

Good Practice Guidance Manual for SCN Partners – March 2013

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Introductory Statement

As the Sheffield Community Network project successfully rolls out so does the need for re-establishing absolute clarity about operational issues.

An important counter-measure to ensure risk mitigation is that Sheffield City Council officers and delivery partners are as well informed as possible about these operational details.

The guidance below is intended to meet the need expressed above.

This guidance will updated when appropriate and so this document will be evolutionary in nature.

Delivery partners will be asked to sign an initial copy of this document but the latest version will be held electronically on a password-protected part of the SCN website. If any changes to the document are made then an electronic version of the document will be circulated amongst partners.

Outputs Table

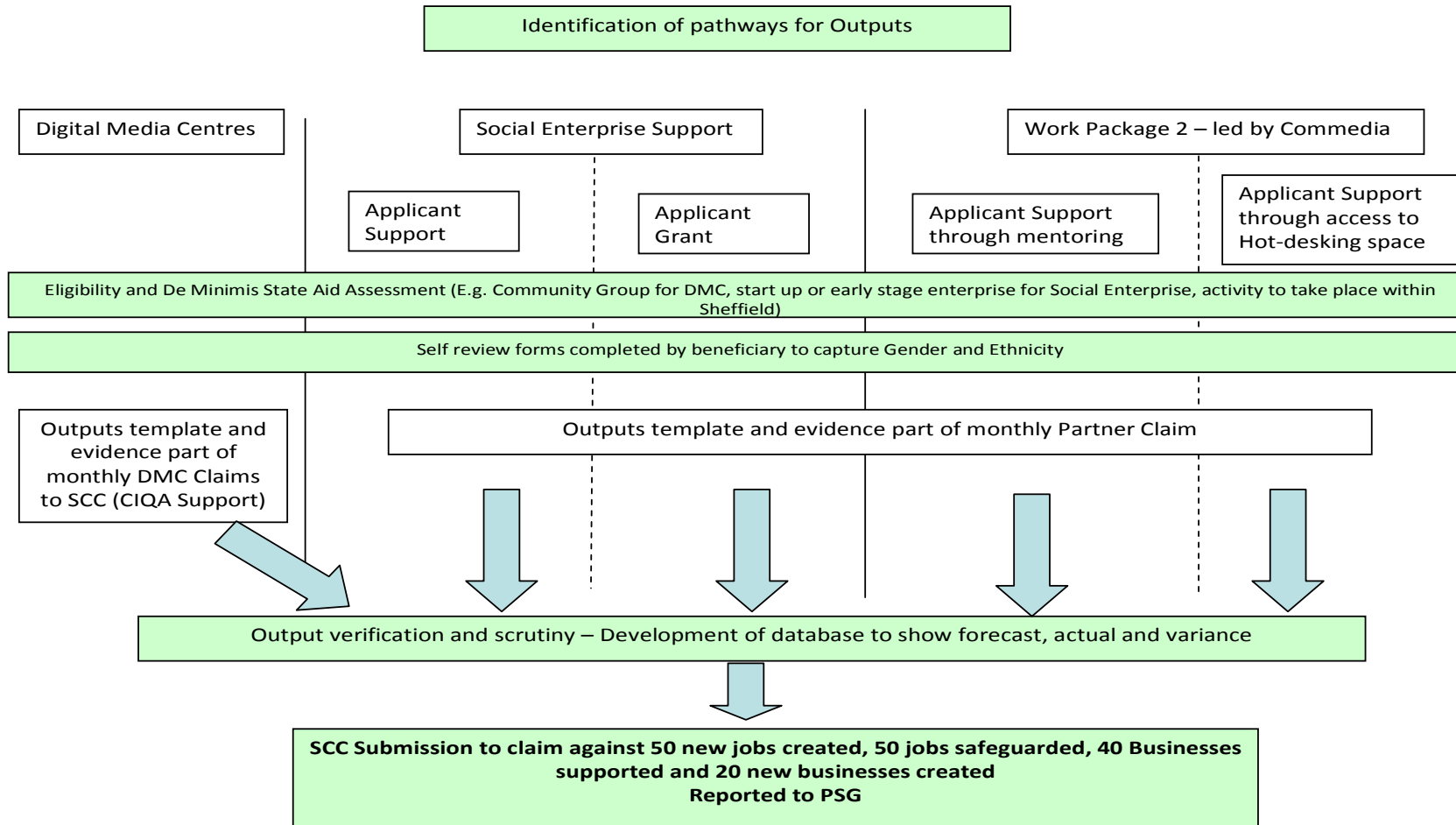
The Sheffield Community Network has the following outputs to deliver as part of the header contract with DCLG.

European Indicators Project Total (Split South Yorkshire & rest of Region) & refer to guidance	Total
Gross new jobs created	50
Gross jobs safeguarded	50
No of new businesses created	20
No of businesses assisted that are SMEs	40

Subsets of above defined outputs	
Businesses assisted that are Social Enterprises	30
New jobs created for women	15
New jobs created for BAME citizens	5
New jobs safeguarded for women	15
New jobs safeguarded for BAME citizens	5
New businesses created that are female owned	6
New businesses created by BAME employers	3

There are 5 identified routes (indicated below) through which project outputs will be achieved.

The diagram below indicates the sequence of activity which will lead to submission of outputs within the claim.



Definition of Outputs

a) The definition of a job created:

It must be a new, permanent, paid, full-time equivalent (FTE) and must not be covered under the exclusions.

New = should not have existed in the region or with that employer in the UK before the intervention and should be a direct result of the intervention.

Permanent = should have a life expectancy of at least 1 year from the point at which it is created.

FTE = paid work of 30 hours or more per week. Convert part-time jobs to FTE either:

- on a pro rata basis based on hours worked; or
- 2 part time jobs = 1 FTE, where no other information available (i.e. EC approach)

It is counted...

When a new, permanent, FTE or equivalent, paid job is created/attracted to the region and the post is filled e.g. jobs that arise from *Foreign Direct Investment (FDI)* when they have been delivered.

Research jobs created can be counted under both this result and the “Number of gross research jobs created”

N.B. Jobs created are an outcome/result when the jobs follow after an individual intervention has ended. Research jobs can be counted towards this indicator and also towards the gross new jobs target.

Exclusions...

Inputs to the project such as:

- Jobs to set up or deliver the project e.g. management/administrative staff, consultancies, or temporary contractors
- Construction jobs integral to the delivery of a project (e.g. in remediating a site or construction of premises), even if they last for more than a year.
- *Seasonal jobs* which are incidental to the project
- *Transferred jobs* which are a result of a company moving either within the region or from other English regions or UK devolved administrations are not new jobs. These may be included as safeguarded jobs but only where the relocation is part of a rationalisation programme which will safeguard jobs by moving them and otherwise meet the criteria above.

- *Occupancy of the post* - the job must not be counted again if it is filled over time by different individuals.

Verification Evidence...

Business - Name, Address incl. post code, Tel no, Contact details.

Ownership.

No. of employees.

