional expenditure rows can we insert these and the formulas will automatically drag down

A-Yes, grant recipients can insert more rows if needed and the formulas will automatically drag down to the gray boxes and validation cells by pressing ‘tab’ on the bottom row/cell

Q- How do we apply for advance payments?

A- More information on advance payments can be found in the Guidance Document, but in the first instance you should contact your Local SPF Team / Multi LA Lead.

Q- When will we receive the claim template?

A- We will begin to send out the claim templates following today's (26/06/2025) webinar.

Q- Can you confirm that we can claim outputs and outcomes on a later claim if evidence is received later than achievement?

A- Yes, we ask that you do not report on any outputs/outcomes unless you have the evidence to hand to support the number achieved

Q- Do we need to submit a change request if we go 20% over on outputs and outcomes targets?

A- No, overachievement of output/outcomes do not require a change request, but you can include the additional achievements in your claim.

Q- Can we have a virement between budget lines up to 20% without submitting a change request? But if you have various headings under one sub-theme, e.g. staff costs, marketing, this would don't require a change request?

A- Any virements of over 20% between budget lines requires a change request to be submitted to your Local SPF Team / Multi LA Lead.

Q- If the beneficiary is receiving different support that is materialistically different than previously received can the same outputs/outcomes be claimed for this period?
A- Yes, Beneficiaries (people, businesses, buildings or areas of land) supported in 2022-25 can be supported again in 2025-26. They should not be reported again using the same output or outcome unless the support they receive is materially different to the support provided in 2022-25.

Q- Will there be a webinar going over output and outcome evidence?
A- Yes, the September webinar on the 16th will go into further detail on the evidence requirements to claim Outputs and Outcomes and information on what is eligible to be claimed. A link to the Additional Information provided by UK Gov will provide further information UKSPF Additional Information. Information will also be provided during the next webinar on the 22nd of July (link will be available on the website)

Q- Changes to evidence required, in particular gathering information around E&D and the 9 protected characteristics, which we currently haven't been doing. Do you have any advice if we are working with beneficiaries that do not want to confirm any of the characteristics?
A- This information was required during the 22-25 program. Usually, beneficiary forms have all 9 Characteristics listed for them to tick, along with a tick box Prefer Not to say. You must ensure there is an opportunity to provide the information.

Q- Can we claim expenditure if we don't have evidence for it?
A- You may claim for incurred expenditure (costs that an organization incurs when it purchases goods or Services, but not yet paid). You will need to ensure you have the evidence available for the verification sampling. If not, you can include incurred costs outside the current claim period but we will require a narrative to explain.

Q-What is the deadline to submit the final evaluation report?
A- We don't have a specific data yet, but you will need to have paid for the evaluation when you submit your final claim. We will confirm the date and contact grant recipients.

Q- If the beneficiary is receiving different support that is materialistically different than previously received can the same outputs/outcomes be claimed for this period?
A- Yes, Beneficiaries (people, businesses, buildings or areas of land) supported in 2022-25 can be supported again in 2025-26. They should not be reported again using the same output or outcome unless the support they receive is materially different to the support provided in 2022-25.
Q – Is there any help available if we need support in completing our claim form.
A – Yes, each project has a dedicated Project Officer who is there to support you throughout the entire project.
Q – Do I still need to submit a claim form even if we have no expenditure to claim.
A – Yes, you still need to complete the Output, Outcome, Deliver Plan and Milestones, Procurement and Risk register tabs, regardless of whether you have any expenditure to claim. You also need to complete and submit the progress report.
Q- If all PDF files requested exceed our email file size limit for total attachments, we would usually compress these to one single ZIP folder, is this, okay?
A – Yes, we can accept zip files.
Q- Part of my project involves issuing grants, one recipient is a charity and cannot recover VAT, is this eligible for SPF and do I add to the irrecoverable VAT column?
A- Yes, if they are unable to recover VAT it is eligible for SPF and needs to be included in the irrecoverable VAT column.

Q: What if only part of an invoice is paid through SPF – should the full amount be included in the claim, or just the portion funded by SPF?

A: Only the portion of the invoice funded through SPF should be included in the claim.
You should explain the difference between the total invoice amount and the claimed amount in the notes in column O.
If VAT is applicable, you'll need to calculate the VAT value based only on the portion of the invoice funded through SPF.

Q: If we don't have a unique invoice reference number, should we still include the invoice in the claim?

A: The unique reference number doesn't have to be the actual invoice number. You can use any reference number, as long as it is unique for each transaction line.