Information Classification: CONTROLLED

European Union
European Structural and Investment Funds

Throughout, please complete the cells shaded in this colour	The cells coloured like this will be automatically completed

Community Led Local Development (CLLD)

Appendix 2: Your ERDF Project Costs and Procurement

Please complete this application as fully as possible as it will be used to assess your proposal for decision. Missing or unclear information will certainly delay it, and we therefore ask that you complete the form and application appendices in full. You will be asked to give evidence and justify any assertions made in the application.
You may hide unused rows/time periods to make viewing/printing easier, if you need additional rows there are some already hidden which you can unhide.

Project Name:	Cattle Market Makers Project		
Type of Applicant:	Other (Please specify)		
Are you VAT registered?	Yes	If yes, please state VAT Registration Number:	818323925
Are you applying for Gross or Net costs?	Gross (unable to recover VAT)		
If you are VAT registered & are unable to recover your VAT on the project costs please explain why?	Specialist VAT advice required on eligibility to reclaim		

ERDF Capital expenditure Intervention rate applied for	45.00%	Document Revised Date Please only complete date if amendments are made following the original final submission	
ERDF Revenue Expenditure Intervention rate applied for	72.00%		

YOUR ERDF CAPITAL EXPENDITURE

Evidence Ref	Expenditure - list items	Total Eligible Cost	Intervention rate	Grant requested	Name of chosen supplier	Gross cost (incl VAT)	Procurement Process followed	Procurement Evidence	2021 Jan - Mar 21	Apr - Jun 21	Jul- Sept 21	Oct- Dec 21	2021 Total	2022 Jan - Mar 22	Apr - Jun 22	Jul- Sept 22	Oct- Dec 22	2022 Total	2023 Jan - Mar 23	Apr - Jun 23	Jul- Sept 23	Oct- Dec 23	2023 Total	Summary - Capital Expenditure 2021	2022	2023	All Financial years	Expenditure Item
ERDF 1	Workspace purchase and installation	£ 467,875.00	45.00%	£ 210,543.75	TBC	########	Invitation to tender	To be completed			£ 82,875.00	£ 120,000.00	£ 202,875.00	£120,000.00	£120,000.00		£ 25,000.00	£ 265,000.00					£ -	£322,875.00	£ 145,000.00	£ -	£ 467,875.00	Workspace purchase and installation
ERDF 2	Fab Lab	£ 28,080.00	45.00%	£ 12,636.00	TBC	£ 28,080.00	To be	To be completed				£ 28,080.00	£ 28,080.00					£ -					£ -	£ 28,080.00	£ -	£ -	£ 28,080.00	Fab Lab
ERDF 3	IT Equipment -	£ 1,284.39	45.00%	£ 577.98	Screenshots taken from a number of supplies - please see Procurement folder for breakdown	£ 1,284.39	Direct Award	Evidence provided			£ 1,284.39		£ 1,284.39					£ -					£ -	£ 1,284.39	£ -	£ -	£ 1,284.39	IT Equipment -
ERDF 4	Office Fixture and Fittings	£ 2,801.57	45.00%	£ 1,260.71	Viking Direct	£ 2,801.57	Direct Award	Evidence provided				£ 2,801.57	£ 2,801.57					£ -					£ -	£ 2,801.57	£ -	£ -	£ 2,801.57	Office Fixture and Fittings
ERDF 5		£ -	45.00%	£ -			Select	Select					£ -					£ -					£ -	£ -	£ -	£ -	£ -	0
ERDF 6		£ -	45.00%	£ -			Select	Select					£ -					£ -					£ -	£ -	£ -	£ -	£ -	0
Total Eligible Capital Costs		£ 500,040.96	45.00%	£ 225,018.43					£ -	£ -	#######	########	£235,040.96	#######	#######	£ -	#######	########	£ -	£ -	£ -	£ -	£ -	#######	£ 145,000.00	£ -	£ 500,040.96	Total Eligible Capital Costs
Capital Grant Spend Profile				£ 225,018.43					£ -	£ -	#######	£67,896.71	£105,768.43	#######	#######	£ -	#######	########	£ -	£ -	£ -	£ -	£ -	#######	£ 65,250.00	£ -	£ 225,018.43	Capital Grant Spend Profile

