HOW TO GET YOUR BETTER BUSINESS GRANT PAID

Guidance

Use this guide once all project costs have been paid and you are ready to submit your grant claim.

Before you start, you will need:

- A copy of the final itemised invoice* for **every** cost that you are claiming for as part of your grant application. This will need to match the costs of your original submission.
- Proof of payment* for **every** cost that you are claiming for as part of your grant application. This will need to match the costs of your original submission and match the invoice(s) detailed above.

*Not providing this information may severely delay payment of your grant as we will not be able to pay until you have corrected this information. Getting it right the first time will make your life easier; and ours!

Next Steps:

1

Login to the Grant Portal: https://jbportal.powerappsportals.com/

2

Navigate to the 'My Grants' section of the Portal

3

Click on the Grant that you are ready to submit payment proof for

4

Grants over £5,000 will be asked to complete additional information about the project status

5

The 'Project Items' section is where you upload invoices / proof of payment

6

In this section, you will see all of the cost items that you submitted as part of your original application

7

For each Project Item you will need to provide the final cost you paid and upload proof of full payment

What we accept as proof of payment

Option 1: A supplier invoice showing a zero balance

We can use an invoice as proof of payment if it shows:

- The supplier name, invoice number, invoice date, and total due is clearly visible.
- The outstanding balance shows £0.00.

Electronic “Paid” stamps, digital overlays, or other electronically added payment markings cannot be accepted as standalone proof of payment as we are unable to verify their authenticity. See option 2 for this.

GUIDANCE EXAMPLE - FICTIONAL - NOT A REAL FINANCIAL DOCUMENT

NORTHSTAR OFFICE SOLUTIONS LTD
18HarbourView,StHelier,Jersey JE24AB
accounts@northstarexample.test | 01534 123 456

INVOICE

BILL TO	INVOICE DETAILS	
Example Trading Limited 4 Market Lane St Helier, Jersey JE2 3EX	**Invoice number**	INV-1051
	Invoice date	05 August 2026
	Due date	19 August 2026

DESCRIPTION	QTY	UNIT PRICE	VAT	AMOUNT
Business support consultancy package	1	£800.00	20%	£800.00

Subtotal	£800.00
VAT (20%)	£160.00
Invoice total	£960.00
Payments received	£960.00
OUTSTANDING BALANCE	**£0.00**

PAID IN FULL

What this example demonstrates
This invoice records an outstanding balance of £0.00 and is marked paid in full, indicating that the supplier has applied the payment to the invoice.

Payment terms: Payment due within 14 days. Please quote the invoice number with your payment.

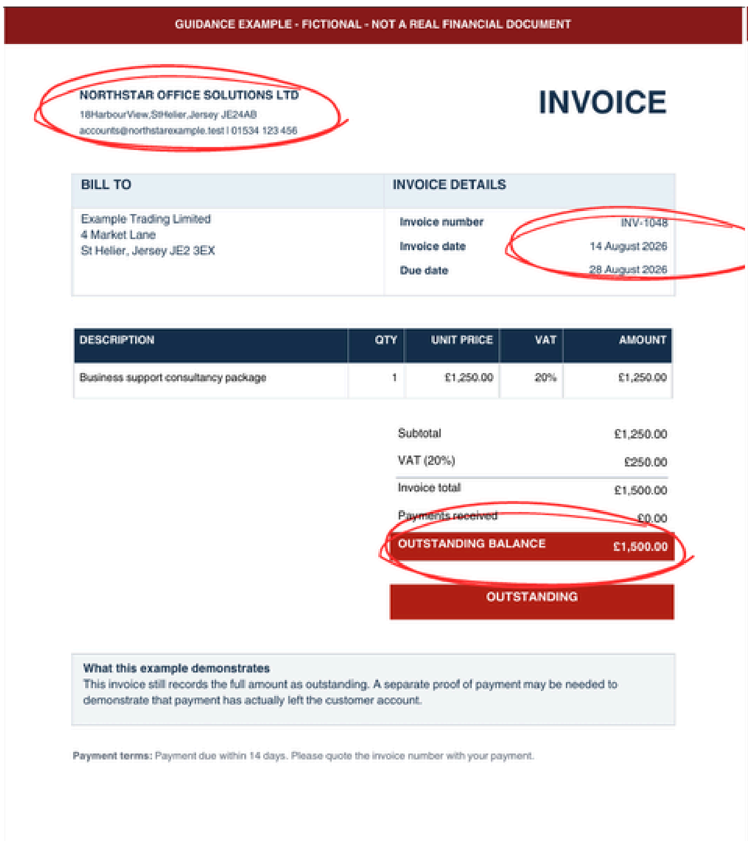
What we accept as proof of payment

Option 2: A supplier invoice and a bank account statement showing that the transaction has been paid

If the invoice still shows an outstanding balance, upload the invoice together with a bank account statement, both clearly showing:

- The supplier name, invoice number, invoice date, and total amount due
- The account holder name is visible, so the account can be linked to the grant applicantion
- The statement period and account details are visible
- The transaction date, the supplier or payee name, the amount paid, and the payment reference
- The transaction matches the invoice. In the example, the £1,500.00 payment to Northstar Office Solutions Ltd included reference INV-1048, matching the invoice total and invoice number.

