

## How to use this form to submit a Shared Prosperity Fund Progress Report and/or Claim

The funding agreement is your contract with Cornwall Council (CC) for the Shared Prosperity Fund investment for your project. It refers to "eligible costs" as approved following the application process and in accordance with the guidance. Expenditure incurred between the start and end date of your project as specified in the funding agreement is eligible.

Payments will be released, in arrears, by submitting reports and claims showing what you have spent on eligible costs. Claims should be submitted quarterly as follows:

Activity and Expenditure Period	Submission Deadline
April – June	31 <sup>st</sup> July
July – September	31 <sup>st</sup> October
October – December	31 <sup>st</sup> January
January – March	30 <sup>th</sup> April

Items of expenditure missed or processed after the submission deadline should be included in the following claim. All dates in your expenditure listing must match the original receipts, invoices and bank statements. Do not pre- or post-date any items.

You must send us a progress narrative with every claim. This should be fully completed, and failure to provide a full progress report will result in the delayed payment of your claim, and may trigger a targeted monitoring visit to your project.

Please note, you will be required to submit with your claim electronic copies /scans of all original documents to show that expenditure has been incurred (invoices/bills or receipts) and defrayed (copy bank statements) for items included in the claim. You must retain all of the original paperwork for 7 years after the date of the funding agreement and be able to present it for audit purposes.

After completing the form, please ensure you have inserted an electronic signature from an approved representative of the organisations, then email it, along with all relevant electronic evidence, to

goodgrowth@cornwall.gov.uk

### Front Page:

Your name and project name and reference should already display in your claim form. Please enter claim dates, contact details and bank details into the white cells. You also need to fill in the total spend and income already claimed/reported in previous submissions.

### Expenditure Listing:

- (1) A sequential number for each item will appear automatically. Please write/type this onto evidence and include it in file names for the evidence you are providing.
- (2) Enter the eligible cost heading as agreed and set out in your agreed cashflow/application form
- (3) Name of supplier, creditor / payee or employee
- (4) Invoice/receipt or reference number.
- (5) All eligible expenditure must be dated after the commencement date and before the financial completion date
- (6) Date payment appears on your bank statement
- (7) E.g. receipt reference number, cheque number, BACS number, Timesheet.
- (8) Full description of the expenditure item (see additional details in guidance notes)
- (9) Total amount of invoice / payment less VAT
- (10) State the total VAT value of the invoice/receipt. The following column (11b) will calculate the total amount paid to the supplier.
- (11) Show the element of VAT that is irrecoverable. Only this portion of VAT can be included in your claim amount.
- (12) The SPF agreed intervention rate will be automatically applied to all costs. This is the actual claim amount.
- (13) Indicate how the eligible value is derived from the original invoice / receipt value i.e. the method of apportionment, ineligible costs removed.

#### Eligible Evidence

You will be required to retain evidence relating to all items listed on your expenditure breakdown. You are not required to send original paperwork, but should submit electronic copies (scans) of all evidence via email with your claim.

**Petty cash:** If you are submitting any petty cash payments – scan the original petty cash request/voucher and accompanying receipts. The petty cash request form/vouchers should be signed by the recipient of the cash and the issuer of the cash.

**Purchase invoices:** The originals must be scanned, together with evidence of payment e.g. reference to a cheque or BACS payment made on the form and copy bank statements showing these payments.

**Till receipts:** If these are cash receipts (done through petty cash) or paid by a debit card no further evidence is needed other than the scanned till receipt. If the payment is by credit card you will need to follow the guidance below on use of credit cards

**Bank statements/evidence of defrayal:** We ask you to submit scans/copies of your on-line bank statements with your claim; we will undertake inspections of original bank statements as part of the monitoring of your project.

**Credit card payments:** If you make any payments on a credit card you will need to demonstrate that the credit card has been paid off, i.e. you will have to submit your credit card statement and bank statement to show payment to the credit card company. Even if you have purchased the item previously, you should not claim that item until the credit card balance has been paid.

**Salaries:** When claiming salaries for staff employed full time on the project, please submit electronic copies of payroll files. If claiming part of a salary (where part of an employee's time is apportioned to the project), please submit time sheets and/or method of apportionment as appropriate.

**VAT:** If you are not VAT registered and cannot claim VAT back elsewhere the gross costs of the project are eligible. If you can claim VAT back elsewhere you must only include net costs.

**Examples of ineligible costs.** Please do not include the following items in your claim:

- costs that have been incurred before the commencement date
- items that are not directly needed to deliver the project
- funds to build up a reserve or surplus, whether distributable or not
- loan repayments
- contributions to general appeals
- political or religious activities
- activities that the government has responsibility for

### Progress Report

This sheet must be completed and attached with each claim. We cannot process your claim unless we have also received an up-to-date progress report.

Please summarise the progress since your last claim in relation to the overall aims and objectives of the project.

Please state if there have been any significant changes to your approved project and why these have occurred - this should include any additional investment to the project (please refer to the guidance notes for information on the expected content).

