

Community Led Local Development

Applicant Handbook

What you need to consider in getting your project ready
to apply for CLLD funding



This page is intentionally blank

Contents

Who to contact	3
CLLD Glossary	4
What is CLLD?	6
Can I apply?.....	7
Can I apply in partnership with other organisations?	7
Where does my organisation need to be located to apply?.....	7
What can I apply for?	8
Who can my project help?	11
Where can my project’s activities take place?	12
What outputs does my project need to deliver?.....	13
Do I need to have any other funding for the project?.....	14
What do I need to do about purchasing?	15
What else do I need to consider?	16
Cross Cutting Themes.....	16
Innovation.....	17
Other policies	17
What is the application process?	18
Grants of £9,999 and below.....	18
Grants of £10,000 and over.....	18
If invited to Full Application, how will my application be assessed?	20
When will I get a decision on the Full Application?	21
What happens if I’m not offered a grant?	21
What happens if I’m offered a grant?.....	21
How will I be paid?.....	22
How will my project be monitored?.....	23
Any Questions?.....	24
List of Annexes	25

Who to contact

Who?	Can help you with what?
<p>Rissa Parsons, Facilitator - West Cornwall LAG area Tel: 01209 614028 Mobile: 07538 259509 rissa.parsons@cornwalldevelopmentcompany.co.uk</p>	<p>Project development Application support</p> <p>Your first point of contact for projects in the West Cornwall Local Action Group area</p>
<p>Naomi Belert, Facilitator - Coast to Coast LAG area Tel: 01872 322329 Mobile: 07538 259545 naomi.belert@cornwalldevelopmentcompany.co.uk</p>	<p>Project development Application support</p> <p>Your first point of contact for projects in the Coast to Coast Local Action Group area</p>
<p>Ian Saltern, Facilitator - Atlantic & Moor LAG area Tel: 01208 262829 Mobile: 07538 259572 ian.saltern@cornwalldevelopmentcompany.co.uk</p>	<p>Project development Application support</p> <p>Your first point of contact for projects in the Atlantic and Moor Local Action Group area!</p>
<p>Ffion Stanton, Facilitator - South & East Cornwall LAG area Tel: 01579 341135 Mobile: 07538 259543 ffion.stanton@cornwalldevelopmentcompany.co.uk</p>	<p>Project development Application support</p> <p>Your first point of contact for projects in the South & East Cornwall Local Action Group area!</p>
<p>Josyanne Clarke, Area Co-ordinator West Cornwall and Coast to Coast LAG areas Tel: 01873 326047 Mobile: 07538 259577 josyanne.clarke@cornwalldevelopmentcompany.co.uk</p>	<p>Project development Application support</p> <p>Your contact for multiple LAG projects</p>
<p>Jon Teague, Area Co-ordinator Atlantic & Moor and South & East Cornwall LAG areas Tel: 01209 614034 Mobile: 07538 259496 jon.teague@cornwalldevelopmentcompany.co.uk</p>	<p>Project development Application support</p> <p>Your contact for multiple LAG projects</p>
<p>Natasha Downing, Project Administrator Tel: 01209 615067 Mobile: 07538 259529 natasha.downing@cornwalldevelopmentcompany.co.uk</p>	<p>Claims submission Outputs monitoring Your contact for general enquiries</p>
<p>Judith Hann, Programme Manager Tel: 07538 259576 Judith.hann@cornwalldevelopmentcompany.co.uk</p>	<p>Overall Programme Management Strategy and development Your contact for all whole programme enquiries</p>
<p>Our website: www.communityledcornwall.co.uk</p>	<p>Helpful information and guidance documents Information on closing dates and successful projects</p>

CLLD Glossary

CLLD	Community Led Local Development – the name of the programme
Core Areas	The geographic areas we need to invest 70% of our funding into; often depicted as 'red' areas on our maps
Enterprise	This is a legally constituted business carrying out commercial activity
ERDF	European Regional Development Fund – the money that supports businesses and people wishing to start a business
ESF	European Social Fund – the money that helps individuals gain skills to move towards employment
ESIF	European Structural and Investment Fund – the overarching term when ERDF & ESF are used together
Expression of Interest (EOI)	The initial form you will complete to tell us a little about your project, we will use this to assess its eligibility
Facilitator	A member of the CLLD team who you can discuss your project idea with and who will advise you on forms and processes etc. They are with you every step of your journey
Functional Areas	These are areas near our Core areas – they have an economic impact on our core areas. We can invest up to 30% of our funding in these areas through our Main Grants programme
Full Application	Once your expression of interest has been approved you will need to complete a Full Application where we will ask for more detailed information about your project
Grant Offer Letter	Once your application is approved you will be sent a Grant Offer letter, this is in effect your contract with us
Implementation Plan	This accompanies your policy and will detail what actions you will be taking to implement your policy, who is responsible for ensuring it gets done and by when etc. An implementation plan should be reviewed regularly.
Intervention Rate	The percentage of your overall project cost that CLLD

	are contributing
LSOA	A fixed geographical area with an average population of 1,500. CLLD has specific LSOAs for investment.
Local Action Group (LAG)	Each of the four areas of Cornwall (South & East, Atlantic & Moor, Coast to Coast and West Cornwall) have a Local Action Group representing them. This group is made up of local people who have an interest in seeing the area make the most of the funds available. Those people could be local councillors, local business people or individuals who represent community groups etc. These groups will have the responsibility of approving all applications made to the CLLD programme.
Local Development Strategy (LDS)	Each of the four LAGs covered by the CLLD project has their own LDS, it is a document that was created when we were applying for the funds to run the CLLD programme. The LDS contains information about the eligible areas, the issues faced by those areas and the solutions needed to help.
Match Funding	The percentage of your overall project cost that you are contributing
Potential Entrepreneur	Any individual who has a desire to one day set up their own business and work for themselves
Participant	An individual who takes part in the ESF activity of the programme
State Aid	Any aid that is given to an organisation by the state (i.e. Government). See our guidance note for more.
Volunteer Time	The hour's volunteers spend working as part of the delivery of your project. Volunteers cannot receive payment from your organisation

What is CLLD?

Community Led Local Development (CLLD) is a locally managed funding programme that targets selected areas in Cornwall to encourage local organisations and groups to suggest, design and deliver projects that contribute to increased employment, develop businesses and improve opportunities to enhance local communities.



Our CLLD programme will offer grants to a total value of £11.56m between 2018 and 2022. This funding comes from two European sources: European Regional Development Fund (ERDF) and European Social Fund (ESF).

The Local Action Groups (LAGs), of which there are 4 across Cornwall, consist of representatives of community, voluntary, private and public sectors. The LAGs drive and oversee the delivery of CLLD, making decisions on the projects to fund. All projects need to contribute to the Local Development Strategy that the LAG has agreed.

Cornwall Development Company is the Accountable Body and administers the programme on behalf of the LAGs.



Can I apply?

You can apply if you are a legally constituted body e.g. a voluntary and community organisation, a social enterprise, a private business, a sole trader, a registered charity, a statutory or non-statutory public organisation etc. and have strong links with the local communities in our target areas (for the purpose of this handbook we will use the word “organisation” to describe all who can apply).

We do not approve projects submitted by informal groups or individuals. However, if you are an informal group interested in applying for CLLD funding, we can offer some advice and signposting to you to help you become a formalised group.

Can I apply in partnership with other organisations?

Yes, you can submit a joint application with your partners. You will need to identify one lead partner who will submit the application, sign the grant agreement on behalf of all the partners and will be responsible for the whole project (including activities delivered by other partners).

You will need to have a Partnership Agreement in place which will clarify roles and responsibilities of each partner before we issue a grant agreement for your project.

Where does my organisation need to be located to apply?

If your project will benefit people in our target communities there are no formal requirements for where your organisation has to be located. However, it is essential that you have real links with our local communities, you have been closely working with / for them and that you understand their strengths and needs. This implies that you may be located in close proximity to the communities you support.

If your project is to develop your business you should be located in our target communities.

What can I apply for?

You can propose projects that support entrepreneurship, businesses and people on their journey towards jobs, better jobs and self-employment in our local communities. We welcome new ideas and innovative projects.

