Monitoring Guidance Handbook

City Fringe Partnership

To be used by all projects who enter into contract with the City Fringe Partnership from 01 April 2006

Last updated: 19 August 2008

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1. Introduction

This Monitoring Guidance Handbook (hereby referred to as the 'Handbook') has been designed by the City Fringe Partnership (CFP) via the City Fringe Implementation Team (CFIT) and is to be used by all projects that enter into contract to deliver activities on behalf of the CFP from the period commencing 01 April 2006.

The Handbook has been broken down into digestible sections, each explaining the various parts of CFIT's monitoring processes – which are conducted on behalf of the City Fringe Partnership.

It is important that all projects adhere to the guidance provided in this Handbook and that where there are issues or concerns regarding compliance, these are brought to the attention of CFIT's monitoring team as soon as is practicable (see Handbook section 1.3).

In addition to the general instructions in this Handbook, CFIT has designed a number of compulsory forms which all projects must use when submitting financial claims and reporting output delivery statistics. Some of these forms are Excel spreadsheets and some are Word documents but all have been designed to streamline the monitoring process and to ensure that projects are given as much guidance and support as possible.

We trust that you will find this Handbook useful and we are always welcoming of any comments you might have. In the meantime, we would like to take this opportunity to wish you every success with your project.

Overview of the City Fringe Partnership (CFP)

The City Fringe Partnership (CFP) was established in 1996 by the City of London Corporation and by the London Boroughs of Hackney, Islington and Tower Hamlets, with Camden joining the Partnership in 1998. Between then and March 2003 we undertook an £8 million SRB4 programme which brought £78 million public and private funding into regeneration projects in the area.

For the last 3 years we have been working with the London Development Agency to develop and implement 'City Growth' in the City Fringe. Our strategy for the economic development of the area was published in November 2003 and launched by the Chancellor of the Exchequer, Gordon Brown, and by Professor Michael Porter of Harvard University. Projects and programme amounting to approximately £15 million of Single Programme investment from the LDA have been developed by the Partnership between March 03 and March 06.

The funding allocated to the City Fringe area by the LDA has been set at £4 million for 2006/07. The CFP will continue to seek additional sources to meet its funding requirements and £300k for the print and publishing sector has already been secured from the European Regional Development Fund, of which £145k will be spent in this year. Other sources of public and private sector funding will contribute to the jewellery and health and social care sectors.

Overview of the City Fringe Implementation Team (CFIT)

The implementation team supports the day to day activities of the Partnership, informing its strategic direction, facilitating the Cluster Action Groups, commissioning and managing research, developing Sector Investment Plans with the CAGs, developing large-scale projects as well as providing technical appraisals of projects and monitoring project performance. The team is:

Hilary Potter, Director
Sarah Purvis, Sector Development Manager (Deputy Director)
Alex Murray, Sector Development Manager
Leigh McDevitt, Sector Development Manager
Erin Bunting, Sector Development Officer
Joseph Hannam-Maggs, Communications and Marketing Manager
Alexi Cawson, Governance and Office Manager
Victoria Finch, Office Administrator
Kate Gibbs, Grant Systems and Research Manager
Dorian Gray, Grant Systems Officer
Kirsten Smilge, Grant Systems Officer

The Monitoring Team, including contact information

All projects are to use the monitoring team as the first point of contact if they need support and guidance to resolve project implementation issues or to obtain answers to any general questions or queries that they may have.

The monitoring team's contact details are as follows:

Kate Gibbs, Grant Systems and Research Manager
Tel: 020 7613 8126
Email: kate.gibbs@cityfringe.org.uk

Dorian Gray, Grant Systems Officer
Tel: 020 7613 8123
Email: dorian.gray@cityfringe.org.uk

Kirsten Smilge, Grant Systems Officer
Tel: 020 7749 4762
Email: kirsten.smilge@cityfringe.org.uk

Address:

City Fringe Partnership
Tea Building
Unit 3.06
56 Shoreditch High Street
London
E1 6JJ

Website: www.cityfringe.org.uk

Fax: 020 7613 8129

2. The Claim Process

CFIT has developed a claims and verification process that all projects are to adhere to when submitting a financial claim and reporting the delivery of outputs.

IMPORTANT

When submitting a financial claim and reporting the delivery of outputs to CFIT, projects must ensure that these are:

- **submitted on a Quarterly basis** (see Handbook section 2.1)

Projects must also ensure that financial claims are:

- **for Eligible Costs** (see Handbook section 3.1)
- **for Defrayed Expenditure only** (see Handbook section 3.2)

In addition to above, the following documents/spreadsheets must be included every time a project submits a financial claim and reports the delivery of outputs:

- **A Claim Form** (see Handbook section 3.3)
- **An Invoice on headed paper for full amount of the claim** (see Handbook section 3.4)
- **The Financial Claims Spreadsheet (FCS)** (see Handbook section 3.6)
- **The Output Verification Spreadsheet (OVS)** (see Handbook section 4.3)
- **The Project Progress Report (PPR)** (see Handbook section 5 and its sub-sections)

CFIT will agree to pay a financial claim once it is satisfied that all the above requirements have been adhered to and all necessary documents/spreadsheets have been completed accurately. **To simplify this process, the FCS, OVS and PPR should be submitted to CFIT electronically via email.** This will save not only on postage and paper usage but will also enable projects, where necessary, to make any required amendments to these documents/spreadsheets and forward these to CFIT with relative ease**. However, for audit purposes, the Claim Form and Invoice must be sent to CFIT via post** – this is because the Claim Form must be signed by the project manager (to confirm that the amount claimed is true and accurate) and the Invoice must be on headed paper (so that we have an audit trail).

All grant payments will be made within **21 days** of receipt provided there are no issues or concerns with the claim documentation.

For further information on all of the above, please refer to the relevant sections throughout this Handbook.

NB: All projects must nominate a person who is responsible for dealing with claims and output related issues and ensure that this person is contactable (by phone and email) should CFIT have any queries or questions. If a project wishes to change the person responsible then CFIT must be notified beforehand.

Quarterly Claim Cycles

When a project submits a claim, it will do so using a quarterly claim cycle (in exceptional circumstances a monthly claim cycle may be used but this must be agreed with CFIT at the project appraisal stage).

A project will usually submit its financial claim once the relevant claim cycle has ended (i.e. if a project is claiming grant for Quarter 1 – i.e. April to June – it will do so at the beginning of Quarter 2 – i.e. July). A project will also report its output delivery statistics on a quarterly basis and should do this at the same time it is submitting its financial claim.

