

Open Collective Claiming Expenses

1. Claim your funds

You can claim money up to the amount that your collective holds on the Open Collective site.

You can claim for costs associated with running warm spaces.

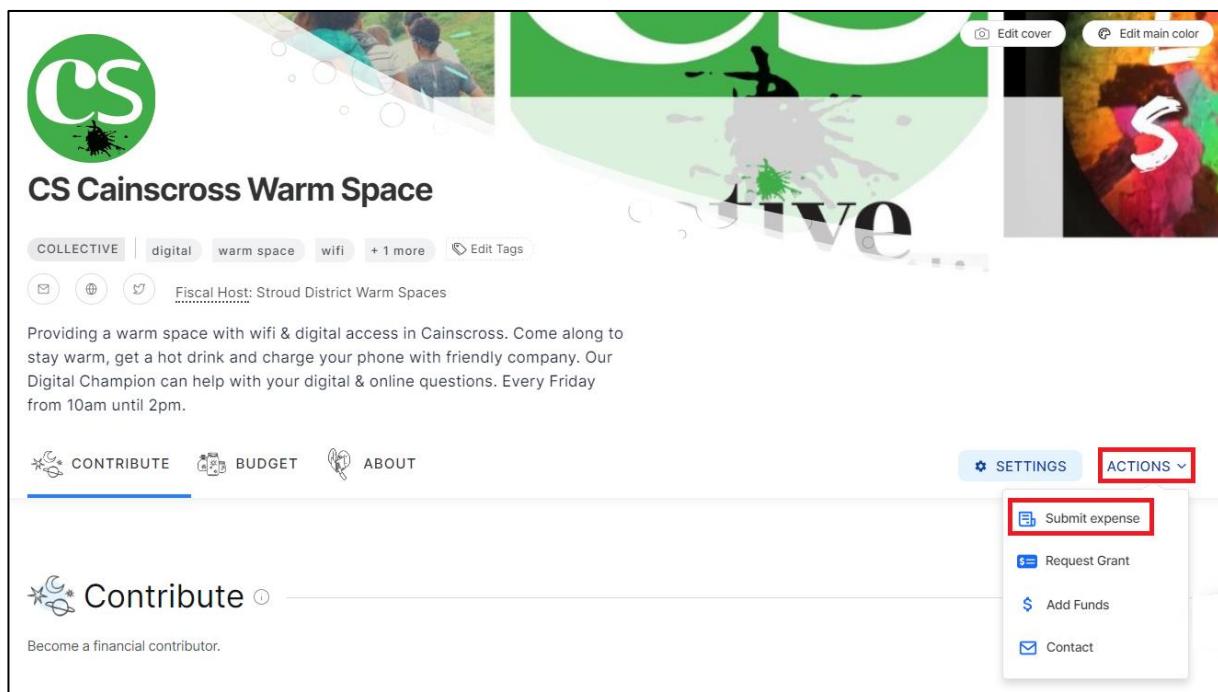
2. Estimate your costs (unless you are providing a single receipt)

Estimate your costs for warm space activities that are clearly in addition to normal provision at a community venue. Use these values:

- Staff (including admin) £15 per person per hour.
- Utilities £10 per hour
- Premises hire £15 per hour
- Food - whatever you spent.

3. Submit an 'expense'

Follow the 'submit an expenses' feature on your Open Collective page and complete the steps.



The screenshot shows the Open Collective profile for 'CS Cainscross Warm Space'. The profile picture is a green circle with 'CS' and a splash. The cover photo shows people in a warm space. The page title is 'CS Cainscross Warm Space'. Below the title are tags: 'COLLECTIVE', 'digital', 'warm space', 'wifi', '+ 1 more', and 'Edit Tags'. It shows 'Fiscal Host: Stroud District Warm Spaces'. The description reads: 'Providing a warm space with wifi & digital access in Cainscross. Come along to stay warm, get a hot drink and charge your phone with friendly company. Our Digital Champion can help with your digital & online questions. Every Friday from 10am until 2pm.' At the bottom, there are buttons for 'CONTRIBUTE', 'BUDGET', and 'ABOUT'. On the right, there are 'SETTINGS' and 'ACTIONS' buttons. A dropdown menu under 'ACTIONS' has a red box around the 'Submit expense' option, which is highlighted. Other options in the menu are 'Request Grant', 'Add Funds', and 'Contact'.

NOTE: We do not need an invoice or document uploaded unless you want one for your collective's purposes.

To evidence the claim simply put in a short description in the text box within those steps. For example,

'We hosted 4 warm space drop-in sessions in October, once a week for 4 hours. We needed 1 staff member to run it, we used volunteers, we provided some food. We estimate the additional cost to use over normal business to be total £180'.

4. Payout method

- Choose either reimbursement or invoice.
- Select your Payee.
- Select and setup your Payment method.



Invoice
Bill for your time or a service.



Reimbursement
Get reimbursed for a purchase already made.



Request Grant
Request a grant for your project or initiative.

Payee information •

Who is being paid for this expense?

MYSELF

NT Nick Turner

MY ORGANIZATIONS

CS Stroud District Warm Spaces

MY COLLECTIVES

CS CS Cainscross Warm Space

Payout method

No selection

BANK TRANSFER

+ New bank account

PAYPAL

+ New PayPal account

OTHER

+ New custom payout method

Payment is usually via Paypal, which is the quickest way to pay. Anyone can get a Paypal account using an email address at their website, paypal.com.

If your constitution or finance policy does not permit this method, then you may choose direct payment to a bank account; please provide full details.

Any problems please do message us on communityhubs@cscic.org