

2014 to 2020 European Structural and Investment
Funds Growth Programme

Call for Proposals
European Regional Development Fund

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

Managing Authority	Ministry of Housing, Communities and Local Government
Fund:	European Regional Development Fund
Priority Axis:	Priority Axis 7: Sustainable Transport in Cornwall & the Isles of Scilly
Call Reference:	OC05R19P 1043
Local Enterprise Partnership Area:	Cornwall & the Isles of Scilly
Area Indicative Funding Available:	£12,000,000
Call Open:	Monday 22 July 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 project activity 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:

- Input into project calls in respect of local development needs (with reference to local Integrated Territorial Investment Strategy); 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 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 7 Sustainable Transport in Cornwall & the Isles of Scilly

Investment Priorities:

- 7a** Supporting a multimodal Single European Transport Area by investing in the Trans European Transport road and rail Networks

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.

The UK Industrial Strategy identifies infrastructure as the essential underpinning of our lives and work, and that having modern and accessible transport infrastructure is essential to our future growth and prosperity. Priority axis 7 of the operational programme aims to support sustainable transport in Cornwall & the Isles of Scilly.

Any application for funding will be required to clearly demonstrate that it provides good value for money and supports domestic strategic priorities, including those set out in the 2017 [UK Industrial Strategy](#). 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.](#)

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 local Integrated Territorial Investment strategy.

Applicants are advised to familiarise themselves with the detail of the operational programme, local Integrated Territorial Investment 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 [Cornwall and the Isles of Scilly Integrated Territorial Investment strategy](#).

<p>Indicative fund allocation:</p>	<p>Indicatively, through this call the managing authority expects to allocate up to £12,000,000.</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 to any single project. Consequently projects with a total value of less than £625,000 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>
<p>Geographical scope</p>	<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>

Specific call requirements	<p>Targeted investment in the Comprehensive Trans European Transport road Network, namely enhancements to the A30 to alleviate congestion at a key bottleneck between Carland and Chiverton Cross.</p> <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>

.2. Local development need

Projects must deliver activity which directly contributes to the objectives of priority axis 7 of the operational programme, one or more of the relevant investment priorities and meet the local development need expressed in the table below.

Local Development Need
<p>Local growth priorities:</p> <p>The economy of Cornwall and the Isles of Scilly is hampered by a range of transport development needs. By virtue of its peripherality and physical distance to markets, business growth is slowed by high transport costs and slower movement of goods and services which in turn impacts on the areas' attractiveness to new business and inward investment. It is in particular adversely impacted by poor transport links to the core corridors of the Trans-European Transport network (the TEN-T network). These restrict trade opportunities as well as hamper travel for visitors to Cornwall and the Isles of Scilly, which constrains growth of the tourist sector.</p> <p>Recognition of the importance of good connectivity to aid economic development and growth in a Less Developed Region has been addressed in the UK's TEN-T map, approved by the Commission, which includes the A30 as part of its comprehensive road network. The A30 is the main trunk road connecting Cornwall with the rest of England but remaining sections of single carriageway along parts of it constrains capacity, resulting in severe congestion and delays which impact on the local economy and limit opportunities for growth. The planned improvement scheme would increase capacity of this link, improve journey reliability (including in relation to resilience) and unlock productivity increases.</p>

The road links are important routes for the Isles of Scilly as they provide good access to other transport links and service centres for those travelling to and from Scilly. Measures to improve resilience, frequency of travel and shortening of travel time would be advantageous to the whole area as well as to the Isles of Scilly's and West Cornwall's economies.

Support from the European Regional Development Fund will enable parts of the comprehensive network to be developed in order to reduce road congestion, speed up travel times and increase passenger numbers travelling on or through them, in line with the Local Transport Plan: Connecting Cornwall 2030

Investments are expected to improve reliability and increase productivity by addressing congestion bottlenecks in specific, capacity restricted sections of the TEN-T road and rail network. A baseline will be set for each scheme. Results can be measured by reductions in delays.

Local priorities:

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

Applicants are invited to familiarise themselves with the [Cornwall and Isles of Scilly Integrated Territorial Investment Strategy](#). One of the key priorities identified in this strategy is 'To remove physical barriers to business growth and improve the economic viability of areas through infrastructure investment' (Conditions for Growth – Objective 3)

Specific objectives identified include:

- We will work with partners to deliver improved road, rail, sea and air connectivity linking Cornwall to the rest of the UK
- Improve connectivity of Cornwall to the rest of the world.
- Ensure a resilient and reliable transport system for people, goods and services

Scheme development is currently underway and this element of the project was part funded by an £8m contribution from the European Regional Development Fund.