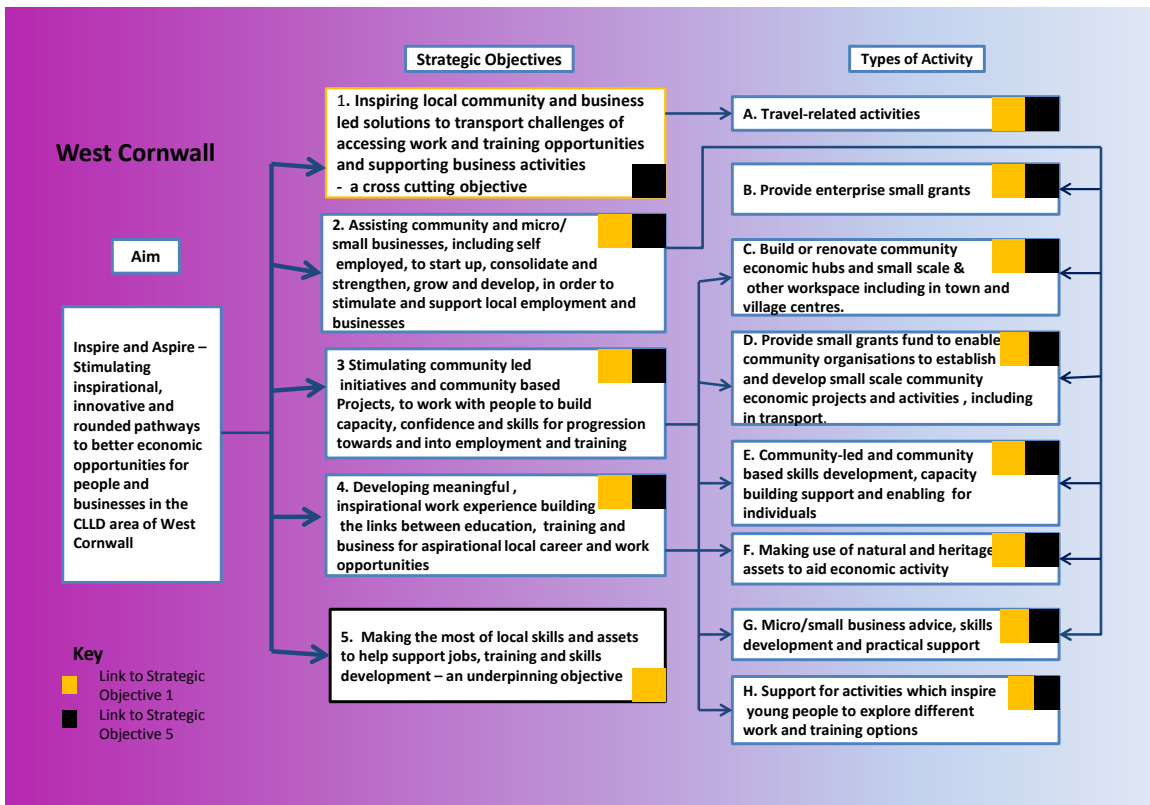
You can apply for funding from the European Regional Development Fund and / or the European Social Fund. Please refer to Annex 1

Your project will need to contribute to the achievement of at least one of the following Objectives and associated Activities detailed in the relevant Local Actions Groups' Local Development Strategies.

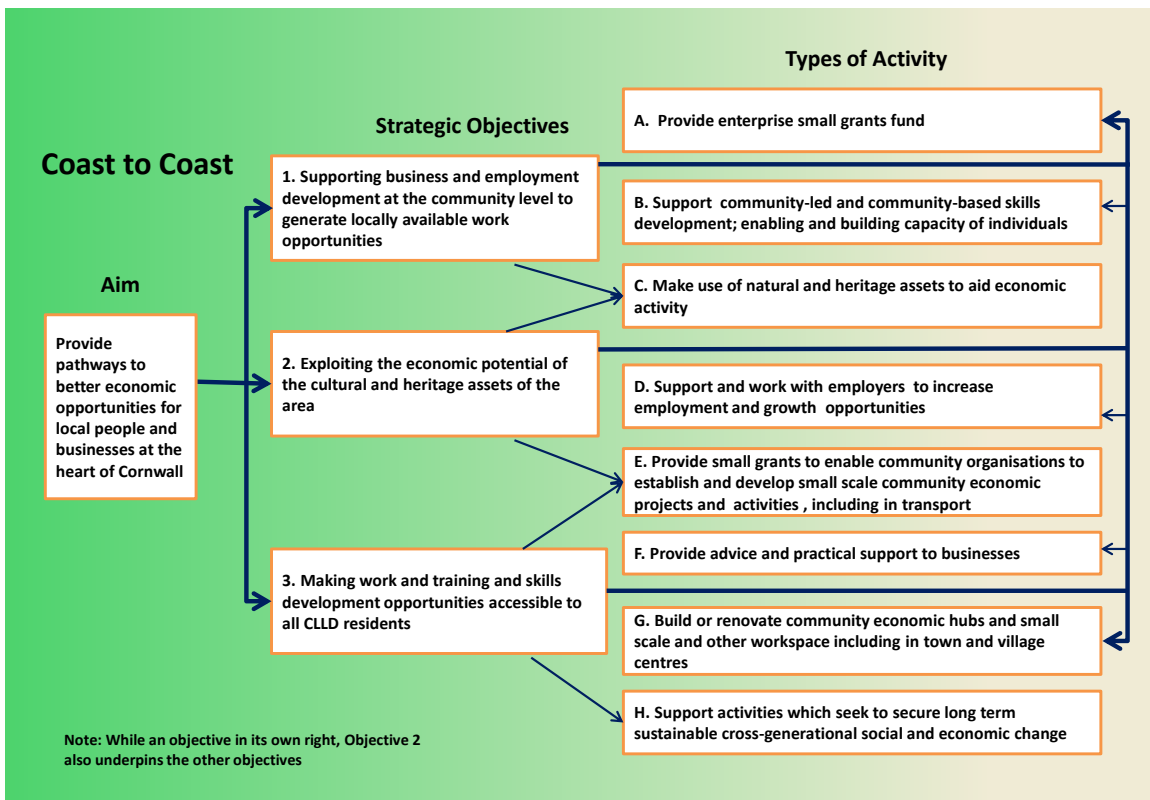
These Strategies went through a substantial consultation process and identify the types of activities the LAGs are looking to deliver in their communities. They also include a substantial amount of information about the 4 areas and can be found on our website <http://communityledcornwall.co.uk/>

You can apply under more than one Objective and more than one Activity as well as under more than one Local Action Group. However, if you apply to more than one LAG, your project will need to be agreed by each LAG independently.

