



European Union
European Structural
and Investment Funds

Community Led Local Development (CLLD)

Appendix 7

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.

Project Ref No
SE0032

Document Revised Date
Please only complete date if
amendments are made following

Applicant Name: Liskeard Town Council

Organisation's financial year end (DD/MMM):	31-Mar	ERDF Intervention rate	45%	72%
Type of organisation registered?	Town Council	ESF Intervention rate	80%	

App 7A Cashflow (Notes to help completion in cell L140)	Q1			Q2			Q3			Q4			2021 ANNUAL Total for Year	Q1			Q2			Q3			Q4		
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21		Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	###	
Opening Balance	540,259	540,259	540,259	540,259	540,259	540,259	539,668	537,195	531,375	726,981	716,442	707,023		597,069	580,558	568,071	528,035	518,473	507,936	460,163	451,606	#####	#####	#####	
Receipts																									
Sales/Turnover																									
Workshop rental income															100	200	300	400	400	400	400	400	400	400	
Utilities charged to tenants															56	112	168	224	224	224	224	224	224	224	
Sessional fees															50	100	150	200	200	200	200	200	200	200	
Other Funding																									
Other Income																									
Total Non CLLD Receipts (£)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	206	412	618	824	824	824	824	824	824	824	
Expenditure																									
Non Project Expenditure (Notes to help with completion in cell L140)																									
Cost of sales																									
Rent or premises costs																									
Business rates																									
Utilities (gas, electricity, water)																						399	399	399	
Insurance												1,000	1,000												
Telephone and internet																						65	65	65	
Marketing and advertising expenses																									
Travel costs																									
Equipment purchase or leasing																									
Software																									
Postage, printing, stationery & delivery																									
Professional fees (legal, accounting etc.)																									
Cleaning/caretaking/maintenance																						632	632	632	
Non Project Staff Costs																									
Total Non Project Expenditure	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000	0	0	0	0	0	0	0	0	1,096	1,096	1,096	
Project Expenditure																									
ERDF Expenditure																									
Capital Spend	£0	£0	£0	£0	£0	£0	£1,284	£0	£82,875	£0	£0	£150,882	235,041	£0	£0	£120,000	£0	£0	£120,000	£0	£0	£0	£0	£0	
Workspace purchase and installation/Construction Project Management									82,875			120,000	202,875			120,000			120,000						
Fab Lab												28,080	28,080												
IT Equipment							1,284						2,802												
Office Fixtures and Fittings																									
Revenue Spend *These correspond to the sections in App 2 ESF Costs	£0	£0	£0	£0	£0	£444	£75	£3,307	£10,507	£6,550	£4,931	£7,202	33,016	£12,522	£8,204	£7,701	£6,544	£7,225	£9,723	£6,544	£6,729	£6,228	£6,048	£6,549	