Job – new job title, contract of employment/, (expected duration must be 1 year or longer or 4 weeks per annum for seasonal jobs integral to the project), hours of work (for FTE calculation). Start date of employment. Letter or standard form (signed by employer) from employer confirming new jobs are a result of the project. If the location is different from business address please provide details.

Supplementary Notes

For 'employed' jobs created requires a letter of intent immediately and a contract of employment ultimately.

For 'self-employed' jobs, these require a personal waiver statement.

There needs to be a clear and demonstrable link with Sheffield e.g. the beneficiary is resident within Sheffield or undertakes development which has a Sheffield address/postcode.

Zero hours contracts

If a post is to be claimed which is 'zero-hours' <https://www.gov.uk/contract-types-and-employer-responsibilities/zero-hour-contracts> then there must be a clear trail of supporting evidence which is characterised by timesheets which show amount of work undertaken. This must equate to being paid work of 30 hours or more per week.

N.B. For claiming an outputs could all completed evidence be submitted at the same time and not on a staged basis.

Certification of a Job Created

Business Name							
Business Contact Name							
Business Address							
Postcode							
Ownership (such as Limited by Guarantee)							
Number of Employees							
Business Telephone Number							

New Job Created - Job Title							
Name of New Employee							
Home Postcode of Employee							
Please tick the relevant Age category	16-24	25-34	35-44	45-54	55-65	Over 65	
Start Date of Employment – DD/MM/YYYY							
Was the New Employee in receipt of 'Job Seekers Allowance' prior to this employment (optional)	Yes			No			
If this position is at a different business address please state:				No of Working Hours			

Has this position been filled by a person from a Black, Asian or Minority Ethnic background?	Yes	No
Has this position been filled by a male or female person?	Male	Female
Do you consider the person employed to have a disability?	Yes	No

DECLARATION FOR AN EMPLOYER	
This declaration is to confirm that we wish to employ the above named person in the role specified. This post has not existed in the region or with this employer in the UK before, and is a direct result of the ERDF intervention in the form of the Sheffield Community Network. We intend to continue this post for at least 1 year from the point at which it was created. We also confirm that the contract is for paid work of 30 hours or more per week.	
Signed (Employer): PRINT NAME	Date: Job Title:
DECLARATION FOR AN EMPLOYEE	
This declaration is to confirm that I am the above named person and have received a letter of employment for the role specified.	
Signed (Employee): PRINT NAME	Date: Job Title:
DECLARATION IF SELF-EMPLOYED:	
This declaration is to confirm that I have set up a business and am now employed in this business. This business and job has not existed in the region or in the UK before, and is a direct result of the ERDF intervention in the form of the Sheffield Community Network. I intend to continue this business and post for at least 1 year from the point at which it was created. I also confirm that I am engaged in this enterprise for 30 hours or more per week.	
Signed: PRINT NAME	Date: Job Title:

OFFICE USE ONLY – Copy of Contract and/or letter of employment which includes acknowledgment of ERDF support.	Yes	No
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b) The definition of jobs safeguarded

To qualify there must be a permanent, paid, full-time equivalent (FTE) job which is at risk.

At Risk is defined as being forecast to be lost normally within 1 year i.e. the jobs at risk must be specified, or if sector is in long-term decline a longer period might be appropriate (where project is proposing to undertake pre-emptive action).

It is counted...

When it is:

- forecast as at risk when the project was approved; and
- is still in existence at the time of counting; and
- is no longer at risk of being lost within a year.

N.B. Beneficiary Characteristics...

Job characteristics relate to their quality i.e. skills required to undertake it and the salary rate. To understand the quality of the jobs being created, consider (i) salary level or (ii) the SOC or (iii) the skills level required for it e.g. NVQ 2, 3, 4, 5 or equivalent.

To assess who benefits from the jobs it would be useful to analyse the post occupant at the time of the intervention by gender, race, age, disability.

Verification Evidence

Business - Name, Address incl. post code, Tel no, Contact details.

Ownership. No. of employees.

Safeguarded job title, contract of employment (expected duration must be 1 year or longer or 4 weeks per annum for seasonal jobs integral to the project), hours of work (for FTE calculation). Start date of employment.

Employment profile at appraisal, decision and on completion. Best evidence available of real risk e.g. written company statement or letter signed by Owner, Chief Executive or Finance Director confirming jobs were no longer at risk, or statutory redundancy notices that were served then withdrawn on individuals.

Statement should show how the project prevented the loss of the job(s).

Supplementary Notes

These outputs can be problematic to find. In the CDI sector much existing work is on a temporary contract basis therefore we await final guidance from DCLG that extension of fixed term contracts do equate to a job safeguarded. In such a case as above a letter should be evidenced setting out the rationale for Employment Contract Extension.

N.B. For claiming an outputs could all completed evidence be submitted at the same time and not on a staged basis.

Certification of a Job Safeguarded

Business Name							
Business Contact Name							
Business Address							
Postcode							
Business Telephone Number							

Ownership (such as Limited by Guarantee)			
Number of Employees			

Safeguarded Job Title							
Name of Employee							
Original Employment Start Date (DD/MM/YYYY)							
If this position is at a different business address please state:					No of Working Hours		

Home Postcode of Employee							
Please tick the relevant Age category	16-24	25-34	35-44	45-54	55-65	Over 65	

Has this position been filled by a person from a Black, Asian or Minority Ethnic background?	Yes	No
Has this position been filled by a male or female person?	Male	Female
Do you consider the person employed to have a disability?	Yes	No

DECLARATION FOR SAFEGUARDED JOB	
This declaration is to confirm that the above job was at risk but is no longer as a direct result of the ERDF intervention in the form of the Sheffield Community Network. We intend to continue this post for at least 1 year from the point at which it was safeguarded. We also confirm that the contract is for paid work of 30 hours or more per week.	
Please state how the project prevented the loss of the job:	
Signed (Employer):	Date:
PRINT NAME	Job Title:

OFFICE USE ONLY – Certified copy of redundancy notice/ above signed declaration by Chief Exe/Finance Director	Yes	No
OFFICE USE ONLY – Copy of new contract which has a duration of 1 year or longer	Yes	No
OFFICE USE ONLY - Follow up Date (In 12 months time)		

c) The definition of new business created

There are 3 main types of business/enterprise:

- (i) sole proprietorships,
- (ii) partnerships and
- (iii) companies.

All will be registered with HMRC for business tax; most but not all are governed by the Companies Act legislation.

These include:

- start-ups of all sizes, whether or not VAT registered
- self-employed & sole traders
- partnerships/limited liability partnerships
- companies (private or public limited companies; private unlimited companies)
- independent spin-outs from established businesses, universities and other research and development organisations
- not-for-profit companies, co-operatives, community enterprises, social enterprises
- farm enterprises
- new to the region branches of businesses which remain established elsewhere in the UK (i.e. expansions)
- Foreign Direct Investment (FDI) bringing new enterprises to the region; both first-time investment and subsequent expansions

N.B. When a new business starts trading in the region and is sustained for at least 12 months as a direct result of the project intervention.

Starts trading is the date when the business registers for VAT or registers for National Insurance (Class 2) contributions. Alternatively use the Business Link approach and use the date of the first transaction.

