**PROJECT PAYMENT APPROVAL**

|  |  |
| --- | --- |
| Project Name | *Insert name as per contract agreement* |
| Contracted Partner | *Insert name as per contract agreement* |
| Jam and Justice Link Person |  |
| Time Period for Claim | *Insert time period covered by this claim* |
| Total Claim Amount | *Insert total claim amount* |

Please provide a short summary of main activities undertaken in this claim period.

Is the project on track? Are there any major deviations from the project plan? Please provide short details.

Have there been any major deviations in the budget? Please provide short explanation.

Can payment proceed for this claim period? Yes/No

Has all data relating to the project, gathered by the contracted partner, been shared with the Jam and Justice team? (ONLY FOR FINAL CLAIMS)

Yes/No

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Office Use Only:

|  |  |  |
| --- | --- | --- |
| Have all parties approved payment by email? | Yes | No |
| Has the Principal Investigator seen this form? | Yes | No |
| Have all necessary receipts been received? | Yes | No |
| Is all expenditure in line with original budget or agreed deviations? | Yes | No |