

## **Making a Claim for Financial Support under the Farm Modernisation Programme**

**Please check that the following supporting documentation is sent with your claim:**

**1.** A valid invoice must be supplied for each item on which you are claiming financial support. All invoices submitted with a claim must:

- Be an original invoice;
- Clearly show the supplier's name, address and telephone number and where applicable, the VAT registration number;
- Clearly show the Project Promoter's name;
- Show the date of supplying the goods;
- Provide a full description of the goods provided including quantities, serial numbers, where appropriate, and unit price;
- Clearly show the purchase price of each item separate from any associated costs such as delivery charges, installation charges and so on;
- Show the total amount due for payment by the Project Promoter;
- Show the amount of VAT charged as a separate item. If the supplier is not VAT registered, a written statement from the supplier should indicate this fact. This written statement should be signed, dated and the person signing should indicate his/her status in the firm, for example, owner, accountant, cashier;
- Show, where appropriate, the net amount actually paid by the Project Promoter giving details of discount, credit or hire charges and so on, which fully explain the amount due and amount paid; and
- Be marked with the date of payment and the cheque number issued to the supplier, or detail of other payment method.

Invoices will be returned to the Project Promoter post payment of the claim.

Invoices in Euro will be accepted, however, payment of financial support will be made in Sterling. The exchange rate will be calculated based on the date of payment.

**2.** An original bank statement indicating that the invoice(s) have been paid in full.

**3.** If the Project Promoter is not VAT registered and is claiming Financial Support on the VAT paid on Eligible Expenditure, the Project Promoter must provide a signed declaration that they are not VAT registered. Please contact FMP staff on 0845 026 7535 for further details.

**4.** For METS, where a new Slurry Distribution System has been fitted to an existing slurry tanker a Chartered Mechanical or Agricultural Engineer's Certificate is required, as specified in Section 5 of the Farm Modernisation Programme Explanatory Booklet.

**In making your claim you should be aware that:**

- Only one claim per application will be accepted. Staged payments, requests for advances or other payment methods will not be considered.
- Expenditure where payment has been made using cash will not be eligible for financial support.
- The completed claim form and associated supporting documentation **MUST** be returned within 4 months from the date of issue of your Letter of Offer.
- Your claim must be accompanied by a completed monitoring information form before the claim can be paid.

***Please refer to Farm Modernisation Programme Explanatory Booklet for further details.***