

Lead Authority Bid Submission Summary

Lead Authority	County of Herefordshire District Council
Place	Herefordshire

This submission must be provided along with the Application Forms for locally shortlisted bids.

Please provide key information for the bidding round undertaken for each place. Please insert extra rows where necessary.

Please complete a separate submission for each place for which proposals are submitted.

Table 1 – Total bids received by Lead Authority

No of bids received in total	Value of bids received in total (£)	Bid information by investment priority (lead priority where project delivers across priorities)							
		Skills		Business		Community and Place		Supporting Employment	
		No of projects	Value (£)	No of projects	Value (£)	No of projects	Value (£)	No of projects	Value (£)
18	£7,952,221	8	4,484,994	2	1,103,626	5	1,558,523	3	805,078

Table 2 – Bids submitted by Lead Authority for UKG consideration

Proposal Name	Short description (50 words)	Investment Priority	Delivers in more than one place? If so, specify places.	£ requested*	Start Date	End Date
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		(Skills, Business, Community, Employment)				
Tool Up mentoring (Neurodiverse Self Advocacy Partnership CIC)	Will mentor unemployed or economically inactive autistic people into employment. It will work with local employers to make them confident and open to employing autistic people. Have developed a specialist, highly tailored programme designed and led by autistic people for autistic people to enhance and develop their employability.	Employment Business Communities and Places		£38,828	1 August 2021	31 March 2022
From sparklers to brilliances (HVOSS)	This project will work in communities to identify and support people, coming alongside them to build motivation to engage with existing Plan for Jobs initiatives such as Kickstart, REED partnership, Shaw Trust and Building Better Opportunities. The project has two elements: 1. Inspiring communities. It will work with communities Herefordshire-wide, building trusted relationships and raising community-wide aspirations. 2. Reducing individuals' barriers to work through coaching and mentoring, support to develop core life skills, etc.	Employment Communities and Places		£628,224	July 2021	31 March 2022
Citizen Science river water quality (Friends of the Upper Wye)	The River Wye Special Area of Conservation is suffering from excessive pollution, causing habitat and biodiversity loss all along the river. FOUW will organise and coordinate a volunteer effort across the Upper Wye catchment to undertake twice weekly river water quality monitoring. This project will bring together the hardware and database with volunteers who will collect the data. The data will be analysed and shared with relevant authorities to plan and undertake mitigating action.	Community	50% Herefordshire 50% Powys	£47,849	July 2021	31 March 2022
C-Sus - Connected	The project proposed is a multi-disciplinary, multi-partner proposal linking academia, large companies, SMEs, as well as regional, trade and sectoral organizations, with the	Business	70% Herefordshire	£827,966	August 2021	31 March 2022

Sustainable supply chains (Aston University)	intent of building a world leading resource of sustainable food supply excellence. The project links the expertise of Aston and Harper Adams Universities, in collaboration with key regional stakeholders across the identified priority centres of Herefordshire and GBSLEP. The project will deliver a series of innovation support activities addressing the identified barriers to productivity cited.		30% Greater Birmingham and Solihull			
Digital Skills Transformation for the High St. (Maybe Solutions Ltd)	This project will deliver accelerated digital learning for High Street businesses and their staff through a program of digital skills training, social media grants and a comprehensive digital platform. The project will develop individual skills, improve business profitability and resilience, and is a replicable and scalable process.	Skills		£741,725	August 2021	31 March 2022
People with Disabilities Employability and Enterprise (Walsingham Support)	The Project will involve developing existing craft, woodworking and kitchen activities to support a Community Café and shop at The Barn, Ledbury to offer internship and job taster work experience. The Project will have two strands: 1. A client-centered and practical employability skills development programme, including job tasters and 'internship' job experience in a community enterprise setting. 2. The development of connections with further learning, training and employers through the internship and post internship, to provide supported progression routes for all current and future participants.	Employment		£138,026	August 2021	31 March 2022
Golden Valley Active Travel Route (Golden Valley Action Group CIC)	The project will commission a technical, economic and environmental feasibility study for a 20-mile long active travel route between a proposed new railway station in Pontrilas in Herefordshire to Hay on Wye in Powys. The feasibility study will be complemented by a parallel stakeholder consultation with landowners, local businesses, individuals, parish councils and community	Skills		£36,173	August 2021	31 March 2022

