



Scots Language Centre

[REDACTED]
Gaelic & Scots Team
The Scottish Government
Area 2-J North
Victoria Quay
Edinburgh
EH6 1QQ

13 January 2011

Dear [REDACTED]

Grant Claim Form 2010/11

On reconciling the Bank statement for December I was surprised that there was no remittance of the £20,000 Grant which I had claimed.

BUT I discovered that my letter and documentation had been inadvertently misfiled in my cabinet by mistake instead of being posted. The claim with my original letter is now enclosed and I shall be obliged if this may now be processed.

Please accept my apologies for this apparently "senior moment"

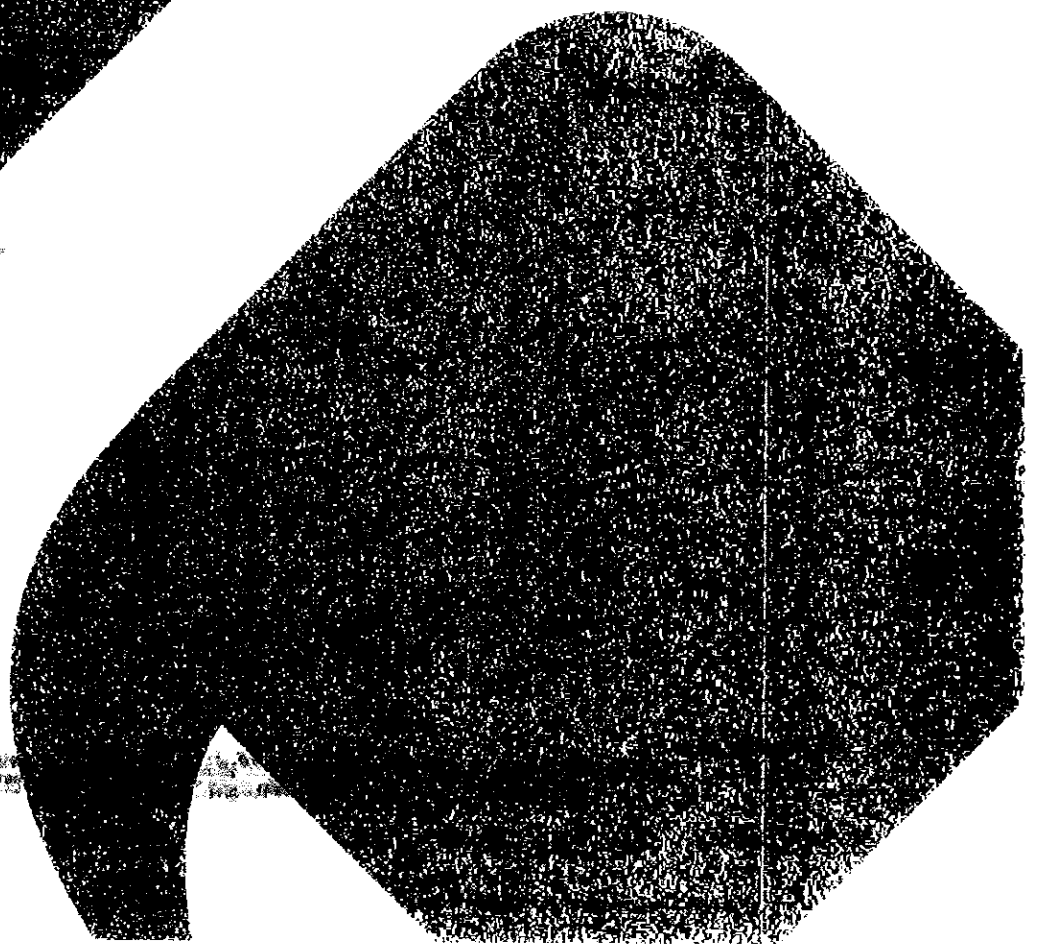
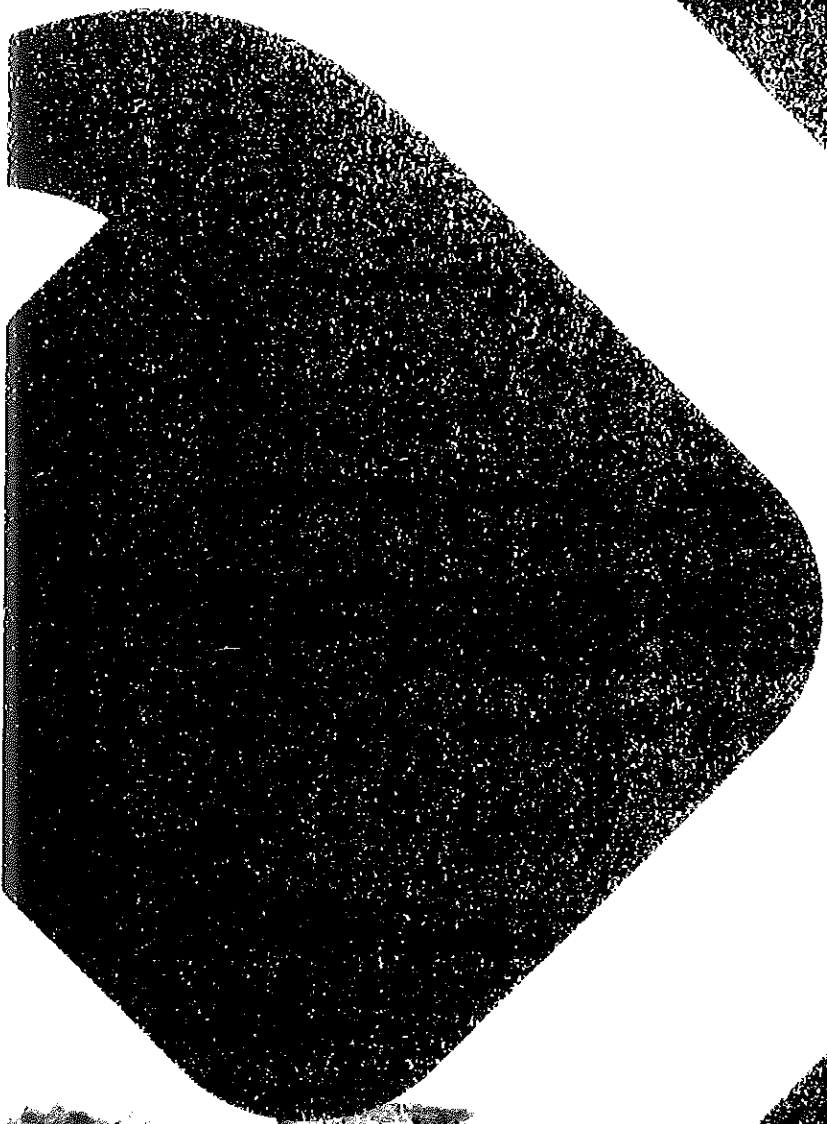
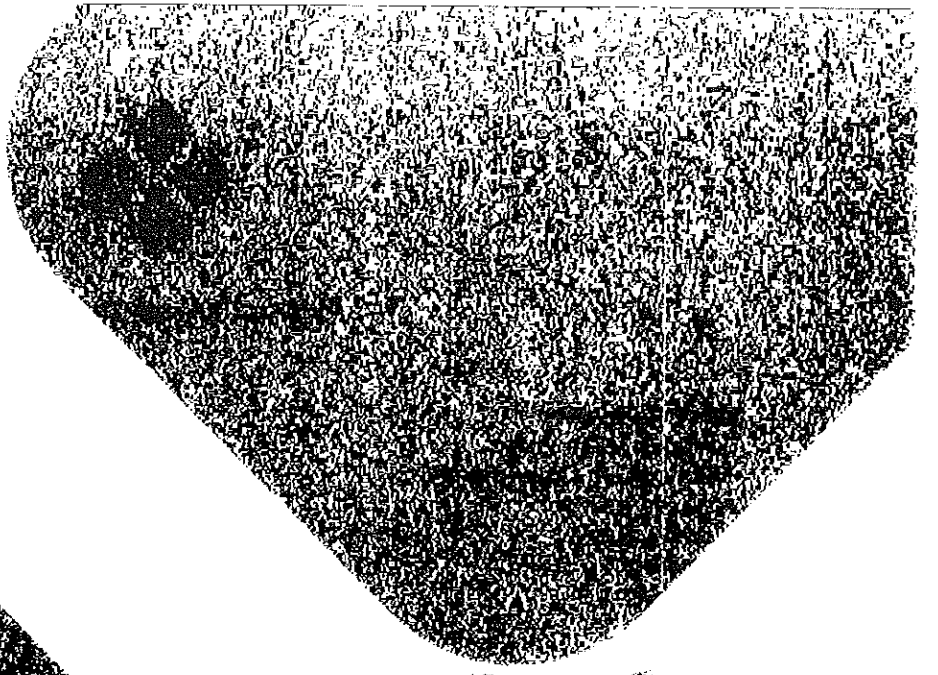
Yours aye

[REDACTED]
G E Beange
Honorary Treasurer

PASSED FOR PAYMENT	
SIGNATURE	[REDACTED]
NAME (IN CAPS)	[REDACTED]
BCLO:	YES/NO
COST CENTRE	[REDACTED]
ACCOUNT CODE	[REDACTED]
DATE	17 Jan 2011
Payment passed in accordance with Scottish Executive Finance Manual Section E	

Please reply to [REDACTED]

AK Bell Library York Place Perth PH2 8EP t: 01738 440199 w: www.scotslanguage.com





Scots Language Centre

[REDACTED]
Gaelic & Scots Team
The Scottish Government
Area 2-J North
Victoria Quay
Edinburgh
EH6 1QQ

30 December 2012

Dear [REDACTED]

Schedule 2 Grant Claim Form 2011/12

I enclose Schedule 2 Form completed in respect of Expenditure for the period of three months to 31 December 2011 together with a schedule of expenditure for the nine months cumulative period to that date. Also enclosed are Invoices for the three months period to substantiate the major items of costs, except for PAYE records for Salaried Staff. The invoices have been enumerated to aid identification.

