

HIGHER LEVEL SKILLS PARTNERSHIP – TIMETABLE
FOR BOTH THE CLAIM and the PROGRESS & MONITORING REPORT

<u>Year</u>	<u>Project</u> <u>Claim Periods</u>	<u>Project time to</u> <u>compile the claim</u> <u>and the <u>Progress</u></u> <u>and <u>Monitoring</u></u> <u>Report</u> <u>MONTH</u>	<u>Project</u> <u>Claim No's</u>	<u>Project</u> <u>Deadline</u>
Year 1	(Jul – Aug 09)	SEP	1	Wednesday 30th Sept 09
	(Sep – Nov 09)	DEC	2	Wednesday 23rd Dec 09
	(Dec 09 – Feb 10)	MAR	3a	Wednesday 31st Mar 10*
	(Mar 10)	APR	3b	Friday 16th Apr 10*
Year 2	(Apr – May 10)	JUN	4	Wednesday 30th Jun 10
	(Jun - Aug 10)	SEP	5	Thursday 30th Sep 10
	(Sep - Nov 10)	DEC	6	Thursday 23rd Dec 10
	(Dec 10 – Jan 11)	FEB	7	Monday 28 th Feb 11

Notes:

- 1) Each project is expected to submit a Claim form + annexes and a Progress and Monitoring Report + annexes each period. Projects must notify their relevant Specialist Advisor as soon as they are aware of any difficulties in meeting these deadlines.
- 2) Project Claim No's: Is unique to each project. The number will be dependent on when you submit your first claim e.g. First Claim submitted 23rd Dec 09, will be claim No1.
- 3) Mar 10 claim: We suggest that projects keep spend to a minimum e.g. Salaries only and defray non-staff costs the following month, in order to meet the tight deadline.