	organisations, funded and delivered by the Golden Valley Action Group CIC (GVAG) and local volunteers.					
Low Carbon Skills Gateway (NMI TE)	<p>The Low Carbon Skills Gateway will form a dynamic and collaborative model to deliver the skills necessary for a net zero carbon future. The approach has three key aims for Herefordshire:</p> <p>Specific targeted support for those living in Herefordshire to gain the skills needed to access new job opportunities within construction, housing and net zero carbon delivery sector.</p> <p>To pilot new digital skills projects identified by industry demand aimed at closing the digital skills divide, enhancing productivity to support economic growth.</p> <p>To provide inclusive employment pathways within a festival of ideas and practice format, public art commissions, exhibitions and workshops to inspire and inform.</p> <p>Please note the council is only putting forward for support, from the CRF, the first of these key aims – support to access new job opportunities – and consequently is capping the Low Carbon Skills Gateway CRF ask at £541,209 to ensure the submission from Herefordshire remains below the £3m maximum total.</p>	Skills		£541,209	August 2021	31 st March 2022
TOTAL (up to a maximum of £3m per place)				£3,000,000		

*If proposals span more than one place, please allocate funding on a percentage basis (eg. £1m proposal is expected to deliver in three places, on a 40:30:30 basis – please allocate £400k to place 1, £300k to place 2 and £300k to place 3).

Table 3 – Outcome indicators per submitted proposal

Proposal Name	Outcome Indicator 1	Outcome Indicator 2	Outcome Indicator 3	Outcome Indicator 4	Outcome Indicator 5	Outcome Indicator 6
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Tool Up mentoring (Neurodiverse Self Advocacy Partnership CIC)	About 9 autistic adults starting jobs as result of the programme	About 21 autistic adults gaining confidence in looking for employment	About 30 autistic adults improving wellbeing measured by the Personal Wellbeing Index	About 20 economically inactive autistic adults starting looking for jobs		
From sparklers to brilliances (HVOSS)	50 people in Education and training following support	30 people gaining qualification following support	400 people engaged job searching	20 people, including self-employment	350 engaged in life-skills support following intervention	100 recruitment, training and placement of volunteers, 400 experiencing reductions in barriers to employment and 50 new community events and activities initiated
Citizen Science river water quality (Friends of the Upper Wye)	The wider community benefit from artistic and creative engagement with the water quality monitoring is very hard to quantify, but to give it perspective the whole population of Powys and Herefordshire comes to 330,000 people, and if just 1% of that	Total surface area of green/blue infrastructure added or improved as a result of support - The Upper Wye catchment extends to some 1623km ² .	Increase in visitor numbers as a result of support - Beyond our scope to measure baseline ahead of project, but think a clean river will attract more tourists to sustainable tourism activities, and support visitor economy -			

	population are in some way reached or affected positively by the outcomes of this project then 3300 members of the public will be affected.					
C-Sus - Connected Sustainable supply chains (Aston University)	Businesses introducing new products to the market as a result of support – 2 businesses	Businesses introducing new products to the firm as a result of support – 10 businesses Organisations engaged in knowledge transfer activity following support – 30	Innovation plans developed as a result of support – 30 plans	Decarbonisation plans developed as a result of support – 6 plans	20 businesses will be engaged in new Leadership and Management development and mentoring programmes.	100 businesses will be engaged in new supply chain network development activity across the two local priority centres.
Digital Skills Transformation for the High St. (Maybe Solutions Ltd)	Work least 1,500 individuals (an average of three per business)	Work with 500 businesses, including at least another 750 in pre and post project survey work and involving 12 already successful businesses in preparing and developing	Work with 10 local authorities, colleges and LEPs (public), membership organisations.	20 new FTE jobs will be created in the businesses we work with as a result of this project.	100 FTE jobs will be safeguarded	Supported businesses in target High Streets will experience a 3% increase in footfall over the project period

