



EMPLOYER CLAIM FORMS

The following forms must be submitted in order for claims to be processed:

1. **Employer Claim Forms**: These have been pre-filled with the employee information, and budget allocations for each employee. Please fill in **the highlighted cells** in order to complete the appropriate period claim (i.e. First Period, or Final Period). You will note that the employee sheets are linked to the summary sheet, and the total claim amounts will appear on the summary.
2. **In-Kind Contribution Form**: It is very important that we track all in-kind contributions that employers make to the project. The items listed on the form are examples of some of the types of contributions you may have made. Please list the contributions that you estimate you have made during this period of the contract that are **over and above those allocated in the budget**.
3. **DAWN Outcomes**: This form is to be submitted with the Final Period Claim Form. The employer, together with the employee, needs to complete the DAWN Outcomes evaluation for each individual employee trainee; *The "Before Training" section to be filled out before training commences, and the "After Training" section to be filled out upon the completion of training.*

Summary of Forms and Supporting Documents to be Submitted:

- Employer Claim Forms (electronic form, as well as signed hard copy)
- In-Kind Contribution Form
- Trainer invoices
- Training invoices/receipts (for courses/workshops)
- Tuition receipts
- DAWN Outcomes Document **to be submitted with Final Period Claim Forms*

Payments will not be processed until all forms and supporting documents are submitted.