

Shropshire Council

Growth Hub Funding 2019-2020

**DETAILS OF EXPENDITURE ITEMS AND SERVICES,
FORECAST SPEND AND QUARTERLY CLAIM FORM**

Accountable Body Primary Contact Details

Name of Accountable Body	Shropshire Council
Accountable Body Office Address	Shirehall Abbey Forgate Shrewsbury Shropshire SY2 6ND
Name of Accountable Body Finance Lead	James Walton
Contact Details for This Person	01743 258915 James.walton@shropshire.gov.uk

Other Details

Name of LEP	Marches LEP
Name LEP Project Manager	Yasmin Sulaman
Contact Details for This Person	01743 462026 07990 085204 Yasmin.Sulaman@marcheslep.org.uk
Name of Growth Hub	Marches Growth Hub
Name of Principle Growth Hub Delivery Body	Marches LEP

Important Information

To note that funding awards in 2019-20 will provide continuation revenue funding to LEPs, which can only be spent on core Growth Hub related delivery activities as set out as Project Activity Information ('Eligible Expenditure') below.

Funding cannot be used to fund the expenses and activities listed below which are classified as 'Ineligible Expenditure' for the purpose of this Grant and must be excluded from Eligible Expenditure:

- grant award payments directly to business;
- award funding to business in the form a voucher;
- fund cost of preparation of auditor's reports;
- input VAT reclaimable by the Grant Recipient from HMRC;
- contributions in kind (i.e. a contribution in goods or services, as opposed to money); or
- interest payments (including service charge payments for finance leases);
- statutory fines, criminal fines or penalties.
- support activities of a political or exclusively religious nature, such as lobbying; and
- other expenses classified as improper by BEIS for the purpose of this Grant.

In addition, to enable BEIS to commission an annual audit of Growth Hub spend in line with recent recommendations made by the Government Internal Audit Agency (GIAA), Accountable Bodies are

asked to be explicit when providing 'Eligible Expenditure' detail in relation to the item or services to be purchased or procured during 2019-20 and provide full costed details below.

Note: All Eligible Expenditure must be claimed net of VAT where it is recoverable from HM Revenue and Customs.

PROJECT ACTIVITY INFORMATION		
Period of claim	Items and services needed to deliver contracted 'principles of funding' and forecasted costings of each purchase/procured service	
Quarter 1	Expenditure Detail	Estimated Spend £
April to June 2019	Growth Hub Operational costs Breakdown as follows: -	
	Payroll including NI and Pension	12,481.27
	Agency staffing cost for April	2,925.36
	Travel related costs (mileage and expenses)	100.00
	Telephone line rental	101.10
	Telephone calls estimate	190.00
	Legal costs - towards Growth Hub related activity such as BEIS, NBSH DSA/MOU and local SLA/DSA	500.00
	Steering Group and Ops Meetings room hire & refreshments	135.00
	Growth Hub Information Database licences (MINT/Fame)	23,000.00
	PR/Marketing Contract with Be Bold. This contract covers website content and updates, press releases/advertorials, e-newsletters, case studies, social media, high profile event support as well as a total of 23 days supporting the three physical hubs over the financial year. Daily rate is £600 and we plan to receive up to 10 days support per month.	18,000.00
	3 Physical Hub Allocation The 3 physical growth hubs are planning to use their allocation on the following goods and services:- <ul style="list-style-type: none"> • CRM licence and development work to support data returns • Cost relating to business engagement/outreach activity/ small business events/workshops/seminars. • High profile events – Venue/Bufferet/refreshments/high profile speakers/design work for promotion • Marketing costs which are not covered by the PR/Marketing contract such as business cards, printing of leaflets etc • Please note that MGH Shropshire is planning to claim a total of £3525 towards rent over the financial year as they are now charged this cost by Shropshire Council. A small amount will be claimed in each quarter. 	8,167.00
TOTAL AMOUNT BEING DRAWDOWN FOR QUARTER 1		65,599.73

