Appendix B

# Schedule 1 for 2023/24 Growth Hub Grant Funding

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| **PROJECT ACTIVITY INFORMATION** | | |
| Period of claim | Items and services needed to deliver agreed ‘conditions of funding’ and forecasted costings of each item or service being procured | |
| Quarter 1  April to June 2023 | **Expenditure Detail** | **Estimated Spend (£)** |
| BES – Growth Hub Manager (0.2 FTE) | 2,901.15 |
| BES – Navigator (0.8 FTE) | 7,610.40 |
| BES - Navigator (0.4 FTE) | 5,055.12 |
| BES - Marketing and communications (0.2 FTE) | 2,105.46 |
| BES - CRM licence | 5,136.00 |
| BEST – CRM licence | 5,310.00 |
| Central - Growth Hub management (0.7 FTE) | 15,000.00 |
| Central - CRM licence | 6,883.00 |
| Central - Website hosting costs (April-May 2023) | 82.00 |
| Central - Website hosting costs (June 2023 -March 2024) | 410.00 |
| Central - Pillory Barn retainer (April 2023 - April 2024) | 270.00 |
| KMGH – Growth Hub Manager (0.1 FTE) | 1,578.00 |
| KMGH – Growth Hub Supervisor (1.0 FTE) | 7,263.00 |
| KMGH – Navigator (1.0 FTE) | 6,114.00 |
| KMGH – Navigator (0.67 FTE) | 4,096.38 |
| KMGH – Navigator (0.67 FTE) | 4,096.38 |
| KMGH - Data Administrator (0.53 FTE) | 3,240.00 |
| KMGH - IT - Live Chat | 1,066.00 |
| KMGH - IT 365 - Team/Web Hosting/Support | 1,335.00 |
| KMGH - IT Evolutive - CRM and Reporting | 1,850.00 |
| KMGH – IT - Virtually Local | 15.00 |
| KMGH - Marketing - Newsletters, email updates | 270.00 |
| KMGH – Overhead/Margin - HR, SMT, Finance | 1,688.69 |
| KMGH - Net Zero Audits | 4,275.00 |
| **TOTAL AMOUNT BEING DRAWNDOWN FOR QUARTER 1** | | **£87,650.58** |
| **PROJECT ACTIVITY INFORMATION** | | |
| Period of claim | Items and services needed to deliver agreed ‘conditions of funding’ and forecasted costings of each item or service being procured | |
| Quarter 2  July to September 2023 | **Expenditure Detail** | **Estimated Spend (£)** |
| BES – Growth Hub Manager (0.2 FTE) | 2,901.15 |
| BES – Navigator (0.8 FTE) | 7,610.40 |
| BES - Navigator (0.4 FTE) | 5,055.12 |
| BES - Marketing and communications (0.2 FTE) | 2,105.46 |
| BES - Commissioned business support | 3,493.49 |
| BEST – Staff salaries (navigators/advisors, service management) | 29,330.00 |
| BEST – Communication activities, tools and materials | 4,734.00 |
| BEST - Marketing and promotional activities | 1,834.00 |
| BEST – Data collection and reporting activity/ tools/ resource | 1,434.00 |
| BEST - Administration | 2,400.00 |
| Central - Growth Hub management (0.7 FTE) | 15,000.00 |
| KMGH – Growth Hub Manager (0.1 FTE) | 1,578.00 |
| KMGH – Growth Hub Supervisor (1.0 FTE) | 7,263.00 |
| KMGH – Navigator (1.0 FTE) | 6,114.00 |
| KMGH – Navigator (0.67 FTE) | 4,096.38 |
| KMGH – Navigator (0.67 FTE) | 4,096.38 |
| KMGH - Data Administrator (0.53 FTE) | 3,240.00 |
| KMGH - IT 365 - Team/Web Hosting/Support | 1,335.00 |
| KMGH – IT - Virtually Local | 15.00 |
| KMGH - IT - Contingency | 700.00 |
| KMGH - Marketing - Website Updates | 300.00 |
| KMGH - Marketing - Newsletters, email updates | 270.00 |
| KMGH – Overhead/Margin - HR, SMT, Finance | 1,486.64 |
| KMGH - Business Investment Support Adviser | 11,001.00 |
| KMGH - Net Zero Audits | 4,275.00 |
| **TOTAL AMOUNT BEING DRAWDOWN IN QUARTER 2** | | **£121,668.02** |
