



## Individual Artists Programme - Artist's Claim Form

Artist's name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

### Project

Lead organisation \_\_\_\_\_

Address \_\_\_\_\_

Date (s) \_\_\_\_\_

### Payment

CYP check

#### Delivery of project

£75 (½ day)  £130 (full day)

Total no of days \_\_\_\_\_ Amount £ \_\_\_\_\_

#### Planning fee

£0 (planning session by telephone)

#### Planning visit fee

£25 (return mileage up to 50 miles)

£50 (return mileage over 50 miles)

£75 (return mileage over 100 miles)  Amount £ \_\_\_\_\_

Travel (Project delivery **and** planning visit, if applicable. See notes and record details on p2)

Total NI mileage \_\_\_\_\_ (miles) @ 0.257p per mile Amount £ \_\_\_\_\_

Artists resident in ROI for daily travel from ROI to NI

ROI mileage (£10 per day) Yes  No  Amount £ \_\_\_\_\_

Total public transport receipts

(Receipts must be enclosed – see p2) Amount £ \_\_\_\_\_

Pre- and post- project resources (See notes and record details on p2)

Up to £25 (Receipts must be enclosed – see p2) Amount £ \_\_\_\_\_

### TOTAL CLAIM

AMOUNT £ \_\_\_\_\_

I verify that all details are accurate Signed \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE ENSURE YOU HAVE ATTACHED ANY ORIGINAL RECEIPTS**

**Expenditure details**

**Expenditure cannot be reimbursed unless original receipts are submitted as proof of expenditure.**

**Travel**

Details of miles traveled (use additional sheet if necessary)

Journey start and end	No. of miles
<b>Total</b>	

Public transport receipts (use additional sheet if necessary)

Journey start and end	£s
<b>Total</b>	

**Pre- and post- project resources**

Itemised resource expenditure (use additional sheet if necessary)	£s
<b>Total</b>	

**CLAIM FORM NOTES**

**Pre- and post- project resources**

Payment of up to £25 is available for artists providing pre- and post- project resources. Costs may include CD/cassette/video, stationery etc., postage, materials. Where possible, photocopying should normally be provided by the receiving organisation. **CYP will not reimburse the artist for project materials which must be provided by the receiving organisation(s).**

**Travel**

- Mileage will be paid at the Public Service transport rate 0.257p per mile or on submission of public transport receipts.
- Car travel can only be reimbursed for mileage within Northern Ireland.
- A token daily payment of £10 will be paid for car mileage within ROI.

**For Internal CYP use**      Certified for payment by

Name \_\_\_\_\_ Budget Holder    Date \_\_\_\_\_