Unspent monies form
(Transition Fund)

If you don’t use all of your ILF Scotland grant, you will need to return the unspent money to ILF Scotland.

This form should be completed by whoever signed your ILF Scotland Agreement Form – you or your grant manager.

For more information, visit our website and download the “Your Responsibilities” guide for the Transition Fund. The direct link is:

<https://bit.ly/tf-your-responsibilities>

Remember: if you are granted funding for a specific purpose and (for any reason) want to change the use of that funding you must contact ILF Scotland and explain what you now want to use the funding for.

We must agree to the change before you can spend the money. If we haven’t approved that change then we may ask that you repay that portion of your funding.

# For further information:

* visit [www.ilf.scot](http://www.ilf.scot)
* contact the ILF Scotland office on 0300 200 2022
* email us: enquiries@ilf.scot

# Please fill in the details below

Recipient’s name: Click or tap here to enter text.

ILF Scotland reference: Click or tap here to enter text.

Grant manager’s name:

(if different from recipient’s): Click or tap here to enter text.

Do you have any unspent ILF Scotland monies?

Yes [ ]  No [ ]

Amount (£) Click or tap here to enter text.

Date monies returned: Click or tap here to enter text.

# Third party consent

If you currently use a third party (e.g. a Financial Management Organisation or Payroll Agency) to help with managing your funding please provide their contact details below.

Please note that by signing this form you are giving your consent for ILF Scotland to discuss your funding with them and for them to release any unspent monies to us.

Name of the organisation: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Email address: Click or tap here to enter text.

# Making a repayment

Please note that we no longer accept cheque payments.

Please pay by BACS transfer or in a branch at your bank. Our banking details are:

* Sort Code: 83-06-08
* Account Number : 18121282
* Account Name: Scottish Government
* Bank Name: RBS, 36 St Andrew’s Square, Edinburgh EH2 2AD
* Reference Number: Your ILF reference number

Please ask your bank to quote your ILF Scotland reference number when sending payments. You must state this reference number on all payments.

Failure to do so may mean that we are unable to allocate your payment to your account.

If you cannot get to a bank and do not have telephone or online banking then please call ILF Scotland on 0300 200 2022.

# This form should be completed by whoever signed your ILF Scotland Agreement Form – that is you or your Grant Manager.

Grant Manager Name: Click or tap here to enter text.

Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

[ ] Please tick this box if you are signing as a witness, on behalf of the applicant because they are unable to sign themselves as a result of their impairment or impairments, and complete the section below:

Name of witness: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

# If you have signed the declaration and you are not the ILF Scotland recipient, grant manager, or their witness, please give us your details below.

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Relationship to recipient and legal status:

 Click or tap here to enter text.

**Address: ILF Scotland, Denholm House, Almondvale Business Park,**

**Almondvale Way, Livingston, EH54 6GA**

**Tel: 0300 200 2022 Email:** **enquiries@ilf.scot** **Web: www.ilf.scot**

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