Full Application Form Guidance

EUROPEAN STRUCTURAL & INVESTMENT FUNDS

ESIF-GN-2-004

The Full Application must be completed by the **Applicant** andsubmitted to the **Managing Authority[[1]](#footnote-2)** by the deadline agreed by the **Managing Authority.**

In order to submit a Full Application you must first have received an invitation to do so from the **Managing Authority.**

Before submitting a Full Application, please ensure that you have read the Full Application Guidance carefully. Any queries should be addressed to the **Managing Authority.**

The **Managing Authority** will use the Full Application form to carry out its appraisal of the proposal, with the aim of determining whether the application meets the relevant criteria to be considered for funding. Applicants should note that the **Local Enterprise Partnership Area European Structural and Investment Funds Sub-committee** will receive the Managing Authority’s appraisal, incorporating a summary of the Full Application, in orderto advise on local strategic fit.

The **Applicant** is required to verify the accuracy of the information provided in the Full Application. Therefore the **Applicant** is expected to undertake appropriate investigation to establish the accuracy of its representations.

When completing the Full Application Form, unless the question specifically requires personal details, please refer to job titles and organisation names – rather than the actual names of individuals - when describing project delivery arrangements and responsibilities.

Further information to help you complete your application, including on State Aid law, National Eligibility Rules, Procurement, Cross-Cutting Themes, Anti-Fraud and Publicity requirements, can be found on the [GOV.UK](https://www.gov.uk/guidance/england-2014-to-2020-european-structural-and-investment-funds) website. Both this guidance and the application form contain hyperlinks for ease of reference.

The Full Application captures information on the rationale, activities, cost and compliance of a Project(s). It is the key component of the appraisal process for the award of European Structural & Investment Funds funding and is used as a tool to appraise and evaluate proposed delivery and for monitoring actual delivery.

Applicants may have already completed an Outline Application which contains the basis of the Full Application. In such cases, applicants should refer to their Outline Application and in some cases it may be sufficient to repeat information provided there in the Full Application in all cases previous information should be reviewed and updated if necessary. Where a Full application contains changes (as opposed to the provision of more granular detail or new information that is requested through the course of the Full Application) the Applicant should note these changes in 2.13. Further guidance is provided throughout this form.

The content of the Full Application should be factual and informative and *focussed*, with minimal opinions and generalisations expressed. Bullet points, images and tables are effective ways to communicate rather than blocks of text. The length of the completed Full Application may depend on the scale and complexity of a Project; applications should be focussed and avoid temptation to pad out information or provide irrelevant information which actually detracts from the nature of what is being proposed.

There should be evidence throughout the application to support statements made; some evidence may be appropriate to append where not publicly available, this may include economic data and reports. However, this should be kept to a minimum and you should direct the Managing Authority to the exact evidence.

Applicants must refer to the Operational Programme and appropriate Local Enterprise Partnership Area European Structural & Investment Funds strategy[[2]](#footnote-3) when developing a Full Application to ensure adherence to European Structural & Investment Funds’ requirements.

Applicants should note that the Local Enterprise Partnership Area European Structural & Investment Funds Committee will receive a summary of the Full Application together with the Managing Authority’s appraisal.

**What you need to do**

This Full Application form is completed in Word. Before completing the Full Application form, you should re-familiarise yourself with:

* Your linked Outline Application (where applicable)
* The Call Specification published by the Managing Authority
* The Operational Programme
* The priorities and targets of the local European Structural & Investment Funds strategy for the area(s) covered by your proposal.
* The national rules and guidance under which the European Structural & Investment Funds programme is governed and managed.

**Top Tips**

Ensure you read this Guidance document thoroughly.

* Set aside plenty of time to familiarise yourself with the key documents.
* When completing the Full Application form, put yourself in the position of the reader: Explain things clearly and in layperson’s terms: remember that the reader may not be familiar with your organisation
* Do not use acronyms
* Do not use ‘buzz’ words that the reader may not understand
* Be focussed and realistic
* Remember that a concise application, incorporating graphics and images where appropriate, may be easier to digest.

If you have questions, please consult your Managing Authority contact. This will normally have been provided to you in the notification letter inviting you to submit a Full Application.

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| **1.0 Applicant Details** | | |
| 1.1 Applicant organisation |  | |
| 1.2 Status of organisation |  | |
| 1.3 For private sector applicants, what is the size of the enterprise applying for funding? | **Small** |  |
| **Medium** |  |
| **Large** |  |
| 1.4 Company/charity registration number (where applicable) |  | |
| 1.5 VAT number (where applicable) |  | |
| 1.6 Applicant address |  | |
| 1.7 Applicant address (row 2) |  | |
| 1.8 Applicant address (row 3) |  | |
| 1.9 Town / City |  | |
| 1.10 County |  | |
| 1.11 Postcode |  | |
| 1.12 Main contact |  | |
| 1.13 Job Title / Position in the Organisation |  | |
| 1.14 Email |  | |
| 1.15 Telephone Number |  | |
| 1.16 Mobile Number (optional) |  | |

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| This information is needed in all cases, even if it was previously provided at the Outline Application stage. Applicants should not write ‘No Change’ or ‘As before’. The information must be re-entered. Changes to contact details etc. would not constitute a material change warranting mention in section 2.12 however a change to the applicant organisation or size or status should be noted in 2.12.  For private sector applicants, the main factors in determining the size of the organisation are number of employees and turnover. Where the company is part of a group, you may need to consider the staff numbers and turnover for the whole group. A full European definition of Small and Medium size Enterprises can be found at the following link: <http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm>  The type and size of the applicant will be taken into account when assessing the proposal’s compliance with state aid rules. |

