

Shropshire Council

Growth Hub Funding 2020-2021

**DETAILS OF EXPENDITURE ITEMS AND SERVICES,
FORECAST SPEND AND QUARTERLY CLAIM FORM**

Accountable Body Primary Contact Details

Name of Accountable Body	Shropshire Council
Accountable Body Office Address	Shirehall Abbey Foregate Shrewsbury Shropshire SY2 6ND
Name of Accountable Body Finance Lead	James Walton
Contact Details for This Person	01743 258915 James.walton@shropshire.gov.uk

Other Details

Name of LEP	Marches LEP
Name LEP Project Manager	Yasmin Sulaman
Contact Details for This Person	01743 462026 07990 085204 Yasmin.Sulaman@marcheslep.org.uk
Name of Growth Hub	Marches Growth Hub
Name of Principle Growth Hub Delivery Body	Marches LEP

Important Information

To note that funding awards in 2020-21 will provide continuation revenue funding to LEPs, which can only be spent on core Growth Hub related delivery activities as set out as Project Activity Information ('**Eligible Expenditure**') below.

Funding cannot be used to fund the expenses and activities listed below which are classified as '**Ineligible Expenditure**' for the purpose of this Grant and must be excluded from Eligible Expenditure:

- grant award payments directly to business;
- award funding to business in the form a voucher;
- fund cost of preparation of auditor's reports;
- input VAT reclaimable by the Grant Recipient from HMRC;
- contributions in kind (i.e. a contribution in goods or services, as opposed to money); or
- interest payments (including service charge payments for finance leases);
- statutory fines, criminal fines or penalties.
- support activities of a political or exclusively religious nature, such as lobbying; and
- other expenses classified as improper by BEIS for the purpose of this Grant.

In addition, to enable BEIS to commission an annual audit of Growth Hub spend in line with recent recommendations made by the Government Internal Audit Agency (GIAA), Accountable Bodies are

asked to be explicit when providing 'Eligible Expenditure' detail in relation to the item or services to be purchased or procured during 2020-21 and provide full costed details below.

Note: All Eligible Expenditure must be claimed net of VAT where it is recoverable from HM Revenue and Customs.

PROJECT ACTIVITY INFORMATION		
Period of claim	Items and services needed to deliver contracted 'principles of funding' and forecasted costings of each purchase/procured service	
Quarter 1	Expenditure Detail	Estimated Spend £
April to June 2020	Marches Growth Hub (MGH) Operational Costs Breakdown as follows; Payroll for 1FTE Business Support Officer and 1 day per week admin support including NI and Pension	12,780.00
	Travel related costs (mileage and expenses)	80.00
	Telephone line rental	112.50
	Telephone calls estimate	190.00
	Legal costs - towards Growth Hub related activity such as BEIS, NBSH DSA/MOU and local SLA/DSA	500.00
	Mobile costs	135.00
	MGH Hub Steering Group and MGH Operations Group Meetings- room hire & refreshments	140.83
	MGH Information Database licence (MINT/Fame)	20,000.00
MGH Information Database licence (COBRA)	4,806.00	
PR/Marketing Contract. This contract covers website content and updates, press releases/advertorials, e-newsletters, case studies, social media, attendance at MGH Steering Group/Operations Group meetings and reporting. Includes time to support full website content audit and update.	14,400.00	
MGH website upgrade to WordPress and redesign. Payment based on 40/40/20% basis of full cost. 40% payment due in the first instance	5440.00	
TOTAL AMOUNT BEING DRAWDOWN FOR QUARTER 1		58,584.33
PROJECT ACTIVITY INFORMATION		
Period of claim	Items and services needed to deliver contracted 'principles of funding' and forecasted costings of each purchase/procured service	
Quarter 2	Expenditure Detail	Estimated Spend
July to September 2020	MGH Operational Costs Breakdown as follows; Payroll for 1FTE Business Support Officer and 1 day per week admin support including NI and Pension	12,780.00
	Travel related costs (mileage and expenses)	90.00
	Telephone line rental	112.50
	Telephone calls estimate	190.00
	Legal costs - towards Growth Hub related activity such as BEIS, NBSH DSA/MOU and local SLA/DSA	500.00
	Mobile costs	135.00
	MGH Steering Group and MGH Operations Group Meetings - room hire and refreshments	208.33

