



HM Government

Growth Vouchers

Growth Vouchers Business Claim Form

This claim form and all supporting documentation must be sent to the Delivery Partner stated in your Growth Voucher offer. Defined terms are as set out in the Terms and Conditions for participants.

Voucher Number (from the email confirming voucher allocation e.g. GV-8852-EB)

GV-

01

Claim Details

Theme of advice provided

Brief details of activity undertaken

Total cost of advice provided (excl. VAT)

£

Amount claimed (excl. VAT)

£

02

Supplier Details

Supplier Name

Unique ID
(Stated on the Marketplace)

03**Business Bank Details**

Bank Account Name

Bank/Building Society Name

Bank Account Number

Sort Code

Roll Number (if appropriate, see Annex for further details)

04**Proof of payment**

Copies of additional documents that must be supplied with the completed claims form:

Original Invoice

Payment receipt or
bank statement**05****Signature**

By signing this claims form I accept the terms & conditions supplied with your Growth Voucher offer. In particular, I am aware that:

1. The Growth Voucher is not transferable, must only be used in part payment for advice permitted in the business advice that the Growth Voucher was awarded for.
2. You can only use your Growth Voucher with a supplier who is registered on the online marketplace as an accredited Growth Voucher Supplier and not connected to the Business.
3. You cannot use a Growth Voucher with a Supplier who is directly connected to or part of the Business (including being a holding company or a subsidiary company); and/or whose directors, employees or advisers are engaged directly or indirectly with the Business.
4. The Organiser reserves the right to reject any claim where it determines that there is a conflict of interest or a potential misuse of public funds. Where a claim is rejected the Organiser may exclude a Business from the Programme if there are reasonable grounds to show that the Business has abused the Programme.
5. The Growth Voucher must be claimed before the expiry date stated on the Growth Voucher. Please allow sufficient time to send the documents to the Delivery Partner if sending the claim form and supporting documentation by post.

6. The Organiser may reject claims where the terms & conditions are not met.

Business Name

Your Name

Your Telephone Number

(If you are not the contact registered for the Growth Voucher)

Your Signature

Date (dd/mm/yy)

06

What to do next

Please send your signed claim form and supporting documents by scanning the documents / or taking a photo of the documents and sending the documents by email or by posting paper documents to your delivery partner at the address stated in email confirming you have been allocated a Growth Voucher:

Checklist – Please ensure you:

- complete all parts of this Claim Form
- sign and date this Claim Form
- complete all parts of the De Minimis Declaration Form
- sign and date the De Minimis Declaration Form
- Have attached all supporting documentation including;
 - a copy of the original invoice
 - a copy of a payment receipt or bank statement as proof of payment

You are now ready to send in your claim and supporting documents.

Please keep original copies up to 3 years, as 10% of claims will be audited.

The Growth Vouchers programme is covered by European State Aid laws, under **De Minimis rules** you are required to keep a record of support received. We will notify you of the total value of support you received when we acknowledge receipt of your claim.

1. Subject to these Terms of Funding the Secretary of State for Business, Innovation and Skills (“the Organiser”) is prepared to pay a grant not exceeding £2000 under section 11 of the Industrial Development Act 1982 to be used towards obtaining strategic business advice on developing your Business. The Growth Vouchers programme Terms and Conditions shall be incorporated into these Terms of Funding.
2. **The claim should not be more than 50% of the eligible costs incurred and paid in full (excluding VAT) by your Business.** Any overpayment of a claim must be refunded forthwith to the Organiser on its first demand or upon your Business becoming aware you have been overpaid, whichever first occurs.
3. The completed Claim Form and supporting documentation must be received by your Delivery Partner before the expiry date stated for the Growth Voucher.
4. In exceptional circumstances your Delivery Partner may require further information from your Business to support a claim and is under no obligation to pay your Business until all reasonably requested information has been provided by your Business.
5. Once a fully documented claim has been received, the value will be paid, or the claim rejected within 10 working days, unless it is necessary for your Delivery Partner to seek further information to support your claim.
6. There may be occasions where the Organiser considers that the payment of a claim already paid should be reclaimed. The Organiser shall be under no obligation to pay a claim, or any claim already paid may become repayable, in full or in part, if the absolute discretion of the Organiser:
 - (i) It considers that the claim was not correctly made,
 - (ii) It considers that your Business has not used the Growth Voucher in accordance with these Terms of Funding or the terms and conditions of the Growth Vouchers programme.
7. The Organiser may be obliged to give the European Commission information on a claim. The Business may be required to co-operate in the provision of such information. The Organiser may withhold or reclaim payment if required to by a decision of the Commission of the European Communities.
8. A **Roll Number** is used by some building societies to uniquely identify an individuals’ account (usually a savings account) and must be quoted if appropriate. Sometimes referred to as an Account Number (not to be confused with a Bank Account Number) or a customer reference number.

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