



Ineligible & Non-Recoverable Grant Costs

CEIF grant is part funded by ERDF, all project costs applied for must be eligible and recoverable -Zero Waste Scotland will only pay out on costs which are eligible and recoverable.

Below are two sections of costs which are considered by Zero Waste Scotland ineligible or non-recoverable. These sections are not exhaustive and are based on the national rules which can be found [here](#).

Ineligible Items:

- **Accountancy fees & legal fees** - examples of these are fees for advice, notary, technical expertise. (section 5.1 National Rules)
- **Bank or Financial charges** - this includes charges for late payments, foreign currency exchange, service charges. (section 5.1 National Rules)
- **Staff related Ineligible costs** - includes training, annual leave buy back, sick pay, maternity, bonus, overtime, apprentice levy, staff that are not 100% dedicated to the project delivery. (section 5.7 National Rules)
- **Mandatory items** - that are required for health & safety or environmental regulations are ineligible. For example, personal protective equipment, fire extinguishers, building improvements to comply with changes to legislation or health & safety signage. (section 5.8 National Rules)
- **All studies should be at an advanced stage** - early-stage research, basic science projects and feasibility studies are ineligible
- **Related Ineligible costs of Premises** – this includes if the premises are not 100% dedicated to the project, if it is shared space or if the space is already owned by the organisation, (section 4.2.9 national rules)
- **Project Activity must be based in Scotland**– if the organisation is not based in Scotland, evidence must be provided that the project activity is contributing to Scotland's economy. For example, renting premises or employing staff in Scotland that are dedicated to project activity
- **Moveable Infrastructure** - Purchase of moveable infrastructure, such as motor vehicles, trailers, bicycles is ineligible. It is recommended that you lease as an alternative. (section 5.3 National Rules)
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Ineligible Items continued:

- **Costs that have been incurred out with the contract period** - for example, costs defrayed before the agreement has been signed
- **Costs must be incurred before they can be claimed** - for example, payments for PAYE/HMRC and pension are often made the following month, they cannot be claimed until there is evidence of defrayment
- **General subscriptions** - or memberships of trade or professional organisations this includes Chartered Institution's memberships
- **Recoverable VAT** - for example, if your organisation is VAT registered then claiming VAT from Zero Waste Scotland is ineligible
- **Incompliant Marketing material** – the correct size and current ERDF logo are required for the item to be eligible, please refer to the branding requirements (section 4.2.11 National Rules).

Non-Recoverable Costs:

- **Unpaid Credit Card transactions** – costs can be incurred by credit card; however, a credit card statement and bank statement must evidence the full credit card balance has cleared. The credit card must be in the organisation name not a personal credit card.
- **Expenses** – this includes travel costs: hotel, transport, mileage, parking fees, sustenance costs.
- **A lack of a clear audit trail** - for example items that are difficult to connect without doubt to the project such as screws, washers.
- **Payments made by PayPal, cash or cheque.**
- **Invoices lacking clear description** – invoices that contain 'services' a breakdown must be provided; this must be in layman's terms to provide a clear audit trail. For example, when paying for a consultant it must state how many hours or days and what work was carried out.



