

2014 to 2020 European Structural and Investment
Funds Growth Programme

Call for Proposals
European Regional Development Fund

Priority Axis 7: Sustainable Transport in
Cornwall and the Isles of Scilly

Managing Authority:	Department for Communities and Local Government
Fund:	European Regional Development Fund
Priority Axis:	Priority Axis 7: Sustainable Transport in Cornwall and the Isles of Scilly
Call Reference:	OC05R16P0404
Local Enterprise Partnership Area:	Cornwall and the Isles of Scilly
LEP Area Indicative Funding Available:	£7,200,000
Call Open:	Friday 16th December 2016
Call Closes:	23:59 17 February 2017

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1. Introduction

The 2014 to 2020 European Structural and Investment Funds bring the European Regional Development Fund, European Social Fund and part of the European Agricultural Fund for Rural Development together into a single European Union Structural and Investment Funds Growth Programme for England supporting the key growth priorities of innovation, research and development, support for Small and Medium Sized Enterprises, low carbon, skills, employment, and social inclusion.

The Government has confirmed that it will guarantee EU funding for structural and investment fund projects signed before the UK's departure from the EU, even when these projects continue after we have left the EU.

As a result, British businesses and other organisations will have additional certainty over future funding and should continue to apply for EU funding while the UK remains a member of the EU.

Funding for projects will be honoured by the government, if they meet good value for money and are in line with domestic strategic priorities. Each government department will take responsibility for the allocation of money to projects in line with these conditions and the wider rules on public spending. The full detail of the announcement can be found at the following website link: <http://tinyurl.com/h977fw4>

The Funds are managed by the Department for Communities and Local Government for the European Regional Development Fund, Department for Work and Pensions for the European Social Fund and the Department for Environment, Food and Rural Affairs for the European Agricultural Fund for Rural Development. These Departments are the Managing Authorities for each Fund. In London, the Greater London Authority acts as an Intermediate Body for the European Regional Development Fund and European Social Fund programmes. In some other areas, Intermediate Bodies are being designated by the Department for Communities and Local Government and the Department for Work and Pensions to perform the following tasks:

- Input into project calls in respect of local development needs (with reference to ESI Funds Strategies); and
- Assessment of applications against certain selection criteria in relation to fit with local priorities in respect of the European Regional Development Fund and European Social Fund.

The Managing Authorities and Intermediate Bodies work closely with local partners on ESI Funds sub-committees in each Local Enterprise Partnership area. Partners on these sub-committees provide:

- Practical advice and information to the Managing Authorities to assist in the preparation of local plans that contribute towards Operational Programme priorities and targets;
- Local intelligence to the Managing Authorities (or Intermediate Bodies where designated) in the development of project calls that reflect Operational Programme and local development needs as well as match funding opportunities; and
- Advice on local economic growth conditions and opportunities within the context of the Operational Programme and the local European Structural and Investment Funds Strategy to aid the Managing Authorities' (or Intermediate Bodies where designated) assessments at outline and full application stage.

This call is issued by the Department for Communities and Local Government and invites Outline Applications in respect of the European Regional Development Fund for England 2014 to 2020.

2. Call Context

On behalf of the national Growth Programme Board, the Department for Communities and Local Government (the Managing Authority) invites applications seeking European Regional Development Fund support under:

Priority Axis 7 Sustainable Transport in Cornwall and the Isles of Scilly

Investment Priorities:

- 7c** Developing and improving environmentally-friendly (including low-noise) and low-carbon transport systems, including inland waterways and maritime transport, ports, multimodal links and airport infrastructure, in order to promote sustainable regional and local mobility.

The **European Regional Development Fund Operational Programme for England 2014 to 2020** sets out how the European Regional Development Fund will focus on investment to support economic growth and job creation. Priority Axis 7 of the Operational Programme aims to support sustainable transport in Cornwall & the Isles of Scilly.

Any application for funding will be required to clearly demonstrate that it meets the requirement of, and makes a meaningful contribution to, the delivery of the relevant Priority Axis of the [European Regional Development Fund Operational Programme](#).

In addition, applications will be expected to meet identified local development needs, as expressed in the scope of this call and as set out in the [Cornwall and Isles of Scilly Local Enterprise Partnership area Integrated Territorial Investment Strategy](#).

