



European Union
European Regional
Development Fund



HELP GUIDE:

***HOW TO
SPEND
YOUR SEE
GRANT***



WHATS INSIDE?

PROCUREMENT GUIDANCE

1. Procuring professional services
2. Procuring ICT and marketing items
3. General procurement advice
4. Payment for procured items

FINANCIAL EVIDENCE

5. Professional fees and services
6. ICT, marketing and other items
7. Certification of documents



There are templates at the back of this document to help with procurement of services and items.

PROCUREMENT GUIDANCE

Procurement is the process for sourcing and purchasing goods and services for your social enterprise. When purchasing goods and service:

- £500 or less—one quote is required
- £500 or more—2-3 quotes are required

1. Procuring professional services

When procuring professional services we recommend that you use the template email provided at the back of this document. This ensures comparable quotes and that your business name is referenced. Please cut and paste the relevant sections into the subject line and the body of your email. Send this 'request for quotation' to all potential suppliers on the same day. This helps demonstrate that the procurement is fair and competitive.

2. Procuring ICT & marketing items

These can be procured in a similar way as above.

Alternatively, you can get quotes from websites. Here you will need to take a 'screen grab' as evidence. Before taking the 'screen grab' ensure that you have added the items you wish to purchase into 'the online basket', so that you can see the complete price - net & VAT amount and delivery charges etc. (Please note that a delivery charge can be the difference in the selection for the cheapest supplier). The suppliers name should also be visible. Ensure that the different quotes are for the same identical item/items, including make, model, colour, specification, brand. If you are purchasing more than one item from a single supplier please ensure that ALL the items selected are the cheapest option when compared against your other quotes.

For each procurement you should complete and submit a 'Procurement Summary'. A template for this has also been provided at the end of this document.

3. General procurement advice

- If you are unable to acquire more than one quotation for an item valued over £500, please contact South Yorkshire's Community Foundation (SYCF) prior to purchasing.
- For any purchases, from one supplier, that is/or exceeds £2,500 please contact SYCF before starting the procurement process.
- If you are unsure about any of the procurement process then please contact SYCF.
- You should aim to obtain a quotation which will last for 6 months.
- Do not supply a website link as evidence of a quotation as these can expire and prices can change.
- Purchase items from a reputable supplier as failure to supply an appropriate invoice/receipt would result in the item not being able to be claimed.
- **Third Party sellers on internet sites such as Amazon and eBay may not provide formal invoices/receipts and/or may not be a registered trading business. Please purchase directly from reputable suppliers. If in doubt check that the business is a registered company or sole trader and that it is able to provide an invoice/receipt.**
- **All quotes should be for new items and not second hand.**
- **Do seek out quotes from local suppliers and social enterprises where they are able to offer competitive prices.**

SYCF contact details:

Address: Riverside Works, Unit 9-12, Jessops Riverside, 800 Brightside Lane, Sheffield S9 2RX

Tel: 0114 261 5143

Email: grants@sycf.org.uk

Website: www.sycf.org.uk



4. Payment for procured items

Payments should be done directly from your business bank account to a supplier by bank transfer, cheque or by using a debit card associated with the business account. If your business does not have a debit card, and it is not possible to pay a supplier by bank transfer, then payment can be done by using a personal debit card. However, please be aware that you will be required to show a clear audit trail for this payment. You will be required to supply:

- a copy of the original VAT invoice/receipt,
- a copy of the person's bank statement showing the payment to the supplier,
- an expenses coversheet from the individual who paid for the item/s requesting payment from your business,
- and a copy of your businesses bank statement showing the reimbursement payment to the individual.

Ensure before making payment that:

- You are purchasing your item/s from the supplier with the best value for money quote provided at application stage.
- The item/s you are buying is/are EXACTLY the same as stated on your quotes i.e. make, model, technical spec.
- The item/s you are buying is/are EXACTLY the same price as the best value for money quote.

