

2014 to 2020 European Structural and Investment
Funds Growth Programme

Call for Proposals
European Regional Development Fund

Priority Axis 1: Promoting Research and
Innovation

Managing Authority:	Ministry of Housing, Communities and Local Government
Fund:	European Regional Development Fund
Priority Axis:	Priority Axis 1: Promoting Research and Innovation
Call Reference:	OC35R19P 1017
Local Enterprise Partnership Area:	Thames Valley Berkshire
Indicative Funding Available:	£1,650,000
Call Open:	Friday 28 June 2019
Call Closes:	23:59 on Monday 30 September 2019

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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 funding for ERDF projects that are contracted by the end of 2020.

All contracted ERDF projects must be completed by the end of the programme period, 30 June 2023. Each application for ERDF will be required to demonstrate that it delivers good value for money and domestic strategic priorities.

The funds are managed by the Ministry of Housing, 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 Ministry of Housing, Communities and Local Government and the Department for Work and Pensions to perform the following tasks:

1. Input into project calls in respect of local development needs (with reference to ESI Funds Strategies); and
2. 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:

1. Practical advice and information to the managing authorities to assist in the preparation of local plans that contribute towards operational programme priorities and targets;
2. 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

3. 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 Ministry of Housing, 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 Ministry of Housing, Communities and Local Government (the managing authority) invites applications seeking European Regional Development Fund support under:

Priority Axis 1 Promoting Research and Innovation

Investment Priorities:

- 1a** enhancing research and innovation infrastructure and capacities to develop research and innovation excellence, and promoting centres of competence, in particular those of European interest

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 1** of the operational programme aims to improve how small and medium sized enterprises commercialise research and how they collaborate with research institutions.

The 2017 [UK Industrial Strategy](#) sets out the government's ambition to make the UK the world's most innovative economy. The government has committed to reaching 2.4% of GDP investment in R&D by 2027 and to reach 3% of GDP in the longer term. Currently, R&D expenditure is unevenly distributed across England and focused on the South East and East of England, which accounts for 37% of total UK R&D expenditure. Large firms continue to innovate more than SMEs across the UK ¹. Whilst disparity has been decreasing in recent years, SMEs in England continue to introduce fewer new products and processes than their European competitors and it is essential that they innovate more. These challenges will need to be tackled in order to achieve Industrial Strategy goals.

Evidence also suggests that most of the social value of innovation relates to diffusion and adoption by other firms, which increases productivity. However, despite having a strong track record of innovation, the UK lags behind competitors on knowledge

¹ BEIS, 2018. *The UK Innovation Survey 2017: Headline Findings*. Online at: <https://www.gov.uk/government/statistics/uk-innovation-survey-2017-headline-findings>

diffusion. We need to strengthen our ability to commercialise the ideas and discoveries made here, which will otherwise be exploited overseas.

Important guiding principles for the selection of ERDF operations within Priority Axis 1 will therefore include:

Any application for funding will be required to clearly demonstrate that it provides good value for money and supports the [UK Industrial Strategy goals, the Business Productivity Review and other](#) domestic strategic priorities, including measures to support the national target for increasing investment in R&D to 2.4% of GDP by 2027.

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](#) and where appropriate should reflect how such support will aim to improve productivity levels within small and medium sized enterprises.

Applications should demonstrate:

- a close fit with the policy priorities set out in “Smart Specialisation in England”. Elements that in the document refer to outdated policies should be discounted and relevant elements of the Industrial Strategy, in particular support for the four [Grand Challenges](#), be considered in their place;
- an understanding of evolving national science, innovation and research strategies, including ensuring that national science, research and innovation capabilities impact on local growth;
- sound evidence, developed by a partnership of businesses, the research base and public sector organisations, of the existing strengths and future potential of sectors and technologies prioritised for support within a local area;
- evidence that these partners working collaboratively have shown the leadership required to prioritise investments in a genuinely limited number of sectors and technologies ensuring that investments are made with sufficient scale and depth to create significant impact on prioritised sectors and technologies; and
- good arrangements are in place to monitor and evaluate the impact of investments and on-going systems are in place to review priorities.

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 [Thames Valley Berkshire Local Enterprise Partnership area](#) European Structural and Investment Funds strategy, as well as the Local Industrial Strategy where it has been published.

