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2021- 2022 Growth Hub Core Grant Funding**DETAILS OF EXPENDITURE ITEMS AND SERVICES,
FORECAST SPEND AND QUARTERLY CLAIM FORM****Non Cluster Leads****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	07990 085204
Name of Growth Hub	Marches Growth Hub
Name of Principle Growth Hub Delivery Body	Yasmin.Sulaman@marcheslep.org.uk

Important Information

To note that core funding awards in 2021-2022 will provide continuation of revenue funding to LEPs, which can only be spent on core Growth Hub related delivery activities.

Note: Examples of '**Eligible and Ineligible Expenditure**' for the purpose of this Grant are set out in **Schedule 1A**.

In addition, to enable BEIS to commission an annual audit of Growth Hub spend in line with 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 2021-2022 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 agreed 'conditions of funding' and forecasted costings of each purchase/procured service	
Quarter 1	Expenditure Detail	Estimated Spend (£)
April to June 2021	Marches Growth Hub (MGH) Operations Costs Breakdown as follows:-	

	<ul style="list-style-type: none"> Payroll costs for Business Support Lead and LEP admin support 1 day per week including NI, Pension and unrecoverable VAT. 1 x FTE administrator (agency worker) including unrecoverable VAT. Mobile phone £10 per month including unrecoverable VAT. 	<p style="text-align: right;">17,994.43</p> <p style="text-align: right;">10,360.92</p> <p style="text-align: right;">36.00</p>
	Marches Business Support Steering Group <ul style="list-style-type: none"> Data support from contractor including attendance at meeting. 	4,425.00
	Information Database licence (COBRA) including unrecoverable VAT	5,767.20
	PR/Marketing Contract <ul style="list-style-type: none"> This contract covers website content and updates, press releases/advertorials, e-newsletters, case studies, social media, attendance at MGH group meetings and reporting. 	10,800.00
	Physical Hub Allocation - The 3 physical growth hubs are planning to use their grant 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/business events/workshops/seminars. Eligible operating costs agreed with the LEP such as % contribution towards costs relating to premises, telephone line and small printing costs. Costs to broker in business/specialist advisors to provide 1:1 business support. A framework of business/specialist advisors will be in place and advisers will be called upon as and when required depending on the need of the business. Advisors will not be employed. <p>Cost excludes payment of VAT.</p>	30,000.00
TOTAL AMOUNT BEING DRAWDOWN FOR QUARTER 1		79,383.55
PROJECT ACTIVITY INFORMATION		
Period of claim	Items and services needed to deliver agreed 'conditions of funding' and forecasted costings of each purchase/procured service	
Quarter 2	Expenditure Detail	Estimated Spend (£)
July to September 2021	Marches Growth Hub (MGH) Operations Costs Breakdown as follows:- <ul style="list-style-type: none"> Payroll costs for Business Support Lead and LEP admin support 1 day per week including NI, Pension and unrecoverable VAT. 1 x FTE administrator (agency worker) including unrecoverable VAT. Mobile phone £10 per month including unrecoverable VAT. Travel (mileage) including unrecoverable VAT. 	<p style="text-align: right;">17,994.43</p> <p style="text-align: right;">10,360.92</p> <p style="text-align: right;">36.00</p> <p style="text-align: right;">50.00</p>

	West Midlands Growth Hub Cluster Activity <ul style="list-style-type: none"> EU Business Support Project / Intelligence gathering. Cost is including unrecoverable VAT. 	5,940.00
	Marches Business Support Steering Group <ul style="list-style-type: none"> Data support from contractor including attendance at meeting. 	4,425.00
	MGH Virtual Hub CRM Licence <ul style="list-style-type: none"> (Tracktivity) cost is including unrecoverable VAT 	7,800.00
	PR/Marketing Contract <ul style="list-style-type: none"> This contract covers website content and updates, press releases/advertorials, e-newsletters, case studies, social media, attendance at MGH group meetings and reporting. 	10,800.00
	Physical Hub Allocation - The 3 physical growth hubs are planning to use their grant allocation on the following goods and services: - <ul style="list-style-type: none"> Cost relating to business engagement/outreach activity/business events/workshops/seminars. Eligible operating costs agreed with the LEP such as % contribution towards costs relating to premises, telephone line and small printing costs. Costs to broker in business/specialist advisors to provide 1:1 business support. A framework of business/specialist advisors will be in place and advisers will be called upon as and when required depending on the need of the business. Advisors will not be employed. <p>Cost excludes payment of VAT.</p>	45,000.00