		materials.				
People with Disabilities Employability and Enterprise (Walsingham Support)	People in education/training following support - 30	People engaged in job-searching following support - 30	People engaged in life skills support following interventions- 30	Employment increase in supported businesses as a result of support - 10		
Golden Valley Active Travel Route (Golden Valley Action Group CIC)	Create a 20- mile biodiversity and wildlife corridor and protects natural habitats.	Re-skilling employed, unemployed and economically inactive in community and stakeholder organisation, in hospitality, business development, etc.	Generate opportunities for the local economy to prosper by providing better connections across dispersed communities.	Create community cohesion and	Develop new enterprises to support the construction, service and tourism industries.	
Low Carbon Skills Gateway (NMiTE)	200 - People who have received support and who are newly engaged in education (lifelong learning, formal education) or training activities (off-the-job/in-the-job training, vocational training, etc.)immediately	500 - People gaining a qualification	200 - People engaged in job searching	20 - People in employment, including self-employment, following support	754 Kg CO2/m2 - Estimated Carbon dioxide equivalent reductions as a result	

	upon leaving the project.					
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Table 4 – Local strategic fit and deliverability considerations per submitted proposal

Please provide short answers setting out the Lead Authority’s assessment of these factors. UK Government will review Lead Authority considerations alongside the statements provided by the Project Applicant in the Application Form.

Proposal Name	How well does the proposal contribute to local needs set out in relevant local growth plans. What evidence is there of local support?	How does the project align with other existing or planned activities in the area? <i>Is the project linked to other UK Community Renewal Fund bids?</i> <i>Is the project important to taking forward other local activity?</i>	Is the project deliverable within the stated timeframe? <i>Are there any local considerations that might affect the implementation of the project as described?</i>
Tool Up mentoring (Neurodiverse Self Advocacy Partnership CIC)	They show how the programme fits with Herefordshire’s Health and Wellbeing Strategy and Autism strategy, as well as more generic local objectives to improve the lives of vulnerable people etc.	This application aligns with the Autism Act (2009) and the National Autism Strategy ‘Fulfilling and Rewarding Lives’ (2010), National Autism Strategy and the Adult Autism Strategy: Statutory Guidance (2015). 19% of its mentees become self-employed/start their own businesses and this is in line with Herefordshire priority of creating new jobs and businesses. Its programme is highly tailored and specialised, highly effective, complementary and different to the existing local or national offer as they are targeting neurodivergent people and especially those over 18 and late	Previous track record of delivery. Clear plan to enlist 30 mentees over period. Milestones could be more detailed on recruitment processes to ensure resources are in place in time for effective delivery. Would benefit from funding requirements being linked to milestones across the period. Furthermore, key delivery milestones could be outlined following the start of mentoring i.e. between Oct and March e.g. number of sessions delivered, etc.

		diagnosed people for whom specialist employment support services are scarce.	
From sparklers to brilliances (HVOSS)	Very clear link to the needs identified in the local plan to support communities and vulnerable people and to enhance their education, skills and employment. This is supported by detailed data about the scale and geographical dispersion of poverty and deprivation in Hereford. The programme is very attuned to local circumstances.	The location of the 9 planned hubs aligns with the developing Talk Community programme through providing a physical presence complimenting the virtual Talk Community local networks. At present it envisage Golden Valley including St Peters and Pontrillas, Bromyard including Bishops From, Ross including Lea, Leominster including Yarpole Kington in tandem with Weobley, Ledbury including Colwell and Hereford linking Putson, Courtyard, Three Elms, Burghill, Dinedor, Wellington and Hinton. It also complements existing programmes e.g. ESF-funded e.g. Building Better Opportunities, NEET, etc.	Appears reasonable though noting the challenge of supporting 1,000 people within a 6 month period.
Citizen Science river water quality (Friends of the Upper Wye)	Project explicitly addresses a big local priority where nutrient pollution has despoiled the environment and led to a moratorium on housebuilding in the area	This project will help deliver the new Wye Nutrient Management Draft Action Plan which supports gathering more pollution data. The Action Plan is backed by the Nutrient Management Board, a collaborative cross border organisation with the statutory duty to maintain the Wye Special Area of Conservation at good ecological status.	Appears reasonable - though 300 volunteers is a lot so would be helpful to evidence whether this is achievable.
C-Sus - Connected Sustainable supply chains (Aston University)	Strong reflection of local needs with focus on sector (food) and issue (poor productivity) highlighted in Midlands Economic Review and	In Herefordshire we recognise that food has a key role in economic, environmental and social challenges. The Sustainable food places (SFP) approach is a cross-sector partnership	Target date for agreeing partnerships seems late (Aug 2021).

	Marches Local industrial strategy and sector recovery plans.	of public agencies, businesses, voluntary organisations and more. Partners work together to make healthy and sustainable food a defining characteristic of the place. The C-SUS project will support food production at all scales and has the potential to significantly benefit the SFP and its work.	
Digital Skills Transformation for the High St. (Maybe Solutions Ltd)	Clear link to local priorities set out in Council plan and LEP skills strategy for digital skills. Also addresses a current local need re High street survival with a focus on businesses badly affected by the lockdown, not just retail but Hospitality, Personal Care, Leisure and tourism.	This project can complement the Herefordshire Fastershire programme, which brings broadband to businesses, communities and individuals.	The timeframes appear realistic - with the bidder already having some capacity to get things moving whilst the team is scaled up. A significant chunk of the CRF is to provide the resources needed - staff, marketing, etc - to successfully deliver.
People with Disabilities Employability and Enterprise (Walsingham Support)	Clear link drawn to local skills plan and county plan re widening access to work.	The project will address key priority within the Herefordshire Learning Disability Strategy and Action Plan. It is a specialist support with aligns with key local priorities.	Staff will be recruited prior to the start of the project, with contracts conditional upon securing funding. Two contingencies for dealing with delay including existing staff and agency staff arrangements.
Golden Valley Active Travel Route (Golden Valley Action Group CIC)	The local need for safe, active travel for work, schools and tourists is clearly set out which has the support of the Council and 23 Parish councils.	This project will help deliver the Herefordshire Local Cycling and Walking Investment Plan. The plan will identify, appraise and prioritise cycling routes. This project will help develop a template for other groups to follow.	Milestones are just about detailed enough and look realistic.
Low Carbon Skills Gateway (NMI TE)	County Plan highlights retrofitting housing as a key need and skills	Herefordshire Council County Plan 2020-24 states that improving energy	"Ambitious scope of activities but with reasonable milestones in the time

	<p>report highlights the need for wider construction skills. Skills plan refers to digital exclusion needs -</p>	<p>efficiency of homes and build standards for new housing is a key measure of success towards the target of carbon neutrality by 2030. Over one-third of Herefordshire's greenhouse gas (GHG) emissions are estimated to be from heating homes and other buildings as a result of poor building standards and levels of insulation as a result of the existing housing stock. The majority of dwellings are with the lowest energy rating, G, mostly attributed to the 28% of houses constructed prior to 1919 (compared with an England average of 11%).</p>	<p>frame. Track record of delivery to demonstrate the listed activities will occur in the timeframe but outputs/outcomes appear to be longer term. Milestones could be more detailed on recruitment processes to ensure resources are in place in time for effective delivery, including how beneficiaries are to be enrolled. Would benefit from funding requirements being linked to milestones across the period.</p>
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Table 5 - Lead Authority management costs

Proposal Name	Management cost contribution (£)	% of anticipated spend (2% or 3%)	Comment <i>If 3% required, please provide a justification as to why it is required, having regard for section 2.3 above.</i>
Tool Up mentoring (Neurodiverse Self Advocacy Partnership CIC)	£776.56	2%	

From sparklers to brilliances (HVOSS)	£12,564.48	2%	
Citizen Science river water quality (Friends of the Upper Wye)	£956.98	2%	
C-Sus - Connected Sustainable supply chains (Aston University)	£16,559.32	2%	
Digital Skills Transformation for the High St. (Maybe Solutions Ltd)	£14,834.50	2%	
People with Disabilities Employability and Enterprise (Walsingham Support)	£2,760.52	2%	
Golden Valley Active Travel Route (Golden Valley Action Group CIC)	£723.46	2%	

Low Carbon Skills Gateway (NMiTE)	£10,824	2%	
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Lead Authority Role - Functional Statements

Lead Authorities should describe the proposed systems and processes they will use in carrying out their role. Where required, please provide links or attach relevant documents. Please limit each answer to 500 words or less.

<p>Identification of a Senior Responsible Officer</p> <p>Identify the SRO, their position in the Lead Authority and their contact details.</p> <p>Roger Allonby Head of Economic Development Tel: 01432 260330 / 07792881821 Email: Roger.Allonby@herefordshire.gov.uk</p>
<p>Operation of an open process by which organisations are invited to submit bids</p> <p>Summarise how the invitation process was managed including details of relevant advertising and provide a copy of the invitation document.</p> <p>As the Lead authority for Herefordshire on the 8th of April 2021 the council issued an invitation to submit project bids to the UK CRF. The invitation broadly followed the suggested invitation content as included within the technical note for lead authorities. To view the full invitation and the documents made available to potential applicants please visit: https://www.herefordshire.gov.uk/community-1/community-funding-advice-business-grants/15</p> <p>The invitation was direct circulated to a range of local public, private, and voluntary groups, including:</p> <ul style="list-style-type: none">• All 50 Herefordshire Councillors• All town and parish councils• The Herefordshire Green Network• Marches LEP Skills Board• Marches Skills Provider Network• The Herefordshire Talk Community Network.• Business support providers including the Chamber of Commerce, Federation of Small Business, Hereford Business Improvement District, Rural Hub, and Marches LEP.• Herefordshire Voluntary Organisations Support Service for circulation around their network of community organisations.• Local colleges, universities and other further and higher education providers.

In addition to the direct targeting of potential applicant organisations this invitation was widely publicised through a council press release and social media outlets.

The invitation set out the background to the scheme, the activity that is within scope of the programme, the local priorities and geographical coverage, details of the assessment process and how to submit a bid, and a timeline for the process. In addition, linkages were included to all the relevant information and guidance issued by government, and the applications forms and accompanying guidance.

To assist in the management of the process the council produced a dedicated Community Renewal Fund webpage on the council website where the invitation to submit proposals was located along with all the relevant government prospectus and guidance, along with local supporting strategic documentation such as the County Plan. Officers set up a dedicated email address to capture any queries on the process, requests for collaboration opportunities, and to receive completed applications. Applicants were given from the 8th April to the 23rd May (45 days) to draft and return their completed applications

Throughout this process the council has sought to inform potential applicants of the process to submit an application, and potential collaboration opportunities. Officers attended and organised workshop events held by – the Marches Skills Provider network, the Herefordshire Voluntary Organisations Support Service – funding network, a council organised session conducted via Zoom. In total it is estimated that over 100 individual groups and organisations were engaged through workshop sessions, with over 80 people attending the council session alone. The council workshop session was recorded and the presentations and recording were made available on the council CRF webpages

To aid groups looking to partner with similar organisations council officers maintained and circulated a list of potential project applicants who were looking to collaborate on project bids. This was regularly updated and circulated to all those expressing an interest in collaboration.

As required, a privacy notice was published on the council website and communicated to potential project applicants.

Objective and transparent assessment and prioritisation of proposals

[Summarise how the assessment of applications was managed, including how any conflicts of interest were dealt with, and provide a copy of each application being submitted for consideration by Lead Authorities and its assessment.](#)

Herefordshire Council recognised that independent assessment of project submissions would allow both Members and Officers to maintain an independent overview of the programme and deliver a clear and transparent system of project assessment and prioritisation. Equally it was similarly recognised that the council submitting applications would cause potential conflicts of interest and was not in the interest of having a fair and transparent application process, consequently the council made the decision not to submit any bids.