Applicants are advised to familiarise themselves with the detail of the Operational Programme, local European Structural and Investment Funds Strategy and the relevant documentation listed in sections 5 through to 8 **prior to** submitting an Outline Application.

3. Scope of the Call

3.1. Scope

This call invites Outline Applications which support the delivery of Priority Axis 1 of the European Regional Development Fund Operational Programme and respond to the local development need set out in the [Cornwall and the Isles of Scilly Local Enterprise Partnership Integrated Territorial Investment Strategy](#).

<p>Indicative Fund Allocation:</p>	<p>Indicatively, through this call the Managing Authority expects to allocate up to £7,200,000.</p> <p>The Managing Authority reserves the right to invite to full application (and subsequently approve) projects that have a cumulative value that is higher or lower than this indicative allocation, subject to the volume and quality of proposals received. The Managing Authority may also decide to place some projects submitted through this call on a reserve list and invite them to proceed at a later date, subject to the availability of funding.</p> <p>There is no indicative allocation of European Regional Development Fund funding between capital and revenue activity, both capital and revenue is eligible dependent on the nature of activities/Investment Priorities set out in the call.</p>
<p>Minimum application level</p>	<p>European Regional Development Fund investment is intended to make a significant impact on local growth. Applications are expected to demonstrate appropriate scale and impact. The Managing Authority does not intend to allocate less than £250,000 European Regional Development Fund to any single project. Consequently projects with a total value of less than £312,500 will not normally be supported under this call</p>
<p>Duration of project activity</p>	<p>Projects should plan to deliver activity for a maximum of three years, however the Managing Authority reserves the right to vary the maximum duration, upwards or downwards</p>
<p>Geographical Scope</p>	<p>The England European Regional Development Fund Operational Programme operates on a National basis. All</p>

	<p>eligible European Regional Development Fund expenditure must benefit organisations located in England.</p> <p>The Infrastructure / capital projects should predominantly support businesses based within the Cornwall and the Isles of Scilly Local Enterprise Partnership area.</p>
Specific call requirements	<p>The intention is to award multiple Funding Agreements. If applicants are successful at outline application stage, full applications must be submitted within six months of the invitation to submit a full application.</p> <p>Good value for money and alignment with domestic strategic priorities will form a key part of the assessment and appraisal of all applications. Proposals should therefore ensure that these two conditions are fully and robustly demonstrated.</p>
Call Deadlines	<p>For this specific call, applications will be assessed after the close of the single deadline.</p> <p>Applications received after the published call close date will not be considered. All applications will be assessed following closure of the call.</p>

3.2. Local Development Need

Projects must deliver activity which directly contributes to the objectives of Priority Axis 7 of the Operational Programme, one or more of the relevant Investment Priorities and meet the local development need expressed in the table below.

LOCAL DEVELOPMENT NEED
<p>Local Growth Priorities:</p> <p>As England's only less developed region, the economy of Cornwall and the Isles of Scilly is hampered by a range of transport development needs and issues. Planned improvements in connectivity supported under objective 7.1 of this priority axis should be complemented by investments that facilitate a shift towards environmentally-friendly, low carbon and sustainable modes of transport. These investments will also help to address barriers to economic growth and the movement of goods and people (labour mobility, access to jobs and an over-reliance on cars with high fuel costs).</p> <p>Having a peripheral and rural location means that Cornwall and the Isles of Scilly risks being cut off from national networks. This is the main rationale behind the investment in this area, coupled with the wider environmental benefits. Investment will involve developing an alternative fuelling network that can bring other</p>

technologies to market with the associated economic and environmental benefits. It will also investigate the possibilities associated with decarbonising public transport or alternative transport schemes.

Transport fuel costs and price inflation act as constraints on economic growth. The Cornwall and Isles of Scilly economy can benefit from the transition to more efficient Ultra Low Emission Vehicles, and a greater focus on alternative fuel types.

During 2015 there has been a deployment of electric vehicle chargepoints in Cornwall funded by the Office of Low Emissions Vehicles. This included the deployment of 22 fast chargepoints and 14 rapid chargepoints in Cornwall, as well as 2 rapid points which provide onward travel charging. Despite this, there are notable gaps in public rapid and fast charging facilities in West Cornwall as well as the areas around Launceston, Liskeard, Helston and the Lizard. Furthermore, on the Isles of Scilly, the most carbon intensive community in the UK, there are no chargepoints.

