

CLLD bid – forms to be submitted and notes on completion of financials

The financial spreadsheets are part of a set of 13 in total which cannot be separated and therefore the whole document has been circulated by email. You will see tabs along the bottom to switch between the sheets. The table below summarises the content of each sheet with **those in red containing the key information – printed versions of these are also included in packs**. In addition, two separate spreadsheets have been circulated; one giving an overall simplified summary of the project, and a second giving a forecast cashflow over a six year period to assess the financial impact on the Town Council beyond the funding from the project.

App	Detail	Who	Notes / Queries
	Main application form	SV	Completed
1	Where your project will deliver (LSOAs)	SV	
2	ERDF Project Costs	YH	Completed
2	ESF Project Costs	YH	
2b	ERDF Project Costs – Hourly rate calculation for partially funded staff	YH	Completed
2c	ESF Project Costs, Hourly Rate and Salary Calculations	YH	
2d	ERDF Procurement Checklist	SV	All procurement will take place after commencement of project due to time delays and changing costs
2e	ESF Procurement Checklist	SV	
3	Project Funding	SV	
4	Milestones	YH	Completed
5	Outputs and Results	SV	
6	Business Support Projects Only	SV	
7	Business Cashflow	YH	Completed
8	Capital Projects Land and Property (ERDF only)	SV	Is this needed?

The project must be completed by December 2022, with final spends allowed in January 2023 which must be claimed by March 2023. We anticipate the start date to be September 2020.

The match funding from CC will be paid 90% upfront, with the balance paid on completion. All expenses must be paid by LTC before reclaiming the eligible grant

element quarterly from CLLD. LTC will need to ensure it has sufficient funds to cover these payments (particularly the large capital payments) ahead of receipt of the grant funding.

Costs have been included gross of VAT while we await confirmation from the CC VAT experts that the site already has an 'opt to tax' and the implications to LTC, including the need to charge VAT on rents and reclaim VAT on project costs.

NB – the project cannot include costs relating to statutory requirements e.g. First Aid, training

Notes on completion of spreadsheets in appendix 2 project Costs

ERDF element (workspace and business support)

Capital – As part of the partnership arrangement, Cornwall Council (CC) will procure and instruct the planning, site preparation, delivery and installation of the workspace. The workspace will include connection to water and electricity, heating and hot water systems, and internal fittings such as washrooms etc.

CC will invoice LTC for these works (currently anticipated in four stage payments), which LTC will pay and then reclaim from the CLLD grant element.

Direct Salaries partially funded

This shows the time for existing LTC staff charged to the project. Relevant staff will need to timesheet all their working hours showing which have been spent on the project. These costs are being split between the ERDF and ESF parts of the project and therefore 50% will be shown in each. They are projected as follows:

Town Clerk – Line Management 8 hours per week (split) – from commencement of project to final close.

RFO & Deputy Town Clerk – Financial management (accountable body responsibilities, set up new cost centre and nominal codes within accounts, monitoring cashflow, checking and approving invoices for payment, reporting to Council, overseeing/checking claim completion and submission to meet deadlines) – 2 hours per week (split)

Accounts clerk - paying invoices, monthly reconciliation, VAT return – 2 hours per week (split)

Direct Salaries fully funded

New posts created by the project – both two-year fixed term contracts, these will also be split between the ERDF and ESF sections of the project. Recruitment processes to commence 01/10/20 with approx. 2 months to start date dependant on notice required from existing post

Project manager – full time 37 hours per week (split) SCP21 – see draft job description

Project Assistant – part time 18 hours per week (split) SCP9 (same as Accounts clerk – will have accounting/claim responsibilities – advised grant claim process requires approx. 37 hours per quarter) – see draft job description

15% Overheads – automatically added - used for costs that don't have separate invoices e.g. project manager mobile phone

Equipment and fittings

Fab lab – equipment required, and costings based on advice from Plymouth College of Art

