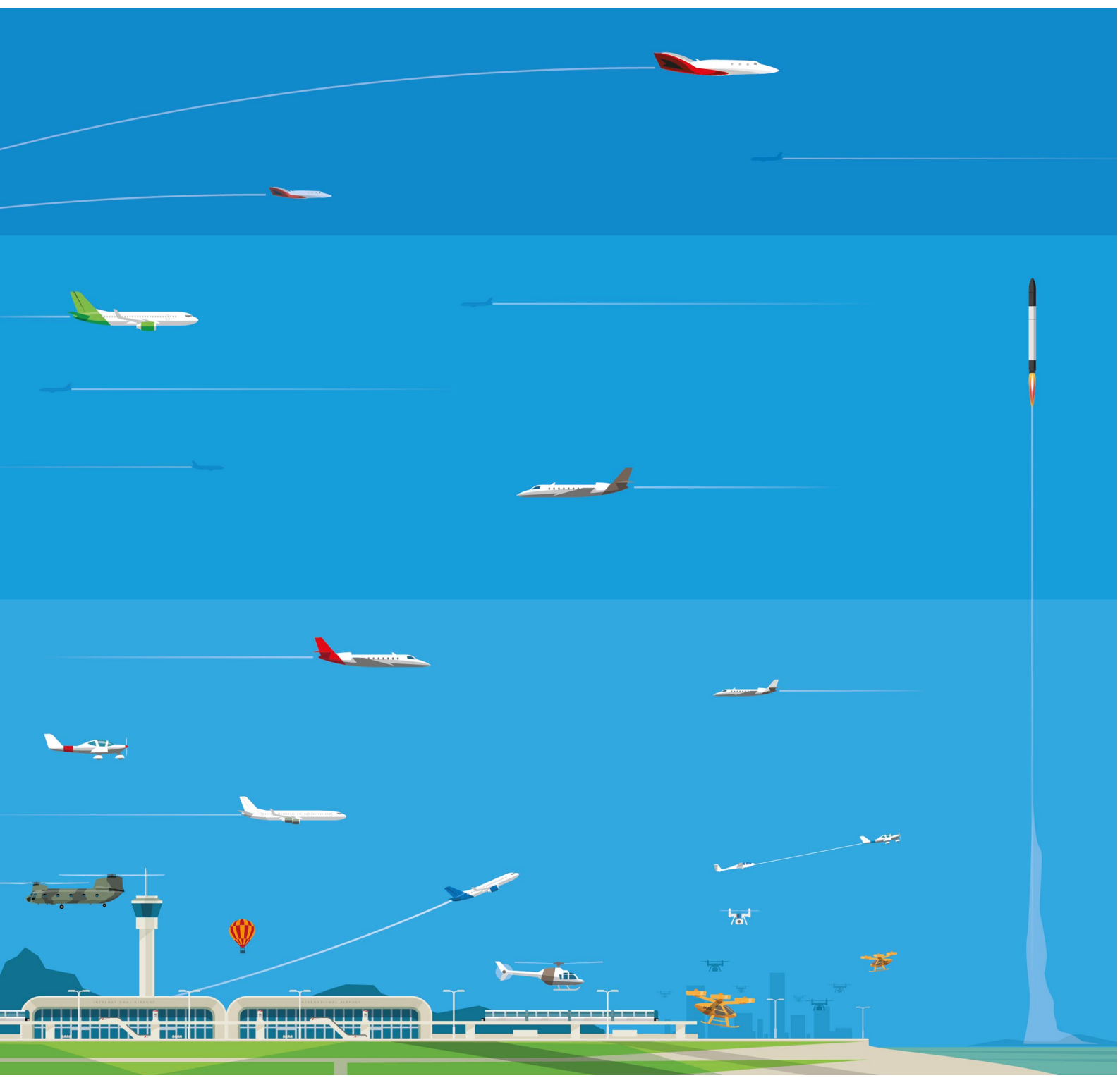


UK Airspace Design Support Fund Application Process and Guidance

CAP 3231



Published by the Civil Aviation Authority, 2026

Civil Aviation Authority
Aviation House
Beehive Ring Road
Crawley
West Sussex
RH6 0YR

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First published April 2026

Enquiries regarding the content of this publication should be addressed to:

airspace.modernisation@caa.co.uk

The latest version of this document is available in electronic format at: www.caa.co.uk/CAP3231

