

NE OPS Guidance

4. Budget & Funding Sources

**NORTH
OF TYNE**



**COMBINED
AUTHORITY**

North East
Local Enterprise Partnership



1. Introduction

This guidance provides an overview of the **Budget** block and **Funding Sources** block in NE OPS. It is important that the information in these two blocks match with one another to ensure consistency across the project budget. Inconsistencies in and between these two blocks will result in the blocks being given an incomplete status.

2. Budget

We require applicants to clearly set out the **Budget** for delivery of the project. Complete the budget table to demonstrate the costs of the project.

The budget needs to be added by each individual budget line, referred to as **Spend Category**, e.g. Fees, Building & Construction, etc. Each spend category applicable to the project will need to be input for every delivery quarter across all delivery years.

Prior to completing this block, we recommend you read this guidance in full to understand the level of data that will be required to be able to complete this block. You may also want to prepare a spreadsheet first that you can take the data from.

An example is shown below for a project with one spend category. You need to know the amount of funding required per quarter by **Spend Category**.

Item	Q1	Q2	Q3	Q4	Total
Salaries (Requested Contribution)	63,343	62,370	42,603	42,790	211,106
Salaries (Applicant Contribution)	10,000	10,000	10,000	10,000	40,000
Total	63,343	72,370	42,603	52,790	251,106

For each line of the budget you also need to know the **Funding Request** (amount of money desired from the grant) per quarter and the **Applicant Contribution** (match funding) per quarter. This percentage breakdown between grant funding and match funding is determined by the project intervention rate. For example, if the project has a 70% grant funding intervention rate for a £1000 cost, then £700 would be the **Funding Request** and £300 would be the **Applicant Contribution**.

3. Updating the Budget

Select the  button at the top right of the block.

The first dropdown menu titled **Total project budget** will allow you to vary how you view the budget information once it has been entered. Data must be entered first for this function to work.



Scroll down to the **Annual budget** heading.

A screenshot of a web form titled "Budget". At the top right, there is a "DONE" button with a checkmark icon and the text "Project ID: P10558". Below the title, there is a "Total project budget" section with a dropdown menu currently set to "Total budget". Underneath is a table with the following structure:

YEAR	REQUESTED FUNDING £	APPLICANT / OTHER FUNDING £	TOTAL
TOTALS			0

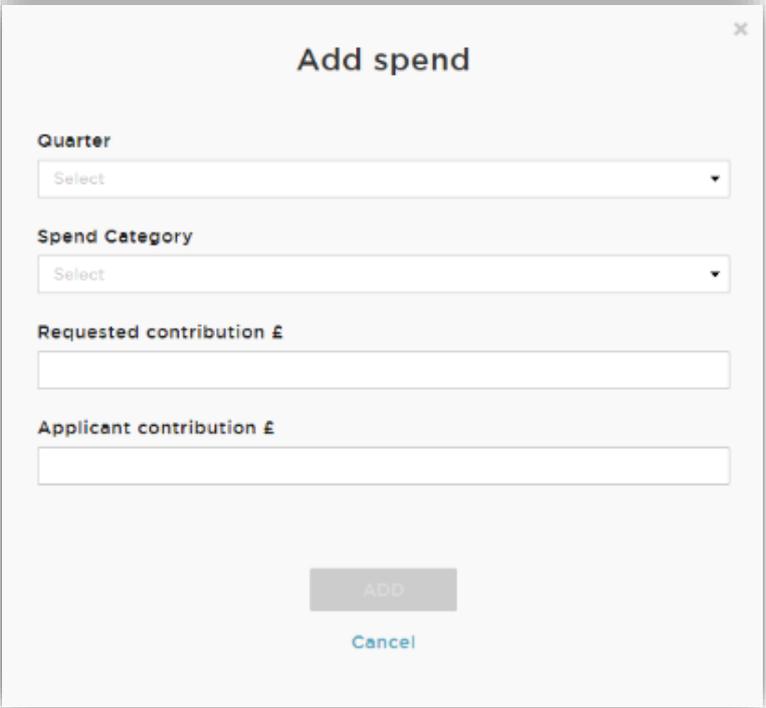
Below the table, the heading "Annual budget" is circled in red. Under this heading, there is a "Year" dropdown menu set to "2020/21". A paragraph of text follows: "Enter the amount of capital that is being requested for the year and the amount of funding to be provided by the applicant. Please provide a detailed breakdown for the sources of this funding in the in the Funding Sources block." Below this are two input fields: "Contribution you are requesting from North East LEP £" and "Applicant contribution you are providing £".

Select the year that you wish to enter data for initially – this would normally be the first year of the project delivery. The period runs quarterly, and years are financial years and therefore they start 1st April and conclude 31st March.

Add the amount of funding you are requesting for **that year only** and the total match funding for **that year only**. You may be asked to split these amounts between revenue and capital, depending on the template you are completing.

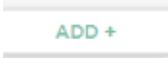
Scroll down to the **Quarterly budget profile table**. Select the button. This will open a new dialogue box called **Add Spend**.