It is counted...

When the business is still in operation 12 months after it started trading in the region.

Exclusions...

Counting the same business at different phases of its growth as this would be double counting.

Verification Evidence

Business - Name, Address incl. post code, telephone number, contact details, ownership, number of employees. Type of business

New Business – the company incorporation statement or letter from the **Owner/Chief Executive or Finance Director** to confirm it is a new company.

Start of trading - Company Registration No./VAT No. and date of registration or NI Class 2 date of registration or the date of the first transaction where evidence can be produced.

Supplementary Notes

It is strongly advised to complete all written paperwork within a month of business starting.

As the business approaches 12 months there needs to be the collection of final de minimis statement and evidence that the company is still trading.

This can be in the form of

- Correspondence from Companies House
- Correspondence from HMRC
- Correspondence from National Insurance
- Invoice from Trade supplier
- Any other reasonable business correspondence.
- Screenshots from websites.

(The validity of these above forms is still to be tested in other audits and will be at the discretion of the individual auditor.)

N.B. For claiming an outputs could all completed evidence be submitted at the same time and not on a staged basis.

Certification of Business Created

New Business Name							
New Business Contact Name							
New Business Address							
Postcode							
Business Telephone Number							

Date of Company Registration			
Date of when that company started trading			
Evidence of Trading – Date of first bank transaction , registration for VAT or registration for Class 2 National Insurance Contributions			
Company Registration Number			
Ownership (such as Limited by Guarantee)			
Number of Full Time Employees (If any)			
Is the new business a small to medium enterprise (SME)?	Yes	No	
Social Enterprise Definition: 'a social enterprise is a business with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profit for shareholders and owners' (DTI, 2002).			
Do you consider the new business to be a social enterprise? (please see definition above)	Yes	No	
Are you registered for VAT?	Yes	No	
Do you employ a flexible working practice?	Yes	No	
Do you consider the business owner/s to be predominantly from a Black, Asian or Minority Ethnic background?	Yes	No	
What is the business owner/s gender? (predominantly)	Male	Female	Equal
Do you consider the business owner/s to have a disability?	Yes	No	

I confirm that the SCN project has contributed to the creation of this business.	Signed:	Date:
	PRINT NAME	Job Title:

OFFICE USE ONLY – Copy/Screenshot of bank statement received / NI Conts Cert / VAT Registration	Yes	No
OFFICE USE ONLY – Copy of Certificate of Incorporation/Letter from Owner etc.	Yes	No
OFFICE USE ONLY – Follow up Date (In 12 months time)		

d) The definition of Businesses assisted that are SMEs

Business assistance is:

Provision of consultancy support, information, diagnostic advice and guidance to individual businesses, located within the region

The assistance can be personal face-to-face, telephone or web-based dialogue at conferences, seminars, workshops or through networks.

Activities should support the project objectives and be directed to improving the performance of the business.

These may include support for:

- management/leadership
- corporate and social responsibility e.g. awareness raising on statutory and legal responsibilities
- participation in new supply chains
- marketing
- use of R&D
- process and resource efficiency e.g. in use of ICT, waste management
- environmental management
- quality assurance

It is counted...

When a business has received a minimum of 2 days **of 6 hours** active consultancy advice information, diagnostic and brokerage or other non-financial assistance, or a minimum £1,000 grant or equivalent.

Within a project a business can only be counted once irrespective of the number of times or forms of assistance it receives.

Within a programme a business may be counted each time it receives assistance through a different project or intervention strand.

The Y&H ERDF Programme further breaks this output down as follows:

In Priority 3: also reported **where relevant** as “Number of projects assisted that are social enterprises” and “Number of projects overcoming barriers to employment”. Priority 3 projects should therefore report the total of SME assists under this output *and* could also report under **one or both** of the following subsets defined below:

- Number of projects assisted that are social enterprises
- Number of projects overcoming barriers to employment

In addition to the component outputs, other areas for reporting and analysis might include:

- the number of sole traders, micro, small, medium, large businesses, university spinout companies etc. assisted
- cluster/sector (SIC) that was assisted
- type of assistance e.g. R&D (fundamental, industrial, experimental development)

- number of new products, processes, services introduced as a result of the assistance
 - type of financial support equity support e.g. business angels, VCFs x-sector
- Improvements in resource efficiency (waste reduction, re-use, recycling; increase in energy efficiency per m², reduction in CO² emissions, increase use of renewable energy; reduction in water consumption

Exclusions

Distribution of mail-shots and brochures (electronic or hard copy).
Large enterprises and those that do not fit the EU SME definition.

Verification Evidence

Business - Name, Address incl. post code, Tel no. Contact details.
Ownership. Type of business. Evidence it is an SME (evidence as set out in the EU **SME** definition or a completed self-certification form).

http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_user_guide_en.pdf

Assistance – Standard form (signed by Finance Director) confirming consultancy support provided and hours. Date(s) assistance received. Copy of grant letter to business/receipt

Notes

Business is the term commonly used in the UK; the EU equivalent term is enterprise.

The outcome or result measure is those with improved performance (see R3). In counting the output, there is no need to demonstrate performance improvement; this is the outcome measure which will be assessed during the project evaluation.

Identifying the benefits by size of business, supports the Government's [Impact Assessment](#) approach.

This is a subset of O3 that identifies the businesses assisted that are SMEs. An SME may also be a social enterprise SME, if it meets the relevant criteria for each category. If it does, then it may be counted under each category without it being double counted.

Supplementary Notes

It is essential that there is a detailed plan with updated log of actions which is signed and dated by both the delivery partner and the client.

An itemised list of support and corresponding business plan.
This can include research and development time and include contact and non-contact time but again this must be appropriately evidenced.

Audit will look for evidence of electronic diary details and paperwork to match **AND** paperwork with electronic diary details to match.

It is strongly advised to maintain a clear database which demonstrates interventions and progress. This in turn shows that we are good 'value for money' providers!

N.B. For claiming an outputs could all completed evidence be submitted at the same time and not on a staged basis.

SME Certification for Businesses Assisted

Business Name							
Business Contact Name							
Business Address							
Postcode							
Business Telephone Number							

Company Registration Number / VAT Number	
Ownership (such as limited by guarantee)	
Names and titles of the principle directors	

Type of Business (please circle/highlight) (see explanatory note)	Autonomous	Partner	Linked
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Number of F/T Equivalent Employees employed during your last approved accounting period	
If you employed less than 10 people does your annual turnover or balance sheet exceed 2 million Euros	Yes No
If you employed more then 10 people but less than 50 does your turnover or balance sheet exceed 10 million Euros	Yes No

Do you consider your business to be a social enterprise? If 'Yes' please included a copy of your Constitution/ Memorandum & Articles	Yes	No
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I declare on my honour the accuracy of this declaration and that I am the Finance Director or Chief Executive Officer	Signed:	Date: Job Title:
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OFFICE USE ONLY – Copy of Constitution/ Memorandum & Articles	Yes	No
OFFICE USE ONLY – Evidence attached of support provided	Yes	No

Explanatory Note

Type 1: Autonomous Enterprise

This is by far the most common type of enterprise. It applies to all enterprises which are not one of the two other types of enterprise (partner or linked).