Accordingly the council commissioned, following a compliant procurement process, economic research and analysis company Chamberlain Walker Economics to undertake an assessment of all valid bids submitted within the submission deadline. Chamberlain Walker have experience in undertaking Towns Fund assessments, in addition to work on Local Growth Funds, and Housing Infrastructure Fund project appraisals. The partners in Chamberlain Walker were senior economic advisers in the Government Economic Service, and all of their economic analysis is carried out exclusively by economists with this experience.

In terms of the process for receiving and assessing project submissions, and open and transparent process was followed:

- Applications, on the government supplied application form received by the council before the 23rd May submission deadline were considered valid. The receipt of these was acknowledged by the council to the applicant. The council received 18 valid applications.
- Chamberlain Walker were sent the valid applications via encrypted software, and undertook an assessment process.
- The assessment consisted of two stages:
 - Gateway check. Each bid was assessed initially against the gateway criteria as set out in the UK CRF Prospectus Assessment Process document (pass/fail).
 - Full assessment. Those making it through were scored (e.g. 1 to 5) to the extent they meet the objectives of the UK CRF across the sub-criteria within: strategic fit; deliverability; effectiveness; and efficiency. An overall score was applied reflecting the weightings set out in Prospectus Assessment Process document (e.g. strategic fit 50%, others 50%).
 - Chamberlain Walker also undertook the required applicant due diligence checks.
- Based on this process Chamberlain Walker were able to produce, and submit to the council, a scored priority list and report detailing the assessment process and a commentary on each application, and results of the due diligence.
- Council officers checked the list of prioritised applications for duplication against current provision.
- A cabinet member report was prepared which included approval for the final sign off of the prioritised list of applications.

Officers played no role in the assessment process other than checking for project duplication. This enabled the council to give assurance to all project applicants, and to government, that a fair, open and transparent process had been undertaken.

Due diligence

[Summarise how due diligence was undertaken on applicants and record the outcome in the assessment of applications submitted.](#)

Lead Authorities must undertake due diligence on private sector, charitable and voluntary organisations applicants during the assessment of applications and be satisfied that the applicant is genuine, and has the financial standing and sufficient capacity to the deliver the proposed activity.

As outlined in the assessment response above the council appointed independent consultants (Chamberlain Walker Economics) to carry out a pre-submission assessment of the bids received. This assessment was based on the criteria and scoring approach outlined in the

Prospectus – including pass/fail conditions and the strategic and deliverability criteria and sub-criteria (scored 1-5). This produced an initial ranking of bids enabling the front-runners i.e. projects deemed with the highest chance of success to be short-listed.

Further basic checks were then carried out by Chamberlain Walker on short-listed bidders to highlight any potential barriers to delivery e.g. financial standing and capacity. The outcome of this due diligence was noted in the report Chamberlain Walker presented to the council on the outcome of the appraisal process.

Procurement

Summarise the control/management systems put in place including controls/limits to be applied to project deliverers e.g. any thresholds for advertising, or requirements to secure quotations for products or services. If the Lead Authority intends to apply its own internal approach this should be stated and a brief summary provided.

The Council acknowledges that public sector project deliverers must adhere to UK procurement regulations when procuring products or services as part of this funding agreement, and this will be clearly set out in guidance provided to them. This will include guidance on the publication of tender opportunities via 'Contracts Finder' and 'Find a Tender Service' where there is a requirement to do so. For non-public sector project deliverers, the Council intends to apply its own internal/local approach to the procurement of products and services, as set out below.

Non-public sector project deliverers will be required to undertake the following procurement process:

- **Total project costs up to the value of £24,999** – At least three competitive quotes sought from appropriately qualified and competent suppliers. Consideration should be given as to whether the procurement would be of interest to local suppliers and/or local voluntary, charity and social enterprise (VCSE) sector, who should be engaged to provide quotations where appropriate to do so. Suppliers must be given at least 15 working days to submit a response.
- **Total project costs between £25,001 and £75,000** - At least four competitive quotes sought from appropriately qualified and competent suppliers. This should include at least two suppliers within the county and/or local (VCSE) and/or SME sector where appropriate. Where four appropriately qualified and competent suppliers cannot be identified, the opportunity must be openly advertised to all suppliers. This may include advertising the opportunity on the project deliverers own website, within trade journals and other publications as appropriate. Suppliers must be given at least 15 working days to submit a response.
- **Total Project costs £75,001 or above** – open tendering procedures apply. Tenders should be advertised on the project deliverers own website, within trade journals and other publications as appropriate. Tenders must be advertised for a minimum of 15 working days.

