ERDF Claim Process Work Guidance for Grant Recipients– ERDF-WI-8-001

Related Documents

Form	**Transaction List (ERDF-Forms-8-003 London)**
Form	**Asset Register (ERDF-Forms-8-004)**
Form	**Procurement list of contracts (ERDF-Forms-8-005)**
Form	**Outputs and Results Form (ERDF-Forms-8-006)**
Form	**London Indicators Master Spreadsheet**
Form	**Correction Notification Form (ERDF-Form-7-003)**

1.0 Introduction

1.01 This work instruction should be read in conjunction with the terms and conditions set out in the ERDF Funding Agreement including the project's approved final full application for ERDF funding. These documents set out the eligible parameters, scope of activities and the key deliverables that are to be reported to the European Programmes Management Unit (EPMU) at the Greater London Authority (GLA).

1.02 In order for the grant recipient to report on delivery and draw down ERDF grant, in line with the terms and conditions set out in the Funding Agreement, an application for reimbursement 'Grant claim' must be made. All claims are to be entered directly, online, on the ERDF Management Control Information System (**MCIS**).

1.03 There are references in this and other documents to PDTs, DCLG's Programme Delivery Teams for ERDF. As an Intermediate Body for ERDF in London GLA's processes normally mirror those of PDTs.

2.0 General Principles

2.01 Preconditions stated in the Funding Agreement must be met prior to the first instalment and subsequent payments of grant, unless otherwise stated.

2.02 Claims are to be submitted in arrears for each instalment period and only eligible expenditure defrayed (incurred and 'paid') by the end of that period can be included in the claim for reimbursement.

2.03 In the event where no expenditure has been defrayed during the instalment period a claim must still be submitted through MCIS, providing details of ongoing progress towards delivery and achievement of the project objectives/activities.

2.04 Grant payments are calculated as a percentage contribution rate against declared expenditure reported within the claim.

2.05 The grant recipient must notify EPMU promptly if at any time it becomes aware that it is unable to make a grant claim in accordance with the outlined timescales or in accordance with the expenditure profile.

2.06 The grant recipient must ensure that all supporting documentation is kept and made available, as set out under the document retention requirements in the Funding Agreement.

2.07 The claim will only be processed for payment once EPMU is satisfied that all information is present and complete and comply with the terms and conditions of the Funding Agreement and national eligibility rules.

2.08 10% of the projects total grant allocation will be retained and will not be released for payment until EPMU is satisfied with the final monitoring report.

2.09 If at any stage the grant recipient identifies any mistakes or omissions on any of its claims whether paid or in the process of being paid, please contact EPMU as soon as possible. If you identify a mistake or error in a paid claim you will need to complete a separate form outlining the corrections needed (Correction Notification Form **(ERDF-FORM-7-003).**

3.0 Claim process

3.01 The claim process is an integral part of the contract management and control environment employed by EPMU in managing the programmes, and although claims are a mechanism for grant recipients to draw down their ERDF Grant it also provides key information on progress and performance. The information provided in the claim process enables EPMU to obtain assurances and carry out desk based verification on the validity of the work currently undertaken and the ongoing project delivery.

3.02 ERDF claims provide not only a snap shot of the reporting period, claim instalment period, but also a forward look at forecast activities, expenditure and deliverables. The ERDF Funding Agreement sets the acceptable parameters, an agreed budget, scope of activities and the deliverable targets, for which performance must be reported within the claim with future forecast achievement for the remaining periods of the project also to be reported.

3.03 You must ensure from the outset that robust and suitable systems and processes are in place locally in order to maintain adequate audit trails and manage information effectively and efficiently. This information will not only need to be summarised and presented with the claim but also must be made available for on the spot verifications and audits through out delivery and post completion under the retention of documentation requirements.

3.04 The key areas to be covered and reported within the claim are broadly:

- Financial information
- Targets
- Delivery Progress
- Procurement
- Assets

3.05 The MCIS system is set up so values can be entered directly onto the system as well as additional supporting documents and reports uploaded.