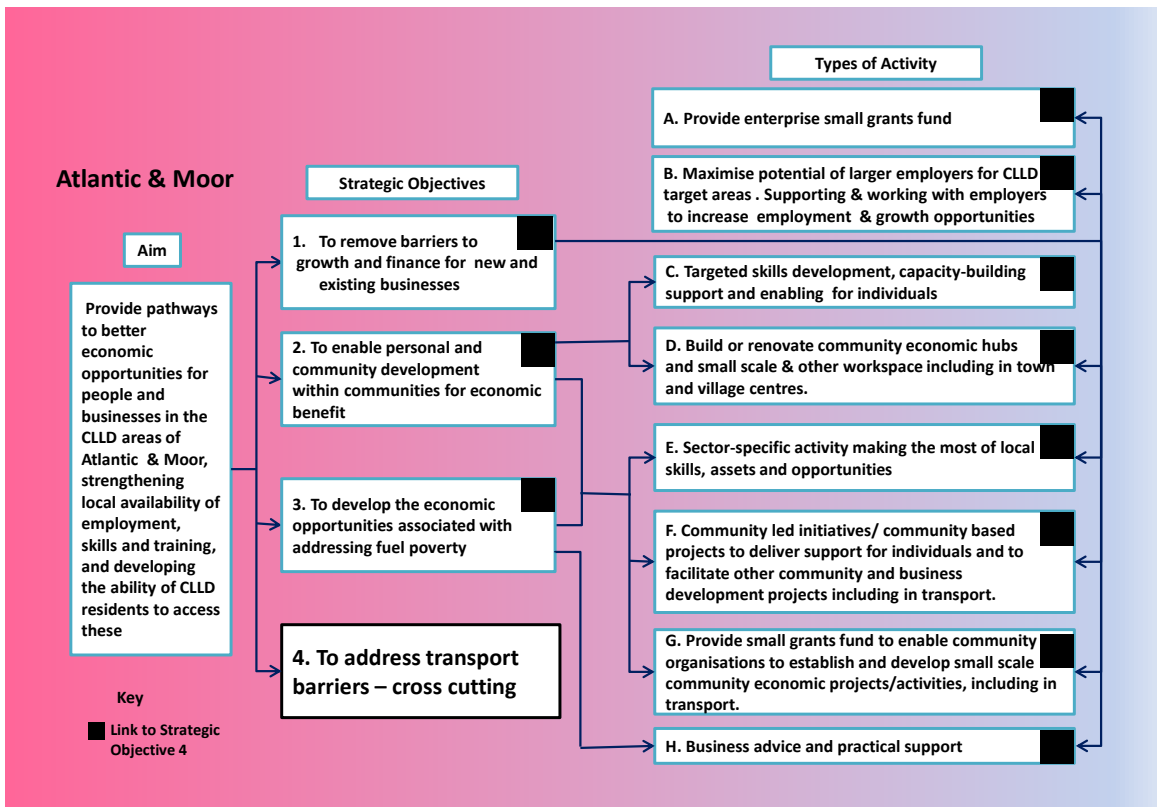
West Cornwall Objectives and Activities



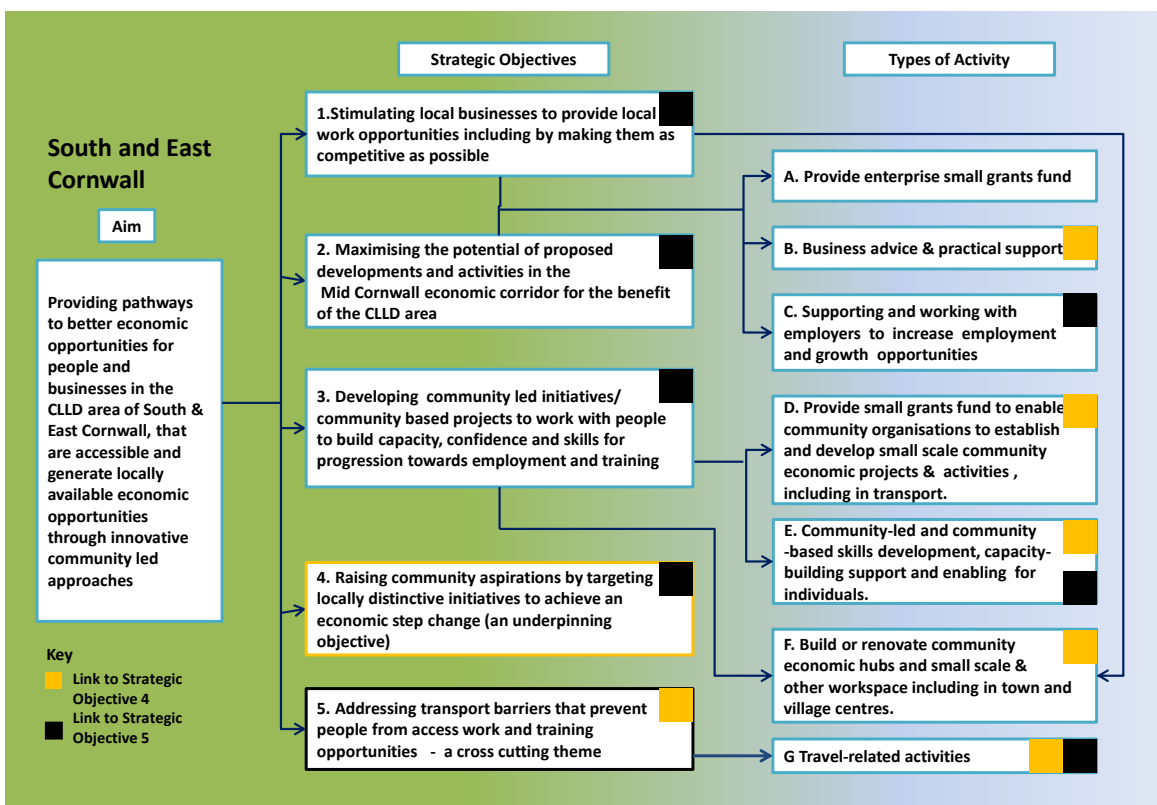
Coast to Coast Objectives and Activities



Atlantic and Moor Objectives and Activities



South and East Cornwall Objectives and Activities





Who can my project help?

Your project can **help people** (mainly unemployed and economically inactive), **voluntary and community groups** as well as **small to medium sized enterprises** who live / are based in our target communities. We are especially interested in projects that tackle local issues in a new and innovative way.

Your project might support the following people:

- People who are over 50
- People with disabilities (including people with mental health issues)
- People wishing to become self employed
- Social enterprises and voluntary and community groups looking into setting up a social enterprise

This would be under our European Social Fund (ESF) component

Alternatively, your project can be about **growing your business**. This could be through an investment in

- Machinery
- Premises
- New products
- Websites and marketing

We are looking to invest in businesses in our target communities to help them start up, develop and take on new staff. This would be under our European Regional Development Fund (ERDF) component.

By “our target communities” we mean areas coloured red and grey on the map on page 12. Our money must be invested to make an economic difference in those areas.

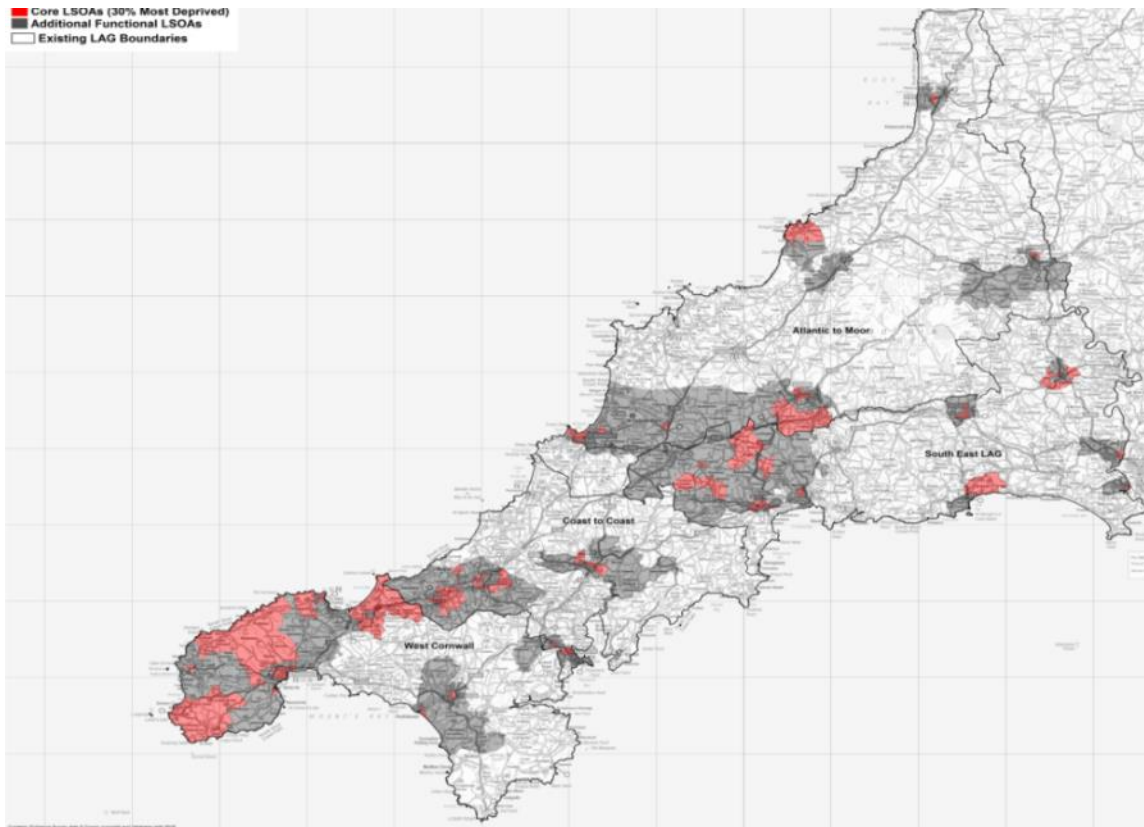
A current list of post codes within these areas is available on our Website www.communityledcornwall.co.uk

All the people and businesses/organisations that your project will support, must live / be located within these boundaries. It is your responsibility to ensure this is the case.

Where can my project's activities take place?



Your project's activities should take place within our target area: the red and grey areas on the map (Figure 1). However, if there are valid reasons (e.g. if your project will facilitate work experience for people from the target areas with employers outside these areas, activities could be eligible for funding).



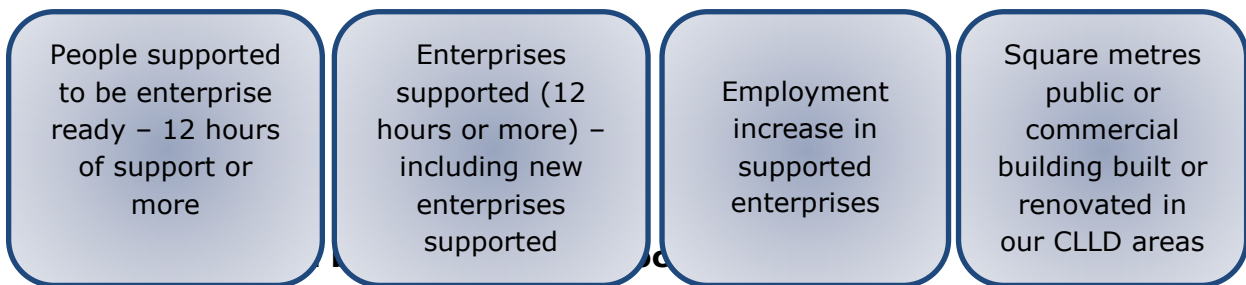


What outputs does my project need to deliver?

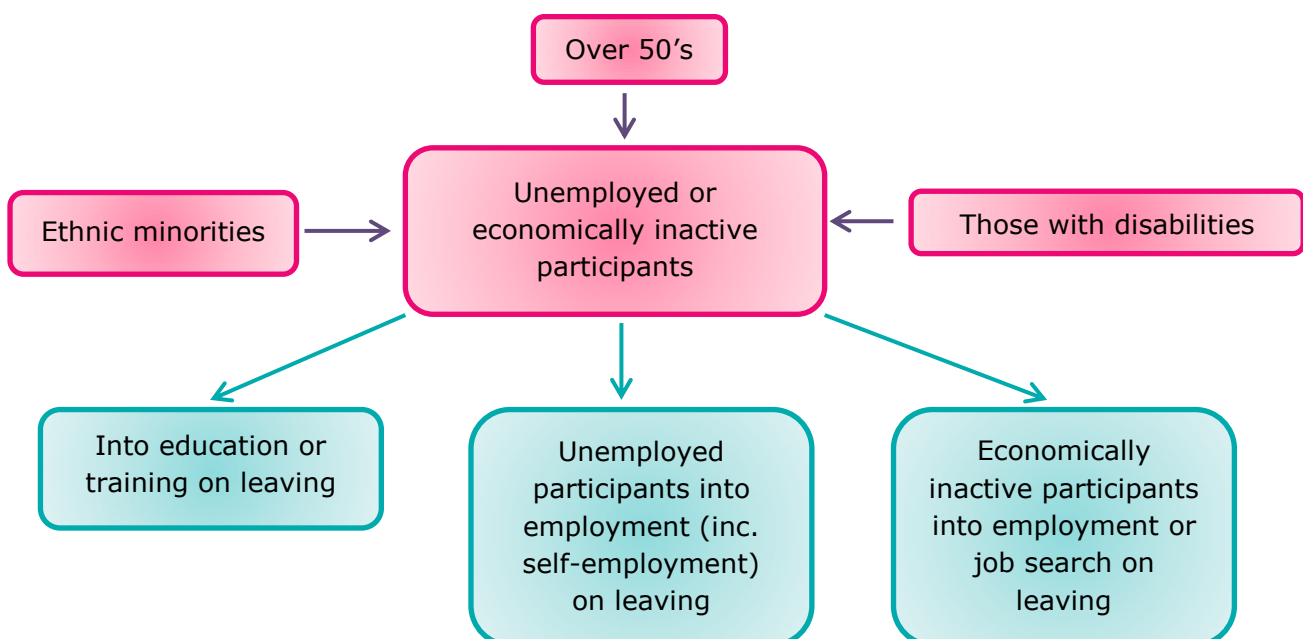
As a minimum your project will need to deliver against outputs defined by ERDF and ESF – depending on what your project is trying to achieve and the costs you are seeking support with. You can find definitions of these outputs on our website.

