

**MAYOR OF LONDON**

# **The Mayor's London Careers Hubs Programme**

**London Careers Hubs**

**Eligibility and Evidence Handbook**

Version 2 – November 2025

This document sets out the delivery guidance that applies to organisations awarded a Grant to deliver a **London Careers Hub** funded by the Mayor of London, UK Shared Prosperity Fund (UKSPF) and the Careers and Enterprise Company (CEC)



**Funded by  
UK Government**

**THE CAREERS &  
ENTERPRISE  
COMPANY**

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## Introduction

### Understanding the terminology in this document

This London Careers Hubs Programme Eligibility and Evidence Handbook will be referred to from this point in this document as the 'Evidence Handbook.' This Evidence Handbook forms part of the London Careers Hubs Grant Agreement (the 'Grant Agreement').

In this Evidence Handbook, the terms 'GLA,' 'we,' 'us' and 'our' refer to the Greater London Authority.

The GLA has awarded grants for the London Careers Hubs activities to be delivered. These activities that will be undertaken in accordance with the Grant Agreement are known as the 'Project.' The payments that will be made for the delivery of the Project are referred to in this document as 'Grant Funding.'

The organisations that have been awarded Grant Funding and have signed a Grant Agreement with the GLA in their capacity as the lead organisations responsible for delivering the Project are referred to throughout this handbook as 'Providers.' This includes all Consortium Members. We also use 'you,' 'your' or 'yourself' to refer to Providers.

We use the term 'Employer Beneficiary' to describe a micro, small or medium sized enterprise (SME) (including a co-operative enterprise or enterprise of the social economy), which is a direct beneficiary of the Project.

An enterprise is considered to be any entity engaged in an economic activity, irrespective of its legal form. Staff headcount and financial ceilings determine enterprise categories.

We use the term 'Other Beneficiary' to describe any other organisation (e.g. a school, college or an employer engaged in project activities that is not an SME) which is a direct beneficiary of the Project and whose own beneficiaries (e.g. students, teachers) will directly or indirectly benefit from the Project. For this project, only schools and colleges that are part of the Careers Hub in the sub-region are eligible to receive support from the Careers Hub.

The Grant Agreement defines a 'Beneficiary Organisation' as 'any organisation (rather than an individual) participating in the delivery of a Project in relation to which Evidence or data is required to be collected and submitted to the GLA.' Employer Beneficiaries and Other Beneficiaries are both 'Beneficiary Organisations' as defined in the Grant Agreement.

A 'Participant' on this project is defined as the employee of the Employer Beneficiary (the employee of the SME, i.e. the Enterprise Advisor) who is actively engaged on the project's activities with schools.

'Direct Delivery' refers to any activity delivered directly to a Beneficiary Organisation or Participant that has started on the Project to enable them to progress towards achieving the Key Performance Indicators (KPIs) and SME Outputs and Results.

A 'GLA Provider Manager' will be designated as your main point of contact with the GLA.

Grant Funding will be awarded to support your delivery of the Project. Specifically, London Careers Hubs grant funding may be used to support the staff costs and other costs (as set out in the Project Requirements) leading to achievement of the Key Performance Indicators and SME Outputs and Results which are described in Appendices in the Project Requirements and set out in Schedule 2 & 5 of the Grant Agreement.

### About this Evidence Handbook

This Evidence Handbook has been designed as an aid to Providers. It includes information about eligibility and evidence requirements for the Project. This Evidence Handbook is set out in three sections:

- |        |  |
|--------|--|
| Part 1 | Evidence and eligibility requirements for actual expenditure for of the Project. This includes direct staff costs; indirect costs; and other direct costs. |
| Part 2 | Evidence requirements for delivery of the Project Key Performance Indicators   |
| Part 3 | Requirements for Outputs and Results.  |

Your Grant Agreement contains the requirements for the Project, and includes this Evidence Handbook, as updated from time to time. All Project staff, including those employed by Subcontractors, should ensure they are familiar with the Grant Agreement including the up to date Annexures and Schedules.

Providers must operate within the requirements of their Grant Agreement, including this Evidence Handbook, the Delivery Handbook<sup>1</sup> and any other supplementary GLA guidance that we may issue from time to time. If you do not, you may be in breach of your Grant Agreement with the GLA.

