

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: | OC38R18P 0748 |
| Local Enterprise Partnership Area: | Worcestershire |
| Area Indicative Fund Allocation: | £2,593,200 |
| Call Open: | Friday 2 March 2018 |
| Call Closes: | 23:59 on Friday 20 April 2018 |

Contents

| | | |
|-------|--|----|
| 1. | Introduction..... | 3 |
| 2. | Call Context..... | 4 |
| 3. | Scope of the Call | 5 |
| 3.1. | Scope..... | 5 |
| 3.2. | Local development need | 6 |
| 3.3. | Operational programme investment priorities | 9 |
| 4. | Required Outputs under this Call | 12 |
| 5. | Application Process and Prioritisation Methodology | 14 |
| 6. | General Information..... | 16 |
| 6.1. | National Eligibility Rules..... | 16 |
| 6.2. | Eligible Applicants..... | 16 |
| 6.3. | Contribution rate and match funding | 17 |
| 6.4. | Project timescales..... | 18 |
| 6.5. | Project extensions..... | 18 |
| 6.6. | Capital projects | 19 |
| 6.7. | Cross Cutting Themes / Horizontal Principles..... | 19 |
| 6.8. | Additionality, duplication and displacement..... | 19 |
| 6.9. | State Aid and revenue generation..... | 19 |
| 6.10. | Procurement | 20 |
| 7. | Support..... | 20 |
| 8. | Key Documents | 20 |
| 9. | Document Checklist..... | 21 |
| 10. | Document Submission..... | 21 |

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.

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:

- 4a** Promoting the production and distribution of energy derived from renewable resources.

- 4c** Supporting energy efficiency, smart energy management and renewable energy use in public infrastructure, including in public buildings, and in the housing sector.

- 4f** Promoting research and innovation in, and adoption of, low-carbon technologies.

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 provides good value for money and supports domestic strategic priorities. Applications must meet the requirement of, and make 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 [Worcestershire Local Enterprise Partnership area](#) European Structural and Investment Funds 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 4 of the European Regional Development Fund operational programme and respond to the local development need set out in the [Worcestershire Local Enterprise Partnership area](#) European Structural and Investment Funds strategy.

| | |
|--|--|
| <p>Indicative fund allocation:</p> | <p>Indicatively, through this call the managing authority expects to allocate up to £2,593,200.</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 £500,000 European Regional Development Fund to any single project. Consequently projects with a total value of less than £1,000,000 will not normally be supported under this call.</p> <p>Where a project under investment priority 4a is supporting micro generation only, the project value can have a total value of £500,000 instead of the standard £1 million as the nature of the project involves the delivery of small scale renewables which require a smaller project size”.</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> |

| | |
|-----------------------------------|---|
| Geographical scope | <p>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.</p> <p>Revenue projects should predominantly support businesses based within the local enterprise partnership area of this call.</p> |
| Specific call requirements | <p>Please note: Value for Money and alignment with Strategic Domestic Priorities will form a key part of the assessment and appraisal of all applications. Therefore proposals should clearly articulate and demonstrate how activities align with domestic strategic priorities and offer good value for money.</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 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 |
|--|
| <p>Local growth priorities:</p> <p>In line with the Government's Clean Growth Strategy and emerging Industrial Strategy, Worcestershire Local Enterprise Partnership is committed to making the transition towards a low carbon economy that is based on low carbon power sources, to promote sustainable economic growth. Minimising the output of greenhouse gases will in turn help to reduce the impact of climate change, which has the potential to threaten the high quality natural environment that Worcestershire currently benefits from.</p> <p>Shifting towards a Low Carbon Economy will require interventions that are focused on:</p> <ul style="list-style-type: none"> • Reducing greenhouse gas emissions - which are still slightly higher in Worcestershire compared with the regional and national averages at 6.1 tonnes per capita, compared with 5.8 and 5.9 tonnes respectively; • Increasing renewable energy – as Worcestershire has a relatively limited renewable energy generation capacity • Increasing energy efficiency in business and public sector; and |

- Reducing the carbon intensity of goods and services

As set out in the Worcestershire Local Enterprise Partnership European Structural and Investment Fund strategy, there is a recognition that providing more of the energy needs within the county, particularly from zero and low-carbon sources, could have wide-ranging benefits. For example, an increase in distributed generation and localised heat networks could help ensure that the county is better prepared to cope with energy security issues. It could also improve economic competitiveness, affordability, provide employment opportunities for local people and help strengthen parts of the grid suffering from weak supplies.

