

## How to use this form to submit a Shared Prosperity Fund claim

The Grant Funding Agreement is your contract with Cornwall Council (CC) for the Shared Prosperity Fund (SPF) investment in your project, giving the conditions for you to receive funding. It refers to "eligible costs" as approved following the application process specifically for your project. Costs incurred on the delivery of UK Shared Prosperity Fund activity up to the 31st March 2025 are eligible for support.

Grant payments will be released, in arrears, by submitting 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 July
July - September	31 October
October – December	31 January
January – March	30 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 invoices/receipts or other expenditure evidence and copy bank statements for items included in the claim. You must retain all documents for 7 years from the end of the project and be able to present it to representatives of Cornwall Council for audit purposes during pre-announced monitoring visits.

After completing the form, please ensure you have inserted an **electronic signature**, then email it, along with all relevant electronic evidence, to the Good Growth Fund Team member who is monitoring your project at Cornwall Council.

## 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.

## Expenditure Listing:

- (1) Please allocate a sequential number to each item and write this onto evidence
- (2) Select "Capital" or "Revenue".
- (3) Enter the eligible cost heading as agreed and set out in your procurement record/application form
- (4) Name of supplier, creditor / payee or employee
- (5) Invoice/receipt or reference number.
- (6) All eligible expenditure must be dated after the date of approval shown on the offer letter and before the agreed end date
- (7) Date payment appears on your bank statement
- (8) E.g. receipt reference number, cheque number, BACS number, Timesheet.
- (9) Full description of the expenditure item (see additional details in guidance notes)
- (10) Total amount of invoice / payment less recoverable VAT
- (11) State the irrecoverable VAT value of the invoice/receipt following any adjustments for apportionments or ineligible costs.
- (12) Enter the eligible expenditure amount after any apportionment or adjustments have been applied. This is 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.

Project costs must be based on the actual expenditure incurred in delivering the project, evidenced through invoices or other transactions. Where Lead Authorities or project deliverers procure activity, contractors may be paid using unit costs or other approaches agreed within the contract; claims for SPF must be based on the costs incurred in paying contractor invoices.

The following are sample definitions of revenue or capital costs:

### Revenue costs include:

- staff costs: salaries and contractual benefits, National Insurance and superannuation contributions
- costs of business travel, subsistence and accommodation
- contractors and consultants procured to:
  - o deliver project activity
  - o undertake evaluation work
  - o undertake audit work if requested by the Secretary of State
  - o undertake feasibility studies and/or market research to inform potential future projects
- costs of materials
- marketing and publicity costs
- grants provided to end beneficiaries
- training participant costs e.g. allowances, travel expenses
- dependent care costs of training participants
- small items of equipment

### Capital costs include:

- acquisition of land and/or buildings
- building and construction
- professional fees associated with building and construction
- plant and machinery
- any larger value item of equipment, assessed in accordance with the project deliverer's capitalisation policy.

Where staff are engaged in SPF project activity for part of their working hours, staff costs should be charged to the SPF project on a percentage basis.

If a member of staff spends X hours of a total of Y working hours in a period working on a SPF project, the hours worked (X) should be calculated as a percentage of the working hours for that period (Y) and that percentage should be applied to the staff costs in that period. (For example 80 hours worked on a SPF project out of 148 hours worked in a period, with total staff costs of £3,000; 54.05% of time (80/148\*100) has been spent on the project and the amount that may be charged to the SPF project is £1,621.62 (£3,000\*54.05%).

Hours worked should be recorded to provide evidence to support grant claims.

Overheads can be incurred based on 15% of staff costs only. DLUHC will not accept any other methodologies for calculating overheads.

This covers those costs incurred in the delivery of a project but not easily attributed to it through invoices or other transactions e.g:

- support staff/functions not directly related to the implementation and management of the project
- shared premises costs or use of equipment

The SPF cannot be used to establish loan or investment funds.

All bids that may be considered subsidy must consider how they will deliver in line with subsidy control

### Excluded costs and activities

The following costs cannot be included in a SPF project:

- paid for lobbying, which means using grant funds to fund lobbying (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, Government or political activity; or attempting to influence legislative or regulatory action
- using grant funds to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant
- using grant funding to petition for additional funding
- expenses such as for entertaining, specifically aimed at exerting undue influence to change government policy
- VAT reclaimable from HMRC; VAT that cannot be recovered from HMRC is an eligible cost under the SPF.
- payments for activities of a party political or exclusively religious nature
- interest payments or service charge payments for finance leases
- gifts, or payments for gifts or donations
- statutory fines, criminal fines or penalties
- payments for works or activities which the Lead Authority, project deliverer, end beneficiary, or any member of their partnership has a statutory duty to undertake, or that are fully funded by other sources
- bad debts to related parties
- payments for unfair dismissal or other compensation
- depreciation or amortisation costs
- contingencies and contingent liabilities
- dividends
- costs resulting from the deferral of payments to creditors
- costs involved in winding up a company
- legal expenses in respect of litigation
- costs incurred by individuals in setting up and contributing towards private pension schemes
- payments that breach or are contrary to the funding agreement or UK legislation

### 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 and the Growth deal investment will reimburse this

### Progress - Milestones

Enter into WHITE cells only

Please report on the achievement of the milestones agreed for the project as set out in the Offer Letter.

