ERDF Outline Application Guidance ESIF-GN-2-007

Introduction

This document is to help you prepare your outline application.

When completing the Outline 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 website.

In some areas local organisations provide advice on making an application. Details can be found on the Technical Assistance website page.

Application Process

Applications can only be submitted in response to a call for projects. Details of the current calls can be found on the .GOV.UK website: https://www.gov.uk/european-structural-investment-funds. Applications that are not submitted in response to a call will be rejected. Incomplete applications will be rejected.

You must submit an application under each call that you are responding to. If you submit more than one application, the form includes a section where you can explain the links between your applications.

There are two stages to the European Regional Development Fund application process:

(i) outline application and, if successful

(ii) full application

Outline applications will be assessed by the managing authority[1] in two stages, gateway assessment and core assessment. The assessment criteria can be found on the GOV.UK website:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/430594/ERDF_and_ESF_Selection_Criteria_200315_Published.pdf.

---

[1] "managing authority" means the European Regional Development Fund managing authority, Ministry of Housing, Communities and Local Government, or in respect of projects operating in London the Greater London Authority.

The gateway assessment considers basic eligibility. Applications that fail the gateway assessment will be rejected. Applications that pass the gateway assessment will be assessed against the core assessment criteria.

Where an intermediate body has been designated, it will undertake an assessment against the core assessment criteria in relation to fit with local priorities. The intermediate body will also provide advice to the managing authority to help the managing authority make its assessment. The call for projects will state if an intermediate body will be involved in assessing your application.

Each local enterprise partnership area has a European Structural Investment Funds sub-Committee. The sub-committees consider applications and advise the managing authority or intermediate body on how well the project meets local needs, provides good value for money and meets domestic strategic priorities. The managing authority and intermediate body use this advice when deciding which applications to take forward.

Please note that the European Structural Investment Funds sub-Committee will have sight of sections two, three and four of the outline application. If they contain commercially sensitive information you do not want to be shared with the LEP area ESIF sub-committee you must complete section 12.

Once the outline assessment process is complete successful applicants will be invited to submit a full application.

Please note that the managing authority's decision is final and there are no appeals. If you wish to complain about the application process, please follow the procedure set out at https://www.gov.uk/government/organisations/department-for-communities-and-local-government/about/complaints-procedure.

Application Guidance

The outline application should provide a **concise** description of the proposed project. Remember, the person assessing your application will know nothing about your project. Some sections of the form contain prompts on the number of words we expect to see. These are a guide. Some projects may need a slightly longer answer in some sections. In some cases a shorter response may be fine. Please explain any acronyms. Please do not used specialist or technical terms.

The assessment will only consider the information provided in the application form. Do not attach appendices to the form or include links to websites. This information will not be considered.

1. Applicant Details

1.1 Applicant organisation	

This must be the legal, and where appropriate registered name of the organisation, not a trading name or a commonly used variation of the organisation's name.

1.2 Type of organisation	

State which type from the list below

- Association
- Community Interest Company
- Co-operative
- Corporation
- Franchise
- Government Department

- Joint Venture
- Limited company
- Limited Liability Partnership (LLP)
- Limited Partnership
- Local Authority
- Registered charity

- Social Enterprise
- Trust
- University
- Other (please state)

Universities are considered 'public' bodies for the purpose of ERDF. If you consider that your organisation fits more than one type, select the one that is most appropriate. If none apply, State 'Other' and describe the type of organisation.

1.3 For private sector applicants, what is the size of the enterprise applying for funding?

Small ☐	Medium ☐	Large ☐

The official definition of small and medium size enterprises (SMEs) must be used to answer this question. The definition can be found at: http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en If an enterprise is part of a group, this is explained in the definition you may need to consider the staff numbers and turnover for the whole group.

The type and size of the applicant will be considered when assessing compliance with state aid rules.