For the nine months period to 31 December 2011 our expenditure is £63,680 from which falls to be deducted the notional Rent from Perth & Kinross Council of £5,625 leaving a net expenditure of £58,055.

I am happy to supply any other information you may require and may be contacted

[REDACTED]
Yours aye


G E Beange
Honorary Treasurer

PASSED FOR PAYMENT	
SIGNATURE	[REDACTED]
NAME (IN CAPS)	[REDACTED]
BCLO:	YES/NO
COST CENTRE	[REDACTED]
ACCOUNT CODE	[REDACTED]
DATE	[REDACTED]
Payment passed in accordance with Scottish Executive Finance Manual Section E	

Please reply to [REDACTED]

AK Bell Library York Place Perth PH2 8EP t: 01738 440199 w: www.scotslanguage.com



Scots Language Centre

[REDACTED]
Gaelic & Scots Team
The Scottish Government
Area 2-J North
Victoria Quay
Edinburgh
EH6 1QQ

30 December 2012

Dear [REDACTED]

Schedule 2 Grant Claim Form 2011/12

I enclose Schedule 2 Form completed in respect of Expenditure for the period of three months to 31 December 2011 together with a schedule of expenditure for the nine months cumulative period to that date. Also enclosed are invoices for the three months period to substantiate the major items of costs, except for PAYE records for Salaried Staff. The invoices have been enumerated to aid identification.

For the nine months period to 31 December 2011 our expenditure is £63,680 from which falls to be deducted the notional Rent from Perth & Kinross Council of £5,625 leaving a net expenditure of £58,055.

I am happy to supply any other information you may require and may be contacted

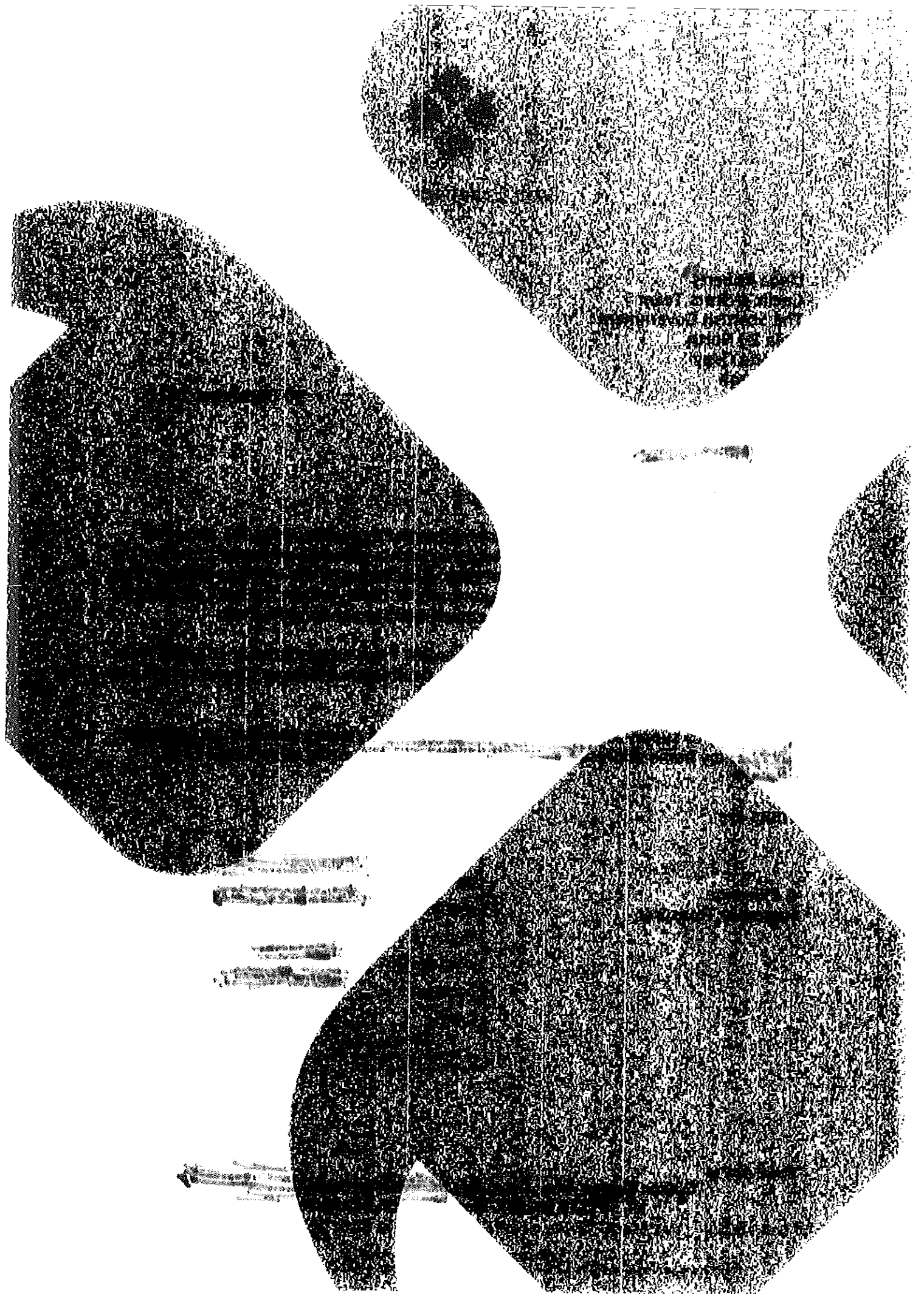
Yours aye

[REDACTED]
G E Beange
Honorary Treasurer

PASSED FOR PAYMENT	
SIGNATURE	[REDACTED]
NAME (IN CAPS)	[REDACTED]
BCLO:	YES/NO
COST CENTRE	[REDACTED]
ACCOUNT CODE	[REDACTED]
DATE	31 Jan 2012
Payment passed in accordance with Scottish Executive Finance Manual Section E	

Please reply to [REDACTED]

AK Bell Library York Place Perth PH2 8EP t: 01738 440199 w: www.scotslanguage.com



SCHEDULE 2

GRANT CLAIM FORM

Organisation: The Scots Language Resource Centre Association Limited
A K Bell Library
York Place
Perth
PH2 8EP

Bank details: [REDACTED]

Project: The Scots Language Centre

Total agreed grant for 2011-12: £70,000

Latest forecast of expenditure of grant for 2011-12:

Grant claimed to date: £20,000

Unexpended grant: nil

Claim for grant for the period from 01/10/11 to 31/12/11:

We hereby claim grant of £20,000] in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 14 March 2011 and the Schedules attached thereto. Final Grant payment already received

Completed by: [REDACTED]

Position: Hon Treasurer

Contact Details: [REDACTED]

Date: 30 January 2012

Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	13,599	Partial	PAYE applied to part to part
Web site design & Management	4,355	Y	
Accounting & Legal (Paye)	500	N	PAYE
Property Costs	1,875	N Contra	Contra account by grant from Perth & Kinross Council
Other Costs	1,876	Y	
TOTAL*	22,155		

* Note the total should add up to the total expenditure claimed for the period.



Scots Language Centre

[REDACTED]
Gaelic & Scots Team
The Scottish Government
Area 2-J North
Victoria Quay
Edinburgh
EH6 1QQ

14 November 2011

Dear [REDACTED]

Schedule 2 Grant Claim Form 2011/12

I enclose Schedule 2 Form completed in respect of Expenditure for the period of three months to 30 September 2011 together with a schedule of expenditure for the six months cumulative period to that date. Also enclosed are Invoices for the three months period to substantiate the major Items of costs, except for PAYE records for Salaried Staff. The invoices have been enumerated to aid identification.

For the six months period to 30 September 2011 our expenditure is £41,526 from which falls to be deducted the notional Rent from Perth & Kinross Council of £3,750 leaving a net expenditure of £37,775.

I am happy to supply any other information you may require and may be contacted direct at [REDACTED]

Yours aye

G E Beange
Honorary Treasurer

Please reply to [REDACTED]

AK Bell Library York Place Perth PH2 8EP t: 01738 440199 w: www.scotslanguage.com

SCOTS LANGUAGE CENTRE

QUARTERLY REPORT APRIL-JULY 2011

1. Introduction

After three very busy months during which the Centre headed efforts to raise awareness of the Scots language questions in the 27 March Census, work is now focussed on restructuring the SLC and building relationships with a range of external organisations.