## RISK CRITERIA FOR IMPACT/SEVERITY

Impact Guidance	Factor	Score
Risks which can have a catastrophic effect on the Project or Applicant. May result in critical financial loss, service loss or a severe impact on the public. Examples: Imprisonment for legal breaches, Total failure of project, Severe financial loss, Long term damage to the Applicant, Death through negligence/Multiple death scenarios, Adverse national publicity, severe loss of public confidence	Catastrophic Impact	5
Risks which can have a catastrophic effect on the Project or Applicant. Impact will be contained, but may need to be managed at a corporate level rather than simply at Project level. May result in critical financial loss for the Applicant or Council, severe service disruption or a severe impact on the public. Examples: Imprisonment/heavy fines for legal breaches, Failure of critical project areas, Severe financial loss that extends beyond the project, Medium-long term damage to project, Major permanent harm, Accidental death, Severe adverse local publicity, loss of public confidence, Adverse national publicity	Moderate Impact	4
Risks which can have a major effect on the operation of the Project or Applicant. May result in major financial loss, major service disruption or a significant impact on the public specifically in relation to the project. Impact will be limited, but will need to be contained at project level. Examples: Significant impact on project objectives, Short-medium term impairment to service capability, Major financial loss but contained at project level. Extensive injuries, major permanent harm, Litigation likely.	Limited Impact	3
Risks which have a noticeable effect on project deliverables. Each will cause some disruption and hit the budget at a project level, but will not adversely impact the Council. Issues can be managed at project level. Examples: Short term disruption of service capability, Financial loss managed at project level, Medical treatment required, semi permanent harm (up to 1 year), Some adverse local publicity, Legal breaches punishable by fines, High potential for complaint with litigation possible	Minimal Impact	2
Risks where the consequences will not be severe and the associated losses will be minor. There will be no impact on the Council as a whole as a result. Individual occurrences will have a negligible effect on project deliverables, but may be a significant cumulative effect if untreated. No significant disruption to project. Some public embarrassment, no damage to reputation May result in complaints that are easy to manage Breaches of regulation or standards.	No Impact	1

Likelihood Guidance	FACTOR	
Is expected to occur in the next 12 months without specific action to avoid	Certain	5
Will probably occur in the next 12 months without specific action to avoid	Probable	4
Could occur in the next 12 months without specific action to avoid	Possible	3
May occur in the next 12 months without specific action to avoid	Unlikely	2
Is never likely to occur	Remote	1

## ISSUES GUIDANCE - SEVERITY

Significant impact on delivery of the project with minimal options to resolve	Critical
Delivery of the project is impacted however there are options to resolve this issue	Major
Delivery unaffected and there are options available to resolve this issue	Minor

## Progress - Milestones

Enter into WHITE cells only

Please report on the achievement of the milestones agreed for the project as set out in the funding agreement.

If there has been a delay, insert a revised date by which you expect to achieve by and explain the reasons for this.

## Progress - Outputs & Outcomes

Please report on the achievement of the outputs and outcomes predicted as a result of the project and as set out in the funding agreement.

Where the target timescale has not yet passed enter the position to date.

## What happens next?

Once you have submitted your claim form and all relevant evidence, your claim will be checked. Depending on the amount claimed and evidence submitted, this process may take up to 2 weeks.

The Good Growth Team may ask you for further clarifications, additional evidence, or request to visit your project to monitor progress or audit evidence on site.

Following verification and acceptance of your claim, your claim will be forwarded for payment.

**CloS Good Growth Shared Prosperity Fund - Progress and Claim Form**

Please complete all sections and email the completed form with all evidence to:

Help

Contact Details

<b>Name of Applicant:</b>	Applicant No 1			
<b>Project Reference:</b>	SPF_202285145615	<b>Project Name:</b>	Example Project	
<b>Claim Period</b>	From:	To:		
<b>Claim Number:</b>	1	<b>Select if Interim or Final Claim:</b>		
<b>Account Name</b>				
<b>Bank Name</b>		<b>Account Number</b>		<b>Sort Code</b>

**Spend and Claim Summary**

Eligible Expenditure	Total Approved Costs	Project spend to date	Expenditure in this Claim	Remaining Spend to be Claimed in Future
	As in Funding Agreement	Total of previous claims - not inc. this claim	As per claim breakdown	Not to exceed total funding approved
Total SPF Costs claimed			£ -	£ -
Match Funding	Local Authority			£ -
	Other Public			£ -
	Private			£ -
	Third sector			£ -
	Other (inc in kind)			£ -
Total Project Costs		£ -	£ -	£ -
Intervention Rate				

**To Be Completed By Applicant:**

**Certificate of Authorised Signatory**

*I certify that, to the best of my knowledge and belief, the information contained in this claim, progress report and supporting document/s is true and accurate. In signing this form I also confirm that all assets purchased with SPF investment is still being used for the approved purpose and that it has not been transferred to another person / organisation or disposed of.*

*I have complied with the procurement policy included in the funding agreement*

*I have complied with the branding and publicity guidance*

**Name:**  **Date:**

**Position in Organisation:**

**Signed / Electronic signature inserted:**  **Contact Details:**

**To Be Completed By Good Growth Team:**

Please comment on project progress with regard to timing, delivery, outputs or other specific issues relating to payment of this claim, and any action required

**Signed**  **Date Reviewed**

**Good Growth Team Reviewing Report - Name in block capitals**

**Expenditure Listing:**

Please list each item of expenditure. To add new table entries, use the "tab" key. For help, click on the table headings.