An applicant enterprise is autonomous if it:

- does not have a holding of 25% (3) or more in any other enterprise,
- and is not 25% (3) or more owned by any enterprise or public body or jointly by several linked enterprises or public bodies, apart from some exceptions (4),
- and does not draw up consolidated accounts and is not included in the accounts of an enterprise which draws up consolidated accounts and is thus not a linked enterprise (5).

Type 2: Partner Enterprise

This type represents the situation of enterprises which establish major financial partnerships with other enterprises, without the one exercising effective direct or indirect control over the other. Partners are enterprises which are not autonomous but which are not linked to one another.

The applicant enterprise is a partner of another enterprise if:

- it has a holding or voting rights equal to or greater than 25% in the other enterprise, or the other enterprise has a holding or voting rights equal to or greater than 25% in the applicant enterprise,
- the enterprises are not linked enterprises within the meaning defined below, which means, among other things, that the voting rights of one in the other do not exceed 50%,

(1) Henceforth in the text, the term "Definition" refers to the Annex to Commission Recommendation 2003/361/EC on the definition of SMEs.

(2) Definition, Article 3

(3) In terms of the share of the capital or voting rights, whichever is higher is applied. To this percentage should be added the holding in that same enterprise of each enterprise, which is linked to the holding company (Definition, Article 3 paragraph 2)

(4) An enterprise may continue being considered as autonomous when this 25% threshold is reached or exceeded, if that percentage is held by the following categories of investors (provided that those are not linked with the applicant enterprise):

- a) public investment corporations, venture capital companies, individuals or groups of individuals with a regular venture capital investment activity who invest equity capital in unquoted businesses ("business angels"), provided the total investment of those business angels in the same enterprise is less than EUR 1 250 000,
 - b) universities or non-profit research centres,
 - c) institutional investors, including regional development funds,
 - d) autonomous local authorities with an annual budget of less than EUR 10 million and less than 5000 inhabitants.
- (Definition, Article 3 paragraph 2, second sub-paragraph)

(5) - If the registered office of the enterprise is situated in a Member State which has provided for an exception to the requirement to draw up such accounts pursuant to the Seventh Council Directive 83/349/EEC of 13 June 1983, the enterprise should nevertheless check specifically whether it does not meet one or other of the conditions laid down in Article 3 paragraph 3 of the Definition.

- There are also some very rare cases in which an enterprise may be considered linked to another enterprise through a person or a group of natural persons acting jointly (Definition, Article 3 paragraph 3).

- Conversely, there are very few cases of enterprises drawing up consolidated accounts voluntarily, without being required to do so under the Seventh Directive. In that case, the enterprise is not necessarily linked and can consider itself only a partner.

To determine whether the enterprise is linked or not, in each of the three situations it should be checked whether or not the enterprise meets one or other of the conditions laid down in Article 3 paragraph 3 of the Definition, where applicable through a natural person or group of natural persons acting jointly.

– and the applicant enterprise does not draw up consolidated accounts which include the other enterprise by consolidation, and is not included by consolidation in the accounts of the other enterprise or of an enterprise linked to it (5).

Type 3: Linked Enterprise

This type corresponds to the economic situation of enterprises which form a group through the direct or indirect control of the majority of the voting rights (including through agreements or, in certain cases, through natural persons as shareholders), or through the ability to exercise a dominant influence on an enterprise. Such cases are thus less frequent than the two preceding types.

In order to avoid difficulties of interpretation for enterprises, the Commission has defined this type of enterprise by taking over – wherever they are suitable for the purposes of the Definition – the conditions set out in Article 1 of Council Directive 83/349/EEC on consolidated accounts (6), which has been applied for many years.

An enterprise thus generally knows immediately that it is linked, since it is already required under that Directive to draw up consolidated accounts or is included by consolidation in the accounts of an enterprise which is required to draw up such consolidated accounts.

The only two cases, which are however not very frequent, in which an enterprise can be considered linked although it is not already required to draw up consolidated accounts, are described in the first two indents of endnote 5 of this explanatory note. In those cases, the enterprise should check whether it meets one or other of the conditions set out in Article 3 paragraph 3 of the Definition.

Publicity Requirements

Acknowledgment of Funding

The acknowledgment of funding usually involves placing the relevant EU logo and associated wording as endorsements on printed material such as brochures, leaflets, posters, advertisements etc. However funding can also could be acknowledged within the text of a press release or article intended for publication or as a spoken acknowledgment in a radio advertisement, speech or interview.

Sheffield Community Network project is supported financially by the European Union. The project has attracted £2.3 million investment from the European Regional Development Fund as part of Europe's support for the region's economic development through the 2007-2013 Yorkshire and Humber ERDF Programme.

The acknowledgement of European Union funding contains three elements:

- The correct European Union logo
- Reference to the European Unions part financing
- Reference to the Structural Fund from which the support is provided.
The European Regional Development Fund in this case

Logos

There are separate colour and black versions of the logo along with the acknowledgment

Artwork is available as either JPEG or EPS format files.

COLOUR VERSION (CYMK)

For use with material that is viewed in colour



EUROPEAN UNION
Investing in Your Future
European Regional
Development Fund 2007-13

BLACK VERSION

For use with material that is reproduced in non-colour format



EUROPEAN UNION
Investing in Your Future

European Regional
Development Fund 2007-13



EUROPEAN UNION
Investing in Your Future
European Regional
Development Fund 2007-13

Size and placing

There are no mandatory maximum or minimum sizes for the logos and acknowledgments. However, the following must be observed:

- The logo must be equivalent in size to other supporting logos used in the application particularly any from other funding bodies such as Yorkshire Forward or Lottery.
- The accompanying wording must be easily and clearly legible and equal in size and impact to any wording associated with other funds, funders or endorsing organisation.
- On billboards and commemorative plaques, the acknowledgment of European Union funding MUST constitute a minimum of 25% of the total area.

- The logo should ideally feature on the front cover and should not be placed immediately against a document edge.

Proportion

The image of the EU flag should only be increased or reduced in size proportionally. It should never be squeezed or stretched. The correct proportions are 1.5 horizontal to 1 vertical. Therefore, the EU flag should only appear as a (horizontal) rectangle and never as a square. **In order to ensure that the graphic file that you have is not stretched or squeezed it is recommended that you obtain the file afresh each time you need it.**

Where Should the Acknowledgment Appear?

The acknowledgment (whether logo and text or a written acknowledgment) must **appear on all printed and electronic publicity undertaken for funded activity.**

In the case of the printed material it should appear prominently, ideally on the front cover (not on the back or inside) and for websites, specific for funded activity it should appear on the homepage.