PROJECT ACTIVITY INFORMATION		
Period of claim	Items and services needed to deliver contracted 'principles of funding' and forecasted costings of each purchase/procured service	
Quarter 2	Expenditure Detail	Estimated Spend £
July to September 2019	Growth Hub Operational costs Breakdown as follows: -	
	Payroll including NI and Pension	12,481.27
	Travel related costs (mileage and expenses)	250.00
	Telephone line rental	101.10
	Telephone calls estimate	190.00
	Legal costs - towards Growth Hub related activity such as BEIS, NBSH DSA/MOU and local SLA/DSA	500.00
	Steering Group and Ops Meetings room hire and refreshments	202.50
	Growth Hub Information Database licences (COBRA)	7,120.00
	PR/Marketing Contract with Be Bold. This contract covers website content and updates, press releases/advertorials, e-newsletters, case studies, social media, high profile event support as well as a total of 23 days supporting the three physical hubs over the financial year. Daily rate is £600, and we plan to receive up to 10 days support per month.	18,000.00
	3 Physical Hub Allocation The 3 physical growth hubs are planning to use their allocation on the following goods and services: <ul style="list-style-type: none"> • CRM licence and development work to support data returns • Cost relating to business engagement/outreach activity/ small business events/workshops/seminars. • High profile events – Venue/Bufferet/refreshments/high profile speakers/design work for promotion • Marketing costs which are not covered by the PR/Marketing contract such as business cards, printing of leaflets etc • Please note that MGH Shropshire is planning to claim a total of £3525 towards rent over the financial year as they are now charged this cost by Shropshire Council. A small amount will be claimed in each quarter. 	4,525.00
CLAIM INFORMATION (£)		
Quarter 2 claim	*TOTAL AMOUNT BEING DRAWDOWN IN QUARTER 2	
	ORIGINAL ESTIMATED AMOUNT OF DRAWDOWN IN QUARTER 2	43,369.87
	VARIANCE	
Overall grant position including funding committed but not yet spent	TOTAL SPEND TO DATE	
	TOTAL FUNDING REMAINING TO BE CLAIMED	
	TOTAL GRANT FUNDING COMMITTED	
Supporting narrative relating to grant spend, amount of money committed and any early indications of potential end of year underspend:		

Evidence of defrayal of grant/type of spend: Please also provide 2 example invoices paid by the final recipient of the money which confirms the type of expenditure or services acquired to support delivery of the Growth Hub service. In addition, please provide evidence of assurance of payment; via the provision of a copy of the relevant general ledger and updated spend spreadsheet.

PROJECT ACTIVITY INFORMATION		
Period of claim	Items and services needed to deliver contracted 'principles of funding' and forecasted costings of each purchase/procured service	
Quarter 3 October to December 2019	Expenditure Detail	Estimated Spend £
	Growth Hub Operational costs Breakdown as follows: -	
	Payroll including NI and Pension	12,506.45
	Travel related costs (mileage and expenses)	150.00
	Telephone line rental	101.10
	Telephone calls estimate £190.00	190.00
	Legal costs towards Growth Hub related activity such as BEIS, NBSH DSA/MOU and local SLA/DSA	500.00
Steering Group and Ops Meetings room hire and refreshments	135.00	
PR/Marketing Contract with Be Bold. This contract covers website content and updates, press releases/advertorials, e-newsletters, case studies, social media, high profile event support as well as a total of 23 days supporting the three physical hubs over the financial year. Daily rate is £600, and we plan to receive up to 10 days support per month.	18,000.00	
3 Physical Hub Allocation The 3 physical growth hubs are planning to use their allocation on the following goods and services:-	4,513.00	
<ul style="list-style-type: none"> • CRM licence and development work to support data returns • Cost relating to business engagement/outreach activity/ small business events/workshops/seminars. • High profile events – Venue/Bufferet/refreshments/high profile speakers/design work for promotion • Marketing costs which are not covered by the PR/Marketing contract such as business cards, printing of leaflets etc • Please note that MGH Shropshire is planning to claim a total of £3525 towards rent over the financial year as they are now charged this cost by Shropshire Council. A small amount will be claimed in each quarter. • 		
Growth Hub website support & maintenance contract	1,440.00	
Virtual Hub CRM Licence	6,500.00	

CLAIM INFORMATION (£)		
Quarter 3 claim	*TOTAL BEING DRAWDOWN IN QUARTER 3	
	ORIGINAL ESTIMATED AMOUNT OF DRAWDOWN IN QUARTER 3	44,035.55
	VARIANCE	
Overall grant position including funding committed but not yet spent	TOTAL SPEND TO DATE	
	TOTAL GRANT FUNDING COMMITTED	
Supporting narrative relating to grant spend, amount of money committed and any early indications of potential end of year underspend:		
Evidence of defrayal of grant/type of spend: Please also provide 2 example invoices paid by the final recipient of the money which confirms the type of expenditure or services acquired to support delivery of the Growth Hub service. In addition, please provide evidence of assurance of payment; via the provision of a copy of the relevant general ledger and updated spend spreadsheet.		