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

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 [Thames Valley Berkshire 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 £1,650,000.</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.</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.</p> <p>The managing authority does not intend to allocate less than £500,000 European Regional Development Fund resources to any single project. Consequently, new projects with a total value of less than £1 million will not normally be supported under this call. Applications for less than £500,000 ERDF for extensions to existing projects will be considered.</p>
<p>Duration of project activity</p>	<p>Projects should plan to complete delivery of project activity by the end of June 2023; however, the managing authority reserves the right to vary this date.</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, including the 2017 Industrial Strategy, (or any later publication that amends or supersedes that), 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>

2. Local development need

Projects must deliver activity which directly contributes to the objectives of Priority Axis 1 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>Thames Valley Berkshire has a very distinctive local economy. Over recent decades, it has grown quickly and it has developed clear specialisms, most notably in activities relating to information and communications technologies. With good access to both Heathrow Airport and London, Thames Valley Berkshire has attracted an impressive group of global corporations. Within this domain, it has a skilled and specialist labour market, and reasonably strong research links – and it is with regard to ICT (with links into bioscience, advanced engineering, etc.) that knowledgeable actors can be identified and a narrative relating to Smart Specialisation can be developed.</p>

The 'Business in Berkshire 2018' report records that over a fifth of Berkshire firms operate in the 'professional, scientific and technical' industry and just under a fifth in the 'information and communication' industry. The sub-region has a higher concentration of firms in both these sectors than the national average.

The Thames Valley Berkshire (TVB) LEP [Strategic Economic Plan \(SEP\)](#) reports that looking ahead TVB's population of world class businesses must be reinvented constantly, recognising the strength of global competition. Whilst TVB has a high incidence of employment in tech-based businesses, relatively few of these firms focus their R&D in the area. Hence there are concerns about the pipeline of 'next generation' tech-based businesses from within TVB.

The [Berkshire Local Industrial Strategy \(BLIS\) Framework Document](#) notes that Berkshire's business community is ensconced in wider ecosystems (networks of relationships and interdependencies linked to economic life) – although compared to elsewhere, these are currently relatively weak and fragmented. Ecosystems are important in terms of knowledge spill-overs and more general processes of innovation; they are also crucial in relation to risk and resilience. The 'soft networks' that help mitigate the risks linked to intrinsically 'high risk' activities (e.g. starting new tech-based businesses) are underdeveloped locally, and again, this limits the pipeline. These 'soft networks' have a strong spatial dimension and they are often linked to particular places (although they also have global components too).

Through the BLIS and the delivery of the LEP's Business Environment Programme, the aim is to:

- ensure that knowledge is effectively commercialised and grown in the TVB LEP area;
- support the appropriate development of innovation spaces particularly in our town centres and/or close to railway stations to invest in and strengthen our soft networks, noting that strong business networks improve the flow of information between firms, encourage innovation and reduce risk, and are frequently a catalyst for growth; and
- support business growth, recognising the enormous potential that exists within our population of SMEs.

Whilst Thames Valley Berkshire has strengths across many sectors of the economy, it has particular specialism in digital technologies. Innovation often happens at the margins between these sectors. Thames Valley Berkshire LEP has developed (and refreshed) three Sector Propositions; for digital technologies; life sciences & healthcare; and energy & environment; and is collaborating in three Science & Innovation Audits: "Innovation South", "Oxford Transformative Technologies Alliance" and "Innovation for Sustainable Airports".

Within this ERDF Investment Priority the focus in the Thames Valley LEP area will be on increasing investment in research and innovation infrastructures that catalyses collaboration with the research community especially in sectors identified through smart specialisation. One key strand concerns the use of the area's

research assets and, specifically, the need to precipitate innovation, both within and between individual businesses, and from the business community across to the research base.

One issue is physical and it surrounds the up-front infrastructure investment required to bring forward key sites. Infrastructure is a means to an end. The purpose of support under this investment priority will be to build or enhance infrastructure that in due course will contribute to the greater commercialisation of products, services and processes.

Thames Valley Berkshire LEP recently commissioned SQW to examine [the availability of “innovation spaces” within Berkshire](#). At the outset, these were defined as “spaces which provide entrepreneurs and businesses with accommodation on flexible terms and access to supporting administrative, business and innovation support services and networks”.

Demand-side indicators suggested that Berkshire performs strongly in terms of its propensity for enterprise. Within Berkshire, the number of businesses employing 0-4 people has expanded by 34% since 2010. In addition, some 685 firms in Berkshire are classified as ‘scale ups’. However, on indicators of innovation (e.g. firms involved in product or service development), the performance of Berkshire is slightly less strong overall. This suggests that well-functioning innovation spaces should have a key role to play. There is also a recognition of the role that Innovation Spaces can play in diversifying town centres and regenerating High Streets which are facing structural issues; the need to consider possibilities for enhanced provision alongside major new developments in Local Plans; ensuring that decisions are fully informed strategic infrastructure projects, e.g. Heathrow Airport and the Elizabeth Line and consideration of Joint Ventures between the private and public sector, recognising that the local authorities have a key role to play in tailoring products to meet local needs .

Taking into account the changing nature of Berkshire’s economy and the changing ways in which “innovation space” (of all forms) is being used, the study recommended various responses. For the most part, these are concerned with effecting a better match between supply and demand. The study notes that key success factors for innovation spaces in Berkshire appeared to be:

- location – with proximity to the larger town centres and railway stations appearing to be important;
- the provision of “on hand” access to support services; and
- the provision of affordable accommodation for 2-10 person businesses.