This Handbook is to be used as guidance only. We reserve the right to make changes to this Evidence Handbook as and when necessary, in future. This may be, for example, to comply with any updates of legislation or guidance from our funders, or to

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<sup>1</sup> The Mayor's London Careers Hubs Programme Delivery Handbook

ensure continued compliance with any requirements set by government. It remains the responsibility of the Provider, to ensure compliance with national eligibility and evidence requirements at all times. Changes may also be advised from the Careers & Enterprise Company; these changes, may relate, for example, to the amount of funding available for staffing and the Hub Delivery Fund, the format of reporting or the eligible spend items for the Hub Delivery Fund. We may also advise on data security and data sharing requirements.

For the avoidance of doubt, any amendments to the Eligibility and Evidence Handbook and Delivery Handbook made after ESF funding has stopped, in August 2023, being utilised for this Project does not change the requirements, relating to delivery that was undertaken using the European Social Fund (that is, the first two academic years of the programme), including around evidence and document retention. Beneficiary Organisations must continue to ensure they can evidence full compliance with ESF requirements for this period if audited. Please ensure that you fully understand all evidencing rules appropriately.

### **Submission of evidence to support a claim for Grant Funding**

As set out in the Grant Agreement, as part of claiming Grant Funding you will need to submit scanned copies of all evidence to support the amount of Grant Funding claimed (unless informed in writing by the GLA that you are not required to), electronically through an online secure portal. When you submit evidence, we will understand that evidence to have been certified as correct by you - we no longer require additional certification of evidence.

The GLA will issue separate guidance on the process for electronic submission of these scanned and certified copies of evidence. The scanned copies must comply with the requirements specified in the separate guidance (as amended from time to time by the GLA) and in the Grant Agreement.

### **Supporting documents to be available for inspection for monitoring or audit purposes**

This Handbook defines the minimum requirements that the GLA expects you to achieve, and the evidence required to support a claim for payment of Grant Funding. Evidence that all minimum requirements have been met should be held on the Employer Beneficiary File and scanned and certified copies should be submitted as described above to support the amount of Grant Funding claimed.

However, there are additional qualitative expectations regarding programme activity and Employer Beneficiary engagement which should be demonstrated through robust documentation held on the Employer Beneficiary File. Support provided to Employer Beneficiary should be tailored to their individual needs.

The GLA recognises that Employer Beneficiary Organisations will require different levels of Direct Delivery (see paragraph 13). Evidence of Direct Delivery which has

taken place should be captured through records of attendance or participation in activities. These records should be available to be reviewed at the GLA's Project 'Monitoring Visits' or at audit.

The GLA may require a Performance Improvement Plan to be implemented and/or withhold or reduce Grant Funding if it has reason to believe that a Provider is not delivering in the 'spirit' of the Project, for example if evidence viewed at Monitoring Visits or feedback from beneficiary organisations or stakeholders suggests that the Provider or their subcontractors delivering with the aim of securing Grant Funding payments rather than recruiting the intended Project groups and providing them with appropriate support to meet their needs, overcome barriers and achieve Key Performance Indicators and SME Outputs and Results in accordance with the Project aims and objectives.

The submission to the GLA of scanned copies of your documentation does not remove the requirement for you to retain the original documentation in the Project or Employer Beneficiary Files. Original documentation may be reviewed during Monitoring Visits and audits.

In cases where either qualitative evidence or evidence to support Grant Funding claimed cannot be produced for inspection or is deemed insufficient by the GLA Provider Manager, the GLA may require you to secure appropriate evidence and/or improve your record keeping. In accordance with the Grant Agreement, failure to comply may result in the GLA withholding payments, reducing the value of, or terminating, the Grant Agreement and/or requiring repayment of Grant Funding already paid to you.

## **PART 1**

# **Evidencing Actual Expenditure**

## **General Guidance on evidencing actual expenditure**

You may claim for costs that you incur in delivering the Project to be reimbursed. However, for costs to be claimed you must ensure:

- 1 The expenditure is in line with the Project Requirements and this Evidence Handbook; and
- 2 The expenditure is eligible.

Costs are split into three categories.

- 3 Direct Staff Costs
- 4 Indirect Costs
- 5 Other Direct Costs

For this Project you must provide evidence for both Direct Staff Costs and Other Direct costs. Indirect Costs will be calculated at a flat rate of 25% of the eligible Direct Staff Costs you incur, and no further evidence will be required.