You will need to assess and explain in your application which of these outputs your project will be capable of achieving and what your target numbers are. If your project is successful, they will be included in your grant agreement and you will be monitored against the achievement towards your target numbers. You will be required to collect and retain evidence of achieving these targets – a list of items of evidence for each output is provided on our website.

Outputs for projects funded by the European Regional Development Fund:



Outputs for projects funded by the European Social Fund:



Do I need to have any other funding for the project?



Yes. We can offer grants up to a **maximum** of 72% of the total project costs for ERDF funded projects and up to a **maximum** 80% for ESF funded projects.

For ERDF grants of £10,000 and over the **maximum** grant rate is 45% of total project costs. Where the CLLD funded project will generate revenue the grant rate may be lower than 45%.

Grant rates are subject to **State Aid** rules; please refer to the separate guidance document.

The remaining costs will need to be covered from other sources e.g. other grants, own resources, staff / volunteer time, crowdfunding etc. We call it match funding. If you are applying for other grants as a match to your CLLD project, you need to tell us in your application if the other grant has been already secured or if you are at the application stage. If it has been secured, you will need to provide details. If you are at the application stage, you will need to tell us who you have applied to, how much you have applied for and when you are expecting the decision. **You must have the match funding in place (grant agreement(s) signed) before we can issue a grant agreement for your project.**

If you have any problems with this, please speak to your Facilitator as they can assist you to find the match funding you require.



What do I need to do about purchasing?

If you are going to buy some equipment or resources for your project you must follow our specific rules.

All costs you claim for (including costs claimed for your delivery partners) must be recovered on an actual cost basis. You must obtain quotes and / or tenders in line with National (including Public Procurement Regulation 2015) and European Union regulations. Conformity to these rules is mandatory for the grant application but must be reasonable, sufficient and proportional to enable potential suppliers to respond and facilitate genuine transparency and open competitiveness as part of the procurement selection process.

The procurement process you have used will be subject to audit and verification and any irregularity will result in a financial penalty of up to 100% of the grant paid. Robust and transparent procurement is required to ensure that grant recipients:

- Consider value for money
- Maximise efficient use of public money
- Maintain competitiveness and fairness across the European Union

Procurement guidance will be sent to you that is relevant to your project.

What else do I need to consider?

Cross Cutting Themes

Sustainable development and equal opportunities must be fully integrated into the development and delivery of your project.

The Cornwall CLLD Programme Expression of Interest and Full Application stage forms include questions on how your project addresses these themes and they are scored at appraisal stage. Evidence of how the lead organisation, and any partners and subcontractors, have integrated these themes will also be required as part of your ongoing project monitoring, and at audit.

You must ensure that your project promotes sustainable development and equal opportunities and fully integrates them into every aspect of your project activity. Your organisation probably has relevant policies and procedures in place as they are already covered by UK law. You can use your organisational policies to develop policies and plans specific to your CLLD project.

Sustainable Development

Sustainable development is about meeting the needs of the present, without compromising the ability of future generations to meet their own needs. It recognises the need to balance environmental, social and economic considerations when designing and delivering activities.

All organisations involved in delivering CLLD funded projects must be committed to sustainable development practices. The minimum requirement is that your organisation should have an environmental/sustainability policy and implementation plan that it puts into practice in delivery of services, and which you monitor and report on.

Gender Equality and Equal Opportunities

The need to treat everyone equally, regardless of race, gender, age, religion and belief, sexual orientation, marital status or disability, plays an important part in the sustainable development of local economies. As an employment and training based programme, it is a key aim of the CLLD Programme to reduce inequalities in the labour market.

All organisations involved in delivering CLLD funded projects must be committed to promoting equal opportunities and non-discrimination in all areas of their work. This should conform to current legislation, most notably the Equality Act 2010. Your organisation must have an equal opportunities and/or diversity policy

(covering staff and learners) and implementation plan, as well as clear evidence that it is implemented and monitored. The European Social Fund will also set minimum targets relating to the number of women and people from disadvantaged groups engaged in your CLLD funded project.

Further guidance is provided in Annex 4.

Innovation

You should also demonstrate that your project embeds innovation in project design and delivery, for example at business level new services and working practices, and at community level social innovations that seek new solutions to social issues. In this way innovation will help achieve a community legacy.

Other policies

If your project is funded by ESF you will also need to provide the following policies:

- Anti-Fraud policy
- Safeguarding
- GDPR/Data Management

Further guidance is provided in Annex 4.



What is the application process?

We have two application processes; a single stage process for small grants below £9,999 and a two-stage application process for all grants of £10,000 and over.

Grants of £9,999 and below

We recommend that you do the following **before** you submit your Small Grant application form:

- Contact your area Facilitator or Co-ordinator (see the 'Contact Us' section) to discuss your project idea, request your form, get support with its completion and advice on funding rules and requirements;
- Read the Local Development Strategy for the relevant Local Action Group area;
- Read this Handbook and ensure you are clear on rules and requirements.

You need to fill in the Enterprise Small Grants application form or the Community Small Grants application form and email it to your area Facilitator or Co-ordinator whenever you are ready. The panel will consider projects on an on-going basis.

Grants of £10,000 and over

Stage 1 - Expression of Interest

We recommend that you do the following **before** you submit your Expression of Interest form:

- Contact your area Facilitator or Co-ordinator (see the 'Contact Us' section) to discuss your project idea, request your form, get support with its completion and advice on funding rules and requirements;
- Read the Local Development Strategy for the relevant Local Action Group area;
- Read this Handbook and ensure you are clear on rules and requirements.

You need to fill in the Expression of Interest form and email it to your area Facilitator or Co-ordinator whenever you are ready but a minimum of 3 weeks before the relevant Local Action Group meeting is due to take place.

Expressions of Interest will be considered by members of the LAG every 4 – 6 weeks. They will be used to determine which project ideas could play a part in delivering the Local Development Strategy and could be eligible for funding.

You will receive one of the following responses within 2 weeks of the LAG meeting:

1. You are invited to develop your project into a Full Application (Stage 2) and may be given feedback to address in your Full Application;
2. You are provided with feedback on your Expression of Interest and have the opportunity to resubmit it in future;
3. You are informed your project would not be suitable for CLLD funding.

Invitation to Full Application or to resubmit your Expression of Interest does not guarantee you will be awarded the grant.

Stage 2 - Full Application

We will send a Full Application Form together with an Appendices spreadsheet for you to complete.

We recommend that you do the following before you submit your Full Application:

- Continue to liaise with your Facilitator or Co-ordinator;
- Ensure you are clear on rules and requirements;
- Read all relevant guidance notes on our website and project specific guidance notes sent to you.

You need to fill in the main application form and all appendices in their entirety and email them to your Facilitator or Co-ordinator (whose details are in the 'Contact Us' section of this document) before the deadline set out in your invitation to submit a full application.

If invited to Full Application, how will my application be assessed?

Your full application will be reviewed by your Facilitator or Co-ordinator and then passed on to our appraisal team for a full assessment. They will score it and it will then be considered by the Local Action Group who will decide if it should receive the grant.

During the appraisal process the appraisal team may have some queries or may need some clarifications. If this is the case, we will contact you and you will need to provide clarifications within a given deadline.

The appraisal team and Local Action Group will consider the following:

- Does the project contribute to achieving the Local Action Group's strategic Objectives and Activities?
- Will the project support beneficiaries from our CLLD area, with a focus on 30% most disadvantaged
- How well does the project understand its target group, its needs, obstacles and barriers?
- How well does the project incorporate equal opportunities and environmental sustainability into its activities?
- What is the level of CLLD outputs and results that the project proposes to achieve? Is it proportionate to the level of funding requested? Does the project provide value for money? (Special consideration will be given to new or innovative projects)
- Does the applicant ensure there is no duplication of activity with other similar projects?
- What is the added value of the project?
- Have procurement/purchasing rules been followed?
- Does the applicant have the capacity to deliver the proposed project? Is the project proportionate to the applicant's experience of delivering previous EU funded projects (or projects funded by other sources with complex rules and requirements)?
- If a project is submitted by a larger organisation and/or an organisation from outside the CLLD areas (Core or Functional), how well will the project engage with the relevant smaller / local partners?

When will I get a decision on the Full Application?

You will get a decision within 2 months of your application being completed and submitted to the appraisal team.

