

GRANT CLAIM CHECKLIST

√	Description	Remarks
	Equipment & Supplies(applicable to all items listed in budget under this heading)	
	Original Invoice for Tangible Items	
	Original proof of payment or Original Receipt for payment of items or Zero Balance invoice showing the payment applied.	
	2 quotations for Tangible Items for amounts greater than €3,000 but less than €10,000 €10,000>Value of tangible>€3,000 = Direct Agreement = 2 quotations	
	3 quotations for Tangible Items for amounts greater than €10,000 but less than €80,000 €80,000>Value of tangible>€10,000 = Prudent Shopping = 3 quotations	
	Mission / conference summary report(s) (i.e. purpose, benefits and results)	
	International Travel - Airfare	
	Original Invoice for economy airfare for persons travelling	
	Original proof of payment for airline tickets	
	Airline tickets/e-tickets for each person travelling	
	Boarding passes for each person travelling (for each leg of the trip)	
	<i>The same applies for travel by train or ferry</i>	

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Per diems for Travel (Local & Aboard):		
	Receipt and Proof of payment for Per Diem received	
<i>The following will only be reimbursed if no receipt for per diem or proof of payment is seen</i>		
	Original Invoice for hotel/accommodation for persons travelling	
	Original proof of payment for hotel/accommodation for persons travelling or Original receipt for payment for hotel/accommodation for persons travelling or a Zero Balance Invoice showing the payment applied.	
	Taxi receipts	
	Please note that the hotel bills must have on the name of the persons occupying the room in order to claim back as per diem.	
Cost of Conferences/ Seminars		
	Original invoice for conference facilities	
	Original proof of payment for conference facilities or Original receipt for payment for conference facilities	
	Signed Register of attendance for the conference	
	Pictures - attendance (Please ensure that the logos of Caribbean Export and EU are posted at the event and collateral materials) see logo attached	

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Visibility actions (promotions efforts within potential markets):		
	Original invoice for promotional activities	
	Original proof of payment for promotional activities or Original receipt for payment for promotional activities	
	Two (2) quotations for promotional activities for amounts less than €10,000 to assure competitive prices	
	Copy of promotional materials (Please ensure that the logos of Caribbean Export and EU are printed/posted on all promotional materials) see logo attached	
Consultants		
	Original invoice	
	Original proof of payment for activities or Original receipt for payment for activities	
	Original signed contract with Consultant. (In this situation, it will be best to have the consultant sign three copies of the contract – one for himself, one for the beneficiary and one for Caribbean Export).	
	Written confirmation from the beneficiary that the report has been accepted/approved	
	Copy of Report of the consultants consisting the name of the author and the date (Please ensure that the logos of Caribbean Export and EU are printed/posted on all promotional materials) see logo attached	
	3 quotations for Technical Services for amounts greater than €10,000 but less than €100,000 obtained from three (3) consultants to assure competitive prices	

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	Two (2) quotations for Technical Services for amounts less than €10,000 from two (2) consultants to assure competitive prices	
Human Resources (Administrative / support staff)		
	Letter listing staff members assigned to project and their job title and gross salary	
	Summary report on each staff members assigned activities	
	A copy of the Original hiring Contract <i>(this is the only instance where we will accept a copy as staff would have been hired before the Action was undertaken)</i>	
	Salary slips of staff members assigned to project	
	Original Proof of Payment	

All EU grants require the beneficiary to provide proof of payment. The types of proof of payments that are accepted are as follows:

1. Original, Stamped Returned cheque from the bank – if payment was made by cheque.
2. Original Credit card statement – if payment by credit card
3. Original carbon copy of Manager's cheque or bank draft - if payment was made by this means and it should have on the bank stamp.
4. Original Wire transfer receipt or original carbon copy stamped by the bank – if payment was made by wire transfer.
5. Original Receipts – no copies will be accepted.
6. Zero balance invoices or an invoice stamped paid by the supplier's company stamp and not a generic PAID stamp.
7. Original Bank account statements. Copies can be provided but need to be stamped by the bank