YOUR ERDF REVENUE EXPENDITURE

Evidence Ref	Direct Salaries	Total Eligible Project costs	Intervention rate	Grant requested	Appendix 2b ERDF Salary Calculation	Estimated cost	Assumptions (explain how costs were reached)	2021 Jan - Mar 21	Apr - Jun 21	Jul- Sept 21	Oct- Dec 21	2021 Total	2022 Jan - Mar 22	Apr - Jun 22	Jul- Sept 22	Oct- Dec 22	2022 Total	2023 Jan - Mar 23	Apr - Jun 23	Jul- Sept 23	Oct- Dec 23	2023 Total	Summary - A - Direct Salaries 2021	2022	2023	All Financial years	Expenditure Item
A	DIRECT SALARIES (Partially Funded Staff) Please complete App2b before completing this part of the table																										Direct Salaries (partly funded)
ERDF A1	Acccounts Clerk	£ 1,442.28	72.00%	£ 1,038.44	Completed	£1,368.03	ERFD A3 Accounts Clerk (SCP 9) 1 hour per week commencing 1.6.21 – 31.01.23 based on rates for 2020/21 (expected public sector pay freeze in 2021/22 – assume 2.75% increase in 2022/23). Allow an additional 4 hours at start of the project for set up of financial systems, and 4 hours at the end for closure)		£ 125.25	£ 195.39	£ 195.39	£ 516.03	£ 195.39	£ 200.73	£ 200.73	£ 200.73	£ 797.58	£ 128.67				£ 128.67	£ 711.42	£ 730.86	£ -	£ 1,442.28	Acccounts Clerk
ERDF A2	0	£ -	72.00%	£ -	Select	£0.00						£ -					£ -					£ -	£ -	£ -	£ -	£ -	0
	DIRECT SALARIES (100% Fully Funded Staff) Please put in actual expected cost																										Direct Salaries (fully funded)
ERDF A8	Project Manager	£ 36,048.04	72.00%	£ 25,954.59		£34,021.28	SCP21 - 5.5 days per week of a 5day (37 hours) week this role will be working on both ERDF and ESF - public sector pay freeze expected 2021/22, then add 2.75% for 2022/23			£ 3,945.06	£ 5,917.60	£ 9,862.66	£ 5,917.60	£ 6,080.34	£ 6,080.34	£ 6,080.34	£ 24,158.62	£ 2,026.76				£ 2,026.76	£ 15,780.26	£ 20,267.78	£ -	£ 36,048.04	Project Manager
ERDF A9	Project Finance Administrator	£ 15,326.69	72.00%	£ 11,035.22		£14,464.96	SCP9 - Part time 1.5 days per week of a 5day week (28 hours) per week this role will be working on both ERDF and ESF - ERDF - public sector pay freeze expected 2021/22, then add 2.75% for			£ 1,677.34	£ 2,516.01	£ 4,193.35	£ 2,516.01	£ 2,585.20	£ 2,585.20	£ 2,585.20	£ 10,271.61	£ 861.73				£ 861.73	£ 6,709.36	£ 8,617.33	£ -	£ 15,326.69	Project Finance Administrator
ERDF A10		£ -	72.00%	£ -								£ -					£ -					£ -	£ -	£ -	£ -	£ -	0
ERDF A11		£ -	72.00%	£ -								£ -					£ -					£ -	£ -	£ -	£ -	£ -	0
ERDF A12		£ -	72.00%	£ -								£ -					£ -					£ -	£ -	£ -	£ -	£ -	0
	Total Direct Salaries	£ 52,817.01		£ 38,028.25				£ -	£ 125.25	£ 5,817.79	£ 8,629.00	£ 14,572.04	£ 8,629.00	£ 8,866.27	£ 8,866.27	£8,866.27	£35,227.81	£ 3,017.16	£ -	£ -	£ -	£ 3,017.16	#######	£ 29,615.97	£ -	£ 52,817.01	Total Direct Salaries
ERDF B	15% Overheads (calculated on salaries)	£ 7,922.55		£ 5,704.24		£ -		£ -	£ 18.79	£ 872.67	£ 1,294.35	£ 2,185.81	£ 1,294.35	£ 1,329.94	£ 1,329.94	£ 1,329.94	£ 5,284.17	£ 452.57	£ -	£ -	£ -	£ 452.57	£ 3,480.16	£ 4,442.40	£ -	£ 7,922.55	B - 15% Overheads (calculated on salaries)