Office and communal spaces – these costs are split between the ERDF/ESF and based on advice from our IT consultant and regular office supplies providers

- 2 x PC with Microsoft Office and set up £2,000
- Printer/copier/scanner £200
- 2 x desk with drawers and office chairs £700
- Lockable filing cabinet £150
- Guest chairs £150
- Office sundries (e.g. storage, filing, telephone handsets?, first aid box, fire extinguishers, blinds, flooring?) £1,800

Total £5,000

Technician support contract – based on services offered by Plymouth College of Art and includes travel. First quarter 15 hours per week over three days to support set-up and new project manager, assistant and tenants, then four hours per week for one year, then four hours per fortnight for remainder.

Stationery / Consumables – split between ERDF/ESF

New Start up establishment

Running costs – lease payments, business rates, utilities, insurance, telephone, internet – *these should usually be covered by the applicant, but as a start-up we can include these costs for the first three quarters until all the units are tenanted plus three months. Income should then be sufficient to cover these costs and ensure the project is sustainable.*

This section may require a small amount of change

Marketing

Leaflets and advertising

Promote project, availability of workspace, access to fab lab and mucky space, business support

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 the door of the target audience.

Website – includes hosting and support based on existing LTC costs. Set-up/design, project imagery and graphics, and digital marketing to be claimed from the ESF part of the project as it is difficult to split the individual costs.

Business Support

The project must provide 12 hours to each participant – primarily done by project manager who must have business start-up/support experience

Aim for 3 master classes per annum – approx. £500 per session

LAMB £500 per quarter business support – Jackie Butler/LAMB helping people write about what they do for marketing purposes

Events and business workshops supporting wider businesses in town held quarterly, figures from previous events at Eliot House etc approx. £150 – may need to pay for speaker/presenters allow £500 total

Evaluation

CLLD advise we write a tender 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. Also, aware CRCC previously did this for about £10,000.

Error in the spreadsheet here - £2,000 to be removed (but could include VAT)

ESF element (training and upskilling to enable people to access the labour market)

Salaries – as ERDF above

Courses

Training delivery

From EOI - Tutors £7,200 / £30 per hour = 240 hours / 6 per day = 40 courses/sessions = 5 per quarter

£10 per day travel for tutor added

£190 per day x 5 pq = £950

Figures based on Plymouth College of Art training rates (checked against online tutor vacancies all priced on average between £20 – 30 per hour). Top end of figures used to include materials as difficult to assess actual need and cost.

Equipment – purchase projector (£350), Screen (£50), flip chart (£50) and other specialist equipment £2,300 based on existing office supplies providers (plus regular hire of other specialist equipment – difficult to assess)

Venue Costs

£32.40 per day (Liskerrett costs) + £4 cups and hot water + £125 lunch (assume 15 delegates) – NB courses in mucky space unit may require an additional cleaning fee which would offset hire charge – *NB cannot charge for hire of own venue e.g. Public Hall*

Direct Office expenses – as per ERDF office and communal spaces above

Marketing – Leaflets and advertising

Promote project – directly to participants and work with other agencies who can signpost people – promote courses

Leaflets required for each course – assume average of 5 weeks per course (some may only be one or two sessions others possibly longer) so a total of 8 – 500 leaflets for each – £200 for each for print and design as per costings above

Website set-up approx. £6,000

Website set-up/design, project imagery and graphics, and digital marketing – total £6,000 – basic site only, based on indication from our existing provider.

Participant Support Expenses (to overcome barriers to participation)

Travel for delegates – all participants within the Liskeard area so taxi where mobility difficulties - assume 5 @ £10 = £50 per session x 5 per quarter = £250

Child Care (pre-schoolers or breakfast/after school club) – Liskeard Together use Liskerret pre-school on a sessional basis - assume 5 children for 8 hours per session = 40 x £5 per hour = £200 per session x 5 per quarter = £1,000. Possible associated additional travel costs