



Guidance Note 6 5th January 2021

CLLD Guidance for Projects during the Covid-19 Pandemic

It seems slightly crass to wish you all a Happy New Year when I imagine many of you are now digesting the information from last night's statement... but I want to reassure you that we will, in all instances seek to work with you and support you through these ever changing and challenging times.

The latest Government guidance can be found here: <https://www.gov.uk/coronavirus> At the moment the estimate is that the lockdown measures will be reviewed by February half term, but we recognise that this leaves 6 weeks where your project may or may not be able to progress.

For all projects:

1. **If your project is not yet approved**, we will continue to work with you to get it approved. We will then work with you to make changes to your profile of delivery, outputs or payments (including start and end dates) as we move out of Lockdown 3.
2. **If you need to temporarily halt your project, please let us know...** we can plan for that to happen. We absolutely understand that you may need to rethink how your project will work and its timings... the important thing is that you tell us.
3. **If your project is continuing**, please continue to submit claims as per your profile. We recognise these may not be the full claim we expected but we would rather give you some of the grant than none of it.
4. If you are temporarily halting your project, please let us know if you intend to make an **interim claim**. We can work on these to get payments made but need to know the scale of this for our own financial processes.

If items 2,3 or 4 apply to you, please make contact with your main CLLD contact this week to let us know the situation.

5. Unfortunately, we cannot give you any more funds than is stated in your Grant Funding Agreement. Therefore, any work undertaken now, with no direct delivery, may result in

you running out of budget before the end of your project.

6. Please be aware that any money you spend on salaries and claim back should result in you achieving your outputs – if you continue to spend on (for example) administration tasks, you could find yourself unable to meet your outputs later on which will have potential consequences thereafter.

For projects with participants:

1. We are now assuming you will have followed Government guidance and have stopped all face to face work with participants. Where you are able to continue delivery via the web, phone or email, then please continue to do so.
2. We recognise the impact that this will have on your proposed profiles of outputs, payments and end dates – as indicated before **please tell us if your project is putting delivery on hold**.
3. We will manage the stopping and restarting (when appropriate) of your project by supporting you to prepare a **variation** to your project to extend the length of the project **when** we are clearer on the likely impact timewise.
4. Check through your participant paperwork and identify what is missing, what signatures you need, and any other items that need completing.
5. **Please submit** whatever participant paperwork you have for each of your participants to Evolutive – whether it is complete or not – so we can see the state of play for each project – this will help us understand where each project is.

You can continue to recruit participants by non-face to face methods, if this will work for your project. Consider whether you can phone people or hold online introductory sessions – we recognise this won't be possible in the majority situations.

6. Evidence requirements for EEA participants

There has also been clarity on the evidence required for participants who are from the European Economic Area as a result of the new Immigration rules in place from 1st January 2021. Please see the guidance note at the following link:

<https://www.gov.uk/government/publications/esf-action-notes-2014-to-2020-programme/05720-eligibility-rules-programme-guidance-revision-changes-to-the-eligibility-of-european-economic-area-nationals-eea-for-esf-support-from-1-j>

Participant Marketing Campaign

We are continuing with the marketing campaign for the January – March period and our advert has gone live on Pirate FM. However, we need to ensure the information on our website shows whether you are open for delivery or not at the moment. Have a look at the new section on our website here: <https://communityledcornwall.co.uk/opportunities-for-individuals/>

Other support mechanisms

This is a difficult time and we want to support all of our projects as best as we can. We are continuing to process your applications and claims –and now that we are 9 months in to working from home, we have all the systems in place to manage this effectively for you.

7. For businesses: this is the page to visit to find out more about the range of measures available (with a further announcement expected later from the Chancellor):
[Business Support Measures](#)
8. If you want to speak to someone local about this, please contact the Growth Hub team by visiting their website <https://www.ciosgrowthhub.com/>
9. Cornwall Council have also set up a useful page <https://www.cornwall.gov.uk/coronavirus>

And finally...

We hope that you all received our annual review – if not you can find it in the news section of our website.

Thank you for working with us to help our communities.

The Cornwall CLLD team

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