PROJECT ACTIVITY INFORMATION		
Period of Claim	Items and services needed to deliver contracted 'principles of funding' and forecasted costings of each purchase/procured service	
Quarter 4	Expenditure Detail	Estimated Spend
January to March 2019	Growth Hub Operational costs Breakdown as follows: -	
	Payroll including NI and Pension	12,506.45
	Travel related costs (mileage and expenses)	50.00
	Telephone line rental	101.10
	Telephone calls estimate	190.00
	Legal costs	500.00
	Mobile costs £9 per month	108.00
	IT Service Level Agreement & Liability Insurance	500.00
	Steering Group and Ops Meetings meeting room and refreshments	202.50
	PR/Marketing Contract with Be Bold. This contract covers website content and updates, press releases/advertorials, e-newsletters, case studies, social media, high profile event support as well as a total of 23 days supporting the three physical hubs over the financial year. Daily rate is £600, and we plan to receive up to 10 days support per month.	17,200
	3 Physical Hub Allocation The 3 physical growth hubs are planning to use their allocation on the following goods and services:- <ul style="list-style-type: none"> • CRM licence and development work to support data returns • Cost relating to business engagement/outreach activity/ small business events/workshops/seminars. • High profile events – Venue/Buffer/refreshments/high profile speakers/design work for promotion • Marketing costs which are not covered by the PR/Marketing contract such as business cards, printing of leaflets etc 	16,695.00

	<ul style="list-style-type: none"> Please note that MGH Shropshire is planning to claim a total of £3525 towards rent over the financial year as they are now charged this cost by Shropshire Council. 	
	Growth Hub website Hosting	365.00
	Skills Site Maintenance/hosting	300.00
	Virtual Hub CRM development work	300.00
	Evaluation of Growth Hub (£1956.80) & Audit (£1,020)	2,976.80
CLAIM INFORMATION (£)		
Quarter 4 claim	TOTAL BEING DRAWDOWN FOR QUARTER 4	
	ORIGINAL ESTIMATED AMOUNT QUARTER 4	51,994.85
	VARIANCE	
Overall grant position including monies committed but not yet spent	TOTAL SPEND TO DATE	
	TOTAL FUNDING REMAINING TO BE CLAIMED	
Supporting narrative relating to grant spend, amount of money committed and any early indications of potential end of year underspend:		
* Evidence of defrayal of grant/type of spend: Please also provide 2 example invoices paid by the final recipient of the money which confirms the type of expenditure or services acquired to support delivery of the Growth Hub service. In addition, please provide evidence of assurance of payment; via the provision of a copy of the relevant general ledger and updated spend spreadsheet.		

I certify that:

(i) This claim covers satisfactorily delivered activities;

(ii) Expenditure has been incurred by the Accountable Body¹;

(iii) No part of this claim has been included on a previous claim or will be included on a subsequent claim to the Secretary of State;

(iv) There are no sources of funding for these activities of which the Secretary of State has not been given notice in writing;

(v) No part of this claim has been or will be paid by any other Accountable Body or by any public authority as defined in the Grant Offer Letter. No part of this claim has been received or is receivable by the Accountable Body in respect of the Project.

TOTAL AMOUNT BEING CLAIMED	£205,000
SIGNED BY SECTION 151 OFFICER OR DEPUTY 151 OFFICER	
PRINT NAME IN FULL	James Walton
POSITION	Director of Finance, Governance & Assurance
NAME OF ACCOUNTABLE BODY	Shropshire Council
DATE OF CLAIM	

¹ "Incurred," means a legal commitment to pay.

In line with drawdown dates agreed with BEIS please send an electronic copy of this claim to [Karen Hopwood](#). If you also wish to submit a hard copy of this form it should be sent for the attention of Miss Karen L Hopwood, Department for Business Energy and Industrial Strategy, 4th Floor, 1 Victoria Street, London, SW1H 0ET.