A: Total Direct Staffing Costs						125	65	2,876	2,876	2,876	2,876	2,876	14,571	2,876	2,876	2,876	2,955	2,955	2,955	2,955	2,955	2,955	2,955	2,955	
B: Overheads at 15%						19	10	431	431	431	431	431	2,185	431	431	431	443	443	443	443	443	443	443	443	
C: Service Delivery								1,876	1,877	1,877	1,877	1,877	1,876	1,877	1,877	1,877	807	807	807	807	807	807	807	807	
D: New Start up Establishment						300						1,096	1,396	5,896	1,096	1,095	1,096	1,096	1,095	1,096	600	600	600	600	
E: Marketing								7,200	242	943	242	8,627	442	743	242	242	242	242	242	743	242	242	242	743	
F: Business Support										680	680	1,360	1,000	1,180	1,180	1,180	1,000	1,180	1,180	1,180	1,000	1,180	1,000	1,000	
G: Evaluation									3,000			3,000							3,000						
Total Expenditure (ERDF) (£)	0	0	0	0	0	444	1,359	3,307	93,382	6,550	4,931	158,084	268,057	12,522	8,204	127,701	6,544	7,225	129,723	6,544	6,729	6,228	6,048	6,549	
ESF Expenditure																									
ESF Costs *These correspond to the sections in App 2 ESF Costs																									
Small Items of Expenditure								1,037	470				1,507												
A: Total Direct Staffing Costs						128	67	1,751	1,751	1,751	1,751	1,751	8,949	1,751	1,751	1,751	1,799	1,799	1,799	1,799	1,799	1,799	1,799	1,799	
B: Overheads at 15%						19	10	263	263	263	263	263	1,342	263	263	263	270	270	270	270	270	270	270	270	
C: Practitioner/Professional costs								1,567	1,567	1,567	1,567	1,567	4,701	1,567	1,567	1,567	1,567	1,567	1,567	360	360	360	360		
D: Consultancy Fees													0												
E: Marketing								500	400		500	400	1,800	500	400		500				400				
F: Participant Support Expenses									408	408	408	1,225	408	408	408					408	408	408	408	408	
Total Expenditure (ESF) (£)	0	0	0	0	0	147	1,114	2,514	2,884	3,989	4,489	4,389	19,525	3,989	4,489	4,389	3,636	4,136	3,636	2,837	3,237	2,837	2,837		
Total CLLD Expenditure	0	0	0	0	0	591	2,473	5,821	96,266	10,539	9,420	162,473	287,581	16,511	12,692	132,090	10,179	11,361	133,358	9,380	9,966	9,064	8,884	9,386	
Grant and Match Funding																									
NB - You can only have one grant claim per quarter - please ensure there is only one claim amount per quarter. Although we endeavour to pay quicker, we suggest you allow a minimum of 2 months from receipt of claim for claims to be paid																									
CLLD ERDF												48,192	48,192			81,348			74,468					70,914	
CLLD ESF												5,327	5,327			10,293			10,293					9,126	
CLLD Match Funding: *These should match those in Appendix 3													0												
CC Match funding									289,872				289,872												
Liskeard Town Council									2,000				2,000												
Total Grant and Match Funding	0	0	0	0	0	0	0	0	291,872	0	0	53,519	345,391	0	0	91,641	0	0	84,761	0	0	0	0	80,040	
Summary																									
Total Income (£)	0	0	0	0	0	0	0	291,872	0	0	53,519	345,391	345,391	0	206	92,053	618	824	85,585	824	824	80,864	824	824	
Total Payments (£)	0	0	0	0	0	591	2,473	5,821	96,266	10,539	9,420	163,473	288,581	16,511	12,692	132,090	10,179	11,361	133,358	9,380					

