

# CYPFEIF & ALEC Fund Payment and Reporting Schedule

## Payments and schedule 2 and 3 forms:

For the **2020-21 financial year (YEAR 5)**, we will require a final schedule 2 if you receive payment in arrears, and a schedule 3 (confirmation of expenditure). We will send reminders closer to the date they are due.

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

Advance payments		
Y5	Schedule 3 due date	Monday 8th March 2021

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

Arrears payments		
Y5 Q4	Schedule 2 due date	Monday 8th March 2021*
Y5	Schedule 3 due date	Monday 8th March 2021

\*Your final quarter arrears payment will be made by the third week of March to ensure the money is in your account before the end of the financial year.

For the **2021-22 financial year (YEAR 6)**, 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		
Y6 Q1	Schedule 2 due date	Monday 12 <sup>th</sup> April 2021
Y6 Q2	Schedule 2 due date	Monday 14 <sup>th</sup> June 2021
Y6 Q3	Schedule 2 due date	Monday 13 <sup>th</sup> September 2021
Y6 Q4	Schedule 2 due date	Monday 6 <sup>th</sup> December 2021
Y6	Schedule 3 due date	Monday 7 <sup>th</sup> March 2022

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

Arrears payments		
Y6 Q1	Schedule 2 due date	Monday 14 <sup>th</sup> June 2021
Y6 Q2	Schedule 2 due date	Monday 13 <sup>th</sup> September 2021
Y6 Q3	Schedule 2 due date	Monday 6 <sup>th</sup> December 2021
Y6 Q4	Schedule 2 due date	Monday 7 <sup>th</sup> March 2022
Y6	Schedule 3 due date	Monday 7 <sup>th</sup> March 2022

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

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## Reporting:

**For the 2020-21 financial year (YEAR 5)**, the report for the final six months is due by Tuesday 20<sup>th</sup> April 2021. We will send you the link to your online report template in early March 2021.

Along with Scottish Government, we are acutely aware that there continue to be many challenges facing your staff and the people you are working to support, and that this may have an impact on what you are able to report. We continue to be committed to being as flexible as possible, and if reporting is going to pose you with any issues please contact your Corra grant advisor and they will be happy to have a discussion about how we might be able to help.

**For the 2021-22 financial year (YEAR 6)**, reports will continue to be completed every six months:

Reporting period	Date report is due
April to September 2021	Monday 18 <sup>th</sup> October 2021
October 2021 to March 2022	Tuesday 26 <sup>th</sup> April 2022

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 2022 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 2022.