



European Union
European Structural
and Investment Funds

Community Led Local Development (CLLD)

Expression of Interest Form Guidance for Applicants (EOI 3)

The Expression of Interest (EOI) is the first stage in applying for a CLLD Programme grant. This guidance is designed to help applicants to complete the EOI form. There is also an Applicant Handbook which you should use for reference when completing your application. A copy of the Handbook can be downloaded from the website at www.communityledcornwall.co.uk or can be obtained through the CLLD team.

Before you start

The aim of CLLD is to 'Provide pathways to better economic opportunities for local people and businesses at the heart of Cornwall'.

CLLD is a new way of delivering local development and is part-funded by the European Structural Funds. It has four essential principles:

- It starts at the local level and is 'bottom up'
- It has a Local Development Strategy that is developed and delivered through a Local Action Group
- It is innovative and based on local needs and potential
- It is an integrated approach – across sectors, themes, activities and participants – and area based

CLLD is seen as a new opportunity to try and address some of the issues that the CLLD Area faces and create sustainability and resilience. It is an opportunity to create new, fill gaps and add value through activities that might not otherwise happen.

Before starting the form, please take time to think about the following:

- How you will sell your project to us. Explain clearly what your project does and how it will fit with the Programme's delivery targets.
- Are you sure your project is in one of the Core or Functional areas identified in the Local Development Strategy?
- Be realistic about the size of grant you need. Don't ask for more grant than you will need to deliver your project.
- Be realistic about the outputs you will achieve.
- Do your research. CLLD cannot duplicate provision that already exists so please check whether there are other organisations in your area delivering the same activity to your target participants.

- Projects need to be innovative. In what way will your project deliver innovative activity?

For the purposes of the CLLD Programme, possible examples of innovation could include:

- At the business level, in terms of new products and services, working practices and business relationships
- At the community level in terms of social innovations that seek to find new solutions to social issues (and which benefit communities rather than individuals)
- At individual level, in terms of supporting individuals to overcome the issues that are affecting them

In either case, innovations could be:

- In relation to the types of activities undertaken e.g. skills development through community projects
- In a way in which they are delivered – methods of delivery e.g. peer to peer working, mentoring and coaching techniques
- In the partnerships and other working arrangements at the community level e.g. through co-design and co-production
- In the piloting and testing of new ideas with a view to their potential transferability elsewhere or scaling up within (and beyond) the area
- Equally; in bringing into a community ideas and activities that have been successful elsewhere and which could provide a new and different way forward locally. The innovation may be in the idea or activity as such, but in its use in the Cornwall CLLD Programme
- Present your project information clearly so that we can understand what it is you want to achieve.

Filling in the Form

Complete every section. You must fill out every section of the form, including drop down boxes to select specific information.

1. Project Contact Details

Please complete the requested contact details information. Check that the telephone number and email address have been entered correctly before submitting the form. These will be used by the Programme Team to contact you about your project.

2. Organisation Details

New Business - Click on the drop down box on the right hand side to select the relevant answer

Business address - Please complete the contact details for your business/organisation. If your registered business address is different from your correspondence address, please enter the correspondence address here

Legal Status – Click on the box which best describes the legal status of your business/organisation. If you answer 'other' to this question, please provide us with the relevant legal status in the box below

Business/organisation sector – Click on the drop down box to the right to select the relevant answer. If 'other' is selected please provide the relevant sector in the box below

Business/organisation size – Click on the drop down box to the right and select the relevant answer

Linked Businesses – Click on the drop down box on the right and select the relevant answer

A brief definition of linked businesses is as follows:

If your business is linked to other businesses, this might mean you exceed the business size requirements and the funding limits.

The most common circumstances under which businesses are considered to be linked are:

- one business holds a majority of the shareholders' or members' voting rights in another business
- one business is entitled to appoint or remove a majority of the administrative, management or supervisory body of another
- a contract between the business, or a provision in the memorandum or articles of association of one of the businesses, enables one to exercise a dominant influence over the other
- one business is able, by agreement, to exercise sole control over a majority of shareholders' or members' voting rights in another

3. Local Action Group Details

Local Action Group Area – Select the relevant LAG area from the drop down list on the right hand side

Projects benefitting more than one LAG area – Select the relevant LAG areas from the drop down list on the right hand side

4. Project Details

Please complete the project details as requested. The project description should be brief and succinct, providing details of what the project is and the issue(s) it is trying to address. Provide additional information on a separate Word document including the rationale for the project, the reason for choosing the target areas your project will work in and why the project is needed. Explain how your project will benefit the wider community and how it will directly engage with the target groups identified.

Innovation is an important criterion for CLLD funding. Please use this space to provide a description of why you think your project is innovative and what you are doing which sets it apart from other projects. Please also explain how your project activity will be different to other provision already taking place in your area.

