



Guidance Note 3 8th April 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.

For projects that have been approved:

Claiming your money

We know that cashflow is an issue at the moment for many of you; we wish to make it a little easier in the following ways:

Interim Claims

1. If you have already spent the majority (or a large proportion) of the expenses relevant to the project but have some time to go until your claim, we are happy to receive an interim claim (i.e. an additional claim) that is in addition to those in your claims profile. Let your CLLD contact know that you intend to do this, and an approximate amount of money for that claim – we would prefer that all claims are above £2,500 but we can be flexible.

Claims evidence

2. We know that many of you won't have access to a scanner or printer whilst in lock down and so we are relaxing the rules on 'self-certification' of invoices.

Invoices

3. Hard copy invoices

If you do receive a posted / hand delivered invoice, please handwrite the certification information on it (see below):

"I certify that this is a true copy of the original document:

Name: (print name) Signature:

Date:

Position:

Organisation:

Then please take either a good quality picture or scan it using an App such as **Genius Scan** and send it to us on email.

4. Electronic Invoices:

Please forward each emailed invoice separately (including the email the original invoice was attached to), with the following message accompanying the invoice:
 "This invoice is a true record of the original; I confirm this expenditure is in line with my Grant Funding Agreement"

5. If you are struggling to get invoices, please give us a call to discuss your situation.

Timesheets

6. These will be accepted with electronic signatures on them; ideally this should be a photograph of an actual signature. Where this is not possible the name can be typed into the field. In all cases the applicant will need to submit an email confirming that the time-sheeted evidence is correct.
7. We are still awaiting guidance from one of the Managing Authorities, and if these instructions need to change we will let you know, but in the meantime we are doing what we can to make this straightforward for you.

Please note:

These are interim measures to cope with the changes Covid-19 has brought and as soon as we are able to return to usual delivery the evidence requirements as stated in ESIF guidance must then be adhered to. Should further guidance be received from either funder that differs to this then we will tell you and you will need to follow the updates.

For projects that are going for approval:

We are now asking all projects what they believe the impact of the current pandemic will be on both their business / organisations and their proposed project. We have developed forms for this, and your main Project Contact will send these forms to you. Please complete as much as you can.

These forms will not be considered as part of your formal project appraisal but allows us to understand the likely impacts on the CLLD programme as a whole. Please complete and return to your project coordinator

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. 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.

3. 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.

General information for all projects:



1. Cornwall Development Company have, at the request of Cornwall Council, set up a '**People Hub**' which will provide individuals with support and information on employment, unemployment and training issues (similar to the support that the Growth and Skills Hubs give to businesses). Individuals can call **0333 0150699** to chat to an experienced adviser.

If you are still providing services, please let the **People Hub** know by emailing an outline of what you are offering and where, to katie.williams@cornwall.gov.uk

2. For businesses:
If you want to speak to someone local about the business support available, contact the **Growth Hub** team by visiting their website <https://www.ciosgrowthhub.com/>
3. The main Government Support page can be found here:
<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19support-for-businesses>

Cornwall Council have also set up a useful page <https://www.cornwall.gov.uk/coronavirus>

Most importantly:

- Follow the latest government Guidance ([see here](#))
- Keep talking to your main CLLD contact. The details are below. 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...

CLLD Contacts:

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Our website:
www.communityledcornwall.co.uk