The council will produce guidance to assist non-public sector organisations to meet the above requirements. Procurement of goods and services as set out in the above approach will be covered in a contract inception meeting with those successful projects. This is detailed more in the section on funding agreements but will involve the council contract manager “walking” the project lead(s) through the contract to ensure projects have clarity on the management and monitoring requirements including procurement requirements.

The council will require all documentation relating to procurement processes to be retained by the project applicant and checks of procurement processes will be undertaken as part of the project claims evidence checking process.

Funding agreements with project deliverers

[Confirm that a funding agreement will be used for all projects and that the agreement will be in place to ensure projects can move forward quickly following project approval by the Secretary of State](#)

Herefordshire Council will require all project deliverers to enter into a funding agreement prior to the release of any funding to secure the outputs and outcomes identified in each accepted project proposal. The funding agreement will be based on funding agreements that the council has used in its role as accountable body for European Social Funding, Town Deal Accelerated project funding and Local Growth funds funded projects.

The funding agreement will clearly set out:

- (i) criteria for draw down of the grant, including what will qualify as “Eligible Expenditure” and the timescales for assessment and payment of claims by Herefordshire Council;
- (ii) contractual milestones to allow for the monitoring of project progress by Herefordshire Council
- (iii) reporting requirements and obligations on the project deliverer
- (iv) requirements related to proper procurement and subsidy control and
- (v) project deliverer default, termination of the agreement and clawback of grant funding.

Other terms in the funding agreement between Herefordshire Council and a project deliverer will reflect the terms of the funding agreement between the Secretary of State and Herefordshire Council. This is to ensure that Herefordshire Council can discharge all its contractual responsibilities to the Secretary of State.

A draft of the funding agreement is being prepared by the legal services team at Herefordshire Council and will be ready ahead of confirmation of the funded project, currently anticipated at the end of July 2021.

The funding agreement will be the standard form funding agreement that all project deliverers will be required to enter into to secure their allocated grant funding under the CRF. Amendments to the terms and conditions of the Herefordshire Council funding agreement will only be made in exceptional circumstances.

Payments and monitoring

Summarise the management systems that will be used to manage the funding. State the expected Lead Authority management costs – these costs, plus project delivery costs must not exceed £3m in total per place.

The Council's Delegated Grants Team will manage the financial management and monitoring of the scheme. The team comes with nearly 20 years of experience of administering a wide range of grants (internal and externally funded) and values/complexity. The proposal would be to utilise existing and experienced staff to support this scheme, buying in additional hours and backfilling to ensure the existing grant scheme portfolio is still managed. The team has a successful track record in supporting council led 3rd party grants and currently oversees 25 schemes which includes 3 complex LEP wide partnership ERDF schemes all of which have been successfully audited through MHCLG. The team have additionally just received a "substantial" assurance audit in relation to the administration of the Property Flood Resilience Grant.

The process we propose would be as follows:-

- The CRF Programme would be given its own Cost Centre within our financial management system (Business World) with individual project codes per project. This will ensure direct cost management and reporting for each project.
- We would set up budgets per project code to ensure that we were drawing off against eligible costs as profiled in their grant agreements to ensure that they will not inadvertently overclaim;
- The team would undertake a project inception meeting with each successful applicant to ensure that they are aware of their roles and responsibilities in relation to managing their project ensuring that they are aware of what evidence they will need to provide both financially and to evidence outcomes. This will also ensure that there is a relationship between the project applicant and the relevant officer(s) to encourage an open dialogue, particularly to ensure that they feel comfortable to report when things are going wrong, well or need to change (this needs to be taken out);
- The team undertakes 100% financial checking down to evidence of spend and defrayal of spend to ensure that all costs included are eligible, accounted for and auditable;
- The team will only release funding once all information has been approved and verified and the performance report has been cleared by a nominated person from the subject area;
- Claims will need to be submitted on a standard claim form based on CRF guidance and utilising existing templates as required;
- Claims will be made on a monthly basis (or less frequent depending on the project's wishes) and management of their project and will be negotiated and agreed at the project inception meeting. Claims will be no more frequent than monthly;

