

**From:** [REDACTED]  
**Subject:** Re: Supporting Documents  
**Date:** 24 February 2021 18:29:12  
**Attachments:** [image008.png](#)  
[image009.png](#)  
[image010.png](#)  
[image011.png](#)  
[image012.png](#)  
[image001.png](#)  
[Outlook-iu3tu00a.png](#)

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Hi [REDACTED] - took a deep breath when I saw the length of your email - but I think I can answer them all relatively easily and we can discuss in detail when we meet in March if needed...

I have included [REDACTED] in this email as the expert and if I have made any glaring errors she will correct me!

Answers below...



Newcastle City Council



**European Union**  
European Structural  
and Investment Funds

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**From:** [REDACTED]@therecruitmentjunction.com>  
**Sent:** 24 February 2021 15:36  
**To:** [REDACTED]@newcastle.gov.uk>  
**Subject:** RE: Supporting Documents

Maybe I spoke too soon! I do have a couple of further questions which I hope you can help me with.

1. The first relates to the match funding. As you know we are proposing to use the [REDACTED] as part of our match funding. The handbook says that

- Match funding must be used for exactly the same purpose as ESF and spent on ESF eligible expenditure

Could you clarify this for us? [REDACTED] is provided to fund our [REDACTED], so exactly the same purpose as the project that we would be claiming ESF funding for. But it does not necessarily cover just the eligible postcodes – although a majority will. Is that likely to be a problem?

By this we mean when it becomes the match it has to fund the other half of this activity supporting CLLD residents. So, you will have a project to work with CLLD residents that costs £X to run we will pay [REDACTED] of £X and you need match for the other [REDACTED] of £X and this money needs to be for the same activity at this point. Basically, you can't tell us it is to be used on this project and

then spend it on a conference or supporting people in Gateshead. On the [REDACTED] we will get the text [REDACTED] in the morning its drafted and just being sense checked...

2. The second is how we would need to evidence time spent on the project by our staff. We have a situation where one of our Recruitment Consultants will spend [REDACTED] of her time on the project – and it will be [REDACTED] every month, never varying. Would timesheets be needed in this case? And for the budget, do we need to calculate an hourly rate or can I just split her salary [REDACTED]. You will prepare a letter to say they work [REDACTED] on the project in this instance and monthly we will pay [REDACTED] even if they do more or less. I think we still ask you to do the hourly rate calculation as it occasionally picks up projects that haven't factored in on costs but if you are confident you have the figures right leave it for now.

3. And a related question – it takes time to recruit, induct and train a new Recruitment Consultant. We will reflect that in our project budget and phase staff in over the first few months. But if we were running behind schedule it would be our intention to temporarily allocate one or more of our existing staff to the project. Would those staff need to do timesheets, or could we avoid that by allocating a fixed % of their time to the project, even if only for 2 or 3 months? I think you could tell us you will have X No of recruitment consultants on the project X% of their time and then it does not matter if that person changes. If you will have more people doing less % at the start say 25% for 4 staff for the first quarter, then 1 person at 60% for the remaining quarters you can forecast this on the budget with 5 recruitment consultants, but they won't all be paid throughout the project duration

I hope those questions make sense. Let me know if it's easier to discuss them on a call.

Kind regards

[REDACTED]

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**From:** [REDACTED] @newcastle.gov.uk>  
**Sent:** 23 February 2021 14:51  
**To:** [REDACTED] thererecruitmentjunction.com>  
**Subject:** Re: Supporting Documents

ESIF budgeting and straight forward - not sure if these phrases have ever been in the same sentence before without the word never in the middle!

[REDACTED]  
[REDACTED]

Newcastle City Council



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**From:** [REDACTED] @thererecruitmentjunction.com>  
**Sent:** 23 February 2021 14:34  
**To:** [REDACTED] @newcastle.gov.uk>  
**Subject:** RE: Supporting Documents

That's no problem, all makes perfect sense, and makes the budgeting process a lot more straightforward.

Kind regards

[REDACTED]

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**From:** [REDACTED] [@newcastle.gov.uk>  
\*\*Sent:\*\* 23 February 2021 14:33  
\*\*To:\*\* \[REDACTED\] \[@therecruitmentjunction.com>  
\\*\\*Subject:\\*\\* Re: Supporting Documents\]\(mailto:@therecruitmentjunction.com\)](mailto:@newcastle.gov.uk)

Sorry yes- we have scrapped option 1...but forgotten to edit the handbook it seems!  
Sorry.

[REDACTED] our preferred option we previously asked projects to do the [REDACTED] method, so we understood what the delivery costs were, and we could check projects had what they needed to deliver the project. However, this is your responsibility to ensure this and as we know it is a better financial model, we are just going straight to the [REDACTED] method.

Hope that makes sense and sorry again that the handbook was misleading!

[REDACTED]  
[REDACTED]

Newcastle City Council



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**From:** [REDACTED] [@therecruitmentjunction.com>  
\*\*Sent:\*\* 23 February 2021 14:19  
\*\*To:\*\* \[REDACTED\] \[@newcastle.gov.uk>  
\\*\\*Subject:\\*\\* RE: Supporting Documents\]\(mailto:@newcastle.gov.uk\)](mailto:@therecruitmentjunction.com)

Hi [REDACTED]

Sorry, another quick question that's just come to light as I start to work on the budget form. The handbook suggests that there are 2 methods of preparing the budget:

Method 1 – [REDACTED]  
Method 2 – [REDACTED]

The handbook says that we need to use Method 1 initially and then you will discuss with us to decide which method to go for. But the budget form only seems to cater for Method 2? Are we OK to just go straight for this method (which will almost certainly be advantageous for us)?