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Chapter 1

Background

Purpose of the Airspace Design Support Fund

- 1.1 In March 2025 the Government announced it would reform the UK's approach to modernising the design of UK airspace by introducing the UK Airspace Design Service ("UKADS") and a UK Airspace Design Support Fund ("Support Fund") to provide support for eligible airspace change sponsors progressing airspace change proposals ("ACPs") at airports where NATS (En Route) plc ("NERL") is not progressing an airspace change proposal as the UKADS provider.¹
- 1.2 UKADS and the Support Fund is funded through a new Airspace Design Charge, established in May 2026 through a modification to NERL's air traffic services licence² and implemented using the same charging specification provisions in the Transport Act 2000 as those used to specify the UK, Oceanic and London Approach Air Traffic Services charges.
- 1.3 The Commencement Date of the Support Fund is 6 May 2026, from which point the funding mechanism will be established³ and the Civil Aviation Authority ("the CAA") can accept applications.

Support Fund Roles and Governance

- 1.4 Below we set out the respective roles of the Department for Transport ("DfT"), CAA and NERL relating to the Support Fund.
- 1.5 **The DfT** has published the Support Fund Rules and Eligibility Criteria⁴ ("Fund Rules") which set out how the Support Fund operates, including:
 - who may apply to the Support Fund and for what costs; and
 - the requirements relating to the Support Fund processes, including the requirement to set up the application process, assess applications and pay out funding.

¹ [New approach to ensure regulators and regulation support growth \(HTML\) - GOV.UK](#)

² [NATS En Route Licence: NATS \(En Route\) Licence | UK Civil Aviation Authority](#)

³ The funding mechanism is established when the modifications to NERL's air traffic services licence come in to effect establishing the Airspace Design Charge [CAP3225: Economic Regulation of NERL Decision to modify NERL's Licence to support the implementation of a UK Airspace Design Service | UK Civil Aviation Authority](#)

⁴ [UK Airspace Design Support Fund rules and eligibility criteria - GOV.UK](#)

- 1.6 **The CAA** processes, assesses and decides upon Support Fund applications as the Fund Decision Maker.
- 1.7 **NERL** (the “Fund Distributor”) is required to distribute the funds to recipients as directed by the CAA.
- 1.8 Oversight of the Support Fund is governed by the DfT/CAA Joint Airspace Modernisation Programme Board.⁵
- 1.9 The CAA and DfT have assessed that the Support Fund is consistent with the UK subsidy control principles, in compliance with the Subsidy Control Act 2022. The CAA has published a notice of the Support Fund on the UK Subsidy Database⁶ where any allocated funding will also be published.

Support Fund applications and CAA’s air navigation functions

- 1.10 The CAA’s role in processing, assessing and deciding upon the eligibility of any application to the Support Fund is entirely separate from its duties under s.70 of the Transport Act 2000.⁷
- 1.11 Any CAA decision to award or withhold funding is made solely on the CAA’s assessment of the funding application and submitted evidence against the eligibility criteria established by the DfT within the Fund Rules. Any such CAA decision has no bearing upon and does not assess the likelihood of success of any ACP from a CAP 1616 airspace change process perspective.⁸

Purpose of this document

- 1.12 This document establishes the process that the CAA has set up in its role as the Fund Decision Maker to manage the Support Fund and provides guidance to applicants. It is written in accordance with the Fund Rules and should be read in conjunction with them.

⁵ [AMS governance and progress reports | UK Civil Aviation Authority](#)

⁶ [GOV.UK - Public user search page](#)

⁷ [Transport Act 2000](#)

⁸ [CAP 1616: Airspace Change Process | UK Civil Aviation Authority](#)

Chapter 2

Process

Overview

- 2.1 The CAA has put in place a process for applications to be made to the Support Fund, the assessment of applications against the eligibility criteria established in the Fund Rules, decisions on those applications and directing NERL to disburse funds. The process consists of the following steps:
- a) Application
 - b) CAA Assessment and decision in-principle
 - c) Grant Funding Agreement
 - d) Work undertaken
 - e) Monitoring and reporting
 - f) Completion Report
 - g) CAA Assessment and Final Decision
 - h) Disbursement of funds
 - i) Post-funding review and closure.