An annual claim cycle begins at the start of a **financial year** (i.e. in April) and ends in March of the following year**.** Below is an annual breakdown of a quarterly claim cycle:

- Quarter 1: (April to June)
- Quarter 2: (July to September)
- Quarter 3: (October to December)
- Quarter 4: (January to March)

CFIT will email all necessary claim documentation (i.e. Claim Form, PPR, FCS and OVS) to projects at the end of each relevant quarter and indicate a deadline by which financial claims and output delivery statistics should be returned (projects are usually given a turnaround period of **two weeks** to compile their claim and return it to CFIT – where applicable, deadlines can be extended but this must be agreed with CFIT beforehand). As indicated on previous page, the PPR, FCS and OVS are to be returned to CFIT via email but the Claim Form will need to be returned via post.

3. Financial Claims and Verification Requirements

As detailed in Handbook section 2, CFIT has developed a process that all projects are expected to adhere to when submitting a financial claim. Below is further information on the elements within this process.

Eligible Costs

There are no definitive criteria to define what eligible (or ineligible) project costs are but as a guide please refer to the list below:

Eligible project costs

- Purchase of general goods or services that pertain to the running of the project
- Salaries of project related staff
- Consultants fees (for project related activities only)
- Beneficiary Childcare costs (this must be agreed with CFIT at appraisal stage)
- Beneficiary Travel costs (this must be agreed with CFIT at appraisal stage)
- Social Activities involving beneficiaries (i.e. award ceremonies, certificate presentations, etc)
- Staff activities related to project implementation but not necessarily involving beneficiaries (i.e. staff awayday, training sessions)

Ineligible project costs

- Purchase of general goods or services that do not pertain to the running of the project
- Salaries of staff members not involved with the project
- Social activities not involving beneficiaries (i.e. staff nights out etc)
- Overhead costs or other costs that exceed what was agreed with CFIT at appraisal stage

Depending on the structure and size of the organisation contracted to run the project, it is acceptable to apply an apportionment of general overhead costs to the project (such as rent, rates, utilities, stationery, telephone, staff time by the hour, etc) but the method of apportionment must be agreed with CFIT at the outset and must relate to the implementation of the project.

Eligible project costs are usually agreed at the appraisal stage but if a project is unsure about the eligibility of any project cost then a member of CFIT's monitoring team should be consulted.

NB: If a project uses CFP funds towards the purchase of any *individual* assets costing £2,500 or more, it is a condition of funding that these assets are recorded on an inventory (or asset register). Assets below £2,500 can be excluded. An asset is usually a capital purchase and is defined as an item that will not be used up within 12 months and which is not intended to be sold before the end of its useful life.

An inventory **must** show the following for each recorded item:

- Date of purchase
- Description of asset
- Price paid net recoverable VAT
- Amount of CFP funds paid
- Location of the title deeds (where applicable)
- Serial or identification numbers
- Location of the asset
- Date of disposal (where applicable)
- Sale of proceeds net of VAT (where applicable)

CFIT has designed an inventory template that can be used by projects to record the above details for individual assets costing £2,500 or more. This template can be emailed to project managers on request. If a project purchases an asset costing £2,500 or greater, it is a condition of funding that the project's inventory is updated and a copy of the inventory is emailed to CFIT as soon as is practicable. CFIT will check the existence of assets during monitoring visits (see Handbook Section 6.2).

Defrayed Expenditure

When submitting a financial claim, projects must do so only for expenditure that has **already been defrayed** – in other words, expenditure that has already been incurred. This means that projects must already have spent money before any corresponding amount of grant is claimed back from CFIT (projects will show details of defrayed expenditure by completing and submitting the Financial Claims Spreadsheet (FCS), as detailed in Handbook section 3.4). Examples of defrayed expenditure include the issuing of a cheque to pay for goods and services (as detailed on an invoice) or the payment of a member of staff's salary – these are defined as 'defrayed' because the money has passed out of the control of the project by the time it is included in a claim for grant.

The claiming of grant for expenditure that has not been defrayed is strictly prohibited. The only exception to this is in Quarter 4 (January to March) when a project may submit a forecast of its committed expenditure up until the end of the relevant financial year and CFIT will pay grant on the basis of this forecast. Projects will usually submit a forecast in January or February of the relevant financial year, as instructed by CFIT, and this forecast must be for goods and services that will be received by the end of March, or in the case of project-related staff time, that will occur by the end of March. Projects will then have up until the end of Quarter 1 (end of June) of the following financial year to actually pay for these good and services or staff time. CFIT will also expect to see evidence of any defrayed expenditure (i.e. payment of salaries or for any applicable goods and services, etc) usually at the end of Quarter 1 (end of June) of the following financial year.

If projects have any questions about defrayed expenditure, they should speak to a member of CFIT's monitoring team.

Completing a claim form and submitting an invoice

Projects must complete a claim form every time a financial claim is submitted. The claim form will have the following details:

- Project name and name and address of organisation running the project
- Name of Project Manager
- Claim amount (this will correspond with the invoice amount)
- Claim period (i.e. Q1 – Apr to June 2006)
- Invoice Number (to which the claim relates)
- Reasons for any variance in expenditure
- Reasons for any variance in outputs
- Any issues or concerns with the project
- Signature
- Date of signature

A specimen of a claim form can be seen at **Appendix 1**.

In addition to a claim form, projects must also submit an invoice for the full claim amount.

N.B. It is important that an organisation is aware of its VAT status (as identified at the project appraisal stage) when submitting a claim/invoice to CFIT. If an organisation is exempt from paying VAT (or is able to recover VAT) then the VAT of any purchased goods or services <u>must not</u> be included in the total claim/invoice amount. Likewise, if an organisation is liable to pay VAT then this should be included in the total claim/invoice amount but <u>must not</u> show as a separate item on the invoice (i.e. it should show the claim amount inclusive of applicable VAT and NOT the claim amount + applicable VAT). Please refer to a member of CFIT's monitoring team for more information on this.

The invoice **must be on headed paper** and include the following:

- Unique invoice number (this will also be detailed on the claim form)
- Invoice date
- Invoice amount (this will correspond with the claim amount)
- Project name
- Claim period (i.e. Q1 – Apr to June 2006)
- The bank details (including account number and sort code) of the organisation running the project – this is so CFIT can issue all grant payments via BACS. If no bank details are provided, grant payments will be made via cheque.

As mentioned in Handbook section 2, CFIT will pay all claims within 21 days of receipt provided there are no issues or concerns.

3.4 Verification for reporting financial expenditure

Projects must provide financial verification every time a financial claim is submitted. Projects will do this by completing the Financial Claims Spreadsheet (FCS) and emailing this with every financial claim submitted. **A copy of the FCS should already have been sent to you. However, if you do not have a copy, please contact a member of CFIT's monitoring team.**

The FCS consists of three worksheets, which are:

- **Instructions on use** (please refer to this worksheet for instructions on how to use the FCS)
- **Invoices** (this will list all payments for good and services for the period concerned)
- **Salaries** (this will list all payments of project related salaries for the period concerned)

It is expected that the vast majority of project expenditure will be quantifiable costs, such as the direct payment of staff salaries or the procurement of goods and services.

