

# CONDITIONS – 2014-15B

## FINANCIAL YEAR 2014-2015

### EUROPEAN STRUCTURAL FUNDS – SCOTTISH UNION LEARNING 2014

#### **Schedule 3 - Conditions of Grant**

##### **3.1 Confirmation of Grant Award to Match Funder(s)**

3.1.1 The award of European Structural Funds Funding from the Scottish Government in respect of this project shall be notified by the applicant without delay to the match funder(s) and to any other public body or organisation which has awarded funding in relation to the whole (or part) of the project (or to whom an application for funding, for the whole or any part of the project has been made).

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### 3.2 Responsibilities of the Applicant

3.2.1 The detailed responsibilities of the applicant are in **Schedule 4 – Post Approval Compliance**. These general conditions on the applicants are to:

- Notify us immediately of any alteration in the likely:
  - costs
  - nature
  - eligible area
  - scale
  - timing of the project or any other **material alterations** to that described in the approved application.
- Comply promptly with any reasonable request by or on behalf of the Scottish Government, concerning the progress or success of the project.
- Complete and submit a first claim form, transactional list and progress report for a maximum of three months project activity no later than 4 months after the project start date. This final month includes the period required for all expenditure claimed against to be defrayed\*.
- Complete and submit a claim form and progress report within a maximum of three months thereafter until the completion of the project.
- Complete and submit a final claim form, final transaction list and progress report and evaluation by financial end date of project.
- Defrayed\* - for expenditure to be defrayed liabilities must have been incurred and discharged by payment. i.e. transactions from the account of the applicant to the creditor.

### 3.3 Project Inspection

3.3.1 At any time the Scottish Government have the right to:

- Undertake compliance visits to the project.
- Require further information to be supplied, if required for evaluation or compliance, information concerning the financial position of the applicant.
- Be provided with copies of such documents or items, relating to the project as they require. For example original or certified copies of invoices, bank statements or lists of particulars.
- The Scottish Government may also carry out on-the-spot control inspections. Guidance for Applicants will be found on the Scottish Government websites at that time.

### 3.4 Overpayment of grant

3.4.1 Overpaid grant will be repaid to the Scottish Government immediately on its first demand or upon the Applicant becoming aware that grant has been overpaid.

### 3.5 Withheld Grant & Repayment of Grant

3.5.1 The Scottish Government reserves the right to withhold any or all of the payments and/or to require part or the entire grant to be repaid if it considers that a substantial or material alteration in the any of the following has occurred without prior consent:

- costs
- nature
- eligible area
- scale or
- timing of the approved project.
- Unsatisfactory progress towards completing the project.
- Unsatisfactory progress towards meeting the forecast outputs as detailed in the Schedule 1 - Offer of Grant.
- When any of the information provided in the application for grant or in supporting or subsequent correspondence is found to be substantially incorrect or incomplete.
- If the applicant receives support from any other Community Institutions or public bodies toward the cost of the project which is the subject of this offer letter, unless the grant was taken into account in making this offer.
- If the assistance exceeds European Structural Funds intervention limits.
- If the Applicant fails to comply with any condition of grant.

3.5.2 Any recovery of grant must be repaid to the Scottish Government within 30 days of the first demand. No further payments will be made to the applicant until the recovery is complete. This will be done firstly by offsetting against another project run by the applicant or thereafter by invoice.

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### **3.6 Applicant Retention of Documentation**

3.6.1 Applicants must retain documents relating to the implementation of the project and its financing until at least 31 December 2019.

### **3.7 Project Information and Publicity**

3.7.1 You are required to hold basic information including a current address for participants. This will facilitate any follow-up survey to be conducted to assess the longer-term impacts of the projects. Where partners or contractors are undertaking the project, the applicants will be responsible for ensuring that full access is available to all participant and project records for follow up evaluations.

3.7.2 Applicants are required to comply with all publicity and evaluation requirements, as detailed in your signed application form under Part 6 – Compliance & Declaration.

3.7.3 Participants must be made aware that the project is supported by funding from the European Structural Funds of the European Structural Funds 2007- 2013 Programme.

### **3.8 Quarterly Progress Reports, Claims and Project Evaluation**

3.8.1 Applicants must produce a progress report and claim on at least a quarterly basis. A table setting out these key dates is in your agreed Schedule 2 - Acceptance of Offer of Grant. This table is replicated, once your Offer of Grant has been agreed, as Part 8 of your Stage 2 Application, available through EUROSYS.

3.8.2 A first progress report, transaction lists and claim must be submitted as specified in part 2.2 of Schedule 2 - Acceptance of Offer of Grant. If no claim is received consideration will be given to withdrawing the offer of grant.

3.8.3 When submitting the progress report and claim you will be required to report on the progress against indicators (all projects) and characteristics of participants (ESF projects only) assisted by your project(s) and against the figures provided in your approved application form.

3.8.4 The submission of quarterly claims and project progress report is an important control mechanism in tracking the financial and practical progress of projects in accordance with the approved application.

3.8.5 It is possible for a project to submit a nil claim for a particular quarter, so long as sufficient justification is given. However, a project progress report must be submitted each quarter regardless of whether or not a project is declaring expenditure for the period.

3.8.6 All projects must provide a final claim, transaction list, progress report and evaluation feedback by the Financial End Date of the project, as detailed in Schedule 2 - Acceptance of Offer of Grant in order to receive any final funding.

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