Application

- 2.2 Applicants are required to submit a funding application to the CAA before undertaking the work for which they are seeking funding using the application form (“Fund Application”)⁹ (applications for pre-commencement date costs are addressed in paragraphs - 2.11 below). Once an application is submitted to the CAA the applicant may, at their own risk, proceed with the funded activities. The final payment of the funding is subject to the CAA’s Final Decision, if the CAA subsequently rejects their application or considers any element ineligible, the applicant is solely responsible for the relevant costs incurred.
- 2.3 Applicants are required to provide a detailed statement of work (“SoW”), a work delivery timeline that aligns with the CAP 1616 timeline for the ACP for which they are applying for funding (the “Relevant ACP”) and evidence that the applicant, the Relevant ACP and the costs for which they are applying for funding (“Claimed Costs”) meet the eligibility criteria published in the Fund Rules.

⁹ [UK ADSF Fund Application and Statement of Work](#)

Chapter 3 contains guidance on the completion and submission of the Fund Application.

- 2.4 Subject to the absolute cap of £1 million total funding per applicant, there is no restriction on the number of applications that an applicant may submit to the Support Fund nor any restrictions on applicants revising and resubmitting previously unsuccessful applications. Applicants should be mindful that where they have previously been unsuccessful on the grounds that the applicant or the Relevant ACP failed to meet the eligibility criteria, a subsequent application would not be considered eligible without evidencing a material change of circumstances.
- 2.5 Applicants may wish to submit a single SoW for their entire ACP or may break the work down into several applications by different phases or ACP stages. When considering the appropriate method, applicants are invited to note:
- the absolute cap of £1 million total funding applies per applicant regardless of the number of applications submitted or approved;
 - the timelines within which the CAA will return a decision in-principle (paragraph 2.12); and
 - funding is paid retrospectively as a single payment after the applicant has incurred the costs for the funded work and submitted a Completion Report. The CAA will make a single final decision on any funding to be awarded in relation to the SoW being assessed. Applicants may therefore wish to consider project timelines and liquidity when deciding whether to submit a single application for multiple ACP stages or whether to break the application into shorter phases of deliverables.
- 2.6 While applicants may use consultants or other external support to prepare costings or draft material, correspondence and submissions to the CAA will only be accepted directly from the applicant.

Applications containing pre-commencement date costs

- 2.7 Applicants may apply for funding for eligible pre-commencement date costs which were incurred between 13 November 2025 and 6 May 2026.
- 2.8 The process relating to pre-commencement date costs differs from that in paragraph 2.1 as applicants were unable to submit applications in advance of commencing work. The steps for applications relating solely to pre-commencement date costs are:
- a) Application and Completion Report submitted
 - b) CAA Assessment and Final Decision
 - c) Grant Funding Agreement

- d) Disbursement of funds
- e) Post-funding review and closure

- 2.9 An application for pre-commencement date costs does not require the full timeline and SoW specified in paragraph 2.3 as the work has already been completed, the costs incurred and the application submitted alongside a Completion Report which provides a high-level summary of the work undertaken. Paragraphs 3.5 and 3.20 provide guidance on the completion of the Fund Application and Completion Report for pre-commencement date costs.
- 2.10 Should an application include both costs already incurred (“Actual Costs”) from pre-commencement date activities and Claimed Costs for activities planned on or after the Commencement Date, the applicant should submit a full Fund Application for the Claimed Costs planned on or after 6 May 2026 in accordance with paragraphs 2.2 to 2.3. This should be submitted alongside a Completion Report (and supporting evidence) detailing the Actual Costs from the pre-commencement date work (see paragraph 3.15). The process in paragraph 2.1 will then apply for the post-commencement date SoW and Claimed Costs.
- 2.11 Any decision to award funding either in-principle or final and any Grant Funding Agreement (“GFA”) entered into will be for the total funding awarded including both the Actual Costs for the pre-commencement date work and the Claimed Costs for the work to be carried out on or after 6 May 2026 in line with the SoW.