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| **2.0 Project Details** | | | | |
| 2.1 Project Name |  | | | |
| 2.2 Local Enterprise area(s) covered |  | | | |
| 2.3 Reference number of the call you responded to. |  | | | |
| 2.4 Name of European Structural & Investment Funds Investment Priority |  | | | |
| 2.5 Project Description – Fully describe how the project will be delivered. You should avoid overly technical terminology. Your response should be understood by a non-expert. There is no word limit but you are encouraged to keep this description focussed on the activity of the project:   * What the project is, including the specific activities undertaken as part of the project * Where the project will be delivered * Over what timescale * Who will deliver it * Who will benefit from the project * What the benefits will be   For capital funded activity, please complete Annex 2(c)  Please refer to organisation names (and job titles if necessary) rather than the actual names of individuals when describing project delivery arrangements and responsibilities.  Please ensure your response addresses each of the listed bullet points. You may use sub-headings in your response if this is helpful.  For ESF projects, please include a high level, end-to-end customer journey document e.g. flow chart as an annex to your application. | | | | |
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| 2.6 Will the project involve Delivery Partners? If yes complete 2.6.1 | Yes |  | No |  |
| 2.6.1Delivery partner name & address including postcode, and their Company / Charity registration number.  (Please refer to organisation names rather than the actual names of individuals) | Role and confirmation that they will defray expenditure (will they provide match funding) | | Whether an SLA is in place and if not when it will be. | |
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| Applicants should repeat the information provided in the Outline Application except for 2.5 where the applicants should *fully* describe what the project is and how it will be delivered. This should provide sufficient information for the reader to be able to apply the core selection criteria to their appraisal and the quality of the information provided should reflect the rigour of the appraisal process.  This section will also be shared with the Local Enterprise Partnership Area European Structural and Investment Funds Committee. Even if it’s clear to the Applicant, it might not necessarily be clear to a third party what is being proposed. If the description is poorly articulated, lacks detail, is overly theoretical or too complex, then the appraisal process may be prolonged whilst the Managing Authority seeks clarification. Remember that the reader is not familiar with your proposal. Use flowcharts, graphics, and images as necessary. These will need to be attached to your application.  Within this description it should be clear what the Project is aiming to achieve. It should clearly describe how it fits the objectives of the Operational Programme and relevant Local Enterprise Partnership European Structural & Investment Funds strategy. The Project needs to demonstrate that it is focussed on specific activities which will lead to the Outputs that it intends to achieve (i.e. an intervention logic is demonstrated). If the Project’s objectives are vague, then it may suggest that the Project is insufficiently focused.  For revenue-funded activity, provide a clear breakdown of the Project’s key stages include the end beneficiaries journey, for example;   * This could be a learner progressing from enrolment through to supporting the learner to achieve and sustain positive outcomes. * It could be the identification of an SME, how the SME engages and interacts the project through the benefit for the SME and the exit strategy   It is often useful to include a diagram to illustrate this journey.  Use the bullet points as a non-exhaustive list of prompts and consider the detail required under each point. For example a poor answer would address the point “who will deliver it?” simply with “The applicant”. A good answer would go into the detail of the applicant organisation and who is directly delivering to end beneficiaries as well as any use of consultants, delivery partner teams etc.  For European Social Fund Projects you should also set out your engagement of target groups and recruitment strategy, detail referral routes and possibly partners, identify the type of issues and barriers faced and how the Project(s) will aim to address these.  For applications which contain an element of Youth Employment Initiative funding either as all or part the project, please describe how the specific eligibility rules for Youth Employment Initiative activities, geographical boundaries and participants are being met. If not, the project will not be eligible for Youth Employment Initiative funding. The European Social Fund and the match must also be spent on participants eligible for the Youth Employment Initiative residing in areas eligible for the Youth Employment Initiative.  **Delivery partners**  Any changes to delivery partners including the addition of new ones or removal of previous ones should be also included in 2.6.1. For reference a Delivery partner is different from a subcontractor. A Delivery partner is an organisation with responsibility for delivering elements of the Project(s)’s activity for a share of the Project(s)’s outputs and results. They may provide match funding but they cannot make a profit from the European Structural & Investment Funds they receive. They will also follow all European Structural & Investment Funds audit and compliance requirements which the lead partner will verify; this includes checking invoices, timesheets, outputs and results evidence.  Delivery partners receive European Structural & Investment Funds via the lead partner (i.e. the Applicant). A legally binding agreement such as a Service Level Agreement is required between the lead partner and the Delivery partner. The Service Level Agreement details the requirements and liabilities of the Delivery partner and should reflect the terms of the lead applicant’s Funding Agreement. Delivery partners can come from the public, voluntary or private sector.  Sometimes the lead partner will assemble a number of partners to form a consortium. However, there will always be one lead partner who will sign the Funding Agreement with the Managing Authority and hold ultimate accountability and responsibility for the Operation(s).  The lead partner does not normally ‘sub-contract’ (i.e. procure) a Delivery Partner as they are in a partnership arrangement to deliver the European Structural & Investment Funds Project(s) together. Only the Grant Recipient or a Delivery partner can defray expenditure on a European Structural & Investment Funds Grant.  A **Sub-contractor** is not the same as a Delivery Partner. Instead, there is a contractual arrangement following a procurement exercise between the lead partner and an organisation/individual.  For example, where a lead partner hires a consultant to deliver part of the Project(s) activity and achieve a share of outputs and results, for which the lead partner will invoice the consultant.  Any sub-contractors involved with your Project(s), will need to have been procured correctly. Errors often occur when sub-contractors are procured prior to the start date of the Project(s).  A sub-contractor does not provide match funding.  A **Strategic partner** is not the same as a Delivery Partner or sub-contractor. Instead, these are organisations are involved in overseeing the Operation(s); they may be members of a steering group for example.  Partners can come from the public, private or voluntary sectors.  Strategic partners do not provide match funding, nor do they receive any European Structural & Investment funds. |

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| **2.7 Outline Application Conditions**  Explain how you have addressed each of the conditions made at the Outline Application endorsement stage. Add additional rows if necessary |
| **Outline Application Stage Conditions & how they have been met** |
| a) |
| How has it been met? |
| b) |
| How has it been met? |
| c) |
| How has it been met? |
| d) |
| How has it been met? |
| e) |
| How has it been met? |

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| In the first row you should list the condition provided by the Managing Authority when you were invited to submit a Full Application. In the row below explain how you think you have satisfied the condition and point, where appropriate, to the relevant section within the Full Application. If discharging these conditions has led to a material change, this should also be noted in 2.8.  Please add rows as necessary. |

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| **2.8 Any changes since Outline Application**  What changes, if any, to your proposal have there been since the submission of your Outline Application? Add additional rows if necessary. |
| **Change & Justification for the change** |
| a) |
| Justification: |
| b) |
| Justification: |
| c) |
| Justification: |
| d) |
| Justification: |
| e) |
| Justification: |

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| In the first row the Applicant should detail the change since Outline and in the row directly below, explain why this change has occurred and what the impact of that change is. Applicants should add rows where necessary. Applicants should list all changes with the exception of minor changes such as contact details. This might include changes to the nature of the project, changes which impact on the value for money, increases / decreases in cost or changes which affect the local strategic fit. In addition any changes to delivery partners, procurement already undertaken etc. should also be included here.  The Applicant should also consider the type of call that led to the application. If the call stated that the intention was to award a single Funding Agreement, then it’s likely that the Applicant was selected to progress at Outline Stage in competition against other Outline Applications. In this situation in order to ensure the validity and fairness of selection at the Outline Assessment stage, the applicant should not usually be making material changes to the information they provided at Outline Application stage. They should just be providing the additional information requested as part of the Full Application process or more granular detail of what was provided in more headline terms at Outline Application stage.  If the application has come through as a result of a call where applications are assessed on receipt or multiple awards may be made and therefore not in direct competition with other application(s), there may be more scope for significant change between the Outline and Full Application stages. |