If you submit an application for a Small Grant you will get a decision within 6 weeks of your complete application being submitted.

What happens if I'm not offered a grant?

If your application is not successful, we will explain the reasons. You cannot appeal the decision. However, if you choose to address the issues and apply again at a later date, you are welcome to do so and your Facilitator or Co-ordinator will offer support. You may also apply in the future for a different project.

What happens if I'm offered a grant?

We will write to you and explain if we need any additional information / documents from you. This may include confirmation of match funding or a copy of a signed Partnership Agreement (if relevant) etc. Once we have received all the information and documents from you, we will issue your grant agreement and send it to you to be signed by a person authorised to represent your organisation.

Once you have returned your signed grant agreement to us, a representative of Cornwall Development Company will sign it and we will send you back your original. We expect that your project will start soon after signing the grant agreement, in line with the start date that you stated in your application form. We will arrange to meet with you to discuss all aspects of the delivery of your project and Terms and Conditions of the grant. This will be the opportunity to talk in detail about payments, reporting, monitoring, evidence etc.



How will I be paid?

You will be paid in arrears. This means that you need to pay for project's costs, invoices and receipts first and we will reimburse you in line with the agreed % of the grant.

Advance payments are not available. You can be paid on a quarterly basis – this will be agreed with you at the point of signing the grant agreement.

You will be paid based on the actual costs of the delivery of your project and not on the outputs you achieve. However, if there are signs of significant problems with the delivery of your project (including the delivery of the outputs), we will discuss this with you and we may decide to suspend payments or even terminate the grant agreement.

This is the process we will follow to pay your claims:

- You pay for project's costs: invoices, receipts, staff salaries etc
- You e-mail a grant claim (for all the payments made in a given month or quarter; a template will be provided) to this address: **cld@cornwaldevelopmentcompany.co.uk** by an agreed deadline;
- You send us certified copies of all financial evidence related to this claim (e.g. staff salary records such as pay slips, employers costs, payroll payments, staff timesheets as well as invoices, receipts, bank statements, cheque stubs etc.) by an agreed deadline (all evidence needs to be certified to be a true copy of the original; a template will be provided);
- We will check your grant claim and verify evidence for all your transactions – we may visit you to check the original financial documents (invoices, receipts, salary records, bank statements, cheque stubs etc.);
- Once all the checks are successfully completed, Cornwall Development Company will release the payment. We aim to complete the checks and forward your payment within 30 days.

How will my project be monitored?

We will monitor all the aspects of the delivery of your project:

- Activities;
- Outputs;
- Budget;
- Compliance with funding requirements (e.g. procurement, state aid, publicity, sustainable development and equality & diversity) therefore you must collect and keep all the original materials linked with the delivery of your project e.g. client files, event materials (leaflets, posters, signing-in sheets etc.), photos, videos, required output forms and templates, quotes etc.



The **quarterly monitoring process** will be as follows:

- You will e-mail quarterly progress reports and output lists (templates will be provided) to this address: clld@cornwalldevelopmentcompany.co.uk by an agreed deadline.
- We will check your reports and output lists
- We will compare your achievements in a given quarter with the plans you described in the Application Form and we will let you know how your project is performing. If there are major issues or delays, you will prepare and agree with us a plan of action to resolve them and we may withhold payments until certain actions have happened. If issues are not corrected; we may terminate your grant agreement.
- The CLLD team will carry out monitoring visits if there are consistent/unresolved issues with your claims, you are falling behind your delivery/financial profile, or if you request a visit from us.

As our CLLD programme is funded by European sources, you may also be monitored by different institutions involved in the management of these funding streams. They may include:

- Ministry of Housing, Communities and Local Government or their auditors,
- Department for Work and Pensions or their auditors,
- European Commission or their auditors,
- European Court of Auditors.

We will always let you know in advance if any such monitoring visits or audits are planned and will support you in your preparations and during those visits.

Our CLLD programme will also be subject to an evaluation and you will be required to provide information requested by the evaluators.

Any Questions?

If you have any questions, please get in touch with your facilitator. We are all here to help – and we will provide you with information and support to make your project

List of Annexes



Annex 1 Eligibility of Costs

Annex 2 Match Funding

Annex 3 Publicity

Annex 4 Sustainable Development, Equal Opportunities, Anti-Fraud, Safeguarding and GDPR

Annex 5 Outputs and results

Annex 1 Eligibility of Costs

Eligibility of expenditure, costs and participants

In order for your project and its associated costs to be eligible for ERDF support there are criteria that have to be met. The main eligibility points are detailed in this document. We appreciate this is a complex topic so we have included links to the technical guidance issued by the funder. Your local facilitator will also be able to discuss any other points that may become apparent during your application.

Eligibility of expenditure (ERDF)

Expenditure that **can** be included in your project costs are:

- Mobile assets such as mobiles, laptops and motor vehicles if they are solely for use by the project.
- You can purchase land as long as it does not cost more than 10% of your eligible project total
- The purchase of a building, or the construction or refurbishment of a building
- The cost of plant & machinery, this can include lease and hire purchase payments for the duration of the project
- Purchase of other equipment including second hand items as long as they were not previously purchased with a grant.
- Professional fees up to the value of 12.5% of the total eligible works costs
- Where they are for the sole use of the project the following can be claimed:
 - Premises and associated costs
 - Marketing, publicity and evaluation
 - Compliantly procured goods, services and works
 - Travel and subsistence
- Salaries and on costs for staff working directly on the project*

Expenditure that **cannot** be included in your project costs are:

- Mobile assets such as mobiles, laptops and motor vehicles that are not solely for use by the project.
- Capital investment in land or buildings for use by retail businesses or services such as restaurants
- Local social welfare facilities like hospitals, nursing homes, child minding facilities, parks etc
- Building and renovation of housing, except where the grant is for energy efficient improvements and renewable energy operations
- Coastal protection and soil conservation
- Infrastructure on private sector ports
- Activity of a political nature

-
- Provisions for future events such as redundancy payments or depreciation of equipment
 - Dividend payments to shareholders
 - Interest payments on any debt incurred
 - Payments for gifts or donations
 - Fines or penalties
 - Legal expenses in respect of litigation
 - Shared/apportioned premises and running costs where the building are used for multiple projects or departments
 - Overheads*

Eligibility of expenditure (ESF)

As most ESF projects will be providing support to participants the things you can claim for will be straightforward, these are costs that occur as a direct result of delivering the project:

- salaries and on costs of project staff*
- hire of premises to deliver training
- materials for use during the training
- participant costs e.g. childcare costs, travel
- equipment hire where it is for ESF use only
- marketing and publicity of the project
- hire of expert tutors etc to deliver the support needed
- volunteer time as match funding (as long as you also have a minimum 10% 'cash' match funding).

Expenditure that **cannot** be included in your project costs are:

- In-kind contributions of land, buildings or equipment
- Purchase of land
- Purchase of real estate (i.e. buildings after construction and the land on which they are built)
- Purchase of furniture, vehicles and equipment (other than small items of equipment under £1,000)
- Purchase of second hand equipment
- Payments for activity of a political nature
- Bank debit charges
- Legal fees
- Fines, financial penalties and expenses arising from litigation
- Expenditure relating to venture capital loan and guarantee funds

- Redundancy costs if people leave the employment of the organisation at the end of or during the life of the project

**There is a flat rate of 15% of direct staff costs added to your project total, this should be used to cover any indirect costs you are unable to claim from the project e.g. Overheads*

Eligibility of costs

Below is some more detailed information on the Direct Costs you can refer to when working out your project budget:

a) **Direct Staff Costs** for staff directly working on the project:

- salaries and on-costs including NI and superannuation and benefits which are part of the contractual conditions (taxable incentives linked to pay and pension contributions),
- includes internal (employed) staff or external staff (employed through agencies and/or by named delivery partners),

Please see separate guidance on how to calculate direct staff costs for staff members who work on more than one project;

b) **Direct Costs** which are other costs directly related to the delivery of the project (not shared or apportioned):

- Contractors and consultants who have been procured to work on the project and claim against their invoice value,
- Fees (e.g. of independent consultants / contractors),
- Accounting and audit costs,
- Bank transaction costs,
- Marketing, publicity and evaluation,
- Stationery, consumables,
- Business trips, other travel and subsistence,
- Equipment used exclusively for the project,
- Premises costs and running costs (e.g. rent, gas, electricity, water, insurance) if used exclusively for the delivery of a project,
- Projects supporting people through ESF can also include some of their costs e.g. costs of travel to courses, childcare costs, allowances
- Other procured goods/services/works directly related to the delivery of the project and not shared or apportioned;

c) **Shared Costs** which are other costs that would normally be **shared** between different projects in your organisation:

- Examples include: electricity, gas, water, insurance and other running costs in relation to premises that the project staff shares with non-project staff; course accreditation costs shared between different projects that your organisation runs.

You can include these costs only as a flat rate calculation - 15% of eligible Direct Staff Costs (as in a) above). In your project budget you do not need to provide a breakdown of these costs, when you are delivering your project, you will not

need to evidence these costs and it is your choice if you would like to include them in your budget or not.

Direct Staff Costs and Direct Costs must be paid for (payment to leave your bank account) after the start date of your project and before the end date of your project.

You can include VAT in your budget if your organisation cannot claim it back from HMRC.

