

Ref No:

Project Application Financial Annex





EUROPE & SCOTLAND
European Regional Development Fund
Investing in a Smart, Sustainable and Inclusive Future



Green Infrastructure (GI) Fund

Project Application Financial Annex - Error Check

Heading	Check	£'s
1 Eligible Staff	OK	-
2 Eligible Other	OK	-
3 Eligible Capital	OK	-
Total (Excl Flat Rate)	OK	-
4 Flat Rate	OK	-
Total (Incl Flat Rate)	OK	-
5 Application	OK	-

Green Infrastructure Fund and Green Infrastructure Community Engagement Fund

Project Application Financial Annex

Welcome!

Welcome to the Green Infrastructure Fund and Green Infrastructure Community Engagement Fund Project Application Financial Annex.

Within this file there are 10 Tabs which are presented in order of use.

Please take the time to read how the model is structured and how it works as well as the input guidance.

Please ensure that the latest version of the National Rules on Eligibility of Expenditure for the ESIF 2014-2020 Programme is applied in conjunction with the GI Fund Guidance.

It is your responsibility to ensure that the projections are transparent, robust, ERDF eligible and have clear referenced supporting documentation.

1 Project Application = 1 Financial Annex.

Please ensure supporting costings or schedules are clearly referenced to each expenditure line.

Contents >

<u>Tab No.</u>	<u>Tab Name</u>	<u>Action</u>
1	Financial Overview	Please Read
2	How the Model Works	Please Read
3	Input Guidance	Please Read
4	Eligible Staff Workings	Input Data
5	Eligible Other Workings	Input Data
6	Eligible Capital Workings	Input Data
7	ERDF Eligible Revenue	Protected Summary - Please Check
8	ERDF Eligible Capital	Protected Summary - Please Check
9	ERDF Summary	Protected Summary - Please Check
10	Application Form Summary	Protected Summary - Use to Populate Application Form

Green Infrastructure (GI) Fund

Project Application Financial Annex - Overview

This Financial Annex Model has been designed to support the financial projections within the Application Form.

The model has been designed to ensure:

- 1 Ease of comparability between applications in terms of financial projections for ERDF purposes.
- 2 Ensure the efficient and effective use of time within Assessment & Selection Phase.
- 3 To provide transparency and understanding of the financial projections.

By:

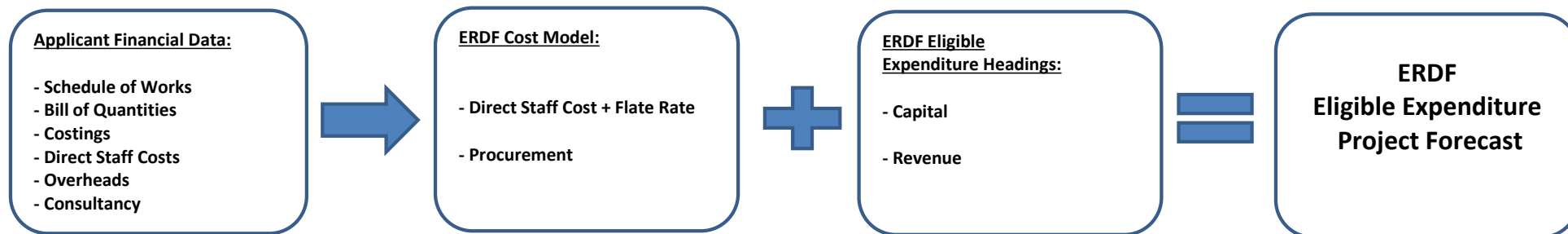
- 1 Translating the costings held by the applicant into Eligible ERDF Headings.
- 2 To present the applicants costings into the appropriate ERDF Cost Model.
- 3 By presenting the costings in a clear profile.
- 4 By stating clearly the underlying assumptions.

The following diagram illustrates the relationship between the Project Budgets and the Managing Authority Budget.



Inaccurate projections can have a significant impact on the GI Fund Challenge Fund Budget and subsequently the Managing Authority ERDF Budget both in terms of timing and value. It is important to ensure that projections for material sized capital projects are as accurate as possible so that subsequent claims are in line with the approved budget.

