



Guidance Note 4 - 22nd May 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.

Changes in Guidance

1. There have been some updates from both Managing Authorities on aspects of delivery. The majority of these changes will not affect our projects but those that do are listed below.
2. **ERDF:** If you are delivering a project that is **Supporting Potential Entrepreneurs**, the Managing Authority have updated their expectations of evidence:

“During the crisis we will accept electronic evidence of support if it is not possible to provide hard copies and ‘wet’ signatures.

The following are acceptable forms of electronic signature:

- **Virtual signing** - print off the signature page and sign the relevant section. Make a PDF or take a photograph of that signature page and send it by email; or
- **Use of appropriate platforms** - you can use an electronic signing platform like DocuSign or Adobe Sign. Alternatively check what electronic system your organisation uses and ask for access. Bravo and others can be used to sign contracts and documents electronically.

An electronic image of a wet signature pasted into a document is not acceptable.

This applies to both grant recipients and final beneficiaries who are evidencing any support they have received.”

We have sought clarification on this matter as this does not seem terribly practical in the current situation; the response remained ‘Follow the guidance’. We will continue to challenge this

3. **ESF:** If you are delivering an ESF project, the Managing Authority have clarified the evidence requirements

“How can my project meet the ESF programme’s requirements for ‘wet signatures’ given the restrictions on ‘face to face’ work with participants that have arisen due to COVID-19 restrictions?”

Currently, projects must have 'wet' signatures from participants, on both enrolment forms and any contact sheets, demonstrating they have received the support. The ESF Managing Authority recognises that this is not possible given current social distancing measures. From the 1st February 2020 participant verification can be provided by alternative means, such as email."

Therefore, if you are able to supply an email from a participant which confirms the support they have received (i.e. what session they have attended online/ telephone conversations etc), this will count as evidence.

4. To read the full documents, visit this page:
<https://www.gov.uk/government/publications/european-structural-and-investment-funds-coronavirus-covid-19-response>

Other Government support for small companies and projects in co-working spaces:

The Government has recently announced an extension to the support for small companies, particularly those who work in shared work spaces. As we know this applies to many of you, we wanted to make sure you were aware of this change. Below is the link to the official Government guidance which shows you may be able to access additional funding for your premises related costs.

<https://www.gov.uk/government/news/top-up-to-local-business-grant-funds-scheme>

There is also support through the 'bounce back' loan scheme:

<https://www.gov.uk/guidance/apply-for-a-coronavirus-bounce-back-loan>

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 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.
4. We are continuing to accept interim claims – so if you need to add in a claim to ensure your cashflow is maintained, please talk to your main CLLD contact.

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>

5. Potential additional support for Businesses

As you may have heard, a further amount of 'discretionary' funding has been given to Cornwall Council to help those businesses who have been unable to access the main Government schemes. Work is in the final stages of how that scheme will operate, so keep an eye on the Cornwall Council Covid Information page for more details

<https://www.cornwall.gov.uk/health-and-social-care/public-health-cornwall/information-about-coronavirus-covid-19/>

6. New Coronavirus Community Support Fund now open

The Coronavirus Community Support Fund aims to support the tens of thousands of charities and organisations at the heart of local communities that are making a difference during the COVID-19 outbreak, including delivering food, essential medicines and providing financial advice, including welfare advice and support. The funding is to help organisations ensure they can meet increased demand as a result of the COVID-19 outbreak, as well as continuing their day to day activities supporting vulnerable people in need. More information can be found on the [National Lottery Community Fund](#) website.

7. Charities can now refer clients to support from NHS Volunteer Responders

Charities and other Voluntary and Community Sector (VCS) organisations can now become approved referrers so that they can make referrals to the NHS Volunteer Responders programme on behalf of their clients/members. If a VCS organisation wishes to become an approved referrer, they should [review the information online](#) before contacting england.covid-communities@nhs.net.

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.

Good News stories:

We have been really impressed by their applicants during these difficult times; many of them have found new ways of working or supporting their communities, for example:

- Kukena Naturals, a bespoke scented candle manufacturer based in Newquay, have made sure they have given a little back with the offer of discounts to the staff at Treliske Hospital which received a great response, leading to even more sales when Kukena's campaign was then shared on the hospitals' Facebook page.
<https://www.kukenanaturals.com/>
- Flour Power Pizza Parlour (pictured above) have adapted their business because they are not able to go to their usual locations to sell pizzas; now they are offering pizza delivery instead, which is proving popular. <https://www.flourpowerpizzaparLOUR.co.uk/>
- JRS Editing who received an Enterprise Small Grant has recently been commissioned to edit another series of surf/travel documentaries from the World Surf League. The RAID storage equipment funded by CLLD has helped him to manage multiple projects which means his workload has actually increased! <https://www.jrsediting.co.uk/>.
- [St Blazey Recycle Reuse Resale CIC](#) have used their CLLD revamped facilities to deliver over £1,200 of food delivered to our Community as well as running a weekly quiz to keep everybody involved.
- The Foundation of Buddhist Thought have released some publicly available videos which examine how to practice Buddhism during the pandemic; interesting and insightful thoughts whether you are a Buddhist or not:
<https://foundationsofbuddhistthought.org/category/geshe-tashis-coronavirus-updates/>.

Lots of other applicants have kept services going despite having to shut their doors – and it is testament to the resilience of our smallest businesses and organisations that they are determined to keep going. It's a real pleasure to work with such dynamic and positive people; do let us know how it is going and we will promote your story through our marketing channels.

And finally...

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www.communityledcornwall.co.uk