

York, North Yorkshire and East Riding Enterprise Partnership



Progress and claim form

Project name:	
Project Reference:	
Organisation name:	
Claim period:	Click here then select from drop down options:
Project status:	Click here and select from drop down options:
Date capital work started:	dd/mm/yyyy
Date capital work completed:	dd/mm/yyyy
Date Funding Agreement issued:	dd/mm/yyyy
Date of last variation to Funding Agreement:	dd/mm/yyyy

Project progress to date

Please describe your progress on the project, highlighting any challenges or successes. Please add to the narrative in this section at each claim update.

Future priorities including publicity opportunities

Please describe your future project priorities. Please ensure that you detail any opportunities to publicise the project and the LEP's support for it including launch events and press releases.

Section 1 - Milestones:

Please tick the comment that applies to the project at this point in time and complete the comments box if you select the red option.

We are on track against the milestones in our Funding Agreement.



We are experiencing some minor delays but this will not impact on expenditure or output forecasts.



We are experiencing delays which will impact on our expenditure and/or output forecasts.



If you have selected the red option please detail below what events have caused slippage against the baseline milestone table. Please outline the mitigating action that you plan to undertake and highlight if the delays are significantly serious that a variation to the Funding Agreement is required. You will then be asked to complete a Performance Report explaining the factors that have led to the current position and providing a case for a variation to the Funding Agreement.

Section 2 & 3: Expenditure and Funding claim

Are you completing this form to... Click here then select from drop down options:

Total LGF budget:	£0.00
Total LGF claimed to date:	£0.00
Total LGF claimed this quarter:	£0.00

Please comment on any variance against the baseline expenditure in the Funding Agreement, or the latest variation to it.

Section 4: Outputs

Please comment on any variance against the baseline output profile in the Funding Agreement, or the latest variation to it.

Section 5: Risks

Quarterly risk rating: Green

Please comment on the risk rating above commenting on delivery factors, financial factors and reputational factors.

Declaration:

I certify that to the best of my knowledge that the expenditure declared is correct and is in accordance with the terms and conditions set out in the Local Growth Fund legal agreement and represents goods and services received and paid for. All outputs claimed, if applicable, have been achieved. No part of the expenditure or outputs claimed in this period have been claimed in any previous claims. **I agree to repay, on demand, any or all Local Growth Fund paid, if an investigation shows that eligible activity has not been carried out in accordance with the Local Growth Fund legal agreement issued to me.**

I understand that information provided with this claim may be disclosed if requested under the Freedom of Information Act 2000. I understand that North Yorkshire County Council (NYCC) is under a statutory duty under this Act to disclose this information if asked and if they consider the law requires them to do so.

Name:	
Job title:	
Signature:	
Date:	

Return your completed form to: Local Growth Fund Team, Economic Partnership Unit, County Hall, Northallerton, North Yorkshire, DL7 8AH or email to: lgf.claims@businessinspiredgrowth.com

For EPU office audit use only: Checked by Project Lead, Programme Monitoring Officer, Finance Officer prior to payment authorisation by Programme Manager

This claim has been checked. I am satisfied it is in order. I certify that the grant claim for the above scheme is satisfactory. The claim, which is considered fair and reasonable, is in accordance with the terms of the Funding Agreement. The arithmetic is correct. No previous grant claim for the same work has been made and payment has not previously been authorised.

Name:	
Job title:	
Date:	
Name:	
Job title:	
Date:	
Name:	
Job title:	
Date:	

I am satisfied that this grant claim for the above scheme is in order and I hereby approve payment.

Name:	
Job title:	
Date:	

Tab 1 - Milestones



Table 1 - Milestone progress against baseline:

Please complete the table below with the latest progress on the milestones listed in the Funding Agreement.

Please provide narrative to explain the latest position in the Summary tab, in the project update sections.