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 key performance indicators predicted as a result of the project as set out in the Offer Letter.

If there has been a delay or a change in any indicator please explain the reasons for this.

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

### Progress Report

(This sheet must be completed and attached with each claim. It should be noted that we cannot process your claim until this report has been completed.)

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

Please state if there have been any significant changes to your approved proposal 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
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LIKELIHOOD GUIDANCE	FACTOR	SCORE
Is expected to occur without specific action to avoid	Certain	5
Will probably occur without specific action to avoid	Probable	4
Could occur without specific action to avoid	Possible	3
May occur without specific action to avoid	Unlikely	2
Is never likely to occur	Remote	1

**What happens next?**

Once you have submitted a satisfactory 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 Fund Team may ask you for further clarifications, additional evidence, or request to visit your project site to monitor progress or audit evidence on site.

Following verification and acceptance of your claim, you will be notified via email as soon as your claim has been forwarded for payment.

**Shared Prosperity Fund - Progress and Claim Form**

Please complete all sections and email the completed form with all evidence to the Good Growth Fund Team member who is monitoring your project at Cornwall Council.

<b>Name of Applicant:</b>	Applicant name		<b>Project Lead:</b>	Applicant name or organisation running the project if different	
<b>Project Reference:</b>	*****		<b>Project Name:</b>	Name of project	
<b>Status:</b>	Live (still running)				
<b>Claim Period</b>	<b>From:</b>	01/04/2022	<b>To:</b>	01/07/2022	
<b>Claim Number:</b>	1	<b>Select if Interim or Final Claim:</b>			<b>Interim Claim</b>
<b>Bank name</b>	*****				
<b>Sort Code</b>	*****	<b>Account Number</b>	*****	<b>Account Name</b>	*****

Spend and Claim Summary				
Eligible Expenditure	Total Approved Costs As in Funding Agreement	Project spend to date Total of previous claims - not inc. this claim	Shared Prosperity Fund claim As per claim breakdown	Remaining Spend to be Claimed in Future Not to exceed total funding approved
Total SPF funding amount	£ 200,000	£ -	£ 1,780.00	£ 198,220
Total Capital/Revenue split in this claim:				
of which:	Capital		45%	£ 800.00
	Revenue		55%	£ 980.00

Match Funding Type and Amount	Total Match Approved	Total Match spend to date	Match claimed this period	Remaining Match spend to be Claimed in Future
Other UK Gov Funding		£ -	£ -	£ -
Local Authority Contribution		£ -	£ -	£ -
Third Party Funder	£ 300,000	£ -	£ 10,000	£ 290,000
Total Match Funding	£ 300,000	£ -	£ 10,000	£ 290,000
Total Project Costs	£ 500,000	£ -	£ 11,780	£ 488,220
Intervention Rate	40%		15%	41%

**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 the property and equipment 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 procedures set out in the Offer Letter  YES

I have complied with the publicity requirements as shown in the Offer Letter  YES

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

**Position in Organisation:**

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

**To Be Completed By Case Officer:**

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**

**Case Officer 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.

\*\*\*\*\*Claim Number:1

Reference (1)	Expenditure Type (2)	Cost Heading (3)	Supplier Name (4)	Invoice / Receipt Number (5)	Date of Invoice / Receipt (6)	Date of Defrayal (7)	Payment Method & Reference No. (8)	Expenditure Details / Description (9)	Total Invoice Value (excl VAT) (10)	VAT (10)	Total amount paid (11)	Irrecoverable VAT (11)	Eligible Amount for SPF (12)	Apportionment Details / Notes if applicable (13)
1	Capital	Materials	DIY Shop	1	10/04/2022	10/04/2022	Receipt number 123	Screws, cement, wood	£ 2,000.00	£ 400.00	£ 2,400.00	£ -	£ 800.00	Whole receipt value. Scan of receipt attached to email. Evidence of actual defrayal (payment being removed from Bank account).
2	Revenue	Staff wages	Staff members name	2	30/04/2022	01/05/2022	Timesheet number	Monthly wage for staff member managing new build	£ 1,850.00	£ 370.00	£ 2,220.00	£ -	£ 740.00	Monthly wage for staff member managing new build that grant is funding. List of Staff being claimed against the project ( preferably with Cost Centre information) All expenditure to be time sheeted (if applicable) or some data that says Joe Bloggs 50% to project a etc. Evidence of staff and role they play (i.e. JD/PS or link to project) Evidenced by redacted payroll (report) All payslips for each member of staff being claimed for Salary / hourly rate evidence which would normally be a contract (if applicable) Evidence of actual defrayal (payment being removed from Bank account).
3	Revenue	Staff training	Training company	3	02/05/2022	02/05/2022	BACS number	Training for staff member managing new build on how to use sustainable materials most efficiently	£ 500.00	£ 100.00	£ 600.00	£ 100.00	£ 240.00	Training cost. Training certificate attached and BACS proof of payment shown in bank statement for evidence of actual defrayal.
									£ -	£ -	£ -	£ -	£ -	
									£ -	£ -	£ -	£ -	£ -	
									£ -	£ -	£ -	£ -	£ -	
									£ -	£ -	£ -	£ -	£ -	
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									£ -	£ -	£ -	£ -	£ -	
									£ -	£ -	£ -	£ -	£ -	
<b>Total</b>				<b>3</b>					<b>£ 4,350.00</b>				<b>£ 1,780.00</b>	

