**Project Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Ref:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount requested:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Supplier/Contractor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address of Supplier/Contractor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide the name and BACS details of your contractor below, as well as details of the accompanying invoice**. If you have already paid this invoice and require reimbursement to your organisation, please provide a receipted invoice and your organisation’s bank details.** Refer to your Successful Applicant’s Pack for more information.

**Payee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Bank Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Account Number:**  **Sort Code:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Invoice number/reference:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **If you intend to reclaim any portion of VAT, then all payment requests must be net of VAT.**
* **Valencia Communities Fund does not make direct payments to Environmental Bodies.**

**Please provide a photo of the works for which you are claiming.**

**To be signed by the Applicant:**

By signing below. you confirm that the work detailed on the invoice(s) has been carried out to your satisfaction and in accordance with the specifications provided in the application. **You confirm that all conditions relating to the release of funds have been met.**

|  |  |
| --- | --- |
| **Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | **Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Position / Organisation:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |

Valencia Communities Fund requires the information requested in this form to proceed with the payment. All information provided in support of a payment, including personal details, will be held in a database. Valencia Communities Fund complies with strict security procedures in the storage and disclosure of your information. Please see our privacy policy on our website for more information.