Alternative energy infrastructure supports emissions reduction and can provide a more local supply at more reasonable costs. Promoting Worcestershire as a location for sustainable energy infrastructure could also help the county in attracting and retaining green business, (both energy and non-energy). Local generation and renewable energy sources can be especially beneficial to properties not on the gas grid, and Worcestershire has extensive rural communities where this is the case.

The low carbon environmental goods and services (LCEGS) sector in Worcestershire Local Enterprise Partnership area is valued at over £1 billion in terms of sales and supports an estimated 7,600 jobs and over 400 businesses. The activities in the low carbon environmental goods and services sector cross many sectors – including, in particular, the advanced manufacturing and agri-tech growth sectors. The future growth of businesses involved in low carbon and environmental goods and services (LCEGS) is a key element of the European Structural and Investment Funds Strategy.

With investment in low carbon technology development and adoption being associated with significant positive externalities, there is a strong case for public investment and support in this sector.

There is a need to increase the application of existing knowledge and technologies to improve sustainability; and encourage the adoption/development of low carbon goods and services and energy efficiency practices – in the public and private sector within Worcestershire – particularly through investment in demonstrator projects, and knowledge transfer activities.

Local priorities:

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

Investment Priority 4a

The establishment/development of key demonstration projects and deployment of new renewable technologies, distributed generation and heat networks.

20% of Worcestershire's properties are without access to the mains gas network and

rely on the use of carbon intense fuels such as solid fuel and burning oil. This call aims to address this shortfall.

Applications are invited to support local distributed energy networks and/or renewable energy projects, both off grid and on grid.

Investment Priority 4c

Public building retrofit and energy efficiency measures, especially whole building solutions to exemplify, and support the commercialisation of, next phase technologies which are near to market and low carbon construction techniques to improve the energy efficiency of buildings.

Applications are invited to:

- Support the adoption of energy efficiency and low carbon construction techniques;
- Support energy efficiency, smart energy management and renewable energy use in public infrastructures, including in public buildings, and in the social housing sector;
- Encourage demonstrator activities and innovation-based technologies;
- Strengthen the supply and distribution chain and market particularly in the Worcestershire Local Enterprise Partnership's key sectors

Investment Priority 4f

Developing low carbon innovation in relation to energy efficiency and renewable energy within enterprises, including through technologies and engagement practices.

Applications are invited that will support activities that:

- Accelerate the development, innovation, adaption, adoption and deployment of low carbon technologies and related supply chains/infrastructure;
- Development of appropriate test facilities and deployment infrastructure;
- Provide support to develop and improve ultra-low emission vehicle technologies;
- Provide support to businesses to engage in knowledge transfer with Higher Education Institutes;
- Provide support to develop smart grids and demand management; and
- Provide support to low carbon sector companies to exploit technologies and develop business capacity through awareness raising, support and grants.

Priority will be given to proposals that involve Worcestershire's growth sectors – including, most notably, advanced manufacturing and agri-tech – as well as proposals that support the growth of the local low carbon environmental goods and services (LCEGS) sector.

All proposals relating to business support, diagnostic checks and grant support will need to integrate with the Worcestershire Business Growth Hub, to ensure that all the products available in Worcestershire are clearly targeted where provision is needed most and to avoid duplication of activities. Project proposals will therefore need to demonstrate commitment to working in partnership with the Worcestershire Growth Hub, both through the virtual and physical Hubs.