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| **Evidence to Support the Proposal** |
| 2.9 European Social Fund only. Proposed design: How does the proposed delivery model build on evidence of good practice, and what works most effectively for the target group? |
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| 2.10 European Regional Development Fund only. Need for the project within the market– please describe the market failure(s) that your project will address. Please provide relevant evidence and research to support your case. |
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| 2.11 European Regional Development Fund only. Demand for the project – please set out the demand for the project; what are the demand projections; how have these been identified; have you considered / exhausted all other avenues for funding? |
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| 2.12 Explain the impact for the project for each of the following:   * If the project did not receive European Structural & Investment Funds * If the level of European Structural & Investment Funds was reduced * If there was a delay in European Structural & Investment Funds |
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| **3.0 Strategic Fit** |
| |  |  |  | | --- | --- | --- | |  | |  | | --- | | 3.1 How does the project still address the needs / opportunities set out in the call specification? | | |
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| 3.2 How does the project deliver the objectives of the relevant priority axes set out in the Operational Programme? |
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| 3.3 Describe the medium to long-term results/impacts that the project will deliver. |
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| 3.4 Has the applicant identified any organisations offering the same or similar activity? Explain how the proposed project adds value to and doesn’t duplicate this, and does not conflict with national policy? |
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| Basic information will have been provided at Outline Application stage so Applicants should review this. If there is any change to any of these elements of strategic fit it should be reflected here and again in 2.12.  Applicants should seek to establish that the Project represents an appropriate means of delivering the objectives set out in the Operational Programme. Projects that do not fit with the Operational Programme will not be supported. In addition to this, Applicants should also demonstrate how the Project aligns with the domestic strategic priorities and local growth priorities as set out in local European Structural & Investment Funds strategies and the call specification. This will be the focus of the Local Enterprise Partnership Area European Structural & Investment Funds sub-Committee’s advice to the Managing Authority.  Applicants do not necessarily need to detail a number of different delivery options, however, they will be expected to justify why the chosen delivery methods is the best solution, it may be easier to do this by explaining what other options have been dismissed and why.  3.3 and 3.4 ask for information not provided at the Outline Application stage.   * At 3.3 summarise the ley impacts and results that the project is seeking to deliver. These will depend upon the nature of the activity but may include increased productivity and or employment in supported business, increasing the skills levels and employment rate of participants or providing infrastructure that will facilitate future investment and growth. * At 3.4 Demonstrate the research undertaken to establish if there are any national (for example Business Innovation Skills Department) schemes or local provision in place which may be the same or similar to the proposed Project. Where such schemes do exist, the Applicant should clearly demonstrate how their Project adds value and does not duplicate this provision. The driving force behind this is a commitment to reducing confusion in the market place for SMEs or learners. |

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| **4.0 Project timetable** | | |
| 4.1 Start date (date from which eligible expenditure will be incurred) |  | |
| 4.2 Financial completion date (date by which eligible costs will have been defrayed (European Social Fund – contractual completion date) |  | |
| 4.3 Practical completion date (date by which all outputs will be achieved. European Regional Development Fund only) |  | |
| 4.4 Activity end date (date by which all the activities described in the funding agreement will be completed) |  | |
| 4.5 Other milestones - complete the schedule below with detailed project delivery dates as relevant for the implementation, on-going development and delivery of the project. | | |
| Milestone | Start date | Completion date |
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| 4.6 Please provide any necessary commentary on the milestones above including any dependencies. | | |
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| Indicative milestones will have already been provided at Outline Application however, as this is now Full Application a greater degree of certainty, accuracy and detail is required here (add rows as necessary). Applicants should review what has been provided at Outline and update, expand and go into further detail within the table.  4.6 Asks for a narrative around this schedule, you should include dependencies and the implications / likelihood of milestones being missed or slipping. The Appraiser is looking to be assured that this is a deliverable Project within the time scales provided. |

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| **5.0 Costs and Funding** This is an overview. Costs by LEP area are required within the financial annex, if applicable. | | | | | | |
|  |  | ESIF (a) **(£)** | Public Match (b)  **(£)** | Private Match (c)  **(£)** | Total (d)  **(£)** | ESIF Contribution rate **(%)** (a)/(d)x100 |
|  | ERDF capital |  |  |  |  |  |
|  | ERDF revenue |  |  |  |  |  |
| **Sub Total** | ERDF |  |  |  |  |  |
| **Sub Total** | ESF |  |  |  |  |  |
| **Sub Total** | YEI |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |

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| These figures should correspond with the figures provided in the financial annex. |

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| 5.1 Please provide a breakdown of the sources of funding and detail as to whether or not they are secured and if not when they will be. | | |
| **Name of match funder** | **Status (inc. date if not yet secured)** | **Type cash or**  **in-kind** |
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| Match funding is a prerequisite for receiving European Structural & Investment funds. This section asks you to confirm that match funding is in place. An idea of match funding source and certainty will have been provided at the Outline stage. Applicants should reflect the updated position here which should have regard to any additional guidance which may have become available since the Outline Stage. Match funding must be confirmed (with the exception of SME contributions) prior to the issuing of any Funding Agreement.  The information should include a breakdown of match funding including evidence of the match, which might take the form of a letter or contract signed by someone in a position of authority. There is no prescribed template for this. If you are using your own funds as match, the Managing Authority may need to ask for additional evidence such as in principle approval for a bank loan.  “In-Kind” match – there are restrictions on when ‘in-kind’ match can be used in the Programme. Applicants should refer to the National Eligibility Rules <https://www.gov.uk/government/publications/european-structural-and-investment-funds-eligibility-documents> which describe these restrictions and, if you are proposing to use ‘in-kind’ match, please set out in this section how your match meets the necessary ‘in-kind’ rules.  Please note that costs associated with paying for existing staff are not ‘in-kind’ contributions. |