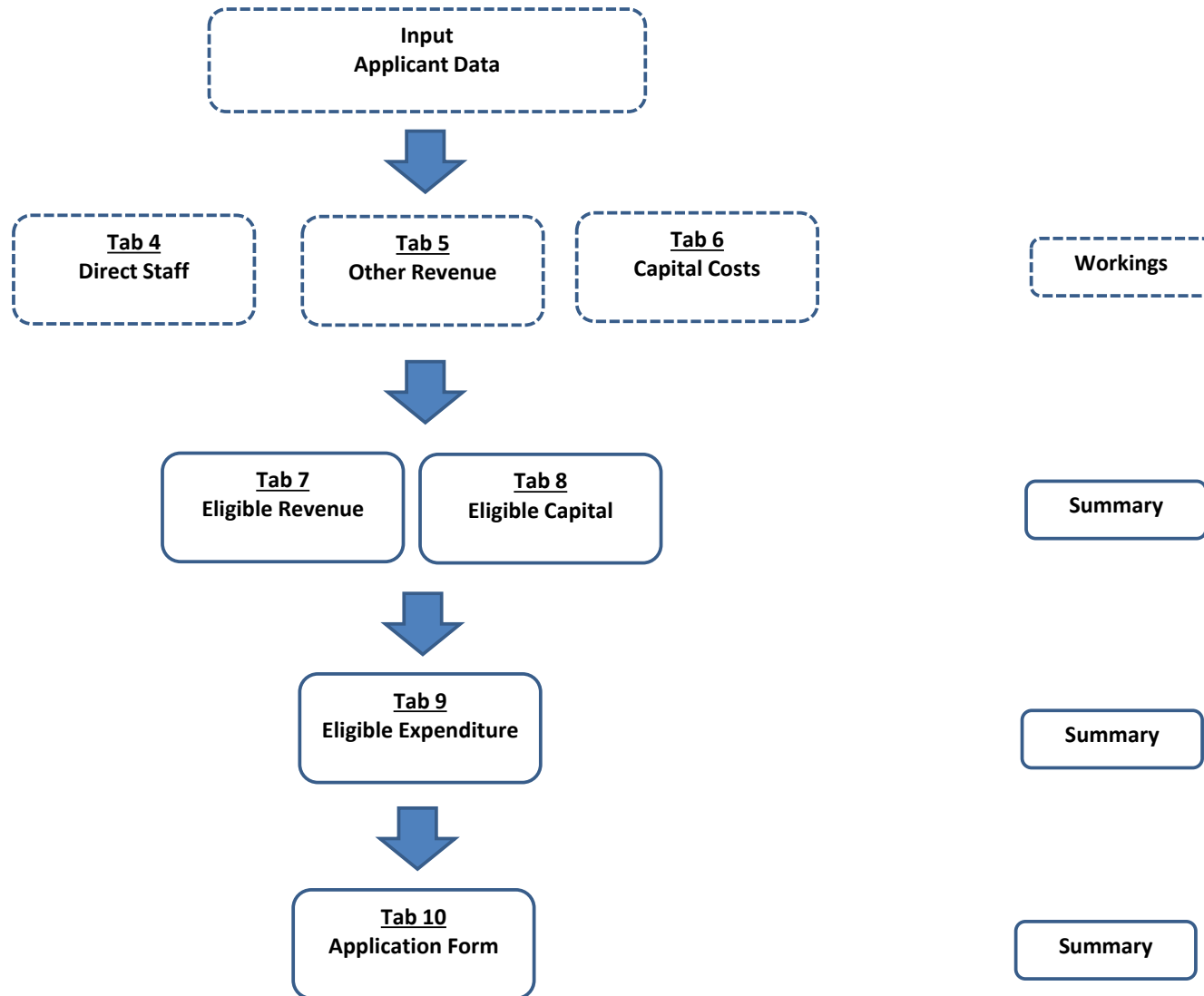
The following diagram illustrates the requirement to translate the applicants financial data regarding a project into a suitable format for GI Fund assessment.



Financial projections are focused on ERDF Eligible Expenditure only as per the National Rules on Eligibility of Expenditure for the ESIF 2014-2020 Programmes.

Green Infrastructure (GI) Fund

Project Application Financial Annex - How the Model Works



Green Infrastructure (GI) Fund

Project Application Financial Annex - Input Guidance

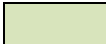
This guidance has been provided to assist the build of the Financial Projections for a proposed Project.

Some example data has been populated to offer an understanding of its functionality. Please over-write.

IMPORTANT:

Expenditure Profile - Eligible ERDF expenditure must be Defrayed - The point at which the expenditure is paid from the Bank A/c. It is essential that this fundamental principle is applied when profiling the expenditure. Please do not use Invoice Dates.

Please contact the GI Finance & Audit Manager regarding issues or queries with this model.

 = Input Data

Please enter data into the Green highlighted cells. Those cells not highlighted Green are protected.

Expenditure workings are categorised as Revenue and Capital as per the National Rules.

