

Appendix 1: Site Visit prior to signature of Letter of Offer

_____ (LAG Name)

Project Ref. No: _____

Date of Visit:			
Project Title:			
Project Promoter:			
Location visited:			
Contact Name(s):	1.	Landline:	
	2.	Mobile:	
Present at Meeting/Visit:	1.	2.	
	3.	4.	
Has any of the works approved for LEADER funding commenced or have any of the items been purchased?			
Other Comments:			
Print name of Person conducting Visit: Include organisation			
Signature:			
Date:			

Appendix 2: Pre-Payment Site Visit Report

_____ (LAG Name)

Project Ref. No: _____

Date of Visit:			
Project Title:			
Project Promoter:			
Location visited:			
Contact Name(s):	1.	Landline:	
	2.	Mobile:	
Present at Meeting/Visit:	1.	2.	
	3.	4.	
Summary of Work completed:			
Have the works been completed satisfactorily and consistent with those approved by the LAG?			
Have all Special Conditions in Letter of Offer been addressed (Give Details)?			
Is the Certificate of Compliance in order (for final project claim only):			
Is the LEADER Poster/Plaque in place (for final project claim only):			
Has an Asset Register been provided and are all items present and accounted for?			
Other Comments:			
Print name of Person conducting Visit: Include organisation			
Signature:			
Date:			