

## Shropshire Council

### 2020-2021 EU Transition Business Readiness Growth Hub Grant Funding

#### DETAILS OF EXPENDITURE ITEMS AND SERVICES AND CLAIM FORM

#### Accountable Body Primary Contact Details

Name of Accountable Body	Shropshire Council
Accountable Body Office Address	Shirehall Abbey Foregate 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 Growth Hub

#### **Important Information**

To note this award of 2020-2021 EU Transition Business Readiness Growth Hub Grant funding (the "Grant") by the Department for Business Energy and Industrial Strategy (BEIS) is additional revenue funding to the 2020-2021 core grant funding awarded to Accountable Bodies for Local Enterprise Partnerships (LEPs) for their Growth Hubs. The Grant can only be spent on certain agreed Growth Hub activities set out in the Project Activity Information tables below for issues connected with the ending of the transitional period for the UK leaving the EU on 31<sup>st</sup> December 2020 ("EU Transition issues"). Those activities are to provide outreach and engagement with businesses on EU Transition issues, and to further improve business resilience in the period leading up to the ending of the EU Transition Period on 31<sup>st</sup> December 2020 and the period afterwards up to and including 31<sup>st</sup> March 2021.

Please note that all advisors and specialist advisors recruited for EU Transition issues related to outreach and business advice should not be employed by LEPs as permanent employees and should only be recruited on a temporary or similar non-permanent basis. Any roles to be funded beyond the 31<sup>st</sup> March 2021 by the LEPs and/or Growth Hub providers will need to be funded using other sources of local funding. The Grant does not create any recurring liabilities on BEIS to provide further EU Transition funding for Growth Hubs after 31<sup>st</sup> March 2021.

## Claim Periods for the Grant

All spending on the ringfenced **£2.4m** is to take place between **1 November 2020 and 31 March 2021**. For the **£4m** additional funding, spending is to take place **between 16 November 2020 and 31 March 2021**. There will be two periods for making claims for the Grant. **Period 1 claims** cover costs incurred on Eligible Expenditure in the period between the start dates for the £2.4m and for the £4m elements of the Grant specified in the BEIS Grant Offer Letter, and up to and including 31<sup>st</sup> January 2021. **Period 2 claims** cover costs incurred on Eligible Expenditure between 1<sup>st</sup> February 2021, and up to and including 31<sup>st</sup> March 2021.

The total Grant allocation for The Marches LEP under this programme is £136,050. The maximum amount of funding allocated for individual activities are as follows:

Activity	Funding Allocation
Advisors for Outreach and Advice	£54,000 (Ringfenced)
Specialist & General Advisors	£67,500
Intelligence, Analysis, Monitoring & Evaluation	£5,000
Regional Coordination & Targeting	£9,550

Funding allocated for “Advisors for Outreach and Advice” is ringfenced and cannot be reallocated to any other activity under this programme. The individual funding allocations for all other activities are indicative, and funding can be adjusted between these elements of the programme subject to business need, with your estimated spend for each element detailed below. Elements of the programme cannot be reallocated to other LEPs. Activity can take place across LEP boundaries, subject to local agreement, as long as individual LEPs remain within allocations and spend is auditable.

**PLEASE NOTE as set out below that up to 50% of the total of £136,050 funding allocated to The Marches LEP can be claimed in Period 1 across the Expenditure headings in the Project Activity Information for all Activities.** Examples of ‘Eligible and Ineligible Expenditure’ for the purpose of this EU Transition Business Readiness Growth Hub Grant are set out in **Schedule 1A**.

PROJECT ACTIVITY INFORMATION		
Period of claim	Items and services needed to deliver agreed ‘conditions of funding’ and forecasted costings of each purchase/service	
<b>Period 1</b>	<b>Expenditure Detail</b>	<b>Estimated Spend (£)</b>
Funding being paid in advance to the 31 <sup>st</sup> January 2021		<b>(Up to 50% of LEP allocation across all headings)</b>
	Salaries and on-costs of additional temporary Advisors for Outreach and Advice. Based on share of £2.4m	
	<b>Note that the £2.4m is ringfenced money and cannot be used on any other activities.</b>	£27,000.00 including VAT charges
	Salaries and on-costs of additional temporary Specialist and/or General Advisors	£33,750.00 including VAT charges
	Intelligence, Analysis, Monitoring & Evaluation	£2,500.00 including VAT charges
	Regional Coordination & Targeting	£4,775.00 including VAT charges