1.5 Website	
1.6 Main contact:	
Name	
Position in the Organisation	
Email	
Telephone Number	
Mobile Number (optional)	

2. Project Details

2.1 Project Name	
2.2. Local Enterprise Partnership Area(s) covered	

Identify the Local Enterprise Partnership Area(s) covered by the project. Include Local Enterprise Partnership areas where you will actively deliver the project and any areas you believe beneficiaries may travel from to access the project.

2.3 Which Call are you are responding to?	This can be found in the Call Specification.
2.4 Which Investment Priority(ies) are you applying under?	The call will state which Investment Priorities are available. Please identify which priorities you are applying under. If the call includes several Investment Priorities you may apply under as many or as few priorities as appropriate to your project.

2.5(a) Proposed Start Date		2.5(b) Proposed Financial Completion Date	

Proposed Start Date. The date when you will first incur project-related costs. This should be realistic. It must consider the steps needed to start your project and the fact that your application will be subject to assessment and, if accepted into the programme, a further full application and appraisal stage.

Proposed Financial Completion Date. This is the date by which all expenditure on the project has been incurred and left the applicant's bank account (defrayed). This should be realistic and take account of how long it will take to settle accounts, including payment of any

retentions.		
2.6.1 Have you submitted a linked/complementary application against another call?	Yes ☐	No ☐

2.6.2 If Yes:

- Please state the reference numbers (s) of the calls to which you have responded and the name of the project

- State if the activities in these applications are dependent on each other or they operate as stand-alone projects.

If you want to deliver a project across areas that are covered by different calls e.g. over several LEP areas, you must submit an application under each call. Your application must address the local priorities set out in each call.

It is possible that not all of your applications will be invited to proceed to full application. It is important that we understand the implications of this.

If all or some of the outline applications are successful we may invite you to submit a single full application, but at the outline stage you must submit separate applications.

2.6.3 Is this application to extend an existing ERDF project?	Yes ☐	No ☐

If yes, please state the name and reference number of the project that would be extended.

Applications to extend existing projects will be considered alongside new proposals and assessed against the same criteria. No preference is given to existing projects. You should not assume that an application to extend an existing project will be selected.

Depending on any changes you intend to make to the project, if your outline application is successful we may ask you to take this forward through a project change request rather than a full application.

3. Project Description

Please provide enough detail to enable the assessor to clearly understand what the project will do, how the project will be delivered, the impact it will have and how it meets the requirements set out in the call you are applying under.

Please be as concise as possible and limit your responses to around <u>250 words per section</u>. Please note any supplementary information you provide will not be reviewed.

3.1 **Provide a clear and concise description** of:

- the **specific activities** that will be undertaken as part of the project
- who will deliver the activities (clearly identify the role of delivery partners) and
- how these will be delivered.

If the project will work with people or businesses, please illustrate the customer journey using a flow chart. Summarising engagement activities, specific project activities and post activity follow up.

Clearly explain what the project intends to do, how it will be done. The description must focus on the project, not an overarching strategy or result. When reviewing your answer consider:

- is it clear what the project is doing?
- is it clear how the project will be delivered?
- is it clear who will deliver the project?
- is it clear when, where and to whom the project will be delivered?

avoid:

- using jargon, acronyms and technical language
- background information which is irrelevant
- using too many collective terms e.g. a 'programme of activity', specify what the programme of activity is, or 'a range of equipment', specify what equipment

Please keep your answers as concise as possible and present the information in plain English. The person assessing your application will have no prior knowledge of you or your project. If the assessor cannot understand the project they cannot assess it against the selection criteria and your application will be rejected.

3.2 Please briefly describe **where the project activity will take place** and if appropriate where project participants will come from.

For capital projects (those involving buildings or the purchase of large pieces of equipment) this will be the site where the building works will take place or where equipment will be located.

For revenue projects describe if the project will be delivered in a central location, on the

premises of beneficiaries or a combination of the two, or in a different way. Indicate where you expect the beneficiaries to come from.

