

CYPFEIF & ALEC Fund Payment and Reporting Schedule

Payments and schedule 2 and 3 forms:

For the 2022-23 financial year (YEAR 7), we will ask you to complete a schedule 2 form for each of the quarterly payments, and a schedule 3 form at the end of the financial year. The dates for these are shown in the tables below. Your schedule 2 and 3 forms will be sent along with your grant offer letter, and we will send you reminders about each of these nearer the date each schedule is due to be completed.

If you receive payment in advance, your forms are required by the following dates:

Advance payments		
Y7 Q1	Schedule 2 due date	Monday 18 th April 2022
Y7 Q2	Schedule 2 due date	Monday 13 th June 2022
Y7 Q3	Schedule 2 due date	Monday 12 th September 2022
Y7 Q4	Schedule 2 due date	Monday 5 th December 2022
Y7	Schedule 3 due date	Monday 6 th March 2023

If you receive payment in arrears, your forms are required by the following dates:

Arrears payments		
Y7 Q1	Schedule 2 due date	Monday 13 th June 2022
Y7 Q2	Schedule 2 due date	Monday 12 th September 2022
Y7 Q3	Schedule 2 due date	Monday 5 th December 2022
Y7 Q4	Schedule 2 due date	Monday 6 th March 2023
Y7	Schedule 3 due date	Monday 6 th March 2023

Payments will be made by the end of the month in which the schedule 2 is due.

Reporting:

For the 2022-23 financial year (YEAR 7), reports will be completed every 6 months.

Reporting period	Date report is due
April to September 2022	Monday 17 th October 2022
October 2021 to March 2022	Monday 24 th April 2023

Links to the reporting template will continue to be sent to you at least four weeks in advance of the date the report is due, along with reminders closer to the reporting due date. We appreciate that the final report being due in April 2023 means this report will be due just after the funding has come to an end, but are also aware that it may be difficult for you to report any earlier on activities, and their resulting outcomes, that are being delivered through to the end of March 2023.