Assessment and decision in principle

- 2.12 The CAA will assess the eligibility of the applicant, the ACP and the Claimed Costs against the criteria established in the Fund Rules and will provide a non-binding decision in-principle within 30 working days of receipt of the complete Fund Application.
- 2.13 The CAA’s assessment process consists of:
- a) The CAA confirms receipt of the application and provides the applicant with a reference number within five working days. Details of the application are verified including the nature and status of the Relevant ACP, passenger numbers at the applicant airport and confirmation that NERL is not progressing another ACP at the same airport.
 - b) The CAA’s Airspace Design Support Fund Assessment Board, supported by analysis from CAA technical specialists, reviews the applications and associated evidence, and assesses the application against the eligibility criteria set out in the Fund Rules.
 - c) The Chair of the Assessment Board presents the Assessment Board’s recommendation to the CAA’s Airspace Design Support Fund Decision Board on the eligibility of the application and the value of any Grant

Funding. The Decision Board considers the application and recommendation, and the Chair makes a decision “in principle” regarding the eligibility of the application and any Grant Funding.

- d) The Chair of the Decision Board writes to the applicant to advise them of the CAA’s “in principle” decision explaining which eligibility criteria the Fund Application and Claimed Costs were considered to satisfy, and any difference between the amount of funding awarded in principle and the Claimed Costs applied for.

- 2.14 There shall be no obligation on the Fund Decision Maker or the Fund Distributor to award or pay any funding in respect of Claimed Costs or Actual Costs based only on the “in principle” decision. Payment of the funding is subject to a Final Decision made by the CAA following review of the Completion Report (paragraph 2.24).

Grant Funding Agreement

- 2.15 If the Fund Decision Maker’s non-binding “in principle” decision is that the relevant criteria are provisionally satisfied in relation to all, or some of the Claimed Costs and so provisionally approves “in principle” the application (in whole or in part), the CAA and the applicant will enter into a GFA.

- 2.16 The contents of the GFA include:

- a copy of the SoW which has been approved in principle;
- requirements on the applicant to achieve value for money and to procure services fairly;
- provisions which set out the occasions when the GFA may be terminated or when the CAA may require reimbursement of any Grant Funding paid (in whole or in part);
- arrangements in the event that Actual Costs exceed Claimed Costs; and
- reporting and information-sharing requirements.

Work undertaken

- 2.17 The applicant undertakes the funded tasks in accordance with their SoW and the requirements established in the GFA.

Monitoring and reporting

- 2.18 It is a requirement of the GFA that the applicant provides progress reports to the CAA every two months (“bi-monthly”). The reporting requirement starts on the date the GFA is signed and ends when the applicant has completed their SoW

and submitted a complete (in the CAA's reasonable opinion) Completion Report to the CAA for assessment and Final Decision (see paragraph 2.25).

- 2.19 Information reported by the applicant will be used by the CAA to:
- report to the DfT/CAA Joint Airspace Modernisation Programme Board on the use and operation of the Support Fund;
 - ensure that the applicant is making satisfactory progress with the funded activities and meeting the agreed outputs set out in the SoW; and
 - confirm that the applicant has demonstrated continuing commitment to completing the Relevant ACP through its proposed delivery timeline for the relevant stage(s) as required under the CAP 1616 airspace change process and agreed with the CAA.
- 2.20 Guidance on the submission of the bi-monthly reports is contained in paragraph 3.8.
- 2.21 The CAA and DfT (through the Joint Airspace Modernisation Programme Board) will monitor the applicant's progress in delivering the SoW. If they consider that it is necessary to terminate the GFA they will do so in accordance with the Fund Rules and the process at paragraph 2.33.
- 2.22 In addition to the requirements of paragraphs 2.18 and 2.19, applicants should inform the CAA in writing:
- a) as soon as practicable if the whole or any part of the Actual Costs are or are likely to be significantly different from the Claimed Costs; and
 - b) in advance of the applicant incurring any difference exceeding 5% and up to 15% increase (in whole or in part, although no greater difference) if the reason for the difference is that the SoW has been adversely impacted which may result in non-delivery, or there has been a mutually agreed change of scope for the SoW between the Fund Decision Maker and the applicant.
- 2.23 After the bi-monthly reporting requirement in paragraph 2.18 has ended and any Grant Funding awarded by the CAA has been disbursed by the Fund Distributor, the applicant should continue to provide the CAA with any updates to the delivery timeline for the Relevant ACP under the CAP 1616 airspace change process.

Completion Report

- 2.24 On completion of the SoW, or on initial application for pre-commencement date costs (see paragraph 2.9), the applicant should submit a Completion Report containing:

- evidence of Actual Costs incurred;
- justification for any variance in cost from the original Claimed Costs, including evidencing where the applicant has complied with paragraph 2.22 (if applicable);
- evidence of the efficient completion of the SoW including a consolidated high-level summary of all SoW outputs and actual costs, and details (where relevant) of how the applicant's external procurement processes were undertaken in a fair, open and non-discriminatory manner; and
- evidence that the Actual Costs met the eligibility criteria.