When completing this section please ensure you have taken account of the guidance on categories of region (CoR) here and in the financial and output annexes. For example if you expect to support beneficiaries located in category of region X make sure you have included costs, funding and outputs in relation to category of region X

3.3 Please briefly describe **what the project will achieve** including the impact will it have in the area and/or on project participants.

Describe the short, medium and long-term results/impacts that the project will deliver and how this will be measured. Please link to SMART (specific, measurable, achievable and time-constrained) objectives

The project should be based on a clear intervention logic. This section should provide a clear link between the activities you have described in sections 3.1 and 3.2, the ERDF outputs you expect to deliver, the short- and medium-term benefits of the project to the beneficiaries and the longer-term impact on the area.

3.4 Please describe **how the project will align with the call,** local priorities and national policy, including the Industrial Strategy.

This should also include the local and national priorities and any specific requirements set out in the call in respect of the Priority Axis or cross cutting themes.

Describe how the project meets the aims, specific needs and opportunities identified in the call. It is not acceptable to simply state that the project will meet the requirements of the call. You must explain how the project activity will impact on the needs and opportunities described in the call.

There should be a clear link between the needs and opportunities set out in the call, the activities the project will undertake, the outputs of the project and its longer-term impacts.

The call refers to the Operational Programme and the LEP Area ESIF Strategy. In your response please clearly explain how the project will deliver the objectives of the Operational Programme and the ESIF Investment Strategy. Clearly explain how activities align with domestic strategic priorities, including national policy set out in the call.

Please make sure your response to this section is clear so that members of the local European Structural and Investment Funds Area sub-Committee can judge local strategic fit and advise the Managing Authority.

3.5 Please describe the market research you have undertaken to establish the **demand for the proposed activity**.

Please describe the research you have done to establish that there is demand for the project. For example, if you intend to construct a building or provide a facility how do you know there is demand from perspective tenants and users, if the project is to provide a service what evidence do you have that the beneficiaries you are targeting will use the service and that it will meet their needs?

3.6 Would investment from European Structural & Investment Funds: • Deliver a project that could not otherwise happen; or • enable the project to happen sooner; or • enable the project to be larger; or • enable the project to be of greater quality	Yes ☐	No ☐

If 'yes' please briefly explain how ESIF funding would enable this. Consider the following:

• How does the project add value to existing provision and avoid duplication of activity?

• How does the intervention either deliver more with reference to existing provision and/or better quality of provision and/or bring about change/benefits more quickly than without the intervention?

3.7 What are the **key milestones** for the development and implementation of the project?

These may include (add additional rows if necessary):

- • Points within the client journey
- • Achievement of outputs/targets within stages
- • Events to promote/deliver activities
- • Review points
- • Key management and governance activities

It is important that the person assessing your project can understand its key stages, when these might be achieved and any interdependencies.   For example:

- • commencement and completion of procurement/recruitment
- • planning permission approved
- • consents in place
- • the start of delivery or construction work

- key stages in the construction e.g. completion of ground works
- completion of first activities
- completion of final activities
- payments complete
- project close

Where appropriate please ensure that milestones are included for the development of land and property and the delivery of services. Please add additional rows as required.

Milestone	Target Month.

3.8 Outputs Please summarise the total number of each ERDF output the project is expected to deliver – these should reflect the total figures provided in the ESIF Form-2-019 Outline Application Outputs Annexe (add additional rows if necessary).

Output	Total

3.9 Funding Summary (add additional rows if necessary).

Figures should reflect the total figures provided in ESIF Form-2-018 Outline Application Financial Tables Annexe

Please note that you must also complete the tables at
https://www.gov.uk/government/publications/european-structural-and-investment-funds-outline-application

Provide a summary of the information in the financial tables. The 'ERDF contribution rate' is the percentage of the total project costs that would be met by ERDF funds. Please note that this should take account of the maximum intervention rate for the relevant categories of region.

