

ROTHERHAM MBC
NEIGHBOURHOODS AND ADULT SERVICES

Rotherham's Wider-Workforce Skills Development Funding Application Scheme

Milestone Claim Form 2013-2014

This form is designed to be completed electronically. Please e-mail nigel.mitchell@rotherham.gov.uk if you would like a paper version of this form.

SECTION 1) APPLICANT

1.1	Name of organisation, group, training provider
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SECTION 2) LEARNING ACTIVITY

2.1	Learning Activity Title
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SECTION 3) FINANCIAL SUMMARY

3.1	Claim for Period [1] [2] [3] or [4] -
3.2	Total amount of funding approved by the Council - £ £
3.3	Total amount of funding in this period's Milestone Plan - £ £
3.4	Amount of funding spent this period - £ £
3.5	Amount of funding being claimed this period - £ £

SECTION 4) MILESTONE PLAN

Learning Activity - Objectives / Outputs	Milestones	Budget	Responsibility
<p>Progress against milestones: Please describe progress against achieving the milestones as they related to the objectives (what the learning activity is aiming to achieve); outputs (what has been delivered) and outcomes (what people who use services and / or wider-workforce group have gained).</p>			
<p>Costs incurred against budget: Please list, and total, the entire costs incurred by the applicant and provide evidence (see - 6.5).</p> <p>Total £</p> <p>Trainer cost £</p> <p>Venue costs £</p> <p>Resources costs £</p> <p>Transport costs £</p> <p>Learner support costs £</p> <p>Any other costs not covered above, give details £</p>			

SECTION 5) DECLARATION

I confirm that all information included herein is accurate.

5.1	Name
5.2	Signed on behalf of provider / employer
5.3	Position
5.4	Contact e-mail address
5.5	Date of declaration

SECTION 6) COMPLETION AND RETURN OF THIS FORM

6.1	The Milestone Claim Form for Periods 1, 2 and 3 may be submitted immediately following the end of the period.
6.2	The Claim for final period must be submitted by Friday 17th January 2014 . This claim is aligned with the completion of the Quality Assurance Monitoring Form.
6.3	All claims to be submitted by e-mail to directions@rotherham.gov.uk and in hard copy to: Rotherham MBC Learning and Development Manager Neighbourhoods and Adult Services Directorate Riverside House Main Street ROTHERHAM S60 1AE
6.4	An invoice for the amount of money to be reclaimed should be submitted to directions@rotherham.gov.uk Note: This is expected to be no more than the budget.
6.5	Evidence of costs incurred must be submitted with the hard copy claim form and consist of copy receipts, invoices, etc.