

THE HOWARD SCHOOL SPORTS PARTNERSHIP

Claim form for the Big Lottery Funded OSHL Sports Clubs

School name..... Period of activity.....No. of pupils per week.....

Name of PLT/SSCo in charge..... Activity Schedule no

Dates and times of coaching	Name of coach and hourly rate paid (include all costs such as payroll fees etc within the activity schedule amounts)	£	Equipment (not capital), resources, training, other costs (as per the activity schedule amounts unless equipment/training t-shirts and certificates already supplied by HSSP)	£
Total Claim		£	PLEASE ATTACH PHOTOCOPIES OF INVOICES, COMPLETED AND SIGNED TIMESHEETS, PAYMENTS BY CHEQUE, RECEIPTS FOR PURCHASED GOODS ETC.	

Please make cheques payable to:.....School and send to:.....(School address)

Signed: Printed:.....

Date:

CERTIFIED CORRECT:(your head teacher/head of P.E./PLT)

SCHOOL'S CANNOT CLAIM FOR AMOUNTS HIGHER THAN STATED IN BLF ACTIVITY SCHEDULES. Deadlines for claims in arrears to be made: Friday 19 October 2007, Friday 14 December 2007, Friday 15 February 2008, Friday 4 April 2008, Friday 23 May 2008 and Friday 4 July 2008. And corresponding dates in academic year 2008-9 and 2009 – 2010. The Howard School Sport Partnership will endeavour to pay these claims within 30 days of the claim arriving at the Howard School on any of the Friday's above. The Howard SSP has the right to withhold payments to schools, if claims are false, pupil registration forms are not completed, thorough coach recruitment has not been undertaken, evaluation reports are not completed on time and OSHL clubs are not organised as per the activity schedule.

For office use:

