

**From:** [REDACTED]  
**Subject:** RE: CLLD - your draft app and some forms  
**Date:** 29 March 2021 10:13:08  
**Attachments:** [image002.png](#)

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That's great thank you – it's really just the reporting we are keen to nail as soon as possible, and the rest can follow!

**From:** [REDACTED] @newcastle.gov.uk>  
**Sent:** 29 March 2021 10:06  
**To:** [REDACTED] @therecruitmentjunction.com>; [REDACTED]

**Subject:** Re: CLLD - your draft app and some forms

Hello [REDACTED],

[REDACTED] will need to arrange a Project Initiation Visit (PIV) with you to go through all the paperwork and processes etc. [REDACTED] is our [REDACTED] and will be able to take you through all of the relevant paperwork and processes as well as setting up on the CRM system.

I am starting on the paperwork we need to get the grant agreement issued and signed at our side and [REDACTED] will be able to send a draft grant agreement to you to check through fill in the blanks edge monthly or quarterly payment, signatory etc.

Generally, projects start activity (please be aware this is at risk) when they are ready and then keep a record of costs incurred etc in order to submit the first claim. Which cant be submitted without the signed agreement. This normally allows the project to start, get the systems in place and then 'ramp up' delivery when the processes are in place.

Hope that makes sense? Any more questions let me know and in the meantime [REDACTED] will arrange a PIV at a mutually convenient time

[REDACTED]  
[REDACTED] r  
Newcastle City Council



**European Union**  
European Structural  
and Investment Funds

**From:** [REDACTED]@therecruitmentjunction.com>

**Sent:** 25 March 2021 16:13

**To:** [REDACTED]

**Subject:** RE: CLLD - your draft app and some forms

Hi [REDACTED]

We're just conscious that we are "live" within 5 working days and that there's a lot of reporting/admin to cover off before then – we're less nervous about seeing a signed contract, we know you are good for that!

Could we schedule a call as soon as possible please to cover off these aspects, get us trained up on [REDACTED], etc>

Many thanks

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**From:** [REDACTED]@newcastle.gov.uk>

**Sent:** 08 March 2021 17:38

**To:** [REDACTED]@therecruitmentjunction.com>[REDACTED]

**Subject:** CLLD - your draft app and some forms

Hi [REDACTED],

Thank you very much for today's meeting. As discussed, please see attached your:

- Application Form
- Output table
- Budget Table

And also our monitoring forms:

- Participant Registration Form (for outputs)
- Participant result form
- Claim and transaction list
- Quarterly Progress Report template

Demo version of [REDACTED] can be accessed on their website here:

Regards,

Economic Development Officer

Phone:

E-mail:

Newcastle City Council  
City Futures Directorate  
Economic Development Unit

Civic Centre, 9<sup>th</sup> floor

Newcastle upon Tyne, NE1 8QH [www.newcastle.gov.uk](http://www.newcastle.gov.uk)



**European Union**

European Regional  
Development Fund

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