2.25 The Completion Report should be submitted in accordance with the guidance at paragraph 3.15. The CAA may request further information or evidence from the applicant prior to acknowledging receipt of the Completion Report if (in their reasonable opinion) they consider it to be incomplete. After the CAA acknowledges receipt of a complete Completion Report:

- the CAA will accept no further Actual Costs relating to the SoW;
- the bi-monthly reporting requirements of paragraph 2.18 will cease; and
- the CAA will write to the applicant within 40 working days to advise them of the CAA's Final Decision and any Funding Award.

Assessment and Final Decision

2.26 The Airspace Design Support Fund Assessment Board will review the Completion Report and associated evidence to ensure that the Actual Costs incurred in completing the SoW meet the eligibility criteria and that the requirements of the GFA have been satisfied. Based on the Assessment Board's assessment:

- a) If the Assessment Board assesses that all eligibility criteria have been met, that the Actual Costs do not exceed the Claimed Costs by more than 5% (in whole or in part) and that the funded tasks have been delivered in accordance with the SoW, they will recommend that the Decision Board approve the Grant Funding for the value of the Actual Costs in accordance with the GFA.
- b) If the Assessment Board identifies that any of the Actual Costs are ineligible or that the Actual Costs in total exceed the absolute cap of £1 million, it will recommend relevant adjustments to the Grant Funding. The Assessment Board will present the recommendation to the Decision Board for final decision of any Grant Funding award.
- c) If the Assessment Board identifies that the Actual Costs have increased, in whole or part, by between 5% and 15% it will assess

whether the submitted evidence demonstrates that the conditions outlined in paragraph 23.h of the Fund Rules are met. The Assessment Board will present a recommendation to the Decision Board for Final Decision of any Grant Funding award.

- d) If the Assessment Board assesses that the applicant or ACP did not meet the eligibility criteria, or that any of the grounds for termination within the GFA may apply, they will escalate the assessment to the Decision Board.

- 2.27 The Chair of the Decision Board will write to the applicant within 40 working days of the CAA receiving a complete, in their reasonable opinion, Completion Report to advise them of the CAA's Final Decision, explaining which eligibility criteria the Completion Report and Actual Costs were considered to satisfy, and any difference between the amount of Grant Funding awarded and the Actual Costs incurred.

Disbursement of funds

- 2.28 The CAA will direct the Fund Distributor to release any awarded Grant Funding to the applicant. Funding should only be released by the Fund Distributor to the applicant. The applicant is responsible for paying suppliers or third parties used in the delivery of the SoW.

Post-funding review and closure

- 2.29 After Grant Funding has been paid to the applicant, the CAA will continue to monitor progress of the Relevant ACP through the CAP 1616 process and will provide updates to the Joint Airspace Modernisation Programme Board on the applicant's continuing commitment to completing the ACP. In accordance with paragraph 2.23 the applicant should update the CAA with the details of any amendments to the CAP 1616 airspace change timeline.
- 2.30 The GFA will remain in force until the Relevant ACP is submitted to the CAA for regulatory decision in accordance with the CAP 1616 airspace change process, unless the GFA is otherwise terminated by the CAA. The CAA will notify the applicant of GFA closure in writing.
- 2.31 Should the applicant have not submitted the Relevant ACP to the CAA for regulatory decision within five years of the CAA confirming receipt of a complete (in its reasonable opinion) Completion Report, the Assessment Board will review any evidence submitted by the applicant in accordance with paragraph 2.23 and make a recommendation to the Decision Board regarding whether the failure to progress the ACP was considered to be due to reasons beyond the applicant's reasonable control.

- 2.32 The CAA will write to the applicant to explain the outcome of their assessment and establish next steps which may include further monitoring, closure of the GFA or the requirement to repay the Grant Funding.

Repayment of Grant Funding and termination

- 2.33 If the CAA identifies, through monitoring or otherwise, that it may be necessary or appropriate to seek reimbursement of Grant Funding or to terminate the GFA, the CAA will conduct a review of the relevant evidence and may reasonably request further information from the applicant to support their review.
- 2.34 Any decision to terminate a GFA or require repayment of Grant Funding in part or in whole will be made by the Decision Board in consultation, where required, with DfT through the Joint Airspace Modernisation Programme Board.
- 2.35 The Chair of the Decision Board will write to the applicant explaining the reasoning behind their decision and confirming the status of their GFA before instructing the Fund Distributor to administer any repayment.