Below is some more detailed information for you to refer to about costs you cannot include in your project budget:

- Notional amounts (e.g. fees charged between departments within the same organisation, staff hours that might have been worked by staff on maternity/paternity/sick leave),
- Second-hand equipment that has previously been purchased with European, national or community grants,
- Costs exceeding market value,
- Debt interest,
- Lost opportunity costs,
- Costs paid for (payment left your bank account) before the start date of your project or after the end date of your project,
- Costs in relation to activity intended to influence or attempt to influence the UK Parliament, Government, political parties or European Union institutions,
- Costs in relation to activity attempting to influence the awarding or renewal of contracts or grants,
- Costs in relation to activity attempting to influence legislative or regulatory action in the UK of the EU.

Extra guidance about Direct Staff wage costs

Staff working on more than one project in your organisation:

If a staff member shares their time between more than one project, then in your budget you can only include the number of hours they actually spend on this project. To do so:

- you will need to know the exact number of hours the staff member worked on the project each month (at the application stage you need to estimate it);
- they must keep monthly timesheets recording 100% of their time (not just the time spent on the project);
- timesheets need to be signed by the staff member and their manager and include enough detail;
- you will need to multiply the number of actual hours by their individual hourly rate (*please see separate guidance on how to calculate it*).

Costs related to maternity / paternity / sick leave

These can only be claimed in relation to staff who work solely on the project. If other individuals are required to backfill and undertake work on the project as a

result of someone's absence then that individual's hours (if evidenced by timesheets) can be charged to the project.

The 'latest documented annual gross employment costs' should be evidenced by HR records and a payroll report illustrating previous 12 consecutive months' payments. For new posts or those less than 12 months old, the salary used must be comparable to those in existence for posts on a similar grade (where there is no direct benchmark, a job description, contract of employment and rationale for proposed salary should be provided). Individuals returning from maternity/paternity leave or long term sick leave (where the 12 month reference period may show reduced or no payments) should be treated as a new post.

Eligibility of participants

ERDF

Your project **can** support people who are:

- be legally resident in the UK
- have the Right to Work in the UK
- be aged sixteen or over
- Live in one of the eligible Core or Functional LSOA's

Your project **can** support businesses that are:

- small and medium enterprises located in our CLLD areas (business support),
- voluntary and community organisations and social enterprises (business support).

Your project **cannot** support:

- retail businesses exclusively (however, if it is general business growth support not targeted exclusively at retail businesses, they can participate); this also relates to capital projects – capital investment in land, buildings or infrastructure for use and/or occupation by retail business is not eligible;
- banking and insurance companies including insurance brokers.

ESF

Your project **can** support people who are:

- be legally resident in the UK
- have the Right to Work in the UK
- be aged sixteen or over
- be unemployed or economically inactive
- Live in one of the eligible Core or Functional LSOA's

Participants will need to provide evidence of all of the above when they join your project.

Your project **cannot** support asylum seekers (unless they have been given permission to work) but it can support refugees. There are some exceptions to this rule in relation to asylum seekers and they are included in the National Eligibility Rules for ESF guidance document (please see link below).

People in prison can be supported by your project during the last three years of their sentence. If their sentence is shorter, they can access your support at any point during their sentence. People on remand can also receive your support, however, when their status changes, you will need to review their eligibility.

There are more detailed eligibility rules specific to each of the two funds, European Regional Development Fund and the European Social Fund, and we strongly advise that you read them as well. You can find them in the following guidance notes:

- National Eligibility Rules for ERDF
- Eligibility Guidance for ERDF
- National Eligibility Rules for ESF

These documents are available using the links below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/430599/ERDF_Eligibility_Rules_FINAL_Version_200315_Published.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/760264/ESIF-GN-1-003_ERDF_Eligibility_Guidance_v9.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/626878/ESF_national_eligibility_rules.pdf

Annex 2 Match Funding

When you apply for a grant from CLLD you will be expected to contribute some funds towards the cost of the project. As a general guide you will be expected to contribute 20% of the overall costs for ESF projects and 55% for ERDF projects, however, there are a number of factors that will affect this, such as the size of your organisation and the state aid applied. Before you start to plan your match funding sources, contact your local facilitator who will advise you on the rate that applies to you.

Requirements for European Regional Development Fund – (ERDF):

- As the CLLD programme has an overall intervention rate of 72%, each project will be required to provide match funding of at least 28% of the overall project cost.
- Match funding must be used for exactly the same purpose as ERDF and spent on ERDF eligible expenditure.
- Match funding must be secured and available at the time of signing the CLLD Grant Agreement (in the application form you will have to explain if it is secured or not, and if not, when you are expecting to secure it).
- Match funding must come from a non-European source.
- You must keep evidence of the match funding. Auditors will select and test match funds as part of their audit regime; failure to demonstrate evidence of match funding could lead to financial penalties for your project.
- Sources of match funding include:
 - Your (and your delivery partner's) own resources,
 - Funds from other organisations in the public sector,
 - Funds from other organisations in the private sector,
 - Loans from banks, building societies etc.,
 - Contributions "in kind" are ineligible as match funding, except for the donation of land and buildings (subject to conditions).
 - Capital expenditure can be used as match for revenue and vice versa if part of integrated single project (and subject to conditions).

Requirements for European Social Fund – (ESF):

- As the CLLD programme has an overall intervention rate of 80%, each project will be required to provide match funding of at least 20% of the overall project cost.
- Match funding must be used for exactly the same purpose as ESF and spent on ESF eligible expenditure.
- Match funding must be secured and available at the time of signing the CLLD Grant Agreement (in the application form you will have to explain if it is secured or not, and if not, when you are expecting to secure it).
- Match funding must come from a non-European source.
- You must keep evidence of the match funding. Auditors will select and test match funds as part of their audit regime; failure to demonstrate evidence of match funding could lead to financial penalties for your project.
- Sources of match funding include:
 - Public funds
 - Private funds
 - Volunteer time
- You must have at least 10% cash match funding (which can include paid staff time).
- When using paid staff time as match funding:
 - for staff working full time on your CLLD project: the full value of their salary costs (as explained in the Eligibility section of this Handbook) may be used as match funding;
 - for staff working some of their time on your CLLD project: you will need to calculate an hourly rate for every staff member (as explained in the Eligibility section of this Handbook); the staff will need to keep monthly timesheets to record 100% of their time; the actual value of match funding will be calculated based on: actual no of hours spent on your CLLD project x the hourly rate.
- When using volunteer time as match funding:
 - beneficiaries cannot be treated as volunteers during their time on the project;
 - volunteers must be made aware from the beginning that they are helping the project in their own private time and they are not employed on the project;
 - you will need to keep a description of volunteer activities and tasks and volunteers will need to keep timesheets recording their actual hours spent on your CLLD project;
 - you should always keep complete, accurate and up-to-date records of the volunteer time and activities and you should be able to match this information to annual reports or final reports when the project ends (if you

cannot do this, then the relevant report entries will not be classed as eligible);

- you will be required to submit all evidence in relation to the volunteer time used as match funding with every claim submitted to Cornwall Development Company;
- if any paid employee performs additional duties on a voluntary basis, these costs are not eligible;
-

How to calculate the value of volunteer time

The value of volunteer time is based on the theoretical value of the tasks performed by the volunteer for the project and not the current earnings of an individual in their usual paid employment, You should check the Office for National Statistics spreadsheet (available from your local facilitator) for the notional rates for different job titles and match the tasks that the volunteer performs with one of the jobs listed there. The volunteer role should be matched up to the mean hourly wage rate for the specific role e.g. align pay rate of 'groundsmen and greenkeepers' with volunteer greenkeepers (wage rates for hundreds of roles are available separately on the spreadsheet).

If a volunteer does the same or similar duties as paid staff, the rate allowed for the volunteer will be either the notional rate or the salary rate of the paid employee, whichever is lower. If a volunteer performs a task which is outside the range of the job titles provided, this activity cannot be claimed as match. DWP will need written evidence to justify technical or specialist rates to be agreed prior to the project making any claims.

You can find more details in the following guidance notes:

- National Eligibility Rules for ERDF
- Eligibility Guidance for ERDF
- National Eligibility Rules for ESF

These documents are available using the links below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/430599/ERDF_Eligibility_Rules_FINAL_Version_200315_Published.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/760264/ESIF-GN-1-003_ERDF_Eligibility_Guidance_v9.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/626878/ESF_national_eligibility_rules.pdf

Annex 3 Publicity

Anyone who receives assistance from European funds has to be made aware where the funding came from; this applies if it is in the form of a grant for their business/organisation or some support or training as an individual. CLLD has taken steps to make people applying to the programme aware of the fact it is funded with European funds, we have the logo on our website, we've added it to all our promotional material and it appears on all paperwork grant applicants and participants complete. There are also declarations signed against to confirm you know where the funding is coming from.

This responsibility also passes to you as a grant recipient to ensure anyone you support is aware they are receiving funding from the European Union. You must use the correct logo on **all** project documents e.g. forms, leaflets, brochures, flyers, posters, banners and display panels, exhibition stands, invitations, attendance lists, certificates, e-mail footers and signatures, websites, letters, advertisements, case studies, business cards, promotional items, newsletters (including electronic newsletters), stationery, letterheads and compliment slips, reports and papers, timesheets, materials for project clients, presentation slides, press notices, procurement materials, job descriptions, audio-visual material (e.g. films, video, DVDs, CDs), social media tools (e.g. Facebook, Twitter) etc.

