

Claiming your grant in three easy steps

Please take the time to read this fully, as failure to submit a complete and accurate claim will result in a delay to your payment and may ultimately result in your funding offer being withdrawn. Claiming your Leadership & Management Advisory Service (LMAS) grant is as follows:

Stage 1 – supplier invoice and proof of payment

You have paid for your learning – you must:

- Pay your **providers invoice** in full and make a copy
- Obtain **proof of payment** e.g.; a copy of your bank statement showing the payment to your provider or a letter from your provider stating that the invoice has been paid in full

Stage 2 – Raise an invoice to EMB

Your invoice should:

- Prepare an **invoice addressed to EMB Ltd** for the amount shown on your offer letter. **Remember not to include VAT on this invoice**
- If your provider invoice is a different value to that shown on your offer letter then please contact your LMAS Co-ordinator on the number below for guidance.

Stage 3

Send your claim addressed to:-

The LMAS team, EMB Ltd, Unit 5 Merus Court, Meridian Business Park, Leicester LE19 1RJ

- Check you have included
 - A copy of your Provider Invoice(s)
 - The proof of payment showing the provider invoice has been paid
 - Invoice addressed to EMB Ltd for your Grant (excluding VAT)

If you have any queries please contact
The LMAS Team on 0845 894 8969

Once we have received and approve your claim we will endeavour to pay your invoice within 30 days

Your invoice to EMB should include the following information as a minimum:-

- Your full business name and full postal address
- Invoice to East Midlands Business Limited including the address (see below)
- An invoice number or reference number that allows the transaction to be tracked
- An Invoice Date
- A VAT Reference Number if you are VAT Registered
- Name of person that undertook the learning activity
- The nett value of the invoice (Grant awarded amount)
- Zero VAT

If you submit an incorrect claim this may result in your claim being delayed or withdrawn

SAMPLE INVOICE FOR GUIDANCE

Jo Bloggs and Sons Limited
101 South Road, Chesterfield, Derbyshire, D1 1XY
Tel: 1234567 Mobile: 07770 123456

Invoice to:

East Midlands Business Ltd
5 Merus Court
Meridian Business Park
Leicester
LE19 1RJ

Invoice number 123456
Invoice Date 31.09.2011
VAT no. If applicable

DESCRIPTION	PRICE (£)	TOTAL (£)
Invoice to Leadership & Management Advisory Service		
GRANT REFERENCE NUMBER – As Per your Offer Letter		
Claim in respect of Training Costs for:- I confirm that <i>Name of person</i> has completed the LMAS learning activity as per their PDP.		
Nett Total		£1000
VAT	0%	£0
Total		£1000

ACCOUNT DETAILS

Account Name: Jo Bloggs Ltd
Account Number: 60007000 Sort Code: 12-34- 56