CLAIM INFORMATION (£)

Quarter 2 claim	*TOTAL AMOUNT BEING DRAWDOWN IN QUARTER 2	£ 102,406.35
	ORIGINAL ESTIMATED AMOUNT OF DRAWDOWN IN QUARTER 2	£
	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 agreed 'conditions of funding' and forecasted costings of each purchase/procured service	
Quarter 3	Expenditure Detail	Estimated Spend (£)
	Marches Growth Hub (MGH) Operations Costs Breakdown as follows:-	

October to December 2021	<ul style="list-style-type: none"> • Payroll costs for Business Support Lead and LEP admin support 1 day per week including NI, Pension and unrecoverable VAT. 17,994.43 • 1 x FTE administrator (agency worker) including unrecoverable VAT. 10,360.92 • Mobile phone £10 per month including unrecoverable VAT. 36.00 • Travel (Mileage) including unrecoverable VAT. 50.00 	
	MGH website Maintenance & Support Contract including unrecoverable VAT	1,728.00
	MGH website Hosting Contract including unrecoverable VAT	438.00
	Marches Business Support Steering Group <ul style="list-style-type: none"> • Data support from contractor including attendance at meeting. 	4,425.00
	Information Database licence (FAME or Cedarhurst) including unrecoverable VAT.	24,000.00
	PR/Marketing Contract <ul style="list-style-type: none"> • This contract covers website content and updates, press releases/advertorials, e-newsletters, case studies, social media, attendance at MGH group meetings and reporting. 	10,800.00
	Physical Hub Allocation - The 3 physical growth hubs are planning to use their grant allocation on the following goods and services: - <ul style="list-style-type: none"> • Cost relating to business engagement/outreach activity/business events/workshops/seminars. • Eligible operating costs agreed with the LEP such as % contribution towards costs relating to premises, telephone line and small printing costs. • Costs to broker in business/specialist advisors to provide 1:1 business support. A framework of business/specialist advisors will be in place and advisors will be called upon as and when required depending on the need of the business. Advisors will not be employed. <p>Cost excludes payment of VAT.</p>	75,000.00
CLAIM INFORMATION (£)		
Quarter 3 claim	*TOTAL BEING DRAWDOWN IN QUARTER 3	
	ORIGINAL ESTIMATED AMOUNT OF DRAWDOWN IN QUARTER 3	£ 144,832.35
	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 agreed 'conditions of funding' and forecasted costings of each purchase/procured service	
Quarter 4	Expenditure Detail	Estimated Spend (£)
January to March 2022	Marches Growth Hub (MGH) Operations Costs Breakdown as follows:- <ul style="list-style-type: none"> • Payroll costs for Business Support Lead and LEP admin support 1 day per week including NI, Pension and unrecoverable VAT. 17,994.43 • 1 x FTE administrator (agency worker) including unrecoverable VAT. 10,360.92 • Mobile phone £10 per month including unrecoverable VAT. 36.00 • Travel (Mileage) including unrecoverable VAT. 50.00 • Legal costs - towards Growth Hub related activity such as BEIS, NBSH DSA/MOU and local SLA/DSA. Cost is including unrecoverable VAT. 3,240.00 • Virtual Hub annual office licences, IT SLA, Office and public liability insurances. Cost is including unrecoverable VAT. 1,586.47 	
	Strengthening Marches Growth Hub Model Funding has been ringfenced towards support that maybe required to adapt growth hub model in response to government requests. Cost is including unrecoverable VAT.	10,504.93
	MGH Skills site hosting contract Cost is including unrecoverable VAT	360.00
	Marches Business Support Steering Group <ul style="list-style-type: none"> • Data support from contractor including attendance at meeting. 	4,425.00
	MGH Virtual Hub CRM development (estimate) including unrecoverable VAT.	1,000.00
	PR/Marketing Contract <ul style="list-style-type: none"> • This contract covers website content and updates, press releases/advertorials, e-newsletters, case studies, social media, attendance at MGH group meetings and reporting. 	10,800.00
	PR/Marketing Contract <ul style="list-style-type: none"> • Mileage expenses to support photography requirements (estimate). Cost excludes payment of VAT. 	200.00
	PR/Marketing Contract <ul style="list-style-type: none"> • Photography costs based on £125.00 per hour (estimate). Cost excludes payment of VAT. 	600.00
	Physical Hub Allocation - The 3 physical growth hubs are planning to use their grant allocation on the following goods and services: - <ul style="list-style-type: none"> • Cost relating to business engagement/outreach activity/business events/workshops/seminars. 	72,000.00