**Milestones** **Ref:** \*\*\*\*\* **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.

<b>Agreed milestones</b>	<b>Target Date to be Achieved</b>	<b>Revised Date</b>	<b>Actual Date Achieved</b>	<b>Comments</b>
Start Date	01 March 2022			
MS1 - Building materials bought	01 May 2022		10/04/2022	
MS2 - Manger hired	15 May 2022		01/04/2022	
MS3 - Manager trained	30 June 2022		02/05/2022	
MS4 - Building built	30 July 2022			
MS5				
MS6				
MS7				
MS8				
MS9				
MS10 - Project Evaluation complete	30 August 2022			
End Date	30 August 2022			

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

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

If there has been a delay or a change in any indicator please explain the reasons for this.  
Where the target timescale has not yet passed, enter the position to date.  
Please supply the relevant verification/evidence for each outputs/outcomes achievement as required.

Help

E22: Enterprise infrastructure & employment / innovation sites	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Total Target	How this target achievement will be measured:	Total Achieved to date	Date achieved to date	How you have measured and evidenced this achievement	Note any delay, slippage and revision of contracted target dates
<b>Outputs to be delivered:</b>														
Number of businesses receiving financial support other than grants (numerical value)									0					
Number of businesses receiving non-financial support (numerical value)									0					
Number of businesses receiving grants (numerical value)									0					
Number of potential entrepreneurs provided assistance to be business ready (numerical value)									0					
Number of commercial buildings developed or improved (numerical value)		1							1					
M2 of commercial buildings developed or improved (m2)		100							100					
Number of rehabilitated premises (numerical value)									0					
Amount of rehabilitated land (m2)									0					
<b>Outcomes to be delivered by 2030:</b>														
Jobs created (numerical value)		1							1	Timesheet and payslip and new starter contract	1	01/04/2022		
Jobs safeguarded (numerical value)									0					
Number of new businesses created (numerical value)									0					
Reduced vacancy rates (% decrease)									0					
Increased amount of investment (£)									0					
Number of premises with improved digital connectivity (numerical value)									0					
Number of businesses adopting new to the firm technologies or processes (numerical value)									0					
E31: Support relevant feasibility studies	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Total	How this target achievement will be measured:	Total Achieved to date	Date achieved to date	How you have measured and evidenced this achievement	Note any delay, slippage and revision of contracted target dates
<b>Outputs to be delivered:</b>														
Number of feasibility studies supported (numerical value)									0					
<b>Outcomes to be delivered by 2030:</b>														
Increased number of projects arising from funded feasibility studies (% increase)									0					
Good Growth - BUS003	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	Total	How this target achievement will be measured:	Total Achieved to date	Date achieved to date	How you have measured and evidenced this achievement	Note any delay, slippage and revision of contracted target dates
C2 Circularity - reduction in use of virgin raw materials / Recycle / Reuse Principles		50							50	Material receipts	50	10/04/2022	Receipts of materials bought to prove they are recycled materials	
G2 Attracting private sector green finance income to Cornwall and Isles of Scilly									0					
BE1 Increase % of workforce earning real living wage									0					
BE2 Improve productivity in all sectors									0					
BE3 Contribute positively to CloS economy, environment and equality through purchasing/procurement									0					
EQ8 Levelling-up of towns and neighbourhoods throughout CloS									0					

**Progress Report on this Project** **\*\*\*\*\*Claim Number:1**  
**Please note: We cannot process your claim until this report has been completed.**

Please provide a narrative summarising project activity, progress and issues since your last claim.

Summarise project activity that has occurred since your last claims form was submitted or from the beginning of your project if this is your first claims form. Please include an honest representation of positive and negative experiences that is impacting your project delivery in relation to the overall aims and objectives of the investment activity. (This sheet must be completed and attached with each claim. It should be noted that we cannot process your claim until this report has been completed.) Please state if there have been any significant changes to your approved proposal 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: Please identify any major risks to project delivery and deliverables identified in this reporting period, and how you plan to mitigate against them.**

Description	Select Impact	Select Likelihood	Rating	Mitigation Plan
Please see Help tab			0	
			0	
			0	
			0	
			0	
			0	