

# SPFNW FINAL Claim process webinar

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25 February 2026



# Questions



Raise hand if you  
wish to ask a  
question



Type questions  
in chat

# Agenda

- Final Claim Required Documents
  - ✓ Final Claim form (Excel)
  - ✓ Final Progress Report
  - ✓ Evaluation Report
- Claim submission deadlines
- Verification samples
- End of Year Expenditure estimate
- Q&A

# Final Claim – Required Documents

- 1. Grant Claim Form (excel)**- bespoke spreadsheet to report on expenditure transactions, outputs, outcomes and procurement activity.
- 2. Final Progress Report Template** – download the Final Progress Report template from the SPF North Wales website.
- 3. Evaluation Report** – as a minimum, a draft version of your report must be submitted with your final claim.

# Final Claim Form (Excel)

Use the latest version of your bespoke claim form spreadsheet to submit your final claim.

- **Annex B summary** – this will show the project’s latest approved Annex B (following any change requests)
- **Declaration & Transactions Tab** - All transactions must be dated within the timeframe of the project. You can include expenditure relating to any goods and services you have received before the end date of the project that you have not already claimed. Out of period expenditure, i.e., expenditure relating to previous claim periods can be included if you are able to provide comments to explain why these costs have not been previously claimed.
- Ensure that the Completion Checklist is **Completed**, if any sections show **Incomplete**, you will need to review the information before submitting your claim.
- In the Declaration section, use the drop-down option to confirm this if your Final Claim.

This grant claim form should be signed by a duly authorised officer.

<b>Signature</b>		<b>Name</b>	
		<b>Job Title</b>	
		<b>Date</b>	
		<b>Final Claim</b>	
			Yes
			No

# Final Claim Form (Excel)

- **Outputs:** Use the comments section to confirm what evidence is held to support the achievement. State if any underperformance has been discussed with the local team.
- **Outcomes:** Use the comments section to confirm what evidence is held to support the achievement. State if any underperformance has been discussed with the local team.
- **Delivery Plan and Milestones:** There should be a 'Yes' against all milestones.  
*If there is any reason why you will not be able to deliver within the timeframe of the project **you must** discuss this with your local SPF team or Multi LA Lead as soon as possible. Don't wait until the final claim.*
- **Procurement & Risk register:** Complete the comments section and make sure these tabs are updated.
- **Project Claims Tracker:** If any alerts appear in **RED** you must provide an explanation for this in your Final Progress report.  
*It is important that you keep your local SPF team/ Multi LA Lead informed of any potential underachievement.*

% Achieved	ALERTS	
0%	Target NOT achieved.	

# Remember!

- Your final claim can be based on incurred expenditure i.e. when activity has been carried out (goods/services received) but not yet paid.
- You will need to ensure that the expenditure has been paid when we request the final verification sample from you.
- No costs incurred after the project end date is eligible.
- If you have match funding, ensure that you claim and spend the UKSPF grant first.
- If your project is still being implemented following the UKSPF project end date, match funding can be used.
- Depending on the timescale, we may request further information following the UKSPF project end date if your project is not complete, but no UKSPF grant can be claimed.

# Final Progress Report

Download the Final Progress Report template from the SPF North Wales website. [Cronfa Ffyniant Gyffredin: Gogledd Cymru - Claims](#)

We require an overview within each of the sections on the overall project delivery.

**A Final Progress Report is required with every Final claim, even if it is a zero financial claim.**

- **Project Activity:** Include the activity for the claim period.
- **Project Activity Overview:** State how the project has **delivered against the overall approved targets and deliverables**. *Include details of under and overachievements.*
- **Publicity:** include details of any case studies, project celebration and launch events and highlight good news stories.
- **Special Conditions:** Explain how the project has met all the special conditions set. Ensure you refer to the Grant Funding Agreement and letter of variation if applicable.
- **Project Evaluation:** Provide a high-level summary of the draft report and findings by the required dates. Confirm who the report will be shared with.
- **Asset Register:** List all assets purchased since the project start date, funded by SPF grant
- **Welsh Language, Equalities, Net Zero:** Summarise any activity that supports these cross-cutting themes.

# Final Progress Report

- **Subsidy Control:** State how the project has complied with the Subsidy Control regulations and confirm if relevant any subsidies uploaded to the transparency database.
- **Issues Arising/Lessons Learnt:** State any issues you have encountered that have impacted on delivery.  
This information will be useful to inform future projects and funding programmes. Consider the guidance, approval and claim process, paperwork, procurement thresholds, timeframe etc.
- **Forward plan/Exit plan:** Use this section to explain your exit plan and any legacy from the project.  
Refer to the exit plan submitted with your application. Explain any changes from your original plan.  
This section can also be used to provide details of any lessons learnt that you will be taking forward.
- **Contact details:** **Provide the name, email address and telephone number of all persons who will be able to provide documentary evidence and those responsible for any assets post project closure.**  
Remember that these need to be kept for 10 years from the date on which the funding period ends.

