



August 2010

**€bulletin >>>**

> regeneration > sustainability > innovation > commitment



Welcome to the Highlands and Islands Partnership Programme **August 2010 €bulletin >>>** ... prosperous, inclusive and self-sustaining communities, where the unique cultures, traditions and environments are enhanced ...

## Welcome to the August €bulletin

### Round 5

The Round 5 deadline passed in August and the IAB staff are working through the technical and eligibility checks on all applications. You may receive a request to amend some parts of your application form or provide additional evidence or information. These requests will be issued over the next three weeks and you are required to respond promptly.

Any projects with staff costs should provide copies of job descriptions for all ERDF or ESF funded posts with their application; if you haven't done so already please provide these as soon as possible.

Please remember that all match funding must be in place and written confirmation sent to the

IAB by 30 November 2010. Where match funding has already been confirmed, and you have not already done so, evidence should be forwarded to the IAB now.

## Submission of Additional Materials with Progress Report and Claim Forms

As applicants are aware, the IAB is carrying out administrative desk checks on all Progress Report and Claim forms (PRCs). As part of these checks we need to review evidence of publicity and receive a list of all approved contracts associated with the project. For publicity, applicants need to ensure that the correct logo is clearly portrayed, with the appropriate fund acknowledged and any material (e.g. news releases, leaflets, photographs of site signage/plaques etc) should be submitted with each PRC, as and when available.

Many examples of publicity we have seen have been very good and are used in a variety of ways to market a project and promote the funds. It is essential that the correct logo for the fund supporting your project, with the prescribed wording acknowledging the funding, is included as this is one of the requirements under the conditions of grant. Download the publicity guidance here: <http://www.hipp.org.uk/files/downloads/download698.pdf>

In addition to publicity evidence, we require a list of all contracts let under the project (type of contract and name of the successful contractor and agreed contract price).

## €urosys

We have noticed a number of applications for Stages 1 and 2 that have been started on €urosys for previous Rounds but are now obsolete (i.e. were never submitted). We would be grateful if applicants could now remove these from the system. Any proposals to pursue the projects at this stage would require new Stage 1 and Stage 2 applications.