	MGH Virtual Hub CRM Licence	6500.00
	PR/Marketing Contract. This contract covers website content and updates, press releases/advertorials, e-newsletters, case studies, social media, attendance at MGH Steering Group/Operations Group meetings and reporting. Includes time to support full website content audit and update.	14,400.00
	3 Physical Hub Allocation The 3 physical growth hubs are planning to use their allocation on the following goods and services: - <ul style="list-style-type: none"> • CRM licence and development work to support data returns • Cost relating to business engagement/outreach activity/business events/workshops/seminars. • Costs to help broker/introduce high quality face-to-face Account Managers • Marketing costs which are not covered by the PR/Marketing contract such as business cards, printing of leaflets etc 	16,581.72
	MGH website upgrade to WordPress, and redesign. Payment based on 40/40/20% basis. Balance due.	1360.00
CLAIM INFORMATION (£)		
Quarter 2 claim	*TOTAL AMOUNT BEING DRAWDOWN IN QUARTER 2	£ 52,857.55
	ORIGINAL ESTIMATED AMOUNT OF DRAWDOWN IN QUARTER 2	£
	VARIANCE	£
Overall grant position including funding committed but not yet spent	TOTAL SPEND TO DATE	£
	TOTAL FUNDING REMAINING TO BE CLAIMED	£
	TOTAL GRANT FUNDING COMMITTED	£
Supporting narrative relating to grant spend, amount of money committed and any early indications of potential end of year underspend:		
Evidence of defrayal of grant/type of spend: Please also provide 2 example invoices paid by the final recipient of the money which confirms the type of expenditure or services acquired to support delivery of the Growth Hub service. In addition, please provide evidence of assurance of payment; via the provision of a copy of the relevant general ledger and updated spend spreadsheet.		

PROJECT ACTIVITY INFORMATION		
Period of claim	Items and services needed to deliver contracted 'principles of funding' and forecasted costings of each purchase/procured service	
Quarter 3	Expenditure Detail	Estimated Spend
October to December 2020	MGH Operational Costs Breakdown as follows; Payroll for 1FTE Business Support Officer and 1 day per week admin support including NI and Pension Travel related costs (mileage and expenses) Telephone line rental Telephone calls estimate	12,780.00 80.00 112.50 190.00

	Legal costs - towards Growth Hub related activity such as BEIS, NBSH DSA/MOU and local SLA/DSA Mobile costs	500.00 135.00
	MGH Steering Group and MGH Operations Group Meetings - room hire & refreshments	140.83
	MGH website - Support & maintenance contract	1440.00
	MGH website - hosting contract	365.00
	PR/Marketing Contract. This contract covers website content and updates, press releases/advertorials, e-newsletters, case studies, social media, attendance at MGH Steering Group/Operations Group meetings and reporting.	12,600.00
	3 Physical Hub Allocation The 3 physical growth hubs are planning to use their allocation on the following goods and services: - <ul style="list-style-type: none"> • CRM licence and development work to support data returns • Cost relating to business engagement/outreach activity/business events/workshops/seminars. • Costs to help broker/introduce high quality face-to-face Account Managers • Marketing costs which are not covered by the PR/Marketing contract such as business cards, printing of leaflets etc 	16,581.72
CLAIM INFORMATION (£)		
Quarter 3 claim	*TOTAL BEING DRAWDOWN IN QUARTER 3	£44,925.05
	ORIGINAL ESTIMATED AMOUNT OF DRAWDOWN IN QUARTER 3	£
	VARIANCE	£
Overall grant position including funding committed but not yet spent	TOTAL SPEND TO DATE	£
	TOTAL GRANT FUNDING COMMITTED	£
Supporting narrative relating to grant spend, amount of money committed and any early indications of potential end of year underspend:		
Evidence of defrayal of grant/type of spend: Please also provide 2 example invoices paid by the final recipient of the money which confirms the type of expenditure or services acquired to support delivery of the Growth Hub service. In addition, please provide evidence of assurance of payment; via the provision of a copy of the relevant general ledger and updated spend spreadsheet.		