3.06 The claims process has two main stages which are undertaken within the grant recipient organisation. These are defined within the MCIS user roles as 'Claim Editor' and 'Claim Reviewer'. The first role creates the claim on MCIS collating all the relevant information. The second role reviews the information and formally submits the claim to EPMU.

3.07 Once the claim has been entered on MCIS and passed, electronically through the MCIS work flow to the claim reviewer or EPMU, the claim can be returned for re-working or for further information. The system allows for comments and documents to be entered providing users with the reasons for returning the claim and details of further work that may need to be carried out.

3.20 Timing

3.21 Claims are to be produced in arrears reporting on a pre-defined period of actual activity. Referred to as the 'Claim Instalment period'.

3.22 Claim instalment periods are confirmed within the project specific conditions contained within the Funding Agreement and normally cover quarters ending 31 March, 30 June, 30 September and 31 December.

3.23 Claims are to be submitted within 20 working days, at the latest, following the end of the claim instalment period.

3.24 Grant payment is normally made within 10 working days of receipt of a complete claim with full supporting information.

3.30 Financial Information

3.31 All expenditure which is to be declared within a claim, must fall within the agreed scope of the project activities and within the agreed expenditure categories defined in the financial tables within the funding agreement.

3.32 All expenditure must conform to all respects of the eligibility criteria as set out in the National ERDF Handbook (**ERDF-GN-1-001**) and the ERDF National Eligibility Rules (**ERDF-GN-1-002**):

http://www.communities.gov.uk/regeneration/regenerationfunding/europeanregionaldevelopment/nationalguidance/nationalhandbook/
http://www.communities.gov.uk/documents/regeneration/doc/2118713.doc

If in any doubt you should contact EPMU for guidance.

3.33 All apportionment methodologies for shared costs or indirect costs must be agreed in writing before these can be included within a grant claim. Reference should be made to EPMU's Note for Project Providers on ERDF Overhead Costs for Revenue Projects, April 2011, as necessary

3.34 A transaction listing, itemising each item of expenditure must be provided with the claim. Please refer to section 4.0 of this work instruction.

3.35 All expenditure declared within the claim must be defrayed by the end date of the claim instalment period.

3.36 A full audit trail containing all original source documentation from receipted invoices to bank statements and accounting documents of equivalent verifiable value must be maintained and made available for future verification checks and audits. These documents must be retained until the end of December 2025, unless otherwise informed.

3.37 A profile of future anticipated expenditure, forecast, broken down by Capital and Revenue (Current) and by quarter is required within the claim. Every effort must be made to ensure these are as accurate as possible. Flat rate profiles are not acceptable.

3.38 Variances from the contracted profiles, 'slippage', must be explained and justified within the claim. Any actual under spend variance greater than 10% from the contracted expenditure profiles may result in de-commitment or withdrawal of ERDF funding.

3.39 Income generation from any activities of the ERDF project must be agreed and would have been established through the development of the project and included in the application to ERDF. Any income received through an ERDF funded project needs to be taken into consideration and will impact on the amount of ERDF available to you. The applicable EC regulation, referred to as Article 55, will be included within you funding agreement as an additional set of clauses. Therefore if income generation is applicable you will be required to report on the values generated.

3.40 Targets

3.41 Targets form a key performance indicator for ERDF programmes. Every project justifies the level of investment requested from ERDF by agreeing to achieve a number of programme defined targets. These targets, set out in the application form for ERDF funding which is appraised by EPMU, form an important part of the Funding Agreement.

3.42 All contracted programme delivery targets, Outputs and Results, must be reported within claims as appropriate.

3.43 Actual achievement of the targets within the claim instalment period must be quantified and individually referenced within the Target Detail form. Please refer to section 5.0 of this work instruction for details.

3.44 A full audit trail containing all original source documentation must be maintained and made available for future verification checks and audits. Information regarding the eligibility and evidencing of targets is set out in EPMU's Performance Indicators Guidance. These documents must be retained until the end of December 2025, unless otherwise informed.

