

## **Operation Application Guidance**

**Note: each box is restricted to approximately 250 words and minimum font size 10. If you cut and paste information into the form you must ensure the source material is also in minimum font size 10.**

**Submission Number drop down box: each time the application is returned to the Scottish Government following changes please select appropriate submission number.**

**PLEASE NOTE: APPLICATIONS CAN ONLY BE RESUBMITTED ONCE. IF THE 2<sup>ND</sup> SUBMISSION IS REJECTED BY THE MANAGING AUTHORITY THE LEAD PARTNER CANNOT SUBMIT ANY FURTHER APPLICATIONS.**

**PLEASE CONTACT THE MANAGING AUTHORITY FOR CLARIFICATION ON ANY ASPECTS OF YOUR APPLICATION BEFORE SUBMITTING FOR APPROVAL.**

### **Part 1 – Lead Partner Details**

Applicants should ensure that all contact details are completed accurately – errors may lead to delays in processing your application.

### **Part 2 – Delivery Agent Details**

Applicants should ensure that all contact details are completed accurately – errors may lead to delays in processing your application.

### **Part 3 – Operation Details**

#### ***Operation Title***

Enter the name of the Operation.

#### ***Programme***

Select the most appropriate answer from the following options contained in the drop-down list on the application:

- ERDF
- ESF

#### ***Programme Area***

Select the most appropriate answer from the following options contained in the drop-down list on the application:

- Highlands & Islands
- Lowlands & Uplands

### **ESF Secondary Theme**

Select the most appropriate answer from the following options contained in the drop-down list on the application:

- ESF - ICT/E-skills
- ESF - Low Carbon/Climate Change
- ESF - ICT & Low Carbon
- N/A

### **Fund Type**

Select the most appropriate answer from the following options contained in the drop-down list on the application:

- Capital
- Revenue
- Financial Engineering

### **Thematic Objective, Investment Priority and Intervention Field**

Applicants should select the appropriate Thematic Objective, Investment Priority and Intervention Field (restricted to one for ESF but up to six for ERDF – see appropriate Operational Programme).

<b>Thematic Objective</b>	<b>Investment Priority</b>	<b>Intervention Field</b>
<b>ERDF Programme</b>		
01 – Strengthening research, technological development and innovation	1b - Promoting business investment in R&I, developing links and synergies between enterprises, research and development centres and the higher education sector, in particular promoting investment in product and service development, technology transfer, social innovation, eco innovation, public service applications, demand stimulation, networking, clusters and open innovation through smart specialisation, and supporting technological and applied research, pilot lines, early product validation actions, advanced manufacturing capabilities and first production, in particular in key enabling technologies and diffusion of general purpose technologies.	1 Generic productive investment in small and medium – sized enterprises ('SMEs') 58 Research and innovation infrastructure (public) 62 Technology transfer and university-enterprise cooperation primarily benefiting SMEs 64 Research and innovation processes in SMEs (including voucher schemes, process, design, service and social innovation)
02 - Enhancing access to, and use and quality of, information and communication technologies	2a – Extending broadband deployment and the roll-out of high speed networks and supporting the adoption of emerging technologies and networks for the digital economy.	46 ICT: High-speed broadband network (access/local loop; >= 30 Mbps)

<b>Thematic Objective</b>	<b>Investment Priority</b>	<b>Intervention Field</b>
03 - Enhancing the competitiveness of small and medium sized enterprises	3d - Supporting the capacity of SMEs to grow in regional, national and international markets, and to engage in innovation processes.	1 Generic productive investment in small and medium – sized enterprises ('SMEs') 66 Advanced support services for SMEs and groups of SMEs (including management, marketing and design services)
04 - Supporting the shift towards a low carbon economy in all sectors	4e - Promoting low carbon strategies for all types of territories, in particular for urban areas, including the promotion of sustainable multimodal urban mobility and mitigation relevant adaptation measures.	36 Multimodal transport 43 Clean urban transport infrastructure and promotion (including equipment and rolling stock) 44 Intelligent transport systems (including the introduction of demand management, tolling systems, IT monitoring, control and information systems)
04 - Supporting the shift towards a low carbon economy in all sectors	4f - Promoting research and innovation in, and adoption of, low-carbon technologies.	13 Energy efficiency renovation of public infrastructure, demonstration projects and supporting measures 65 Research and innovation infrastructure, processes, technology transfer and cooperation in enterprises focusing on the low carbon economy and on resilience to climate change 71 Development and promotion of enterprises specialised in providing services contributing to the low carbon economy and to resilience to climate change (including support to such services)
06 - Preserving and protecting the environment and promoting resource efficiency	6c - Conserving, protecting, promoting and developing natural and cultural heritage	95 Development and promotion of public cultural and heritage services
06 - Preserving and protecting the environment and promoting resource efficiency	6d - Protecting and restoring biodiversity and soil and promoting ecosystem services, including through Natura 2000, and green infrastructure.	85 Protection and enhancement of biodiversity, nature protection and green infrastructure
06 - Preserving and protecting the environment and promoting resource efficiency	6g - Supporting industrial transition towards a resource efficient economy, promoting green growth, eco-innovation and environmental performance management in the public and private sectors.	68 Energy efficiency and demonstration projects in SMEs and supporting measures 69 Support to environmentally-friendly production processes and resource efficiency in SMEs 70 Promotion of energy efficiency in large enterprises
<b>ESF Programme</b>		