Kind regards

[REDACTED]

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**From:** [REDACTED] [@newcastle.gov.uk>](mailto:@newcastle.gov.uk)  
**Sent:** 22 February 2021 15:52  
**To:** [REDACTED] [@therecruitmentjunction.com>](mailto:@therecruitmentjunction.com)  
**Subject:** Re: Supporting Documents

Hi [REDACTED] - I am just about to jump into another meeting now, sorry - can I call you tomorrow?

I am working 7.30-3 tomorrow so if you pick a time and tell me the best number, I will call you

[REDACTED]

[REDACTED]

Newcastle City Council



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**From:** [REDACTED] [@therecruitmentjunction.com>](mailto:@therecruitmentjunction.com)  
**Sent:** 22 February 2021 15:46  
**To:** [REDACTED] [@newcastle.gov.uk>](mailto:@newcastle.gov.uk)  
**Cc:** [REDACTED] [@therecruitmentjunction.com>](mailto:@therecruitmentjunction.com)  
**Subject:** RE: Supporting Documents

Hi [REDACTED]

Do you have a number I could call you on? I just want to clarify a couple of things around project start and end dates before we start work on our project budget and it's probably easier to talk it through rather than try and explain in an email!

Many thanks



[REDACTED]  
www.therecruitmentjunction.com

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**From:** [REDACTED] [@newcastle.gov.uk>  
\*\*Sent:\*\* 22 February 2021 15:43  
\*\*To:\*\* \[REDACTED\] \[@therecruitmentjunction.com>  
\\*\\*Cc:\\*\\* \\[REDACTED\\] \\[n@therecruitmentjunction.com>  
\\\*\\\*Subject:\\\*\\\* Re: Supporting Documents\\]\\(mailto:n@therecruitmentjunction.com\\)\]\(mailto:@therecruitmentjunction.com\)](mailto:@newcastle.gov.uk)

Sorry [REDACTED] - I need to stop rushing emails!

We don't set a maximum amount of funding, we ask for proposals to be realistic, present value for money and for the relevant match funding to be in place. We expect delivery to be completed by end March 2022.

We normally discuss the forecast budget and delivery at the meeting we have once you have prepared your initial draft. We, as officers, don't play a role in the final decision and normally work with applicants to get all this ironed out and clear for the final draft, which is why we start with this initial draft and then meet so we can suggest all the relevant improvements and iron out the more technical questions before we consider taking it to the [REDACTED] for a decision.

In terms of the [REDACTED] - I understand we are ok to see the funding come in in intervals - evidenced using bank statements however, [REDACTED] is the expert on this. Again, if you are comfortable with it this is the type of discussions we normally have at the meeting we have when the application is in draft (I will put that in now!)

We will work on some words for [REDACTED] in the next couple of days and come back to you.

Please let me know if I have missed anything else!

[REDACTED]  
[REDACTED]

Newcastle City Council



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**From:** [REDACTED] [@therecruitmentjunction.com](mailto:@therecruitmentjunction.com)>

**Sent:** 19 February 2021 14:13

**To:** [REDACTED] [@newcastle.gov.uk](mailto:@newcastle.gov.uk)>

**Cc:** [REDACTED] [@therecruitmentjunction.com](mailto:@therecruitmentjunction.com)>

**Subject:** RE: Supporting Documents

Hi [REDACTED]

Thank you, I've read the enclosed literature, and I think two (and a half!) of my earlier questions are still outstanding.

- How much is the maximum amount we can apply for?
- When must we have incurred our total expenditure by?

- [REDACTED]

Yes please for a paragraph from yourselves to enable me to gain clarity from [REDACTED] my contact there is usually very responsive.

Thank you,  
Best

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**From:** [REDACTED] [newcastle.gov.uk](mailto:newcastle.gov.uk)>

**Sent:** 18 February 2021 14:46

**To:** [REDACTED] [@therecruitmentjunction.com](mailto:@therecruitmentjunction.com)>

**Cc:** [REDACTED] [@newcastle.gov.uk](mailto:@newcastle.gov.uk)>

**Subject:** Supporting Documents

[REDACTED]  
Sorry for the delay in getting these to you - we have tried to improve them - although I am not sure if that's always a good thing with spread sheets...

Also realised I didn't share the handbook with you so that is attached too.

Please let me know if you have any questions on these or the wider application.

In terms of the match...it's never easy however, as we understand it, we would suggest

[REDACTED] – so, on the surface at least, it looks “clean” (as EU funding can’t be used for domestic benefits systems). But just to be on the safe side we could list your match as resources e.g. income from contracts and reserves – and we’ll need to see cash sitting in their bank account at some point.

However, it would be good if we can find out [REDACTED] is definitely “clean” do you have a contract manager [REDACTED] who is responsive (not always the case!)? We can help draft an email to them if that would help?

Don't let it delay the application we can work on both things in tandem.

[REDACTED]

[REDACTED]  
[REDACTED]  
Newcastle City Council



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