



Guidance Note 2 23rd March 2020

CLLD Guidance for Projects during the Covid-19 Pandemic

In view of the most recent Government statements, we have provided the following advice for all CLLD projects. This has been updated with the latest information.

General information for all projects:

1. This is a difficult time and we want to support all of our projects as best as we can. We are continuing to process your applications and claims – the whole team is now working from home but we are still working.
2. For businesses: this is the page to visit to find out more about the range of measure available:
<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-businesses>

As soon as we have details of support for self-employed, we shall send those out too.

3. If you want to speak to someone local about this, please contact the Growth Hub team by visiting their website <https://www.ciosgrowthhub.com/>
4. Cornwall Council have also set up a useful page <https://www.cornwall.gov.uk/coronavirus>

For all projects:

1. Unfortunately, we cannot give you any more funds than is stated in your Grant Funding Agreement. Therefore, any work undertaken now, with no direct delivery, may result in you running out of budget before the end of your project.
2. Please be aware that any money you spend on salaries and claim back should result in you achieving your outputs – if you continue to spend on (for example) administration tasks, you could find yourself unable to meet your outputs later on which will have potential consequences thereafter.

3. **If your project is not yet approved**, we would continue to work with you to get it approved. We will then work with you to make changes to your profile of delivery, outputs or payments (including start and end dates) when the outcome become clearer.
4. **If you need to temporarily halt your project, please let us know...** we can plan for that to happen. We absolutely understand that you may need to rethink how your project will work and its timings... the important thing is that you tell us.
5. **If your project is continuing**, please continue to submit claims as per your profile. We recognise these may not be the full claim we expected but we would rather give you some of the grant than none of it.
6. If you are temporarily halting your project, please let us know if you intend to make an **interim claim**. We can work on these to get payments made but need to know the scale of this for our own financial processes.

There is currently no indication from Government of an emergency fund to cover staff paid for by CLLD funding, but it is our understanding that any employer can access the [Coronavirus Job Retention Scheme](#) which is in the process of being set up at the moment.

For projects with participants:

5. We are now assuming you will have followed Government guidance and have stopped all face to face work with participants. Where you are able to continue delivery via the web, phone or email, then please continue to do so... we are collecting examples of where this is happening to share across the wider CLLD community
6. We recognise the impact that this will have on your proposed profiles of outputs, payments and end dates; **please tell us if your project is putting a hold on delivery**.
7. We will manage the stopping and restarting (when appropriate) of your project by supporting you to prepare a **variation** to your project to extend the length of the project **when** we are clearer on the likely impact timewise.
8. Check through your participant paperwork and identify what is missing, what signatures you need, and any other items that need completing.
9. **Please submit** whatever participant paperwork you have for each of your participants to Evolutive – whether it is complete or not – so we can see the state of play for each project – this will help us understand where each project is.
10. You can continue to recruit participants by non-face to face methods, if this will work for your project. Consider whether you can phone people or hold online introductory sessions – we recognise this won't be possible in the majority situations.

- 11.** The ESF National team are talking to the European Commission about accepting 'electronic' signatures on evidence – there is currently no outcome from those conversations but as soon as we know anything we will share it with you. An Action Note explaining the situation was released by Government on Friday; you can read it [here](#).

Other support mechanisms

Cornwall Community Foundation

- 12.** Individual giving – Enables charitable organisations to hold a pot of funds to distribute small grants to individuals in crisis
(<https://www.cornwallcommunityfoundation.com/grants/the-crisis-fund/>)

Support for groups that are adapting and delivering front line services - CCF's Emergency Fund Appeal enables us to offer grants to frontline organisations running additional work in response to the impact of COVID-19 to your members or beneficiaries
(<https://www.cornwallcommunityfoundation.com/grants/emergency-fund/>)

Most importantly:

- Follow the latest government Guidance ([see here](#))
- Keep talking to your main CLLD contact. The details are overleaf. The CLLD team are continuing to work from home. We will do what we can to support your project through this unprecedented time, by sending updates as we have them and answering any questions you may have.

And finally...

There are a number of CLLD projects that have responded very positively to their communities at the current time, and are therefore worth mentioning:

- St Blazey Recycle, Reduce, Reuse: the organisation has shut their community café but have been making meals to take out to people who are not able to get food
- Second Life Torpoint: as well as continuing to meet orders for their kitchen cabinet refurbishment and painting service, they are also using their CLLD purchased van for making community deliveries to people who are isolating.
- CN4C: despite the centres being closed to most participants they are continuing with the Winter homeless shelter operation as people who are homeless are particularly vulnerable at the current time.

Thank you for working with us to help our communities.

The Cornwall CLLD team

CLLD Contacts:

Rissa Parsons, Facilitator - West Cornwall LAG area

Tel: 01209 614028 Mobile: 07538 259509

rissa.parsons@cornwalldevelopmentcompany.co.uk

Naomi Belert, Facilitator - Coast to Coast LAG area

Tel: 01872 322329 Mobile: 07538 259545

naomi.belert@cornwalldevelopmentcompany.co.uk

James Thomas, Facilitator - Atlantic & Moor LAG area

Tel: 01209 614391 Mobile: 07538 259572

james.thomas@cornwalldevelopmentcompany.co.uk

Ffion Stanton, Facilitator - South & East Cornwall LAG area

Tel: 01579 341135 Mobile: 07538 259543

ffion.stanton@cornwalldevelopmentcompany.co.uk

Nolwenn Baot, Area Co-ordinator West Cornwall and Coast to Coast LAG areas

Mobile: 07538 259577

nolwenn.baot@cornwalldevelopmentcompany.co.uk

Jon Teague, Area Co-ordinator Atlantic & Moor and South & East Cornwall LAG areas

Tel: 01209 614034 Mobile: 07538 259496

jon.teague@cornwalldevelopmentcompany.co.uk

Natasha Downing, Project Administrator

Tel: 01209 615067 Mobile: 07538 259529

natasha.downing@cornwalldevelopmentcompany.co.uk

Judith Hann, Programme Manager

Tel: 07538 259576

judith.hann@cornwalldevelopmentcompany.co.uk

Our website:

www.communityledcornwall.co.uk