The profile has presented in Quarterly periods to reflect the minimum ERDF claim cycle. ERDF budgets work in Calendar years but the model reflects a typical financial year to assist applications.

Income and Revenue Generation has been excluded from the model as this scenario will be the exception. Please consult the National Rules and contact the Finance Manager if this is required.

1 Tab 4 - Eligible Staff Workings

Please enter data in cells E13, E15, E17, E19, E21, E23:

Please use the Application Reference supplied by the GI Team. Example - GIAPP-300-01.

Physical Start & End Date - Please see GI Fund Guidance & National Rules. The eligible expenditure profile should start and end with these dates.

Please enter the Intervention Rate - This is the ERDF funding requested in % terms for eligible expenditure.

For H&I Challenge Fund the maximum is 70% and for LUPS Challenge Fund the maximum is 40%.

Enter expenditure in the green highlighted cells ensuring that the profile is based upon defrayed dates.

Please do not include any 15% Flat Rate - This is automatically entered in Tab 9 - Summary, to present total eligible expenditure and associated ERDF income.

2 Tab 5 - Eligible Other Workings

Enter expenditure in the green highlighted cells ensuring that the profile is based upon defrayed dates.

Please do not include any Overheads. The Flat Rate of 15% is automatically included and represents the funded allowance towards Overheads.

Please enter "Y" or "N" for Irrecoverable VAT. Irrecoverable VAT is eligible but the Applicant needs to be VAT Registered and a letter needs to be provided HMRC stating that VAT in relation to the expenditure for this project is not recoverable. Please also change the VAT % if appropriate in Column F.

Please enter any broad inflationary adjustments clearly stating the underlying basis.

Please ensure the profiled expenditure is within the Physical Start & End Dates.

3 Tab 6 - Eligible Capital Workings

Enter expenditure in the green highlighted cells ensuring that the profile is based upon defrayed dates.

Please see Tab 5 guidance above for VAT.

Please break-out any Contractor Costings into these principle ERDF Capital headings ensuring that the costings are clearly referenced and submitted in support of this Application.

Please enter any broad inflationary adjustments clearly stating the underlying basis.

Please ensure the profiled expenditure is within the Physical Start & End Dates.

4 Milestones

Key Milestones are intended to show the development path of activity to demonstrate how and when the achievement of targets and outputs will be ensured.

Milestones should assist in forming the basis of project expenditure. Variations between planned and actual Milestones will require expenditure to be re-forecasted when appropriate.

Key Milestones may include the following:

- i** Recruitment of a Staff Post.
- ii** Purchase of Land.
- iii** Planning Permissions Granted.
- iv** Completion of an External Evaluation Exercise.
- v** Completed Stages or Phases of Project.
- vi** Starting of Community Engagement Work.
- vii** Engagement of Consultant for a Marketing Plan.

Project expenditure should be linked to Key Milestones so that the delivery of these can be closely monitored to ensure the project is progressing as planned.

Please therefore flag a Key Milestone(s) reference against an appropriate expenditure line.

Please enter Milestones in sequential order such as M1, M2, M3 etc.

Green Infrastructure (GI) Fund

Project Expenditure Forecast - Eligible Revenue - Direct Staff - Workings

Green Infrastructure (GI) Fund

Project Expenditure Forecast - Eligible Revenue

Delivery Organisation (Grantee):	-	<input type="text" value=""/>	<input type="text" value=""/> = Input Data
Project Name:	-	<input type="text" value=""/>	
Project Reference:	-	<input type="text" value=""/>	
Physical Start Date:	1-Apr-19	<input type="text" value=""/>	
Physical End Date:	31-Dec-22	<input type="text" value=""/>	
Required Intervention %:	40%	<input type="text" value=""/>	
Funding Region:	LUPS	<input type="text" value=""/>	

Please do not include any Flat Rate of 15% - This is automatically calculated in the Summary.

			Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Grand Total		
			Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	2019/20	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	2020/21	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	2021/22	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	2022/23	£		
Administrator	Milestone(s)	Supporting Doc Ref	Q1	Q2	Q3	Q4	£	Q1	Q2	Q3	Q4	£	Q1	Q2	Q3	Q4	£	Q1	Q2	Q3	Q4	£	£		
Gross Pay	M1		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
NIC'ers			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Pension'ers			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Direct Cost			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Project Manager	Milestone(s)	Supporting Doc Ref	Q1	Q2	Q3	Q4	£	Q1	Q2	Q3	Q4	£	Q1	Q2	Q3	Q4	£	Q1	Q2	Q3	Q4	£	£		
Gross Pay			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
NIC'ers			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Pension'ers			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Direct Cost			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Ranger	Milestone(s)	Supporting Doc Ref	Q1	Q2	Q3	Q4	£	Q1	Q2	Q3	Q4	£	Q1	Q2	Q3	Q4	£	Q1	Q2	Q3	Q4	£	£		
Gross Pay			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
NIC'ers			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Pension'ers			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Direct Cost			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Development Manager	Milestone(s)	Supporting Doc Ref	Q1	Q2	Q3	Q4	£	Q1	Q2	Q3	Q4	£	Q1	Q2	Q3	Q4	£	Q1	Q2	Q3	Q4	£	£		
Gross Pay			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
NIC'ers			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Pension'ers			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Direct Cost			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Direct Staff Costs			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

