

## Workforce Development Fund Grant Holder Claim Submission Form

This form is to be completed and attached to each submission made for the Workforce Development Fund (WDF) and is to be signed off by the grant lead or nominated administrator.

Grant number		
Total value of qualifications and apprenticeships	<u>Number</u>	<u>Value (£)</u>
Total value of learning programmes and digital modules	<u>Number</u>	<u>Value (£)</u>
Total value of claim	£	
Number of funding claim forms		

If you prefer to use your own covering letter, please include **all** the above information.

### Checklist

- Has the claim form(s) been fully completed?
- Have you identified and indicated any learning that is part of an apprenticeship on your claim form?
- Does the evidence you have reviewed and retained meet the evidence requirements?

The amounts above were incurred by the candidates on the completed qualifications/learning programmes/digital modules as detailed on the attached claim form(s).

I confirm that the details given on this form are accurate to the best of my knowledge.

Name	
Position in organisation	
Date	