# Tips!

- Keep your local SPF team informed of project activity and achievements, especially if you feel there may be a **potential underspend**.
- Don't leave it to the final claim before discussing this.
- Any significant underspends may **delay the final claim being processed and payment being released**.

# Claim Submission Deadlines

## Projects Ending before 1 April 2026

Project ends in 2025-26	Claim 4 (Final Claim & Draft Evaluation Report)		
Project ends by	Claim Period	Due by	Final Evaluation Report no later than
31/03/2026	01/01/26 – 31/03/26	07/04/2026	01/05/2026

# Projects Ending 1 April 2026 – 30 June 2026

Project ends in Q1 2026-27	Claim 5 (Final Claim & Draft Evaluation Report)		
Project end date	Claim Period	Due by	Final Evaluation Report no later than
30/04/2026	01/04/26 - 30/04/26	14/05/2026	31/05/2026
31/05/2026	01/04/26 - 31/05/26	12/06/2026	30/06/2026
30/06/2026	01/04/26 - 30/06/26	14/07/2026	31/07/2026

# Projects Ending 1 July 2026 – 30 Sept 2026

Project ends in Q2	Claim 5		Claim 6 (Final Claim & Draft Evaluation Report)		
Project end date	Claim Period	Due by	Claim Period	Due by	Final Evaluation Report no later than
31/07/2026	01/04/26 - 30/06/26	14/07/2026	01/07/26 - 31/07/26	14/08/2026	31/08/2026
31/08/2026	01/04/26 - 30/06/26	14/07/2026	01/07/26 - 31/08/26	14/09/2026	30/09/2026
30/09/2026	01/04/26 - 30/06/26	14/07/2026	01/07/26 - 30/09/26	14/10/2026	31/10/2026

If you are unable to submit your Final Claim documents by the dates shown please contact us ASAP.

# Verification Samples

Your final claim will be subject to a sample verification check.

**A sample maybe selected from:**

- Expenditure transaction list,
- Outputs achieved to date,
- Outcomes achieved to date
- Procurement undertaken – if you have provided a tender evaluation report/statement with your claim this will not be required
- Marketing activities – if you have provided examples with your progress report this will not be required

We will **notify you of the sample after we have released the grant payment.**

You will have **10 working days** to return the supporting evidence for the sample.

A refund will be required for any ineligible expenditure found during the verification process.

# Estimated Expenditure

- We use **Accrual Accounting** (Accruals basis) to record income and expenditure when they are earned or incurred and not when cash changes hands.
- **Projects ending in March 2026 or later, must submit an Expenditure Estimate by 20 March 2026.** They must list all costs the project intend to include in their Claim 4, i.e. all the costs they will incur by 31 March 2026, but have not yet claimed.
- **Projects that come to an end by 28 February 2026, will NOT need to submit an estimate.** Their Claim 4 is their final claim and it is due for submission by 13 March 2026.

# Estimated Expenditure

## How to submit the Expenditure Estimate?

- **Use the latest version of your bespoke claim form spreadsheet to submit your estimate.**
- You need only complete and sign the 'Declaration & Transactions Claim4' tab with all items of expenditure you intend to include in your Claim 4.
- **Important! Take care when creating your estimate.  
The value of Claim 4 CANNOT BE GREATER THAN YOUR ESTIMATE.**
- Submit the file via email to the SPF North Wales Regional team by the deadline to [ffyniantgyffredingogleddcymru@gwynedd.llyw.cymru](mailto:ffyniantgyffredingogleddcymru@gwynedd.llyw.cymru).

# Recap

- Take time to review the guidance document.
- If you submit your final claim late, we cannot guarantee that you will be paid.
- If you foresee that it will be late, it is imperative that you get in touch immediately.
- Your final claim schedule will be confirmed in an email with your letter of variance.
- Inform your Local SPF team/Multi LA Lead of any expected under-performance. You should do this prior to submitting your final claim
- If you need any support, contact your Local SPF Team/Multi LA Lead in the first instance.

# Recap

**Project end date** – All activity for your project must end at this date. All activity must be dated up to this end date and costs incurred. No activity dated after this date will be eligible.

**Project Closure of UKSPF projects** – ensure you keep all documents in relation to the UKSPF project for 10 years from the date on which the Funding period ends in a suitable format. This includes but not restricted to: All grant claims and supporting documents, including progress reports. All procurement documents, all publicity promoting the UKSPF grant, asset register (remember to update this if there are any changes), evidence for all outputs and outcomes reported. (regardless of whether we have requested the evidence as part of the verification sample process or not)

**No evidence for Outcomes of projects until after project end date** – no evidence = do not include. Your Local SPF Team/Multi LA Lead may discuss reporting on these after the project end date. Where the target figures are not met, we will need details of when you expect to reach the target, milestones/work plan.

# Quick Plea

As we draw nearer to the close of some of the SPF projects, it is more important than ever to include any case studies, good news stories, resources you have created in your Final progress report.... or you can send them directly to us.

[ffyniantgyffredingogleddcymru@gwynedd.llyw.cymru](mailto:ffyniantgyffredingogleddcymru@gwynedd.llyw.cymru)

# Questions & Answers

