



European Union European Regional Development Fund

### 2014 to 2020 European Structural and Investment Funds Growth Programme

### Call for Proposals European Regional Development Fund

# Priority Axis 4: Supporting the Shift Towards a Low Carbon Economy in All Sectors

Managing Authority:	Department for Communities and Local Government
Fund:	European Regional Development Fund
Priority Axis:	Priority Axis 4: Supporting the Shift Towards a Low Carbon Economy in All Sectors
Call Reference:	OC39R16P0478
Local Enterprise	Humber (Lead)
Partnership Area:	York, North Yorkshire and East Riding
LEP Area Indicative Fund Allocation:	£8,000,000
Call Open:	Friday 16 December 2016
Call Closes:	23:59 Sunday 30 April 2017
	Review points:
	23:59 Friday 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: <u>http://tinyurl.com/h977fw4</u>

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 4 Supporting the Shift towards a Low Carbon Economy in All Sectors

### **Investment Priorities:**

**4e** Promoting low-carbon strategies for all types of territories, in particular for urban areas, including the promotion of sustainable multimodal urban mobility and mitigation-relevant adaptation measures.

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 4 of the Operational Programme aims to support the shift to low carbon economy in all sectors.

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 <u>European Regional Development Fund Operational Programme</u>.

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 <u>Humber Local Enterprise</u>

Partnership area and York, North Yorkshire & East Riding Local Enterprise Partnership area European Structural and Investment Funds Strategies.

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 4 of the European Regional Development Fund Operational Programme and respond to the local development need set out in the <u>Humber Local Enterprise Partnership area</u> and <u>York, North Yorkshire & East Riding Local Enterprise Partnership area</u> European Structural and Investment Funds Strategies.

Indicative Fund Allocation:	Indicatively, through this call the Managing Authority expects to allocate up to £8,000,000.
	The indicative funds are split by Local Enterprise Partnership area and Category of region as follows:
	Humber LEP area: £4,000,000 Transition
	York, North Yorkshire and East Riding LEP area: £2,880,000 More Developed £1,120,000 Transition.
	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.
	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.

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Minimum application level	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 £500,000 European Regional Development Fund to any single project.
Duration of project activity	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.
Geographical Scope	The England European Regional Development Fund Operational Programme operates on a National basis. All eligible European Regional Development Fund expenditure must benefit organisations located in England.
	Revenue projects should predominantly support businesses based within the Local Enterprise Partnership area of this call.
Specific call requirements	<ul> <li>Applicants are strongly advised to refer to the ERDF</li> <li>Priority Axis 4 Low Carbon Guidance Note published on the Government European Structural Investment Funds website when developing an Application.</li> <li>Applicants should also refer to the ERDF Operational Programme in order to ensure that proposed activities are aligned to the objectives of ERDF Priority Axis 4 and are eligible within the scope of described indicative activities.</li> <li>Applicants should note that the York, North Yorkshire and East Riding Local Enterprise Partnership area includes both More Development and Transition category of regions, as follows:</li> <li>York and North Yorkshire (More Developed area)</li> <li>East Riding (Transition Region area)</li> <li>The Humber Local Enterprise Partnership area is a Transition area.</li> </ul>
	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.
Call Deadlines	For this specific call, applications will be [assessed in batches at specific review points.

<ul> <li>The review points for this call are:</li> <li>17<sup>th</sup> February 2017</li> <li>30<sup>th</sup> April 2017</li> </ul>
Please note that the entire amount of ERDF funding allocated to this call may be allocated at the first assessment point. If this happens the Managing Authority may choose to close this call or to leave the call open and continue to assess applications, however, these applications will only progress if there is sufficient funding available, in effect projects will be placed on a reserve list.
Applications received after the published call close date will not be considered.

#### 3.2. Local Development Need

Projects must deliver activity which directly contributes to the objectives of Priority Axis 4 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

#### Local Growth Priorities:

The understanding and evidence base of the climate change impacts of global carbon emissions are ever increasing at a time when fossil fuel supplies are ever depleting. The European Union is leading the transition to a low carbon economy across the world. Governments and major corporations are recognising this through legislation, targets and incentives, in order to stimulate the move to a low carbon economy.

Whilst there is a pressing need to reduce carbon emissions by developing alternative energy supplies to avert the worst consequences of climate change, the transition to a low carbon economy represents a significant opportunity for economic growth. This opportunity is recognised by the Humber and the York, North Yorkshire and East Riding Local Enterprise Partnership area European Structural and Investment Funds strategies.

To put the challenge of low carbon transition into a local perspective it is important to recognise that due to a concentration of carbon intensive industries, the Humber has amongst some of the highest end-user emissions in the country. Although CO2 emissions per capita from the York, North Yorkshire and East Riding Local Enterprise Partnership area have reduced between 2005-2011, more needs to be done as , in most places, reductions have been significantly below the national and regional averages, the main exceptions to this trend being in York and Selby. The region is characterised by its rural areas, where higher than average CO2 emissions

are primarily caused by power generation, road transport and the agri-food sector. As a less industrially intensive region compared to the Humber, emissions from industry in York, North Yorkshire and East Riding vary significantly but are highest in Selby and the East Riding, reflecting concentrations of heavy industry in the Hull and connected area.

