

## Claims Steps



1. GoL has been signed and returned by the applicant.
2. Signed GoL sent to [REDACTED]
3. PL8 form has been submitted either by applicant to [REDACTED]
4. YC team to send appropriate templates to applicant to assist with making claims:
  - a. [REDACTED]
  - b. [REDACTED]
5. Claim is received by YC team
6. YC to perform checks on the claim:
  - a. Claim form is signed by authorising official (or someone with sufficient financial authority within the organisation)
  - b. Claim form needs to be submitted as a PDF (as it needs to be un-editable).
  - c. Annex 1 in Claims form to be checked against Schedule 3 in the GoL for consistency.
  - d. Claim needs to be supported by a valid invoice (not a purchase order). Invoice needs to be provided as PDF (as it needs to be un-editable).
  - e. Ensure invoice is dated within the financial year (25/26)
7. Claim to be peer reviewed by another Ynni Cymru team member, authorised and signed off by YC/LP
8. Confirm to grantee that all documents have been received. If further information is required, go back to the applicant and request it (as per the check list above).
9. Save all claim documents into the respective project folder.
10. Update tracker
11. Ynni Cymru to request payment from WG [REDACTED]
  - a. One claim per email
  - b. Reference SLES & claim #
12. Coordinate with applicant so that they know when the money is due to be sent / when the money has been sent.