

## **BBO Briefing Event**

### **Q. Are costs of redundancy eligible?**

Redundancy costs cannot be paid from ESF funding. You will need to budget for any anticipated redundancy as an organisational cost. Note that staff who have not been employed for more than two years are not normally eligible for redundancy. Staff costs that are not eligible for funding from ESF include:

- bonus payments or any other allowances you give your staff, free of tax
- relocation costs
- exceptional or extraordinary pension rights
- redundancy payments

### **Q. Will you provide a template for timesheets that includes the standards set by the MA and reflects the use of 1720 hours as in new ERDF guidance?**

Yes, this will be available to download from our Guide to European Funding

### **Q. Can we use a recruitment agency to hire staff and charge the costs to the development funding?**

A. Yes, provided you follow procurement rules

### **Q. Why does the Big Lottery Fund want grant holders to set up a separate bank account for this programme?**

A. Grant holders must be able to account separately for all BBO transactions as per ESIF guidelines.

### **Q. Are we allowed to change the use of our development funding from the original use stated on our application form?**

A. Any proposed changes should be discussed with your funding officer in the first instance.

### **Q. Do the procurement rules apply to development funding?**

A. Yes, any spend over £2,500 will require three quotes, and anything over £20,000 will require a formal procurement process.

### **Q. Will targets related to outcomes be set?**

A. Yes, Big Lottery Fund will agree targets in line with your application proposal

### **Q. Will the programme be subject to ESF audit requirements?**

A. Yes, the Guide to Delivering EU funding explains how this will occur, and what the ESF requirements are, in relation to all areas of project delivery including eligibility, record-keeping, publicity, expenditure, and cross-cutting themes. See also [bboesfsupport.com](http://bboesfsupport.com) for specific ESF support.

### **Q. When will we receive the final ESF guidance?**

A. The guide is due for publication at the end of June 2016

### **Q. What is the payment schedule?**

A. Payments are made in advance and quarterly

**Q. Which logo should we be using?**

A. If you are currently in receipt of development funding, and are preparing your round two bid, you will need to use the Big Lottery Fund logo. If you are successful at stage two and are awarded a main grant you will need to use the Building Better Opportunities logo. All logos are available to view and download on our [website](#)

**Q. Do we need written formal advice or confirm our understanding of the treatment of State Aid?**

A. Whilst we recommend you seek legal advice on state aid issues, you must make a decision as to whether this is necessary for your organisation (for example, you may have received advice in the past and feel it is still relevant) you will be asked to evidence this in your stage two application.

**Q. If we are successful at stage two of the application process, do we have to spend our development grant before we receive our main grant?**

A. Yes, all of your development grant has to be spent before you deliver your main grant activity. You must also have submitted your end of project report, which must be reviewed and found compliant before we release your first main grant payment.

**Q. When can we begin spending our development grant?**

A. As soon as your grant agreement is signed and returned

**Q. Where are the funding officers for the BBO programme based?**

A. In Newcastle, funding officers will arrange project visits with you at set up stage

**Q. How is development funding released if you have two separate projects? Do you need two separate bank accounts?**

A. The total amount for both projects can be sent to your approved bank account, please talk to your funding officer.

**Q. What types of partners need to have a partnership agreement?**

A. If a partner is involved in delivering support on a regular basis throughout the duration of the project, then they should have a partnership agreement in place.

**Q. Can I procure new partners at this stage in the application process?**

A. We would not expect any significant change in partners from those named in the stage one application form. If there are any exceptional circumstances which would require a new partner you will need to talk to your funding officer

**Q. If Building Better Opportunities is not a 'payment by results' programme, how do you know if projects are not delivering?**

A. Whilst the programme is not a 'payments by results' programme, targets must be reported each quarter and we will performance manage projects against targets.

**Q. What happens if we have a participant that works across two projects or LEP areas?**

A. Big Lottery Fund will monitor this. Participants can take part in more than one project, however, there can only be one participant record so it is the project that the participant started with who will record the output. If the participation is part of a planned trajectory, results can be claimed by more

than one grant holder. But if it is an unplanned trajectory, only the final grant holder can claim results, as the first results will have been deleted. However, the Fund will pay all grant holders for eligible actual costs incurred.

**Q. Do partners need to have separate bank accounts?**

A.No, only the lead partner is required to have a separate bank account

**Q. If a participant begins a youth scheme, and then comes of age during the activity do we count them as adults when recording their results?**

A. It is their age when they begin the programme that will be counted, and their eligibility for any activity is determined by their age at their start date, even if they leave and return.

**Q. Are we able to enrol participants with no recourse to public funds?**

A. Any participants taking part in the programme must be eligible to live and work in the UK, those classed as 'no recourse to public funds' are likely to be ineligible on this basis.

**Q. How do we record participants with no address?**

A. You will need to consider this on a case by case basis. It may be that the participant has an official postal address that they use to get their mail or an address that they have permission to use for official purposes. If the participant does not have a residential address that they can use, then we would advise you to record their address as the address of where they are participating in the project (the delivery address). In order to be clear that the participant is of No Fixed Abode (NFA), the first line of the address should be recorded as 'NFA' and subsequent lines are recorded as a 'care of' address.

**Q. We have experience of other ESF programmes, will the audit process be similar?**

A. Yes, very similar

**Q. Can two successful applicants combine as one applicant during stage two?**

A. No. The partnership as set out in the stage one application has been approved by the BBO decision making Panel and any changes to this must be agreed with the Funding officer and where necessary, follow procurement rules. If, for example, one successful applicant was already named as a partner in the other successful applicant's bid, and decided to withdraw from the application process, that applicant could continue in the other successful application as a partner and not a lead.

**Q. In Cornwall, how can we check that applicants are from the right sub regional area specified in the PO? Will it be by participant postcode or delivery location?**

A. Within an area that is all one category of region, like Cornwall, and where specific delivery locations have been set out in the project outline, we will monitor progress against geographic targets for delivery by participant postcode.

Where there are two categories of region in a LEP area the project will need to have two physical delivery locations; one in each region.

- Budgets and actual costs for participants should be allocated to the physical location and region where they will participate.

- For general costs that apply to both regions (e.g. advertising posters that reference both locations, or management costs) the cost should be apportioned by participant numbers:
  - The posters cost £100.
  - 40 participants attended location A and 70 attended location B. The cost split is then  $(40/110) \times £100 = £36$  for location A and  $(70/110) \times £100 = £64$  for location B.

**Q. How will the Big Lottery Fund manage project outlines with two competitors?**

A. Both applications will be assessed by the same funding officer who will remain impartial

**Q: Are staff training costs eligible?**

A. Staff training costs can be claimed only if an individual has specific needs for training that could not have been identified before the project began. This needs to relate to the acquiring of specialist knowledge.

Therefore, training such as a provider's own induction training for staff new to the project or refresher training for those working on the project for example, around child safeguarding would not be eligible as it could be identified at the beginning of the programme.