Confirm if the other public and private funding has been secured. If some of the funding from a source is in place and some is not please answer 'partial'. Please state in section 6.3 when you expect to secure any funding that is not already in place.

Please take account of the ERDF eligibility rules and ensure match funding is eligible:

https://www.gov.uk/government/publications/european-structural-and-investment-funds-eligibility-documents

	Category of Region (CoR)			
	Less Developed	**More Developed**	**Transition**	**Total (a)**
ERDF requested (£)				
Other Public Funding (all CoR) (£) (b)				
Funder	**Amount**	**Secure Yes/No/Partial**		
Sub total				
Private Funding (all CoR) (£) (c)				
Funder	**Amount**	**Secure Yes/No/Partial**		

Sub total		
Total Project (d) Costs(a+b+c)		
ERDF Contribution Rate % ((a/d)*100)		

4. Delivery Partners: Will the project involve Delivery Partners? If yes, please list them below	Yes ☐	No ☐
Please refer to organisation names when describing project delivery partner arrangements.		

Name of Delivery Partner(s)

Please add additional rows as required. A delivery partner is an organisation:

- that delivers part of the project

- defrays expenditure that is included in ERDF grant claims

- receives ERDF funding via the lead partner (i.e. the applicant)

Delivery partners may provide match funding, e.g. the balance between the amount they spend delivering part of the project and the amount of ESIF funding they receive.

As the cost incurred by delivery partners are included in ERDF grant claims they must follow all ERDF eligibility, audit and compliance requirements. These costs will be tested as part of the monitoring, verification and audit regime.

If the project is approved the lead partner (the applicant) will sign the funding agreement with the managing authority. The lead partner will be responsible for the project and liable for any funding that must be repaid, including funding related to the activity of delivery partners. A legally-binding agreement, for example a Service Level Agreement, is required between the lead partner and delivery partner – this is not required at this stage in the process.

Please do not include organisations that:

- will deliver activities under a contract that has been procured

- are involved in project boards or management groups but are not delivering activities as part of the project

- provide match funding but do not deliver project activity.

| |
| |
| |

5. Outputs

Please explain **how you estimated the outputs** for your project.

Please consider:

- Specific research undertaken to ensure projected profiles are achievable
- Key factors that may contribute to increased/decreased delivery of outputs.
- Any key assumptions which may impact upon projected profile.

Please limit your explanation to 150 words per output.

Please describe how you calculated the outputs included in the annexe and section 3.8. The outputs must link clearly to the project activity and objectives.

It should be clear how you have estimated each output and how you have used the findings of your market research, base-lining or other sources of information.

6. Costs and Funding

6.1 Summarise what the project budget will be spent on.

Please provide a brief description of what you have included within the cost categories identified in the financial annexe.

6.2 Explain how you have estimated the project budget.

Please consider:

How costs are reasonable and commensurate to the activities being delivered? For example benchmarked against market rates, QS reports, procured services, experience of similar projects, salaries benchmarked against market rates/salary bands.

6.3 If all the match funding is not secure when will it be confirmed?

6.4 Is any match funding to be sourced from SME contributions?	Yes ☐	No ☐

Please refer to ERDF Eligibility Guidance to ensure an eligible model is proposed. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/624657/ERDF_Eligibility_Guidance_v7.pdf

6.5 If the project is to be funded from more than one category of region, explain how the costs have been shared between the Categories of Region

Please refer to guidance on the management of categories of region in the England ERDF programme: https://www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance

Where and how the project is delivered will determine if it is likely to be funded from more than one category of region. If applicable you will have allocated funding, and outputs to each category of region in the respective tables. Please explain how and on what basis you have allocated the costs and outputs.

6.6 If the project is responding to a Multi Local Enterprise Partnership area call, how have the costs have been shared between the LEP areas.