Please note:

- a) If at the time of purchase the best value for money supplier is offering the item/s for LESS than the original quotation then this purchase will be accepted. However, you will be required to repay the difference in price (if this applies contact SYCF to discuss this process.)
- b) If at the time of purchase the best values for money supplier is offering the item/s for MORE than the original quotation then you may be required to acquire new quotations to demonstrate that this supplier is still the best value for money

It is preferable that invoices are dated prior to/or the same as the date paid. So it is advisable to research this prior to making a payment to a supplier.

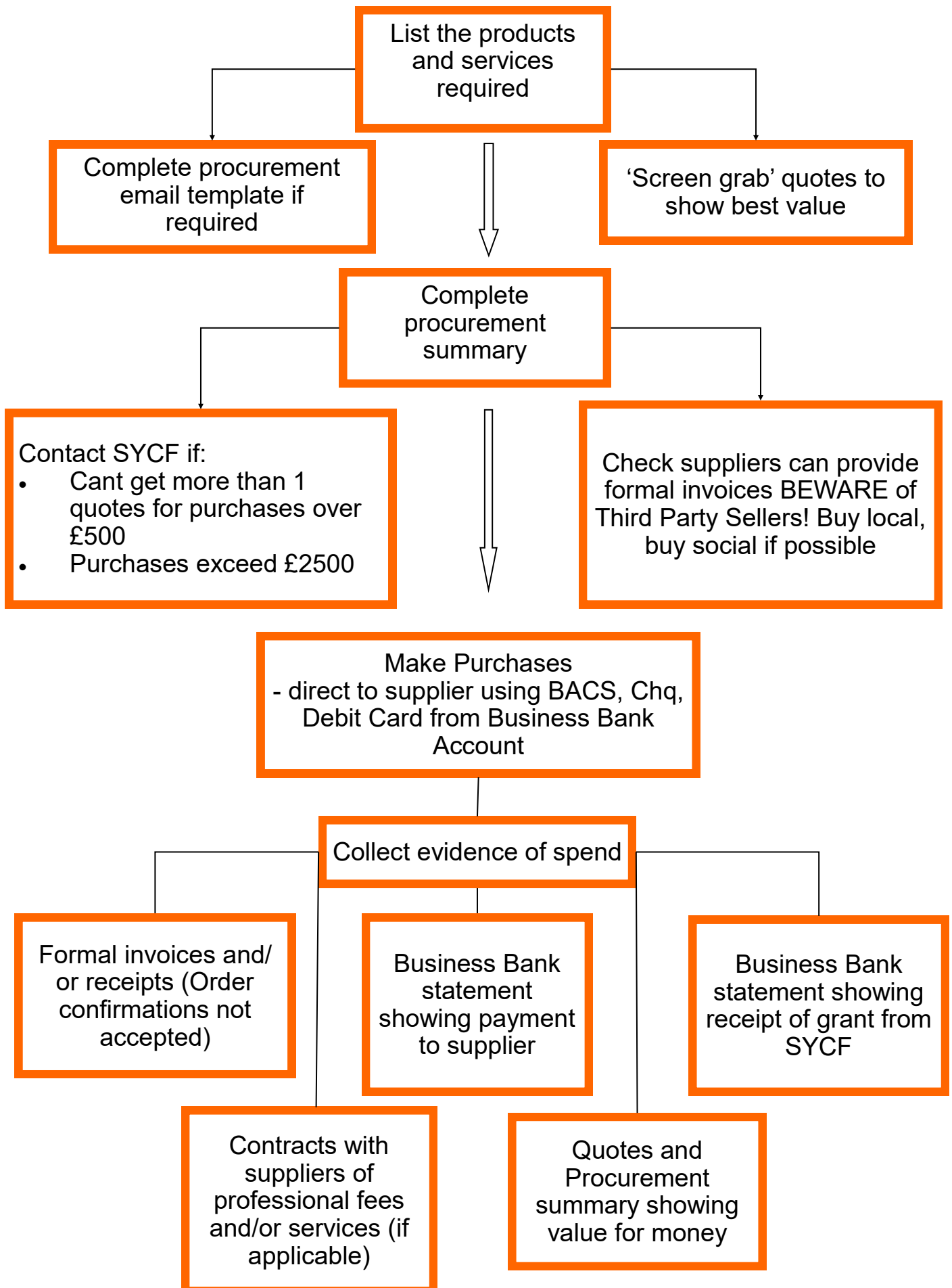
If for any reason you are unable to buy exactly the same item, or the requirements of the business have changed contact SYCF to discuss the situation before making any purchases.

