

Guidance for RLEP Providers – Budget and Forecast template

Applicants are required to provide information related to direct delivery costs and provide a forecast for spend related to the duration of their RLEP provision as outlined in their application for grant funding.

The guide below details how you should approach each section with the ‘Claim and Budget’ form.

Sections 1 – 4 of the ‘Claim and Budget’ form should be completed at the application stage and submitted with your completed applications form.

Section 1: Organisation Details

Applicants should complete organisation details within the ‘**Blue**’ cells.

Organisation bank details will be requested on a separate appendix if your application is successful.

Section 2: Delivery Costs Budget

Applicants should complete the information required by entering data within the ‘**Blue**’ cells only. All other cells will be locked and will automatically calculate costs based on information given.

1. Firstly, tell us if your organisation is VAT registered by answering ‘**Yes**’ or ‘**No**’. **Type your answer in the ‘Cell B5’.**

Table 1:

All appropriate data relating to each of the headings in the blue columns should be entered within the ‘**Blue**’ cells below. Instructions below relate to each column number. Examples are provided, these should be deleted and replaced with information relating to your own provision.

Management and Administration staff should not be included in direct delivery staff costs as a 10% automatic allowance is provided to cover these costs.

1. Enter the **job title** of each relevant **direct delivery** staff member who will work on the RLEP provision outlined in the completed application form.
2. Enter the name of the staff member relating to each job title. If a job has yet to be recruited for, please write ‘**to be recruited**’.
3. Enter the **gross annual salary** related to each job title/staff member stated in columns 1 & 2. This is an individual’s total annual income before taxes and deductions.
4. Enter the **annual employers** National Insurance Contributions for each job title/staff member listed in columns 1 & 2. This is the tax paid by employers on each employee’s earnings.
5. Enter the **annual employers** Pension Contribution for each job title/staff member listed in columns 1 & 2.
6. The **total annual salary** will be automatically calculated. These cells are locked.
7. Enter each staff members weekly contracted hours to the organisation within the ‘**Blue**’ cells.
8. An **hourly rate** for each staff member will be automatically calculated within the ‘peach’ cells. These cells are locked.

Guidance for RLEP Providers – Budget and Forecast template

9. Enter the number of hours per week that each staff member will work on the **direct delivery** of the RLEP provision outlined within the completed application form.
10. Enter the **number of weeks** that each staff member will work on the direct delivery of the RLEP Provision. The total average no. of weeks for RLEP delivery will calculate within the Totals box at the bottom and this cell will be locked (this takes into consideration that each staff member may not be required for the full duration of the provision).
11. Total costs for each staff member and total costs for all staff relating to direct delivery will be automatically calculated. These cells are locked.

*The calculation used for this will be as follows:

Total Staff Costs = (Hrs per wk on RLEP x Hourly Rate inc.NI & pension) x No. of wks on RLEP

12. A **10%** additional allowance will be automatically added to the total direct delivery staff costs. This is a contribution to assist with management and administration costs associated with RLEP delivery. ***Managers and administration staff should not be included within the direct delivery staff list.**
13. An additional **5%** will automatically be added to the direct delivery staff costs to contribute towards additional overheads and running costs.
 *Applicants have the option to accept this without the need to supply further evidence being requested.
 *If applicants choose not to accept this, they should complete Tables 2 & 3 in full. Evidence will be required with your application to show the data entered is true and accurate.

Table 2:

Applicants who choose not to accept the automatic additional 5% allowance as a contribution to running costs and overheads should complete table 2 by entering information requested within the **blue** cells.

1. Enter the total **weekly** staff hours worked at your organisation. This number should be based on **all staff** with contracts within the organisation **whether or not** they are directly related to RLEP provision delivery. **Delete and amend the example provided.**
2. The total **weekly** staff hours committed to the RLEP provision delivery will automatically populate with the **SUM** of staff hours calculated in table 1 at column 9. This cell is locked.
3. Enter the number of staff members directly delivering RLEP provision.
 *This should be the same number of staff listed in table 1.
4. The average **total duration** of all staff working on RLEP delivery will be automatically populated with the figure calculated in **table 1** at **column K**. This cell is locked.

Table 3:

Applicants who choose not to accept the automatic additional 5% allowance as a contribution to running costs and overheads should complete table 3 in full.

Guidance for RLEP Providers – Budget and Forecast template

The guidance below correlates with each column number.

