

**Reminder to complete New Project Progress and
Interim Claim Form**

Rounding on IC Form

Update of Volunteer Rates

Please ensure that in future you complete the new PPIC form, which provides a breakdown of total eligible expenditure to show actual ESF, public match and private match expenditure. Government Office will accept no other claim forms as from the date of this bulletin.

The forms and guidance can be found on our website – www.gosw.gov.uk and follow the links through A-Z of GOSW Activities/European Funding/Objective 3/Objective 3 documents application forms and guidance. They can also be sent electronically via e-mail upon request.

Please note that the new Interim Claim form does round up all figures, this will not affect your claim.

Please ensure that all outstanding claims, current claims or the Additional Actuals Form are submitted on the new forms by 15th August 2004.

Volunteer Rates

The national salary rates for valuing volunteer time have been updated as detailed below. The new rates should be used from 1 July 2004. They will appear on the ESF website and in the next version of the ESF Guidance for Applicants which is due to be released shortly.

National rates for valuing volunteer time from 1 July 2004

Role	Notional full-time salary	Theoretical hourly rate
Project manager	£29,000	£16.76
Project co-ordinator	£23,000	£13.13
Project researcher	£23,000	£13.13
Project administrator	£16,300	£ 9.38

The conditions for the use of volunteer time are unchanged