No.	Tasks	Baseline from Funding Agreement	Latest position	
			Status	Target date
1		Month/Year	Complete On-going Not commenced	Month/Year
2		Month/Year	Complete On-going Not commenced	Month/Year
3		Month/Year	Complete On-going Not commenced	Month/Year
4		Month/Year	Complete On-going Not commenced	Month/Year
5		Month/Year	Complete On-going Not commenced	Month/Year
6		Month/Year	Complete On-going Not commenced	Month/Year
7		Month/Year	Complete On-going Not commenced	Month/Year
8		Month/Year	Complete On-going Not commenced	Month/Year
9		Month/Year	Complete On-going Not commenced	Month/Year
10		Month/Year	Complete On-going Not commenced	Month/Year

Q1) Have any of your milestones slipped by more than 3 months?	Yes/No
Q2) If the milestones have slipped by more than 3 months is this delaying the achievement of expenditure and output targets?	Yes/No
Q3) Do you think that the project can be brought back on track or is a variation to the Funding Agreement needed?	Yes/No

If you believe that a variation to the Funding Agreement is needed you will need to complete a Performance Report.

Tab 2 - Project expenditure

Table 1 - Expenditure baseline:

Please provide the expenditure profile from the Funding Agreement or any subsequent agreed variations to the Agreement in Table 1 below.

	2016/17	2017/18	2018/19				2018/19 total	2019/20				2019/20 total	2020/21				2020/21 total	Grand total
			Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		
			April to June 2018	July to September 2018	October to December 2018	January to March 2019		April to June 2019	July to September 2019	October to December 2019	January to March 2020		April to June 2020	July to September 2020	October to December 2020	January to March 2021		
LGF expenditure						£0					£0					£0	£0	
Public sector match funding						£0					£0					£0	£0	
Private sector match funding						£0					£0					£0	£0	
Third sector match funding						£0					£0					£0	£0	
TOTAL capital project cost	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	

Table 2 - Actual and forecast LGF expenditure:

Please provide details of actual and profile your forecast LGF expenditure and match funding in Table 2 below.

	2016/17	2017/18	2018/19				2018/19 total	2019/20				2019/20 total	2020/21				2020/21 total	Grand total
			Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		
			April to June 2018	July to September 2018	October to December 2018	January to March 2019		April to June 2019	July to September 2019	October to December 2019	January to March 2020		April to June 2020	July to September 2020	October to December 2020	January to March 2021		
ACTUAL & FORECAST LGF claim drawdowns						£0					£0					£0	£0	
ACTUAL & FORECAST LGF expenditure						£0					£0					£0	£0	
Cumulative difference	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	

	2016/17	2017/18	2018/19				2018/19 total	2019/20				2019/20 total	2020/21				2020/21 total	Grand total
			Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		
			April to June 2018	July to September 2018	October to December 2018	January to March 2019		April to June 2019	July to September 2019	October to December 2019	January to March 2020		April to June 2020	July to September 2020	October to December 2020	January to March 2021		
ACTUAL & FORECAST Public sector match funding						£0					£0					£0	£0	
ACTUAL & FORECAST Private sector match funding						£0					£0					£0	£0	
ACTUAL & FORECAST Third sector match funding						£0					£0					£0	£0	
TOTAL actual and forecast	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	

LGF expenditure - difference in annual position between baseline and latest actuals and forecasts	£0	£0				£0					£0					£0	
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Match funding - difference in annual position between baseline and latest actuals and forecasts	£0	£0				£0					£0					£0	
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Tab 3 - Funding claim



Are you completing this form to...

Click here then select from drop down options:

Table 1 - Claim for committed expenditure:

Please complete the table below with details of any committed expenditure you wish to claim, please provide suitable evidence of commitment

Cost heading	Agreed LGF budget	Amount claimed to date	LGF available prior to this claim	Amount claimed this claim	Reason for claiming funding	Check evidence attached
Land acquisition			£0.00			
Building acquisition			£0.00			
Construction			£0.00			
Refurbishment			£0.00			
Plant and machinery			£0.00			
Fees			£0.00			
Other (please specify)			£0.00			
Other (please specify)			£0.00			
Other (please specify)			£0.00			
Other (please specify)			£0.00			
Other (please specify)			£0.00			
Total LGF budget	£0.00	£0.00	£0.00	£0.00		

Table 2 - Claim for defrayed expenditure:

Please complete the table below with details of LGF funding claimed to date and state how much you wish to claim this time.

Cost heading	Agreed LGF budget	Amount claimed to date	Balance remaining	Amount claimed this claim
Land acquisition			£0.00	
Building acquisition			£0.00	
Construction			£0.00	
Refurbishment			£0.00	
Plant and machinery			£0.00	
Fees			£0.00	
Other (please specify)			£0.00	
Other (please specify)			£0.00	
Other (please specify)			£0.00	
Other (please specify)			£0.00	
Other (please specify)			£0.00	
Total LGF budget	£0.00	£0.00	£0.00	£0.00

			Totals: other	£0.00	£0.00	

Tab 4 - Outputs

Table 1 - Government output baseline:

Please provide the output profile from the Funding Agreement or any subsequent agreed variations to the Agreement in Table 1 below. Please feel free to hide any outputs that are not in your Funding Agreement.

Theme	Output	2016/17	2017/18	2018/19					2018/19 total	2019/20					2019/20 total	2020/21					2020/21 total	2021/22 to 2024/25	Total up to 2020/21	Grand total to 2024/25	Lifetime project outputs beyond 2024/25		
				Q1	Q2	Q3	Q4	Q1		Q2	Q3	Q4	Q1	Q2		Q3	Q4										
				April to June 2018	July to September 2018	October to December 2018	January to March 2019	April to June 2019		July to September 2019	October to December 2019	January to March 2020	April to June 2020	July to September 2020		October to December 2020	January to March 2021										
Core outputs	Jobs created or safeguarded							0.0							0.0					0.0				0.0	0.0		
	Apprenticeships							0.0							0.0					0.0				0.0	0.0		
Housing	Housing Units completed							0.0							0.0					0.0				0.0	0.0		
	Number of new homes with new or improved fibre optic provision							0.0							0.0					0.0				0.0	0.0		
Commercial	Commercial floorspace created (m ²)							0.0							0.0					0.0				0.0	0.0		
	Commercial floorspace refurbished (m ²)							0.0							0.0					0.0				0.0	0.0		
	Commercial floorspace occupied (m ²)							0.0							0.0					0.0				0.0	0.0		
	Commercial Broadband Access							0.0							0.0					0.0				0.0	0.0		
Business & enterprise	Number of enterprises receiving grant support							0.0							0.0					0.0				0.0	0.0		
	Number of enterprises receiving financial support other than grants							0.0							0.0					0.0				0.0	0.0		
	Number of enterprises receiving non financial support							0.0							0.0					0.0				0.0	0.0		
Flood risk	Area of Land with reduced likelihood of flooding as a result of the project (m ²)							0.0							0.0					0.0				0.0	0.0		
	Reduced Flood Risk Homes							0.0							0.0					0.0				0.0	0.0		
	Reduced Flood Risk Commercial							0.0							0.0					0.0				0.0	0.0		
Skills	Area of new or improved learning/training floorspace (m ²)							0.0							0.0					0.0				0.0	0.0		
	Prior Estate Grade							0.0							0.0					0.0				0.0	0.0		
	Post Completion Estate Grade							0.0							0.0					0.0				0.0	0.0		
	Floorspace rationalisation (m ²)							0.0							0.0					0.0				0.0	0.0		
	Number of New Learners Assisted (in courses leading to a full qualification)							0.0							0.0					0.0				0.0	0.0		
	Specialist equipment	Type							0.0							0.0					0.0				0.0	0.0	
		Value							£0							£0					£0				£0	£0	
Non-specialist equipment	Type							0.0							0.0					0.0				0.0	0.0		
	Value							£0							£0					£0				£0	£0		
Transport	Length of Road Resurfaced (kilometres)							0.0							0.0					0.0				0.0	0.0		
	Length of Newly Built Road this period (kilometres)							0.0							0.0					0.0				0.0	0.0		
	Length New Cycle Ways This Period (kilometres)							0.0							0.0					0.0				0.0	0.0		

Table 2: Government outputs actuals and forecast:

Please provide details of actual outputs delivered to date and forecasts through to at least March 2025. Please feel free to hide any outputs that are not in your Funding Agreement.

