



PAYMENT SCHEDULE AND MILESTONES EXAMPLES

All Biffa Award Conditional Offer letters for the Main Grant Scheme include the following clause:

A payment schedule for inclusion in the Formal Offer Agreement listing the expected dates of claims (first claim must be submitted within three months of Formal Offer with the final claim submitted within 10 months for Recreation and Community Buildings projects or within 12 months for Rebuilding Biodiversity projects) from the date of Formal Offer and quarterly or earlier thereafter. Any project expected to span two financial years must allow for the submission of a claim between 1st and 15th March (NB: payments are made in arrears against invoices/proof of expenditure). The amounts must total the £XXXXX.XX net grant figure available to you. Milestones, which are directly related to the elements requested from Biffa Award, and linked to your payment schedule, must also be provided, as these need to be met to release the grant at each stage.

This information will appear on your Formal Offer letter as guidance for release of the grant. The final payment should always be 10 per cent of the whole Biffa Award grant. At each stage you will be required to submit an electronic Claim Report Form and/or an End of Grant Claim Report Form when the project has completed – you will be in a position to access the forms through the on-line portal once your Formal Offer Acceptance has been received and recorded, once all conditions have been met.

To help you create a suitable payment schedule for your project, we have listed some examples below:

This is an example of a Community Buildings project payment schedule including milestones for a £40,000 project to rewire, update plumbing and redecorate a village hall that received a Formal Offer on 30 September 2017:

Date	Amount	Milestone
27/11/2017	£15,000	First fix electrical and plumbing works completed
31/01/2018	£11,000	Re-plastering of walls completed
12/03/2018	£10,000	Second fix electrical and plumbing works completed
01/06/2018	£4,000	Project completed

This is an example of a Rebuilding Biodiversity project payment schedule including milestones for a £40,000 project to restore, protect and promote neutral grassland on a reserve that received a Formal Offer on 30 September 2017:

Date	Amount	Milestone
27/11/2017	£10,000	Tree felling, earthworks and grassland scraping
16/02/2018	£10,000	Green hay collection and spreading
12/03/2018	£10,000	Installation of fencing and planting with volunteers
15/04/2018	£5,000	Hedge planting and year two volunteer expenses
01/09/2018	£5,000	Project completed