The Centre has also been preparing to launch a major discussion connected to place names on its web site and on other online platforms including facebook, twitter and youtube.

Details of these initiatives and projects are set out below.

2. Restructuring web site

The SLC web site is the main point of information about the Scots language. The quantity of information contained on the site is increasing on an almost daily basis and recently it has become apparent that the site requires a major audit.

It has also been agreed that the site could benefit from restructuring. This has a number of functions:

- To make the site more attractive to visitors.
- To make the site more navigable and accessible.
- To make the site easier to manage for those uploading content.
- To incorporate into the existing SLC site features which were developed for the Aye Can! site.

The process of restructuring is well under way. A new version of the home page will be launched in August 2011. The other sections of the site will be updated over the coming months with the intention that all sections of the site are restructured and audited by the end of the current financial year.

3. Increasing our presence on social network and other online platforms.

Recent changes to the mechanisms for managing groups on facebook have led to a considerable increase in activity in the SLC's facebook group. The group forms one of the main access points to information about Scots and we are currently examining ways in which we can enhance the user experience on this platform.

We continue to build our presence on other online platforms and have made progress in enhancing our collections on youtube and flickr in the last quarter. Our efforts here are aimed at presenting Scots as a living language and at recording language use in a variety of public spaces. We have been pleased that our collection on flickr has been used by the NLS and has attracted the interest of academics at Queen's University, Belfast.

4. Scotspeak

SLC's predecessor organisation, the Scots Language Resource Centre, was the publisher of Scotspeak, a guide to modern Scots pronunciation. SLC handed over the rights to publication to Luath Press and in June of this year a new edition of the book was produced. SLC has maintained an interest in the publication by producing a small web site on which the recordings associated with the book can be accessed. These were previously contained on a CD which accompanied the book but are now available to download free of charge online.

5. Sheena Blackhall donation

The well-known and popular Doric writer, Sheena Blackhall, has donated her entire work to the SLC. This immense collection is presently being uploaded to our web site. It is a long, laborious process which is being carried out by Andy Philip, a very part-time member of our team. The first stage of the process was completed this quarter but we expect this project to carry on for many months and perhaps years.

6. New Testament in Scots

The Centre has taken over the running of the affairs of the Lorimer Trust. We are presently arranging for the New Testament in Scots to be republished by Canongate and have been raising money to fund this project. At present the Centre in association with the Trust has raised £3000 to take the project forward. We expect to be able to begin the process of republishing the book in the next few months.

7. Relationship building

The Centre has embarked on a series of relationship building exercises recently. We have been fortunate in developing excellent relationships with the organisers of the Festival of History and hope to develop a number of projects with them.

Along with Chris Robinson of Scottish Language Dictionaries, our director, Michael Hance visited the Burns Birthplace Museum to discuss with Nat Edwards the possibility of working collaboratively to develop the Museum as a national hub for Scots language activities.

We have begun to develop a very positive relationship with the Scottish Place-name Society and hope to work with them in future in developing projects on place-name issues.

We have been discussing with Newsnet Scotland, an online news website, the possibility of providing it with a number of Scots language features with the purpose of increasing audiences to the SLC and raising awareness of Scots language culture.

8. Collection and information provision

The Centre continues to collect and archive a range of material connected to Scots language culture. In May we met and recorded Mary Johnstone, a Doric dialect writer who has translated a number of Grimm's tales into Scots.

In June we visited Clydebank to record Paul Greer, a science teacher who has produced a number of instructive videos in Scots on the subject of physics. These popular videos are intended to help pupils revise for their Higher Physics exams.

Our collection of images on flickr continues to grow and is mentioned elsewhere in the report.

During the past three months the Centre has provided the usual news service, has collected information about Scots language events and publications, has provided links to conference papers, broadcasts and activities and assisted members of the public, academics and others locate a range of Scots language materials.

The Centre has continued to provide secretariat services to the Scottish Parliament CPG on Scots.

9. Place name discussion

Attached is a copy of a paper which outlines our aims and ambitions with this project.

10. Enhancing our capacity to raise awareness of and encourage use of Scots.

We continue to believe that the Centre is disabled by its lack of professional press and PR support. Our capacity to make an impact on public discourse is severely hampered by the absence of this skill base at the Centre. We hope that efforts might be made to identify additional funding to enable us to buy in this support in the near future.

Michael Hance
Director

1 August 2011

[REDACTED]
Gaelic & Scots Team
The Scottish Government
Area 2-J North
Victoria Quay
Edinburgh
EH6 1QQ

19 July 2012

Dear [REDACTED]

Schedule 2 Grant Claim Form 2012/13

I enclose Schedule 2 Form completed in respect of Expenditure for the period of three months to 31 March 2012 together with a continuation schedule for the final quarter of expenditure for the 12 months cumulative period to that date. Also enclosed are Invoices for the three months period to 31 March 2012 to substantiate the major items of costs, except for PAYE records for Salaried Staff in that period. The invoices have been enumerated to aid identification.

For the twelve months period to 31 March 2012 our expenditure is £84,783 from which falls to be deducted the notional Rent from Perth & Kinross Council of £7,500 leaving a net expenditure of £77,283. I trust that this information will allow you to release the £20,000 Grant due on 1 July 2012.

I am happy to supply any other information you may require and may be contacted

[REDACTED]
[REDACTED]
Yours aye

Please reply to [REDACTED]

G E Beange
Honorary Treasurer

1921

1921

1921



SCHEDULE 2

GRANT CLAIM FORM

Organisation: The Scots Language Resource Centre Association Limited
A K Bell Library
York Place
Perth
PH2 8EP

Bank details: [REDACTED]

Project: The Scots Language Centre

Total agreed grant for 2012-13: £70,000

Latest forecast of expenditure of grant for 2012-2013: £78,000

Grant claimed to date: £10,000

Unexpended grant: nil

Claim for grant for the period from 1/04/12 to 30/06/12:

We hereby claim £20,000 grant of £70,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 29 March 2012 and the Schedules attached thereto.

Completed by: [REDACTED]

Position: Hon Treasurer

Contact Details: Email: [REDACTED]

Date: 19/07/2012

Items of Expenditure

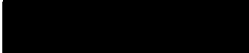
Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	13,740	Partial Invoice/PAYE	
Web site Design & Management	4,277	Y	
Accounting & Legal (PAYE)	500	N	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	711	Y	
TOTAL*	21,103		

* Note the total should add up to the total expenditure claimed for the period.




Scots Language Centre



Gaelic & Scots Team
The Scottish Government
Area 2-J North
Victoria Quay
Edinburgh
EH6 1QQ

6 November 2012

Dear 

Schedule 2 Grant Claim Form 2012/13
Claim for 3 Months to 30 September 2012




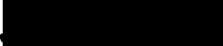
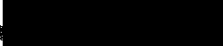
I enclose Grant Claim Form as stated above together with the relevant Invoices covering the period from 1 April to 30 September 2012.

Since submitting the Schedule Claim Form for the period to 30 June 2012 there has been a slight reallocation of expenditure, quite apart from my apparently understating the total by £1,000 as you will note from the enclosed schedule of actual expenditure. Because the expenditure is greater than the amount of Grant claimed this makes no material difference to the actual Grant claimed.

If you have any queries I may be contacted direct at the address or email stated at the bottom of the page and look forward to receiving the next tranche of Grant in due course.