3.45 Forecast achievement of the targets for the remaining contract periods must be provided, broken down by quarter.

3.46 Variances from the contracted profiles, 'slippage', must be explained and justified within the claim. Any actual or anticipated under performance with a variance greater than 10% from the contracted targets may result in de-commitment or withdrawal of ERDF funding

3.50 Delivery Progress

3.51 A narrative report providing a clear description of the projects progress, both physically and financially, and how it is performing in terms of its stated purpose is required with every claim.

3.52 The progress report for each claim should provide details of the progress achieved during the claim instalment period following on from the last claim submission.

3.53 The report should provide focus on specific areas of compliance contained within the funding agreement covering at least the following topic areas.

- Physical progress
- Financial performance
- Planned activity the calendar year
- Targets
- Publicity & communications
- Match Funding
- Contracted milestones

3.54 An outline template for the progress report is contained in section 6.0 of this work Instruction.

3.60 Procurement

3.61 Non compliance with procurement regulations represents the greatest proportion of all grant recovery clawbacks across all EU Member States.

3.62 The ERDF National Procurement Requirements (**ERDF-GN-1-004**) provides details of the procurement levels/thresholds and the expected standards of the relevant procurement exercises. http://www.communities.gov.uk/documents/regeneration/doc/2118726.doc

3.63 The current EU OJEU thresholds, revised from 1 January 2012, are set out in the above document. Below the OJEU thresholds, projects in London are required to follow the revised thresholds listed in the document as from 1 May 2012 (not 1 April as set out in the document).

3.64 Procurement exercises / purchases over the value of £500, completed within the claim instalment period, must be recorded on the procurement register. Please refer to section 7.0 of this work instruction for further details.

3.65 Where CompeteFor or other portal websites are used for procurement, and where bids are also submitted outside of CompeteFor or other website portals, project providers must ensure that there is no disadvantage to any potential supplier.

3.66 The ERDF National Procurement Requirements require any single tender action to be referred for consideration by PDTs (GLA in London) before contracts are awarded. For London this applies to any single tender action after 1 May 2012.

3.67 A full audit trail containing all original source documentation must be maintained and made available for future verification checks and audits. These documents must be retained until the end of December 2025 unless otherwise informed.

3.70 Assets

3.71 An asset is defined in the Funding Agreement, and covers Fixed Assets and Major Assets that are over £5000.

3.72 If ERDF has co-financed, been used to fund in part or whole against the purchase of an Asset it must be recorded on an Asset register, Form **ERDF-Forms-8-004** and provided with the claim.

3.73 Please refer to section 8.0 for further details regarding the completion of the asset register.

3.74 All ERDF related assets must follow strict requirements regarding their agreed use, retention and disposal. Please refer to the Funding Agreement for further information.

4.0 Transaction List

4.01 The grant recipient is required to complete a transaction list (previously referred to in London as an Expenditure Breakdown Summary (EBS)) containing all eligible transactions defrayed within the claim period, for which ERDF is to be reimbursed against.

4.02 The transaction list is provided by EPMU as an excel document (Form EPMU Transaction List)**.**

4.03 The layout of this form must not be amended or changed in any way except for inserting additional lines / rows within the table. Please ensure that when new lines are inserted into the table the formulae calculating the sub total and total values are updated and correct.

Details on the completion of the transaction list

Each Column of the transaction list has a number and heading. The table below provides an explanation as to the information that is required

(1) **Partner name**

(2) **VAT status**

(3) **Cost Category** - Enter the eligible cost category as agreed and set out in the grant funding agreement.

(4) **Supplier Name** - Name of supplier, creditor / payee or employee

(5) **Invoice Number** - Invoice/receipt or reference number. All documents should be given a separate unique reference number to identify clearly the item expenditure for audit purposes.

(6) **Total Invoice Value** - Indicate the total Net expenditure value of the invoice or receipt, (total documented value excluding VAT).

(7) **Date of Invoice** - Date on the invoice or if salaries the date posted on your accounting system.

(8) **Date of Defrayal** - Date the money was defrayed / paid (i.e. left your bank account)

(9) **Payment Method** - Indicate the method of payment, i.e BACS, Cheque, Credit Card. Along with the transaction / reference number or cheque number.