Thematic Objective	Investment Priority	Intervention Field
08 – Promoting sustainable and quality employment and supporting labour mobility	8i - Access to employment for job seekers and inactive people, including the long term unemployed and people far from the labour market, also through local employment initiatives and support for labour mobility.	102 Access to employment for job-seekers and inactive people, including the long-term unemployed and people far from the labour market, also through local employment initiatives and support for labour mobility
08a – Promoting sustainable and quality employment and supporting labour mobility	8ii – Sustainable integration into the labour market of young people (YEI), in particular those not in employment, education or training, including young people at risk of social exclusion and young people from marginalised communities, including through the implementation of the Youth Guarantee.	103 Sustainable integration into the labour market of young people, in particular those not in employment, education or training, including young people at risk of social exclusion and young people from marginalised communities, including through the implementation of the Youth Guarantee
09 - Promoting social inclusion, combating poverty and any discrimination	9i - Active inclusion, including with a view to promoting equal opportunities and active participation, and improving employability.	109 Active inclusion, including with a view to promoting equal opportunities and active participation, and improving employability
09 - Promoting social inclusion, combating poverty and any discrimination	9v - Promoting social entrepreneurship and vocational integration in social enterprises and the social and solidarity economy in order to facilitate access to employment.	113 Promoting social entrepreneurship and vocational integration in social enterprises and the social and solidarity economy in order to facilitate access to employment
10 - Investing in education, training and vocational training for skills and lifelong learning	10iv - Improving the labour market relevance of education and training systems, facilitating the transition from education to work, and strengthening vocational education and training systems and their quality, including through mechanisms for skills anticipation, adaptation of curricula and the establishment and development of work based learning systems, including dual learning systems and apprenticeship schemes.	118 Improving the labour market relevance of education and training systems, facilitating the transition from education to work, and strengthening vocational education and training systems and their quality, including through mechanisms for skills anticipation, adaptation of curricula and the establishment and development of work-based learning systems, including dual learning systems and apprenticeship schemes

### Indicative Pro-Rata Share % (ERDF ONLY)

Enter the % of the indicative pro-rata share of each Operation which relates to each Intervention Field.

### Europe 2020

Select the most appropriate answer from the following options contained in the drop-down list on the application:

- 3% of GDP to be invested in Research Development and Innovation
- Greenhouse gas emissions to be 20% lower than 1990
- 20% of energy from renewable sources
- 20% increase in energy efficiency
- 75% of 20-64 year olds employed

- Early school leaving at less than 10%
- 40% of 30-34 year olds with tertiary education
- Reduce the number of people at risk of poverty or social exclusion by 20 million (EU wide)

### **Form of Finance**

Select the most appropriate answer from the following options contained in the drop-down list on the application:

- Non-repayable grant
- Support through financial instruments: venture and equity capital or equivalent
- Support through financial instruments: loan or equivalent

### **Territory Type**

Tick the most appropriate answers from the following options contained on the application:

- Large Urban areas (densely populated > 50 000 population)
- Small Urban areas (intermediate density > 5 000 population)
- Rural areas (thinly populated)

### **Economic Activity**

Select the most appropriate answer from the following options contained in the drop-down list on the application:

- Agriculture and forestry
- Fishing and aquaculture
- Manufacture of food products and beverages
- Manufacture of textiles and textile products
- Manufacture of transport equipment
- Manufacture of computer, electronic and optical products
- Other unspecified manufacturing industries
- Construction
- Electricity, gas, steam, hot water and air conditioning
- Water supply, sewerage, waste management and remediation activities
- Transport and storage
- Information and communication activities, including telecommunication, information service activities, computer programming, consultancy and related activities
- Wholesale and retail trade
- Tourism, accommodation and food service activities
- Financial and insurance activities
- Real estate, renting and business activities
- Public administration
- Education
- Human health activities
- Social work activities, community, social and personal services
- Activities linked to the environment and to climate change
- Arts, entertainment, creative industries and recreation
- Other unspecified services

### ***Project Location (NUTS)***

Select the most appropriate answer from the following options contained in the drop-down list on the application. This should be the lowest applicable area e.g. if the Operation is undertaking activity in Dundee and Fife, the correct NUTS area is 'UKM2 – Eastern Scotland'. However, if the Operation is undertaking activity in Fife only, the correct NUTS is 'UKM22 – Clackmannanshire and Fife'.