Local priorities:

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

In accordance with local growth priorities and identified local needs the following issues should be addressed in response to this call:

- Investment in the development and upgrading of innovation space, with capability to serve as a platform or host for innovation and innovative relationships;
- Development of enterprise, innovation and technology hubs and centres of excellence, in line with the approach set out in “Smart Specialisation in England”;
- To provide facilities that will help build collaborative research between enterprises, research institutions and public institutions; and
- To provide appropriate physical infrastructure to enable the commercialisation of research and the growth of innovative, early stage, businesses.

In the context of the activities listed above benefits are likely to include the following:

- Support for Smart Specialisation collaborative research
- Support for the commercialisation and enterprise of new products and business processes

Project applicants will be expected to work closely with the TVB Growth Hub and TVB LEP to develop proposals that contribute towards strategic priorities.

There is the potential for Thames Valley Berkshire LEP to make a contribution of up to £500,000, which could form part of the match funding for potential applicants. This contribution would be capital funding and ring-fenced to support projects focussing on innovation space in Thames Valley Berkshire. Applicants are encouraged to contact Thames Valley Berkshire LEP prior to submitting an application, to explore this potential joint investment approach.

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	1a – Enhancing research and innovation infrastructure and capacities to develop research and innovation excellence, and promoting centres of competence, in particular those of European interest.
Specific objectives	Enhancing research and innovation infrastructure and capacities to develop research and innovation excellence, and promoting centres of competence, in particular those of European interest.

<p>Indicative actions</p>	<p>The purpose of support under this investment priority will be to build or enhance infrastructure that in due course will contribute to the greater commercialisation of products, services and processes.</p> <p>Under this investment priority indicative actions to be supported by the European Regional Development Fund may include:</p> <ul style="list-style-type: none"> • Specialist infrastructure / facilities / centres linked to smart specialisation including enhancements to science parks and to improve access to these facilities through digital and physical links; • Investment in the development and upgrading of innovation space, with capability to serve as a platform or host for innovation and innovative relationships; • Improved incubation space to enable research and development and innovation; • Shared use research laboratories and facilities, particularly targeted at the eight great technologies as set out in “Smart Specialisation in England”; • Development of enterprise, innovation and technology hubs and centres of excellence, in line with the approach set out in “Smart Specialisation in England”; and • Development and upgrading of appropriate test facilities and deployment infrastructure. <p>In all cases, actions will include provision of appropriate equipment and staff resources.</p> <p>Activity under this specific objective will also underpin activity under the other specific objectives within this priority axis, by enabling investment in infrastructure, facilities and equipment. This will contribute to the wider goal of improving the commercialisation of new products, services and processes by small and medium sized enterprises.</p>
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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 programme-level outputs for Priority Axis 1.

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 1a	
Output reference	Name
C25	Number of researchers working in improved research facilities
P2	Public or commercial buildings built or renovated

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, notional 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:

- Outline application and, if successful
- 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:

- (i) Applicant eligibility;
- (ii) Activity and expenditure eligibility; and
- (iii) 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 has been designated, the intermediate body will assess the application against the Local strategic fit assessment criteria.

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:

1. Value for money; and
2. 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

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.

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.

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.

4. Project timescales

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 within the agreed timescale as stated in the Grant Funding Agreement; and
- Have completed the delivery of project activity by the end of June 2023.

5. Project extensions

Existing grant recipients whose projects:

1. Do not involve the direct development of premises or infrastructure; and
2. Address 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.

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 that 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. Capital projects

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

1. 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;
2. Refurbishment projects will normally be expected to achieve the BREEAM rating of 'Very Good'; and
3. Infrastructure projects will normally be expected to achieve the Civil Engineering Environmental Quality Assessment rating of 'Very Good'.

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 1 will be expected to demonstrate measures that promote greater female participation in associated sectors.

Physical infrastructure such as incubation space must take into account the needs of disabled people as regards access and use. Buildings must meet minimum accessibility requirements. Where possible, accessibility toolkits and undertaking pre- and post-build access audits should be used to add quality to investments.

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.

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.

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: GSE.ERDFENQUIRIES@communities.gov.uk

Whilst the decision of the managing authority is final, if you think consideration of your application has not followed the published ERDF process, please refer to the MHCLG complaints procedure available on 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);
- Summative assessments guidance; and
- 2017 [Industrial Strategy](#) (or any later publication that amends or supersedes that).

9. Document Checklist

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

Outline stage:

1. Fully completed outline application;
2. Financial tables; and
3. Outputs, results and indicators tables.

10. Document Submission

Completed outline applications must be submitted via **email** to the address in Section 7. Applicants are asked to quote the call reference and project name in the subject line of your email as this will greatly assist the managing authority.

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

The managing authority will normally acknowledge receipt of your application by email.

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.