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 ESF 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		

ESF Expenditure Intervention rate applied for:	80.00%	**Document Revised Date** Please only complete date if amendments are made following the original final submission	

YOUR ESF SMALL ITEMS EXPENDITURE

Evidence Ref No	Small Items	Total Eligible Project costs	Intervention rate	Grant requested	Name of chosen supplier	Gross cost (incl VAT)	Procurement Process followed	Procurement Evidence	2021 Jan - Mar 21	2021 Apr - Jun 21	2021 Jul- Sept 21	2021 Oct- Dec 21	2021 Total	2022 Jan - Mar 22	2022 Apr - Jun 22	2022 Jul- Sept 22	2022 Oct- Dec 22	2022 Total	2023 Jan - Mar 23	2023 Apr - Jun 23	2023 Jul- Sept 23	2023 Oct- Dec 23	2022 Total
ESF 1	Projector	£ 359.99	80.00%	£ 287.99	Amzon	£ 359.99	Direct Award	Evidence			£ 359.99		£ 359.99					£ -					£ -
ESF 2	Screen	£ 59.99	80.00%	£ 47.99	Duronic	£ 59.99	Direct Award	Evidence			£ 59.99		£ 59.99					£ -					£ -
ESF 3	Flipchart stand	£ 49.99	80.00%	£ 39.99	Makello-EU	£ 49.99	Direct Award	Evidence			£ 49.99		£ 49.99					£ -					£ -
ESF 4	IT Equipment	£ 1,037.31	80.00%	£ 829.85	Screenshots taken from a number of supplies - please see Procurment folder for breakdown	£ 1,037.31	Direct Award	Evidence provided			£ 1,037.31		£ 1,037.31					£ -					£ -
	Total Small Items Expenditure	£ 1,507.28	80.00%	£ 1,205.82		£ 1,507.28			£ -	£ -	£ 1,507.28	£ -	£ 1,507.28	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -

YOUR OTHER ESF EXPENDITURE

Evidence Ref No	Salaries	Total Eligible Project costs	Intervention rate	Grant requested	Appendix 2c ESF Salary Calculation	Estimated cost	Assumptions (explain how these costs were calculated)	2021 Jan - Mar 21	2021 Apr - Jun 21	2021 Jul- Sept 21	2021 Oct- Dec 21	2021 Total	2022 Jan - Mar 22	2022 Apr - Jun 22	2022 Jul- Sept 22	2022 Oct- Dec 22	2022 Total	2023 Jan - Mar 23	2023 Apr - Jun 23	2023 Jul- Sept 23	2023 Oct- Dec 23	2022 Total
A	**Direct Salaries (Partially Funded Staff) Please complete App2c before completing this part of the table**																					
ESF A1	Accounts Clerk	£ 1,477.88	80.00%	£ 1,182.30	Select	£1,401.20	1 hour per week commencing 1.6.21 – 31.01.23 based on rates for 2020/21 £10.83 per hour (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.		£ 128.33	£ 200.19	£ 200.19	£ 528.71	£ 200.19	£ 205.71	£ 205.71	£ 817.32	£ 131.85				£ 131.85
ESF A2	0	£ -	80.00%	£ -	Select	£0.00						£ -					£ -					£ -
	Direct Salaries (100% Fully Funded Staff) Please put in actual expected cost																					
ESF A8	Project Manager	£ 15,449.18	80.00%	£ 12,359.34		£14,580.56	SCP21 - 1.5 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			£ 1,690.74	£ 2,536.12	£ 4,226.86	£ 2,536.12	£ 2,605.86	£ 2,605.86	£ 2,605.86	£ 10,353.70	£ 868.62				£ 868.62
ESF A9	Project Finance Administrator	£ 15,326.66	80.00%	£ 12,261.33		£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 - 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	£ 2,585.17	£ 10,271.58	£ 861.73				£ 861.73
ESF A10		£ -	80.00%	£ -								£ -					£ -					£ -
ESF A11		£ -	80.00%	£ -								£ -					£ -					£ -
ESF A12		£ -	80.00%	£ -								£ -					£ -					£ -
	Total Direct Salaries	£ 32,253.72		£ 25,802.98		£30,446.72		£ -	£ 128.33	£ 3,568.27	£ 5,252.32	£ 8,948.92	£ 5,252.32	£ 5,396.77	£ 5,396.77	£ 5,396.74	#######	£ 1,862.20	£ -	£ -	£ -	#####
ESF B	**15% Overheads (calculated on salaries)**	£ 4,838.06		£ 3,870.45		£ 4,567.01		£ -	£ 19.25	£ 535.24	£ 787.85	£ 1,342.34	£ 787.85	£ 809.52	£ 809.52	£ 809.51	£ 3,216.39	£ 279.33	£ -	£ -	£ -	£ 279.33

