



HELP GUIDE:

HOW TO SPEND YOUR SEE GRANT



PLEASE READ THIS GUIDE BEFORE PURCHASING ITEMS AS IT WILL GIVE YOU SOME HANDY TIPS AND ADVICE AND AVOID POSSIBLE PROBLEMS WHEN YOU SUBMIT YOUR EVIDENCE



WHAT'S INSIDE?

PURCHASING GUIDANCE

1. Purchasing professional services
2. Purchasing ICT and marketing items
3. General advice and tips
4. How to pay for your purchases

FINANCIAL EVIDENCE

5. What you need to provide when purchasing professional fees and services
6. What you need to provide when purchasing ICT, marketing and other items
7. Certification of your documents



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

PROCUREMENT GUIDANCE

When you purchase an item you need to demonstrate that its value for money. Therefore we need you to supply quotes:

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

We will explain how to do this later in the guidance.

1. Purchasing professional services

When purchasing professional services we recommend that you use the template email provided at the back of this document. This helps you to get comparable quotes and that your business name is referenced on the quote. 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. Purchasing ICT & marketing items

These can be purchased in a similar way as above.

Alternatively, you can get quotes from websites. Here you will need to take a 'screen grab' as evidence. If you are unsure how to do this then contact SYCF for further help. Before taking the 'screen grab' make sure that you have added the items you wish to buy into 'the online basket', so that you can see the complete price (net & VAT amount and delivery charges—a delivery charge can be the difference in selecting the cheapest supplier). When taking the 'screen grab' make sure the suppliers name is visible. The different quotes should be 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.

Contact SYCF if you are unsure and need further guidance.

3. General procurement advice

- If you are unable to acquire more than one quotation for an item valued over £500, please contact SYCF prior to purchasing.
- For any purchases, from one supplier, that is/or exceeds £2,500 please contact SYCF before purchasing. This is very important!
- You should aim to obtain a quotation which will last for 6 months.
- Do not supply website links as evidence of quotations as these can expire and prices can change.
- It is VERY important that you 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 from SYCF and you will be asked to pay this element of your grant back!
- You need to check that any company that you are buying from is registered with 'Companies House' and that the company is active and legally trading. Follow the link to check this: Www.gov.uk/get-information-about-a-company
- If you are buying from an individual ask them if they are a 'Sole Trader' and registered for tax with HMRC. Ask them to provide their 'Unique Tax Reference' (UTR) on their invoice. As you will be asked to provide this. A UTR is a 10 digit number and identifies them as a legally trading entity. Any reputable Sole Trader will not mind you asking for this.
- **Third Party sellers on internet sites such as Amazon may not provide formal invoices/receipts so we would advise caution when purchasing from such sellers. If a Third Party seller fails to supply a UK acceptable invoice/receipt you will not be able to claim this from SYCF and you will be asked for this element of your grant to be repaid.**
- Check with the supplier, before making a purchase, if you need to register as a business customer in order to receive a VAT invoice. For example, Currys/PC World need you to register either in store or online for a business account for them to provide a VAT invoice.
- Ebay purchases are not claimable
- Facebook advertising is not claimable
- **Please contact SYCF if you are unsure about anything. We are here to help and advise you. Its better to get it right first time.**

4. Payment for procured items

Payments should be done directly from your **business bank account** to a supplier by bank transfer or by using a debit card associated with the business account. Business cheques are acceptable but not advisable. 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. As such 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.

Before making payment make sure that:

- You are purchasing your item/s from the supplier with the best value for money quote provided.
- 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. If a supplier need paying before an invoice is released you must provide an explanation as to why this is the case.

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

5. What you need to provide when purchasing professional fees and services

- A 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.
- A copy of the Invoice or 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 the 'procurement summary' document.
- Copy of the 'request for quotations' and the quotes you received.
- Copy of business bank account statement showing receipt of grant from SYCF.

6. What you need to provide when purchasing ICT, marketing and other items

- A 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 the 'procurement summary' document with copies of the comparative quotes attached.
Copy of the 'request for quotations' (if applicable)
- Copy of business bank account statement showing receipt of grant from SYCF.
- 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 or other items purchased.

7. Certification of your 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. You do this by stating the following on each document.