FINANCIAL EVIDENCE **- that will be required to evidence grant expenditure**

5. Professional fees and services

- Copy of the service contract. It must specify the terms of employment, including any actions to be undertaken, scope of payment details. Contracts must be dated, have details of both parties involved and signed by both parties. Contracts must conform to UK legal requirements.
- Copy of the Invoice/Receipt: This must include supplier name, address, company registration number or unique tax reference (UTR), VAT number (if applicable), invoice/receipt number, date, full description of the service supplied and state the net, gross and VAT amounts. It must also be addressed to your business.
- Copy of business bank account statement showing payment to the supplier.
- Copy of business bank account statement showing receipt of grant from SYCF.
- Copy of the 'procurement summary' document.
- Copy of the 'request for quotations' and the quotes you received.

How to spend your SEE grant



6. ICT, marketing and other items

- Copy of Invoice/Receipt: This must include supplier name, address, company registration number or unique tax reference (UTR), VAT number, invoice/receipt number, date, full description of goods/ service and state the net, gross and VAT amounts. It must also be addressed to your business.
- Copy of business bank account statement showing payment to the supplier.
- Copy of business bank account statement showing receipt of grant from SYCF.
- Copy of the 'procurement summary' document with copies of the three comparative quotes attached.
- Copy of the 'request for quotations' (if applicable)
- For any equipment purchased an inventory should be supplied including description, specific identification (e.g. serial number), date of purchase, original value, location.
- You may be required to supply photographs of any equipment purchased.

7. Certification of documents

You will be required to submit certified copies of the above documents. This means that where copies of original documents are provided, each page should be certified as conforming to the original document.

A signed declaration along the lines of the example below will satisfy this condition:

I certify that this is a true copy of the original document	
Signed.....	Date
Position in organisation	
Name of organisation	

TEMPLATES

Email Template for Purchasing Products and Services with your Grant...

Subject Line:

Request for Quotation – *[insert date]* – *[insert your organisation/business name]*

Email Body:

Dear *[insert name]*

Please can you provide a written quotation for the following request.

Required Services:

[Here give a detailed explanation with regards to the service/s you wish to purchase. Give relevant details such as scope, timescales etc]

Technical Requirements:

[Here give details of any technical specification e.g quantity, make, model, size etc]

Please state whether the prices are inclusive or excluding VAT.
[If delivery charges are applicable please state these separately]

Kind regards,

[insert your name]

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End of Email

TEMPLATES

Procurement Summary Overview

Organisation Name	
Grant Contract Reference	
SEE Unique ID	
Description: (include extensive details of product/service requested, including specific requirements i.e. exact make and model, intended date of delivery, location, etc)	
Date that the quotes were requested:	
Supplier One: (business name & address)	
Supplier Two: (business name & address)	
Supplier Three: (business name & address)	

Detail of quotes received

Quote 1 (cheapest) - Supplier Name	
Net price	
VAT	
Delivery charge (if applicable)	
Total	
Notes: (include discounts / extra charges / cancellations minimum order / delivery dates)	

Quote 2 - Supplier Name	
Net price	
VAT	
Delivery charge (if applicable)	
Total	
Notes: (include discounts / extra charges / cancellations minimum order / delivery dates)	

Quote 3 - Supplier Name	
Net price	
VAT	
Delivery charge (if applicable)	
Total	
Notes: (include discounts / extra charges / cancellations minimum order / delivery dates)	