<u>Internal cross-charging</u>
If a project is run by an organisation that uses internal cross-charging processes for the use of certain internal provisions (such as a resource centre, edit suite, studio, meeting room, etc) and the project wishes to use these provisions for project related activities and include these internal cross-charges as project costs, then these costs would need to have been agreed with and approved by CFIT at the appraisal stage of the project. CFIT will also expect to see a detailed breakdown showing how any cross-charging costs have been calculated.

<u>Beneficiary Childcare and Travel Costs</u>
If a project is providing support to beneficiaries for childcare and travel costs then this should have been agreed with and approved by CFIT at the appraisal stage of the project. All travel and childcare costs must be verified and projects will be expected to retain all relevant invoices, tickets, receipts, etc for CFIT to view during monitoring visits.

The various types of expenditure detailed above might be wholly or partially applicable to the project and the FCS allows for project related costs to be apportioned accordingly. CFIT will seek to verify a random sample of project expenditure during monitoring visits (see Handbook section 6 and its sub-sections for further information on this).

3.5 Procurement Obligations (including information on thresholds)

Information on procurement is contained in your grant funding contract but as a guide the thresholds and minimum requirements are as follows:

Threshold	Minimum Requirement
▪ Below and up to £5,000	No quotes required but must secure value for money
▪ £5001 - £10,000	Two written quotes
▪ £10,001 to £50,000	Minimum of three written quotes
▪ £50,001 to £100,000	Minimum of three competitive tenders
▪ £50,000 up to 20% below the EU limit	Minimum of 3 formal tenders from 5 or 6 invited
▪ From 20% below the EU limit	Official Journal of European Union tender restricted procedure recommended

NB: Projects should never:
- **split purchase orders in order to circumvent the financial thresholds set out above**
- **extend existing contracts so that the total contract for the project duration exceeds the above thresholds**

Projects must select a supplier from potential suppliers on the basis of overall value for money and suitable skills and experience and its equal opportunities obligations. Projects must also use a fair and documented decision-making process and take account of public sector accountability and probity.

On very rare occasions, adherence to the minimum requirement of a particular financial threshold may not be appropriate. If it is your belief that such an occasion applies to your project you should seek advice from CFIT's monitoring team on how best to proceed before any goods or services are procured.

3.6 Underspends and Overspends

Over the course of a financial year, there might be occasions when a project will underspend or overspend its quarterly grant budget. Where this occurs and there is a variance of more than 10%, the project must provide an explanation for this variance in the relevant section of the Claim Form. The Project Progress Report (PPR) gives projects the opportunity to re-profile future spending and to re-allocate quarterly budgets accordingly (see Handbook section 5.2 for further information on this). However, where a project has regularly overspent its quarterly budget, it must ensure that its total annual expenditure does not exceed its annual grant budget.

If a project underspends in a given quarter, the difference is re-profiled into a future quarter's budget forecast. Likewise, if a project overspends in a given quarter, the difference is deducted from a future quarter's budget forecast. However, if a project wishes to change a quarterly budget forecast by a variance of more than 10% of the original quarterly budget, then a member of CFIT must be notified beforehand.

In the event of an underspend or overspend at the end of a financial year, CFIT will either:

If underspend:
- look at the possibility of carrying the underspend forward into the annual grant budget for the following financial year (if applicable).
- inform the project that the underspend has been forfeited.

If overspend:
- reduce the project's annual grant budget for the following financial year (if applicable).
- claw back any difference in expenditure that exceeds the annual grant budget.

4. Output Definitions and Verification Requirements

The City Fringe Partnership has secured funding from a number of different funding bodies and as such is required to deliver various outputs in accordance with the requirements of each funding body.

It is important that projects deliver the outputs that they have been contracted to deliver and where this is not the case that there is a variance of no more than 10%. In some circumstances, it is permissible for projects to deliver alternative outputs to those stated in their contracts but this would need to be discussed with CFIT beforehand. If as a direct result of CFP funded activities a project delivers additional outputs to those detailed in its contract, it is expected that these additional outputs will be reported to CFIT. If any projects experience difficulty in meeting output delivery targets it is important that CFIT is informed as soon as is practicable.

4.1 Outputs explained

Below is a summary of the outputs. Please refer to **Appendix 2** for a full list of the various outputs and their respective definitions and verification requirements.

Output	Description
1. Jobs Created or Safeguarded	A job is considered 'created' once a post has actually been filled and 'safeguarded' if the post was forecast as at risk at the start of the project.
2. Employment Support	Support must be directed at assisting people towards getting a job (i.e. CV assistance, guidance, interview techniques, etc) and is counted even if a job is not obtained.
2.a Employment Support (Leading to Job)	As with Employment Support above but the CFP funded activities must lead directly to the beneficiary securing a job.
3. Business Creation	These can be businesses 'created' in or 'attracted' to a particular region as a direct result of CFP funded activities. The 3 main types of business are sole proprietorships, partnerships and companies.
4. Business Support	This focuses on the total number of businesses (including not for profit) who receive assistance as a direct result of CFP funded activities to improve their performance.
4.a Business Support (Collaboration)	This focuses on assistance directed at businesses (including not for profit) and/or knowledge base units to engage in new collaborations. Business support may be provided prior to or during the collaboration.
5. Regeneration	This focuses on other public and private sector capital infrastructure investment (£m) levered on regeneration projects.
5.a Regeneration (Brownfield Land Reclaimed)	This focuses on the number of hectares of brownfield land remediated to an acceptable condition and/or recycled into effective use as a direct result of CFP funded inputs and activities.
6 (i) Skills (Basic)	This focuses on the number of adults who have gained a basic skills qualification as a direct result of CFP funded activities. Assistance must be a minimum of 6 hours training.
6 (ii) Skills (Level 2)	This focuses on the number of adults who achieve at least a full Level 2 qualification or

	equivalent as a direct result of CFP support. Assistance must be a minimum of 6 hours training.
6 (iii) Skills (Any Other)	This focuses on the number of people who have received assistance in any other skills development as a direct result of attending a CFP funded programme to improve the skills of people in the area. Assistance must be a minimum of 6 hours training.
7. Housing	Creation or refurbishment of housing or business units as a result of CFP investment/activity. This indicator has two sub-indicators, Housing and Business Units.
8. Childcare Facilitated	This output relates to: ▪ Revenue investment that enables a provider, or an employer to offer additional places for childcare. ▪ Revenue investment in supporting additional affordable childcare places for individuals through employers / providers. ▪ Supporting additional affordable childcare places for individuals through employers/providers.