For all Direct Costs, you must provide evidence of what has been bought, or in the case that a member of staff is working directly on the Project delivery, evidence of salary costs associated with that Project delivery. We may require, at our discretion, evidence that money has actually been paid for that item or to that staff member.

## **Purchasing goods and services**

Where you claim the costs of any goods or services that you have purchased, you must ensure that all items have been purchased in line with the relevant procurement rules / law. Please note, this relates to small value items as well as larger procurements.

You must retain evidence that procurement guidance has been adhered to. You must submit this evidence to the GLA when requested (and possibly within each claim). Not doing so may lead to financial penalties / clawback.

## **Minimum Evidence Requirement**

### **Direct Staff Costs**

These costs apply to the roles as described in the Project Requirements for Careers Hub staff costs, or as confirmed to you in writing, through a Grant Agreement or Deed of Variation, by the GLA. You must not recruit additional staff, over and above these roles to deliver this project unless approved in advance and in writing by the GLA.

Direct Staff Costs can include employer's national insurance (NI) and superannuation/pension costs. Direct Staff Costs may also include those costs covered in a person's contract of employment that are taxable incentives and directly linked to pay and pension contributions.

Providers must collect, submit, and retain evidence for Direct Staff Costs. This will include:

1. Evidence of apportionment of time for those not exclusively working on the Project.
2. Additional evidence about pension contributions

This combination of evidence should allow you to clearly demonstrate to the GLA (and external auditors) expenditure. As noted above, whilst defrayal evidence is not required for claim submissions, it may be requested by the GLA from time to time.

TUPE may apply for this Grant. Currently, the staff below are employed in the respective roles for each sub-region. Should TUPE apply, the employees will be allocated to cover one of the areas of London with a salary in line with the national role description.

The Provider is advised to undertake their own due diligence on whether or not TUPE may apply. The GLA gives no warranties as to the accuracy of the information provided on TUPE.

Please see Appendix C for more advice about evidencing staff costs.

### **Evidence of Expenditure:**

For all Direct Staff Costs as set out in the Project Requirements, and subsequent Deed of Variation, Providers must provide evidence of expenditure.

Staff spending part of their time on the Project should have the amount of time they spend on the Project fixed in their contract (the 'Fixed Percentage' methodology) are exempt from any staff salary defrayal evidence checks.

It may be possible for staff to work variable hours on the Project each month. However, before you allow this you must get written permission from your GLA Provider Manager and will have to provide additional evidence to the GLA, and in certain circumstances calculate an hourly rate.

For example, to evidence the payment of salary you might need, depending on your method of payment:

A **payslip** evidencing total pay to the individual. Normally this will include the employer pension and NI contributions that you wish to claim, but if these are not included on the payslip they should be evidenced in some other form.

If the GLA requests to see evidence of defrayal, you should be able to trace back from a payslip (or equivalent document) to defrayal from a bank account. Links between documents should be clear (for example, through payroll or other reference numbers).

A **BACS Run**, showing total amount paid from the payroll run and the total of the BACS run.

A **bank statement**, showing total from BACS Run.

Acceptable salary defrayal evidence that Providers should keep may include, but is not limited to, a BACS Statement/Run and a Bank Statement. A screenshot of the BACS Statement/Run.

Additional Evidence applicable to ALL Project staff.

**Additional**

Document	
HR letter or letter of appointment (this should normally confirm start date and FTE)	HR Letter
Job description (matching CEC requirements where applicable)	Job Description

***Please note:***

Either singularly or as a combination, the Job Description and HR Letter should include the date from which the post is funded by the Project and the proportion of time that the employee is spending on the Project.

The Job Title in the Job Description must match the job title in the latest Organogram provided to the GLA for your project.

Additional evidence required for full-time or part-time staff who only spend part of their time on the Project.

Please note, staff working part-time on the Project must work a minimum of 50% of full-time equivalent (FTE) hours on the Project. The Careers & Enterprise Company retain the right to veto any appointment if it is felt that the candidate does not meet the minimum required criteria, including appointments for sub-contractors.

Where a member of staff does not spend all their time on the Project, you must evidence what proportion of their salary is directly attributable to the Project. This is done through the 'Fixed Percentage' methodology, in which the proportion of their time is fixed in their contract. So, if someone's contract of employment says that 50% of their time is to be spent on the Project, you can only claim 50% of their salary.

