

INSTRUCTIONS FOR COMPLETING THE DELIVERABLES TOOLKIT

Please ensure that you have read the ESF Funding Rates and Formula and the Read Me First documents before completing information on the spreadsheets

The purpose of the toolkit is to provide candidates with a tool which will calculate the contract value for which you are bidding. It may also be used for performance management purposes should your bid be successful. Candidates are required to insert information into cells highlighted in gold on the Overview tab:

- **Candidates must complete all fields highlighted in gold**
- **Organisation Name: self-explanatory**
- **UKPRN: if you have a UKPRN, please insert. If not, please state not applicable**
- **When inserting monthly profiles, please ensure that you only use whole numbers or the total contract value will be incorrect**
- **ST01: please insert the anticipated number of learners who will be assisted through this programme**
- **CG01: please insert the anticipated value of grant(s) to be awarded**
- **CG02: this will automatically calculate the value of the management cost based on the value of grant(s) to be awarded**
- **Total contract value – this will be the total value of the contract for which you are bidding and should not exceed the amount of funding available in the specification**