C	Sub Cost Heading e.g. Service Delivery	Total Eligible Project costs	Intervention Rate	Grant Requested	Procurement completed		Assumptions (explain calculations to reach costs)	2021 Jan - Mar 21	Apr - Jun 21	Jul- Sept 21	Oct- Dec 21	2021 Total	2022 Jan - Mar 22	Apr - Jun 22	Jul- Sept 22	Oct- Dec 22	2022 Total	2023 Jan - Mar 23	Apr - Jun 23	Jul- Sept 23	Oct- Dec 23	2023 Total	Summary - C - 2021	2022	2023	Service Delivery All Financial Years	Expenditure Item
ERDF C1	Technical Support Contract	£ 14,768.10	72.00%	£ 10,633.03	To be		Subject to SLA with Plymouth College of Art				£ 1,875.60	£ 1,875.60	£ 5,626.80	£ 2,421.90	£ 2,421.90	£ 2,421.90	£ 12,892.50					£ -	£ 7,502.40	£ 7,265.70	£ -	£ 14,768.10	Technical Support Contract
ERDF C2		£ -	72.00%	£ -	Select							£ -					£ -					£ -	£ -	£ -	£ -	£ -	0
ERDF C3		£ -	72.00%	£ -	Select							£ -					£ -					£ -	£ -	£ -	£ -	£ -	0
ERDF C4		£ -	72.00%	£ -	Select							£ -					£ -					£ -	£ -	£ -	£ -	£ -	0
Total	Service Delivery	£ 14,768.10	72.00%	£ 10,633.03				£ -	£ -	£ -	£ 1,875.60	£ 1,875.60	£ 5,626.80	£ 2,421.90	£ 2,421.90	£2,421.90	£12,892.50	£ -	£ -	£ -	£ -	£ -	£ 7,502.40	£ 7,265.70	£ -	£ 14,768.10	Total
D	Sub Cost Heading e.g. New start up establishment	Total Eligible Project costs	Intervention Rate	Grant Requested	Procurement completed		Assumptions (explain calculations to reach costs)	2021 Jan - Mar 21	Apr - Jun 21	Jul- Sept 21	Oct- Dec 21	2021 Total	2022 Jan - Mar 22	Apr - Jun 22	Jul- Sept 22	Oct- Dec 22	2022 Total	2023 Jan - Mar 23	Apr - Jun 23	Jul- Sept 23	Oct- Dec 23	2023 Total	Summary - D - 2021	2022	2023	New start up establishment All Financial Years	Expenditure Item
ERDF D1	Recruitment costs	£ 300.00	72.00%	£ 216.00	To be completed		Based on recent cost - advertise locally in Cornish Times and free with Indeed online		£ 300.00			£ 300.00					£ -					£ -	£ 300.00	£ -	£ -	£ 300.00	Recruitment costs
ERDF D2	Legal fees	£ 7,200.00	72.00%	£ 5,184.00	To be completed		Based on costs from Coodes solicitors to renew the leases on one of our units at the Guildhall. The invoice we have included is for £600 inc vat for a new lease on one of our units at the Guildhall. We anticipate using a simpler tenancy agreement but have budgetted for the £600 per unit let which is 8 (but allowing for turnover of 4 units = 12).					£ -	£ 4,800.00		£ 1,200.00	£ 1,200.00	£ 7,200.00					£ -	£ 4,800.00	£ 2,400.00	£ -	£ 7,200.00	Legal fees
ERDF D3	Utilities/insurance	£ 3,709.36	72.00%	£ 2,670.74	To be completed		first 3 quarters - based on costs at the Guildhall units - indicative costs provided and justification by an email on 14/8/2020				£ 463.67	£ 463.67	£ 1,391.01	£ 1,391.01	£ 463.67		£ 3,245.69					£ -	£ 1,854.68	£ 1,854.68	£ -	£ 3,709.36	Utilities/insurance
ERDF D4	Cleaning/caretaking/maintainance	£ 5,055.68	72.00%	£ 3,640.09	To be completed		first 3 quarters - based on rates paid to existing staff for similar duties				£ 631.96	£ 631.96	£ 1,895.88	£ 1,895.88	£ 631.96		£ 4,423.72					£ -	£ 2,527.84	£ 2,527.84	£ -	£ 5,055.68	Cleaning/caretaking/maintainance
Total	New start up establishment	£ 16,265.04	72.00%	£ 11,710.83				£ -	£ 300.00	£ -	£ 1,095.63	£ 1,395.63	£ 8,086.89	£ 3,286.89	£ 2,295.63	£1,200.00	£14,869.41	£ -	£ -	£ -	£ -	£ -	£ 9,482.52	£ 6,782.52	£ -	£ 16,265.04	Total