The call specification will indicate if it is a Multi Local Enterprise Partnership area call. If this is the case you will have allocated funding, outputs and results to each area in the respective tables. https://www.gov.uk/government/publications/european-structural-and-investment-funds-outline-application Please explain how and on what basis you will have allocated the costs and outputs.

6.7 Will the project generate income?	Yes ☐	No ☐

If yes, please explain:

- How income will be generated?
- How much income will be generated?
- How income has been considered in calculating the eligible amount of European Regional Development Fund investment in the project.

Income includes:

- rents paid by tenants of premises constructed or refurbished using ERDF funds
- fees paid by beneficiaries to access facilities or use equipment
- fees paid by beneficiaries to the applicant or delivery partners in return for services

Guidance on income generation can be found on the GOV.UK website at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/464479/ESIF-GN-1-004_ERDF_Guidance_on_Revenue_Generating_Projects_v1_290915.pdf

If a project generates income this may reduce the amount of ERDF funding that can be provided.

If you reply 'yes' please provide a brief description of the type of income and describe how, if at all, it has been taken in account when calculating the amount of ERDF funding you have applied for. This will be explored further at the full application stage.

6.8 Do you intend to incur any expenditure before you have a Funding Agreement?	Yes ☐	No ☐

If yes briefly explain how much may be spent, when it may be spent and what it may be spent on.

The National Eligibility Rules provide an explanation of the earliest eligible date for expenditure. https://www.gov.uk/government/publications/european-structural-and-investment-funds-eligibility-documents

Please note that expenditure will be ineligible if it is incurred before the date on which you are advised by the managing authority that you have been invited to submit a full application. You will be informed of this date in writing.

NOTE: If you 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 before you have signed an ERDF funding agreement, any related expenditure is incurred at your own risk as the project may not be approved.

7.0 Management and Control:		
7.1 Confirm that you have read, and understood the document: Management and Control Requirements for ESIF Projects https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/592191/ESIF-GN-1-025_ESIF_Management_and_Control_Requirements_v1_a.pdf	Yes ☐	No ☐
7.2 Does the applicant organisation already have systems in place to comply with these requirements; or if not does it have the capacity to establish systems that will meet these requirements.	Yes ☐	No ☐

All aspects of the project must be delivered in compliance with the European Union's Regulations, the Managing Authority's National Rules and the terms and conditions of the funding agreement. An example of the standard funding agreement is available on the GOV.UK website https://www.gov.uk/government/publications/european-structural-and-investment-funds-funding-agreements

Failure to establish robust systems may result in the managing authority reducing the amount

of funding provided.

At this stage it is not necessary to describe how you will meet these requirements. But it is important that you are aware of them and can establish appropriate systems. Please note that if you will be expected to provide full details of the management and control systems are invited to submit a full application.

8. Procurement		
Does the project involve procurement?	Yes ☐	No ☐
If yes. Can you and any Delivery Partner(s) meet the European Structural & Investment Funds requirements for procurement: https://www.gov.uk/government/publications/european-structural-and-investment-funds-procurement-documents	Yes☐	No ☐

As appropriate **complete Annex 1a (existing procurements)** and or **Annex 1b (planned procurements)**

Briefly explain:
- how procurements have been and or will be undertaken
- how you will ensure compliance with ESIF Procurement Requirements.

The managing authority's procurement requirements must be followed when selecting the suppliers of goods, services and works funded by ERDF funds.

Procurement guidance is available at: https://www.gov.uk/government/publications/european-structural-and-investment-funds-procurement-documents

Historically failing to comply with procurement requirements is one of the main reasons why funding has been recovered from ERDF projects. It is vital that the procurement requirements are fully met at all stages of the tender process and that full evidence is available. ERDF operates within a strict audit and verification framework that robustly tests full compliance with procurement requirements.

Please ensure the project timetable takes account of the time taken to undertake procurement exercises. The time taken to implement procurement has been found to be a significant cause of delays in projects. In some cases, this has led to expenditure being deemed ineligible and/or projects falling significantly behind schedule.