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

- demonstrate how the application will embed cross cutting themes good and best practices into the proposed project's activities

- make reference to the [Inclusion Strategy](#) and the [Environmental Growth Strategy](#) outlined in [the Cornwall and Isles of Scilly Integrated Territorial Investment Strategy](#).

- Incorporate environmental mitigations

Any potential applicants wishing to apply for funding under this call can make use of the Access to the Programme Team. This free resource will:

- provide advice and support to potential applicants;

- offer specialist support in the early stage design and development of complex projects; and

- promote and integrate the cross cutting themes within projects to ensure that applicants can develop projects that make the most effective use of all European Structural and Investment Funds.

For more information please contact the team via:

accesstotheprogramme@cornwalldevelopmentcompany.co.uk

.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	7a – Supporting a multimodal Single European Transport Area by investing in the Trans European Transport road and rail Networks.
Specific objectives	Improve the accessibility of Cornwall and the Isles of Scilly by enhancing integration with the Trans European Transport road and rail Networks
Indicative actions	Under this investment priority, actions to be supported by European Regional Development Fund will be: <ul style="list-style-type: none"> Targeted investment in the Comprehensive Trans European Transport road Network, namely enhancements to the A30 to alleviate congestion at a key bottleneck between Carland and Chiverton Cross. This key bottleneck constrains capacity for a 12.5km stretch in the central road corridor of the Less Developed Region. Investment to remove this

	<p>bottleneck will enable economic growth and investment in expanding areas and key towns maximising the impact of existing and future EU investments and increasing productivity through improving journey times and through supporting sustained business growth across Cornwall and on the Isles of Scilly. The road investment will equally support job creation and labour mobility for a number of key towns that adjoin this stretch of road; and</p> <p>These investments in strategic transport infrastructure will be complemented by investments under investment priority 7c that foster environmentally-friendly and low-carbon transport and catalyse more sustainable and multi-modal transport for users of the A30 and the main railway line as well as a shift to more sustainable modes of transport such as public transport, rail services and cycling.</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 7.

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

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

Investment Priority 7a	
Output reference	Name
C14a	Total length of reconstructed or upgraded roads of which: TEN-T

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 Integrated Territorial Investment strategy 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 body¹ has been designated, the following will apply:

The intermediate body will assess the application against the following Core assessment criteria:

- Local strategic fit

The managing authority will assess the application against the following Core assessment criteria:²

- National strategic fit;
- Value for money;
- Management and control;
- Deliverability;
- Compliance; 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

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

operational programme and local Integrated Territorial Investment 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](#).

For calls under investment priority 7a, please note:

Transport schemes can play an important role in promoting economic development and are necessary to complement other growth investments (past and future). The specific investments in transport under this investment priority will need to demonstrate that they are addressing significant and evidenced bottlenecks, for example for business, commuter and holiday traffic.

The local impact should be a major feature of any successful investment, but there will also need to be a demonstration of how access to and from the rest of the UK will be enhanced.

There should be an expectation that investment will leverage additional private sector investments, whether directly or indirectly through helping attract inward investment into the area because of its improved connectivity.

All applicable law should be complied with. Any public support under this programme must comply with the procedural and material State aid rules applicable at the point of time when the public support is granted. Projects must also demonstrate compliance with appropriate environmental legislative requirements, including environmental impact assessments where needed.

For calls under investment priority 7c, please note:

Investments under this specific objective shall primarily complement investments into the A30 and the main railway line under specific objective 1 of this priority axis, while fostering environmentally-friendly and low-carbon transport. Supported operations shall contribute to low-carbon road transport (use of alternative fuels) as well as a shift to more sustainable modes of transport such as public transport, rail services, cycling etc. Particular focus shall be placed on investments that catalyse more sustainable and multi-modal transport for users of the A30 and the main railway line.

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

6. General Information

.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 80% of the total eligible project costs subject to State Aid regulations.

The remaining 20% or more must come from other eligible sources as specified under section 6 of the National Eligibility Rules. During the application process applicants will need to satisfy the managing authority that they have, or are able to put in place eligible match funding for the balance of costs. Other 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 80% maximum.

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

.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:

- Do not involve the direct development of premises or infrastructure;
- 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.

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:

- 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'.

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](#).

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

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: SW.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 Integrated Territorial Investment strategy;
- Eligibility guidance;
- Target definitions;
- Summative assessments guidance; 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:

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.