PROJECT ACTIVITY INFORMATION		
Period of Claim	Items and services needed to deliver contracted 'principles of funding' and forecasted costings of each purchase/procured service	
Quarter 4	Expenditure Detail	Estimated Spend

January to March 2021	MGH Operational Costs Breakdown as follows;	
	Payroll for 1FTE Business Support Officer and 1 day per week admin support including NI and Pension	12,781.00
	Travel related costs (mileage and expenses)	80.00
	Telephone line rental	112.50
	Telephone calls estimate	190.00
	Legal costs - towards Growth Hub related activity such as BEIS, NBSH DSA/MOU and local SLA/DSA	500.00
	Virtual Hub Annual office licences, IT SLA, Office and public liability insurances	700.00
	Mobile costs	135.00
	MGH Steering Group and MGH Operations Group Meetings - room hire & refreshments	140.83
	MGH Virtual Hub CRM development (estimate)	100.00
	MGH Skills Microsite – Hosting contract	300.00
	PR/Marketing Contract. This contract covers website content and updates, press releases/advertorials, e-newsletters, case studies, social media, attendance at MGH Steering Group/Operations Group meetings and reporting.	12,600.00
	PR/Marketing Contract - mileage expenses in line with scheduled meetings	391.00
	PR/Marketing Contract - estimated photography costs	900.00
3 Physical Hub Allocation The 3 physical growth hubs are planning to use their allocation on the following goods and services: - <ul style="list-style-type: none"> • CRM licence and development work to support data returns • Cost relating to business engagement/outreach activity/business events/workshops/seminars. • Costs to help broker/introduce high quality face-to-face Account Managers • Marketing costs which are not covered by the PR/Marketing contract such as business cards, printing of leaflets etc 	16,581.72	
Growth Hub Evaluation Work	2101.02	
Completion of Marches Growth Hub year-end Audit 3 days @£340 (chargeable service by Shropshire Council)	1020.00	
CLAIM INFORMATION (£)		
Quarter 4 claim	TOTAL BEING DRAWDOWN FOR QUARTER 4	£ 48,633.07
	ORIGINAL ESTIMATED AMOUNT QUARTER 4	£
	VARIANCE	£
Overall grant position including monies committed but not yet spent	TOTAL SPEND TO DATE	£
	TOTAL FUNDING REMAINING TO BE CLAIMED	£

Supporting narrative relating to grant spend, amount of money committed and any early indications of potential end of year underspend:		
*Evidence of defrayal of grant/type of spend: Please also provide 2 example invoices paid by the final recipient of the money which confirms the type of expenditure or services acquired to support delivery of the Growth Hub service. In addition, please provide evidence of assurance of payment; via the provision of a copy of the relevant general ledger and updated spend spreadsheet.		

I certify that:

- (i) This claim covers satisfactorily delivered activities;
- (ii) Expenditure has been incurred by the Accountable Body¹;
- (iii) No part of this claim has been included on a previous claim or will be included on a subsequent claim to the Secretary of State;
- (iv) There are no sources of funding for these activities of which the Secretary of State has not been given notice in writing;
- (v) No part of this claim has been or will be paid by any other Accountable Body or by any public authority as defined in the Grant Offer Letter. No part of this claim has been received or is receivable by the Accountable Body in respect of the Project.

TOTALAMOUNT BEING CLAIMED	£205,000.00
SIGNED BY SECTION 151 OFFICER OR DEPUTY 151 OFFICER	
PRINT NAME IN FULL	
POSITION	
NAME OF ACCOUNTABLE BODY	
DATE OF CLAIM	

In line with drawdown dates agreed with BEIS please send an electronic copy of this claim to [Karen Hopwood](#). If you also wish to submit a hard copy of this form it should be sent for the attention of Miss Karen L Hopwood, Department for Business Energy and Industrial Strategy, 4th Floor, 1 Victoria Street, London, SW1H 0ET.

¹ "Incurred," means a legal commitment to pay.