NB: Please note that more than one output can be attributed to a single individual where the output describes a different activity or outcome. For example, if an individual receives more than 6 hours of training and is then provided with CV advice and interview skills support, this individual can be counted as a skills output (6) and as an employment support output (2). Furthermore, a sole trader provided with business support, who states that the business was in jeopardy without that support, can be counted as a business assisted (4) and a job safeguarded (1). However, where projects intend to attribute two or more outputs to a single beneficiary, it is strongly advised that CFIT is contacted beforehand to ensure that these outputs are eligible and do not constitute double counting.

4.2 Beneficiary Registration Form/Business Registration Form (BRF)

In order to ensure uniformity and consistency, CFIT has designed two forms: a Beneficiary Registration Form and a Business Registration Form (jointly referred to as **BRF**) to assist projects in capturing demographical data for all project participants. (CFIT will treat this demographical information as confidential and use it only for monitoring purposes). A specimen of the BRF for beneficiaries can be seen at **Appendix 3** and the BRF for businesses at **Appendix 4**.

The use of the BRF is compulsory and it is each project's responsibility to ensure that all partaking beneficiaries/businesses complete a BRF prior to commencing the project's activities. Failure to do this may render the partaking beneficiary/business as an invalid output and therefore exclude the beneficiary/business from being counted in the project's output delivery statistics. **It is acceptable for project staff to complete a BRF on behalf of beneficiaries so long as it is the beneficiaries themselves who provide the information (i.e. name, address, gender, ethnicity, etc). Also, it must be the beneficiaries themselves who sign the BRF to confirm that the information contained within it is true and accurate.**

In addition to the BRF, projects are free to use other types of forms to capture other types of beneficiary/business information that may be of use to them. However, from CFIT's perspective, the completion of the BRF takes precedence over the completion of other forms.

NB: The names and addresses of beneficiaries who are school pupils should not be submitted as part of the verification process (this requirement is in accordance with current child protection laws). Instead, projects should identify each pupil by a unique number (i.e. 0001, 0002, etc) and submit the name and full address (including borough) of the attended school. If you require further information on this, please refer to a member of CFIT's monitoring team.

4.3 Verification for reporting output delivery

Projects must provide verification when reporting the delivery of outputs at the end of a given quarter. Projects will do this by using the information provided in the BRF to complete the Output Verification Spreadsheet (OVS). **A copy of the OVS should already have been sent to you. However, if you do not have a copy, please contact a member of CFIT's monitoring team.**

N.B. CFIT will check random BRFs during monitoring visits to ensure that the information held on these corresponds with that provided on the OVS.

The OVS consists of the following worksheets:

- **Instructions on use** (please refer to this worksheet for instructions on how to use the OVS)
- **Job Creation**
- **Employment Support**
- **Business Creation**
- **Business Support**
- **Skills (Basic)**
- **Skills (Level 2)**
- **Skills (Any Other)**

When completing the OVS, projects must:

- Select the correct worksheet/s for the output/s it wishes to report
- Ensure all data entered on to the worksheets is as accurate as possible

4.4 The 2001 Census Ethnicity categories

A Census is a survey of all people and households in the country. It provides essential information from national to neighbourhood level for government, business, and the community. The most recent Census was on 29 April 2001 and the ethnicity categories used in CFIT's Beneficiary Registration Form/Business Registration Form (BRF) are based on Census Level 2 classifications. These ethnicity categories are as follows:

White – British	Asian/Asian British – Bangladeshi
White – Irish	Any other Asian/Asian British background
Any other White background	Black/Black British - Caribbean
Mixed – White & Black Caribbean	Black/Black British - African
Mixed – White & Black African	Any other Black/Black British background

Mixed – White & Asian	Chinese
Any other Mixed background	Any other Ethnic Group (please state below)
Asian/Asian British – Indian	
Asian/Asian British – Pakistani	Prefer not to say

Beneficiaries themselves are expected to select from the above categories when providing information about their own ethnicity. **Under no circumstances are projects to judge which category is applicable to a beneficiary's ethnicity.** CFIT will treat any provided ethnicity information as confidential and will use it only for the purposes of equalities monitoring.

4.5 Definition of Disability

The Disability Discrimination Act 1995 (commonly referred to as the DDA) defines disability as a 'physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day to day activities'. Based upon this definition, the following types of disabilities are listed on CFIT's Beneficiary Registration Form/Business Registration Form (BRF).

Moderate Learning Difficulty	Mental Health
Severe Learning Difficulty	Physical Health
Dyscalculia	Dependency
Dyslexia	Multiple Learning Difficulties
Physical Disability	Multiple Physical Disabilities
Hearing Disability	Prefer not to say
Visual Disability	Other (please state below)
Speech Disability	

Beneficiaries themselves are expected to select from the above only if they consider themselves to have a disability and, in their opinion, it falls within the parameters of the DDA definition. **Under no circumstances are projects to judge a beneficiary's disability status.** CFIT will treat any provided disability status information as confidential and will use it only for the purposes of equalities monitoring.

5. <u>Completing the Project Progress Report (PPR)</u>

The Project Progress Report (PPR) is an Excel spreadsheet which is to be completed by all projects and submitted to CFIT with every financial claim. The PPR allows projects to keep a quarterly and cumulative account of financial claims and output delivery statistics. It enables projects to see whether budgets/targets are being met and can be used as a tool to monitor performance over a project's lifetime.

The PPR consists of the following worksheets:

- **Instructions on use** (please refer to this worksheet for instructions on how to complete the PPR)
- **Finance** (this worksheet records the amount of grant received by the project)
- **Outputs** (this worksheet records the number of outputs delivered by the project)
- **Action** (this worksheet records the achievements of milestones)

Data-entry tables are contained within the Finance, Outputs and Action worksheets of the PPR and these are divided into cells of different shades. Only the **white** shaded cells within these tables are to be selected or filled-in by projects. The grey shaded cells act as labels, the turquoise shaded cells contain targets/budgets and the yellow, green and orange shaded cells contain formulas (all cells except the white cells are protected and no changes can be made to them). Please refer to the PPR for instructions on how to complete each worksheet.

5.1 BAME (Black, Asian & Minority Ethnic), Women and Disability statistics

As part of the City Fringe Partnership's commitment to equal opportunities, individual equalities targets have been agreed with projects prior to contract. The equalities targets are in place to ensure that individuals who might fall within a secluded or marginalised group are given the opportunity to participate and benefit from a CFP funded project. In order to measure equalities, projects are required to monitor the number of beneficiaries who fall within the following three target groups.

- BAME (Black, Asian and Minority Ethnic)
- Disability
- Women

NB: According to the ethnicity definitions, all ethnic backgrounds, other than White-British, are considered as BAME.

