**Suppliers and contractors must address invoices to the Grant applicant and not to Sutton Coldfield Charitable Trust**.

* Claims received by mid-day on Wednesday are normally processed on Thursdays with BACS payments credited to bank accounts by the following Tuesday. At times there may be a delay due to staff absence, the Trust reserves the right to make valid claim payments on 30 days Terms.
* Supplier invoices must be sent to grant beneficiaries, who then forward these to the Grants Manager with confirmation that the goods or services have been satisfactorily received. Providing the claim is valid:

1. The Grants Manager will then arrange for a BACS payment to be made direct to the contractor / supplier.

or

b) for invoices of less than £500, a BACS payment will be arranged for reimbursement to the applicant’s bank account. Ideally amalgamated payment claims will be made monthly or quarterly when the reimbursement value is less than £500.

* **Revenue Award beneficiaries** are requested to discuss and arrange specific payment procedures with the Grants Manager.
* **Schools** should seek to recover VAT and have made arrangements in advance with their finance officers. Schools pay the invoices from their own budgets and send copies of invoices to the Grants Manager within one month of the date of the invoice. A BACS payment will then be arranged in reimbursement to the School or Local Authority bank account.

**Groups and organisations are also asked to observe the following requirements:**

* If the organisation receives numerous invoices for small sums of money, totalling less than £500, these should be paid directly. The organisation should then send receipts in an itemised batch to the Grants Manager and a single BACS payment will be arranged in reimbursement. This providing that Bank details have been evidenced in advance.
* For large projects, e.g. where building works are involved, a schedule showing anticipated dates for phased payment claims should be submitted to the Grants Manager. Architects’ certificates may be submitted to the Grants Manager so that agreed payment dates for contractors can be met.

If in doubt:

The Chief Executive and the Grants Team are always prepared to discuss payment procedures with representatives of grant recipients. As a general rule, it is important to maintain contact with the Trust, giving information about the progress of projects being financed.

**It is particularly necessary to notify any possible delays because many grant awards are for one year only. If a project is not completed and claimed within the award term, the organisation may need to apply to the Trust for renewal of the grant. Some multi-year awards will require timely submission of a Monitoring Report, in these cases future claims may be delayed whilst continuance of the award is reviewed.**