



GUIDELINES FOR HWLLN PROJECT FUNDING

Payment Terms

The standard arrangement with regard to project funding is that the LLN will pay funding in 2 stages:

1. 50% of the total approved funding at the mid-point of the project (or, if the claiming institution prefers, the actual expenditure made to date up to 50% of the total funding)
2. the remaining balance of up to 50% upon completion of the project

Where the arrangements are different from the above, this will require prior approval by the LLN.

Submitting a Request for Funding

Claims will only be paid upon receipt of official invoices sent to:

Donna Obrey, Project Officer, Lifelong Learning Network for Herefordshire & Worcestershire, University of Worcester, Henwick Grove, Worcester, WR2 6AJ

Email: d.obrey@worc.ac.uk

Please ensure that you quote the relevant purchase order number on all invoices – the purchase order will be sent to you following approval of the project by the Steering Group.

Information Required when Submitting your Invoice/Request for Funding

You will be required to provide the following information with your invoices – please note that we will request different information dependent upon whether you are submitting your mid-point or final invoice:

1. Mid-Point Invoice

- If claiming the full 50% of the funding, a spreadsheet showing the expenditure made to date and a projection of future costs will be required

or

- If claiming for the actual costs to date, you can either submit the detail on the invoice or via a separate spreadsheet

2. Final Invoice

- A Project Closure Template must be completed and submitted with details of the actual costs of the project. This template is available on the LLN website at: http://www.hwlln.ac.uk/documents/Project_Closure_Template.doc

Please note that you will be required to submit evidence for some expenditure items – see section entitled 'Arrangements for Different Types of Project Funding' for further information.

ARRANGEMENTS FOR DIFFERENT TYPES OF PROJECT FUNDING

Staff Time, Travel and Other Expenditure Items

The following information will be required to be detailed on/submitted with your invoice(s):

Type of Expenditure	Evidence Required*
Staff Time	The following details must be provided on your spreadsheet/invoice: <ul style="list-style-type: none">• Name of Staff Member• No of Hours/Days• Rate per Hour/Day
Car Mileage	The following details must be provided on your spreadsheet/invoice: <ul style="list-style-type: none">• Name of Staff Member• No of Miles• Rate per Mile (40p per mile for first 100 miles of a return journey, 23p for each mile thereafter)
Public Transport	This expenditure must be supported by the following: <ul style="list-style-type: none">• A Copy of Ticket(s) for each journey made by public transport – we will not reimburse any first class travel
Other Expenditure	All other expenditure must be supported by receipts, where this is not possible you must notify Donna Obrey (d.obrey@worc.ac.uk)

* Where we do not request receipts against expenditure, please note that the LLN may contact you at a future date to request this information.

Purchase of Equipment

Where funding has been authorised for the purchase of equipment, please note that **all equipment must be purchased by the LLN** – we will be unable to provide reimbursement for any equipment that your institution has purchased directly.

In order for the LLN to purchase these items, you will need to supply Donna Obrey (d.obrey@worc.ac.uk) with the following details in order for the items to be purchased on your behalf:

- Full Name of Equipment
- Specification of Equipment
- Approximate Cost
- Suggested Supplier – however, the LLN will have to purchase the items from one of the University's recommended suppliers