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# Grant Payment Form

## How to claim your grant

Complete this form and email it to [grants@visionfoundation.org.uk](mailto:grants@visionfoundation.org.uk). Please also send us a copy of a paying-in slip or other official bank document (with any sensitive or financial information redacted) to verify your bank details.

## When to claim your grant

You should ensure that the head of your organisation has formally accepted our Grant Terms and Conditions and any additional conditions outlined in your grant offer letter before requesting payment.

One year grants: Please submit this form when your project begins.

Multi year grants: Please submit this form when your project begins in order to claim the funds for the first year of your project. You will need to submit this form annually to claim future payments, so that we can check that your account details have not changed. Subsequent payments are conditional on satisfactory progress on your project and up-to-date reporting.

**When you will be paid**

We aim to transfer the grant to your account within ten working days of receipt of your Grant Payment Form.

## Grant details

Organisation name:

Organisation address:

Grant reference number and/or project name:

Grant award date (MM/YY):

Total grant amount:

Current requested amount:

## Payee details

Account name:

Account number:

Sort code:

Bank name:

Bank address:

Payment reference (if applicable):

## Contact details in case of query about your payment:

Name:

Email:

Phone number:

## Declaration

I confirm that the project funded by the Vision Foundation is about to commence and we have begun incurring costs or will do within the next 30 days.

I confirm that the information provided is accurate to the best of my knowledge.

Signed by:

Date: