

April 2025

IMPORTANT NOTE: GRANT PAYMENT CLAIMS MUST BE SUBMITTED ONLINE BY THE 1st DAY OF THE MONTH IN ORDER FOR THE CLAIM TO BE AUTHORISED AND FUNDS PAID. PAYMENTS WILL BE MADE BY THE FIRST WEEK OF THE MONTH AFTER THE CLAIM IS MADE. CLAIMS RECEIVED AFTER THIS CUT OFF WILL NORMALLY BE PROCESSED IN THE FOLLOWING MONTH'S PAYMENT RUN.

1. If you are making your first grant payment claim we will check that we have a signed **Grant Acceptance Form** on file, which should contain the same bank account details used in your Claim Form. If your bank details, signatories or other details have changed since signing the Grant Acceptance Form, please contact your Grants Officer prior to making your claim. You are required to formally accept the terms and conditions of the grant by completing this form and emailing it directly to your Grants Officer within one month of the offer date. The form can be downloaded from our website: <http://ahfund.org.uk/forms>. If this is your first payment claim from the AHF, or your first payment claim after you have amended your bank details, please note that your Grants Officer will telephone you to ask that you confirm your bank details verbally, as a fraud prevention measure designed to mitigate any risk of electronic fraud.
2. Grants are normally payable in arrears following the claim process set out below. If you will struggle to cashflow your grant, you can make one interim claim to allow you to pay invoices before the project is completed. If you think you will require more than one interim claim, please contact your Grants Officer to discuss options, which may include the option for advanced payments.

Capital Works Grants normally include a Permission to Start form that will set out your grant claim schedule, which is ordinarily payable in arrears to an agreed schedule based on your project's specific funding needs.

3. In all cases, to make your Claim, you will need to log into our Grant Payment Claim system, which can be accessed by clicking on 'Complete Online Claim Form' at <https://ahfund.org.uk/claims/>. Log in with the same primary contact email address used in your original Grant Application; the Grant Reference is the unique identifying number assigned to your grant by the AHF – it takes the form ABC123 and should appear on your Grant Letter. **If you have lost the email address or Grant Reference needed to log in, please contact your Grants Officer, who will be happy to assist.**
4. Once logged in, you will be able to see the status of your Grant, including offer date, expiry date, amount awarded and any transactions from previous claims. To submit a new Claim, click 'New Claim'. Some of the information has been completed for you. Please complete the form, addressing any queries to your Grants Officer. Please feel

free to use reports or summaries of updates produced for other funders at Question 6, or if needing to write something new, please feel free to keep this update brief.

5. For grants paid out in arrears, we require proof of expenditure and project outputs before paying a claim. If you have agreed advanced payments with your Grants Officer, you will need to submit proof of expenditure before claiming additional tranches of funding. Your first claim should provide proof of expenditure of the full 50% of funding you have received. You can then in this claim also request the second tranche of funding to be paid, which will be 35% of your total grant. The final 15% of funding will be paid in arrears on submission of a claim evidencing expenditure of the second 50% of funding.

In all cases, proof of expenditure normally takes the form of electronic copies of invoices or payslips, depending on the nature of the approved costs. If your costs have changed from those set out in your offer letter, you should raise this with your Grant Officer and gain approval prior to this expenditure and submitting your claim. Please ensure that you submit sufficient evidence to cover the amount of grant being claimed. **By submitting a claim, you are certifying that you have not already claimed this item using funds from another source.**

6. For claims relating to Project Viability Grants, you must submit a completed Project Viability Report or equivalent agreed outputs by uploading this at Question 7 of the Grant Claim Form; if you are submitting an interim claim, please include the Project Viability Report with your final claim.

For Project Development Grants, you must submit any reports or other evidence of the work you have completed (e.g. key drawings for architects' plans, fundraising cases for support) by uploading these at Question 7.

For Capital Grants, you should submit any formal approvals of completion (e.g. building regulations fulfilment) and photos of the completed works at Question 7.

7. As part of the Grant Claim Form, you will be asked to upload a completed [grant claim spreadsheet](#), corresponding invoices and/or timesheets (also uploaded at Question 7), as well as a recent bank statement or other formal bank-authorised information for your organisation (e.g. pay-in slip). Please note that screenshots of online banking systems are only acceptable where all of **bank account name, account number, sort code and live webpage address** (beginning https://) are clearly visible in the same image.

Grant claim spreadsheet instructions: Please refer to the approved purposes for your grant in your grant offer letter when choosing the cost headings and cost descriptions in your grant claim spreadsheet.

If you are claiming relating to an advanced payment, please indicate in the grant claim spreadsheet the uses to which you applied the funds you already received, and please add a Note that this cost pertains to an advanced claim. Please note, any advanced

payments will need to be fully evidenced for approved purposes before additional tranches of funding are able to be drawn down.

8. Please include in your claim up to three updated photographs showing work on your building where capital work has progressed during your grant period, noting that the AHF will keep these on file for potential use on our website, social media, traditional media and our Annual Review. Please name these images with your project name, date of the photo, and credit (e.g. 'Building1, 2025, cr. Joe Bloggs').
9. If you are making a claim for the full amount of your grant, or a final payment claim, you will be asked to complete an Exit Survey designed to measure the impact of this grant on your project. If this survey is relevant to your claim, you should be prompted automatically to complete it. **Please remember you will still need to click 'Submit' on your claim after completing the Exit Survey.** If you think you should have been prompted to complete an Exit Survey but were not, please inform your Grants Officer.
10. If we have not received a Grant Claim Form before the Grant Expiry Date stated in your Grant Letter, then your grant offer may be withdrawn. If you think you will have difficulty claiming your grant before the expiry date you should contact your Grants Officer explaining the reasons for the delay and formally request an extension to the grant expiry date.
11. Once we have received your completed **Grant Claim Form** along with sufficient reporting materials and evidence of expenditure, the grant will normally be paid into your nominated bank account by electronic transfer by the end of first week of the month after the claim is made. We will also write to you via the contact email address to confirm the amount and that the payment is being made.