Document	Naming Convention
<p>Detailed breakdown of the apportionment of staff costs spent on the Project in all cases.</p> <p>Where the 'Fixed Percentage' methodology has been used, you must provide:</p> <p>A copy of the contractual document which confirms the fixed percentage of time per month the employee is working on the Project.</p> <p>A copy of the payslip and any other documents, where necessary, which show the actual gross employment costs which have been used to calculate the correct 'Fixed Percentage' Direct Staff Costs amount for the selected transaction line.</p>	<p>Time Apportionment</p>

### **Additional evidence required for Increased Pension Contributions**

Please contact your GLA Provider Manager if you wish to claim higher pensions contributions as part of your Direct Staff Costs because these include an element of a 'past service deficit.'

### **Indirect Costs**

Direct costs are the costs which directly relate to initiating and implementing the agreed project activities. A direct link between the cost and agreed activities must be demonstrated and easily quantified without the need to consider arbitrary apportionment methodologies.

Indirect costs are, by default, all other eligible costs that do not meet the above definition of a direct cost. Indirect costs are shared organisational costs, which cannot be directly linked to project activity because it is difficult, or impossible, to quantify a precise amount attributable solely to a single project. Indirect costs may cover (as an example):

- 1 premises costs
- 2 recruitment expenses
- 3 accountancy costs
- 4 cleaning costs
- 5 telephone
- 6 utility charges
- 7 administrative support

8 staff travel expenses.

Providers will be paid 25% of the value of valid Direct Staff Costs to fund any Indirect Costs they incur. Projects cannot claim any additional Indirect Costs. Please note, that the combined Direct and Indirect costs claimed for each post must not exceed the maximum claimable for staff posts as laid out in the Grant award and updated from time to time by the CEC and GLA in a Deed of Variation.

No further evidence will be required.

### **Staff costs flexibilities**

Providers cannot exceed the overall grant funding for staffing agreed in the GLA Grant or subsequent Deed of Variation(s). However, there are some flexibilities permitted to help Providers to maximise their grant value for staff costs.

A request for the flexible use of funding must be submitted in writing to the GLA. The Provider cannot submit a claim with any flexible use of funding without prior written approval by the GLA.

Flexibilities are set out below:

Please note that the 20% limit on transfer of Delivery Fund to staff costs or the 20% limit on transfer of staff funding to Delivery Fund does not apply to Strategic Authorities in light of the total funding allocation.

Please note that the limit of 25% transfer of staff funding for management roles being transferred to other roles does not apply to Strategic Authorities in light of the total funding allocation.

### **Hub Delivery Fund**

70% of the value of Hub Delivery Fund is expected to be spent on modern work experience, whether on direct delivery or readying the system. A particular focus on disadvantage and those missing out should be at the forefront of spend.

Where the amount of Hub Delivery Fund spend on a single item exceeds £5,000 this must be signed off by GLA Provider Manager.

Eligible Hub Delivery Fund (HDF) spending items are:

Networking events primarily aimed at Hub schools and colleges to increase learning and sharing of good practice.

1. Activities related to the achievement of Gatsby Benchmarks in Hub schools and colleges.
2. Local events to engage schools and employers in the programme/ apprenticeship events.
3. Training events and materials for Enterprise Advisers or Careers Leaders

4. Engagement material and activities
5. Resources / toolkits
6. Costs incurred by Community of Practice Leads/Educational Leads in their support of the Hub.
7. Costs incurred by school/college staff for CPD, where it does not conflict with ineligible items below.
8. Projects with local stakeholders aligned with priorities identified within the Careers Hub Strategic Plan
9. Staff costs i.e. for project management of the Fund
10. The following are NOT eligible spending items for the Hub Delivery Fund:
11. Transport/travel and subsistence (because Hub Delivery Fund spending should be sustainable).
12. Costs related to assessments for the Quality in Careers Standard or similar awards or accreditations.
13. Additional sponsored Careers Leaders training from The Careers & Enterprise Company
14. Training for Careers Adviser or Careers Development Practitioners
15. Duplicative research already being undertaken by CEC.

Spend on venues or catering should be kept to an absolute minimum.

Spend of Hub Delivery Fund on software or processes must be agreed with the CEC Manager and GLA to ensure any spend is in line with CEC's digital strategy.