The acknowledgment should be prominently displayed on the following:

- Advertisements and notices including recruitment advertising for posts part-financed by ERDF. If recruitment advertising is undertaken through websites check in advance that the website supports logos, if not include the acknowledgment in the text.
- Job Descriptions for posts part-funded by ERDF that are provided to post-holders and applicants
- Procurement material including tender announcements, PQQs and other tender documentation. If this is done through websites please check whether the website supports the use of logos, if not then include the acknowledgment in the text of the announcement.
- Posters and display panels
- Letterheads, compliment slips and any other stationery, including certificates and forms used in relation to funded activity.
- Business cards for ERDF part-funded posts
- Websites or web pages concerning funded activity (see further advice below)
- Presentations – acknowledgment should appear on the title slide as a minimum and ideally each slide
- Promotional Items supporting funded activity. Projects should note that for promotional items to be regarded as eligible expenditure they must directly promote the funded activity and not just the organisation undertaking the activity. NB for small items specific mention of the

European Regional Development Fund is not necessary. The acknowledgment can be “Project part-financed by the European Union”

- Leaflets, brochures, flyers, newsletters and other publications
- Any graphic backdrop or other material produced for supported events such as conferences or seminars. This includes invitations and agendas. All “public” meetings that are undertaken and part-paid for by ERDF should be badged as appropriate.
- Audio-visual material including films, video, DVDs, CD-Roms etc the acknowledgment should be on the title screen and in the final credits as well as the disc/box that contains the media.
- For non-visual applications such as a radio advertisements or speeches the acknowledgment “This project/activity is part-financed by European Union Funds” or similar should be included in the script.

Websites

The publicity requirement applies to websites and other electronic media. If a website has been established to promote and inform about the activity that has been part funded by ERDF then the European Union logo and text should appear on the home page.

If the funded activity is just one in a range of activities provided by an organisation and it does not have a separate web presence then the acknowledgment should appear on the relevant page/s or section/s that deal with the funded activity.

Each website should provide a link for further information to the European Commission’s site dealing with regional policy and ERDF. The relevant hyperlink is http://ec.europa.eu/regional_policy/index_en.htm

The link for more general information about the European Union, its role and its activities can also be provided. The relevant hyperlink is <http://europa.eu>

Posters

Each project should display posters that inform the public that their particular project is part-funded by the European Union.

Each poster must include:

- The name and type of the operation/project
- The European Union logo
- Reference to the European Union’s part financing

- Reference to the Structural Fund from which the support is provided. The European Regional Development Fund in this case
- Separately, the statement “Investing in your future”

Posters should be displayed at the locations where activity is “delivered” and can be seen by visitors or clients/customers of the project or operation. Reception areas are ideal.

Press Releases or Articles Intended for Publication

Press releases and articles intended for publication should contain a written acknowledgment **within the text** of the release as early as possible.

A written acknowledgment should contain reference to the European Union and the European Regional Development Fund part-financing the activity through the 2007-2013 Yorkshire and The Humber ERDF Programme.

For example:

“This project is supported financially by the European Union. The project has attracted £1 million investment from the European Regional Development Fund as part of Europe’s support for the region’s economic development through the Yorkshire and Humber ERDF Programme.”

It is not sufficient to place the European Union logo on the press release copy supplied to the publication as this is unlikely to be carried forward into publication.

If you use “Notes to Editors” as a device to provide background information with your releases you can add notes about ERDF and the Yorkshire and Humber ERDF Programme. Contact the ERDF Communications Manager at Yorkshire Forward for suitable and up to date material (see back page for contact details).

Use of Notes to Editors must be in addition to mentioning the European Union’s role in part-financing within the story text.

If you are interviewed by the media, with the aim to produce a news story about funded activity, then you must include in your responses to their questions, mention of ERDF’s role in part-financing the activity.

We completely understand that inclusion of the acknowledgment in the release does not automatically mean that the media will use it. However, you will be expected to demonstrate that you have informed the media of the situation if the subsequent coverage does not mention it.

Events Protocol

There will continue to be a number of events across all work packages during the life of the project.

The following event workflow diagram was agreed by partners involved in Work Package 4 and can be applied to any event in any work package.

Event Process workflow	
1	Event visualised by individual or group or in response to Work Plan
2	Appointment of Nominated event organiser
3	Details confirmed following reference to calendar and external sources of information as to what may be available at that date and time.
4	Calendar updated on SCN website, where there will be a differentiation between SCN sponsored activity and complementary activity which will be of interest to SCN.
5	Advertising, Signage and Register protocols to be available for all event organisers. (See above and register provided below p.18)
6	A Boilerplate speech (p.19) covering essential features is to be given at the event for full text see below.

7	<p>Recording of events</p> <p>Virtual e.g. Presentations, Video Footage - these can be shared through the SCN Website http://sheffieldcommunity.net/ and linked into Digital Content Exchange</p> <p>Documentary – signing in sheets and Evaluation forms to be retained by event organiser for inspection/audit purposes.</p> <p>(All events should be highlighted and reported upon in the monthly monitoring return narrative)</p>
8	<p>Internal review</p> <p>All events to be referred to in a relevant project meeting.</p>



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The Sheffield Community Network Event Signing-in sheet

Date:

Time:

Purpose of meeting:

NAME	ORGANISATION	SIGNATURE

Boilerplate Text for Sharing at SCN Events

'The Sheffield Community Network is funded by the European Regional Development Fund and brings together key local partners to deliver a programme of interventions and investment in infrastructure that creates a seedbed for community-based growth, enabling the creation of new businesses and jobs.

Sheffield Community Network is supported financially by the European Union. The project has attracted £2.3 million investment from the European Regional Development Fund as part of Europe's support for the region's economic development through the 2007-2013 Yorkshire and Humber ERDF Programme.'

Why is publicising ERDF important?

- The whole purpose of the European Union is that there is solidarity between Member States
- Awareness of the funds and the projects that are supported is lowest in the UK of all Member States and the EU wants citizens to be more aware of the things it does.
- Money that projects rely on is at risk if publicity regulations are not adhered to
- For further details please refer to <http://www.communities.gov.uk/documents/regeneration/pdf/1923816.pdf>

What SCN has to do:

- Acknowledge the role of the European Union in part-financing the project in ALL publicity undertaken for the project
- Maintain records of all publicity actions, including suitable evidence for monitoring/audit
- Keep the ERDF team at DCLG informed
- If you hold the ERDF contract you are responsible for the performance of your sub-contractors. You should make sure they understand the requirements and you have mechanisms to monitor their performance and address any non-compliance

Monitoring and Audit considerations

- Publicity actions and spend have to be reported in claims
- Performance is monitored and is reported to the Commission annually. All levels of audit look at publicity compliance – it is easy to spot!
- Non-compliance can lead to expenditure being declared ineligible. A flat-rate correction (a percentage of ERDF committed to the project) can be withdrawn from the project for poor performance.

Procurement

It is essential that projects follow the correct procurement rules. ERDF grants can be suspended, withdrawn and/or reclaimed from projects if it is subsequently found that the procurement rules have not been observed. In the 2000-2006 ERDF programme, funds were clawed back from some projects which did not adhere to the rules.

European Procurement rules are complex and the following provides a very brief description.

Robust and transparent procurement is required to ensure that Grant Recipients:

- Consider value for money (VFM)
- Maximise the efficient use of public money and;
- Maintain competitiveness and fairness across the EU.