SPF\_202285145615 claim 1

Help

Reference	Cost Heading	Supplier Name	Invoice / Receipt Number	Date of Invoice / Receipt	Date of Defrayal	Payment Method & Reference No	Expenditure Details / Description	Invoice Value (excl VAT)	VAT	Total Amount Paid	Irrecoverable VAT	Eligible Amount for GBF	Apportionment Details / Notes if applicable
SPF_202285145615-1-001										£ -		£ -	
SPF_202285145615-1-002										£ -		£ -	
SPF_202285145615-1-003										£ -		£ -	
SPF_202285145615-1-004										£ -		£ -	
SPF_202285145615-1-005										£ -		£ -	
SPF_202285145615-1-006										£ -		£ -	
SPF_202285145615-1-007										£ -		£ -	
SPF_202285145615-1-008										£ -		£ -	
SPF_202285145615-1-009										£ -		£ -	
SPF_202285145615-1-0010										£ -		£ -	
SPF_202285145615-1-0011										£ -		£ -	
SPF_202285145615-1-0012										£ -		£ -	
SPF_202285145615-1-0013										£ -		£ -	
SPF_202285145615-1-0014										£ -		£ -	
SPF_202285145615-1-0015										£ -		£ -	
SPF_202285145615-1-0016										£ -		£ -	
SPF_202285145615-1-0017										£ -		£ -	
SPF_202285145615-1-0018										£ -		£ -	
SPF_202285145615-1-0019										£ -		£ -	
SPF_202285145615-1-0020										£ -		£ -	
SPF_202285145615-1-0021										£ -		£ -	
SPF_202285145615-1-0022										£ -		£ -	
SPF_202285145615-1-0023										£ -		£ -	
SPF_202285145615-1-0024										£ -		£ -	
SPF_202285145615-1-0025										£ -		£ -	
SPF_202285145615-1-0026										£ -		£ -	
SPF_202285145615-1-0027										£ -		£ -	
SPF_202285145615-1-0028										£ -		£ -	
SPF_202285145615-1-0029										£ -		£ -	
SPF_202285145615-1-0030										£ -		£ -	
SPF_202285145615-1-0031										£ -		£ -	
SPF_202285145615-1-0032										£ -		£ -	
SPF_202285145615-1-0033										£ -		£ -	
SPF_202285145615-1-0034										£ -		£ -	
SPF_202285145615-1-0035										£ -		£ -	
SPF_202285145615-1-0036										£ -		£ -	
SPF_202285145615-1-0037										£ -		£ -	
SPF_202285145615-1-0038										£ -		£ -	
SPF_202285145615-1-0039										£ -		£ -	
SPF_202285145615-1-0040										£ -		£ -	
SPF_202285145615-1-0041										£ -		£ -	
SPF_202285145615-1-0042										£ -		£ -	
SPF_202285145615-1-0043										£ -		£ -	
SPF_202285145615-1-0044										£ -		£ -	
SPF_202285145615-1-0045										£ -		£ -	
<b>Total</b>								£ -				£ -	

**Progress Report on this Project**

SPF\_202285145615 claim 1

Help

Please provide a narrative summarising project activity since your last claim.

**Publicity**

Please inform us of any publicity opportunities connected with the project or undertaken since your last claim.

**RISK: Please identify any risks to project delivery identified in this reporting period, and how you plan to mitigate against them.**

Description	Select Impact	Select Likelihood	Rating	Mitigation Plan
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	

Difference between Risks and Issues: A risk is an uncertain event or condition that, if it occurs, may have a positive or a negative impact on the project. Usually, the project team has the time to consider alternative approaches and implement one or more mitigation strategies to manage these identified risks.

Conversely, an Issue is something that is impacting the project already and needs to be resolved. This means that issue management is reactive and requires immediate action.

**ISSUES LOG:**

Description	Date Raised	Severity	Status	Action Plan

**Milestones** Ref: iPF\_20228514561! Claim No. 1

Please report on the achievement of the milestones agreed for the project as set out in the funding agreement. If there has been a delay insert a revised date by which you expect to achieve by and explain the reasons for this.

Agreed Milestones	Target Date to be Achieved	Revised Date	Actual Date Achieved	Comments

**Project Outputs and Outcomes**      Ref: **\_202285145**    Claim No. **1**

Please report on the achievement of agreed outputs and outcomes predicted as a result of the project as set out in the funainf agreement. If there has been a delay or a change please explain the reasons for this. Where the target timescale has not yet passed, enter the position to date INCLUDING achievements reported previously.

Type	Name	Metric	Target	Target Date	Actual Achieved to date	Comments

If claiming outputs/outcomes, please fill in the relevant Verification Form for each achievement claimed.