

2014 to 2020 European Structural and Investment
Funds Growth Programme

Call for Proposals
European Regional Development Fund

Sustainable Urban Development Strategy:
South Bristol Sustainable Urban
Development Strategy

Managing Authority:	Ministry of Housing, Communities and Local Government
Fund:	European Regional Development Fund
Priority Axis:	Priority Axis 4: Supporting the shift to a low carbon economy in all sectors
Call Reference:	OC37R20S 1053
Local Enterprise Partnership Area:	West of England
Sustainable Urban Development Strategy	South Bristol Sustainable Urban Development Strategy
Indicative Fund Allocation(s)	£1,000,000
Call Open:	Tuesday 24 March 2020
Call Closes:	23:59 Wednesday 13 May 2020

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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.

Bristol City Council has been designated as an intermediate body for the [South Bristol Sustainable Urban Development Strategy](#) to perform the following tasks:

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

The managing authorities and intermediate bodies work closely with local partners on ESI Funds sustainable urban development 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 intermediate body 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 intermediate body's 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 investment to support delivery of the South Bristol Sustainable Urban Development strategy. Applications are invited under the priority axis of the European Regional Development Fund operational programme set out in the tables below.

N.B Under this call an application can be made for a project:

- That would be funded from one of the investment priorities set out below – projects need not meet the requirements of all of the priority axis; and
- That would be funded from more than one of the priority axis set out below.

Applications made under more than one priority axis should be for a coherent project that clearly links concurrent or sequential activities under each priority axis. Please note the limits on project duration set out in section 6.4 when considering whether to apply under more than one priority axis, particularly if the activities under the priority axis are sequential.

PRIORITY AXIS 4: supporting the shift to a low carbon economy in all sectors

Investment Priorities:

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.

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 [West of England European Structural and Investment Funds strategy](#) and the [South Bristol Sustainable Urban Development Strategy](#).

Applicants are advised to familiarise themselves with the detail of the operational programme, local European Structural and Investment Funds strategy, [South Bristol Sustainable Urban Development](#) 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 needs set out in the [West of England European Structural and Investment Funds strategy](#) and the [South Bristol Sustainable Urban Development](#) strategy.

Please note that projects will only be selected if they contribute to the delivery of the South Bristol Sustainable Urban Development strategy. Projects that do not support this strategy will not be selected even though they may support the wider European Regional Development Fund operational programme or the West of England European Structural and Investment Funds strategy

<p>Indicative fund allocation:</p>	<p>Indicatively, through this call the managing authority expects to allocate up to:</p> <p>Priority Axis 4: £1,000,000</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 allocations, 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</p>
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	activity, both capital and revenue is eligible dependent on the nature of activities / investment priorities set out in the call.
Minimum application level	European Regional Development Fund investment is intended to make a significant impact on local growth. Applications are expected to demonstrate appropriate scale and impact. The managing authority does not intend to allocate less than £500,000 (PA4c activities) and £250,000 (for PA4f activities) European Regional Development Fund to any single project. Consequently projects with a total value of less than £1,000,000 (for PA4c activities) and £500,000 (for PA4f activities) will not normally be supported under this call. Applications for less than £500,000 ERDF for extensions to existing projects will be considered.
Duration of project activity	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.
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 and within the South Bristol regeneration area (as defined in the South Bristol urban sustainable development strategy).</p>
Specific call requirements	<p>The managing authority anticipates that single or multiple contracts may be awarded as a result of this call.</p> <p>Applicants will need to have eligible match funding for the balance of the costs which must be from a source other than the European Union. Applicants are responsible for identifying the match funding required to complete the funding package.</p> <p>Applications should clearly identify under which Investment Priority or Priorities they are submitted.</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</p>

	align with domestic strategic priorities and offer good value for money.
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>The South Bristol sustainable urban development strategy, in conjunction with the West of England European Structural and Investment Funds Strategy, seeks to ensure that Bristol’s strengths in the low carbon technologies and services sector are utilised to support sustainable economic growth and increased productivity, alongside positive environmental benefits. The strategy aims to capitalise on the new opportunities created by the national shift towards a low carbon economy synchronised with Bristol’s long-term targets for carbon emissions reduction by 2050.</p> <p>Interventions should focus on providing or improving low carbon energy infrastructure for publicly owned sites (public buildings) and housing in the South Bristol regeneration area; and adopting innovative technologies and systems which will help deliver Bristol’s target to be carbon neutral by 2050. As far as possible, these should also create economic opportunities for companies in the environmental and construction sector, such as those clustered at the Filwood Green Business Park and local industrial estates such as Cater Business Park, to partner and provide a local supply chain of technologies, products and services.</p> <p>European Regional Development Fund low carbon applications should seek to build on successes achieved to date to implement low carbon energy and waste solutions in South Bristol. Example opportunities include, but are not limited to:</p> <ul style="list-style-type: none"> • Linkages to the existing Bristol European Local Energy Assistance Programme, and creating or extending district heating and renewable energy networks in South Bristol, at development sites; • Piloting innovative smart technologies and behavioural change interventions within ‘whole place’ energy management schemes;