| **PROJECT ACTIVITY INFORMATION** | | |
| Period of claim | Items and services needed to deliver agreed ‘conditions of funding’ and forecasted costings of each item or service being procured | |
| Quarter 3  October to December 2023 | **Expenditure Detail** | **Estimated Spend (£)** |
| BES – Growth Hub Manager (0.2 FTE) | 2,901.15 |
| BES – Navigator (0.8 FTE) | 7,610.40 |
| BES - Navigator (0.4 FTE) | 5,055.12 |
| BES - Marketing and communications (0.2 FTE) | 2,105.46 |
| BES - Commissioned business support | 3,493.49 |
| BEST – Staff salaries (navigators/advisors, service management) | 29,330.00 |
| BEST – Communication activities, tools and materials | 4,733.00 |
| BEST - Marketing and promotional activities | 1,833.00 |
| BEST – Data collection and reporting activity/ tools/ resource | 1,433.00 |
| BEST - Enhanced service provision | 12,500.00 |
| BEST - Administration | 2,400.00 |
| Central - Growth Hub management (0.7 FTE) | 15,000.00 |
| KMGH – Growth Hub Manager (0.1 FTE) | 1,578.00 |
| KMGH – Growth Hub Supervisor (1.0 FTE) | 7,263.00 |
| KMGH – Navigator (1.0 FTE) | 6,114.00 |
| KMGH – Navigator (0.67 FTE) | 4,096.38 |
| KMGH – Navigator (0.67 FTE) | 4,096.38 |
| KMGH - Data Administrator (0.53 FTE) | 3,240.00 |
| KMGH - IT 365 - Team/Web Hosting/Support | 1,335.00 |
| KMGH – IT - Virtually Local | 15.00 |
| KMGH - Marketing - Website Updates | 300.00 |
| KMGH - Marketing - Newsletters, email updates | 270.00 |
| KMGH – Overhead/Margin - HR, SMT, Finance | 1,415.39 |
| KMGH - Business Investment Support Adviser | 11,001.00 |
| KMGH - Net Zero Audits | 4,275.00 |
| **TOTAL BEING DRAWDOWN IN QUARTER 3** | | **£133,393.77** |
| **PROJECT ACTIVITY INFORMATION** | | |
| Period of Claim | Items and services needed to deliver agreed ‘conditions of funding’ and forecasted costings of each item or service being procured | |
| Quarter 4  January to March 2024 | **Expenditure Detail** | **Estimated Spend (£)** |
| BES – Growth Hub Manager (0.2 FTE) | 2,901.15 |
| BES – Navigator (0.8 FTE) | 7,610.40 |
| BES - Navigator (0.4 FTE) | 5,055.12 |
| BES - Marketing and communications (0.2 FTE) | 2,105.46 |
| BES - Commissioned business support | 3,493.49 |
| BEST – Staff salaries (navigators/advisors, service management) | 29,330.00 |
| BEST – Communication activities, tools and materials | 4,733.00 |
| BEST - Marketing and promotional activities | 1,833.00 |
| BEST – Data collection and reporting activity/ tools/ resource | 1,433.00 |
| BEST - Enhanced service provision | 12,500.00 |
| BEST - Administration | 2,400.00 |
| Central - Growth Hub management (0.7 FTE) | 15,000.00 |
| KMGH – Growth Hub Manager (0.1 FTE) | 803.00 |
| KMGH – Growth Hub Supervisor (1.0 FTE) | 7,263.00 |
| KMGH – Navigator (1.0 FTE) | 6,114.00 |
| KMGH – Navigator (0.67 FTE) | 4,096.38 |
| KMGH – Navigator (0.67 FTE) | 4,096.38 |
| KMGH - Data Administrator (0.53 FTE) | 3,240.00 |
| KMGH - IT 365 - Team/Web Hosting/Support | 1,335.00 |
| KMGH – IT - Virtually Local | 15.00 |
| KMGH - Marketing - Newsletters, email updates | 270.00 |
| KMGH – Overhead/Margin - HR, SMT, Finance | 1,361.25 |
| KMGH - Business Investment Support Adviser | 11,001.00 |
| KMGH - Net Zero Audits | 4,298.00 |
| **TOTAL BEING DRAWDOWN FOR QUARTER 4** | | **£132,287.63** |