Yours aye

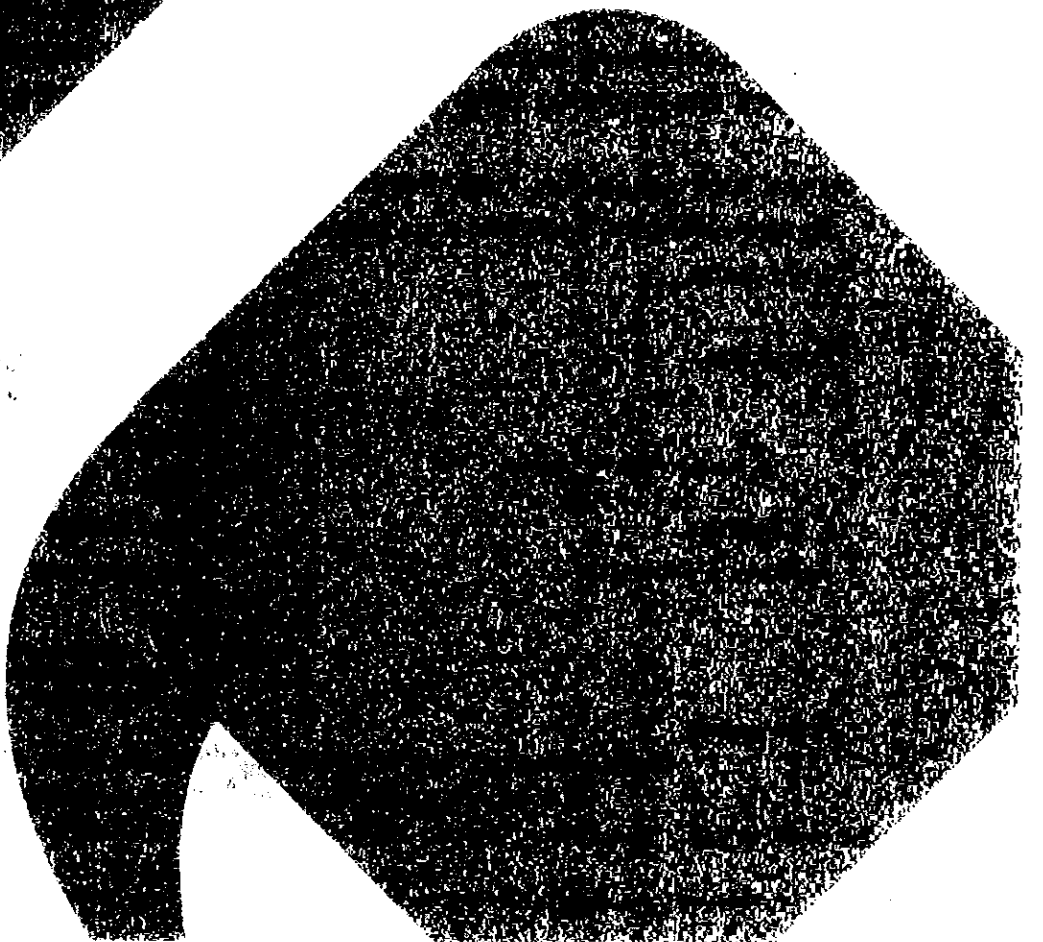
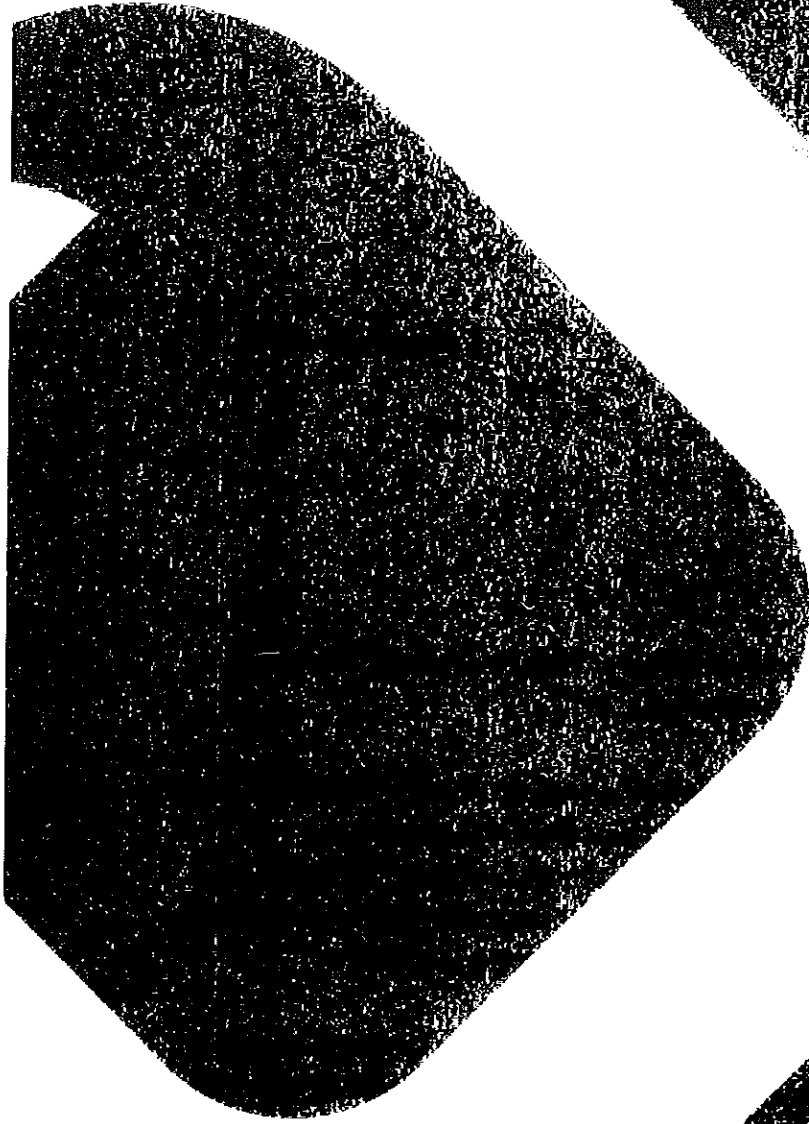
G E Beange
Honorary Treasurer

PASSED FOR PAYMENT	
SIGNATURE	
NAME (IN CAPS)	
BCLO:	YES/NO
COST CENTRE	
ACCOUNT CODE	
DATE	
Payment passed in accordance with Scottish Executive Finance Manual Section E	

Please reply to



AK Bell Library York Place Perth PH2 8EP t: 01738 440199 w: www.scotslanguage.com



10/10/10

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10/10/10

SCHEDULE 2

GRANT CLAIM FORM

Organisation: The Scots Language Resource Centre Association Limited
A K Bell Library
York Place
Perth
PH2 8EP

Bank details: [REDACTED]

Project: The Scots Language Centre

Total agreed grant for 2012-13: £70,000

Latest forecast of expenditure of grant for 2012-2013: £78,000

Grant claimed to date: £30,000

Unexpended grant: nil

Claim for grant for the period from 1/07/2012 to 30.09.2012:

We hereby claim £20,000 grant of £70,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 29 March 2012 and the Schedules attached thereto.

Completed by: [REDACTED]

Position: Hon Treasurer

Contact Details: Email: [REDACTED]

Date: 6/11/2012

Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	14,049	Partial Invoice/PAYE	
Web site Design & Management	4,372	Y	
Accounting & Legal (PAYE)	500	PAYE	
Property Costs	1,875	Contra	Contra Account by Grant from Perth & Kinross Council
Other Costs	621	Y	
TOTAL*	21,417		

* Note the total should add up to the total expenditure claimed for the period.



Scots Language Centre

[REDACTED]
Gaelic & Scots Team
The Scottish Government
Area 2-J North
Victoria Quay
Edinburgh
EH6 1QQ

7 March 2013

Dear [REDACTED]

Schedule 2 Grant Claim Form 2012/13
Final Claim for 2012/13

I enclose Grant Claim Form as stated above together with the relevant Invoices covering the period from 1 October to 31 December 2013

If you have any queries I may be contacted direct at the address or email stated at the bottom of the page and look forward to receiving the next tranche of Grant in due course.

