



European Union

European Structural
and Investment Funds

COMMUNITY LED LOCAL DEVELOPMENT (CLLD)

Enterprise Small Grants Scheme Application Guidance for Applicants (ESG01)

This guidance is designed to help applicants complete the Enterprise Small Grants Application Form and Procurement Appendix.

Filling in the form

You must complete every section of the application form and the Procurement Appendix, including drop down boxes requiring you 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

Business Start date – This is the date you began trading as your current business

Business trading age – This is the length of time you have been trading until making this application

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 below.

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 Sector – Please provide the SIC code for the activity your business undertakes, as listed on Companies House

Annual R&D – Please tell us how much, if anything, your business has spent on Research and Development activity in the last financial year

Number of product or process innovations – Tell us how many, if any, new innovative products or processes you have brought to market in the last three financial years

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

Business plan or accounts – If you have an existing business please submit your latest accounts or Profit and Loss statement. If you are a new business please submit a business plan that has been produced with the help of a professional or an organisation such as Access 2 Finance.

3. Local Action Group (LAG) Details

3.1 Please tick the relevant LAG area if not already selected.

3.2 Select the relevant areas from the drop down list if you are applying for funding in other LAG areas.

4. Project Name

4.1 Please provide your project name.

4.2 Project Details:

Please provide a project description which should be brief and succinct, providing details of what the project is and the issue(s) it is trying to address. If there is insufficient space on the form, provide additional information on a separate

Word document. Provide details about the rationale for the project and why the project is needed.

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

On some computers www.magic.gov.uk doesn't work if you are using Chrome. If you experience problems, try using Internet Explorer to do your search.

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 or visit our website www.communityledcornwall.co.uk.

Once you have established which LSOA your project will be working in, this will need to be entered into the table in Section 5. The table should be completed in the following way:

Postcode of the area covered – this should be your project postcode

Name and number of LSOA – this should be taken from the magic.gov.uk research above, and entered in the following format - 001B E01018937.

% of the project's activity – this should be the % of the activity funded by CLLD that will take place in that LSOA (for most small grants it will be 100%).

Estimated value of the project's activity – this will be the value in £'s of the grant that will be spend in that LSOA (for most small grants this will be the full grant value).

6. Strategic Objective

Please confirm your project meets the Strategic Objective identified. For more information on Strategic Objectives please refer to the Local Development Strategy or the strategy's Executive Summary.

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. For details of the output 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.

9. Current Workforce/Committee Baseline Data

- 9.1 Enter the number of people within your workforce/on your committee who consider themselves to have a disability.
- 9.2 Provide a breakdown of your workforce/committee by age and gender. If you would prefer not to say, please tick the relevant boxes.
- 9.3 If any of your workforce/committee considers they are from an ethnic minority, select the relevant option from the drop down list.

10. 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 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.

Your bank statement must have your business name on it and clearly show the account number and sort code. It must be your most recent statement showing an opening and closing balance.

11. 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.

12. State Aid/Other Grants Received

If you have received any grants or funding in the last 3 years please complete this section. Provide the total funding received in each of the three years. Enter details of each grant received in the text box including the year it was granted and by whom. If you are in the process of applying for any other funding, please enter details in the text box provided.

13. Applicant's Declarations

Complete the declaration section, ticking all the boxes and then complete the signature section ensuring that you have signed and dated the form before you submit it.

Check that you have all the relevant supporting documents which you need to include with your application.

Procurement Appendix

All applicants should complete the Procurement Appendix.

Complete the relevant intervention rate for ERDF Capital expenditure and Revenue expenditure. Once you have filled this in, the rate will be carried forward in the table below.

Enter all items of expenditure separately. Only enter eligible project costs in this section of the form, there is a section for ineligible costs below.

Include all ineligible costs relating to the project. Explain how these were calculated in the box provided.

Complete the declaration section and sign and date. The person who signs the form must be the same person named on the application form.

These guidance notes are designed to help you complete the Enterprise Small Grants Application form. If you have queries about anything covered in the guidance notes or you are unsure about how to complete any part of the form, please contact your area Facilitator.

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