- UKM – Scotland
- UKM2 - Eastern Scotland
- UKM21 - Angus and Dundee City
- UKM22 - Clackmannanshire and Fife
- UKM23 - East Lothian and Midlothian
- UKM24 - Scottish Borders
- UKM25 - Edinburgh, City of
- UKM26 – Falkirk
- UKM27 - Perth & Kinross and Stirling
- UKM28 - West Lothian
- UKM3 - South Western Scotland
- UKM31 - East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond
- UKM32 - Dumfries & Galloway
- UKM33 - East Ayrshire and North Ayrshire mainland
- UKM34 - Glasgow City
- UKM35 - Inverclyde, East Renfrewshire and Renfrewshire
- UKM36 - North Lanarkshire
- UKM37 - South Ayrshire
- UKM38 - South Lanarkshire
- UKM5 - North Eastern Scotland
- UKM50 - Aberdeen City and Aberdeenshire
- UKM6 - Highlands & Islands
- UKM61 - Caithness and Sutherland and Ross and Cromarty
- UKM62 - Inverness and Nairn and Moray, Badenoch and Strathspey
- UKM63 - Lochaber, Skye and Lochalsh and Argyll and the Islands
- UKM64 - Eilean Siar (Western Isles)
- UKM65 - Orkney Islands
- UKM66 - Shetland Islands

### ***Contract Let Date***

This should be the date when the main contract is let.

### ***Physical Start Date***

This should be the date when Operation activity is due to commence - this date should be no earlier than 1 January 2015. All dates should be within the lifetime of the Strategic Intervention.

Please note that if the operation is already physically complete or fully implemented, the operation is not eligible for structural funds support.

### ***Physical End Date***

This should be the date when Operation activity is due to finish – ESIF will make its final declaration to the EC on 31 December 2023, therefore all proposed physical end dates should be at least 6 months prior to this date e.g. 30 June 2023. See Financial End Date. All dates should be within the lifetime of the Strategic Intervention.

#### **Financial End Date**

This should be the date when all expenditure under the Strategic Intervention must be defrayed by - this date should be no later than 3 months after the Physical End Date e.g. 30 September 2023. All dates should be within the lifetime of the Strategic Intervention.

#### **Final Results to be achieved by**

Estimate of date that final results will be achieved by.

#### **Flexibility**

Applicants should refer to the *National Rules* section of the Programme Guidance for definitions of Fund, Geographical and Transnational Flexibility. If any of the Flexibilities are selected, justification should be provided in the 'Need for Grant' section of the application.

### **Part 4 – Financial Information**

The Financial Annex document stored within the Programme Documentation section of the ESF website should be completed in line with the information provided in Part 4.

#### **Total Operation Cost**

Total cost of the operation.

#### **Total Income**

Applicants should refer to the National Rules section of the Programme Guidance for a definition of Income, and attach supporting documentation if appropriate.

#### **Total Net Revenue**

Applicants should refer to the National Rules section of the Programme Guidance for a definition of Net Revenue, and attach supporting documentation if appropriate.

#### **Net Eligible Costs**

Total project costs minus potential income and/or revenue.

#### **Total Grant Requested**

Net Eligible Costs minus Total Match Funding.

#### **Total Match Funding**

Total confirmed Match Funding - see Match Funding section of the form.

#### **Intervention Rate**

The maximum for LUPS ERDF and ESF will be 50%. For H&I the maximum will be 80%. However higher intervention rates will only be considered in duly justified cases and if there is the available budget.

### ***Expenditure Profile***

Totals to be provided per year following completion of Financial Annex template provided further on in the form.

### **Cost Models**

#### ***Proposed Cost Options***

Please indicate the Simplified Cost Option(s) requested by ticking appropriate box.

#### ***Justifications of Cost Options Selected***

This section should be used to provide the rationale and justification for each of the Simplified Cost Options selected, including:

- how each cost option has been selected;
- why the chosen cost option has been deemed the most appropriate for delivery;
- consideration of how the cost option will work in practice

Flat Rates can be used for all operations however justification is required for the chosen model. Please note that some models are specific to ESF and ERDF.

Where Unit Costs have been selected, applicants should identify which of the Unit Cost models is proposed.

#### ***Match Funding***

Answer questions and provide details about match funding.

## **Part 5 – Rationale**

Before completing these sections, applicants should familiarise themselves with the relevant Operational Programmes in order to gain a firm understanding of the policy context, scope and vision of the 2014 – 2020 Structural Funds Programme. The Operational Programmes can be downloaded and accessed via the European Structural Funds website.