Whilst diesel/ gas bi-fuel vehicles are known to travel into Cornwall, the region currently does not have any Liquefied Natural Gas, Compressed Natural Gas or Bio-Methane refuelling facilities. There are also no hydrogen refuelling facilities in Cornwall or the Isles of Scilly.

Adoption of low emission vehicles on the Isles of Scilly would potentially offer benefits in terms of carbon emissions and reduced business costs for fuel, and would not suffer from the traditional limitations associated with alternatively fuelled vehicles.

Activity under this call will also improve access to stations on the Penzance to London rail line, thereby increasing the impact of investments in signalling improvements.

Projects which address the requirements of the call will be integrated within a 'green corridor' approach, allowing for investment in transport across Cornwall and the Isles of Scilly that supports and complements the investments that are being made in road infrastructure. Focussing on this integrated approach is particularly important in a rural and dispersed population area like Cornwall and the Isles of Scilly, which has a low wage profile and high personal transportation costs. Investments in alternative fuel infrastructure that permit connectivity to the main arterial routes through Cornwall will encourage labour mobility; equally, investment in alternative fuel infrastructure on the Isles of Scilly will encourage take up of low emission vehicles.

Local Priorities:

Proposals should demonstrate alignment with local development need and priorities including:

- Improvements for multi-modal travel and integrated mobility services, in particular connecting to the A30, the railway network and current and future employment sites (Bike and Ride, cycling infrastructure and cycle ways to

train stations etc.);

- Alternative Fuels infrastructure – investment to increase the number of alternative fuel re-fuelling points across Cornwall connecting to the A30 and other key transport routes, and on the Isles of Scilly to encourage take-up of low emission vehicles across the region;
- Green infrastructure, such as walkway and cycleways, to improve links with transport hubs and current and future employment sites;
- Projects which encourage the adoption of low carbon transport solutions, such as innovative car sharing or other technological solutions;
- Projects under this investment priority will complement investment under objective 7.1 to promote sustainable transport, encourage a modal shift to lower carbon forms of transport and complement and support larger strategic transport infrastructure investments in Cornwall and the Isles of Scilly. The activity will also align with the Department for Transport strategy [Creating Growth, Cutting Carbon](#);
- There are constraints to the electric grid in Cornwall and the Isles of Scilly and this presents a challenge to the installation of charging points. Applications should therefore provide an innovative approach to their implementation;
- Applicants should consider and demonstrate how they are supporting and improving access to, and use of, sustainable forms of transport, in particular given the emphasis expected on linking people to jobs. They should also consider the potential effects of transport interventions on carbon emissions in their locality using the United Kingdom Department for Transport basic carbon tool. A clear emphasis for this Investment Priority will be on sustainable transport.

Applicants are strongly encouraged to exceed the cross cutting theme requirements detailed in the Operational Programme. The ITI Board will seek to provide its support to projects that:

- demonstrate how the application will embed cross cutting themes good and best practices into the proposed project's activities
- make reference to the [Inclusion Strategy](#) and the [Environmental Growth Strategy](#) outlined in the Cornwall and Isles of Scilly [Integrated Territorial Investment Strategy](#).

To support applicants, the Programme Facilitation Team, funded by technical assistance, offer free specialist cross cutting themes support for applicants and can be contacted on accesstotheprogramme@cornwalldevelopmentcompany.co.uk

3.3. Operational Programme Investment Priorities

Applications must specify the activities to be delivered and must directly contribute to **one or more** of the following Investment Priorities:

<p>Investment Priority</p>	<p>7c – Developing and improving environmentally-friendly (including low-noise) and low-carbon transport systems, including inland waterways and maritime transport, ports, multimodal links and airport infrastructure, in order to promote sustainable regional and local mobility.</p>
<p>Specific Objective</p>	<p>Improve accessibility and connectivity within Cornwall and the Isles of Scilly through developing sustainable means of transport</p>
<p>Indicative Actions</p>	<p>Support within this investment priority will complement investment under Specific Objective 1 of this priority axis to promote sustainable transport, encourage modal shift to lower carbon forms of transport and complement and support larger strategic transport infrastructure investments complementing the national Department for Transport Strategy – ‘Creating Growth, Cutting Carbon’. It will, in particular, improve access to stations on the London to Penzance rail line, thereby increasing the impact of the investment in the signalling improvements, encourage the use of low emission vehicles through provision of alternative fuel infrastructure and increase labour mobility through ‘green’ infrastructure to improve links with transport hubs and existing and future employment sites.</p> <p>Under this investment priority, indicative actions to be supported by European Regional Development Fund will be:</p> <ul style="list-style-type: none"> • St Erth multi modal hub – investment to enable access to train and public transport services to promote a shift from private car to low carbon modes • Improvements for multi-modal travel and integrated mobility services, to connect better the A30 and the railway network with current and future employment sites (Park and Ride, Bike and Ride, cycling infrastructure at and cycle ways to train stations etc.) • Alternative Fuels Infrastructure – investment to increase the number of alternative fuel re-fuelling