	<ul style="list-style-type: none"> Eligible operating costs agreed with the LEP such as % contribution towards costs relating to premises, telephone line and small printing costs. Costs to broker in business/specialist advisors to provide 1:1 business support. A framework of business/specialist advisors will be in place and advisers will be called upon as and when required depending on the need of the business. Advisors will not be employed. <p>Cost excludes payment of VAT.</p>	
	MGH Evaluation <ul style="list-style-type: none"> Impact case studies to be agreed with BEIS. Cost is including unrecoverable VAT. 	2,220.00
CLAIM INFORMATION (£)		
Quarter 4 claim	TOTAL BEING DRAWDOWN FOR QUARTER 4	£135,377.75
	ORIGINAL ESTIMATED AMOUNT QUARTER 4	£
	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	£462,000
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¹ "Incurred," means a legal commitment to pay.

SIGNED BY SECTION 151 OFFICER OR DEPUTY 151 OFFICER	
PRINT NAME IN FULL	James Walton
POSITION	Interim Executive 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](#) and Growth.Hubs@beis.gov.uk. 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.

2021-2022 Growth Hub Core Grant Funding (£22 million)

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. Salary and on-costs for Advisers and Growth Hub staff, including those contracted in, for example:
 - i. Salary and on-costs for generic business advisers/navigators
 - ii. Salary and on-costs for specialist business advisers e.g. Scale-Up, Account Managers etc
 - iii. Salary and on-costs for Growth Hub Manager
 - iv. Salary and on-costs for other Growth Hub support staff e.g. Marketing Manager, etc.
2. Travel and expenses costs - provide basic details and cost breakdown.
3. Training, L&D, accreditation costs (e.g. SFEDI) - provide basic details and cost breakdown.
4. Telephone costs (where not provided by the national Business Support Helpline) and where directly associated to the provision of inbound and outbound support to businesses.
5. Customer Relationship Management (CRM) system (please separate out cost of any new licences and where system changes are required to support collection of additional data.
6. Growth Hub website/portal (please separate out cost of development of new local content and any new tools, diagnostics and analytics. Also includes cost of embedding new links and RSS feeds from the GOV.UK website.
7. Client engagement, marketing and printing which could include (but not exclusively):-
 - a) Primary targeting campaigns for scale-up/high-growth and productive businesses and raising the profile of those businesses who have benefit from advice and support packages e.g. Small Business Supplementary Grants etc
 - b) Corporate communications external press and PR for new Growth Hub openings and including the provision of launch collaterals
 - c) Viral business campaigns and new business engagement
8. Project management and consultancy costs (should be kept to a minimum and details provided)
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. Other items and services that will drive business growth via the Growth Hub will be considered and approved only on a case-by-case basis in discussion with BEIS (provide detail including benefits and approximate costings).
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 bootcamps to support businesses via digital and other innovative online / virtual channels based on local circumstances and need.
13. Any additional evaluation of the impact of Growth Hub support (only where directly linked to the Growth Hub and adding value to any independent evaluation of impact being conducted by BEIS).

14. Delivery of Growth Hub Cluster lead or Co-ordinator related activity as agreed with individual LEPs (max budget as detailed in grant offer letter)

15. Other expenditure agreed on a case-by-case basis in discussion with BEIS.

INELIGIBLE EXPENDITURE:

1. 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.
2. Other categories of entertainment e.g. purchase of food and alcohol at partner dinners.
3. Growth Hub branded luxury goods e.g. chocolates and umbrellas.
4. Payment of outbound and inbound overseas travel and accommodation expenses including payment for consultants and experts based overseas.
5. Support activities of a political or exclusively religious nature, such as lobbying.
6. Grant award payments in the form of direct payments to business.
7. Award funding to business in the form a voucher e.g. growth voucher.
8. Fund cost of preparation of auditor’s reports.
9. Input VAT reclaimable by the Grant Recipient from HMRC.
10. 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).
11. Payment of Statutory fines, criminal fines and penalties.
12. Payment of bad debts to related parties.
13. Payments for unfair dismissal or other compensation.
14. Other expenses classified as improper by BEIS for the purpose of this Grant.
15. Payments to give evidence to Parliamentary Select Committees, attend meetings with ministers or civil servants to discuss the progress of a taxpayer funded grant scheme.
16. Payments for works or activities which the grant recipient, or any member of their Partnership has a statutory duty to undertake, or that are fully funded by other sources;

Notes

- (i) BEIS Core 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 Core 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.