12th December 2022

*‘Without prejudice’*

Dear Provider

**Important information for all providers regarding closure of the Tees Valley ESF Community Grants (ESFCG) Programme**

This message is to give you advance notice of the forthcoming closure of the ESF Community Grants Programme in early 2023. It is also to ensure that you are fully aware of the steps that **you** will need to take to ensure that your project is fully completed and have submitted all the correct evidence by the required deadlines. This is to ensure that Council staff have everything they will need and sufficient time to carry out your final audit and all eligible expenditure can be repaid. This means that there are a number of key dates and responsibilities which you **must** adhere to:

* **31st December 2022** – is the final date that almost all of our ESFCG projects have been given to cease all delivery. If so, you must abide by this and submit all learner evidence /progressions and financial information related to your project **by 31st January 2023**.
* **31st January 2023** – has (exceptionally) been agreed as the final closure date for a handful of recently started projects. This will therefore be the absolute final date for any form of activity to take place/timesheet completed/cost incurred etc. against any ESFCG project. This relates to all delivery, plus any subsequent administration and accounting activities.
* **28th February 2023**- is the final date for any learner information / financial evidence etc. to be received within the Council against any ESFCG project. Please use Anycomms for all submissions.
* **31st March 2023** – is the date when the overall ESF Community Grants Programme will close completely. Final audits will need to be fully completed and all expenditure must be repaid by this date.

**NB: Please note that the above dates cannot be extended under any circumstances.**

In view of this very tight schedule for the remainder of this programme and the large number of projects which are currently still running and need to be concluded, it is in your interests to take steps now to wind up your project and supply all outstanding evidence etc. to us as soon as possible.

Please note that **it is your responsibility** to ensure that all evidence submitted is 100% accurate, complete and covers all outstanding information. Please be aware that if this is not the case, Council staff will not be in a position to seek replacement information at this late stage, therefore anything that is in doubt or disputed at this point will be excluded from your final financial audit and will not be repaid.

We will be in touch further if we need to tell you anything specific regarding your project.

Kind regards

**Sue Hannan**

**Project Coordinator, ESF Community Grants**

**Hartlepool Borough Council**

Email:[ESF.CommunityGrants@hartlepool.gov.uk](file:///C%3A%5CUsers%5CCEPRJH%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C3GM2DASB%5CESF.CommunityGrants%40hartlepool.gov.uk)