

TRAINING ORGANISATION CLAIM FORM - CDP 13 continued

FÁS USE ONLY CHECKLIST

Are all of the contract conditions met?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a Tax Clearance Certificate available?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the claim been signed and dated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there evidence that the Training Organisation has been paid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have the General Conditions of the programme been complied with?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has a monitoring visit taken place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, was the monitoring visit satisfactory?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have the Participant Evaluation Forms (CDP11) been submitted and Evaluated ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the End of Programme Report (CDP12) been submitted and Evaluated ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

CONDITIONS

If the answer to any of the above questions on the checklist is no, the application / claim forms plus the attached documentation must be returned to the Training Organisation.

Registration or Claim forms should not be changed or modified by FÁS personnel

COMPLETE FOR PHASE PAYMENT

a. Total agreed costs of the programme € _____

b. % Subsidy from FÁS % _____

Certification Yes No

BMW Yes No

c. Total FÁS Contribution (i.e. Contract Value) (axb) € _____

d. Value of Phase Payment € _____

COMPLETE FOR FINAL PAYMENT

a. Total agreed costs of the programme € _____

b. % Subsidy from FÁS % _____

c. Total FÁS Contribution (i.e. Contract Value) (axb) € _____

d. Number of Proposed Participants _____

e. Total Contract Value Per Participant (c÷d) € _____

f. Phase Payment Yes No
€ _____ Date _____

g. Number of Actual Participant _____

h. Recommended Final Payment to Training Organisation (g x e – f) € _____

RECOMMENDED / NOT RECOMMENDED
BY STB / ADVISOR

DATE

APPROVED STB MANAGER

DATE



Ireland's EU Structural Funds
Programmes 2007 - 2013

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European Union
European Social Fund



Foras Aiseanna Saothair
Training & Employment Authority

Investing in Your Future

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