Chapter 3

Guidance for applicants

Introduction

- 3.1 This section contains information and guidance relevant to the application and reporting requirements established in the Fund Rules.
- 3.2 Unless otherwise stated, all submissions or correspondence with the CAA relating to the Support Fund should be directed to airspace.modernisation@caa.co.uk.

Application submission

- 3.3 Applications to access the Support Fund should be submitted to the CAA using the [UK ADSF Fund Application and Statement of Work](#) (“Fund Application”).
- 3.4 The Fund Application contains four sections: Application Details, Eligibility Criteria, Claimed Costs and Planned Tasks (the “Statement of Work”), and Delivery Timeline. Guidance on the submission of each section is provided below.
- 3.5 Completion of the Application Details and Eligibility Criteria sections:
1. Questions 1-10: Establish the applicant, their designated point of contact and the Relevant ACP. Question 9 (Application Ref) should be left blank, the CAA will issue a reference number on receipt.
 2. Question 11: Applicants should mark the appropriate tick box(es) to indicate whether the application relates to pre-commencement date costs, Claimed Costs for work planned after the commencement date, or both.
 - a) Applications relating to Claimed Costs for work planned on or after the Commencement Date should complete all sections of the Fund Application.
 - b) Applications relating **exclusively** to Actual Costs arising from pre-Commencement Date work are not required to complete the “Claimed Costs and Planned Tasks” or “Delivery Timeline” sections of the Fund Application. Instead details of the Actual Costs and supporting evidence should be submitted on a Completion Report (see paragraph 3.15) accompanying the Fund Application (with complete Application Details and Eligibility Criteria sections).
 - c) Applications with **both** Actual Costs arising from pre-Commencement Date work **and** Claimed Costs for work planned on or after the

Commencement Date should complete all sections of the Fund Application **and** submit the pre-Commencement Date Actual Costs on an accompanying Completion Report (see paragraph 3.15).

3. Question 12: Applicants should briefly introduce the objective(s) of the Relevant ACP and explain how its delivery aligns with the aims of the Support Fund as published in paragraphs 2 and 3 of the Fund Rules.
4. Question 13: The applicant should provide the reference number(s) of any previously submitted applications to the Support Fund and the value of any Grant Funding awarded. Details should also be provided of any funding or financial support from other sources which would duplicate Grant Funding from the Support Fund.
5. Question 14: Enter the airport's total annual passenger movements for the calendar year two years before the year of application. This should be in accordance with the UK airport data published on the [CAA website](#) under: *UK airport data (year) > Annual airport data (year) > Table 09 Terminal and Transit Passengers > "Terminal and Transit Passengers"*.
6. Question 15: If the applicant airport does not meet the passenger eligibility threshold and the DfT has approved the applicant's eligibility on an exceptional basis in accordance with the Fund Rules, the applicant should provide details in box 15 and submit supporting evidence with the application submission.
7. Question 16 and 17: Information relating to the Relevant ACP and any other ACP being progressed at the applicant airport is available on the CAA's [airspace change portal](#).

3.6 Completion of the SoW (Claimed Costs and Planned Tasks):

1. The CAP 1616 Stage and CAP 1616 Task / Deliverable column should specify the relevant stage and deliverable required by the airspace change process¹⁰ that is being delivered by the Funded Activity.
2. Sufficient detail should be provided regarding the Funded Activity to demonstrate that the Claimed Cost complies with the cost eligibility criteria in the Fund Rules. Any supporting evidence (e.g. quotes for services) should be submitted and referenced within the Funded Activity description.
3. Any third-party supplier or staffing costs should include a breakdown of the estimated number of working days attributable to the task and the relevant daily rate.

