SFSY

Applicant

SCR Connection and Innovation Voucher Scheme Process

Applicant finds a supplier

Applicant sends in application & all original, signed supporting documents with firm quote (not estimate).

SFSY: Eligible Applicant/vouchers?

No → SFSY: Letter of Rejection – template formal letter with reason. Application closed

Yes → SFSY: Check Applicants De Minimis Declaration. All documentation present, signed & original versions?

SFSY: Quote acceptable? Voucher detail sufficient? Audit compliant?

No → SFSY: Application requested to provide further documentation and/ or revised and / or more detail on voucher

Applicant provides detail and information as requested to satisfy application.

Yes → SFSY: Voucher Offer Letter and grant agreement – details 28th day, 3 months expiry date and total max voucher value.

Applicant signs & returns Grant Agreement

SFSY: Order not placed within 28 days, letter withdrawing offer

Applicant notifies SFSY order is placed (within 28 days)

SFSY: Check if applicant is an existing vendor, if not submit vendor creation data to Finance

SFSY: Work not contracted and completed (within 3 months), formal letter withdrawing

Applicant confirms work contracted & completed (within 3 months).

Applicant receives fully itemised invoice from supplier.

Applicant pays the full cost including the VAT element and any additional cost to the supplier.

Applicant makes claim with claim form & voucher redemption invoice & supporting documents.

SFSY: Verify claim (approved premises, quote, offer letter invoice, applicant, voucher redemption invoice, payment shown on bank statement, URN & speed declaration).

No → SFSY: Formal Letter of Rejection

Yes → SFSY: Submit interface for initial check & approval & submission for payment (weekly).

SFSY: Make payment to applicant

SFSY: Issue formal De Minimis letter to applicant