The above considerations should be applied on all occasions, regardless of whether or not the value of the procurement is above or below the OJEU thresholds and regardless of whether or not the Grant Recipient is a contracting authority subject to public procurement rules.

In essence our guidance is:

- **Be clear about your specification**
- **Get at least three competitive quotations**
- **Go for the cheapest unless you can provide a clearly documented case as to why you should do otherwise**

The most common errors made in procurement include:

- Contracts awarded directly without competition (without appropriate consideration of whether a single tender is permissible under the Regulations);
- Contracts awarded without publication in OJEU (or another suitable means of advertising);
- Additions to contracts for additional works or services (without appropriate consideration of whether an extension/addition is permissible under the Regulations);
- The advert or OJEU Contract Notice does not mention all selection and award criteria;
- Selection process does not adhere to the published selection criteria;
- Notice has insufficient detail;
- Contracts artificially split in order to fall below threshold levels;
- Confusion between selection and award criteria (with criteria being mixed and/or applied at incorrect stages in the procurement);

Should audits reveal that methods of procurement have not been compliant, financial corrections can be imposed.

Below OJEU threshold

Issue	Description	Correction
Non-compliance with the requirement of an adequate degree of advertising and transparency	Contract awarded without adequate competitive tendering, involving non compliance with the principle of transparency	25% of the value of the contract
Attribution of contracts without competition in the absence of extreme urgency brought about by unforeseeable events or for complementary works and services brought about unforeseen circumstance	The main contract was awarded after adequate competitive tendering, but was followed by one or more supplementary contracts (whether or not formalised in writing) awarded without adequate competition in the absence of reasons of extreme urgency brought about by unforeseeable events or (for contracts of works and services) in the absence of unforeseen circumstances justifying them.	25% of the value of the contract(s) attributed without adequate competition.
Application of unlawful selection and/or contract award criteria	Application of unlawful criteria which deter certain bidders on account of unlawful restrictions laid down in the tender procedure (for example, the obligation to have an establishment or representative in the country or region or the setting of technical standards that are too specific and favour a single operator.)	10% of the value of the contract. This amount may be reduced to 5% depending on seriousness.
Breach of the principle of equal treatment	Contracts awarded in accordance with the rules on advertising but where the contract award procedure breaches the principle of equal treatment of operators (for example, when the contracting authorities have made an arbitrary choice of candidates with whom they negotiate or if they give preferential treatment to one of the candidates invited to negotiate).	10% of the value of the contract. This amount may be reduced to 5% depending on seriousness.

For full guidance please see:

<http://www.communities.gov.uk/documents/regeneration/pdf/2135031.pdf>

Retention of Documents:

It is a requirement of the ERDF programme that all the supporting documents relating to Procurement are retained and available for inspection during management, monitoring or verification visits.

You will need to supply evidence of tenders and any letters offering contract. You must also keep documents showing how decisions were made and by whom.

To assist with securing three competitive quotes please use the template below.

Procurement Proforma

DETAIL OF QUOTE REQUESTED:

Description (include extensive details of product/service requested, including specific requirements i.e. exact make and model, intended date of delivery, location, etc)	
Date Quote Issued	
Issued to	
Supplier One (please provide company name & address and contact details)	
Supplier Two (please provide company name & address and contact details)	
Supplier Three (please provide company name & address and contact details)	

DETAIL OF QUOTES RECEIVED

Supplier One	
Net price	
VAT	
Total	
Notes: (include discounts / extra charges / cancellations minimum order / delivery dates)	

Supplier Two	
Net price	
VAT	
Total	
Notes: (include discounts / extra charges / cancellations minimum order / delivery dates)	

Supplier Three	
Net price	
VAT	
Total	
Notes: (include discounts / extra charges / cancellations minimum order / delivery dates)	

VALUE FOR MONEY ASSESSMENT

Chosen Supplier (please include name address & contact details)	
Reasons / Basis for Decision (please demonstrate consideration of cost / delivery / cancellation policies / minimum orders / discounts / experience etc)	Cost value for money. All quotes had the same specification so comparable like for like.
Authorised By:	
Position	

APPROVAL – FOR COMPLETION BY PROJECT MANAGER

Have three quotes been received from suppliers? (Yes or No)	
If No please give reasons for this.	
Has a preferred supplier being identified? (Yes / No)	
Can goods / services be procured?	
Authorised By:	
Date:	

Financial Monitoring

Extract from Contract

“The Delivery Partner shall provide the following Monitoring Information in accordance with the terms and conditions of this Agreement and where copies of original documents are submitted they shall be certified as true copies.

The following shall be submitted no later than three (3) Working Days after the end of each full calendar month falling within the Term:

- (1) a fully completed Evidence Form, attached at Appendix A, to support each and every Output achieved by the Delivery Partner,
- (2) signed, hard copies of any output evidence forms of jobs created, jobs safeguarded, businesses supported, businesses created, increased GVA and increased businesses assisted.

The following should be available upon request:

- (1) a fully completed State Aid Monitoring Form, attached at Appendix B, in respect of each business assisted by the Delivery Partner during the course of the Project,
- (2) information about the progress of the Project Activities and the achievement of the Outputs and Key Performance Indicators,
- (3) an estimate of the Outputs that are likely to be achieved in the following Financial Year,
- (4) the Delivery Partner’s estimate of any shortfall or expected shortfall in the delivery of the Outputs and the Delivery Partner’s proposal to rectify the position,
- (5) confirmation of the Project Expenditure which has previously been incurred and which is likely to be incurred during the forthcoming Financial Year,
- (6) any other information requested by the Council to enable it to meet its obligations under the DCLG Agreement.”

Claim Requirements

In order to receive funding from DCLG the City Council must submit a monthly claim for funds spent by all the partners in the project. For this reason it is essential we receive accurate and timely information from all partners.

To have a full and accurate view of progress the City Council requires each partner to complete and submit a **monthly claim form and supporting information as described below.**

To support claims it is essential for you to keep accurate and up to date records of all your expenditure and your outputs. The information supplied on the claim form must be correct and auditable. The fully completed signed claim form and supporting evidence must be submitted by the deadlines specified.

The claim form includes details of activities, outcomes, outputs achieved and expenditure incurred for that period. An explanation of any variance between forecast and actual outputs and expenditure should be recorded in the relevant boxes on the claim form, as should any concerns that annual expenditure won't stay in line with forecast profiles.

On the claim form, in the columns for the relevant month, you should itemise your total project expenditure for that month against the relevant budget headings. You must ensure that only eligible expenditure is included i.e. expenditure that justifiably falls into one of the designated budget headings.

Eligible expenditure must:

- Have been incurred as a result of activities which contribute to the work of the project. The activities of the project are those described in your original proposal and confirmed in your funding agreement.
- Be for items/services/staff costs etc. described in your original proposal and confirmed in your funding agreement.
- Have been defrayed i.e. only expenditure that has actually been paid out of your bank accounts can be included.

NB: Expenditure must be claimed in the period it was defrayed. DCLG does not allow expenditure to be claimed outside of the defrayment period.