¹⁰ [CAP 1616F: Guidance on Airspace Change Process for Permanent Airspace Change Proposals | UK Civil Aviation Authority](#)

4. The Activity Dates should establish when the task is planned for delivery and should align with both the Planned Tasks and the CAP 1616 delivery timeline published on the [airspace change portal](#).
 5. All costs should exclude VAT and be totalled at the bottom of the table.
 6. Completion of the SoW is not required if all costs are Actual Costs arising from pre-commencement date work (see paragraph 3.5-2.b).
- 3.7 The Delivery Timeline should provide a high-level summary of the timings in the SoW, it should align with the CAP 1616 delivery timeline published on the CAA's [airspace change portal](#) and include relevant events related to the airspace change process such as submission deadlines or gateway dates. Where appropriate, the applicant may group SoW lines to improve clarity. Production of the Delivery Timeline is not required if all costs are Actual Costs arising from pre-commencement date work (see paragraph 3.5-2.b).

Reporting and monitoring

- 3.8 After signature of the GFA, bi-monthly reporting (see paragraph 2.18) should be submitted to the CAA using the [UK ADSF Progress Report template](#).
- 3.9 The Progress Report comprises the following sections:
- SoW Progress
 - Cost Report
 - Delivery Schedule
 - Risk Register.
- 3.10 The SoW Progress section should be populated with all lines from the SoW (deleting the example entry at line 1). Planned delivery dates should be baselined against those established in the SoW, unless adjusted in a previous Progress Report, in which case the previously amended dates should be used. The progress update should capture any key activities undertaken, outputs or deliverables, or any adjustments to the delivery dates that have taken place within this reporting period. "Nil" returns in the Progress Update field are required until the relevant SoW line has been completed.
- 3.11 The Cost Report should be used for recording any variance between the Claimed Costs and Actual Costs incurred completing the SoW; it should be considered a live document totalling all Actual Costs incurred to date (deleting the example entry at line 1). Submission of the Cost Report may be considered to satisfy the reporting requirement established in paragraph 2.22-a but **NOT** the requirement of paragraph 2.22-b.

- 3.12 The Delivery Schedule should provide a high-level summary of the timings in the SoW, with highlighted critical path. It should align with the CAP 1616 delivery timeline published on the CAA's [airspace change portal](#) and include relevant events related to the airspace change process such as submission deadlines or gateway dates. The applicant should group appropriate SoW lines to improve clarity.
- 3.13 The Risk Register should capture identified risks to SoW delivery explaining impact and any mitigating action planned or taken.
- 3.14 As requirements for Progress Reporting end on the submission of a complete (in the CAA's reasonable opinion) Completion Report (paragraph 2.18), the applicant is not required to provide any reporting in relation to pre-commencement date costs in the Progress Report.

Completion Report

- 3.15 On completing the SoW (or on application for pre-commencement date costs) a Completion Report should be submitted using the [UK ADSF Completion Report template](#) which contains:
- SoW Summary
 - Final Cost Report.
- 3.16 The SoW Summary should provide a consolidated high-level summary of all SoW achievements, activities and deliverables. It is not required to summarise every SoW Funded Activity individually; instead, they should be grouped by workstream or deliverable with output evidenced as appropriate.
- 3.17 The Final Cost Report should provide all Actual Costs incurred (excluding VAT), the variance between Actual and Claimed Costs (in total and as a percentage), justification for any variance, the date the Funded Activity was delivered and a file reference to the submitted supporting evidence. The Funded Activity and Claimed Costs should reflect those on the respective line of the signed SoW.
- 3.18 Third-party supplier invoices that are provided as evidence of Actual Costs should clearly set out the number of working days attributable to each task in the SoW and the daily rate applied. Costs relating to internal staffing should include evidence of hours or days attributed to the task and the relevant staff rate.
- 3.19 All supporting evidence relating to the Actual Costs and SoW outputs should be submitted alongside the Completion Report. The applicant should also provide details of their processes for ensuring the procurement of goods or services was undertaken in a fair, open and non-discriminatory manner and that value for money was obtained.
- 3.20 For Completion Reports that relate to pre-commencement date costs:

- a) In place of an Application Reference Number on page 1 of the report, the applicant should enter “Pre-commencement date costs”.
- b) The “Planned Dates” column in the SoW Summary should be left blank.
- c) The “Claimed Costs”, “Variance” and “Justification for Cost Variance” are not required in the Final Cost Report. The “Justification for Cost Variance” column should instead be used to describe the CAP 1616 tasks that the Actual Costs relate to (see paragraph 3.6-1) and to provide detail on the Funded Activity in accordance with paragraphs 3.6-2 to 3.6-5.

3.21 The CAA will acknowledge the receipt of a complete (in their opinion) Completion Report in accordance with paragraph 2.25 above.