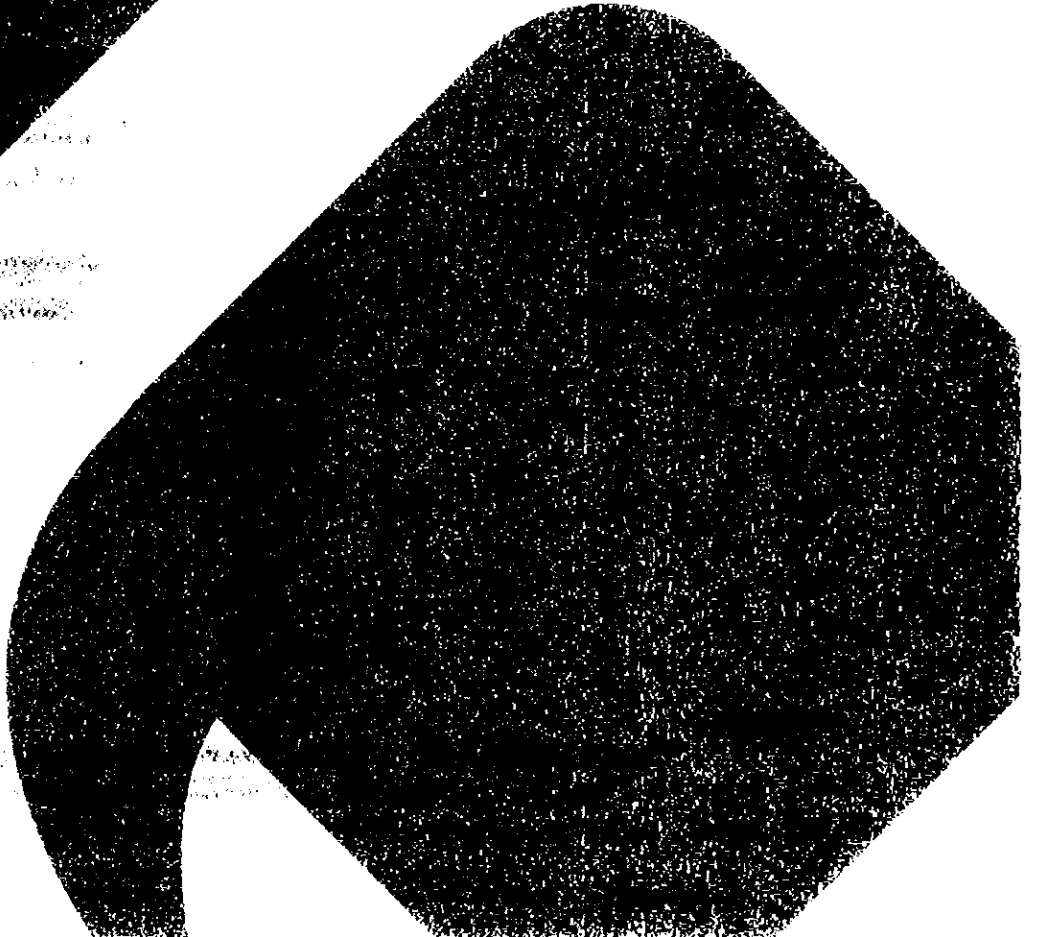
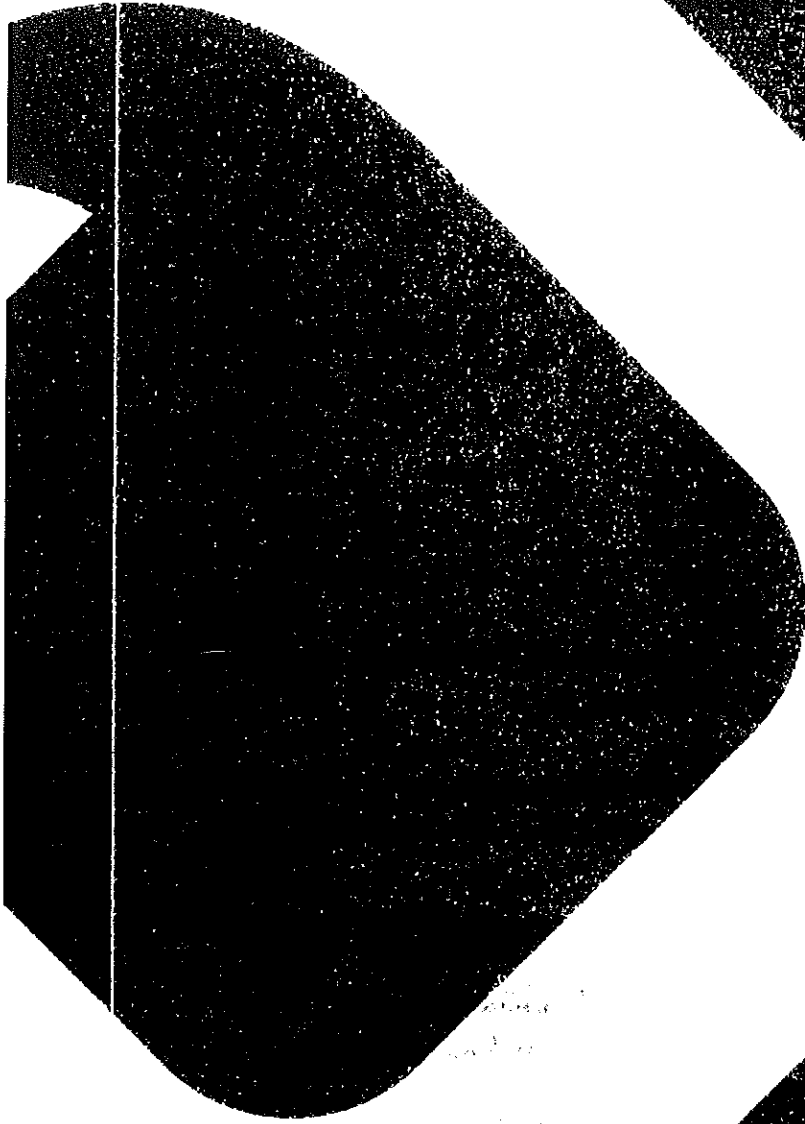
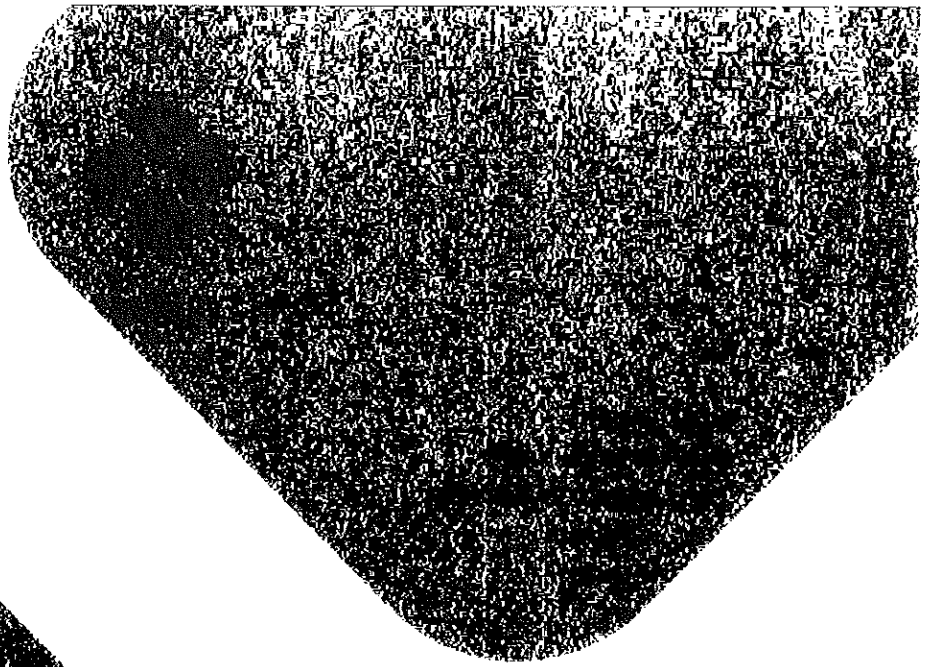
Yours aye

G E Beange
Honorary Treasurer

PASSED FOR PAYMENT	
SIGNATURE	[REDACTED]
NAME (IN CAPS)	[REDACTED]
IBOL:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
COST CENTRE	[REDACTED]
ACCOUNT CODE	[REDACTED]
DATE	[REDACTED]
Payment passed in accordance with Scottish Executive Finance Manual Section E	

Please reply to

[REDACTED]
AK Bell Library York Place Perth PH2 8EP t: 01738 440199 w: www.scotslanguage.com



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SCHEDULE 2

GRANT CLAIM FORM

Organisation: The Scots Language Resource Centre Association Limited
A K Bell Library
York Place
Perth
PH2 8EP

Bank details: [REDACTED]

Project: The Scots Language Centre

Total agreed grant for 2012-13: £70,000

Latest forecast of expenditure of grant for 2012-2013: £83,000

Grant claimed to date: £50,000

Unexpended grant: nil

Claim for grant for the period from 1/04/12 to 31/03/2013:

We hereby claim £20,000 grant of £70,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 29 March 2012 and the Schedules attached thereto.

Completed by: [REDACTED]

Position: Hon Treasurer

Contact Details: Email: [REDACTED]

Date: 7/02/2013

Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	13,836	Partial Invoice/PAYE	
Web site Design & Management	5,112	Y	
Accounting & Legal (PAYE)	500	N	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	1,100	Y	
TOTAL*	22,423		

* Note the total should add up to the total expenditure claimed for the period.

GRANT CLAIM FORM

Organisation: The Scots Language Resource Centre Association Limited
 A K Bell Library
 York Place
 Perth
 PH2 8EP

Bank details: [REDACTED]

Project: Scots Language Centre

Total agreed grant for 2013-14: £70,000

Latest forecast of expenditure of grant for 2013-2014: £84,000

Grant claimed to date: £10,000

Unexpended grant: nil

Claim for grant for the period from 1/04/13 to 31/03/2014:

We hereby claim £20,000 grant of £70,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 18 April 2013 and the Schedules attached thereto.

Completed by: [REDACTED]

Position: Hon Treasurer

Contact Details: Email: [REDACTED]

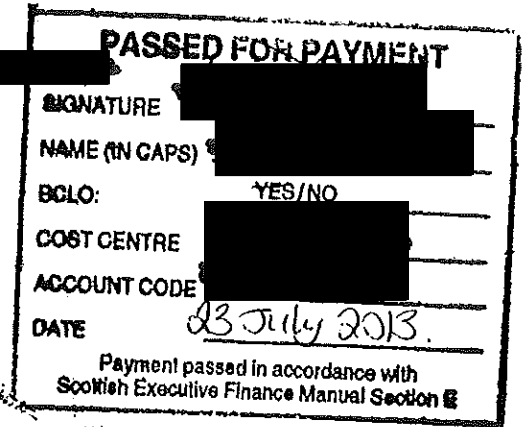
Date: 22 July 2013

Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	13,933	Partial Invoice/PAY E	
Web site Design & Management	5,562	Y	
Accounting & Legal (PAYE)	500	N	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	1,275	Y	
TOTAL*	23,145		

* Note the total should add up to the total expenditure claimed for the period.