Invoice



GUIDANCE EXAMPLE - FICTIONAL - NOT A REAL FINANCIAL DOCUMENT

NORTHSTAR OFFICE SOLUTIONS LTD
18HarbourView,StHelier,Jersey JE24AB
accounts@northstarexample.test | 01534 123 456

INVOICE

BILL TO	INVOICE DETAILS	
Example Trading Limited 4 Market Lane St Helier, Jersey JE2 3EX	Invoice number	INV-1048
	Invoice date	14 August 2026
	Due date	28 August 2026

DESCRIPTION	QTY	UNIT PRICE	VAT	AMOUNT
Business support consultancy package	1	£1,250.00	20%	£1,250.00

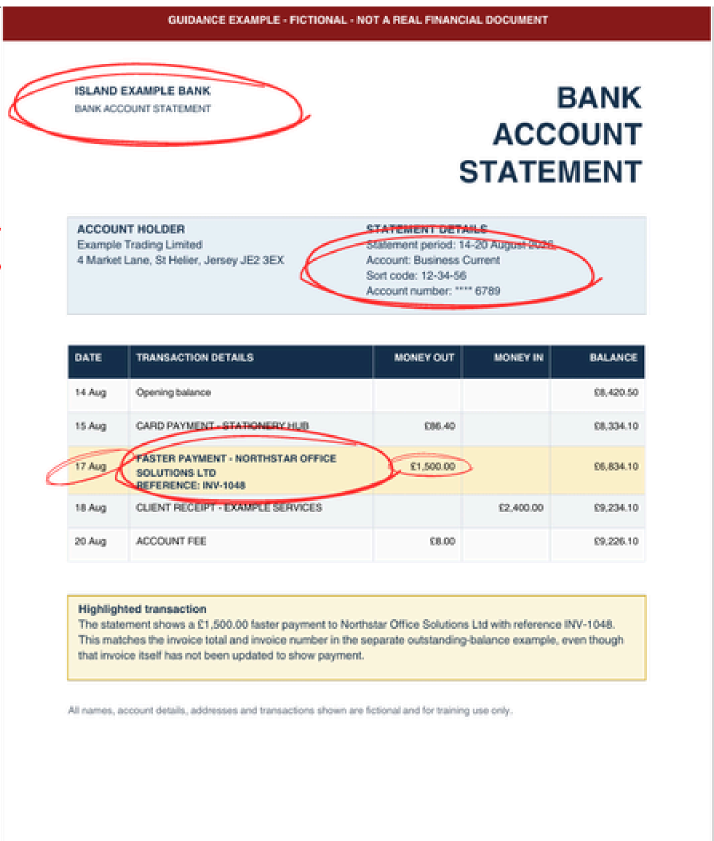
Subtotal	£1,250.00
VAT (20%)	£250.00
Invoice total	£1,500.00
Payments received	£0.00
OUTSTANDING BALANCE	£1,500.00

OUTSTANDING

What this example demonstrates
This invoice still records the full amount as outstanding. A separate proof of payment may be needed to demonstrate that payment has actually left the customer account.

Payment terms: Payment due within 14 days. Please quote the invoice number with your payment.

Statement / Payment proof



GUIDANCE EXAMPLE - FICTIONAL - NOT A REAL FINANCIAL DOCUMENT

ISLAND EXAMPLE BANK
BANK ACCOUNT STATEMENT

BANK ACCOUNT STATEMENT

ACCOUNT HOLDER
Example Trading Limited
4 Market Lane, St Helier, Jersey JE2 3EX

STATEMENT DETAILS
Statement period: 14-20 August 2026
Account: Business Current
Sort code: 12-34-56
Account number: **** 6789

DATE	TRANSACTION DETAILS	MONEY OUT	MONEY IN	BALANCE
14 Aug	Opening balance			£8,420.50
15 Aug	CARD PAYMENT - STATIONERY HUB	£86.40		£8,334.10
17 Aug	FASTER PAYMENT - NORTHSTAR OFFICE SOLUTIONS LTD REFERENCE: INV-1048	£1,500.00		£6,834.10
18 Aug	CLIENT RECEIPT - EXAMPLE SERVICES		£2,400.00	£9,234.10
20 Aug	ACCOUNT FEE	£8.00		£9,226.10

Highlighted transaction
The statement shows a £1,500.00 faster payment to Northstar Office Solutions Ltd with reference INV-1048. This matches the invoice total and invoice number in the separate outstanding-balance example, even though that invoice itself has not been updated to show payment.

All names, account details, addresses and transactions shown are fictional and for training use only.

Before you submit, check the following

✔	Check	What to look for
☐	Invoice details	Supplier name, invoice number, date, description and total are readable
☐	Payment status	The invoice shows £0.00 outstanding or a separate bank statement is included
☐	Business account	The bank statement identifies the business name/ account holder and provides sufficient account and statement details
☐	Matching transaction	The payee, amount, and payment reference connect the bank transaction to the invoice
☐	Evidence is complete and clear	All relevant pages are included and the key details are not cut off or obscurred