(10) **Expenditure Details** - Full description of the expenditure item (see additional details below)

(11) **Apportionment Details** - Indicate how the eligible value is derived from the original invoice / receipt value i.e. the method of apportionment, ineligible costs removed.

(12) **Irrecoverable VAT** – state the irrecoverable VAT value of the invoice / receipt following any adjustments for apportionments or ineligible costs.
Note that if you are VAT registered and are able to recover VAT but chose not to this still can not be included in your claim.

(13**) Eligible value** - Enter the ERDF eligible expenditure amount after any apportionment or adjustments have been applied and irrecoverable VAT added

in. This is the expenditure value minus adjustments for which ERDF is being claimed against.

(14) **Non salaried staff** - net expenditure

(15) **Non salaried staff** – total cost

(16) **Salaries** – staff hours

(17) **Salaries** – hourly rate

(18) **Salaries** – gross including pension and employer's NI and any other eligible costs

Descriptions of Defrayed Expenditure

The item for which funding is being claimed must have a clear description. The description must be detailed enough to allow the reader to consider its validity without the need to see the actual evidence at this stage.

In most instances, a one-word description such as "catering" or "travel" or the use of an acronym without further explanation will not be sufficient. In addition, items of expenditure repeated from claim to claim will also require complete descriptions each time they are claimed. You cannot rely on descriptions used in earlier claims to inform later claims. Depending on the item claimed, it will often be appropriate to include names, dates, reasons/purpose of expenditure to help clarify the need to spend the money.

It is permissible to insert an item with a generic description, such as "Project Team Salaries" or "Overheads", rather than list each individual component of that item. **This is only where** the applicant supplies additional supporting information with the Grant Claim from their own accounting system that gives a **full breakdown** of the expenditure claimed.

For example, if the item inserted is "Salaries", it would be expected that the claimant would supply data from their own accounting system giving the names and/or posts and/or payroll numbers to differentiate between individuals, the amount of salary that is eligible to be claimed and the date they were paid, as a minimum. This information would need to be verifiable at inspection/audit.

As a matter of proportionality, and as a general rule, the larger the amount to be claimed, the clearer and if necessary the more detailed the description needs to be. In such cases, it must be possible to make a clear link between the item claimed and the approved project. This should not require a large amount of text, but may require reference to matters agreed between EPMU and the applicant in other documents

Examples of unacceptable descriptions with suggested formats for acceptable descriptions are below:

Unacceptable Description	Acceptable Description
Room hire	Room hired for [state purpose and with whom] on [date] at [place]
Catering	Catering charge for [state purpose] on [date] at [place]
Salary	Salary for [state at least one of name/post/payroll number] for period dd/mm/yy to dd/mm/yy
Salaries	Salaries for project management/delivery team for period dd/mm/yy to dd/mm/yy (A complete breakdown of this total identifying the post holders/employees claimed for is attached)
Expenses	Expenses for [name] covering period dd/mm/yy to dd/mm/yy [Include expenses claim reference number id applicable]
Plant/Machinery	Purchase of [name/short description of item of plant or machinery] received on dd/mm/yy, as shown in the [funding agreement].
Insurance	Building and contents insurance for [identify premises insured] for period dd/mm/yy to dd/mm/yy
Mobile charges	Mobile phone rental/call charges for [name of person] covering period dd/mm/yy to dd/mm/yy
Rates	Business rates charged for [identify premises charged] to cover period dd/mm/yy to dd/mm/yy

5.0 Output and Results Form and London Indicators Master Sheet

5.01 The grant recipient is required to complete the Outputs and Results form with all actual and evidenced targets achieved within the claim instalment period.

5.02 The Outputs and Results form is an excel document (Form **ERDF-FORMS-8-008).**

5.03 The number and value of contracted targets are stated in the projects Funding Agreement. The definitions and details of any exemptions for these targets, including evidence requirements is set out in EPMU.'s Performance Indicators Guidance.

5.04 Each contracted target, outputs and results, achieved during the claim instalment period requires a table to be completed.

5.05 The form is to be used to demonstrate that the targets are eligible and compliant with ERDF requirements and can be traced back to the source documentation if required for audit purposes.