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[Requisition Information](#)

[Approvals](#)

[Review And Submit](#)

Checkout: Review and Submit Requisition

[Save](#) [Printable Page](#) [Back](#) Step 3 of 3 [Submit](#)

Requisition 27522: Total 20000.00 GBP

Created By **Roberts, Mrs. Linda (Linda)**
 Creation Date **23-Jul-2013 09:44:58**
 Description **Scottish Government Grant to Scots Language Centre - 2nd quarter contact: Linda Roberts**
 Tel: **[REDACTED]**
 Justification

Requisition Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Lines

Details	Line	Description	Cost Center	Unit	Quantity	Price	Amount (GBP)	Attachments
<input type="checkbox"/> Hide	1	Scottish Government Grant to Scots Language Centre - 2nd quarter contact: Linda Roberts Tel: 0131 244 6445	173420	Each	20000	1 GBP	20000.00	
		Requester Roberts, Mrs. Linda (Linda)	Deliver-To Location Worthy Cause					
		Need-By Date 25-Jul-2013 00:00:00	Destination Type Expense					
		Item Number	Supplier Scots Language Centre					
		Category Description Worthy Cause	Supplier Site WC-A/C00796428					
		P-Card Used No	Supplier Contact Worthy Cause					
		Tax Information Click Here	Contact Phone					
			Supplier Item					
Billing Information								
Charge Account			Project Number	Task Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent
173420.MBD.60104301.000000.00000000.000000.600								100
Total							20000.00	

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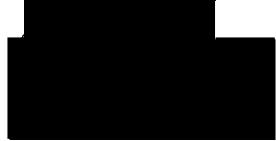
Copyright (c) 2006, Oracle. All rights reserved.

Payment for payment
S. P. [Signature]
 23/07/2013



Scots Language Centre

Bdy: Scots Language Centre



Amount £20,000.00

[Redacted]
Gaelic & Scots Team
The Scottish Government
Area 2-J North
Victoria Quay
Edinburgh
EH6 1QQ

31 December 2013

Dear [Redacted]

Schedule 2 Grant Claim Form 2013/14

I enclose Grant Claim Form for the period to 31 March 2014 together with Invoices covering the period from 1 August 2013 to 31 October 2013.

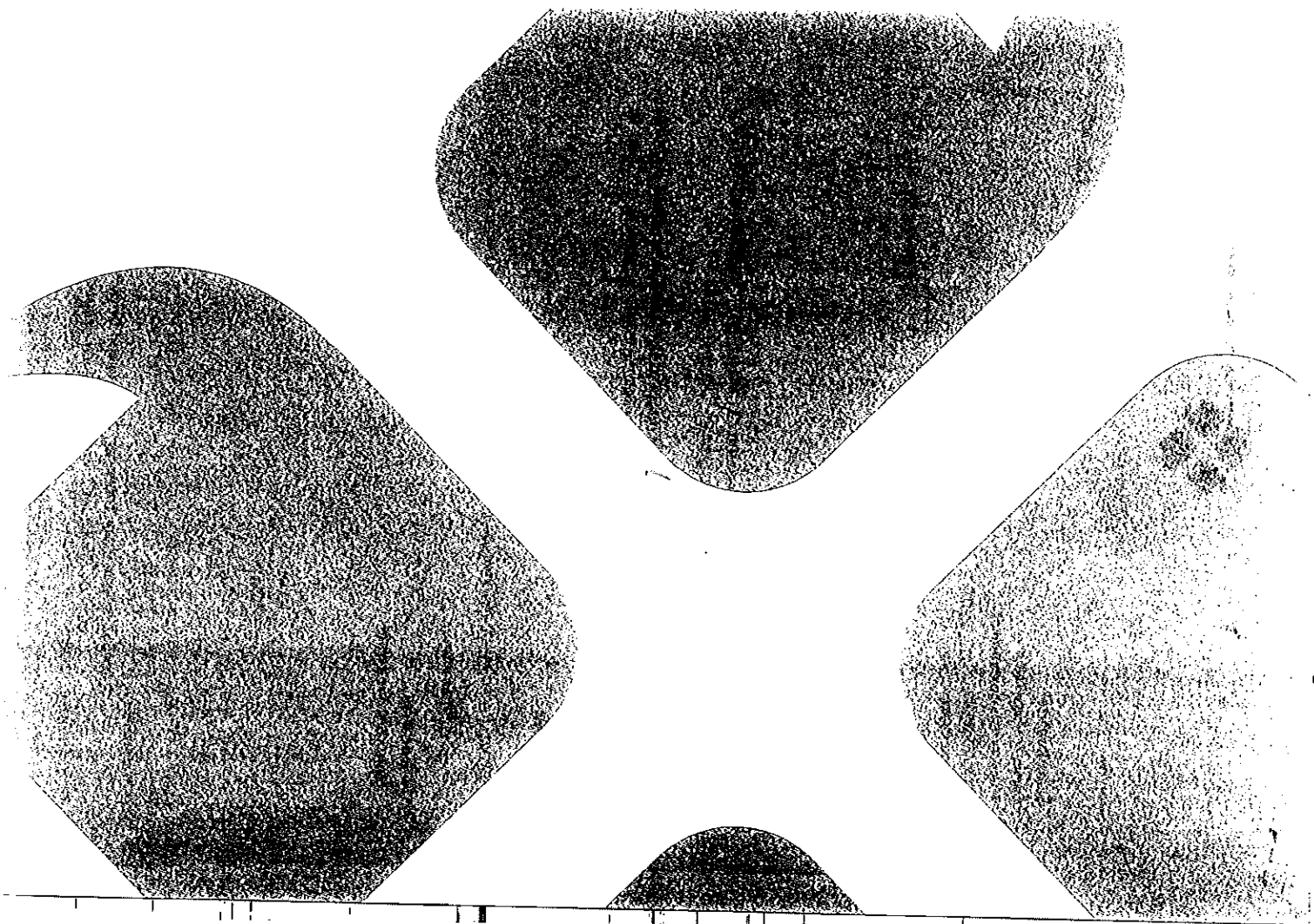
If you have any queries I may be contacted direct at the address or email stated at the bottom of the page and look forward to receiving the next tranche of Grant in due course.

Yours aye

G E Beange
Honorary Treasurer

Please reply to [Redacted]

AK Bell Library York Place Perth PH2 8EP t: 01738 440199 w: www.scotslanguage.com



GRANT CLAIM FORM

Organisation: The Scots Language Resource Centre Association Limited
 A K Bell Library
 York Place
 Perth
 PH2 8EP

Bank details: [REDACTED]

Project: Scots Language Centre

Total agreed grant for 2013-14: £70,000

Latest forecast of expenditure of grant for 2013-2014: £84,000

Grant claimed to date: £50,000

Unexpended grant: nil

Claim for grant for the period from 1/04/13 to 31/03/2014:

We hereby claim £20,000 grant of £70,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 18 April 2013 and the Schedules attached thereto.

Completed by: [REDACTED]

Position: Hon Treasurer

Contact Details: Email: [REDACTED]

Date: 31 December 2013

Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	14,191	Partial Invoice/PAY E	
Web site Design & Management	5,356	Y	
Accounting & Legal (PAYE)	500	N	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	3,556	Y	
TOTAL*	25,478		

* Note the total should add up to the total expenditure claimed for the period.



Scots Language Centre

[REDACTED]
Gaelic & Scots Team
The Scottish Government
Area 2-J North
Victoria Quay
Edinburgh
EH6 1QQ

31 December 2013

Dear [REDACTED]

Schedule 2 Grant Claim Form 2013/14

I enclose Grant Claim Form for the period to 31 March 2014 together with invoices covering the period from 1 August 2013 to 31 October 2013.

If you have any queries I may be contacted direct at the address or email stated at the bottom of the page and look forward to receiving the next tranche of Grant in due course.

Yours aye

G E Beange
Honorary Treasurer

Please reply to

Gordon Beange, Hon. Treasurer, 28 Anderson Drive, Perth, PH1 1JX
tel. - 01738 623467. email - gordon.beange@sky.com
AK Bell Library York Place Perth PH2 8EP t: 01738 440199 w: www.scotslanguage.com

GRANT CLAIM FORM

Organisation: The Scots Language Resource Centre Association Limited
 A K Bell Library
 York Place
 Perth
 PH2 8EP

Bank details: [REDACTED]

Project: Scots Language Centre

Total agreed grant for 2013-14: £70,000

Latest forecast of expenditure of grant for 2013-2014: £84,000

Grant claimed to date: £50,000

Unexpended grant: nil

Claim for grant for the period from 1/04/13 to 31/03/2014:

We hereby claim £20,000 grant of £70,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 18 April 2013 and the Schedules attached thereto.

Completed by: [REDACTED]

Position: Hon Treasurer

Contact Details: Email: [REDACTED]

Date: 31 December 2013

Items of Expenditure
 Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N] Partial Invoice/PAY E	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	14,191		
Web site Design & Management	5,356	Y	
Accounting & Legal (PAYE)	500	N	
Property Costs	1,875	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	3,556	Y	
TOTAL*	25,478		

* Note the total should add up to the total expenditure claimed for the period.