Delivery Partners – it is important that we understand who you will be working with, if anyone, to delivery your project. Please provide us with the name of any providers you will be working with and what their role will be in the project.

5. Local Super Output Areas (LSOAs)

To find out whether your project is located in a Core of Functional area visit www.magic.gov.uk and follow the instructions below:

1. Click on 'Get Started'
2. Agree the terms of use
3. In the Table of Contents on the left, expand 'Administrative Geographies'
4. Then expand 'Other Administrative Boundaries'
5. Select the box for 'Lower Super Output Areas with Rural Def 2011'
6. Enter your postcode or grid reference in the search box at the top of the page and click on magnifying glass
7. Click the 'i' (for information) from the feature tools at the top of the page
8. Click on highlighted blue area
9. A message confirming the relevant LSOA area will pop up

A full list of the LSOAs for your area can be found in the Local Development Strategy (LDS) for your area. Please contact your local area Facilitator for this information if you do not have it already.

Once you have established which LSOAs your project will be working in, please fill out the table in section 5. It is important to note that 70% of the Programme's budget is allocated to supporting projects in the Core areas. Projects that only benefit Functional areas will be seen as a low priority and may not be able to be supported.

6. Which of the LDS Strategic Objectives will your project deliver?

It is important that you are familiar with the Priorities, Strategic Objectives and Indicative Activities for your LAG area. If you are unclear which LAG area your project is in, please speak to your area Facilitator or visit our website at www.communityledcornwall.co.uk.

To select the Strategic Objectives relevant to your project, click on the drop down boxes in your LAG area. If your project covers more than one area, please select the Strategic Objectives for each of the areas your project covers.

7. Outputs

Please enter the outputs you expect to achieve in the relevant boxes in this section. Be realistic about what you will be able to achieve. It is possible that some projects will have both ERDF and ESF elements to them. In this case, please provide your outputs for both. For details of the outputs targets for the Programme and the evidence we will require for reporting on them please refer to the Output Definitions document on the website www.communityledcornwall.co.uk or contact a member of the team for a copy.

8. Cross Cutting Themes

The Cross Cutting Themes form integral and extremely important components in administering European funds. The Cross Cutting Themes are defined as:

- Sustainable Development
- Equal Opportunities and Non-discrimination.

These themes, together, consider the natural environment and the human environment in a holistic manner and must be built into your project from the initial design and development phase, through to project delivery and beyond.

Environmental sustainability must be an integral part of all CLLD funded projects, and applicants need to ensure that their project activities do not have an adverse effect on the environment. Applicants must be able to demonstrate that they have given due consideration to the likely impacts of their project, demonstrating how they will maximise positive environmental impacts and, where appropriate, showing how they will remove/mitigate any potential negative impacts.

All European Structural and Investment Funds promote equality in accordance with the EU and national requirements. Applicants therefore need to be able to explain how their project contributes to, and meets the requirements of, the ESIF equality and diversity theme. Equality should be integrated into all aspects of project planning, development, implementation, monitoring and evaluation.

Applicants will be expected to have sustainable development and equal opportunities policies which are up-to-date as well as implementation plans. Evidence will be required to prove that they are reviewed regularly. Detailed guidance on the Cross Cutting Themes is available from the CLLD Team office on request. Copies of sample policies are also available to help you if required.

9. Costs and Funding

In this section, list all items of expenditure that you will be applying for. In the intervention rate column put the percentage grant intervention rate you would like to apply for. The ERDF/ESF and Match Funding columns should automatically pre-populate once you have entered the project costs and intervention rate.

It is important that you state where your match funding will be coming from. Match funding will need to be secured and evidence provided before a grant funding letter can be issued.

10. Timescales

When do you want your project to start? Please ensure you allow enough time for your project to be assessed. You will need to take into account the Local Action Group meeting dates. Speak to the Facilitator in your area to establish when the meetings will be held and how much time you should allow.

Please allow one month between project completion and the submission of your final financial claim. Once the final claim has been submitted your project will be considered complete.

11. Previous Grant Funding Received

If your organisation has been in receipt of any Public Sector funding over the last 3 years, please provide details in this section. This information will be used to assess how much State Aid you may be entitled to if applicable.

12. Other Current Projects

This section allows you to provide information on any other funding applications you have made which are either live or pending approval. If your match funding is coming through another funder e.g. Lottery you will need to provide details here.

13. Applicant's Declarations

Please tick all of the four boxes in the declaration. At the end of the form please complete the signature section. Both electronic and hard copy signatures are acceptable. It is important that you read and understand all of the information in the declarations section. If you have queries regarding the information provided, please contact the Facilitator for your area.