Please refer to the 'Instructions on use' worksheet of the PPR for information on how equalities data is to be entered on to the PPR. The various equalities targets are measured as a percentage of the number of outputs achieved. An example of what the equalities targets over the lifetime of a project might be is as follows:

- Gross BAME target is 30%
- Gross Disability target is 5%
- Gross Women target is 40%

As a project enters its quarterly equalities data on to the PPR, the spreadsheet will automatically calculate the percentages applicable. So, for example, if in a given quarter a project has reported 15 beneficiaries of which 5 are BAME, this will appear as 33% BAME (rounded to the nearest whole percent) in the **% of Outputs** row for that quarter. As the project progresses and more equalities data is entered for future quarters, the PPR will calculate these percentages and also show cumulative percentages for the full year in the **green** cells and the project total (if more than one year) in the **orange** cell at the far right of the table.

NB: A BAME (Black, Asian and Minority Ethnic) business is defined as a company/organisation where one of the following is applicable:

- **The principal owner (or, if more than one owner, the majority of owners) is from a BAME background.**
- **The company has a workforce where 51% or more of the workers are from a BAME background.**

If either of the above statements is true for a company/organisation, then it should be recorded as a BAME business when reported as an output.

5.2 The re-profiling of Grant and Outputs

As a project progresses, projects might decide that grant budgets or output targets are likely to differ from original quarterly projections as indicated in the **turquoise** cells of the

Finance and Outputs worksheets. If this is the case, projects have the option to re-profile grant or outputs into future quarters within the same financial year – this is done by using the white cells titled **Forecast** on the tables concerned. **NB: If a project decides to re-profile grant or outputs by a variance of more than 10%, a member of CFIT's monitoring team must be consulted.**

5.3 Match Funding (public, private and voluntary)

Some projects will receive match funding from other bodies: these might be **Public**, **Private** or **Voluntary** or a combination of all three. However, only match funding actuals (i.e. money that is **actually spent** in a given quarter) should be recorded in the relevant **white** cells of the **Match Funding (Actuals)** section of the table in the Finance sheet. If a project has been allocated match funding that is not spent, then this **should not** be recorded on the PPR.

Where a project has indicated the receipt and expenditure of match funding, CFIT will, as verification, expect the project to provide an annual statement (at end of financial year) showing the total project cost to date and how this has been apportioned between CFP and other funders. CFIT might also conduct a random spot check of non-CFP grant once every financial year.

5.4 Completing the PPR's Action Sheet

The Action sheet lists all agreed milestones and target dates in ascending date order. All projects are required to report on the successful completion of milestones by completing the PPR's Action sheet – see the 'Instructions on use' worksheet of the PPR for directions on how to do this.

6. Monitoring and Drop-In Visits

As part of the monitoring process, a member of CFIT's monitoring team will perform periodic **monitoring** and **drop-in** visits to projects for the purposes of inspecting service delivery, financial probity, beneficiary attendances and quality assurance. Please see Handbook sections 6.1, 6.2 and 6.3 for further information on monitoring and drop-in visits.

6.1 The scheduling of visits

Projects are given prior notification of a **monitoring visit** by way of a letter (this is usually sent at least four weeks in advance of a visit) and are given a number of visit dates from which to choose. Projects are expected to confirm a visit date with CFIT as soon as possible (and no later than two weeks before their chosen date) and this can be done either in writing, email, over the phone or face to face. All monitoring visits commence at **10am** on the agreed date and although the duration of a visit can vary, projects should make available at least **four hours** of time for each visit. CFIT will usually expect to conduct a monitoring visit to each funded project at least **once** every financial year.

Projects will not normally be given prior notification of a **drop-in visit** (these are usually unannounced and designed to coincide with training sessions or project activities). In some circumstances, notification will be given (i.e. if visiting a construction site where health and safety regulations require certain clothing to be worn and site managers need to be notified before hand, etc). There is no minimum/maximum number of drop-in visits that CFIT might conduct with a project over the course of a financial year but where a visit does occur it should last no longer than **1 hour**.

6.2 Information projects are expected to provide

Monitoring visits

Projects should have the following documentation available for the monitoring visit:

- Information relating to beneficiaries claimed as outputs for your project This should include:
    - Beneficiary or Business Registration Forms (BRF) and other relevant enrolment / registration forms
    - Timesheets/attendance registers
    - Evaluation forms (either during training or post-training)
- Insurance policy documentation (including: employer liability, public liability, and premises)
- Publicity/course materials/prospectuses
- Evidence of how CFP funding is monitored (is it separated from other funding streams?) and permission to view your financial systems **(we will conduct a spot check on some items of your declared expenditure through viewing of original invoices, financial systems or entries on bank statements etc)**
- Evidence of capital assets and items of equipment (if any) purchased with CFP funds **(this will include us viewing your capital assets and equipment to ensure their existence)**
- Any other information or documentation that is relevant to the project
- Any evidence relating to questions on the **Project Monitoring Checklist Pro-Forma** – this document details the general questions that will be asked on the day and will be sent to projects in advance of each visit. Some of the questions might not be relevant during a particular visit **(for example, we will not need to review insurance documents seen on the a previous visit, which are still valid)**

During a visit, CFIT's monitoring team would also like to meet with beneficiaries of the project to discuss informally how the project has benefited them. We would also hope to meet some beneficiaries during one of our unannounced drop-in visits.

A copy of the General Checklist used by CFIT for all monitoring visits can be seen at **Appendix 5**.

Drop-in visits

The main purpose of a drop-in visit is for a member of CFIT to meet beneficiaries and project related staff and to confirm that activities are actually taking place. Because these visits are usually unannounced, projects are therefore not necessarily expected to have particular information to hand, although CFIT might make a reasonable request to view some information as is appropriate.

6.3 Post-visit correspondence

As a result of a monitoring or drop-in visit, CFIT might agree a number of actions with projects. Where this is the case, CFIT will inform the project verbally (usually at the end of the visit concerned) and also by email (this will occur within a week of the visit occurring).

CFIT will produce a report after each monitoring visit but this report is for office use only and is not forwarded to projects. If CFIT has any major concerns or queries regarding the implementation of a project, these will be raised with the project manager during the visit and, where appropriate, subsequent correspondence will follow until these concerns or queries are resolved.

7. Supplier Payment and Beneficiary Attendance Spot Checks

As part of the monitoring process, CFIT will occasionally conduct **Supplier Payment** and **Beneficiary Attendance** spot checks **by telephone**.

Supplier Payment spot check

CFIT will occasionally contact companies that have supplied goods or services to a project to confirm that the supplier exists and that payment has been received. Suppliers, such as a consultancy, may also be asked about the type of goods or service they provided and when and how these were received by the project.