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| 5.2 Please confirm that you have submitted a very detailed, granular budget breakdown. | | | | | | | | | Yes | | | | No |
| 5.3 For each item (not category of items) provide the justification for its inclusion i.e. relevance to the project and the assumptions / research undertaken to come to the figures. For salary costs, please indicate any job role not 100% funded by the project and provide evidence of the hourly rate using the simplified cost methodology. | | | | | | | | | | | | | |
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| Applicants should complete the Full Application Financial Tables which are at [https://www.gov.uk/government/publications/european-regional-development-fund-full-application](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Feuropean-regional-development-fund-full-application&data=02%7C01%7CVikki.Courts%40communities.gov.uk%7Cecec28a2012e44b91be508d7620923f0%7Cbf3468109c7d43dea87224a2ef3995a8%7C0%7C0%7C637085663720441952&sdata=UBYLYrJQPG7vwmgejLmkO%2B59rxiGRFs%2Bkpab0cLB9CU%3D&reserved=0). If there is any significant change since the Outline Application, this should be reflected in 2.12.  Bear in mind:   * European Structural Investment Funds operates by calendar years (January-December) * Be as realistic as possible about when expenditure will occur and be defrayed– European Structural Investment Funds operates on the basis of defrayed expenditure i.e. when a payment leaves the projects bank account, not when an invoice or cheque has been written/sent. * Consider carefully the time requirement to get the project started – will it be necessary to factor in time for recruitment/procurement/formalising the partnership? Most projects spend very little in their first couple of quarters. * European Structural Investment Funds is reimbursed upon submission of a claim. The applicant must ensure there is sufficient cash flow to manage the project. * Include sufficient resources to administer and manage a European Structural Investment Funds project.   Retention (normally 10%) is held back at the end of every European Structural Investment Funds Project whilst the final claim and final verifications are carried out. | | | | | | | | | | | | | |
| 5.4 Please indicate which simplified cost option you are proposing to use for indirect costs. | | | | | | | | | | | | | |
| 15% |  | 25% ERDF only |  | | 40% ESF only | |  | | | None |  | | |
| 5.4.1 If you have ticked 25% (ERDF only) please provide a detailed justification in line with the eligibility rules. | | | | | | | | | | | | | |
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| This relates to research and innovation activity. It is not sufficient to say that because the applicant is a Higher or Further Education Institution that they are proposing 25% indirect costs. All of the activities within the project must be compatible for the project to use the 25%. | | | | | | | | | | | | | |
| 5.5 Please advise whether or not the project budget includes any VAT you cannot recover from HMRC (recoverable VAT). Note we may need confirmation of this by way of a letter from the applicant’s finance department. | | | | | | | | | | | | | |
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| 5.6 If irrecoverable VAT will be claimed, please describe how this is captured through the claims procedure and how your financial processes will ensure that it is not being claimed as part of the normal VAT return. | | | | | | | | | | | | | |
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| 5.7 If the project covers more than one Local Enterprise Partnership area or more than one Category of region, explain how the costs have been shared between areas. | | | | | | | | | | | | | |
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| If your application spans 2 or more Categories of Region or Investment Priorities then:-   * For ERDF projects, you need to split the spend across the Categories of Region and Investment Priorities using the drop down menus in the Financial Tables. * For ESF, you must instead provide a separate Financial Annex for each Category of Region per Investment Priority.   For ERDF projects the following steps may be helpful   * Estimate how much the activity  delivered in each Category of Region will cost * Show the total costs in the Financial Tables and work out the percentage of the total cost each Category of Region total equates to and select these in the drop down menus (e.g. 74% More Developed, 26% Transition) * Apply the max contribution rate applicable to each Category of Region to the costs associated with each Category of Region * Show the total amount of European Structural and Investment Funds based on the sum of More developed costs \* 50%  + Transitional costs \* 60%. * Work out the total European Structural and Investment Funds as a percentage of the total costs – that gives the first estimate of the overall intervention rate for the project. * Match is then the difference between the total costs and the total European Structural and Investment Funds sum.   Then, for both funds, in the narrative section explain how the total figures have been reached.  **Note**: The intervention rate is different for each Category of Region and the costs need to consider this when the table is being completed. For example More Developed Regions have an intervention rate of 50% and Transition Regions, an intervention rate of 60%. These rates are the maximum amount of costs that European Structural Investment Funds can support in that Region with the remainder needing to come from match funding and the Tables ask for both sets of information. | | | | | | | | | | | | | |
| 5.8 Have you or will you incur any at risk costs since your notification letter, which you intend to include in your first claim? If yes, how much and on what? | | | | | | | | | | | | | |
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| 5.9 European Regional Development Fund only - Will you project generate any income? If yes, please provide details of how and complete annex 2b on revenue generating projects. | | | | Yes | |  | | No | | | |  | |
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| **6.0 Outputs and Results (Results are ESF only)** |
| 6.1 6.1 Please explain in detail how you have estimated each of the outputs and results for your project, demonstrating clearly how each of the proposed outputs and results directly links to your specific project activities and objectives.  The ERDF and ESF Indicator Annex Tables for Full Applications can both be found [here](https://www.gov.uk/government/publications/european-structural-and-investment-funds-full-application) on GOV.UK. |
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| 6.2 Please explain your approach for forecasting each deliverable; including the specific base-lining/research you have undertaken to ensure your projected profiles are realistic and achievable and any assumptions which impact on your forecasts. |
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| You should provide here a clear explanation of the rationale behind the selection of outputs and results and how the deliverables have been calculated. Please describe how you calculated the outputs and results included in the table. Including the assumptions you have made in establishing each output or result. The outputs and results must link clearly to the project’s activity and objectives as set out in the call specification.  If the deliverables have increased or decreased since Outline Application the applicant should highlight this in 2.12.  Please note: it is not sufficient to base your calculations solely on the proportion of outputs and results set out in the call specification. It should be clear to the appraiser how you have considered the specifics of your individual project in your calculations, including any base-lining or other comparative sources of information you have used in arriving at your estimates.  The targets achieved by every European Structural & Investment Funds funded Project contributes towards meeting the targets in the Operational Programme. The European Commission monitors the performance of the Operational Programme and there are financial penalties for under-achievement.  During the delivery of a Project, the Grant Recipient will need to provide evidence (an audit trail) that each output and result has been achieved. Where evidence is unavailable, or where a Project fails to deliver agreed outputs and results, repayment or withdrawal of the European Structural & Investment Funds may be considered.  Applicants should fully complete the Indicators Annex Table, which is a separate Excel spreadsheet available at <https://www.gov.uk/government/publications/european-structural-and-investment-funds-full-application>  At full application stage, the annex also requires you to provide a quarterly profile showing when you expect the deliverables to be achieved.  Applicants should refer to the published Output Indicator Definitions guidance for ERDF or Output and Result Indicator definitions guidance for ESF, both of which can be found [here](https://www.gov.uk/government/publications/european-structural-and-investment-funds-outputs-and-results) on GOV.UK.  If your application spans 2 or more Categories of Region or Investment Priorities then:-   * For ERDF projects, your outputs must be split by Categories of Region and applicants will need to provide a rationale as to the allocation of Outputs across multiple Categories of Region where this applies. * For ESF, you must provide a separate Indicator Annex for each Category of Region per Investment Priority.   For ERDF Projects, as in the Financial Table, when completing the Indicators Annex, link the outputs and results to the deliverables to Categories of Region by working out what will be delivered from the spend in each Category of Region and then adding them together to give a total. Then calculate what each Category of Region is as a percentage of that total and indicate this as the % to each Category of Region in the Indicator Annex Tables. |

