

Project Guidance

This section includes information for people managing projects that have already received external funding.

Financial claims and performance management returns

In line with Derby's Local Area Agreement, the monitoring returns have been made simpler to complete. There are now two different returns - one for financial claims and one for performance management returns. Performance management returns need only be completed on a six monthly basis. Links to both the forms are included here.

Financial claim - this claim needs to be completed and returned quarterly.

Performance management return - This return needs to be completed and returned on a six monthly basis.

The next deadlines for completing the claims are:

Type and dates for financial and non-financial claims

Type of claim	Programmes	Due Date
Financial Claim	All programmes	12.00 noon 10th July 2008
Financial and Performance Management	All programmes	12.00 noon 10th September 2008

There may be a need for projects with European funding to complete an interim financial claim in but details will be posted nearer the time.

If you need any help completing or downloading these forms please contact Sally Burton on 01332 255621 or email sally@derbycitypartnership.co.uk