Note that for the Hub Delivery Fund:

- 1 Payments made via petty cash may be claimed, with appropriate evidence, but no more than £50 may be included for any one transaction.
- 2 Premises costs (e.g. venue hire) are only eligible where the Provider can evidence an actual additional cost (i.e. over and above normal operating costs which are already covered by the 25% Indirect Costs above), and they are fully and directly related to the delivery of the Project. Notional rental charges where the applicant owns the premises, or occupies premises rent-free, are NOT eligible.
- 3 The cost of small items of equipment (new items costing less than £1,000) may be claimed, but these should be listed in the Provider's application. If you need to purchase small items of equipment which were not specifically listed in your application, you should seek approval from your GLA Provider Manager before you purchase them.
- 4 Bank or other financial charges and fees, fines, interest payments, legal fees, items of capital expenditure, redundancy costs, service charges, any costs associated with TUPE and recoverable VAT are all ineligible items of expenditure.

This list of items is not exhaustive. It is not possible to include details of all items that can be classed as eligible or ineligible expenditure. Any queries about eligibility of costs should be directed to your GLA Provider Manager.

For any item claimed as “Other Direct Costs,” Providers are required to provide evidence of Expenditure as a minimum. Providers are not required to submit evidence of defrayal, although the GLA, or its auditors, may ask for evidence of defrayal. You need to provide an invoice or receipt (as proof of expenditure). Providers should also keep additional proof of defrayal (such as a Bank Statement or BACS Run and Bank Statement).

<b>Evidence of Expenditure document</b>	
Invoices incurred solely for the Project (see below)	Invoice
Credit Card Payment (see below)	Credit Card Payment
Petty Cash Statement (should include entries showing funds being credited to Petty Cash record)	Evidence of Defrayal

**Other Direct Costs Expenditure Evidence:**

**Invoices incurred solely for the project**

The invoice date must fall before the invoice defrayal date unless your Provider Manager agrees an exception.

The date of the invoice should be within the relevant claim period. If the invoice is prior to the relevant claim period, your evidence must include an explanation on why the date(s) are outside of the given claim period – for example, if the invoice has been removed from a previous claim in order to obtain further evidence and therefore the invoice is being re-submitted;

The invoice has been certified as a true copy by an authorised signatory in line with your scheme of delegation.

Please see Appendix B for more advice about evidencing invoice transactions.

**Evidence for Internal Cost Transfers:**

If you have paid for a transaction using an internal cost transfer or similar method as part of the payment process you must have:

Evidence of an invoice/request for payment from a parent organisation to the Project, setting out the specific, direct costs to be paid by the Project and what services/goods have been provided by the parent organisation to the Project.

Evidence of the Project transferring the relevant direct costs amount to the parent organisation (e.g. financial journal entry, cost centre transfer record).

Evidence of the direct, actual costs incurred by the parent organisation to deliver these services/goods to the Project, and we may ask for evidence they have defrayed those costs e.g. bank statement; BACS run.

## **PART 2**

# **Evidence for Delivery of Key Performance Indicators**

Providers need to be able to demonstrate progress towards the Key Performance Indicators, set out in the Project Requirements and updated annually. Providers are required to complete the Careers & Enterprise Company's Enterprise Adviser Network Register (EANR) reporting tool and submit the report at each claim period. The EANR is the CEC's national online reporting tool. All staff will be provided with login details and training on how to use the tool and will be expected to update the EANR on a regular basis.

Performance is managed against the following expectations:

KPI / Objective	Measured by	Deadline
<p>A Hub Plan must be produced at the start of the academic year, including Work Experience that covers activity in the short, medium term and a longer-term vision.</p> <p>The plan should also include how you will tackle disadvantage across each of the three priorities of continuous improvement, work experience and boosting technical pathways.</p> <p>After submission of the initial plan in September, there will be termly reporting on progress made and funding spent.</p>	<p>Hub Plan</p> <p>Draft Hub Plan to be prepared and submitted on External Sharing Folder by 29th August 2025</p>	<p>12th Sept,</p> <p>14th Jan, 14th April, 14th Aug</p>
1. Continuous Improvement	Measured by	Deadline
Support institutions to make confident and sustained progress towards the implementation of the updated Gatsby Benchmarks with termly Compass completions.	BM performance through Compass	31st Dec, 31st March, 31st July

