

CRCD Claims Process

Financial Claim at the end of project - What we need from you:

- ***An Online Project Expenditure Form (Claim form)*** – *List all financial documents you are submitting to CRC (You need to generate this form).*
Go to My Applications, go to the relevant application and click on the Reporting button, scroll down to the claim forms section and click on New Claim, fill in your form, save and when it is 100% complete and you are satisfied with it then press the submit button.
*If you can't complete your form in one sitting, ensure you have saved your progress. When you come back to complete your form, place your cursor on the three vertical dots on the right hand side and choose **complete form** to enable you to edit/complete it, save and finally submit once you have finished the form.*
- ***An Online Evaluation Form (Reporting form)*** – *Measure the impact of your project. (Your Evaluation form will be generated for you)*
Go to My Applications, go to the relevant application and click on the Reporting button. Your evaluation form will show here in the Reporting forms section. Place your cursor on the three vertical dots on the right hand side and choose **complete form** to enable you to fill in the form, save and when it is 100% complete and you are satisfied with it then press the submit button.
If you cannot complete the form in one sitting ensure you have saved your progress. Then to return to your form, place your cursor on the three vertical dots on the right hand side and choose complete form to enable you to edit/complete it, save and finally submit once you have finished the form.
- ***Original invoices*** – invoices must be presented correctly containing basic details including: the invoicing company business name and address details, a unique invoice reference number, a date for the invoice, details for the goods or services provided, line by line, and the cost of each of these, a total amount for the invoice. Please email invoices along with your bank statements to **claims@nicrc.org.uk**. *If you cannot email then post your invoices to CRC.*
- ***Original bank statements*** – groups must be able to provide original bank statements. **Scans or pdf copies of the original bank statements will be accepted.** Please email bank statements along with your invoices to **claims@nicrc.org.uk**. *If you cannot email then post your bank statements to CRC.*