- Inclusion of hydrogen or bio-gas refuelling facilities in ‘whole place’ low carbon infrastructure schemes;
- Small and medium sized enterprises-led pilot projects at smaller-scale sites or buildings in the South Bristol regeneration area that are in public, social or private ownership, that will develop and test innovative low carbon technologies or processes for energy, waste or mobility systems, or construction of housing, community or commercial buildings;
- Research and development and innovation projects with a base in, or main focus on, the South Bristol area – these should be linked to the growing clusters of excellence in any or all of the following:
 - (i) Silicon design technology, as applied to distributed generation and smart grids;
 - (ii) Waste management / re-use;
 - (iii) Sustainable construction methods and materials;
 - (iv) Ultra-low emission vehicles and transport.

Further context can be found in the [West of England European Structural and Investment Funds Strategy](#), [West of England Combined Authority Strategy Discussion Paper](#), [Local Economic Assessment](#), [South West England and South East Wales Science and Innovation Audit](#), [HM Government's Industrial Strategy](#) and the [HM Government's Smart Systems and Flexibility Plan](#).

Local priorities:

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

- The decarbonisation of the South Bristol economy and public infrastructure;
- Stimulating growth of local small and medium sized enterprises in the low carbon / environmental sector;
- Testing innovative solutions, including off-site manufacturing and precision-engineered homes, to deliver affordable new low carbon housing and retrofits which reduce the incidence of fuel poverty and meet local community needs;
- Supporting both the commercialisation of proven low carbon technologies and the development and demonstration of new low carbon technologies in public and community-facing sites and buildings;
- Deployment of innovative, decentralised, smart ‘whole place’ systems, or ‘micro grids’ for low carbon energy generation, distribution and management;
- Opportunities to work with higher and further education institutions at the forefront of the low carbon sector to bring technologies to market locally.

Proposals should demonstrate an impact on carbon emissions reduction, energy saving and enterprise start-up / growth within or across the South Bristol regeneration area.

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	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 energy efficiency in homes and public buildings, including through the implementation of low carbon technologies
Indicative Actions	<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"> • 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; • Investing in building retrofit, energy efficiency measures, renewable and smart energy systems deployment, especially whole building or place solutions exemplifying next phase technologies which are near to market; • Investing in domestic energy efficiency, renewable energy and smart construction techniques; • 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	Under this investment priority indicative actions to be supported by the European Regional Development Fund may include:

	<ul style="list-style-type: none"> • Research & 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; • Renewable technologies in the UK 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; • 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; • 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).
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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 4.

For projects proposing to deliver activity against more than one priority axis or more than one investment priority within a single priority axis, all appropriate outputs should be selected. Outputs should not be selected if funding is not being requested under the relevant investment priority. If approved projects will be required to report on, and evidence, eligible expenditure separately under each priority axis and 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 4c	
Output reference	Name
C31	Number of households with improved energy consumption
C32	Decrease of annual primary energy consumption of public buildings
C34	Estimated GHG reductions

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 institutions
C29	Number of enterprises supported to introduce new to the firm products
C34	Estimated GHG reductions

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 the local enterprise partnership area and the South Bristol Sustainable Urban Development strategy include 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:

- (i) Outline application and, if successful; and
- (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 against the national [selection criteria](#). 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 intermediate body and Managing authority in relation to all Core assessment criteria.

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:

- Value for money; and
- Deliverability.

Having assessed projects against these criteria the relevant local enterprise partnership area European Structural and Investment Funds Sustainable Urban Development sub-committee will advise the intermediate body 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.

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

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.

6.5. Project extensions

Existing grant recipients whose projects:

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

6.6. 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 gases must have a transparent methodology for calculating and monitoring emissions, with actual and auditable greenhouse gas 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, staff from the intermediate body involved in the assessment process 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.

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;
- South Bristol Sustainable Urban Development strategy;
- Eligibility guidance;
- Output 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 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.