	Most recent Year	Previous year	2021 ANNUAL	2022 ANNUAL	2023 ANNUAL	Jan-00
Financial Year End Date	Mar-19	Mar-18	Mar-21	Mar-21	Mar-21	Mar-21
Turnover / Income	533,662	540,069	£345,391	£285,438	£944	£34,874
Cost of sales	0	0	£288,581	£406,637	£5,611	£1,096
Gross Profit	533,662	540,069	£56,810	-£121,199	-£4,667	£33,778
Overheads	787,514	480,876	£1,000	£6,480	£9,864	£1,096
Net Profit	-253,852	59,193	£55,810	-£127,679	-£14,531	£32,682
Total Assets	378,285	634,084			n/a	n/a
Total Liabilities	1,697	3,647			n/a	n/a
Net Assets	376,585	630,437	n/a	n/a	n/a	n/a

Cash flow	Key assumptions:
1. Provide rationale for the anticipated increase in 'Income/ Turnover' . If forecasts are significantly different to historic figures please provide an explanation.	New project
2. Please clarify any decrease in revenue and increase in costs (if applicable)	N/A
3. If there is a negative bank balance on the cash flow or the balance is close to £0, please provide details of how the shortfall will be covered	Only income and expenditure relating to the project has been included, due to the scale of the Council's usual transactions. The first low point in the cashflow occurs in April 2021 when we will have just received half our precept income. Later negative balances will be covered from the Council's reserves (both general and nominated) currently totalling approx £380,000
4. How will you manage your cash flow to fund the existing business and the proposed project activity?	We will set up separate cost centres for the project to keep all cashflows separate, but will use reserves as stated above to bridge short term deficits.
5. Are there any relevant financial issues relating to the business that you think we should be aware of?	This is a large project, which may double our annual turnover in the year of capital purchase, however we believe we have robust management and financial systems in place to successfully manage this. We also have additional security in our delivery partnership with Cornwall Council.
6. The ERDF and ESF Grant will be paid in arrears and it could be up to 2/3 months from spending money to receiving payment. Please explain how you are able to cash flow the project and sustainability of the business.	As stated above, the Council has substantial (currently approx £380,000) reserves, some general and some nominated, which can be used to bridge short term funding gaps. In addition, we have worked with Cornwall Council, our delivery partner for the workspace, to ensure the large capital payments coincide with receipt of our precept income payments, and therefore occur at a time when the Council is most 'cash rich'.
7. ERDF (Only) What percentage or value of the projections relate directly to the project - what impact will the project have on the wider business finances?	100% of the projections relate to the project. As identified at Q5 a project of this size will have a significant impact of the scale of our business finances.
9. Confirm if cashflow is for whole organisation or represents the project only.	Project only
I/we declare that I/we have read the definition of an undertaking in difficulty as set out in the General Block Exemption Regulation (GBER), No 651/2014 (https://eur-lex.europa.eu/eli/reg/2014/651/2017-07-10) and that the organisation is not an undertaking in difficulty.	
Full Printed Name	Yvette Hayward
Position	RFO & Deputy Town Clerk
Original Submission Date	22/01/2021

Listed above information should be based on your last set of Annual Accounts and appropriate assumptions should be included within ' Key Assumptions'

For VAT Registered Businesses: all figures should include VAT charges (where applicable) and the VAT reclaim

Direct costs should include direct labour, materials and stock purchases for direct resale.

All labour/ wages/ salaries costs should include PAYE/NI/Employer pension contributions.

Overheads should detail all fixed costs i.e. Director's remuneration/salaries, marketing, loan repayments, rent, running c

Fixed costs should also include interest payments on any debt finance

CLLD project costs should be broken down to individual elements as listed on the procurement record

App 7a Cashflow: Notes on cost categories	
Cost of sales	This is costs you expect to incur in order to produce all of your anticipated sales for the next 12-months.
Rent or premises costs	You may be leasing your own venue, paying a membership fee to a hotdesking work hub, or working in a retail space. What cost do you incur to do this each month?
Business rates	If you have a business premises or work from a home office, then it is likely that you will have to pay business rates to your local council. Check with your Local Authority if you're not sure.
Utilities (gas, electricity, water)	This might include things like your gas, electricity or water payments you make for your business. If you work from your home office, you may be entitled to charge a portion of your utilities expenses against the business.
Insurance	It is important to consider business insurance to cover you for any range of circumstances that may emerge that are out of your control. This could be anything from premises, stock or equipment insurance to personal or employee liability insurance.
Telephone and internet	Telephone and internet access is likely to be essential for almost every business type. Think about all the costs you incur for this line item across your business, including the cost for each individual staff member if relevant.
Marketing and advertising expenses	Think about what you have detailed in your business plan. What are the regular marketing and advertising costs that you incur to promote your business and drive sales?
Travel costs	If you use a vehicle to operate your business, how much do you spend each month on fuel, insurance, registration, repairs?
Equipment purchase or leasing	This is the cost of purchasing or leasing equipment to produce your product(s) and/or service(s), or the use of software to support you in delivering your product(s) and/or service(s).
Software	What software licences and / or systems do you use? What is the annual cost of your website/ domain name etc? You may have payroll or accountancy software, payments systems etc. Add their costs into this section.
Postage, printing, stationery and delivery	Every business incurs administrative costs, whether it is postage stamps to send out your product(s) and/or service(s), stationery products for you and your team, or printing facilities.If you run a product based business then you may incur monthly fees for transport and delivery of your goods.
Professional fees (legal, accounting etc.)	Think about any professional services you need to use in order to manage your business. This might be on a retainer or ad-hoc basis. For example, a lawyer, accountant, designer or marketing consultant.
Your drawing / salary	This is for any additional money you would like to take from the business as your salary, above and beyond your Personal Survival Budget (PSB) needs. For example, if your PSB is currently in surplus (you already have enough money to meet your personal expenses) but you would like to take a further £200 for yourself from the business each month, then this should be added in here.
Non Project Staff Costs	If you hire staff, whether full time or part time, then this is where you can reflect the amount of money you spend each month on staff salaries, national insurance contributions and staff pensions etc.