	points across the Cornwall connecting to the A30 and other key transport routes and on the Isles of Scilly to encourage take up of low emission vehicles across the region.
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4. Required Outputs under this Call

Applicants will need to demonstrate how the eligible activity, funded by the European Regional Development Fund will achieve the ERDF programme-level outputs for Priority Axis 7.

For projects proposing to deliver activity against more than one Investment Priority, the appropriate outputs should be selected. Project will be required to report on, and evidence, the achievement of the outputs separately under each Investment Priority.

For projects coming forward under this call the expected outputs and results are:

Investment Priority 7c	
Output reference	Name
P8	Alternative fuel charging/re-fuelling points
P9	Improved multi-modal connection points

The Managing Authority expects the level of outputs proposed within outline applications to be realistic and achievable and to deliver good value for money. The application should clearly state the methodology used to determine the levels of outputs proposed.

All operations will be required to report regularly on progress toward achievement of targets. This will need to include both quantitative and qualitative data relevant to the appropriate geographical areas. Applicants will need to explain how they will collect and record this information to maintain a fully evidenced audit trail. It should be noted that if an operation fails to deliver contracted outputs, a performance penalty may apply.

5. Application Process & Prioritisation Methodology

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

- (i) Outline Application and, if successful

(ii) Full Application.

Acceptance of an Outline Application to progress to full application stage does not in any way indicate or constitute an offer of European Regional Development Fund grant.

Applicants must fully complete the [Outline Application](#) which will be assessed by the Managing Authority against all of the national [Selection Criteria](#) except where an Intermediate Body has been designated to assess against some of the selection criteria. Where an Intermediate Body has been designated to undertake delegated tasks, the Intermediate Body will undertake the assessment against the selection criteria in relation to fit with local priorities.

Outline Applications will be assessed in two stages, Gateway assessment and Core assessment.

The Gateway assessment is undertaken by the Managing Authorities and considers:

- applicant eligibility;
- activity and expenditure eligibility; and
- fit with the National Operational Programme and the local development need set out in section 2.

Applications that fail the Gateway assessment undertaken by the Managing Authority will be rejected. Applications which pass the Gateway assessment will then be assessed by the Managing Authority in relation to all Core assessment criteria.

In areas where an Intermediate Body¹ has been designated, the following will apply:

The Intermediate Body will assess the application against the following Core assessment criteria:

- Local Strategic Fit

The Managing Authority will assess the application against the following Core assessment criteria:²

- National Strategic Fit
- Value for money
- Management and control
- Deliverability
- Compliance
 - Procurement
 - State Aid

¹ This process works differently for the Greater London Authority. Please contact the Greater London Authority for further details.

- Publicity requirements
- Cross cutting themes
 - Environmental sustainability
 - Equal Opportunities

The Intermediate Body will also provide advice to the Managing Authority to assist the Managing Authority to make its assessment against the following Core selection criteria:

- Value for money
- Deliverability

Having assessed projects against these criteria the relevant Local Economic Partnership area European Structural and Investment Funds Sub-Committee will advise the Managing Authority or Intermediate Body as relevant on the contribution to local economic growth conditions and opportunities within the context of the Operational Programme and local European Structural and Investment Funds Strategy to aid the Managing Authority's assessments (at outline and full application stage).

Having concluded their assessments the Managing Authority and the Intermediate Body will prioritise the applications they wish to proceed based on their assessment against their respective selection criteria. Only projects that the Managing Authority and the Intermediate Body each agree should proceed, based on their respective core selection criteria, will be invited to submit a full application. Subsequently only those full applications that the Managing Authority and the Intermediate Body each agree should proceed, based on their respective selection criteria, will be approved.