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| **7.0 Project Management and Governance** |
| 7.1 Fully describe the project management and control systems that will be established for the project, demonstrating that the project (including any delivery partners) has the appropriate capacity to meet the requirements of European Structural & Investment Funds.  **For ESF Only** – Please also include an explanation on how your project will deal with suspected fraud, in line with published [ESF Anti-Fraud guidance](https://www.gov.uk/government/publications/european-structural-and-investment-funds-counter-fraud-guidance). This includes providing a statement on how you will deal with suspected fraud in your organisation and if appropriate, with your sub-contractors. |
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| 7.2 Please describe the individual posts within the team that will be delivering the project:   * How is the team set up to manage and deliver the project? * Identify which posts are not 100% funded by the project. * What resources, expertise, skills, responsibilities and experience do they have? * Will existing staff be employed, or will new staff be openly recruited (if yes, how)? * What are the reporting lines and accountabilities of individual posts?   Please include details of Delivery Partners (if relevant).  Please attach a structure chart (organogram) and job descriptions for project delivery staff: See the ‘Supporting Documents checklist’.  Please refer to job titles rather than the actual names of individuals when describing project management and governance arrangements and responsibilities. |
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| 7.3 If this application form has been drafted by individuals who will not be involved in the delivery of the project, how will you ensure that the project delivery team understands the rationale and detail of the project? |
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| 7.4 If applicable, how will you ensure that Delivery Partner(s) comply with the requirements of European Structural & Investment funding? How will you monitor and manage the performance of Delivery Partner(s) and or sub-contractor(s)? |
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| 7.5 Please describe how you will collate, calculate and verify deliverables to ensure that interventions are recorded and an audit trail is retained to prove their validity |
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| 7.6 If applicable, what checks will be carried out to ensure the end beneficiaries (for example, businesses or learners) benefitting from the proposal or individuals engaged as part of the proposal is eligible and belongs to the target group? |
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| 7.7 Describe the controls put in place by the applicant to check that it is maintaining compliance with the eligibility rules during the delivery of the project. |
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| **8.0 Financial Management and Control (In all responses reference delivery partners where appropriate).** |
| 8.1 Describe the financial management and control procedures for the project; including the process for compiling, authorising and ensuring only eligible and defrayed expenditure is included in European Structural & Investment Funds claims for payment.  Please refer to job titles rather than the actual names of individuals when describing Financial Management and Control procedures and responsibilities. |
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| 8.2 Please describe the document management system for the project and how the audit trail will be maintained and accessible for the period required under the terms of the European Structural & Investment Funding Agreement, this includes retrieving original invoices and ensuring evidence of costs incurred is available. |
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| 8.3 Please set out your organisation’s financial policy which describes processes, roles and schemes of delegation. |
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| 8.4 If applicable, how will you ensure that Delivery Partners/financial beneficiaries engaged in the delivery of the project will comply with the requirements relating to defrayal of expenditure? |
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| 8.5 Please explain how the accounting software and systems used will be capable of maintaining separate records for the project and producing detailed reports to demonstrate where the European Structural & Investment Funds is being spent. If applicable, please describe how your partner’s software/systems will manage project finances. |
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| 8.6 As European Structural Investment Funds are paid quarterly in arrears it could be up to 5 months from spending money to receiving payment. Please explain how you are able to cash flow the project. |
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| Applicants should outline here any issues that have emerged since the submission of the Outline Application and describe the financial management and control procedures put in place for the Project, including the process for compiling and authorising claims for payment and who will manage this process. Applicants should also set out the process that any Delivery Partners will also follow.  Please describe how the documentation policy and document location register meet the European Structural & Investment Funds requirements regarding retention date, storage, data back-up arrangements including for Delivery Partners. Documentation relating to a project must be retained after the project has completed. The exact date for your project will be confirmed to you after the Funding Agreement has been signed but this period could be up to 53 months after the project has finished. Given this, Applicants should explain how they will continue to meet monitoring and reporting requirements until this date. These include but are not limited to:   * Evidence of outputs * Evidence of publicity * Evidence of procurements * Invoices and evidence of defrayal * Steering Group minutes   Applicants should describe in brief, the main points of the financial policies in place covering processes, roles and delegations for example who within the Applicant organisation can commit the project to incurring expenses, who signs off their inclusion in a claim etc.  European Structural & Investment Funds are paid in arrears upon receipt of satisfactory claim for payment i.e. the Applicant will have had to incur costs before they are able to claim them and there are often queries around submitted claims (for example, ineligible expenditure or a lack of description of expenditure or lack of supporting evidence). The Application will need to explain how they can manage the cash-flow of the Project and if applicable how Delivery Partners can also manage this cash-flow.  Applicants should set out the procedure to ensure that ineligible expenditure is excluded from the Project’s claim. Will this for example, be a manual task or will the accounting system recognise which costs should be included in a claim including confirmation of defrayal. This should include a description of who checks the eligibility of costs before they are incurred as well as before they are claimed.  Applicants should describe the processes and procedure put in place to ensure that Delivery Partners only claim eligible expenditure. For example will there be an induction or training? How will the lead applicant test the Delivery Partners’ systems and will this be reflected in a Service Level Agreement or Memorandum of Understanding or equivalent with them.  Applicants will be asked to provide original invoices when audited. Applicants must be able to demonstrate that they can accesses these invoices particularly if stored off site.  For ESF, applicants should refer to the published [ESF Document Retention](https://www.gov.uk/government/publications/european-structural-and-investment-funds-document-retention) guidance and the [European Social Fund data evidence requirements: eligibility and results guidance](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/591548/ESF_Data_Evidence_Requirements_v2.pdf) |

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| The following sections are technical and have historically been the cause of financial irregularity. As a result some applicants chose to seek independent advice. If you do not take independent advice your responses should be consistent with the level of detail you would obtain from independent advice. |