C	Sub Cost Heading e.g. Training Delivery	Total Eligible Project costs	Intervention Rate	Grant Requested	Procurement completed	Assumptions (explain how these costs were calculated)	2021 Jan - Mar 21	2021 Apr - Jun 21	2021 Jul- Sept 21	2021 Oct- Dec 21	2021 Total	2022 Jan - Mar 22	2022 Apr - Jun 22	2022 Jul- Sept 22	2022 Oct- Dec 22	2022 Total	2023 Jan - Mar 23	2023 Apr - Jun 23	2023 Jul- Sept 23	2023 Oct- Dec 23	2022 Total
ESF C1	Training Delivery	£ 5,400.00	80.00%	£ 4,320.00	To be completed	**To be run in 8 family cohorts of 4 with each doing 5 x 2.5 hour sessions (inc one double session with lunch if longer needed for practical etc). Two cohort groups will run parallel in Sept 21, Jan 22 and April 22. We understand there will be people who are unable to finish the courses provided and we will make allowances in our recruitment. Costing per cohort Tutors - 3.5 hours per session to allow for planning and prep @ £30 x 5 sessions = £525, plus £10 per session travel = £50 Materials - £5 per person per session = 5 x 4 x 5 = 100 Figures based on Plymouth College of Art training rates (checked against online tutor vacancies all priced on average between £20 – 30 per hour). This may include COVID related PPE.**				£ 1,350.00	£ 1,350.00	£ 1,350.00	£ 1,350.00	£ 675.00	£ 675.00	£ 4,050.00					£ -
ESF C2	Venue costs	£ 928.00	80.00%	£ 742.40	Select	**Based on nearby Liskerrett Centre charges, these costs will not be for our venue these will be for workshops that are taking place prior to the building being ready to use. Once the building is up and running we will be using the space created with this grant. £32.40 per day /£16.20 per session (Liskerrett costs) + £4/£2 cups and hot water NB courses in mucky space unit may require an additional cleaning fee which would offset hire charge – Liskerrett room hire charges Costing per cohort – 5 sessions @ £16.20 + £2 = £91, plus one lunch at £6.25 per head (to inc tea/coffee costs)**				£ 232.00	£ 232.00	£ 232.00	£ 232.00	£ 116.00	£ 116.00	£ 696.00					£ -
ESF C3	Specialist Creative Resources	£ 2,300.00	80.00%	£ 1,840.00	Select	**This budget will be determined by participants that are attending the courses and workshops. We have provided this assumption based on a discussion with PCA. This may include COVID related PPE.**				£ 575.00	£ 575.00	£ 575.00	£ 575.00	£ 287.50	£ 287.50	£ 1,725.00					£ -
ESF C4	Engagement activities	£ 7,632.00	80.00%	£ 6,105.60	Select	**After School Craft Clubs for adults – aiming for 12 people per session 1.5 hours per session x 8 sessions per term over 3 terms (April 21, Sept 21 and Jan 22) at 2 schools Tutors - 2.5 hours per session to allow for planning and prep @ £30 x 8 sessions x 3 termsx x 2 schools = £3,600 Materials - £2 per person per session = £1,152 to include Childcare if necessary children for 2 hours x 8 sessions x 3 terms x 2 schools = 576 hours @ £5 = £2,880**				£ 2,544.00	£ 2,544.00	£ 2,544.00	£ 2,544.00			£ 5,088.00					£ -
ESF C5		£ -	80.00%	£ -	Select						£ -					£ -					£ -
ESF C6		£ -	80.00%	£ -	Select						£ -					£ -					£ -
ESF C7		£ -	80.00%	£ -	Select						£ -					£ -					£ -
ESF C8		£ -	80.00%	£ -	Select						£ -					£ -					£ -
	Total Training Delivery	£ 16,260.00	80.00%	£ 13,008.00			£ -	£ -	£ -	£ 4,701.00	£ 4,701.00	£ 4,701.00	£ 4,701.00	£ 1,078.50	£ 1,078.50	#######	£ -	£ -	£ -	£ -	£ -