5.06 An example of a completed target detail table is below.

Target Code / Description	R1 Jobs Created	Total number achieved in claim period				
			4			
Document Reference Number	Company Number	Company Name	Postcode	Type of Evidence / description	Date Achieved	Number Achieved
R1.01	xxxxxxxx	ABC Ltd	ZZ9 7ZZ	contract of employment - Enviromental policy advisor	01/04/2012	1
R1.02	YYYYYY	XYZ Ltd	YY1 2YY	Signed statement from CEO and company enrolment form.	17/05/2012	3

Target Code / Description	O1.1 SME start up	Total number achieved in claim period				
			2			
Document Reference Number	Company Number	Company Name	Postcode	Type of Evidence / description	Date Achieved	Number Achieved
O1.1.001	XYXYXYXY	123 advice ltd	TT4 8HH	HMRC VAT registration	04/04/2012	1
O1.1.002	ZXZXZXZXZX	987 Trading	PP8 BB5	National Insurance Class 2 registration	19/04/2012	1

5.07 The sections of the table refer to the following.

Target Code/Description – This refers to the targets code and description as identified in your Funding Agreement.

Total number achieved in claim period – This is the total number of achieved targets during the claim instalment period. This number will be the value reported directly on MCIS as actually achieved.

Document Reference Number – You should ensure that there are efficient and robust document / record management systems in place to ensure a full audit trail is available at all times, linking into each aspect of the delivery of the project. A reference number should therefore be given to the file or document, which demonstrates the achievement of each target.

Company number – The Companies House registered number. In the majority of cases this will be businesses, SME's that receive assistance or advise through the activities of the project. This is therefore relevant to both outputs and results that are delivered to a business beneficiary.

Company Name - The registered name of the company. As above, in instances not applicable.

Postcode - The postcode of the registered address. As above, in instances not applicable.

Type of evidence / description – A brief description of the evidence that demonstrates the actual achievement of the target. This may be a collection of documents or a single document that fulfils the criteria of the target.

Date achieved - The date the individual target achievement was completed.

5.08 The London Indicators Master Sheet (on excel) must also be completed and submitted with claims. This form collects information on the location of outputs and results by London borough and the split by BAME category.

6.0 Delivery Progress Report

6.01 The 'delivery progress report' will need to contain suitable commentary on the performance and progress of the project to date and the planned activity going forward. This should provide sufficient detail to demonstrate successful delivery of the activities and deliverables and if there is any slippage of performance, measures being put in place to bring the project back on track.

The following are recommended headings for the quarterly progress reports from projects to be uploaded on MCIS:

- **General progress and forward look** – setting up and activity of steering group, progress on SLAs, recruitment, key future dates and events, project evaluation activity
- **Financial performance** – commentary on expenditure against profiled values
- **Delivery staff** - list names of staff and confirm roles on the project claimed in that quarter
- **Procurement** - update on procurement undertaken including procurement register
- **Performance Indicators** - update on indicators achieved; reasons for any variance
- **Publicity** - outline of publicity activities carried out during that quarter; see Annex 1
- **Variances clarification** - any changes proposed against milestones included in the original ERDF application (ie outputs/spend)
- **Revisions to match funding** – any changes to match funding agreed through contract negotiations to be notified through progress report
- **Confirmation of receipt of cash match funding due in period**
- **Recipients of ERDF grant** - list third parties receiving ERDF and confirm their roles on the project and activities they were responsible for in that quarter.

The following supporting information should also be uploaded to MCIS as appropriate:

Revenue Projects

- Transaction list
- Outputs not reported through MCIS (ie environmental outputs), borough information and equalities on a separate spreadsheet provided by EPMU.
- Evidence to confirm indicators achieved for each quarter (the spreadsheet should have these basic information under the heading which confirms the indicator being reported; ie - Businesses Assisted - confirmation of name of business, address, borough & equalities data based on owner/majority ownership of business – this is gender, disability, BAME breakdown).
- Apportionment methodology (if not in contract conditions)
- Terms of reference for project steering groups
- Memorandum of Understanding with Business Link
- Signed SLAs for Delivery Partners in receipt of ERDF grant
- Working Agreements for partners that are non-recipients of ERDF to be uploaded onto MCIS or PDF emailed to GLA
- Final Evaluation report

- HM Revenue & Customs confirmation of VAT status loaded onto MCIS if VAT included on claims and letter on company headed paper to confirm if VAT on claims
- Marketing strategy
- Staff Structure chart or table confirming staff names and roles on project.