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| **9. Procurement Requirements** | | |
| 9.1 Confirm that you have read and understood the European Structural & Investment Funds requirements for procurement, as set out in the published [European Structural and Investment Funds National Procurement Requirements](https://www.gov.uk/government/publications/european-structural-and-investment-funds-procurement-documents) and that you/your Delivery Partner(s) can meet the relevant requirements | Yes | No |
| 9.2 Is your organisation a “Contracting Authority” as defined in the Public Contracts Regulations 2015? | | |
| Yes, No or Don’t know | | |
| 9.3 If not, please set out the reason(s) | | |
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| 9.4 Confirm that you have completed Annex 4a, listing all contracts that will be used to provide goods, works or services to the project, which have already been procured and awarded/contracted prior to this application, or which are in the process of being procured at the date of this application.  *For the avoidance of doubt this includes all previously procured contracts that will be used by the applicant and/or its delivery partner(s) to provide goods, works or services to the project.*  **Do not complete Annex 4a if you are using the ESF 40% Simplified Cost Option.** | | |
| Yes or No, Comment | | |
| 9.5 Confirm that you have completed Annex 4b, listing all the contracts that will need to be awarded to deliver the Project but which have not yet been tendered/procured at the date of this application  *For the avoidance of doubt this includes all contracts that will need to be awarded by the applicant and/or its delivery partner(s) to provide goods, works or services to the project during its lifetime*.  **Do not complete Annex 4b if you are using the ESF 40% Simplified Cost Option.** | | |
| Yes or No comment | | |
| 9.6 Describe the system that will be put in place to:   * Test that the contracts listed at Annex 4a can demonstrate compliance with the ESIF Procurement Requirements   Plan the tender processes listed at Annex 4b to ensure that they comply with ESIF Procurement Requirements.   * Ensure that all relevant documents are retained with a view to providing relevant information in the event of an audit or other investigation.   Please provide further information on any contracts you have referred to in Annex 4a in which there has been a single tender action, the use of a framework or dynamic purchasing system (in particular if this has not been set up by the applicant) or where the contract has been extended. | | |
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| **10 State Aid Law** |
| 10.1Please list all the organisations (if known) which may benefit from the funding of the project. If they are not known, list the types of organisations that might benefit from the funding. |
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| 10.2 For each organisation or type of organisation that may benefit from the project, (including the applicant and any Delivery Partners) identify whether they meet the State Aid test. If you believe an organisation or type/ group of organisations is outside the scope of State Aid, please provide the reasons.  Applicants may wish to refer to the European Commission’s “Notion of State Aid” guidance and the Ministry of Housing, Communities and Local Government’s European Regional Development Fund guidance on State Aid law available at  <https://www.gov.uk/government/publications/european-structural-and-investment-funds-state-aid-documents>.  **For ESF** Applicants should refer to the published [European Social Fund 2014 to 2020 State Aid Guidance](https://www.gov.uk/government/publications/european-structural-and-investment-funds-state-aid-documents) on GOV.UK. |
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| 10.3 For each beneficiary and or type of beneficiary that the applicant regards as being in receipt of State Aid, identify which exemption(s) they will be using to provide the aid in accordance with State Aid law[[3]](#footnote-4).   |  |  |  | | --- | --- | --- | | Name of beneficiary or type of beneficiaries | Name of Exemption | Scheme reference number | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   Where a project is funded under an exemption based on the General Block Exemption Regulations (651/2014), the Applicant is required to either (a) confirm that the project falls within the scope of Regulation 6(5) or (b) to submit a separate document to demonstrate incentive effect in line with Regulation 6(2) containing the following information:  (a) the applicant undertaking’s name and size  (b) a brief description of the project, including start and end dates  (c) the location of the project  (d) a full list of the project costs used to determine the allowable level of funding  (e) the form of the aid  (f) the amount of public money needed for the project. |
| 10.4 If you intend to use exemption(s) to deliver the Project, have you read the terms of the scheme and meet all the relevant terms. |
| Yes or No |
| 10.5 If you intend to use De Minimis, please outline what work has been undertaken to ensure that this is the most appropriate mechanism. |
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| 10.6 Are you subject to an outstanding recovery order in respect of State Aid? |
| Yes or No |
| 10.7 For projects which involve vouchers / grants, what system will be put in place to assess the eligibility of beneficiaries, activities, costs, and compliance with aid intensity levels prior to the intervention? |
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| 10.8 Describe the system in place for collecting and recording the required information for audits and returns? |
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| It is the grant recipient’s legal responsibility to ensure that they comply with State Aid law and during the project, European Regional Development Fund grant recipients must take responsibility for and manage State Aid issues connected with it.  Article 107(1) of the Treaty on the Functioning of the European Union provides that: “Save as otherwise provided in the Treaties, any aid granted by a Member State or through state resources in any form whatsoever which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods shall, in so far as it affects trade between Member States, be incompatible with the internal market.” Grant funding to any economic undertaking which is state aid can only be awarded if it is compatible aid, in that it complies with the terms of a notified scheme or is covered by the De Minimis Regulation.  State Aid errors can lead to European Structural Investment Funds expenditure being deemed to be ineligible. It is vital that European Union State Aid Regulations are fully met at all stages of the project. European Structural Investment Funds operates within an audit and verification framework that places particular emphasis on compliance with European Union regulations.  At Full Application stage, Applicants should have a firm and fully developed case to make with regards to State Aid compliance. If the Applicant doesn’t believe there to be any State Sid it should be stated and fully justified here. The Managing Authority may ask to see independent verification of this position. If the Applicant is of the view that the Project constitutes State Aid they should explain how they intend to deliver this through a lawful mechanism (i.e. a nominated scheme or exemption). The Managing Authority may wish to see independent verification of this position.  State Aid has been interpreted by the European Commission to include any transfer of state resources that favour one or more organisations ‘undertaking’ a commercial activity as this could result in a competitive advantage that could not have occurred under normal market conditions.  Applicants should work though the State Aid test for each level of funding.  In completing this section, Applicants may find it helpful to refer to “Guidance on State Aid Law” which is available at:  https://www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance  This document includes guidance on conducting a State Aid analysis and managing State Aid in European Regional Development Fund projects.  **For ESF** Applicants should refer to the published [European Social Fund 2014 to 2020 State Aid Guidance](https://www.gov.uk/government/publications/european-structural-and-investment-funds-state-aid-documents) on GOV.UK. |