Scots Language Centre

ScotGov Actual 2013/14

Actual	30-Apr-13		31-May-13		30-Jun-13		31-Jul-13		31-Aug-13		30-Sep-13		30-Oct-13		
	Month Actual	Cum Actual	Month Actual	Cum Actual	Month Actual	Cum Actual	Month Actual	Cum Actual	Month Actual	Cum Actual	Month Actual	Cum Actual	Month Actual	Cum Actual	
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	
Expenditure															
Fees, Salaries, NIC	1	2875	2875	3650	6625	3250	9775	3250	13025	3250	16275	3556	19831	3428	23259
Travel	1	141	141	106	247	269	516	187	703	146	849	154	1003	119	1122
Outreach/Technical Support	2	<u>1506</u>	<u>1506</u>	<u>1956</u>	<u>3462</u>	<u>936</u>	<u>4398</u>	<u>1115</u>	<u>5513</u>	<u>1328</u>	<u>6841</u>	<u>1058</u>	<u>7899</u>	<u>1152</u>	<u>9051</u>
Staff Costs		4522	4522	5712	10234	4465	14689	4552	19241	4724	23965	4768	28733	4699	33432
Web Site design & man'tment & incidental costs	3	1339	1339	0	1339	1339	2678	1339	4017	2678	6695	0	6695	2678	9373
Accounting & Legal (Paye)		0	0	0	0	500	500	0	500	0	500	500	1000	0	1000
External Support		<u>1339</u>	<u>1339</u>	<u>0</u>	<u>1339</u>	<u>1839</u>	<u>3178</u>	<u>1339</u>	<u>4517</u>	<u>2678</u>	<u>7195</u>	<u>500</u>	<u>7695</u>	<u>2678</u>	<u>10373</u>
Property Costs (Contra)		625	625	625	1250	625	1875	625	2500	625	3125	625	3750	625	4375
Printing/Stat'y/Advert'g	4	0	0	0	0	10	10	60	70	12	82	140	222	0	222
Telephone	6	254	254	96	350	96	446	274	720	83	803	83	886	232	1118
Incidental costs	6	55	55	466	521	362	883	0	883	0	883	119	1002	443	1445
Staff Training	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Projects	8	0	0	0	0	0	0	0	0	0	0	444	444	2000	2444
Other Costs		<u>934</u>	<u>934</u>	<u>1187</u>	<u>2121</u>	<u>1093</u>	<u>3214</u>	<u>959</u>	<u>4173</u>	<u>720</u>	<u>4893</u>	<u>1411</u>	<u>5860</u>	<u>3300</u>	<u>7160</u>
Total Revenue Costs		6795	6795	6899	13694	7387	21081	6850	27931	8122	36053	6679	42288	10677	50965
Less Notional Rent		625	625	625	1250	625	1875	625	2500	625	3125	625	3750	625	4375
Total 7 Months		6170		6274		6762		6225		7497		6054		10052	
									27931						25478



Scots Language Centre

[Redacted]
Gaelic & Scots Team
The Scottish Government
Area 2-J North
Victoria Quay
Edinburgh
EH6 1QQ

Body: Scots Language Centre
Amount: [Redacted]
cc: [Redacted]
pc: [Redacted]
AC 24 October 2013

Dear [Redacted]

Schedule 2 Grant Claim Form 2013/14

I enclose Grant Claim Form for the period to 1 October 2103 together with invoices covering the period from 1 April 2013 to 31 July 2103.

If you have any queries I may be contacted direct at the address or email stated at the bottom of the page and look forward to receiving the next tranche of Grant in due course.

Yours aye

G E Beange
Honorary Treasurer

Please reply to [Redacted]

AK Bell Library York Place Perth PH2 8EP t: 01738 440199 w: www.scotslanguage.com

GRANT CLAIM FORM

Organisation: The Scots Language Resource Centre Association Limited
 A K Bell Library
 York Place
 Perth
 PH2 8EP

Bank details: [REDACTED]

Project: Scots Language Centre

Total agreed grant for 2013-14: £70,000

Latest forecast of expenditure of grant for 2013-2014: £84,000

Grant claimed to date: £30,000

Unexpended grant: nil

Claim for grant for the period from 1/04/13 to 31/03/2014:

We hereby claim £20,000 grant of £70,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 18 April 2013 and the Schedules attached thereto.

Completed by: [REDACTED]

Position: Hon Treasurer

Contact Details: Email: [REDACTED]

Date: 23 October 2013

Items of Expenditure
 Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N] Partial Invoice/PAY E	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	19259		
Web site Design & Management	4,017	Y	
Accounting & Legal (PAYE)	500	N	
Property Costs	2,500	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	1,673	Y	
TOTAL*	27,931		

* Note the total should add up to the total expenditure claimed for the period.

Scots Language Centre

ScotGov Actual 2012/13

Actual	2013/14			30 Apr 13		31-May-13		30-Jun-13		31-Jul-13		
	31 July 2013			Month	Cum	Month	Cum	Month	Cum	Month	Cum	
	4 Months	4 Months		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
	Actual	Budget	£	£	£	£	£	£	£	£	£	
Expenditure												
Fees, Salaries, NIC	1	13,025)	14,000	272	2875	2875	3650	6525	3250	9775	3250	13025
Travel	1	703)			141	141	106	247	269	516	167	703
Outreach/Technical Support	2	<u>5,513</u>	<u>4,800</u>	713	<u>1506</u>	<u>1506</u>	<u>1956</u>	<u>3452</u>	<u>936</u>	<u>4398</u>	<u>1115</u>	<u>5513</u>
Staff Costs		<u>19,241</u>	<u>18,800</u>	441	4522	4522	5712	10234	4455	14689	4552	19241
Web Site design & man'ment & incidental costs	3	4,017	5,800	1,783	1339	1339	0	1339	1339	2678	1339	4017
Accounting & Legal (Paye)		<u>500</u>	<u>500</u>	0			0	0	<u>500</u>	<u>500</u>		<u>500</u>
External Support		<u>4,517</u>	<u>6,300</u>	1,783	1339	1339	0	1339	1839	3178	1339	4517
Property Costs (Contra)		2,500	2,500	0	625	625	625	1250	625	1875	625	2500
Printing/Staff/Advert'g	4	70	200	-130			0	0	10	10	60	70
Telephone	5	720	700	20	254	254	96	350	96	446	274	720
Incidental costs	6	883	800	83	55	55	466	521	362	883	0	883
Staff Training	7	0	0	0	0	0	0	0	0	0	0	0
Other Costs		<u>4,173</u>	<u>4,200</u>	27	<u>934</u>	<u>934</u>	<u>1187</u>	<u>2121</u>	<u>1093</u>	<u>3214</u>	<u>959</u>	<u>4173</u>
Total Revenue Costs		<u>27931</u>	<u>29,300</u>	1,369	<u>6795</u>	<u>6795</u>	<u>6899</u>	<u>13694</u>	<u>7387</u>	<u>21081</u>	<u>6850</u>	<u>27931</u>
Less Notional Rent		<u>2,500</u>	<u>2,500</u>		625	625	625	1250	625	1875	625	2500
Total 12 Months		<u>25,431</u>	<u>26,800</u>	1,369	6170		6274		6762		6225	
												25431



Scots Language Centre

[Redacted]
Gaelic and Scots Unit
The Scottish Government
Area 2-B South
Victoria Quay
Edinburgh
EH6 6QQ

10 June 2014

Dear [Redacted]

Schedule 2 Grant Claim Form 2014/15

I enclose Grant Claim Form Initial Claim for the second tranche of £20,000 for 2014/15.

If you have any queries I may be contacted direct at the address or email stated at the bottom of the page and look forward to receiving the next tranche of Grant in due course.

Yours aye

G E Beange
Honorary Treasurer

PASSED FOR PAYMENT	
SIGNATURE	[Redacted]
NAME (IN CAPS)	[Redacted]
BCLO:	<input checked="" type="checkbox"/> YES/NO
COST CENTRE	[Redacted]
ACCOUNT CODE	[Redacted]
DATE	[Redacted]
Payment passed in accordance with Scottish Executive Finance Manual Section E	



Scots Language Centre

[REDACTED]
Gaelic and Scots Unit
The Scottish Government
Area 2-B South
Victoria Quay
Edinburgh
EH6 6QQ

5 June 2014

Dear [REDACTED]

Schedule 2 Grant Claim Form 2013/14 and 2014/15

I enclose Grant Claim Form together with Invoices for the period to 31 March 2014 and the Initial Claim for the first tranche of £10,000 for 2014/15.

If you have any queries I may be contacted direct at the address or email stated at the bottom of the page and look forward to receiving the next tranche of Grant in due course.

Yours aye

G E Beange
Honorary Treasurer

PASSED FOR PAYMENT	
SIGNATURE	[REDACTED]
NAME (IN CAPS)	[REDACTED]
BOLO:	YES/NO
COST CENTRE	[REDACTED]
ACCOUNT CODE	[REDACTED]
DATE	30 June 2014
Payment passed in accordance with Scottish Executive Finance Manual Section E	

Please reply to [REDACTED]

AK Bell Library York Place Perth PH2 8EP t: 01738 440199 w: www.scotslanguage.com

GRANT CLAIM FORM

Organisation: The Scots Language Resource Centre Association Limited
A K Bell Library
York Place
Perth
PH2 8EP

Bank details: [REDACTED]

Project: Scots Language Centre

Total agreed grant for 2014/15: £70,000

Latest forecast of expenditure of grant for 2014-2015 - £ 84,000

Grant claimed to date: £ 0,000

Unexpended grant: nil

Claim for grant for the period from 1/04/14 to 31/03/2015:

We hereby claim £ 10,000 grant of £ 70,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 17 March 2014 and the Schedules attached thereto.