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

SYCF contact details:

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

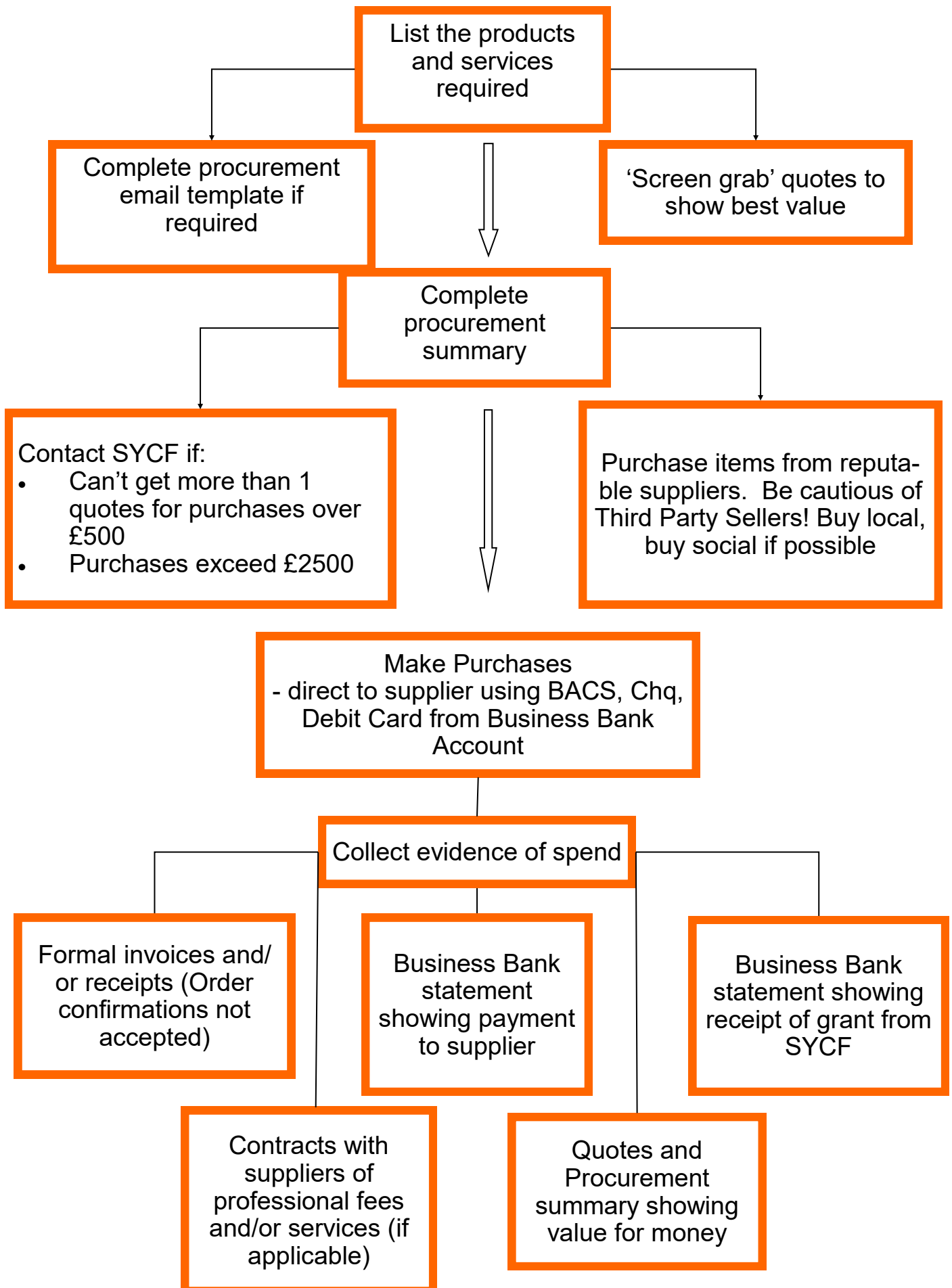
Tel: 0114 261 5143

Email: grants@sycf.org.uk

Website: www.sycf.org.uk



How to spend your SEE grant



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]

Social Enterprise Exchange is part-funded by the European Regional
Development Fund 2014-2020

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) | |