**Essential Update July 2019 – Updates to Annex L and Annex T**

**Annex L: Participant monitoring spreadsheet**

In the [Essential Update issued on 23 May 2019](https://www.tnlcommunityfund.org.uk/media/documents/building-better-opportunities/guidance/Essential%20updates/Essential-update-May2-2019.docx?mtime=20190625090632) we told you about upcoming changes to our approach to disengaged participants. To implement this, we needed to update **Annex L: Participant monitoring spreadsheet** to enable an exit date to be entered where no other exit data is held. We have now done this and **Annex L** version 12 is available as part of the [Guide to Delivering European Funding](https://www.tnlcommunityfund.org.uk/funding/programmes/building-better-opportunities/guide-to-delivering-european-funding). Please ensure that you use version 12 for your **Q3 2019** **claim**.

To accompany **Annex L** we have updated the Guide to Delivering European Funding **Section Six: Participants**. This now incorporates new subsections on disengaged and deceased participants and the deletion of participant records. The branding has also been updated along with some minor changes to better reflect other documentation, these are summarised on page 2.

**Annex T: hourly rate calculator**

In addition, we have updated **Annex T: hourly rate calculato**r in line with the policy changes we told you about in the [January 2019 Essential Update](https://bigmail.org.uk/t/3V8D-IEHA-EA15KZF03F/cr.aspx) and updated guidance released in the [June 2019 Essential Update](https://www.tnlcommunityfund.org.uk/media/documents/building-better-opportunities/guidance/Essential%20updates/Essential-update-June-2019.docx?mtime=20190625091402). Changes include the removal of FO authorisation column and reference to ‘new’ staff. The branding has also been updated.