Capital Projects

- Transaction list
- Outputs not reported through MCIS (ie environmental outputs), borough information and equalities on a separate spreadsheet provided by EPMU.
- Valuation certificates
- Copy of signed contracts - first page with title of contract and last signed page.
- Summary note of procurement process undertaken for the project on headed paper or included in the progress report.
- Apportionment methodology
- Terms of reference for project steering groups
- Signed SLAs for Delivery Partners in receipt of ERDF grant
- Working Agreements for partners that are non-recipients of ERDF to be uploaded onto MCIS or PDF emailed to GLA
- Final Evaluation report
- HM Revenue & Customs confirmation of VAT status loaded onto MCIS if VAT included on claims and letter on company headed paper to confirm if VAT on claims
- Staff Structure chart or table confirming staff names and roles on project.

7.0 Procurement Register

Any services and goods acquired with ERDF funding must be procured in accordance with the rules set out in the EU procurement directives. As a recipient of funding you will need to be able to provide evidence that any goods, works or services purchased either directly or through a subcontract have been procured in a way which complies with these requirements.

The European regulations on procurement exist to ensure value for money, fair competition and free movement of goods and services. Similarly, a fair and open process should be followed when recruiting staff.

Full details of the procurement requirements including threshold levels are provided in the ERDF National Procurement Requirements:

You will be required to maintain a full list of procurement exercises undertaken not only during the delivery dates of the project but also those which took place prior to the ERDF application but which the contract is still in operation and for which costs incurred under this contract will be claimed through the ERDF project.

Procurement exercises / purchases over the value of £500 must be recorded on the procurement register. Purchases whether for a single item or for multiple items within a single purchase, should be entered onto the procurement register.

The register needs to be maintained and updated with each ERDF Claim, **Form ERDF-Forms-8-005.**

An example of a completed register is below

Title of contract and/or brief description of goods and/or services procured	Name of Contractor / Service provider	Reference Number	Date of Contract / Purchase	Supplies Services or Works?	Total Value of Contract (£, Net of VAT)	Method of procurement
Accounting services one year 01/04/2012 - 31/03/2012	Book keeping ltd	C 765	02/02/2012	Services	9,000	Written Quote
Cambridge ecobuild research park	Build ltd	EN 765	16/01/2012	Works	6,235,000	OJEU Notice
Dishwasher - model xsc	Highstreet ltd	S 123	14/01/2012	Supplies	762	Written Quote
Tables and chairs for break out areas	Furniture ltd	S134	30/03/2012	Supplies	53,000	Formal Tender

Title of Contract and/or description - Title of contract and/or brief description of goods and/or services procured.

Name of contractor – The company name of the contractor / Service provider. Dependant on the value this may be the company for which the item (s) were purchased whereby the receipt acts as the contract of purchase.

Reference Number - A unique identifier or reference number should be given to each procurement exercise. In the case of OJEU notices these are automatically given a reference. You should ensure that there are efficient and robust document / record management systems in place to ensure a full audit trail is available at all times, linking into each aspect of the delivery of the project.

Date of contract / purchase - Date the contract is entered into or in the case of the low value procurement the date of purchase.

Supplies Services or Works – This is a drop down list of 3 categories for which all contracts fall under. Each procurement exercise can be easily defined under one of these categories however each category has different thresholds applicable under the EC regulations.
- Supplies
- services
- Works

Total value of contract – This is the value of the contract / purchase net of VAT.

Method of procurement - This is a drop down list of the most common methods of procurement which correspond with the ERDF threshold requirements. You will need to select one from the list. In the case of the 'other' option a description will need to be provided.