Any frameworks that will be used to appoint suppliers should be included within the annexes.

N.B The annexes should only be used to record procurements that are linked to the **direct**

costs of the project. If the project intends to use one of the simplified cost options to claim indirect costs any procurements relating to indirect costs do not have to be included in these tables e.g. utility contracts, cleaning contracts, ICT support contracts.

9. State Aid Law

State Aid guidance is available at: https://www.gov.uk/government/publications/european-structural-and-investment-funds-state-aid-documents

Applicants must take responsibility for understanding the importance of the State Aid rules and securing their full compliance with them throughout the project.

https://www.gov.uk/government/publications/european-structural-and-investment-funds-state-aid-documents

Historically failing to comply with State Aid law is one of the main reasons why funding has been recovered from European Structural Investment Fund projects. Applicants should assess the State Aid implications for them and other beneficiaries of the project. At this stage of the application process, only brief conclusions are required. Briefly describe:

- Why it would be permissible within the State Aid Regulations for the applicant to receive European Structural Investment Funds at the levels requested.

- Why any payments to third parties (delivery-partners, beneficiaries, contractors) would be permissible within the State Aid regulations.

- The systems that will be established to manage any State Aid requirements.

If applicants conclude that State Aid is not present a brief explanation should be given to justify this.

N.B. State Aid should be considered at all levels of project activity and delivery such as applicant, delivery partners and end beneficiaries.

9.1 Does any aspect of the project, including ERDF grant involve the provision of State Aid to the applicant organisation or to third parties.	Yes	☐	No	☐

9.2 **If no** briefly explain how you have established that there is no State Aid resulting from the award of ERDF funding or as result of the project activities.

9.3 **If Yes**

a) briefly explain the basis on which the applicant is eligible to receive ERDF (and any other public funding) within State Aid law.
b) briefly explain how you will make sure any State Aid the project awards to third parties is compliant with the State Aid regulations.

10. Publicity

10.1 Have you read, and understood the Branding and Publicity Requirements? The ESIF Branding and Publicity Requirements are available at: https://www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance Please note that domestic branding requirements now also apply to ERDF projects.	Yes ☐	No ☐
10.2 Does the applicant organisation have systems in place to comply with these requirements; or if not does it have the capacity to establish systems that will meet these requirements.	Yes ☐	No ☐

Managing a European Structural Investment Funds project requires all aspects of the project to be undertaken in compliance with the ERDF and ESF Publicity Requirements. For ERDF, domestic branding requirements now also apply.

At this stage it is not necessary to describe how you will meet these requirements. But it is important that you are aware of them. If you are invited to submit a full application, you will be expected to provide full details of how you will meet the requirements.

11. Support for Cross Cutting Themes

In no more than **150 words** in each section describe:

11.1 How will the project contribute to the principle of sustainable development? How does the project maximise positive environmental impacts or mitigate potential negative impacts?

All applications must demonstrate how they meet the approach to sustainable development set out in the ERDF Operational Programme. The Operational Programme is published on the

.GOV.UK website https://www.gov.uk/guidance/england-2014-to-2020-european-structural-and-investment-funds

Please note that capital investments will normally be expected to achieve the following:
- New build projects - BREEAM Excellent as the default requirement with scope to agree Very Good where circumstances make this the highest feasible standard

- Refurbishment projects – BREEAM Very Good

- Infrastructure Projects – CEEQUAL Very Good

Please briefly explain how positive environmental aspects will be enhanced by the specific ERDF project and, where appropriate, negative effects minimised.

Please ensure that the project timetable allows enough time to undertake any tasks required by environmental legislation. In preparing the project application it may be necessary to consult a competent environmental authority to establish what actions may be needed.

11.2 What you will do to:
- promote equality between men and women?
- promote equality and prevent discrimination based on racial or ethnic origin, religion or belief, disability, age or sexual orientation?
- to ensure people with disabilities can access the project?