1. Enter the **name** of the overhead cost. Examples are provided; however, you should delete these and add what is applicable to your organisation.
2. Enter the **annual cost** of the overhead stated in column 1.
3. The **weekly cost** of each overhead will automatically calculate by dividing the annual bill by 52 weeks. The total weekly costs for all overheads will automatically calculate. These cells are locked.
4. Funding allocated for overheads will be automatically calculated based on the number of staff hours allocated to RLEP provision versus total staff hours worked in the organisation. These cells are locked.

Table 4:

Applicants should provide details of costs related to staff travel and subsistence associated with the direct delivery of the RLEP provision. Organisations are encouraged to use economy travel where possible and reasonable subsistence allowances. Receipts and detailed logs should be retained.

For small or infrequent claims, organisations are encouraged to consider funding these costs internally to enhance value for money.

1. Enter the **type** of the ‘Other’ cost directly related to the delivery of the RLEP provision. Examples are provided, however these should be deleted and replaced with actual costs associated with the RLEP provision.
2. Enter the **weekly cost OR one-off** cost associated with the cost stated in column 1.
3. **Enter the calculation** you used to determine the cost stated in column 2. Examples are provided, however these should be deleted and replaced with the calculation you used to arrive at the weekly cost.
4. If the ‘Other’ cost will be **incurred over several weeks** throughout the RLEP delivery e.g. mobile phone bill, **enter the number of weeks** this will be required. If the expense will be a **one-off purchase** e.g. 5 x staff log books @ £10, **enter ‘1’**.

Table 5:

Applicants should enter all participant costs they expect to incur throughout the duration of the RLEP provision.

1. Enter the **type** of participant cost. Examples are provided, however these should be deleted and replaced with actual costs associated with your RLEP provision.
2. Enter the **weekly cost OR one-off** cost associated with the cost stated in column 1.
3. **Enter the calculation** you used to determine the cost stated in column 2. Examples are provided, however these should be deleted and replaced with the calculation you used to arrive at the weekly cost.
4. If the participant cost will be **incurred over several weeks** throughout the RLEP delivery e.g. travel expenses, **enter the number of weeks** this will be required. If the expense will be a **one-off purchase** e.g. safety equipment, **enter ‘1’**.

Guidance for RLEP Providers – Budget and Forecast template

5. A maximum total cost for each participant cost will be automatically calculated for the duration of RLEP provision.

Table 6:

If there are other funding bodies contributing to the cost of provision, or if your organisation is contributing funds towards the RLEP provision we need to know who and how much.

1. Enter the **name of the organisation**/s providing match funding.
2. Enter the **total amount** of funds being contributed.

Section 3: Delivery Costs Budget

Budget headings entered by you previously on the '**Delivery Costs Budget**' tab relating to Direct Delivery Staff, Overheads, Participant Costs, Other Costs & Match Funding will automatically pull through to this tab within '**Column B**'. These cells are locked.

Costs entered by you previously on the '**Delivery Costs Budget**' tab relating to each budget heading will automatically pull through to this tab within '**Column C**'. This will display the '**Maximum Total Cost for RLEP Delivery**' under each budget heading provided. These cells are locked.

Forecast of Spend

The financial year is displayed in bi-monthly periods.

Direct Delivery Staff Costs

1. Distribute the maximum total cost for each budget heading across the appropriate months of delivery. Costs should be entered in the '**Blue Cells**' that relate to the bi-monthly period the spend will be incurred.
2. Each budget line will automatically total, and the **SUM** of each cost entry will be displayed in '**Column P**'. These cells are locked. The amount displayed in '**Column P**' should match the Maximum Total Cost for RLEP Delivery displayed in '**Column C**'.
3. Cost entries will automatically total at the bottom of each column within each bi-monthly period.
4. An additional 10% will be automatically added to the total Direct Delivery Staff Costs. This is a contribution to management and admin costs related to RLEP Delivery. This amount will display in '**Row 20**' within each bi-monthly period and within the TOTAL grant requested in '**Column P**'.
5. A further 5% will also be automatically added to the Direct Delivery Staff Costs. This is a contribution to associated overheads for RLEP delivery and will display in '**Row 21**' within each bi-monthly period and within the TOTAL grant requested in '**Column P**'.
6. The additional 10% and the additional 5% amount will automatically be added to the Direct Delivery Staff Costs and the **SUM** of this will display on '**Row 22**' within each bi-monthly period and within '**Column P**', 'Total Delivery Costs'.