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| **11. Publicity** |
| 11.1 Please explain how the project will meet the European Structural & Investment Funds Publicity Requirements available at [www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance](http://www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance). |
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| 11.2 For projects who have already incurred costs which they intend to include within their first claim, please provide confirmation and evidence to show how you have complied with these publicity requirements on expenditure incurred to date**.** |
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| The National Publicity Requirements are available at <https://www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance>. Applicants should explain how the Project will comply with the European Commission’s publicity requirements and national European Structural & Investment Funds requirements with effect from the Project’s start date. Applicants should note that all marketing and communications materials produced as part of, or to promote, the Project, must acknowledge the European support and use the standard European Union emblem. It should be noted that failure to comply with the Regulations relating to publicity can result in financial penalty up to the total value of the European Structural & Investment Funds grant awarded.  For ERDF only:  Applicants should note that all marketing and communications materials produced as part of, or to promote, the Project, must also utilise a domestic brand (e.g. HM Government) as set out in the National Publicity Requirements. It should be noted that failure to comply with domestic publicity requirements can result in withholding or suspension of grant.  Applicants will need to explain how they and any Delivery Partners and any existing or proposed sub-contractors will comply with the publicity rules. |

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| **12. Cross Cutting Themes** |
| 12.1 Support for the Sustainable Development theme  How does the project respect the principle of sustainable development? In particular how does the project maximise positive environmental impacts or mitigate potential negative impacts (with regard to the “polluter pays” principle where appropriate)?  For ESF only, applicants should refer to [Action Note 019/18](https://www.gov.uk/government/publications/esf-action-notes-2014-to-2020-programme) published on GOV.UK which sets out minimum expectations for this specific Selection Criteria, aligned to the ESF Scoring Framework.  Applicants must prepare and attach a Sustainable Development Policy and Implementation Plan along with their Full Application. Applicants should refer to the requirements regarding Sustainable Development Policy and Implementation Plans set out in the published [ESF Cross Cutting Themes Guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/592338/ESF_cross_cutting_themes_guidance__sustainable_development-and-equality.pdf). |
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| 12.2 Support for the Equality and Diversity theme (for European Regional Development Fund this is defined as ‘Equality and Anti-Discrimination’; for European Social Fund this is defined as ‘Gender Equality and Equal Opportunities’) (Application of Article 7 of Regulation 1303/2013) and the Public Sector Equality Duty (s149 of the Equality Act 2010).  How will you ensure that equality between men and women as well as gender perspective are taken into account and promoted throughout the preparation and implementation of the project?  What steps will you take to ensure accessibility for persons with disabilities are taken into account throughout the preparation and implementation of the project?  In light of the Equality Act 2010 how does your proposed project further the following aims:-   * The need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act. * The need to advance equality of opportunity between people who share a protected characteristic and people who don’t. * The need to foster good relations between people who share a protected characteristic and people who don’t.   For ESF only, applicants should refer to [Action Note 019/18](https://www.gov.uk/government/publications/esf-action-notes-2014-to-2020-programme) published on GOV.UK which sets out minimum expectations for this specific Selection Criteria, aligned to the ESF Scoring Framework.  Applicants must also prepare and attach an Equal Opportunities Policy and Implementation Plan along with their Full Application. Applicants should ensure their Equality & Diversity Policy & Implementation Plan adheres to the ESF specific requirements set out in the published [ESF Cross Cutting Themes Guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/592338/ESF_cross_cutting_themes_guidance__sustainable_development-and-equality.pdf) |
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| The cross cutting themes of Gender Equality and non-discrimination and Sustainable Development are important components in administering European funds and form part of the assessment of compliance with the Operational Programme. Applicants must demonstrate that they have considered and embedded these cross cutting themes in their project. Section 11 of each Operational Programme provides more information on what the Managing Authorities will take into account under these principles.  All projects awarded European Structural Investment Funds funding must comply with European environmental legislation, which seeks to ensure that projects do not have adverse effects on the environment.  European environmental legislation also requires that projects that are likely to have significant effects on the environment shall be subject to an assessment of those effects.  For some types of projects, an assessment is mandatory, while for others it depends on whether the project is judged to have significant effects on the environment.  Member States are required to give the European Commission, where appropriate, information about the environmental impact of measures for which funding is sought.  In preparing the project application, it may be necessary to consult a competent environmental authority, depending on the nature of the project deliverables.  In this section you should set out how your Project(s) will meet the requirements of the Sustainable Development theme, including setting out whether your Project(s) will have any of the following features:   * Will it have a specific environmental focus? * Will it complement any of the environmental thematic objectives of other ESIF programmes? * Will it use the environment as a resource to help motivate disadvantaged people? ( for example by providing non-classroom / non-traditional learning environment) * Will it support recycling?   **For the European Social Fund** You must prepare and attach a Sustainable Development Policy and Implementation Plan along with your Full Application.  You should refer to the requirements regarding Sustainable Development Policy and Implementation Plans set out in the published [ESF Cross Cutting Themes Guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/592338/ESF_cross_cutting_themes_guidance__sustainable_development-and-equality.pdf).  Please also see [Action Note 019/18](https://www.gov.uk/government/publications/esf-action-notes-2014-to-2020-programme) for further details of requirements and also the assessment and scoring arrangements that will apply to this cross cutting theme for ESF.  **For the European Regional Development Fund** The principles of sustainable development should be embedded in the project and have informed its development and delivery. Applicants should set out both what they do as an organisation and how they will deliver sustainability to the end beneficiaries – it is often the latter that can have the biggest impact. For revenue projects the Cross Cutting Theme should be applied relative to the scale and scope of the project, focusing on what are the greatest benefits.  Examples of good practice include having an externally verified Environmental Management System such as ISO 14001, Eco-Management and Audit Scheme or the IEMA Acorn Scheme. Section 11 of the Operational Programme sets out the requirements for capital projects and for projects looking to support Small and Medium Sized Enterprises.    For BREEAM, an initial design stage assessment is completed at RIBA Stage D providing an overview of what the building could achieve. It is expected that this will be available at full application stage.  For CEEQUAL, it would be expected that a “Whole Team Award” is used and that applicants will be in a position to confirm that they will achieve Very Good, which will be evidenced by an externally verified CEEQUAL Assessor on completion of the project.  “Green Infrastructure” covers a range of green spaces and can also include water bodies (blue infrastructure) can provide multiple benefits from supporting climate change adaptation and mitigation, through to supporting biodiversity and setting the scene for investment. Capital projects should demonstrate how they are contributing to the development of Green Infrastructure locally or strategically. Green Infrastructure based projects will need to demonstrate that they have a costed management plan and ring-fenced budget in place that will support the ongoing development and maintenance of the project.  Please explain how your project contributes to, and meets the requirements of, the equality and diversity theme (see Section 11 of the Operational Programme). Projects must demonstrate commitment towards addressing equality issues as outlined in the European Regional Development Fund or European Social Fund Operational Programme and as set out under the 2010 Equalities Act. Equality should be integrated into all aspects of project planning, development, implementation, monitoring and evaluation.  It must be embedded not only within the services the project provides, but also in the way the project is delivered.  **For the European Social Fund**  You must prepare and attach an Equal Opportunities Policy and Implementation Plan along with your Full Application.  You should refer to the requirements regarding Equal Opportunities Policy and Implementation Plans as described in guidance note set out in the published [ESF Cross Cutting Themes Guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/592338/ESF_cross_cutting_themes_guidance__sustainable_development-and-equality.pdf)  Please also see [Action Note 019/18](https://www.gov.uk/government/publications/esf-action-notes-2014-to-2020-programme) for further details of requirements and also the assessment and scoring arrangements that will apply to this cross cutting theme for ESF.  In your Full Application Form you should also clearly explain how your project will meet programme / regulatory requirements with regards to the following:  (i) Encouraging female participation on the programme.  (ii) Providing childcare support where this acts as an obstacle to ESF participation i.e. any additional support required beyond any support that is - or can be - funded via Universal Credit / tax-credits).  (iii) Supporting access for disabled people (including physical access to buildings where support will be provided).  (iv) Providing specialised / tailored / flexible support to meet the needs of the individuals (as far as possible) including specialised support for disabled people where necessary.  **If you do not have sufficient room to record all this information within the Full Application form itself, you may attach additional supporting documentation to your application in order to ensure all points are covered.**  **For the European Regional Development Fund** Applicants must demonstrate that their proposal will be delivered in line with equality law and regulatory requirements, and that it will not adversely impact, or directly or indirectly discriminate against, any of the protected characteristics under the Equality Act 2010 (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation). The law requires having due regard to the need to: eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act; advance equality of opportunity between people who share a protected characteristic and those who do not; foster good relations between people who share a protected characteristic and those who do not.”  The Common Provision Regulations require that “equality between men and women and the integration of gender perspective are taken into account and promoted… in particular; accessibility for persons with disabilities shall be taken into account throughout the preparation and implementation of programmes.”  Further information can be found in Article 7 of the Common Provisions Regulation and at practical guidance is available at <http://www.equalityhumanrights.com/private-and-public-sector-guidance> |