Ensure your response covers all 3 bullet points and are specific to the project.

All project proposals must demonstrate how they meet the approach to equality and diversity set out in the Operational Programme. The Operational Programme is published on the GOV.UK website https://www.gov.uk/guidance/england-2014-to-2020-european-structural-and-investment-funds .

The broad equality principles of the Programme are:
- no beneficiaries are excluded from participation in the Programme on the grounds of their protected characteristics;

- the needs of all potential beneficiaries are considered at project design stage in order that the service is appropriately delivered;

- all physical regeneration, i.e. new buildings and upgrading existing premises, meets minimum accessibility requirements (Equality Act, Part M of Building Regulations and recommended British Standards for accessibility);

- services are responsive to the needs of all communities and under-represented groups;

- support is targeted towards under-represented communities where relevant;

- responsiveness to, and inclusiveness of, under-represented groups in delivery and management.

Projects must demonstrate commitment towards addressing equality issues 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.

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.

12. Confidential Information

All the information you have provided in sections 2, 3 and 4 will be shared with the Local Enterprise Partnership Area European Structural & Investment Funds Committee.

Please insert here any information that you wish to keep confidential from the Local Enterprise Partnership Area European Structural & Investment Funds Committee and explain the reason why. Please note that the managing authority is bound by the Freedom of Information Act and may disclose any information you have provided if requested.

13. Check that you have:

Completed all sections of this application, including procurement Annexes A and B.	Yes	☐	No	☐	
Completed ESIF Form-2-018 Outline Application Financial Tables Annexe	Yes	☐	No	☐	
Completed ESIF Form-2-019 Outline Application Output Annexe	Yes	☐	No	☐	

Any supplementary information you provide will not be reviewed. Please do not submit any additional information with your application.

14 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 Outline Application does not in any way signify that the project is eligible for ESIF support or that ESIF 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 that:

- [*insert name of organisation*] has the legal authority to carry out the project; and

- The information provided in this application is accurate.

I confirm to the Department that:

- 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.

- I shall inform the Department if, prior to any European Structural & Investment Funds 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 European Structural & Investment Funds.

- I am aware that if the information given in this application turns out to be false or misleading, the Ministry of Housing, Communities and Local Government (for the European Regional Development 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 obtaining grant or for 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.

If you 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, any expenditure is incurred at your own risk and may render the project ineligible for support.

For and on behalf of the Applicant Organisation Name:			
Position		Date	

Annex 1a. Procurement Requirements: procured contracts

Please provide details of all contracts that will be used to provide goods, works or services to the project and which have:

(a) already been procured and awarded/contracted; or
(b) which are in the process of being procured at the date of this application.

Insert additional rows as necessary.

	Total Value of the contract[2] (Highest value first)	Anticipated value of works, supplies or services which will be provided to the Project under the contract.	OJEU reference number (where applicable)	Name of supplier	Date of the contract [3]	Description of works, supplies or services provided under the contract	Process used to select supplier e.g. OJEU	How was the contract advertised?	Does your organisation hold all the relevant procurement documents?
1	£								
2	£								
3	£								
4	£								

Annex 2b. Procurement Requirements: future procurements

Please provide details of all contracts for goods, works and services to the project that will need to be awarded to deliver the Project but which have not yet been tendered/procured at the date of this application

Insert additional rows as necessary.

	Anticipated value of the contract £ (Highest value first)	Description of works, supplies or services that will be provided under the contract	What procurement process do you anticipate using to select the supplier?	Where will the contract opportunity be advertised?	When will the procurement process be launched (i.e. date of advertisement)	When will the contract be formally awarded (i.e. signed with the supplier)
1	£					
2	£					
3	£					
4	£					

---

[2] If the contract relates to recruitment managed by an agency, this will be the cumulative value of annual salaries
[3] estimated if procurement is underway