ADD +



- First, select the **Quarter** you are adding from the dropdown menu.
- If required by the template, select the **Spend Type**, e.g. Revenue or Capital. Then select the first **Spend Category** being entered.
- Finally enter the amount of anticipated spend for the given quarter. This will be broken down into **Requested Contribution**, the value you are requesting for this spend category in your funding application and the **Applicant Contribution**, the balance from the match funding sources.
- Remember this is for this **individual spend category (budget line) for the selected quarter of the selected year**. This process will need to be repeated for all individual spend categories/budget lines per quarter, per year.

Once all the fields for the cost have been completed the  button will turn green and allow you to select it. Once selected, this will add the entry to the main budget table.

Please repeat the steps above from select  button for each of the applicable quarters for that year of spend for the selected **Spend Category**.

Please repeat the steps above from select  button to be able to enter another **Spend Category** and enter the data as above for this new spend category entering for each quarter of the selected year and splitting between the **Requested Contribution** (grant funding) and the **Applicant Contribution** (match funding).

Once all the data for each applicable **Spend Category** has been entered by quarter for the first year, return to the **Year** dropdown menu at the top of the section and select the next relevant year and then repeat the steps above for the remaining years of delivery adding a new entry for each of the Spend Categories individually for each quarter of each year, splitting between **Requested Contribution** (grant funding) and **Applicant Contribution** (match funding).

NOTE: Data needs to be added for each individual **Spend Category** by year and by quarter. It is entirely up to the user whether you prefer to enter one **Spend Category** in full first (so for all quarter and years) before adding the next **Spend Category** and so on or whether you prefer to enter each of the Spend Categories on a quarter by quarter, year by year basis. The result is the same.

Select  to save the changes made to the page.

Select  to return to the main application block page.

4. Budget Block – Validation / Potential Errors

You may find that you get a red notification above the **Quarterly budget profile table** that reads:

“The budget values for 2020/21 are different to the quarterly spend values profiled. Either amend the annual budget or adjust the quarterly spend values.”

This means that the values entered in the **Quarterly budget profile section** and the **Annual budget** section do not match up. If you get this error message you should review both sections to make sure that the correct split has been applied between **Requested Contribution** (grant funding) and **Applicant Contribution** (match funding). You should also ensure that the budget has been split between capital and revenue spending correctly where and if this is required.

This error message will result in the block in the budget blocking being given and incomplete status. You will not be able to submit the project / request approval of the claim until this issue has been resolved.

5. Funding Sources

We require applicants to clearly set out all the **Funding Sources** identified and needed for delivery of the project. Complete the funding sources table to describe the funding sources that make up the match funding for your project.

The funding needs to be added for each individual funding source, including a quarterly breakdown of how the project is funded. **It is important that these breakdowns match the values provided in the budget block.**

The screenshot shows a web interface for 'Funding Sources' for Project ID: P10591. It includes a navigation bar with 'PROJECT OVERVIEW' and 'EDIT' buttons. A status message indicates 'Unapproved Version Saved on 17/02/2021'. A dropdown menu for 'Year' is set to '2020/21 - Data added'. The main table is structured as follows:

FUNDING SOURCE	FUNDER NAME	MATCH FUNDING AMOUNT (£)	EVIDENCE
Q1 April - June			
LEP Grant	GBF	5,000.00	N/A
Public Match	NELEP	5,000.00	N/A
Q2 July - Sept			
LEP Grant	GBF	15,000.00	N/A
Public Match	NELEP	15,000.00	N/A
Q3 Oct - Dec			
LEP Grant	GBF	1,500.00	N/A
Public Match	NELEP	1,500.00	N/A
Q4 Jan - March			

Prior to completing this block, we recommend you read the guidance in full to understand the level of data that will be required to be able to add the information required. You may find it helpful to prepare a spreadsheet first that you can take the data from.