The Stern Review: the Economics of Climate Change was published in 2006 by HM Treasury, and subsequent 'Mini Stern Reviews' have been produced for the Humber Region and for the City of York by the Centre for Low Carbon Futures. These studies examine the evidence on the economic impacts of climate change, and explore the economics of stabilising greenhouse gases in the atmosphere. The 'Mini Stern Reviews' recognise that decarbonising local economies should be possible and the economic returns on investment could be 'very significant indeed'. Many of the measures outlined in the reviews would pay for themselves in a relatively short period of time, they would generate significant levels of employment and economic growth in the process, and could provide a wider range of indirect benefits such as job creation in the low carbon and environmental goods and services sector.

#### **Local Priorities**

This call is seeking projects across both Local Enterprise Partnership areas that will deliver a 'whole place' solution, i.e. a holistic approach within a defined area to reduce greenhouse gas emissions ensuring that actions are integrated within the framework of an overarching strategy or strategies.

To deliver a whole place solution it is expected that a project demonstrates that it delivers an integrated approach across at least two thematic areas including at least one of energy efficiency/renewable technologies or low carbon transport as a lead thematic area.

Thematic areas may include:

- Low Carbon Energy/ Renewable Energy
- Low Carbon Transport
- Low Carbon Housing
- Business Premises/ Business Parks

In order to deliver this integrated, whole-place approach, it is a requirement under Investment Priority 4e to have in place a low carbon strategy(s) that provides a framework for measuring  $CO_2$  emissions.

The Humber, York and North Yorkshire Technical Assistance Partnership has carried out an audit to establish a framework of existing low carbon strategies in both the Humber and York, North Yorkshire and East Riding Local Enterprise Partnership areas. The report can be found at the following link:

http://www.esiftap.org/wp-content/uploads/2016/04/An-audit-of-existing-low-carbonstrategy-across-the-Humber-and-YNYER-LEP-Regions.pdf

### 3.3. Operational Programme Investment Priorities

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

Investment Priority	4e – Promoting low-carbon strategies for all types of territories, in particular for urban areas, including the promotion of sustainable multimodal urban mobility and mitigation-relevant adaptation measures.
Specific Objectives	Increase implementation of whole place low carbon solutions and decentralised energy measures.
Indicative Actions	Activity under this investment priority will be complementary to, and work alongside, activity under investment priority 4(a). Activity under this investment priority is based on a holistic approach to the reduction of greenhouse gas emissions, ensuring that actions are integrated within the framework of an overarching strategy or strategies.
	In order to promote such strategies, examples of actions to be supported by European Regional Development Fund may include:
	<ul> <li>investments in local/regional smart grid demonstration projects, including validation and solving system integration issues</li> </ul>
	<ul> <li>sustainable energy action plans for urban areas, including public lighting systems, smart metering and distribution through smart grids</li> </ul>
	<ul> <li>Investments in combined heat and power from renewable sources</li> </ul>
	<ul> <li>Investments to encourage the adoption of renewable technologies.</li> </ul>
	A strategic approach is particularly important in the area of low carbon transport, whether for sustainable urban mobility, or improving links between urban and rural areas, or connecting dispersed rural communities. Examples of actions include:
	<ul> <li>investments in actions aimed at improving the capacity at local level to develop and implement integrated and sustainable transport strategies and plans (including for example actions related to modelling data collection,</li> </ul>

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	integrated transport management, operations and services, public consultation etc) to reduce transport related air pollution, in particular retrofit or replacement programmes for bus fleets, incentive schemes for cleaner transport, improved public transport infrastructure and alternative forms of transport
•	investments in actions aimed at introducing innovative environmentally-friendly and low-carbon technologies (for example, alternative fuel stations or charging points)
•	investments in actions aimed at developing innovative and multi-modal transport services (for example, intelligent transport systems for travel information and planning, traffic and demand management, smart ticketing, multimodal integrated datasets or cooperative systems)
•	innovative transport pricing and user charging systems
•	cycle paths, walkways and waterways only where part of an integrated approach to greenhouse gas reductions.

### 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 4.

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 4e		
Output reference	Name		
C1	Number of enterprises receiving support		
C34	Estimated annual decrease of GHG		

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 <u>Outline Application</u> which will be assessed by the Managing Authority against all of the national <u>Selection Criteria</u> 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 Body<sup>1</sup> 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:<sup>2</sup>

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

<sup>&</sup>lt;sup>1</sup> This process works differently for the Greater London Authority. Please contact the Greater London Authority for further details.

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 <u>https://www.gov.uk/government/organisations/department-for-communities-and-local-government/about/complaints-procedure</u>

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 <u>Technical Assistance website page</u>.

### 6. General Information

### 6.1. National Eligibility Rules

When developing an application, Applicants must refer to the <u>National Eligibility</u> <u>Rules</u> 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 <u>a</u> <u>Funding Agreement</u> 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 <u>National Eligibility Rules</u> 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 60% of the total eligible project costs in Transition areas and 50% in More Developed areas, subject to State Aid regulations.

The remaining 40% 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 60% (Transition area) or 50% (More Developed area) 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.

Projects seeking funding under Priority Axis 4 with the objective of reducing Greenhouse Gas must have a transparent methodology for calculating and monitoring emissions, with actual and auditable GHG reductions in line with the Climate Change Act 2008.

### 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'. <u>Guidance for Grant Recipients</u>, 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 <u>Public Procurement Regulation 2015</u>) 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: <u>YH.ERDFenquiries@communities.gsi.gov.uk</u>.

### 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 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 <u>European Growth Funding</u> website pages.