

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

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]
[REDACTED]
[REDACTED]
[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]
[REDACTED]r
Newcastle City Council



European Union
European Structural
and Investment Funds

From: [REDACTED]@therecruitmentjunction.com>

Sent: 25 March 2021 16:13

To: [REDACTED]
[REDACTED]
[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

[REDACTED]

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

Sent: 08 March 2021 17:38

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

Regards,
[REDACTED]
[REDACTED]

Economic Development Officer

Phone:

E-mail:

Newcastle City Council
City Futures Directorate
Economic Development Unit

Civic Centre, 9th floor

Newcastle upon Tyne, NE1 8QH www.newcastle.gov.uk



European Union
European Regional
Development Fund

This post is part-funded by the ESIF Programme for England

2014-20

Please do not print this e-mail unnecessarily.

This email, including any attached files, may contain confidential information and is intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient, the disclosure, copying or distribution of the information included in this email is prohibited and may be unlawful. Please notify us by replying to this communication and confirm deletion of the email. Thank you for your co-operation

This email, including any attached files, may contain confidential information and is intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient, the disclosure, copying or distribution of the information included in this email is prohibited and may be unlawful. Please notify us by replying to this communication and confirm deletion of the email. Thank you for your co-operation