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| **For ERDF**  **General Data Protection Regulation (GDPR) and Freedom of Information Act 2000**  The Ministry for Housing, Communities and Local Government is the `data controller’ for all ERDF-related personal data and controls and processes personal data (including sensitive special data) under the lawful bases of **Article 6 (1) (e) and Article 9(2)(b) GDPR respectively.**  As a data processer of ERDF personal data, your organisation must ensure that ERDF personal data is processed in a way which complies with requirements of the General Data Protection Regulation (GDPR) and **all applicable laws and regulations relating to processing of personal data and privacy**, including, where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations.  You must also comply with the practices and requirements described in the ERDF programme guidance published by the Managing Authority.  By proceeding to complete and submit this form, you consent that we may process the personal data (including sensitive personal data) that we collect from you, and use the information you provide to us, in accordance with our Privacy Policy.  **For ESF**  The Department for Work and Pensions is the `data controller’ for all ESF-related personal data and controls and processes personal and special category data under the lawful bases of **Article 6 (1) (e) and Article 9(2)(b) GDPR respectively.**  As a data processer of ESF personal data, your organisation must ensure that ESF personal and special category data is processed in a way which complies with requirements of the General Data Protection Regulation (GDPR) and **all applicable laws and regulations relating to processing of personal data and privacy**, including, where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations.  You must also comply with the practices and requirements described in the ESF programme guidance published by the Managing Authority.  By signing and accepting this Full Application Form you are accepting and consenting to the practices described in the [Operating Policy in respect of ESF Online Applications](https://www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance)  You can also find further information about the Department for Work and Pension Personal Information Charter [here](https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter). |

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| **Declaration & Signature** |
| I declare that I have the authority to represent [*insert name of organisation*] in making this application.  I understand that acceptance of this Full Application does not in any way signify that the project is eligible for ESI Funding support or that ESI funding has been approved towards it.  On behalf of [*insert name of organisation*] and having carried out full and proper inquiry, I confirm to the Department:   * [*insert name of organisation*] has the legal authority to carry out the project; and * That the information provided in this application is accurate. * I am not aware of any relevant information, which has not been included in the application, but which if included is likely to affect the decision of the Department whether to endorse the application.   I confirm to the Department:   * I have informed all persons in relation to whom I have provided personal information of the details of the personal information I have provided to you and of the purposes for which this information will be used and that I have the consent of the individuals concerned to pass this information to you for these purposes. * That I shall inform the Department if, prior to any ESI funding being legally committed to *[name of organisation],* I become aware of any further information which might reasonably be considered as material to the Department in deciding whether to fund the application. * Match funding will be in place prior to any award of ESI funding. * I am aware that if the information given in this application turns out to be false or misleading Ministry of Housing, Communities and Local Government (MHCLG, for European Regional Development Fund) and the Department for Work and Pensions (DWP, for European Social Fund) may demand the repayment of funding and/or terminate a funding agreement pertaining to this Application.   I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked and any grant may be withheld or recovered with interest.  **You should not commence project activity, or enter in to any legal contracts, including the ordering or purchasing of any equipment or services before the formal approval of your project and you have signed a European Regional Development Fund or European Social Fund Funding Agreement. Any expenditure before the approval date is incurred at your own risk and may render the project ineligible for support.**   |  |  |  |  | | --- | --- | --- | --- | | Signed  For and on behalf of the Applicant Organisation | **Electronic signature to be inserted** | | | | Name (Print) |  | | | | Position |  | Date |  | |

1. Throughout this document, unless indicated otherwise, the phrase “Managing Authority” will mean the European Regional Development Fund Managing Authority (Ministry of Housing, Communities and Local Government and its Growth Delivery Teams), the London Intermediate Body (the Greater London Authority) and the European Social Fund Managing Authority (Department for Work & Pensions) [↑](#footnote-ref-2)
2. *Not Applicable for Co-Financing Organisations with a national funding allocation* [↑](#footnote-ref-3)
3. For notified schemes the answer should include the full name of the scheme and the Commission reference number. [↑](#footnote-ref-4)