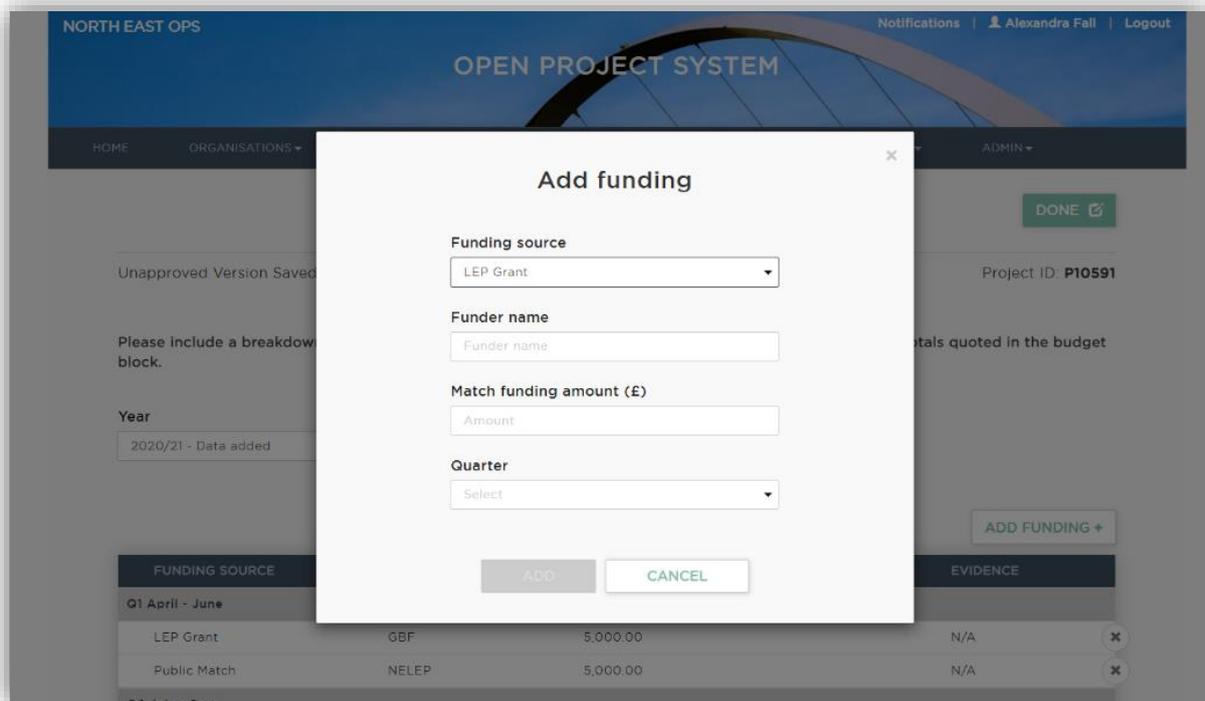
An example is shown below for a project running for 24-months with three funding sources.

Funding Sources		F/Y 1				F/Y 2				TOTAL
Type	Name	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Grant	Getting Building Fund	5,000.00	5,000.00	50,000.00	100,000.00	100,000.00	75,000.00	25,000.00	15,000.00	375,000.00
Public Match	Council ABC	10,000.00	10,000.00	100,000.00	200,000.00	200,000.00	150,000.00	50,000.00	30,000.00	750,000.00
Private Match	Company 123	-	-	-	-	-	20,000.00	20,000.00	10,000.00	50,000.00
		15,000.00	15,000.00	150,000.00	300,000.00	300,000.00	245,000.00	95,000.00	55,000.00	1,175,000.00

Select the **EDIT** button at the top right of the block in order to make changes to the funding block.

Select the year that you wish to enter data for initially – this would normally be the first year of the project delivery. Like with the budget block, the years are financial years and therefore run from 1st April to 31st March.

Select the **ADD FUNDING +** button above the funding table and a new dialogue box will open called **Add funding** enabling you to add the details of the funding.



Select the **Funding Source** from the dropdown menu. A second **Funder name** field will open. Type the name of the funding source – this is a single funding source, e.g. NTCA or NELEP. Each funding source needs to be added individually. Enter the value of the selected **funding amount** for the quarter and select the **Quarter** when the funding is forecast to be received.

Once all fields have been completed the **ADD** button will turn green and allow you to select and add this entry to the main funding table. Repeat the steps above from **Add Funding** for each of the applicable quarters for that funding year for the first funding source applicable to your project.

Next, repeat the process for all other relevant funding sources per quarter for that delivery year.

Once all funding sources are inputted for all quarters for the first delivery year. Please repeat the process for all subsequent delivery years until all project funding is inputted. The funding year can be changed using the **Year** dropdown menu.

You should repeat this process for all applicable quarters and years and for all funding sources.

NOTE: Data needs to be added for each individual funding source by year and by quarter. It is entirely up to you whether you prefer to enter one source in full first (so for all quarter and years) before adding the next and so on or whether you prefer to enter each of the funding sources on a quarter by quarter, year by year basis. The end result is the same.

Once all funding sources have been entered for all quarters and years select



Unapproved Version Saved on 18/02/2021 [View History](#) | [Undo unapproved changes](#) Project ID: **P10591**

Please include a breakdown of the project's funding sources by year and quarter. These should match the totals quoted in the budget block.

Year
2020/21 - Data added

FUNDING SOURCE	FUNDER NAME	MATCH FUNDING AMOUNT (£)	EVIDENCE
Q1 April - June			
LEP Grant	GBF	5,000.00	N/A
Public Match	NELEP	5,000.00	N/A
Q2 July - Sept			
LEP Grant	GBF	15,000.00	N/A
Public Match	NELEP	15,000.00	N/A

The completed funding table will show each funding source entered for each quarter for each year.

Select [< PROJECT OVERVIEW](#) to return to the main application block page.

6. Funding Sources Block - Validation / Potential Errors

You may find that you get an error message as below:

“Funding provided here does not match the budget summaries. Please compare values to those in the budget block”

This means that you should review the total values entered in the budget block and the funding sources block to ensure that they match in each financial year.

This error message will result in the block in the budget blocking being given an incomplete status. You will not be able to submit the project / request approval of the claim until this issue has been resolved.