- Expenditure cannot be claimed that was incurred prior to approval of the Project.
- Comply with the requirements of the ERDF User Manual, Chapter 2 'Eligibility Rules' (Version 3 of which was provided to partners as part of the PEV process).
- **VAT Costs-** If a partner incurs VAT these costs can only be included in their claim if they are unable to claim VAT back from HM Revenue and Customs (HMRC). VAT that is recoverable from HMRC is ineligible for ERDF support.

NB: Whilst the City Council can provide some general advice in respect of VAT issues it is the responsibility of each partner to determine the eligibility or otherwise of VAT in terms of their claim.

If VAT is included in their claim the partner will be required at audit to provide evidence from an appropriate source (e.g. HMRC) that VAT was not recoverable from HMRC and therefore was eligible to be claimed.

Evidence of Expenditure

The following documentary evidence of expenditure shall be required in support of all Project Expenditure submitted by the Delivery Partner to the Council to form part of the Grant Claim and where copies of original documents are submitted they shall be certified as true copies.

Each partner should retain the original documents relating to the supporting evidence for finance and outputs in line with the document retention guidance already provided. This will be required for future audits and should be made available when required.

The following shall be submitted no later than three (3) Working Days after the end of each full calendar month falling within the Term:

- (1) Transaction Listing*
- (2) Copies of receipted Invoices
- (3) Payroll records/ Staff timesheets
- (4) Expenses / mileage forms
- (5) Bank statements
- (6) Apportionment methodology where appropriate
- (7) Any further evidence, information or documentation required by the Council to support or evidence the Grant Claim

- *Additional guidance points for completion of the Transaction Listing*
- All fields must be completed
- A defrayal date for all expenditure should be provided. This should be the date the payment **leaves your bank account** not the date the cheque is written or payment initiated.
- The expenditure should be reported in defrayal date order within each expenditure heading.
- Ensure invoice dates are prior to defrayal dates.
- Full details of expenditure should be included in the description field in particular for items such as:
 - Events – should include event name, date, venue, time and attendee's/ audience.
 - Room Hire – the reason for the expenditure and the event it relates to. Copy of attendance lists should be provided
 - Hospitality – the reason for the expenditure and the event it relates to.
 - Business Related Expenses – should include the individual it relates to, what the expense was, and the reason for the expenses.
 - Mobile & landline telephones – the period, telephone number and the person the expenditure relates to. Partners intending to claim telephone costs should refer to their SCC contact in the first instance as there are strict ERDF guidelines to adhere to when claiming these costs.
 - Salaries – should be split into gross pay, employers National Insurance, and employer's pension contributions where appropriate.

- For items relating to marketing, publicity and press. A proof / example / copy of the items should be provided with the claim.
- For new items of equipment/services purchased the procurement methodology should be confirmed with copies of relevant quotes and written business case giving reason for choice of supplier and demonstrating value for money principles adopted.

Monitoring Visits

At regular intervals City Council staff will conduct a monitoring visit with each partner to review progress and undertake a check of source documentation to ensure eligibility and accuracy of claimed expenditure and outputs. City Council staff will seek to give as much notice of visits as is reasonably possible.

State Aid Eligibility and De Minimis

State Aid Eligibility Form & Declaration

Name of Applicant Organisation:

What is State Aid?

State aid is defined as “an advantage in any form whatsoever conferred on a selective basis to undertakings by national public authorities.”

In the context of the Sheffield Community Network (SCN) it is the support provided to beneficiary organisations through the programme, whether this is in the form of financial grants or in kind support provided (e.g. consultancy, advice etc.)

State Aid is not generally compatible with the common market and is very closely monitored and controlled by the European Commission.

However, there are several defined categories of activity where state aid is, or may be recognised as being, compatible with the common market, including aid to promote the economic development of areas where the standard of living is abnormally low or where there is serious underemployment.

South Yorkshire, through its former Objective One status and also in its current transition status benefits from the European Regional Development Fund (ERDF) which funds such activity, including the SCN.

What is De Minimis?

Within the State Aid legislation it is recognised that, providing aid granted to a particular undertaking over a given period of time does not exceed a certain fixed amount then it does not have to be notified to the European Commission as State Aid. The current limit (covered by Commission regulation 1998/2006 from 1 January 2007 to 31 December 2013) is a maximum of 200,000 euro over a three year period. This is known as de minimis aid.

The support provided through the SCN programme is classed as de minimis aid and so the 200,000 euro limit has to be applied to all undertakings to be supported by SCN.

What does this mean in practice?

SCC and its delivery partners must ensure the following:

- 1) All undertakings seeking support from SCN must declare details of all aid received during the current financial year and also the previous two financial years at the point of application for support. This must include any other current or planned applications for aid from other sources than the SCN.
- 2) SCC and its delivery partners must check and agree with the undertaking as to which elements of any aid received over the last three years must be regarded as de minimis aid and the financial value of such aid received.

- 3) The undertaking must sign a declaration to confirm the total financial value of de minimis aid received over the last three years.
- 4) SCC and its delivery partners must calculate the current de minimis entitlement remaining for that undertaking.
- 5) Any support costs that that would exceed the current de minimis entitlement of an undertaking will not be eligible for support through the SCN programme.
- 6) SCC and its delivery partners must keep evidence of the financial value of support provided to undertakings through the SCN programme as it occurs
- 7) SCC and its delivery partners must inform any undertaking supported as to the financial value of de minimis aid provided through the SCN programme for their records once the full support has been provided.
- 8) There must be systems in place to evidence that this activity has taken place.

Information Required

Please complete the table on page 4 of this document, listing details of any other aid received by your business in the past three years and sign the declaration on page 3. The SCN will then be able to check and confirm your de minimis position as part of the eligibility assessment process.

Guidance for table completion:

Please give as much of the above information as you can for all European or UK government aid that you received during the current and previous two financial years. Please also give as much information as possible on any other current or planned applications for aid as these might affect eligibility.

If you have received support but are not sure whether it should be classed as State Aid, please include it so that we can advise you as appropriate.

1) Nature of support

E.g. was this a grant, a loan or in kind support (services provided such as consultancy, training etc.)

2) Activity supported

Give details of the nature of activity that was supported

3) Programme Name / Organisation managing programme

If support was through a particular programme, what was it called?

What was the name of the organisation that you applied to for the support?

4) Source of funding

E.g. European Social Fund, European Regional Development Fund, Single Pot, National Lottery etc.

5) Intervention Rate

Was the activity fully funded by the grant? If it was then the intervention rate is 100%. If not what was the % of the total cost that the grant funded?

6) Dates support received

When did you actually either receive the funding or in kind support? Either specific date of payment or dates between which the in kind activity occurred.

7) Financial value of support

What was the amount of grant or loan or the estimated value of the in kind activity (to nearest £1,000). Please specify this in £ sterling, we will convert to euro according to the current specified exchange rate.