E	Sub Cost Heading e.g. Marketing	Total Eligible Project costs	Intervention Rate	Grant Requested	Procurement completed		Assumptions (explain calculations to reach costs)	2021 Jan - Mar 21	Apr - Jun 21	Jul- Sept 21	Oct- Dec 21	2021 Total	2022 Jan - Mar 22	Apr - Jun 22	Jul- Sept 22	Oct- Dec 22	2022 Total	2023 Jan - Mar 23	Apr - Jun 23	Jul- Sept 23	Oct- Dec 23	2023 Total	Summary - E - 2021	2022	2023	Marketing All Financial Years	Expenditure Item
ERDF E1	Leaflets and advertising	£ 2,900.00	72.00%	£ 2,088.00	To be completed		Leaflets 500 x 2 @ £100 each plus 2 hours design time each @ £50 per hour (based on costs of Liskeard Unlocked printing) plus regular advertising in the Lyskerrys magazine which is delivered to every household in the town (includes the target audience and good way of getting message to the 'hard to reach') @£500 per quarter - The Lyskerrys Magazine advertisement is split 50/50 with ESF				£ 700.00	£ 700.00	£ 700.00	£ 500.00	£ 500.00	£ 500.00	£ 2,200.00					£ -	£ 1,400.00	£ 1,500.00	£ -	£ 2,900.00	Leaflets and advertising
ERDF E2	Website hosting and support	£ 10,836.00	72.00%	£ 7,801.92	To be completed		Includes hosting and support based on existing LTC costs (£242.40 per month) Costing from own website provider Voice Group - Indicative costs provided			£ 7,200.00	£ 727.20	£ 7,927.20	£ 727.20	£ 727.20	£ 727.20	£ 727.20	£ 2,908.80					£ -	£ 8,654.40	£ 2,181.60	£ -	£ 10,836.00	Website hosting and support
ERDF E3		£ -	72.00%	£ -	Select							£ -					£ -					£ -	£ -	£ -	£ -	£ -	0
ERDF E4		£ -	72.00%	£ -	Select							£ -					£ -					£ -	£ -	£ -	£ -	£ -	0
Total	Marketing	£ 13,736.00	72.00%	£ 9,889.92				£ -	£ -	£ 7,200.00	£ 1,427.20	£ 8,627.20	£ 1,427.20	£ 1,227.20	£ 1,227.20	£1,227.20	£ 5,108.80	£ -	£ -	£ -	£ -	£ -	#######	£ 3,681.60	£ -	£ 13,736.00	Total
F	Sub Cost Heading e.g. Business Support	Total Eligible Project costs	Intervention Rate	Grant Requested	Procurement completed		Assumptions (explain calculations to reach costs)	2021 Jan - Mar 21	Apr - Jun 21	Jul- Sept 21	Oct- Dec 21	2021 Total	2022 Jan - Mar 22	Apr - Jun 22	Jul- Sept 22	Oct- Dec 22	2022 Total	2023 Jan - Mar 23	Apr - Jun 23	Jul- Sept 23	Oct- Dec 23	2023 Total	Summary - F - 2021	2022	2023	Business Support All Financial Years	Expenditure Item
ERDF F1	Events & Business workshops for New start up and/or established businesses	£ 5,000.00	72.00%	£ 3,600.00	To be completed		3 masterclasses per annum (5 in total) £500 per session, plus (5) quarterly events @ £500 per sesssion				£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 4,000.00					£ -	£ 2,000.00	£ 3,000.00	£ -	£ 5,000.00	Events & Business workshops for New start up and/or established businesses
ERDF F2	Business Support for Potential Entrepeneurs	£ 2,000.00	72.00%	£ 1,440.00	Evidence provided		Project Manager (must have business start-up/support experience) will deliver 4 x 3 hour sessions = 12 hours support for potential entrepreneurs, then individual support on an as and when basis. These will be delivered in 4 cohorts (quarterly) with the aim of recruiting 3 people to each to ensure a minimum 12 complete. LAMB - providing bespoke marketing support to makers					£ -	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 2,000.00					£ -	£ 500.00	£ 1,500.00	£ -	£ 2,000.00	Business Support for Potential Entrepeneurs