Applicants seeking funding for activities which could be interpreted to be agricultural or primary processing – including the production of biomass fuels – should be aware that European Regional Development Fund cannot be used to fund agricultural or primary processing activities, whether this be advice to primary producers or direct financial support. If in doubt, applicants should consult Department for Communities and Local Government before submitting an application.

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:

| | |
|----------------------------|--|
| Investment priority | 4a – Promoting the production and distribution of energy derived from renewable sources. |
| Specific objectives | Increase the number of small scale renewable energy schemes in England. |
| Indicative actions | <p>Projects will support micro-energy installations, off-grid energy productions, renewable heat networks and ground and air source heat pumps:</p> <p>Under this investment priority, indicative actions to be supported by European Regional Development Fund may include:</p> <ul style="list-style-type: none"> • Measures to support increased production of renewable fuels and energy, in particular wind energy, solar and biomass; • Support to build capability and capacity for supply chains in renewable energy; • Demonstration and deployment of renewable energy technologies; • Measures to support the wider deployment of renewable heat, including micro-generation, geothermal, renewable heat networks or district heating, ground source and air source heat pumps. Also including biomass systems with associated heat |

| | |
|--|---|
| | <p>off-take and heat distribution networks along with recycling processing reprocessing and remanufacturing facilities; and</p> <ul style="list-style-type: none"> Anaerobic digestion plants and other biomass or landfill gas schemes. |
|--|---|

| | |
|----------------------------|---|
| Investment priority | 4c – Supporting energy efficiency, smart energy management and renewable energy use in public infrastructure, including in public buildings, and in the housing sector. |
| Specific objectives | Increase the energy efficiency of homes and public buildings, through the implementation of low carbon technologies. |
| Indicative actions | <p>Under this investment priority indicative actions to be supported by European Regional Development Fund may include:</p> <ul style="list-style-type: none"> Provision of advice and support to increase the use and take up of low carbon technologies, energy efficiency measures, renewable energy technologies and smart energy systems in housing stock and public buildings; Supporting low carbon innovation in relation to the integrated ‘whole place’ energy management approach including energy waste and re-use; Standard retrofit can be an eligible part of a project when used in conjunction with innovative technology or as part of a whole place approach which can include the way combined retrofit technologies are used to deliver the whole place approach; Investing in building retrofit, energy efficiency measures, renewable and smart energy systems deployment, especially whole building or place solutions exemplifying next phase technologies which |

| | |
|--|---|
| | <p>are near to market;</p> <ul style="list-style-type: none"> • Investing in domestic energy efficiency, renewable energy and smart construction techniques; and • Investment in the development and wider use of Energy Performance Contracting in the public buildings and housing sectors. |
|--|---|

| | |
|----------------------------|--|
| Investment priority | 4f – Promoting research and innovation in, and adoption of, low-carbon technologies. |
| Specific objectives | Increase innovation in, and adoption of, low carbon technologies. |
| Indicative actions | <p>Under this investment priority indicative actions to be supported by European Regional Development Fund may include:</p> <ul style="list-style-type: none"> • Research and development, innovation and supply chain work for low carbon technologies and materials, including; wave and wind energy, smart grids, distributed generation, solar and photovoltaics, heat networks, heat pumps and low carbon heat for energy intensive industries; • Research underpinning carbon capture and storage, taking account of the restrictions laid down in Article 3.3.b of the European Regional Development Fund; • Technology centres of excellence and test facilities, including relevant catapult centres; • Renewable technologies in the United Kingdom renewable energy roadmap; • Research, development, demonstration and adoption of technologies and systems that support low-energy transport and accelerate the establishment of new technologies such as low emissions vehicles (electric, hybrid and hydrogen); • Knowledge transfer with higher education / further education institutions and businesses; |

| | |
|--|--|
| | <ul style="list-style-type: none"> • Supporting low carbon tech start-ups and greater commercialisation of low carbon products and processes; • Developing financing methods that encourage the adoption of proven low carbon technologies and generate long-term financial savings; • Demonstration and deployment of decentralised renewable energy technologies; and • Research, development and innovation and supply chain development for low carbon and resource efficient technologies and materials (including small scale pilot programmes that test the market with new low carbon solutions and the use of secondary materials). |
|--|--|