Please ensure that proposed Direct Staff meet ERDF National Rules in regard to 100% dedicated. Job Description and Roles & Responsibilities need to be submitted in support of the above.

Please ensure that any separate supporting documentation is clearly referenced to the above. Details of salary spinal points and inflationary uplifts should be included.

Green Infrastructure (GI) Fund

Project Expenditure Forecast - Eligible Revenue - Other - Workings

= Input Data

Please do not include any Overhead - Only include eligible expenditure which will be procured and which is not classified as Capital or indirect Costs under ERDF National Rules.

Detail	Milestone(s)	Supporting Doc Ref	Net £'s	Irrecoverable VAT ?	VAT Rate	VAT £'s	Gross £'s	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Grand Total
								Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2019/20	Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2020/21	Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2021/22	Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2022/23	£
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Green Infrastructure (GI) Fund

Project Expenditure Forecast - Eligible Capital - Workings

= Input Data

Purchase of Land & Real Estate

Detail	Milestone(s)	Supporting Doc Ref	Qty	Unit	Unit Rate £'s	Net £'s	Irrecoverable VAT ?	VAT Rate	VAT £'s	Gross £'s	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Grand	
											Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2019/20	Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2020/21	Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2021/22	Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2022/23	Grand Total	
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Retentions

Detail	Milestone(s)	Supporting Doc Ref	Qty	Unit	Unit Rate £'s	Net £'s	Irrecoverable VAT ?	VAT Rate	VAT £'s	Gross £'s	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Grand Total		
											Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2019/20	Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2020/21	Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2021/22	Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2022/23	Grand Total		
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Retentions must be paid within the eligible expenditure period of the Programme, and defrayed no later than the final claim stage.

Purchase of Equipment

Detail	Milestone(s)	Supporting Doc Ref	Qty	Unit	Unit Rate £'s	Net £'s	Irrecoverable VAT ?	VAT Rate	VAT £'s	Gross £'s	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Grand Total				
											Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2019/20	Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2020/21	Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2021/22	Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2022/23	Grand Total				
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Essential items of equipment for the sole purpose of project delivery. The eligibility of such items will be appraised on an individual project basis.

Moveable Infrastructure - Fixtures & Fittings

Detail	Milestone(s)	Supporting Doc Ref	Qty	Unit	Unit Rate £'s	Net £'s	Irrecoverable VAT ?	VAT Rate	VAT £'s	Gross £'s	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Grand Total				
											Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2019/20	Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2020/21	Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2021/22	Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2022/23	Grand Total				
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Eligible if purchased for and used specifically for the project.

Purchase of Second Hand Equipment

Detail	Milestone(s)	Supporting Doc Ref	Qty	Unit	Unit Rate £'s	Net £'s	Irrecoverable VAT ?	VAT Rate	VAT £'s	Gross £'s	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Forecast	Forecast	Forecast	Forecast	Total	Grand Total					
											Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2019/20	Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2020/21	Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2021/22	Apr-Jun Q1	Jul-Sep Q2	Oct-Dec Q3	Jan-Mar Q4	2022/23	Grand Total					
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Seller must provide a declaration stating its origin and confirm that at no point in the last 10 years that it has been purchased with the aid of national or community grants. Must not exceed market value.

Green Infrastructure (GI) Fund

Project Expenditure Forecast - Application Summary

1 Financial Summary

Heading	H&I £'s	LUPS £'s	Total £'s	
Total Project Cost	-	-	-	-
Total Income	-	-	-	-
Total Net Revenue	-	-	-	-
Net Eligible Costs	-	-	-	-
Total Match Funding	-	-	-	-
Total Grant Requested	-	-	-	-
Intervention Rate (%)	-	-	-	(0)

2 Expenditure Profile

Calender Year	H&I £'s	LUPS £'s	Total £'s	
2017	-	-	-	-
2018	-	-	-	-
2019	-	-	-	-
2020	-	-	-	-
2021	-	-	-	-
2022	-	-	-	-
2023	-	-	-	-
Total	-	-	-	-
	-	-	-	-