



Guidance Note 5 - 18th June 2020

CLLD Guidance for Projects with Participants during the Covid-19 Pandemic

In view of the most recent Government statements and also some movement in terms of evidence, we are providing this update for all CLLD projects that have 'participants'. This is based on the latest information.

Changes in Guidance

1. We have some good news! Following previous guidance about virtual signatures for ERDF and ESF, and as a result of discussions with both Managing Authorities, we are now able to accept evidence **that does not** have a wet signature, a virtual signature or uses document signing software. Please see the details below.

Signing Up paperwork

2. We are now able to accept unsigned evidence of participants signing up to a project, as long as there is accompanying email from the participant that uses the following wording:

For ESF Participants

"I, *[insert participant name]*, consent to being signed up to *[insert project name]* with *[insert providers name]*; a Community Led Local Development programme, funded by the European Social Fund"

I understand that by responding to this email, I am confirming that:

- *I am aged 16 or over*
- *I live at the postcode area provided in Cornwall*
- *I am not in paid work of any kind*
- *The information provided on the sign-up paperwork is true and accurate.*
- *I understand that *[insert provider's name]* requires a physical copy of evidence to legally confirm my eligibility for the programme*
- *I have read the Privacy Statement on the Participant Information Form and give permission for my personal data to be stored and shared in a secure manner as described.*
- *I may be contacted at any time to discuss my involvement on the project, this includes contact from the ESF Evaluation Team up to six months after I exit the project.*

*The copy of the evidence will be stored securely with the participant's data by *[insert provider's name]* until 31/12/2033. Please note that this document will be viewed by the funders of*

this project as a means of confirming eligibility. The document is for verification only and will not be used for any other purposes.

For ERDF Participants (P11 work)

"I, [insert participant name], consent to being signed up to [insert project name] with [insert providers name]; a Community Led Local Development programme, funded by the European Regional Development Fund"

I understand that by responding to this email, I am confirming that:

- I am aged 16 or over*
- I live at the postcode area provided in Cornwall*
- The information provided on the sign-up paperwork is true and accurate.*
- I understand that [insert provider's name] requires a physical copy of evidence to legally confirm my eligibility for the programme*
- I have read the Privacy Statement on the Participant Information Form and give permission for my personal data to be stored and shared in a secure manner as described.*

The copy of the evidence will be stored securely with the participant's data by [insert provider's name] until 31/12/2033. Please note that this document will be viewed by the funders of this project as a means of confirming eligibility. The document is for verification only and will not be used for any other purposes.

Confirmation of Activity / Learning Paperwork

3. We are now able to accept unsigned evidence of participants activity on a project, as long as there is accompanying email from the participant that uses the following wording:

For ESF Participants

"I, [insert participant name], am signed up to [insert project name] with [insert providers name]; a Community Led Local Development programme, funded by the European Social Fund"

I understand that by responding to this email, I am confirming that:

- The information provided on the activity paperwork is true and accurate.*
- I understand that [insert provider's name] requires a physical copy of evidence to legally confirm my activity on the programme*
- I have read the Privacy Statement on the Participant Information Form and give permission for my personal data to be stored and shared in a secure manner as described.*
- I may be contacted at any time to discuss my involvement on the project, this includes contact from the ESF Evaluation Team up to six months after I exit the project.*

The copy of the evidence will be stored securely with the participant's data by [insert provider's name] until 31/12/2033. Please note that this document will be viewed by the funders of this project as a means of confirming eligibility. The document is for verification only and will not be used for any other purposes.

For ERDF Participants (P11 work)

"I, *[insert participant name]*, am signed up to *[insert project name]* with *[insert providers name]*; a Community Led Local Development programme, funded by the European Regional Development Fund"

I understand that by responding to this email, I am confirming that:

I understand that by responding to this email, I am confirming that:

- *The information provided on the activity paperwork is true and accurate.*
- *I understand that *[insert provider's name]* requires a physical copy of evidence to legally confirm my activity on the programme*
- *I have read the Privacy Statement on the Participant Information Form and give permission for my personal data to be stored and shared in a secure manner as described.*

*The copy of the evidence will be stored securely with the participant's data by *[insert provider's name]* until 31/12/2033. Please note that this document will be viewed by the funders of this project as a means of confirming eligibility. The document is for verification only and will not be used for any other purposes.*

How to use these statements

4. We suggest that you send the wording to your participants and ask them to fill in their name and send the email to you, from their personal email address. For the signing up email, use this once you have the participant information form, which you send to them for checking; ask them to return it to you with the email wording suggested.
5. For the activity paperwork, we again suggest you send them the records/forms you have (activity logs, individual learner records etc) and use the statement to get their agreement to the contents. You could use this approach after each session or wait until the end and use one email to confirm the whole activity across the project.
6. Please remember this process is only for use whilst face to face activity cannot take place.
7. Please ensure you include a copy of their email with the paperwork you submit to us in both cases. Please get in touch if you have any further questions about this approach; email clld@cornwalldevelopmentcompany.co.uk

And finally...

CLLD Contacts:

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