Beneficiary Attendance spot check

CFIT will occasionally contact beneficiaries (who have been submitted as an output) to confirm that they have received support from a project. Beneficiaries may also be asked to confirm the type and duration of any support received; the quality of this support; whether it led to the intended outcome (i.e. a job); and where applicable, if any financial assistance (such as travel or childcare costs) was received. Also, where a project has provided details of an employment outcome for a beneficiary, CFIT may contact the employer to confirm this outcome.

7.1 Why these checks are part of the monitoring process

Supplier Payment and Beneficiary Attendance spot checks are an integral part of the monitoring process and are used by CFIT (in addition to our standard verification checks and visits) to ensure that:

- Suppliers actually exist and have actually been paid as indicated in any grant claim.
- Any goods or services received are appropriate to the project.
- Beneficiaries have received an appropriate intervention as indicated in an output return.
- Where applicable, employment outputs are confirmed with the employer.
- Beneficiaries have received financial support where indicated in an output return.

7.2 The frequency of Spot Checks

There is no specific frequency or limit to the number of spot checks that CFIT may conduct but CFIT will keep a log of all telephone calls made to a supplier or beneficiary and details of any responses received. Every effort is taken to ensure that spot checks are fair and consistent and that where there are irregularities, projects are consulted accordingly before further action is taken.

7.3 Actions taken by CFIT in the event of irregularities

In the event of CFIT discovering an irregularity, it will first consult the project concerned for an explanation before taking any further action. If a project is unable to provide a satisfactory explanation for an irregularity, CFIT will take appropriate action.

In addition to any irregularities, CFIT will also take action against any projects that have colluded with suppliers or beneficiaries for the purposes of false reporting or defrauding public money.

8. Communications and Publicity

The City Fringe Partnership has communications and publicity guidelines which have been designed for all delivery partners (projects) that receive CFP funding, particularly involving the use of the CFP logo and the general promotion of the CFP and its funded activities.

For further information on this please contact CFP's Marketing & Communications Manager, Joe Hannam-Maggs, or a member of the Systems Team.

9. Retention of project related documentation

All projects must retain any project related documentation (i.e. financial information, beneficiary information, etc) for the duration of the project and also for a period of seven years after the project has concluded – please refer to Schedule 2 (Section 5) of your grant funding contract for further information on accounting and the retention of documents.

10. Frequently Asked Questions (FAQ)

City Fringe Partnership

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CLAIM FORM

Project Name:	
Organisation Name/Address:	
Project Manager:	

Claim Amount (£):	
Claim Period:	
Invoice Number (to which claim relates)	

Reasons for any variance in expenditure:
Reasons for any variance in outputs:
Any issues or concerns with the project?

Signature:________________________________ **Date:**______________________

Appendix 2 (Beneficiary Registration Form)

City Fringe Partnership

Project Part-Financed by the European Union

European Regional Development Fund

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BENEFICIARY REGISTRATION FORM

In Confidence*

The LDA and the City Fringe Partnership are committed to ensuring that the initiatives we fund are run in ways that follow high standards of organisational equality and inclusion. To this end, equalities targets have been set. The information on this page is used for the monitoring of achievement of these targets only and will be kept strictly in confidence. By completing this form, you are consenting to the use of this information for monitoring purposes.

* Please also refer to the guidance note attached

Personal Details

Name:		Gender:	Male	☐	Female	☐
Address:		Date of Birth:		Age:		
		Date enrolled:				
		Tel:				
Post Code:		Email:				
Borough:						

Ethnic Group* – Please tick as appropriate

White – British		Asian/Asian British – Bangladeshi	
White – Irish		Any other Asian/Asian British background	
Any other White background		Black/Black British – Caribbean	
Mixed – White & Black Caribbean		Black/Black British – African	
Mixed – White & Black African		Any other Black/Black British background	
Mixed – White & Asian		Chinese	
Any other Mixed background		Any other Ethnic Group (please state below)	
Asian/Asian British – Indian			
Asian/Asian British – Pakistani		Prefer not to say	

Disability*

The Disability Discrimination Act 1995 defines disability as a 'physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day to day activities'. Based on this definition, do you consider yourself to have a disability?

Yes / No

If yes, what is the nature of your disability? - please tick as appropriate

Moderate Learning Difficulty		Mental Health	
Severe Learning Difficulty		Physical Health	
Dyscalculia		Dependency	
Dyslexia		Multiple Learning Difficulties	
Physical Disability		Multiple Physical Disabilities	
Hearing Disability		Other (please state below)	
Visual Disability			
Speech Disability		Prefer not to say	

Employment Status

Are you currently employed? Yes / No

If **Yes**, please provide:

Name of employer:____

Employer address ____

Employer Postcode _______________

Sector of employment (please select **ONE** from the following):

Audio Visual		Furniture/Product Design	
Construction		Health and Social Care	
Cultural Tourism		Hospitality	
Design		Jewellery	
Electronics		Music	
Fashion		Print and Publishing	
Financial/Professional Services		Other	

If **No**, what is your current status?

Unem☐ed ☐ent Incapa☐d Long-Ter☐ck F☐d

☐r If 'Other' please explain____

If you are **unemployed**, for how long has this been?

0 - 6 ☐hs 7 - 12 mo☐ 13 – 23 mor☐ 24 mont☐

Qualifications*

What is the highest level qualification (NVQ equivalent) you hold?

No qualifications ☐ NVQ Level 1 or eq☐nt

NVQ Level 2 or equivale☐ NVQ Level 3 or equivalen☐

☐ ☐

NVQ Level 4 or equivalent

Other

NVQ Level 5 or equivalent

Not Known

Further Information

Do you think you belong to any of the following groups? **(This question is optional)**

Ex-offender

Refugee/Asylum Seeker*

Labour Market Returner

Homeless Person

Drug and/or alcohol misuser

Lone Parent

Signature: ___________________________________ Date: __________________________

Beneficiary Registration Form

Guidance note

***Ethnic Group**
Ethnic backgrounds are based on Census Level 2 definitions and include;

- White - British, Irish, Other White Background
- Asian/Asian British - Indian, Pakistani, Bangladeshi, Other Asian Background
- Black/Black British - Caribbean, African, Other Black Background
- Chinese or other ethnic group - Chinese or Other Ethnic Group
- Mixed - White and Black Caribbean; White and Black African; White and Asian; Any Other Mixed Background.