- Information will be kept electronically in a standard file structure that allows each project to be tracked via scheme, project, claims and other relevant sub-folders. These will be kept on the Delegated Grants file structure and only made available to those members of staff who require access;
- All information will be recorded in an overall spreadsheet to ensure that it is easily visible how the scheme and projects are performing and will be reported to any relevant steering group/board.

The cost for providing this service would be 2% of the total value of the projects.

Evaluation

Summarise how you will ensure that project deliverers undertake evaluations and provide project level data to support national evaluation.

Through the operation of previous ERDF, ESF and other external funding programmes, the council have considerable experience of ensuring that scheme evaluations (for both council and externally led schemes) are undertaken to an appropriate level. It is recognised that evaluations play a valuable role in establishing the impact and outcomes of projects and should be used to learn lessons and improve future project delivery.

As stipulated in the CRF prospectus the council has required project applicants to use the government developed CRF application form. This form includes a question on evaluation and requires applicants to set out how they will evaluate their project. Assessing the quality of the evaluation plan has been part of the project appraisal process undertaken by Chamberlain Walker.

The council will require successful applicants, in receipt of government CRF funds, to implement the evaluation process as set out within their application. This requirement will be included within the funding agreement the project signs with the council as accountable body. The council will require that the evaluation is conducted by an independent entity to ensure that a fair and transparent evaluation is conducted.

To ensure the evaluation is undertaken, the council will require the evaluation to be conducted by, and included within, the final claim for funds.

The council will produce guidance to assist non-public sector organisations to meet the above evaluation requirements. This guidance will be covered in a contract inception meeting with those successful projects. This is detailed more in the section on funding agreements but will involve the council contract manager “walking” the project lead(s) through the contract to ensure projects have clarity on the management and monitoring requirements including evaluation.

The council will require all documentation relating to evaluation to be retained by the project applicant and checks on adherence to the branding and publicity guidelines will be undertaken as part of the project claims evidence checking process.

It is noted that further detailed guidance will be provided on the UK Community Renewal Fund monitoring and evaluation requirements later in Spring and the council will reflect on how best to incorporate any subsequent guidance within the scheme and funding agreements.

Branding and publicity

Summarise how branding and publicity requirements have been and will continue to be met.

The council used the appropriate branding and publicity on the invitation to submit project bids and set out links to the published guidance to enable potential applicants to be aware of the publicity requirements before submission. Through the operation of previous ERDF, ESF and other external funding programmes, the council have considerable experience of ensuring that scheme publicity and branding guidelines are communicated to applicants and of checking that guidelines are complied with.

The funding agreement that the project deliverer will be required to enter into with the council will require them to:

- (i) comply with the publicity requirements as set out in Section 8 of the published “Guidance for Project Applicants and Deliverers”. These will be set out in a schedule to the funding agreement. These requirements will include acknowledging support from the Secretary of State and Herefordshire Council, guidelines on branding and obligations on the project deliverer to participate in promotional activities;
- (ii) not do anything to bring the standing of the Secretary of State and Herefordshire Council into disrepute or attract adverse publicity for the same

The council will produce guidance to assist non-public sector organisations to meet the above branding and publicity requirements. This guidance will be covered in a contract inception meeting with those successful projects. This is detailed more in the section on funding agreements but will involve the council contract manager “walking” the project lead(s) through the contract to ensure projects have clarity on the management and monitoring requirements including branding and publicity.

The council will require all documentation relating to branding and publicity to be retained by the project applicant and checks on adherence to the branding and publicity guidelines will be undertaken as part of the project claims evidence checking process.