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

Potential applicants / applicants may wish to take advantage of information and support services funded through ERDF Technical Assistance and available to assist the design and development of compliant projects / applications for ERDF. Details of your local Technical Assistance funded project can be found on the [Technical Assistance website page](#).

For calls under Investment Priority 7c, please note:

Investments under this Specific Objective shall primarily complement investments into the A30 and the main railway line under Specific Objective 1 of this priority axis, while fostering environmentally-friendly and low-carbon transport. Supported operations shall contribute to low-carbon road transport (use of alternative fuels) as

well as a shift to more sustainable modes of transport such as public transport, rail services, cycling etc. Particular focus shall be placed on investments that catalyse more sustainable and multi-modal transport for users of the A30 and the main railway line.

Proposals should also consider and demonstrate how they are supporting and improving access to and use of sustainable forms of transport, in particular given the emphasis expected on linking people to jobs. They should also consider the potential effects of transport interventions on carbon emissions in their local area using the UK Department for Transport basic carbon tool. A clear emphasis for this Investment Priority will be on sustainable transport.

6. General Information

6.1. National Eligibility Rules

When developing an application, Applicants must refer to the [National Eligibility Rules](#) setting out the requirements of the 2014-2020 European Regional Development Fund Programme. It is the responsibility of the Applicant to ensure that the National Eligibility Rules are adhered to both at application stage and following approval. Failure to do so can lead to financial penalties leading to recovery of up to 100% of the grant value. If in doubt on any of the requirements, Applicants are strongly advised to seek specialist advice.

European Regional Development Fund eligibility rules apply to **all** project spend within the eligible costs, including match funding.

The European Regional Development Fund is governed by European regulations and national rules. Applicants are advised to familiarise themselves with the relevant documentation, (Section 8 Key Document refers) prior to submitting an Outline Application. If successful at the full application stage, Applicants will enter into [a Funding Agreement](#) and must abide by the standard terms and conditions contained therein. Once a Funding Agreement has been issued it should be signed and returned within 30 days, unless otherwise agreed with the Managing Authority. Applicants are therefore strongly advised to read these terms and conditions to ensure that they are able to enter into such an agreement prior to responding to the call.

6.2. Eligible Applicants

Section 4 of the [National Eligibility Rules](#) sets out who is eligible to apply. Financial Due Diligence checks will be undertaken on non-public sector Applicants successful at the Outline Application stage.

Applicants must be legally constituted at the point of signing a Funding Agreement. If the application is approved the Applicant organisation will enter into a legally binding Funding Agreement and therefore will carry the liability for ensuring that the terms and conditions of the Funding Agreement are met.

If there is more than one organisation applying for the funds, a lead organisation must be selected to become the Applicant (and Grant Recipient) with the remaining organisation(s) acting as Delivery Partner(s). In this situation the Applicant would be responsible and liable for the Delivery Partner(s) and ensuring the project is operating compliantly.

During the application process the Managing Authority will consider the Applicant's track record, both positive and negative. If the Applicant has been involved in the delivery of previous European grants and any irregularities have been identified, the Managing Authority will expect to see what steps have been taken to ensure that the risk of further irregularities in the future is mitigated. It is acknowledged that some organisations will be new to European Structural and Investment Funds funding and will not have a track record.

6.3. Contribution Rate & Match Funding

European Regional Development Fund investment must not be used to replace existing funding sources. European Regional Development Fund investment must enable activity to take place that would not otherwise happen or to increase the scope, scale or intensity of activity. The level of European Regional Development Fund awarded will be the minimum in order for the project to proceed

The maximum Contribution Rate is 80% of the total eligible project costs subject to State Aid regulations.

The remaining 20% or more must come from other eligible sources as specified under section 6 of the National Eligibility Rules. During the application process applicants will need to satisfy the Managing Authority that they have, or are able to put in place eligible match funding for the balance of costs. Other European Union funds cannot be used as a source of match funding.

European Regional Development Fund investment is limited by State Aid regulations and where the award of European Regional Development Fund would constitute State Aid the European Regional Development Fund grant rate may fall below the 80% maximum.

European Regional Development Fund is paid quarterly in arrears and expenditure must be defrayed prior to the submission of any Grant claims. Applicants may be asked to demonstrate how they are able to cash flow the operation.

6.4. Project Timescales

European Regional Development Fund funding will normally be approved for three years, however the Managing Authority reserves the right to extend the contract term in exceptional circumstances.

