

## **Hero Project Financial & Project Guidelines**

### **Secondary School Enterprise Facilitator Claims**

1. As a partner institution you may claim each month for the salary costs of an Enterprise Facilitator for your school.
2. The Enterprise Facilitator claims must be made on the **HERO1** form which is included in this pack.
3. Monthly claims must be inclusive of salary on-costs, additional claims for these will not be paid at a later date. The maximum annual claim for the Enterprise Facilitator is £9000 (to be claimed over 12 separate months.)
4. A monthly claim for “accommodation” of the Enterprise Facilitator can also be made up to a maximum of £75 per month. If additional computer equipment needs to be purchased for the Enterprise Facilitator it should be covered by this sum. Further additional claims for “hardware equipment” will not be paid. This payment can be used to cover paper, ink, utilities and equipment.
5. Additional requests for resources must be authorised by the Enterprise Development Manager on form **HERO2** as included in this pack. Resources requested and subsequently authorised will include only those justifiably related to Enterprise Education and a justifiable case must be presented to the Enterprise Development Manager and the Schools’ Enterprise Officer.
6. “Innovation Funding” will be available once per year for schools to apply for to develop new and innovative enterprise practices internally. Application details for the bidding process will be made available to each school in November 2007. A condition of successful bids will be the sharing of case study information and resources with the administrators of the HERO project, and the availability of release of resources to other schools within the HERO locality.