<b>TOTAL AMOUNT BEING DRAWDOWN</b>		<b>£68,025.00</b>
<b>PROJECT ACTIVITY INFORMATION</b>		
Period of claim	Items and services needed to deliver agreed 'conditions of funding' and forecasted costings of each purchase/ service	
<b>Period 2</b>	<b>Expenditure Detail</b>	<b>Estimated Spend (£)</b>
1st February 2021 to 31 <sup>st</sup> March 2021(payment subject to receipt of evidence of spend amount and monies to be defrayed by the 31 <sup>st</sup> March 2021 as detailed below)		<b>(Up to 50% of LEP allocation across all headings)</b>
	Salaries and on-costs of additional temporary Advisors for Outreach and Advice. Based on share of £2.4m.	
	<b>Note that the £2.4m is ringfenced money and cannot be used on any other activities.</b>	£27,000.00 including VAT charges
	Salaries and on-costs of additional temporary Specialist and/or General Advisors	£33,750.00 including VAT charges
	Intelligence, Analysis, Monitoring & Evaluation	£2,500.00 including VAT charges
Regional Coordination & Targeting	£4,775.00 including VAT charges	
<b>CLAIM INFORMATION (£)</b>		
Period 2	<b>TOTAL BEING DRAWN DOWN FOR PERIOD 2</b>	<b>£68,025.00</b>
	ORIGINAL ESTIMATED AMOUNT OF DRAWDOWN IN PERIOD 2	£
	VARIANCE	£
	TOTAL AMOUNT OF MONEY PROJECTED TO BE SPENT BY THE 31 <sup>ST</sup> MARCH 2021	£
Supporting narrative relating to EU Transition Business Readiness Grant spend, amount of money projected to be defrayed by the 31 <sup>st</sup> March 2021 and any early indications of potential end of year underspend:		
<p><b>Evidence needed to support the Period 2 claim for monies spent and monies to be defrayed by 31<sup>st</sup> March 2021.</b></p> <p>Please provide the following evidence to be provided by the final recipient of the money which confirm the type of expenditure or services acquired to support delivery of the EU Transition activity detailed above via the Growth Hub service.</p> <ol style="list-style-type: none"> <li>1. Evidence of salaries and on-costs for Advisors for Outreach &amp; Advice to be defrayed by 31<sup>st</sup> March 2021 from the ring-fenced (£2.4m) element of the Grant.</li> <li>2. Evidence of salaries and on-costs for additional specialist and generic advisors/navigators to be defrayed by 31<sup>st</sup> March 2021 from the £4m element of the Grant.</li> <li>3. One invoice to be evidence of expenditure for the other activities listed above.</li> </ol> <p>In addition, please provide evidence of assurance of payment, via the provision of a copy of the relevant general ledger and completion of the details in the following table.</p>		

**2020-2021 EU Transition**  
**Business Readiness Growth Hub Funding**

<b>Expenditure Per Activity</b>	<b>Spend to 31st January 2021</b>	<b>Amount projected to be spent between 1st February 2021 to 31st March 2021</b>	<b>Total projected spend to 31st March 2021*</b>
<b>Advisors for Outreach and Advice from £2.4m Ringfenced Funding</b> ( <i>allocated 2 or 3 per LEP based on business population</i> )	£27,000.00	£27,000.00	£54,000.00
<b>Specialist &amp; General Advisors</b> ( <i>allocated 2.5 or 4 per LEP based on business population</i> )	£33,750.00	£33,750.00	£67,500.00
<b>Intelligence, Analysis, Monitoring and Evaluation</b>	£2,500.00	£2,500.00	£5,000.00
<b>Regional Coordination and Targeting</b>	£4,775.00	£4,775.00	£9,550.00
<b>TOTALS</b>	<b>£68,025.00</b>	<b>£68,025.00</b>	<b>£136,050.00</b>

<b>Projected spend to 31st March 2021*</b>	<b>£136,050.00</b>
<b>50% grant already claimed to 31st January 2021</b>	<b>£</b>
<b>REMAINDER OF GRANT BEING CLAIMED</b>	<b>£</b>

**I certify that:**

- (i) This claim covers satisfactorily delivered activities;
- (ii) Expenditure has been incurred by the Accountable Body<sup>1</sup>;
- (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 EU Transition Grant Offer Letter. No part of this claim has been received or is receivable by the Accountable Body in respect of the Project.

<sup>1</sup> "Incurred," means a legal commitment to pay.

TOTAL AMOUNT BEING CLAIMED	£136,050
SIGNED BY SECTION 73 OR SECTION 151 OFFICER OR DEPUTY	
PRINT NAME IN FULL	James Walton
POSITION	Interim Director of Resources
NAME OF ACCOUNTABLE BODY	Shropshire Council
DATE OF CLAIM	

In line with drawdown dates agreed with BEIS please send an electronic copy of this claim to [Karen Hopwood](#). If you also wish to additionally 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, 4<sup>th</sup> Floor, 1 Victoria Street, London, SW1H 0ET.

### EU TRANSITION BUSINESS READINESS FUNDING: GROWTH HUBS (£6.4m)

This Schedule provides examples of the types of item and service descriptors that will be acceptable for BEIS governance and audit purposes.