<p>Careers Impact peer-to-peer reviews: 25/26 is a critical year for beginning the process of getting to scale. Plans on how to scale and embed a quality approach should be included in your Hub Plan.</p> <p>By end of academic year 28/29, all institutions should have engaged in a quality Careers Impact peer-to-peer review, which should then continue on a 3 year cycle.</p>	<p>EANR</p>	<p>By 31st July 26</p>
<p>Target institutions through tiered triage and support to accelerate progress against updated Gatsby Benchmarks where needed most.</p>	<p>Use of Careers Impact System</p>	<p>Ongoing</p>
<p>Employer Standards should be embedded into your offer to support employers to self-assess and access resources that will support them to have the most impact from their outreach.</p>	<p>Use of Employer Standards/Employer Portal</p>	<p>Ongoing</p>
<p>All Cornerstone Employers undertake an annual Employer Standards self-assessment to demonstrate continuous improvement in careers education outreach.</p>	<p>Use of Employer Standards/Employer Portal</p>	<p>31st July 26</p>
<p>Complete "The Development Model" for your Hub to identify strengths and highlight areas of improvement, including for those who are most disadvantaged.</p>	<p>Reviews with Area Manager</p>	<p>31st Aug 25</p>

Increase in pupil completions of FSQ by 20% from 2024-25 levels.	Overview reports	31st July 26
2. Work Experience		
Based on your Hub Plan, support schools in your Hub in their preparation for the Work Experience Guarantee.	BM6 and performance against Work Experience baseline questions	By 31st July 26
Deploy a WEX Coordinator (or equivalent) to support a minimum of 15 schools with the greatest need to enhance work experience provision. Sustained progress should be achieved for these 15 schools towards updated Benchmark 6, and there should be faster progress against the Work Experience Baseline questions compared with other schools.  See “Modern Work Experience – readying the system” in supporting documents folder.	Signed MoUs by all WEX Coordinator caseload schools.  BM6 improvement and faster progress against the work experience baseline questions	Role or equivalent and signed MoUs must be in place by Nov 25  Progress by 31st July 26
Every Careers Hub has in place a Cornerstone Employer Group (or equivalent), with a Cornerstone Employer Chair, which represents local growth sectors.	EANR	Ongoing
Every Careers Hub evidences how the Cornerstone Employer	Hub Plan	Ongoing

Group has supported the delivery of high-quality work experience, particularly for those young people with the greatest need.		
Every institution in a Careers Hub offered the support of Enterprise Advisers (EAs) and have access to business volunteers with the goal of supporting high-quality work experience opportunities for young people with the greatest need.	EANR	31st Aug 26
Maintain, monitor, and report the number of EAs actively supporting the Careers Hub and the number of education institutions receiving support.	EANR	31st Aug 26
Participate in CEC-led evaluation/survey to evidence the impact of employer engagement.	Annual evaluation	Annually
3. Boosting Apprenticeships and Technical Pathways		
Act as a connection point for schools to national and local technical pathway resources, support, and advocates, including AAN, STEM	Hub Plan	31st August 26

Ambassadors and T Level Ambassadors.		
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It is the Provider's responsibility to retain evidence of achievement of KPIs and the GLA reserves the right to check evidence of activity and that the correct KPIs have been recorded.

You must ensure you have any evidence required by CEC for information you submit in the EANR.

The CEC may update EANR guidance and functionality from time to time.

## **PART 3**

### **GLA SME Outputs and Results**

This Project will deliver SME Outputs and Results. This will refer to:

- 1 Number of Enterprise Advisers from SMEs working with a school/college
- 2 Number of Enterprise Advisers from SMEs that sustain their engagement and complete at least 26-weeks working with their school/college.

The SME Outputs and Results are not paid. However, Providers are required to report against the SME Outputs and Results achieved.

If there are more than one Participant for each SME (i.e., if an SME has more than one Enterprise Advisor), you may only report one 'Small and Medium Enterprises (SMEs) supported Result. You are responsible for checking that the SME(s) reported meet the SME criteria as set out in the Introduction Section of this Evidence Handbook.

### **SME Records**

Providers should keep records of the SMEs engaged as Enterprise Advisers (EA) on the Project. These records should be updated on EANR.