Completed by: [REDACTED]

Position: [REDACTED]

Contact Details: Email: [REDACTED]

Date: 5 June 2014

Items of Expenditure 2013/2014 Final - Period 1 October 2013 to 31 March 2014

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	17,464	Partial Invoice/PAYE	
Web site Design & Management	11,645	Y	
Accounting & Legal (PAYE)	1,000	N	
Property Costs	3,125	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	13,621	Y	
Total	45,855		

* Note the total should add up to the total expenditure claimed for the period.

Scots Language Centre

ScotGov Actual 2013/14

Actual	2013/14 31 March 2014			30-Oct-13		30-Nov-13		31-Dec-13		31 Jan 14		28 Feb 14		31 Mar 14		Quarter 31 Jan 14	2 Months 31/Mar 14	Total to Date	
	12 Months	12 Months		Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum	Month	Cum				
	Actual	Budget		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual				Actual
£	£		£	£	£	£	£	£	£	£	£	£	£	£	£	£	£		
Expenditure																			
Fees, Salaries, NIC	1	39,882)	42,000	155	3428	23259	3307	26566	3235	29802	3635	33437	3228	36663	3219	39882	10178	6445	16623
Travel	1	1,963)			119	1122	129	1251	95	1346	203	1549	171	1720	243	1963	427	414	841
Outreach/Technical Support	2	<u>13,969</u>	<u>14,400</u>	<u>-531</u>	<u>1152</u>	<u>8951</u>	<u>928</u>	<u>9979</u>	<u>1106</u>	<u>11085</u>	<u>928</u>	<u>12013</u>	<u>928</u>	<u>12941</u>	<u>928</u>	<u>13869</u>	<u>2962</u>	<u>1856</u>	<u>4818</u>
Staff Costs		<u>55,714</u>	<u>56,400</u>	<u>-686</u>	<u>4699</u>	<u>33432</u>	<u>4364</u>	<u>37796</u>	<u>4437</u>	<u>42233</u>	<u>4766</u>	<u>46999</u>	<u>4325</u>	<u>51324</u>	<u>4390</u>	<u>55714</u>	<u>13567</u>	<u>8715</u>	<u>22282</u>
Web Site design & maint'ment & incidental costs	3	16,200	17,700	-1,500	2678	9373	150	9523	2681	12184	1339	13523	1338	14861	1339	16200	4150	2677	6827
Accounting & Legal (Paye)		<u>2,000</u>	<u>2,500</u>	<u>-500</u>	<u>0</u>	<u>1000</u>	<u>0</u>	<u>1000</u>	<u>500</u>	<u>1500</u>		<u>1500</u>		<u>1500</u>	<u>500</u>	<u>2000</u>	<u>500</u>	<u>500</u>	<u>1000</u>
External Support		<u>18,200</u>	<u>20,200</u>	<u>-2,000</u>	<u>2678</u>	<u>10373</u>	<u>150</u>	<u>10523</u>	<u>3161</u>	<u>13684</u>	<u>1339</u>	<u>15023</u>	<u>1338</u>	<u>16361</u>	<u>1839</u>	<u>18200</u>	<u>4650</u>	<u>3177</u>	<u>7827</u>
Property Costs (Contra)		7,500	7,500	0	625	4375	625	5000	625	5625	625	6250	625	6875	625	7500	1875	1250	3125
Printing/Staff/Advert'g	4	338	500	-162	0	222	0	222	113	335		335	3	338	0	338	113	3	116
Telephone	5	1,861	1,900	-39	232	1118	83	1201	216	1417	140	1557	83	1640	221	1861	439	304	743
Incidental costs	6	1,754	3,200	-1,446	443	1445	8	1453	166	1619	135	1754	0	1754	0	1754	309	0	309
Staff Training	7	0	500	-500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Projects	8	<u>14,897</u>	<u>7,500</u>	<u>7,397</u> Projects in addition to Budget	<u>2000</u>	<u>2444</u>	<u>10725</u>	<u>13188</u>	<u>214</u>	<u>13383</u>	<u>107</u>	<u>13490</u>	<u>1407</u>	<u>14887</u>	<u>0</u>	<u>14887</u>	<u>11046</u>	<u>1407</u>	<u>12453</u>
Other Costs		<u>26350</u>	<u>21100</u>	<u>-5,250</u>	<u>3390</u>	<u>7160</u>	<u>11441</u>	<u>21045</u>	<u>1334</u>	<u>22379</u>	<u>1007</u>	<u>23386</u>	<u>2118</u>	<u>25504</u>	<u>846</u>	<u>26350</u>	<u>13782</u>	<u>2984</u>	<u>16746</u>
Total Revenue Costs		<u>100264</u>	<u>97,790</u>	<u>-2,564</u>	<u>10677</u>	<u>50965</u>	<u>15955</u>	<u>69364</u>	<u>8932</u>	<u>78296</u>	<u>7112</u>	<u>85408</u>	<u>7781</u>	<u>93189</u>	<u>7075</u>	<u>100264</u>	<u>31999</u>	<u>14856</u>	<u>46355</u>
Less Notional Rent		<u>7,500</u>	<u>7,500</u>			4375	5000			5625		6250		6875		7500	1875	1250	3125
Total 12 Months		<u>92,764</u>	<u>90,290</u>	<u>-2,564</u>	<u>10677</u>		<u>15955</u>		<u>8932</u>		<u>7112</u>		<u>7781</u>		<u>7075</u>		<u>30124</u>	<u>13606</u>	<u>43730</u>



Scots Language Centre

[REDACTED]
Gaelic and Scots Unit
The Scottish Government
Area 2-B South
Victoria Quay
Edinburgh
EH6 6QQ

10 June 2014

Dear [REDACTED]

Schedule 2 Grant Claim Form 2014/15

I enclose Grant Claim Form Initial Claim for the second tranche of £20,000 for 2014/15.

If you have any queries I may be contacted direct at the address or email stated at the bottom of the page and look forward to receiving the next tranche of Grant in due course.

Yours aye

G E Beange
Honorary Treasurer

PASSED FOR PAYMENT	
SIGNATURE	[REDACTED]
NAME (IN CAPS)	[REDACTED]
BCLO:	<u>YES/NO</u>
COST CENTRE	[REDACTED]
ACCOUNT CODE	[REDACTED]
DATE	<u>20 June 2014</u>
Payment passed in accordance with Scottish Executive Finance Manual Section E	

GRANT CLAIM FORM

Organisation: The Scots Language Resource Centre Association Limited
A K Bell Library
York Place
Perth
PH2 8EP

Bank details: [REDACTED]

Project: Scots Language Centre

Total agreed grant for 2014/15: £70,000

Latest forecast of expenditure of grant for 2014-2015 - £ 84,000

Grant claimed to date: £ 10,000

Unexpended grant: nil

Claim for grant for the period from 1/04/14 to 31/03/2015:

We hereby claim £ 20,000 grant of £ 70,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 17 March 2014 and the Schedules attached thereto.

Completed by: [REDACTED]

Position: Hon Treasurer

Contact Details: Email: [REDACTED]

Date: 10 June 2014

Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs		Partial Invoice/PAYE	
Web site Design & Management		Y	
Accounting & Legal (PAYE)		N	
Property Costs		N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs		Y	
Total			

* Note the total should add up to the total expenditure claimed for the period.

GRANT CLAIM FORM

Organisation: The Scots Language Resource Centre Association Limited
 A K Bell Library
 York Place
 Perth
 PH2 8EP

Bank details: [REDACTED]

Project: Scots Language Centre

Total agreed grant for 2014/15: £70,000

Latest forecast of expenditure of grant for 2014-2015 - £ 84,000

Grant claimed to date: £ 0,000

Unexpended grant: nil

Claim for grant for the period from 1/04/14 to 31/03/2015:

[Handwritten mark] We hereby claim £ 10,000 grant of £ 70,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 17 March 2014 and the Schedules attached thereto.

Completed by: [REDACTED]

Position: Hon Treasurer

Contact Details: Email: [REDACTED]

Date: 5 June 2014

Items of Expenditure 2013/2014 Final - Period 1 October 2013 to 31 March 2014

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Staff Costs	17,464	Partial Invoice/PAYE	
Web site Design & Management	11,645	Y	
Accounting & Legal (PAYE)	1,000	N	
Property Costs	3,125	N Contra	Contra Account by grant from Perth & Kinross Council
Other Costs	13,621	Y	
Total	45,855		

* Note the total should add up to the total expenditure claimed for the period.

[REDACTED]
Gaelic & Scots Team
The Scottish Government
Area 2-J North
Victoria Quay
Edinburgh
EH6 1QQ

17 December 2014

Dear [REDACTED]

Schedule 2 Grant Claim Form 2014/15

I enclose the Grant Claim Form for the period to 31 March 2015 together with Invoices covering the period from 1 August 2014 to 31 October 2014.

If you have any queries, I may be contacted at the email address or phone number detailed within the enclosed paperwork. I look forward to receiving the next tranche of Grant in due course.

Yours sincerely

[REDACTED]
Honorary Treasurer