Theme	Output	Actual and Forecast	2016/17	2017/18	2018/19					2018/19 total	2019/20					2019/20 total	2020/21					2020/21 total	2021/22 to 2024/25	Total up to 2020/21	Grand total to 2024/25	Lifetime project outputs beyond 2024/25
					Q1	Q2	Q3	Q4	Q1		Q2	Q3	Q4	Q1	Q2		Q3	Q4								
					April to June 2018	July to September 2018	October to December 2018	January to March 2019	April to June 2019		July to September 2019	October to December 2019	January to March 2020	April to June 2020	July to September 2020		October to December 2020	January to March 2021								
Core outputs	Jobs created or safeguarded	ACTUAL to date								0.0										0.0				0.0	0.0	
		FORECAST								0.0										0.0				0.0	0.0	
Apprenticeships		ACTUAL to date								0.0										0.0				0.0	0.0	
		FORECAST								0.0										0.0				0.0	0.0	
Housing	Housing Units completed	ACTUAL to date								0.0										0.0				0.0	0.0	
		FORECAST								0.0										0.0				0.0	0.0	
Number of new homes with new or improved fibre optic provision		ACTUAL to date								0.0										0.0				0.0	0.0	
		FORECAST								0.0										0.0				0.0	0.0	
Commercial	Commercial floorspace created (m ²)	ACTUAL to date								0.0										0.0				0.0	0.0	
		FORECAST								0.0										0.0				0.0	0.0	
	Commercial floorspace refurbished (m ²)	ACTUAL to date								0.0										0.0				0.0	0.0	
		FORECAST								0.0										0.0				0.0	0.0	
Commercial floorspace occupied (m ²)		ACTUAL to date								0.0										0.0				0.0	0.0	
		FORECAST								0.0										0.0				0.0	0.0	
Commercial Broadband Access		ACTUAL to date								0.0										0.0				0.0	0.0	
		FORECAST								0.0										0.0				0.0	0.0	
Business & enterprise	Number of enterprises receiving grant support	ACTUAL to date								0.0										0.0				0.0	0.0	
		FORECAST								0.0										0.0				0.0	0.0	
	Number of enterprises receiving financial support other than grants	ACTUAL to date								0.0										0.0				0.0	0.0	
Number of enterprises receiving non financial support		ACTUAL to date								0.0										0.0				0.0	0.0	
		FORECAST								0.0										0.0				0.0	0.0	
Area of Land with reduced likelihood of flooding as a	ACTUAL to date									0.0										0.0				0.0	0.0	

Tab 5 - Risks

Table 1: Project Risk Register update:

Please update the risk register with details of open and on-going risks. Please use the risk rating guide when determining the appropriate score for Impact and Likelihood.

Risk	Impact	Likelihood	Score	Mitigation	Revised impact	Revised likelihood	Score
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0

Risk rating guide

		Impact				
		1 <i>Negligible</i>	2 <i>Low</i>	3 <i>Medium</i>	4 <i>High</i>	5 <i>Severe</i>
Likelihood	5 <i>Almost certain</i>	5	10	15	20	25
	4 <i>Likely</i>	4	8	12	16	20
	3 <i>Possible</i>	3	6	9	12	15
	2 <i>Unlikely</i>	2	4	6	8	10
	1 <i>Very unlikely</i>	1	2	3	4	5

Table 2: Quarterly progress risk rating:

Please provide a score from 1 to 5 for delivery factors, financial factors and reputational factors in Table 2 using the guidance below.

Factor	Score
Delivery factors	
Financial factors	
Reputational factors	
Overall risk score	0
Risk rating	Green