ERDF F3	Potential Entrepreneurs budget	£ 7,440.00	72.00%	£ 5,356.80	To be completed		Travel for those attending business support sessions with PM - all participants within the Liskeard area so taxi where mobility difficulties - assume 3 from each cohort @ £10 per session x 4 sessions x 4 cohorts = £480 Child Care (Liskeard Together use Liskerrett pre-school on a sessional basis) - assume 3 children for 4 hours (allow drop off/pick up time) x 4 sessions x 4 cohorts = 192 hours @ £5 = 960 A further budget of £500 maximum for each of the 12 participants is allocated to assist them with specialist further training/access to specialist equipment etc e.g. short courses/masterclasses at Plymouth College of Art/Cornwall Adult Education, use of equipment at PCA This may include COVID related PPE.				£ 360.00	£ 360.00	£ 1,860.00	£ 1,860.00	£ 1,860.00	£ 1,500.00	£ 7,080.00					£ -	£ 2,220.00	£ 5,220.00	£ -	£ 7,440.00	Potential Entrepreneurs budget
ERDF F4		£ -	72.00%	£ -	Select							£ -					£ -					£ -	£ -	£ -	£ -	£ -	0
Total	Business Support	£ 14,440.00	72.00%	£ 10,396.80				£ -	£ -	£ -	£ 1,360.00	£ 1,360.00	£ 3,360.00	£ 3,360.00	£ 3,360.00	£3,000.00	£13,080.00	£ -	£ -	£ -	£ -	£ -	£ 4,720.00	£ 9,720.00	£ -	£ 14,440.00	Total
G	Sub Cost Heading e.g. Evaluation	Total Eligible Project costs	Intervention Rate	Grant Requested	Procurement completed		Assumptions (explain calculations to reach costs)	2021 Jan - Mar 21	Apr - Jun 21	Jul- Sept 21	Oct- Dec 21	2021 Total	2022 Jan - Mar 22	Apr - Jun 22	Jul- Sept 22	Oct- Dec 22	2022 Total	2023 Jan - Mar 23	Apr - Jun 23	Jul- Sept 23	Oct- Dec 23	2023 Total	Summary - G - 2021	2022	2023	Evaluation All Financial Years	Expenditure Item
ERDF G1	Evaluation	£ 10,000.00	72.00%	£ 7,200.00	To be completed		We will write a specification based around how costs are distributed – assume an initial £2,000, plus £2,000 after 12 months for interim report, plus £2,000 for 18 month review and £4,000 for final evaluation				£ 3,000.00	£ 3,000.00		£ 3,000.00		£ 4,000.00	£ 7,000.00					£ -	£ 3,000.00	£ 7,000.00	£ -	£ 10,000.00	Evaluation
ERDF G2		£ -	72.00%	£ -	Select							£ -					£ -					£ -	£ -	£ -	£ -	£ -	0
Total	Evaluation	£ 10,000.00	72.00%	£ 7,200.00				£ -	£ -	£ -	£ 3,000.00	£ 3,000.00	£ -	£ 3,000.00	£ -	£4,000.00	£ 7,000.00	£ -	£ -	£ -	£ -	£ -	£ 3,000.00	£ 7,000.00	£ -	£ 10,000.00	Total
	Total Revenue Expenditure	£129,948.70	72.00%	£ 93,563.07				£ -	£ 444.04	#######	£18,681.78	£ 31,656.28	#######	#######	#######	#######	£ 80,382.69	£ 3,469.73	£ -	£ -	£ -	£ 3,469.73	£ 61,440.52	£ 68,508.19	£ -	£ 129,948.70	Total Revenue Expenditure
	Revenue Grant Spend Profile							£ -	£ 319.71	#######	£13,450.88	£ 22,792.52	#######	#######	#######	#######	£ 57,875.54	£ 2,498.21	£ -	£ -	£ -	£ 2,498.21	£ 44,237.17	£ 49,325.89	£ -	£ 93,563.07	Revenue Grant Spend Profile