The Logo

We will provide you with files with the correct logo. These are the types of logo that you will be using:



These are the main rules about using the logo:

- The logo has to be clearly visible and placed in a prominent position;
- As a minimum, the logo should be used at 25mm height (portrait version) and 40mm width (landscape version);
- The logo cannot be changed in any way, rotated, stretched, squashed,
- broken up or distorted in any way; pixilation or blurring of the logo must be avoided;

- Colour version should be used on websites (always) and all other materials (whenever possible); black-and-white version can only be used in exceptional situations e.g. if the material is printed only in black on a white background (and never on websites);
- Websites: the logo has to be visible when landing on the website, inside the viewing area and without the need to scroll down the page;
- Only one version of the logo should be used in a single piece of publicity material;
- If other logos are also used, the EU logo must be at least the same size (measured in height or width) as the biggest of the other logos;
- If the logo appears on a dark or coloured background, by exception a whiteout version can be used (we will provide it, if required) and a white border around the flag should be put (the width of the border needs to be 1/25th of the height of the flag);
- The logo should be left clear around its edges e.g. it should not be placed immediately against a document edge.

Other requirements

If you are delivering ESF support at your own premises you must display a **poster** (minimum size A3) with information about the project, including the financial support from the European Union and the logo, at a location readily visible to the public (e.g. entrance to the building where the project is delivered from). If you are delivering support at an alternative venue it is a good idea to take a 'portable' version of the poster with you to display at the session. Taking photographs is always a good way to evidence how you met the publicity requirements.

If your organisation has a **website**, you must include a short description of your project, including its aims and results and highlighting the financial support from the European Union (as well as the logo* – as described above).

If you have developed a **website** specifically for the project, the full colour version of the logo* must be placed on the homepage and a short description of your project, including its aims and results and highlighting the financial support from the European Union must be included.

If you have received ERDF funding you should include a write up on your website, including the logo*, telling visitors that you have received financial support from European Funds. Tell them what the grant paid for and also what it helped you to do.

**in all cases the logo must be visible as soon as you land on the relevant page.*

Should you wish to issue a **press releases**, it must include:

- A text reference to the support from the European Union in the main body of the press release;
- The correct version of the logo;
- 'Notes to Editors' must include the following wording:
- The project (*either* has received *or* is receiving) up to £ [INSERT AMOUNT] of funding from the England European Structural and Investment Funds Growth Programme 2014-2020. The Ministry for Housing, Communities and Local Government and the Department for Work and Pensions are the Managing Authorities for European Regional Development Fund and European Social Fund funding through the Growth Programme, funds established by the European Union to help local areas stimulate their economic development. By investing in projects the funds will help to support innovation, businesses, skills and employment to improve local growth and create jobs. For more information visit <https://www.gov.uk/european-growth-funding>

It is especially important to inform the beneficiaries of your project about the funding from the European Union at the start of their involvement with your project. You can ensure this by including information and the logo in any induction materials, forms, presentation slides, any contracts or other paperwork given to participants etc.

Evidencing meeting the requirements

You must keep **evidence** of publicising the support from the European Union for as long as it is explained in the Documentation Retention section of this Handbook. Examples of what you should keep as evidence include:

- electronic and hard copies of all materials that you have produced;
- copies of electronic materials;
- screen shots of websites;
- photos e.g. of where the poster with the logo is located; of a training room with logos displayed;
- press releases and press cuttings
- videos etc.

Evidence will be checked at monitoring visits and audits. It is an extremely important requirement of the European funding and in the past projects have been given financial penalties for not retaining publicity evidence.

Also, please bear in mind that if you use an external company to produce any publicity materials, you must comply with Public Procurement rules (as explained in the Procurement section of this Handbook).

You can find more details in "Branding and publicity requirements for the 2014 to 2020 European Regional Development Fund and the European Social Fund" guidance note. Follow the link below:

<https://www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance>

Annex 4 Sustainable Development, Equal Opportunities, Anti-Fraud, Safeguarding and GDPR

All projects receiving support from the Cornwall CLLD programme need to demonstrate what practical steps they are taking to positively contribute to sustainable development principles and ensure and promote equality.

Sustainable Development:

- you have to take environment into account when delivering your project;
- you have to explain in the application form what you are going to do to
- promote sustainable development and comply with the environmental
- legislation (if relevant); you will report quarterly (as part of the normal
- monitoring and reporting process) what your progress is;
- we (and/or other auditors) will check the evidence during monitoring visits and audits;
- if your project is funded by ESF (Activities 4, 5 and 6) you will need to confirm that you dispose of your waste using a registered waste collector and comply with Waste Electrical and Electronic Equipment regulations; you will need to explain what specific actions your project is taking to minimise waste and energy consumption, increase recycling, minimise use of travel and promote use of public or green transport where travel is unavoidable, increase staff, volunteer and client awareness of sustainability; you will be asked to provide very simple baseline so that progress can be measured (e.g. volumes of paper / electricity used, number of toner cartridges used).

Equal Opportunities

- you have to promote and ensure gender equality and equal opportunities
- when delivering your project;
- the nine protected characteristics of the Equality Act 2010 are: age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex and sexual orientation;
- you have to explain in the application form what you are going to do to
- promote equality and comply with the Equality Act 2010; you will report
- quarterly (as part of the normal monitoring and reporting process) what your progress is; we (and/or other auditors) will check the evidence during monitoring visits and audits;
- examples of activities may include:

-
- your staff has received training on the requirements of the Equality Act 2010,
 - your advertising and recruitment of beneficiaries is inclusive and
 - reaches out to the groups with protected characteristics;
 - you will ensure that your clients complete a client registration form with an equalities monitoring section;
 - you provide information in large format;
 - your project's website is compatible with screen readers;
 - you provide your services from accessible local venues.

Anti-Fraud

Your anti-fraud policy should cover the following:

- an explanation of what fraud means within the project/organisation and a commitment to putting in place safeguards to deter and prevent fraud;
- the key responsibilities of senior staff in preventing and detecting fraud and in co-operating with any investigations;
- how the organisation will respond to the risk of internal and external fraud;
- how individuals can report concerns and suspicions of fraud including any arrangements for whistleblowers to raise concerns.

Safeguarding

Your safeguarding policy should cover:

- A statement of your commitment to protecting your clients, employees and volunteers from all forms of abuse, including physical, emotional and sexual harm
- Guidelines on what to do if there is an allegation or incident, or if concerns are raised about the welfare of a child or person at-risk or in a vulnerable situation.
- Who adults at-risk and children can contact if there is an incident
- Definitions of abuse (whether emotional, physical or psychological), harm and neglect
- Complaints and disciplinary procedures that are in place to manage concerns about the behaviour of staff or volunteers
- Procedures for recording allegations and incidents, and the disciplinary action that will be taken if these aren't followed
- Who is responsible for recording abuse or harm

-
- Practical advice to staff and volunteers on dos and don'ts within the organisation.

Please note that this isn't an exhaustive list of the areas that you should cover. Your safeguarding policy should be tailored to your organisation and its activities.

GDPR

The following questions will help you understand your role in terms of the General Data Protection Regulations and ensure that you are compliant in terms of any personal data you hold.

- Are you a Data Controller or Processor?
- Is there an awareness in the company that data protection is a management responsibility? eg by:
 - existence of data protection guidelines
 - description of the data protection goals
 - regulation of responsibilities
 - awareness of data protection risks
- Does the company have a Data Protection Officer?
 - If not why not?
 - If yes, is it clear in which cases he/she will be involved by whom?
 - If yes, has the Supervisory Authority been informed according to Article 37 paragraph 7 GDPR?
- Do you have records of your processing activities according to Article 30 of GDPR?
 - If not, why not, and is this documented?
- Do you engage third parties for any Cloud data processing?
 - If yes, have you entered into the necessary agreements containing the minimum content of Article 28 paragraph 3 of GDPR with all your data processors?
- Does your privacy policy or statement include:
 - Contact details of the Data Protection Officer
 - Legal basis for processing of personal data

-
- If the purpose for processing data on your behalf or on behalf of third parties lies on legitimate interests: specify the legitimate interest
 - If you transfer data to third countries: the appropriate safeguards for the protection of the data applied by you
 - Retention period, if impossible to provide, specify the determination of the storage period

Have you established procedures in order to satisfy requests for data portability by the data subject (Article 20 GDPR)?

Annex 5 Outputs & Results

As part of the CLLD programme we have to deliver a range of outputs and results, each successful applicant will need to contribute towards the delivery of the overall targets detailed below.

What are outputs?

There are different outputs depending upon which of the funding streams you are applying for. Some outputs relate to ERDF funding only and some to ESF. If you are requesting both funding streams you will need to deliver some from each list.

Overall we have to deliver the following outputs:

C1 - enterprise supported	262	ERDF
C5 - new enterprise supported	174	ERDF
C8 - job created	158	ERDF
P11 - potential entrepreneurs assisted	699	ERDF
P12 - m ² built/renovated	1000	ERDF

O1 - total participants	3099	ESF
CO01 - unemployed	1799	ESF
CO03 - inactive	1300	ESF
O4 - over 50's	740	ESF
O5 - ethnic minority	29	ESF
CO16 - participants with disabilities	900	ESF

How are outputs defined?

Below is a full description and any overarching information for each output. Take this into account when determining of the number of outputs you will be able to deliver through your project. The outputs required are different depending upon the type of funding you wish to receive (ERDF and/or ESF).

We have also included the sort of evidence you will need to provide to prove they have been achieved. It is sensible to consider how you will collect this evidence as early as possible in your project design.