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 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 4a | |
|-------------------------------|---|
| Output reference | Name |
| C1 | Number of enterprises receiving support |
| C5 | Number of new enterprises supported |
| C30 | Additional capacity for renewable energy production |
| C34 | Estimated annual decrease of greenhouse gases |

| Investment Priority 4c | |
|-------------------------------|------|
| Output | Name |
| | |

| | |
|-----------|---|
| reference | |
| C31 | Number of households with improved energy consumption |
| C32 | Decrease of annual primary energy consumption of public buildings |
| C34 | Estimated annual decrease of greenhouse gases |

| Investment Priority 4f | |
|-------------------------------|---|
| Output reference | Name |
| C1 | Number of enterprises receiving support |
| C5 | Number of new enterprises supported |
| C26 | Number of enterprises cooperating with research entities |
| C29 | Number of enterprises supported to introduce new to the firm products |
| C34 | Estimated annual decrease of greenhouse gases |

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.

Projects will only be supported if they demonstrate good value for money. An important consideration when assessing value for money is the level of European Regional Development Fund outputs that the project would deliver.

The managing authority has not set specific output targets for this call and does not publish average or expected unit costs.

The local European Structural and Investment Fund strategy for each local enterprise partnership area includes details of the local, national European Regional Development Fund allocation to each priority axis and the type and number of European Regional Development Fund outputs that are expected in return for this investment.

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 and 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

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

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; and
 - Procurement
 - 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; and
- Deliverability.

Having assessed projects against these criteria the relevant local enterprise 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 European Regional Development Fund Technical Assistance and available to assist the design and development of compliant projects / applications for the European Regional Development Fund. Details of your local Technical Assistance funded project can be found on the [Technical Assistance website page](#).

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 to 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 that are successful at the outline application stage. Checks will be carried out following notification of a successful outline application and may exclude applicants from further consideration. These checks will include assessment of the applicant's financial standing including ability to deal with cost overruns, the ability to cash flow a project in arrears and absorb a financial irregularity.

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 and 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 50% of the total eligible project costs subject to State Aid regulations.

The remaining 50% 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 EU 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 50% 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. Project extensions

Existing grant recipients whose projects:

1. Do not involve the direct development of premises or infrastructure;
2. Have a funding agreement that ends/has a financial completion date during the period of this call or within **18 months of the closing date of this call**; and
3. Addresses the priorities set out in section 2

May apply for a second phase of delivery – this will be expected to be in the same form as the current project (i.e. a genuine continuation of activity) but may reflect improvement/some change to reflect experience of the first phase of the project. The application must be made using the standard outline application form. Where changes to the first phase of the project are significant, these should be presented as a new application. The relevant Growth Delivery Team will apply judgment in considering the significance of any change. Projects may apply to be extended for up to 3 years.

Applications in respect of the development of premises or other infrastructure should be presented as new projects, this includes applications that have a link to an existing European Regional Development Fund project e.g. further phases of the development of sites or premises.

Please note - extensions to existing projects will be assessed against the criteria set out in this call in the same way as 'new' projects. There is no guarantee that extensions will be selected. Extension requests relating to projects that end more than 18 months after the closing date of the call or do not meet the requirements set out in this call will be rejected. The applicant's track record and the performance of existing contracts will be taken into account during the assessment process.

6.6. 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'.; and
- Infrastructure projects will normally be expected to achieve the Civil Engineering Environmental Quality Assessment rating of 'Very Good'.

6.7. 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 greenhouse gases reductions in line with the Climate Change Act 2008.

6.8. 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.

6.9. State Aid and 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.

6.10. 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 EU 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; and
- Maintain competitiveness and fairness across the EU.

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: WM.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; and
- 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; and
- 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.