Eligible Preferred Supplier
Formal Tender
Formal Tender via CompteFor
OJEU Notice
Single Tender Action
Written Quote
Other - Specified in description

8.0 Asset Register

8.1 Where an asset is acquired a standard asset register template should be completed (**ERDF-FORMS-8-004).**

8.2 The Funding Agreement provides the definition of assets as being one of the following;

- **"Fixed Asset"** means any Asset which consists of land and/or buildings, plant, machinery or other thing that is, or is to be, fixed to any land and which is to be acquired, developed, enhanced, constructed and/or installed as part of the Project.

- **"Major Asset"** means an Asset which is not a Fixed Asset but has a value as at the date of this Funding Agreement (or date of acquisition if the acquisition is funded (in whole or in part) by this Grant) of at least £5,000.00.

8.3 Section 1 of the register must be completed for all assets. Please provide as much detail as possible.

8.4 Section 2 must be completed where a charge is attached to a particular asset. If this applies to you it will be noted in your Funding Agreement within Schedule 1, the Project Specific Conditions. If there is a charge you should have a copy of this and it should be uploaded onto MCIS.

8.5 Section 3 needs only be completed where relevant.

8.6 ERDF assets must be retained for a number of years depending on the type of asset. The majority of assets have to be retained for 5 years after the end of the project unless it relates to an investment or jobs created by SME's in which case the retention period is 3 years.

8.7 Assets must not be used for any other purpose than that approved in the Final Full Application / Business case throughout the useful economic life of the asset. You cannot change the use of the asset without written consent of the Department. If you wish to do this you must contact EPMU.

8.8 You cannot dispose of assets without the Departments consent and if you would like to dispose of an asset you must complete the asset disposal template and return this to EPMU.

European Programmes Management Unit
Greater London Authority
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Version Control			
Version	**Date**	**Author(s)**	**Comments**
1	5 April 2012	David Hampson	Guidance adapted from DCLG standardised claims guidance

Annex 1

Project's publicity activities			
Project name:			
ERDF ref:			
Project start date:			
Claim period:			
Please detail below the communication activities you carried out for your ERDF project:			

	Yes	No	Details/Comments
1. Have you displayed the ERDF plaque or billboard?			
2. Have you displayed the ERDF project link on your organisation's webpage?			
3. Please provide project's web address:			
4. Publicity materials which provide reference to ERDF and/or EU emblem (please provide copies or photos where applicable):			
• marketing literature about the project (leaflets, presentation folders etc)			
• invitations			
• letterheads and compliment slips			
• advertisements			
• exhibition stands			
• posters			
• promotional merchandise (conference bags, shopping bag, pens, mugs, USB etc)			
• other			

5. Press cuttings - newspaper or any specialised/business magazines articles mentioning your project and ERDF (Please provide any details - copies of the articles can be uploaded on MCIS as PDF file)	Publication	Date	Other details

6. Key events:	Type (project launch, workshop etc):	No of attendees	Other details

7. No of case studies sent to EPMU:	

8. Other publicity (any other media coverage – radio, TV, etc):

9. Publicity activities scheduled for the next quarter:

__Guidelines for completing this form:__

This form should be filled in and attached to every claim. For points 1, 2 and 3 the information should be provided only once, at the start of the project. The rest of the form should be completed with information concerning the claim period only.

Point 4 – All publicity materials should include a reference to ERDF and/or the EU emblem. Please state if you have produced any of these materials. The list of promotional materials is not exhaustive; please feel free to include any other products of relevance.

Point 5 – Press releases about the project should include a reference to ERDF. Please contact EPMU for further details and guidance. Regarding newspaper articles, please provide details about the tone of the article: positive, negative or factual (neutral).

Point 6 – Please provide details about key events - where external stakeholders participated or there was some media coverage. This may include visits from high profile figures, project launch event, conferences etc.

Point 7 – Each project should send a case study to EPMU at least once a year. The template of the case study can be provided by EPMU.

Point 8 – Please provide any other publicity activities which included references to ERDF.

Point 9 – Please provide information about any event/press release or other activity that you have scheduled in the next quarter. This will allow us to support your communication activities.