



Building Better Opportunities Project Closure Reminder - April 2022

As we enter the final few quarters of the BBO programme, we thought it would be useful to share with you a few reminders about project closure. We intend to issue the reminder on a quarterly basis as we move towards the end of the programme.

Project Closure Guidance

Section 14 of the [Guide to Delivering European Funding](#) please take the time to review this recently updated guidance, it provides an overview of the project closure process. The details of what has been updated are in the guidance document and there are no changes to the core responsibilities of lead organisations. A copy of the project closure form, referenced within the guidance, is attached to this update for information, projects do not need to complete this form yet. Your Funding Officer will be discussing project closure plans with you as part of monitoring activities.

Annex B Progress Report

This document has been updated and will be uploaded to the website after the Q1 2022 claims are submitted. We've added a project closure section for you to update us on how your plans are progressing and removed some parts to streamline the form. Please make sure you download and use version 8 for your Q2 2022 claim.

Document Retention

All lead organisations are required to retain evidence in line with the [ESF Document Retention guidance](#) to support post closure audits. Currently the estimated date for document retention is 31 March 2034.

Evidence Completeness

Please remember the lead organisation will need to collect all the evidence from partner organisations for each transaction claimed. If evidence cannot be found to support post closure audits the costs will be treated as irregular. **It is not sufficient to delegate responsibility for keeping evidence to each partner organisation** and rely on them to have it available in the event of a post-closure audit. Lead organisations that haven't been collecting evidence as part of their claims processes should start now, it will be a large exercise to gather evidence which goes back to the start of the project.

There are no expectations that projects will have the capacity to carry out a complete audit of all evidence as the project closes.

Payment for Document Storage

Lead organisations need to be considering how, where and in what format evidence to support post closure audit activity will be stored. Where there is a cost involved, payment can be made in advance but please remember it must be defrayed before it can be included in a claim, and the ESIF procurement guidance must be followed.



Reminder for Realistic Profiles in Annex A

As noted in last month's essential update, projects are required to provide realistic forecasts of expenditure for the remaining period which may mean not forecasting the full amount of grant.

Final claims - The Q1 2023 claim should be the last claim that includes a significant amount of operational costs.

Final Claim

The final claim is Q2 2023 claim and is expected to be primarily admin costs for activities supporting checks on the Q1 2023 claim and work to collect, tidy up and store evidence. The final claim needs to be submitted by 14 July 2023 at the latest. Any expenditure not defrayed by 30 June 2023 cannot be claimed, the only exception to this are staff on-costs which are often defrayed the month after an employee is paid.

Key Dates to Note:

Q2 2022 claim submission 14/07/2022

Q3 2022 claim submission 14/10/2022

Q4 2022 claim submission 14/01/2023

Q1 2023 claim submission 14/04/2023

Defrayal cut-off date - 30/06/2023

Q2 2023 final claim submission 14/07/2023