Declaration

I understand that my application for support from the SCN is governed by the European Community rules on State Aid, in particular, that it is a de minimis aid and that therefore my application must satisfy the condition of the de minimis rule. I further understand that aid that exceeds the de minimis limit is possibly illegal aid, which my business may be required to repay. I confirm that I have listed overleaf the total amount of all forms of aid received by my business in the past three years and I acknowledge that the SCN will use this information to determine whether or not my application meets the conditions of the de minimis rule and advise me accordingly.

Signed..... Date.....

Name..... Organisation.....

OFFICE USE ONLY

Analysis of the information provided by the applicant indicates the following:

De Minimis Received

	Specify Financial Year	Amount (£)	Amount (euro)
Total De minimis aid received (current financial year)			
Total De minimis aid received (previous financial year)			
Total De minimis aid received (previous +1 financial year)			
Total De minimis aid received over three year period			

Remaining De Minimis Entitlement

	Specify Financial Year	Amount (£)	Amount (euro)
Maximum De minimis allowed over three year period	n/a	£200,000	
Total De minimis aid received over three year period	n/a		
Entitlement remaining (current financial year)			

Check completed by:

..... (Name) (Organisation)



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This form must be kept on file for audit purposes. A copy must be given to the applicant for their records



Details of Previous Aid Received

(1) Nature of support	(2) Activity supported	(3) Programme Name /Organisation managing programme	(4) Source of Funding	(5) Intervention Rate (%)	(6) Date(s) support received	(7) Financial value of support (£)	OFFICE USE ONLY Confirmed De Minimis? (yes/no)

De minimis aid - Exchange Rate Calculator

The maximum level of De minimis aid that can be received by any undertaking is 200,000 euro over a three year period, the three years is defined as being the current and two previous financial years. When calculating entitlement to De minimis aid we need to be able to convert previous aid received from £sterling to euro. Similarly, when calculating current entitlement to De minimis aid we need to be able to convert information from euro to £sterling. As exchange rates fluctuate this means that we need to know which exchange rate(s) to apply to information provided. Guidance from funders recommends that the Euro exchange rate used in the conversion is taken from the first date of assistance provided to the business within that particular financial year.

The historic exchange rates are listed below, as the value of £1 in euro. They are the “Exchange Rates for Customs & VAT Purposes” as listed on the HMRC website.

Table 1: Number of euro to the £

	January	February	March	April	May	June	July	August	September	October	November	December
2010	1.1144	1.1532	1.1515	1.1173	1.15	1.1646	1.2173	1.1868	1.2132	1.1679	1.1351	1.1757
2011	1.1756	1.1846	1.1867	1.1502	1.1307	1.1331	1.1179	1.1368	1.1382	1.14	1.1471	1.1621
2012	1.2005	1.2022										

To convert an amount from £ to euro multiply by the appropriate figure in table 1, e.g. A company received a grant of £25,600 in September 2012.
 $£25,600 \times 1.2132 = 31,058$ euro

Table 2: Number of £ to the euro

	January	February	March	April	May	June	July	August	September	October	November	December
2010	0.8973	0.8672	0.8684	0.8950	0.8696	0.8587	0.8215	0.8426	0.8243	0.8562	0.8810	0.8506
2011	0.8506	0.8442	0.8427	0.8694	0.8844	0.8825	0.8945	0.8797	0.8786	0.8772	0.8718	0.8605
2012	0.8330	0.8318										

To convert an amount from euro to £ multiply by the appropriate figure in table 2, e.g. the 200,000 euro de minimis limit at August 2011
 $£200,000 \text{ euro} \times 0.8797 = £175,490$

Asset Inventory Guidance

Inventory of the Fixed Assets and Major Assets

Partners must establish and maintain an inventory of all of the Assets procured as part of the programme. The standardised spreadsheet below is to be utilised in recording assets.

Comments in blue are intended as short translations.

Change of use of the Assets

- (a) The Grant Recipient covenants with the Agency that it will not use any Fixed Asset or Major Asset for any purpose other than the Approved Use throughout the Useful Economic Life of the Fixed Asset or the Major Asset (as appropriate).

= Only use the kit for Enterprise related activity!

- (b) During the Useful Economic Life of each Fixed Asset or Major Asset, the Grant Recipient shall not cease to use the Fixed Asset or the Major Asset, or any part of the Fixed Asset or Major Asset for the Approved Use without the prior written consent of the Agency, and if such consent is given, it may be subject to any conditions which the Agency may wish to impose. Such conditions may include repayment by the Grant Recipient to the Agency of all or part of the Grant paid to the Grant Recipient under this Funding Agreement.

= You must not stop using the kit for its intended purpose

- (c) If the Grant Recipient wishes to obtain the Agency's consent to a change of the use of a Fixed Assets or Major Asset for any purpose other than the Approved Use, the Grant Recipient must submit particulars of the new proposed use to the Agency and explain in writing how the change of use will not prejudice the achievement of the Targets or how the new proposed use will achieve objectives of equal value for the implementation of the Operational Programme.

= If you want to change use you need to explain in writing

- (d) As a condition of any Disposal of the whole or any part of any Fixed Asset during the Useful Economic Life of the Project the Grant Recipient shall procure that the disponent executes a Deed of Covenant regarding future changes of use from the Approved Use in such terms as are acceptable to the Agency.

= If you want to get rid of equipment you need a deed of covenant and DCLG approval.

8.3 Disposals of the Assets

- (a) The Grant Recipient must not Dispose of any interest in any Asset without the prior written consent of the Agency. If the Agency grants consent to the Disposal, such consent may be subject to satisfaction of certain conditions to be specified by the Agency.

= SCC and DCLG have to give permission to dispose of asset

- (b) All Disposals must be for a consideration which is the best that can reasonably be obtained in the open market, on an arms length basis on normal market terms, at the time of such Disposal.

= If SCC and DCLG agree you have to get a good price!

- (c) Where the Grant Recipient Disposes of any interest in any Asset (other than by a Planned Disposal) without the prior written consent of the Agency, the proceeds of the Disposal (limited to the total amount paid by the Agency to the Grant Recipient under the Funding Agreement) shall be immediately payable to the Agency and may be recovered as a contractual debt if not paid within 20 Working Days of the date on which the proceeds of the Disposal are received.

= If you get rid without SCC and DCLG approval then the money must be sent back to SCC within 20 working days

- (d) The liability under clause 8.3(c) is separate from the liability to comply with any decision of the Agency under clause 13 to require the repayment of the whole or any part of the amount paid of the Grant.

= Separates this from any other repayment required.

- (e) The Grant Recipient shall provide to the Agency as part of the progress report referred to in clause 5.3(i) information in relation to any Planned Disposal or any other Disposals which it either intends to make or has made at the date of such progress report.

= If you intend to get rid you must report it as part of normal reporting procedures.



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Asset Register



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Project Sponsor Sheffield City Council **Project No** 904489
Claim Period June 10 - May 13 **Project Name** Sheffield Community Network Program

Date of Purchase	Description	Price Paid (net recoverable VAT)	Location of asset (post code or grid reference)	Serial or identification numbers	Current Use	Date of Disposal	Value of Disposal (net of VAT)	Name and address of any person to whom a Disposal is made