***Disability**
This includes those who have a disability under the Disability Discrimination Act (1995) including;

- Physical impairments (asthma, diabetes, epilepsy, sickle cell etc)
- Mental impairments relating to mental functioning, including learning difficulties and mental health issues which are clinically well recognised.
- Sensory impairments such as hearing or visual impairment (not corrected by glasses)
- Severe facial disfigurement
- Progressive conditions such as cancer, multiple sclerosis, muscular dystrophy or HIV infection.
- People who have had an impairment in the past but have since recovered (such as cancer, mental health issues)

***Qualifications**
NVQ equivalent qualifications at Levels 1 to 5 are as follows:

- Level 1: 1+ 'O' level passes, 1+ CSE/GCSE any grades, NVQ level 1, Foundation GNVQ
- Level 2: 5+ 'O' level passes, 5+ CSEs (grade 1). 5+ GCSEs (grades A-C), School Certificate, 1+'A' levels/ AS levels, NVQ level 2, Intermediate GNVQ
- Level 3: 2+ 'A' levels, 4+ AS levels, Higher School Certificate, NVQ level 3, Advanced GNVQ
- Level 4/5: First degree, Higher degree, NVQ levels 4 and 5, HNC, HND, Qualified Teacher status, Qualified Medical Doctor, Qualified Dentist, Qualified Nurse, Midwife, Health Visitor.

***Refugees and Asylum Seekers**
Refugees are those who have refugee status in terms of The Immigration and

Asylum Act (1999). This was further clarified in the Nationality, Immigration and Asylum Act 2002 as any person with refugee status, indefinite leave to remain (ILR), exceptional leave to remain (ELR), humanitarian protection, or discretionary leave having the right to work in the UK and does not need to ask permission from, or inform, the Home Office, before taking up employment or setting up a business.

In addition, the Nationality, Immigration and Asylum Act 2002 withdrew the employment concession which allowed asylum seekers to apply for their work restriction to be lifted after six months of applying for asylum. This means that since 23rd July 2002 only asylum seekers who were granted permission to work before that date or had applied for permission to work before that date could continue to be allowed to work, providing in the latter instance that permission to work was granted.

***Data Protection Statement**

The organisation delivering the services to you (the Project Delivery Agent) is the data controller for any personal information which it collects from you. The Project Delivery Agent is obliged, as a condition of receiving the grant funding to deliver the services to you (the Project), to provide your personal data to the City Fringe Partnership (CFP), the London Development Agency (LDA) and Government Office for London (GOL) (who administers the European Regional Development Fund (ERDF) on behalf of the European Commission) for the purposes of monitoring and evaluation of the Project and to improve quality and planning future provision. The Project Delivery Agent, the CFP, LDA and GOL must comply with the Data Protection Act 1998 (DPA 1998) in processing your personal information. The CFP is a joint committee of the London Borough of Camden, the London Borough of Hackney, the London Borough of Tower Hamlets, the London Borough of Islington and the City of London Corporation and the LDA which distributes LDA, ERDF and borough funding with the aim of promoting the regeneration of the City Fringe. The CFP receives funding from the LDA, ERDF and the boroughs to develop, deliver and manage training, employment and business support programmes. The CFP may use your personal data to contact you to evaluate the success of the Project and may engage third party evaluators to do this on their behalf. Your personal data will not be disclosed to any third parties for marketing purposes. By completing this form, you are consenting to the use of your personal information for the purpose of processing your application and for the purpose of monitoring. The CFP, LDA and GOL are under a duty to protect the public funds that they administer and, to this end, may without your permission use the information it holds about you, including sharing this information with other bodies, for the purpose of detecting fraud. If you wish to make any enquiries about how your personal information is managed by the Project Delivery Agent, the CFP, the LDA or GOL please contact:

Kate Gibbs
Grant Systems and Research Manager
City Fringe Partnership
Tea Building
Unit 3.06
56 Shoreditch High Street
London
E1 6JJ
Email: kate.gibbs@cityfringe.org.uk

Appendix 3 (Business Registration Form)

City Fringe Partnership

Project Part-Financed by the European Union

European Regional Development Fund

SUPPORTED BY LONDON DEVELOPMENT AGENCY WORKING FOR THE MAYOR OF LONDON

BUSINESS REGISTRATION FORM (ABBREVIATED VERSION)

In Confidence

The LDA and the City Fringe Partnership (CFP) are committed to ensuring that the initiatives we fund are run in ways that follow high standards of service delivery, organisational equality and social inclusion. To this end, targets have been set and from time to time, we will use or/and share this information with other organisations for the purposes of monitoring our performance against these targets and improving quality and planning future provision. On occasions, CFP or one of its agents might contact beneficiaries by mail or phone to partake in qualitative surveys to enable us to evaluate our performance but at no time will your personal details be passed to organisations for marketing or sales purposes. By completing this form, you are consenting to the use of this information for monitoring purposes.

Business Name:					**VAT Reg. Number:**	
Business Address:					**Company Reg. Number:**	
Pos		**Borough:**			**Business Start Date:**	
Telephone Number:				**Business Description:**		

Business Status: (please select ONE **from the following)**

Sole Trader ☐ **Partnership** ☐ **Limited Company** ☐ **PLC** ☐ **Social Enterprise** ☐

Charity ☐ **Public Sector** ☐ **Other** ☐ **If 'Other', please describe:**___________________

Business Owner details (Principal Owner or Sole Trader)

Name:___________________________ **Job Title:**__________________ **Gender: Male/ Female**

Ethnicity*: (please select ONE **from the following)**

White – British		Asian/Asian British – Bangladeshi	
White – Irish		Any other Asian/Asian British background	
Any other White background		Black/Black British – Caribbean	
Mixed – White & Black Caribbean		Black/Black British – African	
Mixed – White & Black African		Any other Black/Black British background	
Mixed – White & Asian		Chinese	

Any other Mixed background		Any other Ethnic Group (please state below)	
Asian/Asian British – Indian			
Asian/Asian British – Pakistani		Prefer not to say	

Disability Status*: Do you consider yourself to have a disability? Yes / No

If 'Yes', what is the nature of your disability? - (please select ONE **from the following)**

Moderate Learning Difficulty		Mental Health	
Severe Learning Difficulty		Physical Health	
Dyscalculia		Dependency	
Dyslexia		Multiple Learning Difficulties	
Physical Disability		Multiple Physical Disabilities	
Hearing Disability		Prefer not to say	
Visual Disability		Other (please state below)	
Speech Disability			

<u>Business Employee details</u>

Total number of employees (not including the owner/s detailed above**):**_______________

What % of employees is from a Black, Asian and Minority Ethnic* (BAME) background? (please refer to the Guidance Note below for definition of BAME):

_____________**%**

Signed (Principal Owner):______________________________________ **Date:**____________________

Business Registration Form

<u>Guidance Note</u>

*Ethnicity

Ethnic backgrounds are based on Census Level 2 definitions and include;

- White - British, Irish, Other (white)
- Asian/Asian British - Indian, Pakistani, Bangladeshi, Other Asian Background
- Black/Black British - Caribbean, African, Other Black Background
- Chinese or other ethnic group - Chinese or Other Ethnic Group
- Mixed - White and Black Caribbean; White and Black African; White and Asian; Any Other Mixed Background.