Further to the end of ESF matched funding, the GLA no longer requires Providers to submit evidence of SME eligibility or separate evidence of EA activity. Confirmation of the number of EAs that are from SMEs can be provided through EANR data reports and EA registration details. Confirmation of an EA sustainable engagement in the Project can also be provided through EANR and feedback data.

Updates on SME engagement should be provided to the GLA through termly performance reporting.

Providers must provide additional data or information about EAs from SMEs as requested. This could include, but not limited to, information held about the business.

## **Appendix A – EANR Guidance**

EANR Guidance and support can be accessed here: [EANR Help Centre](#)

## Appendix B - Help sheet for Invoice Transactions

All submissions should be clearly understandable to a third party who is not directly involved with the project, and we suggest you test this internally before submitting evidence.

Project Name	Items specifically purchased for the Project, to which the invoice is being charged, should normally be referenced on the invoice
Invoice No or Ref	This reference should follow through all levels of related documentation to at least the point it is posted to the Purchase Ledger
Purchase order ref	This reference can be an alternative or additional to, the Invoice number and, if used, on documentation to defrayal.
Name or Company providing Invoice	Additional info to identify invoice as appropriate.
Amount Claimed	Ideally this will be 100% to the project. However, if it is an apportionment, an invoice covering a number of projects or if the amounts do not match in any way, this should be clearly highlighted and an explanatory note and or calculation included. Initialled and dated. The explanatory note and or calculation must be initialled and dated.
Scheduled Payment	If the invoice is a part payment with a scheduled call-off agreed, the Purchase Order should also be provided as evidence the call-off payment is correct.
Purchase Ledger	The invoice should be shown on the Purchase Ledger and shown as paid. A screen dump of the Purchase Ledger showing this should be provided and wherever possible this should link to the BACS payment

BACS Run	For example, the payment should be clearly shown within the BACS run with explanatory figures linking this to respective documents Wherever possible the amount claimed should be highlighted in a BACS build up.
Bank Statement	For example, defrayal of costs from the Bank Account. The figure being defrayed should match that of the BACS run. If the Bank Statement figures do not match BACS, an explanation of the difference should be included with backup documentation and calculations to demonstrate the Bank Statement figure.

## Appendix C - Help sheet Template for Salary Transactions

All submissions should be clearly understandable to a third party who is not directly involved with the project, and we suggest you test this internally before submitting evidence.

Project Name	For example, Hub 123
Claim Month	Month Year
Transaction List Item Reference	For example, 1, 2, 3
Employee Name	For example, A.N. Other
Payroll no.	
Gross Pay per Month	
Amount claimed in Period	
Project cost code used	
Job Description	For example, Job Description for the role of Officer in relation to transaction 1 attached for A.N. Other.  Needs to name the project.
Fixed Percentage Staff Costs	A copy of the contractual document which confirms the fixed percentage of time per month the employee is working on the Project and a copy of the payslip and any other documents, where necessary, which show the actual gross employment costs which

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	have been used to calculate the correct 'Fixed Percentage' Direct Staff Costs amount for the selected transaction line.
Payroll Reports	<p>For example, Payroll report detailing gross pay, and all pay costs for A.N Other for [month] as highlighted.</p> <p>A narrative should be provided if it is not clearly possible to demonstrate the links between the documents for both full time and hourly charged employees.</p> <p>Where possible, provide a link between the BACS payment and the monies defrayed. If this link cannot be clearly made, an explanation should be provided as to why not. Screenshots are acceptable.</p>
Pay Advice Reports	For example, a breakdown of pay costs, pay deductions and net pay due to the employee.
BACS Run	<p>For example, total Organisation payroll of [£X] with explanatory figures linking this to respective documents.</p> <p>As with payroll above, notes should be added to documents to demonstrate links between them.</p> <p>Supporting calculations where NI is paid on a different BACS run should be included and a note provided making the link.</p> <p>Wherever possible the amount claimed should be highlighted in a BACS build-up and included within the evidence.</p>
Bank Statement	For example, defrayal of costs from the Bank Account.

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	The figure being defrayed should match that of the BACS run. If the Bank Statement figures do not match BACS an explanation of the difference should be included with backup documentation and calculations to demonstrate the Bank Statement figure.
National Insurance	If organisations pay their NI and pension contributions monthly, it can be automatically accepted that these will be paid, and that the relevant defrayal date is the date the payroll is paid.

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