Projects approved through this call will normally be expected to:

- Submit a detailed and complete full application within three months of formal selection at outline stage. Projects which fail to meet this deadline may be deselected,
- Commence delivery (defraying European Regional Development Fund eligible costs) within three months of formal approval. Projects which fail to meet this deadline may be deselected, and
- Be closed by June 2023.

6.5. Capital Projects

In developing the budget for the Outline Application, applicants seeking European Regional Development Fund to support a capital project should note that:

- new build projects will normally be expected to achieve the Building Research Establishment Environmental Assessment Method (BREEAM) rating of 'excellent'; however BREEAM 'very good' will be accepted where this is the maximum feasible standard.
- Refurbishment projects will normally be expected to achieve the BREEAM rating of 'Very Good'.
- Infrastructure projects will normally be expected to achieve the Civil Engineering Environmental Quality Assessment rating of 'Very Good'.

6.6. Cross Cutting Themes/Horizontal Principles

All applications selected as a result of this call will be required to demonstrate how the Cross Cutting Themes have been addressed in the project design and development. Cross Cutting Themes for European Regional Development Fund are 'equality and anti-discrimination' and 'sustainable development'. Further information is available in Section 11 of the [European Regional Development Fund Operational Programme](#).

There are potential cross cutting themes impacts around general transportation and in road building. Projects seeking funding under Priority Axis 7 should consider how the needs of, in particular, young people, older people and physically disabled people will be met.

6.7. Additionality, Duplication and Displacement

Additionality is a core principle of European Regional Development Funding. Applicants must be able to demonstrate that the activity paid for out of European Regional Development Funding adds value to new or existing activity.

European Regional Development Funding cannot support activities that duplicate existing provision/services within the region.

Applications need to identify and evidence how the beneficiaries will use the service and demonstrate that the project does not displace other activity available in the market place.

6.8. State Aid & Revenue Generation

Applicants are required, in the Outline Application, to provide a view on how their proposal complies with State Aid law. Applicants must ensure that projects comply with the law on State Aid. 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 under the General Block Exemption Regulation (EU) 651/2014.

Only if this is not possible should Applicants use the De Minimis Regulation or 'no aid'. [Guidance for Grant Recipients](#), explaining more about State Aid, is available; it is important that Applicants take responsibility for understanding the importance of the State Aid rules and securing their full compliance with them throughout the project, if it is selected into the Programme.

The Managing Authority is not able to give legal advice on State Aid. It is the responsibility of the applicant to ensure that the operation is State Aid compliant.

6.9. Procurement

All costs claimed by the Applicant (Grant Recipient and/or Delivery Partner(s)) must be recovered on an actual cost basis. Other costs must be procured in line with National (including [Public Procurement Regulation 2015](#)) and European Union regulations. Procurement will be subject to audit and verification and any irregularity will result in a financial penalty of up to 100% of the grant paid. Robust and transparent procurement is required to ensure that Grant Recipients:

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

It is **strongly recommended** that Applicants seek and follow legal advice in respect of procurement requirements. Procurement irregularities remain the most substantive cause of error and clawback of grants.

7. Support

Please note that this is a competitive call and to preserve impartiality the Managing Authority and, where appropriate, the Intermediate Body are unable to enter into correspondence with applicants over their Outline Application. Details of where guidance can be found are contained throughout this call document. In exceptional circumstances, if there are issues with accessing this guidance, please contact: SW.ERDFenquiries@communities.gsi.gov.uk

8. Key Documents

- European Regional Development Fund Operational Programme;
- Outline Application Form;
- Outline Application Form Guidance;
- Local Enterprise Partnership area's European Structural and Investment Funds Strategy;
- Eligibility Guidance;
- Target Definitions;
- Funding Agreement (Revenue and/or Capital).

9. Document Checklist

Incomplete applications will be rejected. Please ensure the following information (documents) are submitted.

Outline Stage:

- Fully completed Outline Application;
- Financial Tables;
- Outputs, Results and Indicators Tables.

10. Document Submission

Completed Outline Applications must be submitted via **email** to the address in Section 7.

Outline Application forms not received by the deadline will not be assessed. Outline Applications which are not fully completed will be excluded.

For this call applications will normally be required to **commence delivery/activity within three months** of the award of a Funding Agreement.

Any changes related to the deadline for the submission of the Outline Application form will be notified on the [European Growth Funding](#) website pages.