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**Essential update – February 2019**

**Updated Guide to Delivering European Funding**

We continue to regularly update the Guide to Delivering European Funding, reflecting current practices and the information released in essential updates and quarterly round ups. Details of the latest updates are shared below, and the full updated documents can be found on our website [here](https://www.tnlcommunityfund.org.uk/funding/programmes/building-better-opportunities/guide-to-delivering-european-funding).

You are receiving this essential update in a different format to normal due to technical difficulties.

**Section Eight (Costs and expenditure)**

The guidance now contains additional sections on the employer national insurance allowance, petty cash, irrecoverable VAT and venue hire, with updates to all existing sections. This includes adding links to European Commission and Managing Authority guidance, updated information on timesheets, participant costs, reporting expenditure and our change of name. Following the introduction of GDPR we also include updated guidance on completing the financial monitoring spreadsheet - annex O. For all future submissions please do not use the full names of participants or staff on this document.

The hourly rate guidance will continue to be updated as a separate document.

Please note that the retention date included within this guidance is 31 March 2034, due to the extension of the BBO programme. More information on document retention can be found [here](https://www.gov.uk/government/publications/european-structural-and-investment-funds-document-retention).

Thank you to those of you who provided feedback during the development of section eight. We will continue to make updates to the Guide over the next few months and appreciate your patience during this work.

**Section Nine (Publicity)**

We have updated section 9 to reflect our name change to The National Lottery Community Fund. The important changes to note are the new BBO logo, updated Notes to Editors, and reflecting our new name in the way you refer to the BBO funders.

Please note there are no other substantive changes to the guidance. You should be using the new logo in the same way as the old logo, making sure the size and positioning is correct, and that the ESF part of the logo is at least the same size in either height, or width, as any other logos on the page. See section 9.3 of the guidance for more information.

**General note**

We are starting to update the annexes to reflect our new brand. The first of these, annex D, is now available. We will continue to update the annexes over the next few weeks. Please keep checking the Guide to Delivering European Funding for updates.