#### ELIGIBLE EXPENDITURE:

1. Direct salaries for advisors/navigators/specialists employed by or acting on behalf of the Growth Hub (including direct employees, employees of contractors/ partners, secondees, and self-employed specialists) to deliver EU Transition activity over the period to 31 March 2021 with no commitment beyond this date. For example:

- i. Salary and on-costs for additional advisors carrying out outreach and engagement work relating to EU Transition
  - ii. Salary and on-costs for additional specialist and generic business advisers/navigators where related to the provision of advice and support to businesses on EU Transition
  - iii. Salary and on-costs for individuals, or use of agency workers or named contractors, to carry out other functions within the organisation to enable existing manpower resource to be used to provide an equivalent value of additional outreach, engagement, advice and support on EU Transition.
2. Travel and expenses costs (directly related ONLY to additional advisors as detailed in i), ii) and iii) above - provide basic details and cost breakdown.
  3. Training for additional advisors/navigators/specialists as detailed in i), ii) and iii) above.
  4. IT equipment required for home working (laptop and mobile phone) for advisors, navigators and specialists specified in i), ii) and iii) above. Assets to be returned to the Growth Hub at the end of the funding period. Additional telephony costs (where not provided by the national Business Support Helpline) and where directly associated to the provision of inbound and outbound support to businesses relating to EU Transition e.g. extended evening and weekend cover.
  5. Expenditure on eligible EU Transition activities carried out on behalf of other Growth Hubs, Growth Hub Clusters, or the Growth Hub National Co-ordinator (please provide details).
  6. Changes to LEP/Growth Hub Customer Relationship Management (CRM) systems and other internal reporting systems, required to support intelligence gathering and reporting requirements on EU Transition and collection of additional data, purchase/licensing of external data and analysis to support reporting requirements (please separate out cost of any new licences and system changes).
  7. Changes to Growth Hub websites to reflect EU Transition requirements as deemed necessary (please separate out cost of development of new local content and any new directly related tools, diagnostics and analytics). Also includes cost of embedding new links and RSS feeds from the GOV.UK website and other Government portals.
  8. Project management, local co-ordination and consultancy costs (should be kept to a minimum and details provided). Exclusions apply (see below)
  9. European Regional Development Fund (ERDF) match to expand delivery of Growth Hub services and programmes (providing details of the specific programme/s you plan to match fund with approximate amounts).
  10. Evaluation of impact of EU Transition specific support provided or commissioned by the Growth Hub under this programme, to be supplied as part of the Growth Hub annual reporting process.
  11. Legal, procurement and financial costs should be kept to a minimum and details provided.

12. In-house or external development and delivery of business support intervention solutions / training / events and workshops to support businesses affected by EU Transition delivered via digital / virtual channels based on local circumstances and need.
13. VAT on the above expenditure that is not reclaimable by the Grant Recipient from HMRC.
14. Other expenditure agreed on a case-by-case basis in discussion with BEIS.

#### **INELIGIBLE EXPENDITURE:**

1. Costs not specified above without prior agreement with BEIS.
2. Any EU Transition marketing or communication activities incorporating print, audio-visual or digital media campaigns or advertising (including website banners, advertorials, value-added services on platforms such as LinkedIn), search engine keywords, PR/Communications contracts, graphic design.
3. Salaries and specified direct costs for additional advisors funded by this programme, that have financial commitments beyond 31 March 2021.
4. All sponsorship activity - including part/whole events such as "Business of the Year" and including purchase of tables at events, food, alcohol and other refreshments.
5. Other categories of entertainment e.g. purchase of food and alcohol at partner dinners.
6. Growth Hub branded luxury or promotional goods e.g. chocolates and umbrellas.
7. Payment of outbound and inbound overseas travel, and accommodation /subsistence expenses (including payment for consultants and experts) based overseas.
8. Support activities of a political or exclusively religious nature, such as lobbying.
9. Grant award payments in the form of direct payments to business e.g. in the form of a voucher.
10. Cost of preparation of auditor's reports.
11. Input VAT reclaimable by the EU Transition Grant Recipient from HMRC.
12. Contributions in kind (i.e. a contribution in goods or services, as opposed to money) except where supporting another Growth Hub, Growth Hub cluster or National Co-ordinator deliver EU Transition activity eligible under this programme.
13. Interest payments (including service charge payments for finance leases).
14. Statutory fines, criminal fines and penalties.
15. Payment of bad debts to related parties.
16. Payments for unfair dismissal or other compensation.
17. All other Growth Hub related costs that are already covered by the BEIS 2020-2021 Core and Supplementary grant funding,
18. Other expenses classified as improper by BEIS for the purpose of this Grant.

#### **Additional Notes**

- (i) BEIS Grant funding cannot be drawn on by the Accountable Body to provide a service to the LEP in the form of a flat fee.
- (ii) BEIS Grant funding cannot be used to pay for completion of end of year audit where the services of the Accountable Body or neighbouring Mayoral Combined Authority (MCA) or Local Authority (LA) can be used at no cost.