ERDF Outputs

C1 Number of enterprises receiving support

This covers all sizes of business from sole-traders to large businesses, and social enterprises that engage in economic activity. Types of support include consultancy, information, diagnostic advice and guidance, financial assistance for investment that results in production of goods/services. To claim this output we have to provide 12 hours of support or £1,000 of grant.

Evidence required: For enterprises claiming a grant this will be the offer letter issued by us, for enterprises receiving 12 hours of support this will be the submission of an Enterprise Data Capture Form (we will give you this) and a log of the support given.

C5 Number of new enterprises supported

This output is a subset of C1 and can be claimed when we support a new business, this is one that has been registered at Companies House or HMRC for less than 12 months.

Evidence required: To accompany the evidence for the C1 above we will need evidence that the enterprise registered with Companies House or HMRC within the last 12 months.

C8 Employment increase in supported enterprises

This output can be claimed where there is an increase to the baseline employment figures following support from the project (baseline information will be collected on the application form). The new position must be a permanent (intended life expectancy of at least 12 months), paid, full-time equivalent (36 hours per week) created as a result of activity supported by the project. Part-time jobs can be treated on a pro-rata basis.

Evidence required: We provide you with an Employment Verification Form for the employer to use to declare the details of the new post and employee. They will also declare their FTE's and as long as there is an increase since the start of the support the C8 output can be claimed.

P11 Number of potential entrepreneurs assisted to be enterprise ready

To claim this output an individual must be over 16, currently in employment, unemployed or economically inactive with an interest in exploring alternative career pathways. They must not be trading and not have been registered with Companies House or HMRC already. Pre-start up support is eligible activity. 12 hours of support must be provided for the individual to be counted.

Evidence required: Potential Entrepreneurs need to complete a Participant Information Form, confirming details of their name, address, DOB, employment status etc. A Learning Record also needs to be completed which records the support received and the days/times of attendance.

P12 Square metres public or commercial building built or renovated in targeted areas

This is the entire area inside external walls that has been newly built as part of the operation, or upgraded buildings refurbished, improved or adapted for productive use as part of the operation, in an agreed CLLD area.

Evidence required: To claim this we will need the full address of the building (including postcode), copies of the drawings, as built, showing the floor space in m² and photographic evidence of the completed build.

ESF Outputs

For ESF the outputs relate to the people you are working with through the funding; the 'participants'. You will need to keep accurate records about what work you do with each individual participant, as your claim for the grant will be based on this.

O1 Participants

This is the total number of individuals supported through the programme (see below for eligible employment statuses). All participants will be required to provide evidence of their right to work in the UK.

Evidence required: Participants need to complete a Participant Information Form, confirming details of their name, address, DOB, employment status etc. They will also have to provide proof they have the Right to Work in the UK; this can be done with documents such as a passport or full birth certificate. A Learning Record will also need to be completed which records details of their current circumstances, the support needed, the support received and the days/times of attendance.

CO01 Unemployed, including long-term unemployed

An individual's employment status is determined on the date of entering the programme. To be counted as unemployed a person would need to be without work, available for work and actively seeking work. Individuals on a zero hours contract are generally classed as employed and would be ineligible for ESF support. However, if they have not been given work in the period before starting

on your project you may be able to classify them as unemployed. If this is the case, speak to your Facilitator for more information.

Evidence required: Participants will be required to provide evidence of their unemployment status such as a benefits letter or a referral from DWP/Jobcentre Plus. Where these are not available or not clear evidence, a third party letter can be provided – this will need to be backed up by a declaration form (provided by us), completed by the participant.

CO03 Inactive

An individual's employment status is determined on the date of entering the programme. To be counted as inactive a person must not currently be part of the labour force, in the sense that they are not employed or registered unemployed (refer to above for definition of unemployed). An inactive person would not currently be looking for work.

Evidence required: Participants will be required to provide evidence of their inactive status such as a benefits letter or a referral from a relevant third party - this will need to be backed up by a declaration form (provided by us), completed by the participant.

O4 Participants over 50 years of age

The age of a participant is calculated using their date of birth and the date of entering the project.

Evidence required: Participants will need to provide proof of their age, this can be done using documents such as their passport, birth certificate, driving licence etc

05 Participants from ethnic minorities

For ESF reporting there is a list of 18 ethnicities that the participant can select from (below), numbers 3 and 5-18 will be counted as 'ethnic minorities'. Cornish is **not** an option that can be chosen for ESF purposes.

White

1. English/Welsh/Scottish/Northern Irish/British
2. Irish
3. Gypsy or Irish Traveller or ROMA
4. Any other White background,

Mixed/Multiple ethnic groups

5. White and Black Caribbean
6. White and Black African
7. White and Asian
8. Any other Mixed/Multiple ethnic background

Asian/Asian British

9. Indian
10. Pakistani
11. Bangladeshi
12. Chinese
13. Any other Asian background

Black/African/Caribbean/Black British

14. African
15. Caribbean
16. Any other Black/African/Caribbean background

Other ethnic group

17. Arab
18. Any other ethnic group

Evidence required: There is no evidence requirement for this output, it is self-declaration taken from the Participant Information form

CO16 Participants with disabilities

Under the Equality Act 2010 a person is classed as disabled if they have a physical or mental impairment that has a 'substantial' and 'long term' negative effect on their ability to do normal daily activities.

'Substantial' is more than minor or trivial – it takes longer to complete a daily task like getting dressed.

'Long term' means 12 months or more.

Under ESF beneficiaries are also allowed to count where a participant discloses a disability that limits their ability to work.

Evidence required: There is no evidence requirement for this output, it is self-declaration taken from the Participant Information form

We can provide support to help you make sure you are keeping the right sort of records for claiming these participant outputs. Just ask for assistance from your Facilitator.

What are results?

We also need to generate results. These are only applicable to ESF funded projects.

Overall we have to deliver the following outputs:

CR02 - in education/training on leaving	621	ESF
R1 - unemployed into employment on leaving	356	ESF
R2 - inactive into employment or job search on leaving	586	ESF

CR02, R1 and R2 are the results (progressions) for the people supported by ESF funding. We expect that 50% of the overall number of participants on your programme will progress to one of these results, and you can only claim one result per participants

When developing your project we will expect to see how you will support people to progress to a 'result'; it is also helpful to your application if you can show you have a clear progression route in mind for your participants and that you have a track record in delivering the results as well as the outputs.

ESF Results

CR02 – participants in education/training upon leaving

To claim this result the participant must be newly engaged in education/training immediately upon leaving the project (upon leaving is **up to four weeks** after the exit date of the participant). There is no formal guidance on the level or length the education/training needs to be but it would need to be considered a progression from anything undertaken as part of their support received from the project.

Evidence required: A completed Exit Form (we will provide you with this) and a letter or document from the school, college, university or learning provider evidencing that you are formally registered and have started learning.

R1 Unemployed participants into employment (including self-employment) on leaving

This result can be claimed when a participant who was claimed as unemployed at entry onto the project is in employment/self-employment **within four weeks** of their exit date from the project. It excludes those who were classed as inactive at entry to the project.

Evidence required: A completed Exit Form (we will provide you with this) and one of the following:

For employment

- a letter or document from their employer confirming they have started their new job
- a payslip
- a signed contract of employment

For self-employment

- a letter or document showing that their business activity is registered with HMRC for tax, VAT or National Insurance purposes
- a bank statement for their business account
- if registered with Companies House, a record listing them as a company director

R2 Inactive participants into employment or job search upon leaving

This result can be claimed when a participant who was claimed as inactive at entry onto the project is in employment/self-employment or job search **within four weeks** of their exit date from the project. It excludes those who were classed as unemployed at entry to the project.

Evidence required: A completed Exit Form (we will provide you with this) and one of the following:

For employment

- A letter or document from their employer confirming they have started their new job
- A payslip
- A signed contract of employment

For self-employment

- A letter or document showing that their business activity is registered with HMRC for tax, VAT or National Insurance purposes
- A bank statement for their business account
- If registered with Companies House, a record listing them as a company director

For into job search

- A copy of their ES40 (Jobseekers card) or My Work Plan demonstrating their current status
- A letter or document from the Department for Work and Pensions that confirms they are registered as unemployed
- A letter or document from a government agency showing that they are newly registered with them and are actively engaging with them to apply for jobs
- A bank statement showing benefit payments

What do I need to do next?

Once you have decided which outputs and results your project will deliver you will need to work up the budget needed to make this happen. All applications will be scored on a value for money basis; e.g. a project for a piece of equipment that didn't result in any jobs being created would not score as highly as a project for equipment that resulted in two new jobs. Likewise a high cost project which supports 10 participants would not score as highly as an average cost project supporting 50 participants. Try to keep the cost of your project realistic.

Eligible projects of all values/sizes will be considered but at times priority may be given to those that target the outputs or results we need to increase for the project e.g. over 50's or jobs created.

When do I need to deliver the outputs and results?

As part of the application process you will be asked to tell us when you expect to achieve the outputs and results you have said you will do. This should be as realistic as possible as your financial claims will be being monitored against the output profile you set.

For ESF outputs for example, it is expected that there will be a period of time at the start where you are promoting your project and recruiting participants, your output profile should be planned to start after this.

We expect that any jobs created as a result of ERDF funding will be delivered and evidenced no later than 1 year after the end of the funding project; but this will change as we get nearer to the end of the CLLD Programme in late 2022.