Guidance for RLEP Providers – Budget and Forecast template

Overhead Costs

If you decided not to accept the automatic 5% additional allowance to contribute towards overheads & running costs, the data you entered within Tables 2 & 3 on the previous tab ‘Delivery Costs Budget’, will automatically pull through and display the appropriate budget headings in ‘**Column B**’ and maximum overhead allowance costs in ‘**Column C**’. These cells are locked.

1. Distribute the maximum total cost for each budget heading across the appropriate months of delivery. Costs should be entered in the ‘**Grey Cells**’ that relate to the bi-monthly period the spend will be incurred.
2. Each budget line will automatically total, and the **SUM** of each cost entry will be displayed in ‘**Column P**’. These cells are locked. The amount displayed in ‘**Column P**’ should match the Maximum Overhead Allowance displayed in ‘**Column C**’.
3. Cost entries will automatically total at the bottom of each column within each bi-monthly period and the **SUM** of these will display in ‘**Row 33**’ ‘**Column P**’.

Participant Costs

The participant costs you entered within Table 5 on the previous tab ‘Delivery Costs Budget’, will automatically pull through and display the appropriate budget headings in ‘**Column B**’ and **Maximum Participant Costs** in ‘**Column C**’. These cells will be locked.

1. Distribute the maximum total cost for each budget heading across the appropriate months of delivery. Costs should be entered in the ‘**Blue Cells**’ that relate to the bi-monthly period the spend will be incurred.
2. Each budget line will automatically total, and the **SUM** of each cost entry will be displayed in ‘**Column P**’. These cells are locked. The amount displayed in ‘**Column P**’ should match the **Maximum Participant Cost** displayed in ‘**Column C**’.
3. Cost entries will automatically total at the bottom of each column within each bi-monthly period and the **SUM** of these will display in ‘**Row 46**’ ‘**Column P**’.

Other Costs

Any other costs you entered within Table 4 on the previous tab ‘Delivery Costs Budget’ to detail other costs associated with direct delivery staff will automatically pull through and display the appropriate budget headings in ‘**Column B**’ and the **Maximum Other Costs** for these will display in ‘**Column C**’.

1. Distribute the maximum total cost for each budget heading across the appropriate months of delivery. Costs should be entered in the ‘**Blue Cells**’ that relate to the bi-monthly period the spend will be incurred.
2. Each budget line will automatically total, and the **SUM** of each cost entry will be displayed in ‘**Column P**’. These cells are locked. The amount displayed in ‘**Column P**’ should match the **Maximum Other Cost** displayed in ‘**Column C**’.
3. Cost entries will automatically total at the bottom of each column within each bi-monthly period and the **SUM** of these will display in ‘**Row 56**’ ‘**Column P**’.

Guidance for RLEP Providers – Budget and Forecast template

Total Provision Costs

If you have accepted the automatic 5% additional allowance to contribute to overheads and running costs of RLEP delivery, the Total Provision Costs will display in ‘**ROW 58**’ for each bi-monthly period and the **SUM** of these will display in ‘**Column P**’.

1. If you have entered match funding costs or a cost that your organisation is contributing to the RLEP provision within Table 6 on the previous tab ‘Delivery Costs Budget’, the **SUM** of these will automatically pull through and display in ‘**Column C**’.
2. Distribute the total match funding amount across the appropriate months of delivery.
3. Any match funding costs will be deducted from the total delivery costs and the Total Grant Amount being requested will be displayed in ‘**ROW 60**’ for each bi-monthly period and the full total Grant amount will be displayed in ‘**Column P**’. This figure should match Total Grant amount displayed in ‘**ROW 60**’ ‘**Column C**’.
4. If you have **not accepted the additional automatic 5%** allowance to contribute to overheads and running costs, your TOTAL Grant Amount will be displayed on ‘**ROW 62**’. This will total within each bi-monthly period and the **SUM** of each will display the TOTAL Grant award in ‘**Column P**’. This figure should match the figure in ‘**ROW 62**’ ‘**Column C**’.

Section 4: Qualifications Template

If your provision offers participants, the opportunity to complete an accredited qualification we require you to provide details of these. Examples are provided at the top of the table, and these cells are locked. Please provide as much accurate information as possible. Where information is unknown, please leave blank.

1. Enter information within the ‘**Blue Cells**’ (below the examples provided) that provides the information requested within each column heading.
2. **Drop down lists** are provided within the columns requesting ‘**Select Qualification Sector**’ and ‘**Select Mode of Study**’.
3. Please **list all qualifications** available to participants.

If you need assistance completing the budget and forecast template, please get in touch at the earliest opportunity in January 2026.