ERDF Claim Profile

ERDF Claim Profile		2021 Jan - Mar 21	Apr - Jun 21	Jul- Sept 21	Oct- Dec 21		2022 Jan - Mar 22	Apr - Jun 22	Jul- Sept 22	Oct- Dec 22		2023 Jan - Mar 23	Apr - Jun 23	Jul- Sept 23	Oct- Dec 23		Summary - ERDF Claim Schedule 2021	2022	2023	All Financial	Expenditure Item
Total Eligible ERDF Project Expenditure Profile (Capital & Revenue)	£629,989.66	£ -	£ 444.04	#######	########		#######	#######	#######	#######		£ 3,469.73	£ -	£ -	£ -		£268,057.24	£ 358,462.69	£ 3,469.73	£ 629,989.66	Total Eligible ERDF Project Expenditure Profile (Capital & Revenue)
ERDF Grant Claim Profile (Capital & Revenue)	£318,581.50	£ -	£ 319.71	#######	£81,347.59		#######	#######	#######	#######		£ 2,498.21	£ -	£ -	£ -		£129,540.15	£ 186,543.14	£ 2,498.21	£ 318,581.50	ERDF Grant Claim Profile (Capital & Revenue)

Evidence Ref	Ineligible project costs (e.g. recoverable VAT etc.)	Ineligible project costs	Capital or Revenue	How this cost was calculated	Assumptions (explain calculations to reach costs)	2021 Jan - Mar 21	Apr - Jun 21	Jul- Sept 21	Oct- Dec 21	2021 Total	2022 Jan - Mar 22	Apr - Jun 22	Jul- Sept 22	Oct- Dec 22	2022 Total	2023 Jan - Mar 23	Apr - Jun 23	Jul- Sept 23	Oct- Dec 23	2023 Total	Summary - Ineligible Project Costs 2021	2022	2023	All Financial	Expenditure Item
ERDF 1	Recoverable VAT	£ 93,575.00	Capital	20% VAT on Capital Build				£ 16,575.00	£ 24,000.00	£ 40,575.00	£ 24,000.00	£ 24,000.00		£ 5,000.00	£ 53,000.00					£ -	£ 64,575.00	£ 29,000.00	£ -	£ 93,575.00	Recoverable VAT
			Select							£ -					£ -					£ -	£ -	£ -	£ -	£ -	0
			Select							£ -					£ -					£ -	£ -	£ -	£ -	£ -	0
			Select							£ -					£ -					£ -	£ -	£ -	£ -	£ -	0
			Select							£ -					£ -					£ -	£ -	£ -	£ -	£ -	0
	Total Ineligible Costs	£ 93,575.00				£ -	£ -	#######	£24,000.00	£ 40,575.00	#######	#######	£ -	£5,000.00	£53,000.00	£ -	£ -	£ -	£ -	£ -	#######	£ 29,000.00	£ -	£ 93,575.00	Total Ineligible Costs

Applicant's Declarations

X	I confirm that the quotations provided are compliant to my specification
X	I confirm that my organisation has no relationship or conflict of interest with the suppliers listed above
X	* No orders should be placed with these suppliers before you have been informed by CDC that you have been awarded a Grant. * The suppliers listed will be detailed in your Offer Letter (the contract offering you the Grant) if awarded a Grant. * Paid invoices from these suppliers are the only expenditure that will be considered eligible for any grant to be paid against. * ONLY IN EXCEPTIONAL CIRCUMSTANCES can changes to these suppliers be made WITH THE PRIOR PERMISSION OF CDC. * In no circumstances should any payment be made to an alternative supplier without CDC's permission; any expenditure incurred before permission is granted by CDC may be considered ineligible and will not qualify for any grant. **I have read and understood the above conditions and confirm that all information on this form is correct.**

Full Printed Name	Yvette Hayward
Position	RFO & Deputy Town Clerk
Original Completion Date	22/01/2021