E	Sub Cost Heading e.g. Marketing	Total Eligible Project costs	Intervention Rate	Grant Requested	Procurement completed	Assumptions (explain how these costs were calculated)	2021 Jan - Mar 21	2021 Apr - Jun 21	2021 Jul- Sept 21	2021 Oct- Dec 21	2021 Total	2022 Jan - Mar 22	2022 Apr - Jun 22	2022 Jul- Sept 22	2022 Oct- Dec 22	2022 Total	2023 Jan - Mar 23	2023 Apr - Jun 23	2023 Jul- Sept 23	2023 Oct- Dec 23	2022 Total
ESF E1	Leaflets and advertising	£ 3,600.00	80.00%	£ 2,880.00	To be completed	**Leaflets required for each course – assume average of 5 weeks per course so a total of 8 – 500 leaflets for each - £200 for each for print and design 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 Lyskerys 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 Lyskerys Magazine advertisement is split 50/50 with ESF**			£ 900.00	£ 900.00	£ 1,800.00	£ 900.00	£ 500.00	£ 400.00		£ 1,800.00					£ -
ESF E2		£ -	80.00%	£ -	Select						£ -					£ -					£ -
	Total Marketing	£ 3,600.00	80.00%	£ 2,880.00			£ -	£ -	£ 900.00	£ 900.00	£ 1,800.00	£ 900.00	£ 500.00	£ 400.00	£ -	£ 1,800.00	£ -	£ -	£ -	£ -	£ -

F	Sub Cost Heading e.g. Participant Support Expenses	Total Eligible Project costs	Intervention Rate	Grant Requested	Procurement completed	Assumptions (explain how these costs were calculated)	2021 Jan - Mar 21	2021 Apr - Jun 21	2021 Jul- Sept 21	2021 Oct- Dec 21	2021 Total	2022 Jan - Mar 22	2022 Apr - Jun 22	2022 Jul- Sept 22	2022 Oct- Dec 22	2022 Total	2023 Jan - Mar 23	2023 Apr - Jun 23	2023 Jul- Sept 23	2023 Oct- Dec 23	2022 Total
ESF F1	Participant Support Expenses	£ 4,900.00	80.00%	£ 3,920.00	To be completed	**Assume 3 @ £10 x 5 sessions = £150 per cohort x 8 = £1,200. Assume 3 children for 3.5 hours (allow drop off/pick up time) x 5 sessions = 52.5 hours @ £5 = £262.50 per cohort x 8 = £2,100. £50 x 32 participants for other expenses e.g. birth certificates etc. = £1,600**				£ 1,225.00	£ 1,225.00	£ 1,225.00		£ 1,225.00	£ 1,225.00	£ 3,675.00					£ -
ESF F2		£ -	80.00%	£ -	Select						£ -					£ -					£ -
ESF F3		£ -	80.00%	£ -	Select						£ -					£ -					£ -
ESF F4		£ -	80.00%	£ -	Select						£ -					£ -					£ -
ESF F5		£ -	80.00%	£ -	Select						£ -					£ -					£ -
ESF F6		£ -	80.00%	£ -	Select						£ -					£ -					£ -
ESF F7		£ -	80.00%	£ -	Select						£ -					£ -					£ -
ESF F8		£ -	80.00%	£ -	Select						£ -					£ -					£ -
	Total Participant Support Expenses	£ 4,900.00	80.00%	£ 3,920.00			£ -	£ -	£ -	£ 1,225.00	£ 1,225.00	£ 1,225.00	£ -	£ 1,225.00	£ 1,225.00	£ 3,675.00	£ -	£ -	£ -	£ -	£ -

Small Items + A-G Grant Profile	£ 50,687.25					£ -	£ 118.06	£ 5,208.63	£ 10,292.93	£ 15,619.63	£10,292.93	£ 9,125.83	£ 7,127.83	£6,807.80	#######	£ 1,713.22	£ -	£ -	£ -	£ -	#####

ESF CLAIM PROFILE

		2021 Jan - Mar 21	2021 Apr - Jun 21	2021 Jul- Sept 21	2021 Oct- Dec 21	2022 Jan - Mar 22	2022 Apr - Jun 22	2022 Jul- Sept 22	2022 Oct- Dec 22	2023 Jan - Mar 23	2023 Apr - Jun 23	2023 Jul- Sept 23	2023 Oct- Dec 23
Total Eligible ESF Project Expenditure Profile	£ 63,359.06	£ -	£ 147.58	£ 6,510.79	£ 12,866.17	£12,866.17	£11,407.29	£ 8,909.79	£8,509.75	£ 2,141.53	£ -	£ -	£ -
Total ESF Grant Claim Profile	£ 50,687.25	£ -	£ 118.06	£ 5,208.63	£ 10,292.93	£10,292.93	£ 9,125.83	£ 7,127.83	£6,807.80	£ 1,713.22	£ -	£ -	£ -

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