*Disability

This includes those who have a disability under the Disability Discrimination Act (1995) including;

- Physical impairments (asthma, diabetes, epilepsy, sickle cell etc)
- Mental impairments relating to mental functioning, including learning difficulties and mental health issues which are clinically well-recognised.
- Sensory impairments such as hearing or visual impairment (not corrected by glasses)
- Severe facial disfigurement

- Progressive conditions such as cancer, multiple sclerosis, muscular dystrophy or HIV infection.
- People who have had an impairment in the past but have since recovered (such as cancer, mental health issues)

*Black, Asian and Minority Ethnic (BAME)

According to the ethnicity definitions, all **ethnic backgrounds,** other than **'White-British', are considered as BAME (this would therefore include 'White Irish' and 'White Other' and all other ethnic groups). However, if a beneficiary chooses not to disclose their ethnicity, then this** should not **be treated as BAME.**

City Fringe Partnership

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PROJECT MONITORING CHECKLIST PRO-FORMA (DOC 2)

PROJECT TITLE:
DATE OF VISIT:
OFFICER(S) CONDUCTING VISIT:

Questions	Response from Grantee/Comments
Financial	
1. What methods are used to monitor LDA funding for this project? Evidence seen? **Yes** ☐ **No** ☐	
2. How do you verify that expenditure has been debited from your account (e.g. bank statements, display on accounts system)?	
3. Is this project reporting outputs to any other public sector bodies?	**Yes** ☐ **No** ☐ If yes, which public sector bodies, how much funding have they provided, and what outputs are you reporting?
4. Have you made any purchases over £2,500?	**Yes** ☐ **No** ☐ If yes, are you keeping an asset register and are the assets on premises?
Procurement	
5. Have you made any purchases over £10,000?	**Yes** ☐ **No** ☐ If yes, what was the precise amount(s) have you obtained relevant number of quotes/tenders and can the quotes be viewed?
Beneficiary	
6. Are all courses undertaken at this location? If not, which other location?	**Yes** ☐ **No** ☐
7. How can beneficiaries feed back about the projects (e.g. training	

Questions	Response from Grantee/Comments
evaluation forms)?	
8. Are we able to speak with a beneficiary of the project?	**Yes** ☐ **No** ☐ If 'yes', what is the feedback?
Quality	
9. Health and Safety policy documentation seen? Is this monitored? **Yes** ☐ **No** ☐	**Yes** ☐ **No** ☐
10. Original copies of relevant insurance policies seen? (i.e. Employer's/Public liability and Premises)	**Yes** ☐ **No** ☐
Equality	
11. Equal Opportunities and Disabilities policy documentation seen? Is this monitored? **Yes** ☐ **No** ☐	**Yes** ☐ **No** ☐
Publicity	
12. LDA logo on project publicity (if applicable)? City Fringe Partnership logo on project publicity (if applicable)? If no for one or both of the above, record reasons opposite.	**Yes** ☐ **No** ☐ **Yes** ☐ **No** ☐
Project Implementation	
13. How do you generally feel the project is doing? Are there any problems, risks or issues that you feel we should know about?	

Questions	Response from Grantee/Comments

Design and publicity guidelines for City Fringe Partnership projects

Introduction

These notes are intended as a guide as to what the City Fringe Partnership requires of projects in terms of their publicity. If you are uncertain on any of the following points, or have any questions, please call the CFP Communications & Marketing Manager, Joe Hannam Maggs on 020 7613 8127.

It should be noted that the City Fringe Partnership itself has the right to publicise the fact that LDA/ERDF assistance has been made available to your project.

Requirements

The requirements of the City Fringe Partnership in terms of publicity are as follows:

1. Funding for publicity purposes should be included within project proposals. No additional funding can be offered once the project has been approved, although some help and guidance with press and publicity matters will be available.

2. The City Fringe Partnership is bound by the rules of the Freedom of Information Act and the Data Protection Act. All case study details (including imagery) obtained from beneficiaries by the project for use in its own or the CFP's marketing materials must include a consent form signed by the beneficiary.

3. The City Fringe Partnership requires the Delivery Partner (i.e. the project in receipt of the grant) to carry out the following publicity exercises with regard to their projects:

a) Any standard literature utilised by your project (e.g. letterheads) should acknowledge receipt of City Fringe Partnership funding (through the use of the CFP logo);

b) Where appropriate, *before*, *during* and *after* photographs of your project should be produced for promotional purposes;

c) Projects may be asked to produce any other reasonable publicity / promotional material (e.g. annual reports, press releases, pamphlets etc);

d) The contribution of funding from the City Fringe Partnership should be acknowledged on all promotional material and at project launches, graduation ceremonies, open studio events, etc;

e) Where promotional material and press releases include mention the City Fringe Partnership, the design and wording should read as follows:

"The City Fringe Partnership (CFP) is committed to increasing economic and social inclusion in the area to the north and east of the "Square Mile" via its City Growth approach. Through its private sector-led Board, the CFP encourages business development in sectors key to the City Fringe economy and provides training and employment opportunities to local people that are designed by the industries themselves."

f) The CFP Communications & Marketing Manager will also be able to provide each project a reference to the funding streams within each sector. This reference should be used in all press releases and marketing materials that provide information on the sources of funding.

g) Copies of all press releases should be sent to the City Fringe Partnership, as should any newsworthy information with regard to your project;

h) In respect of capital funded projects, a City Fringe Partnership *'works in progress'* sign should be supplied, installed and prominently displayed while your project is in progress and for up to 6 months after the completion of the project;

i) A City Fringe Partnership acknowledgement plaque should be displayed when either:

   i) Your revenue project is underway, or
   ii) Your capital project is finished.

   Sign designs and specifications will be made available to you following the start of the project.

4. It is also a requirement that the LDA logo **as well as** the logo of the City Fringe Partnership be displayed on all promotional material (including flyers, press releases and newsletters).

a) Files accompanying these guidelines contain electronic copies of the logo specifications as well as guides to their use.

b) All promotional material displaying the LDA logo must be signed off by the LDA's branding team. Please send all material to marketing@cityfringe.org.uk to be forwarded to the LDA for sign-off.

c) Please allow 5 working days for sign-off for promotional material and 3 working days for sign-off for press releases. NB – please mark your email URGENT if sign-off is required in less time.

Contact:

Joe Hannam Maggs
Communications & Marketing Manager
City Fringe Partnership
Unit 3.06, Tea Building
56 Shoreditch High Street
London
E1 6JJ

T 020 7613 8127
F 020 7813 8129
E marketing@cityfringe.org.uk