

# Paying Invoices & Submitting Your Claim

Once you have completed your project you will need to submit a claim to receive your grant from Low Carbon Dorset. To make sure this goes as quickly and smoothly as possible, we have put together this handy guide outlining what you will need to do...

## Paying Invoices

When paying invoices for your project please make sure they are:

- Paid before the agreed project completion date
- Paid via BACS payment, faster payment online, or some form of direct bank transfer

When making payment please include your grant reference number and invoice number in the payment details/description.

**DO NOT** pay via: cheque, credit card, hire purchase, asset finance and/or lease finance payments

## Submitting Invoices

As part of your claim, please provide invoices for all eligible expenditure which clearly show:

- Your business name and address  
As stated on your grant award letter
- The supplier/installer's business name  
As stated on your grant award letter, unless a change was agreed in writing by Low Carbon Dorset
- An invoice date that is after your Date of Approval but before your Project Completion Date  
If an extension was agreed, invoices may be dated up to the extended project completion date, any other expenditure will be ineligible.
- 'This is a true copy of the invoice received' written, signed (with name printed) and dated on all copies of invoices

## Bank Statements

To evidence the payment of invoices, please provide bank statements with your claim which clearly show:

- Name and logo of the bank
- Name of account holder  
As stated on your grant award letter
- Payee details, including:
  - the supplier/installer's name
  - your client reference number
  - the invoice number
- Payment method (e.g. an abbreviation such as FPO, EBP, BACS)
- Payment date
- Transactions for the next 3 working days following the payment  
You can redact details of non-relevant payments using black pen or digital equivalent, but dates and amounts IN/OUT must remain visible
- 'This is a true copy' written, signed (with name printed) and dated

## Assets

To evidence the fixed and major assets purchased within the project, please provide:

- Photographs of the completed works
- Photographs of the maker's plates showing serial numbers on major items such as PV inverters, boilers etc.
- Copies of any commissioning certificates or similar

## Publicity

As agreed in your grant award letter, please provide:

- A photograph of the A3 acknowledgement poster displayed at your project site
- Links or screenshots of web and/or social media coverage of your project acknowledging the assistance of the European Regional Development Fund (ERDF) and Low Carbon Dorset

## Examples

We've created these examples to show what we need you to include...

- [Example invoice](#)
- [Example bank statement](#)

Grant claims must be submitted no later than two weeks after the **project completion date** stated on your Grant Award Letter. Failure to do so may result in funds being withdrawn.

## > Download Grant Claim Form

When you are ready to submit your claim please send it to [lowcarbondorset@dorsetcouncil.gov.uk](mailto:lowcarbondorset@dorsetcouncil.gov.uk)

If you have any questions or need help submitting your grant claim, please contact your technical officer directly or email [lowcarbondorset@dorsetcouncil.gov.uk](mailto:lowcarbondorset@dorsetcouncil.gov.uk).