It is crucial that applicants fully justify all aspects of the Operation in the Rationale sections - the application will be assessed based on the information recorded in these sections, together with the information provided in the Horizontal Themes and Operation Administration sections.

Where specific evidence is referred to (i.e. reports, studies, strategies etc), all statistical information and research should be as up-to-date and relevant as possible. Only the most appropriate summary statistics which have a direct link to the operation application should be used. In addition, these documents must be retained



for the auditable life of the project as detailed in the Document Retention Guidance (particularly those documents accessed online).

### ***Overview of Proposed Activity***

A detailed summary of the proposed aims, objectives and potential achievements of the Operation should be recorded in this section. In addition, applicants should fully outline the proposed activities that will be delivered. These activities should be within the scope of the Operational Programme and National Rules on Eligibility of Expenditure.

If a Challenge Fund is proposed, please provide an overview of how this will be operated and managed. Please see Challenge Fund Guidance for further details.

### ***Need for Grant/Gap***

The application must establish precisely why Structural Funds assistance is necessary to enable the Operation to proceed. Evidence must be provided to demonstrate that:

- all other sources of finance have been explored and exhausted
- clear gaps in provision exist (in terms of other funders)
- the principle of 'gap funding' has been fully considered i.e. the minimum grant necessary to enable the Operation to proceed once all other sources of funding have been taken into account

In addition, if any of the Flexibilities have been selected, justification should be provided outlining why the Flexibility is necessary.

### ***Added Value***

Answer question and provide detail.

The additionality (in terms of new or additional activity) of the Operation should be described in this section. The following key areas must be addressed:

- differences between the baseline / core activity figures and the additional activity that will be delivered with Structural Funds support;
- clear, tangible evidence of added value e.g. additional outputs, increased number of participants, overall improvements to the quality of activity, reduction to delivery timescales etc.;
- enhancing and / or complimenting linked local, regional, national and EU policies and strategies;
- innovative activity or approaches;
- evidence of synergies with other funds (e.g. ETC, EAFRD, EMFF, Horizon 2020 etc.) or other Strategic Interventions / Operations;
- a description of improvements to the Operation locality i.e. providing services currently unavailable to disadvantaged individuals to overcome their barriers to employment, education or training

### ***Contribution to the Strategic Intervention***

This section should be used to outline precisely how the Operation will contribute towards achieving the overall aims and objectives of the Strategic Intervention, Programme, and the Thematic Objective and Europe 2020 targets selected.

### ***Target Indicators and Milestones***

Applicants must complete the relevant spread sheet in line with the definitions within the European Commission Monitoring and Evaluation Guidance and the additional Indicator Guidance for Scotland, this can be accessed from the Programme Documentation section of the ESF website.

### ***Justification of Indicators and Targets***

The ability to achieve agreed milestones is an important element of the 2014 – 2020 Programme and, in this section, clear justification should be provided to outline why and how targets have been selected and will be met – both in terms of total figures and on an annual basis.

Applicants should be able to demonstrate that targets are appropriate, achievable, ambitious, represent value for money and are consistent with the targets and expected results in the SI/Programme. In addition, reference should be made to any long-term outcomes/benefits or other anticipated measures of success. Where appropriate, baseline information should be referenced to support the targets selected. This should complement the information provided in the appropriate Outputs and Results Annex in the ESF website, detailing the targets to be achieved by the Operation.

## **Part 6 – Horizontal Themes**

The three themes which should be reflected in all ESF and ERDF Strategic Interventions and Operations are Sustainable development, Equal opportunities and non-discrimination and Equality between men and women. All Strategic Interventions and Operations should demonstrate through the application process how they will support each of these three strands in addition to the delivery of the operation to achieve the goals of the specific thematic objective which the operation is focussed on.

### **Equal Opportunities and Non-Discrimination**

The principles of Equal Opportunities and Non-Discrimination are outlined in the Common Provisions Regulation, which requires that programmes “shall take appropriate steps to prevent any discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation during the preparation and implementation of programmes. In particular, accessibility for persons with disabilities shall be taken into account throughout the preparation and implementation of programmes”<sup>1</sup>.

All Strategic Interventions and Operations seeking funding through the Scottish ESF and ERDF programmes should demonstrate that they have considered the impact of the supported activities on the groups within society, which are outlined in the regulation and ensure that the operation application includes a description of specific actions which intends to take to actively prevent discrimination.

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<sup>1</sup> Regulation (EU) No 1303/2013 – Article 7

Alongside this, applicants should consult Scottish Government guidance, policies and news on equalities: <https://beta.gov.scot/equality-and-rights/>.

## **Equality Between Men and Women**

The principle of Equality Between Men and Women is outlined in the Common Provisions regulation, which requires that programmes “shall ensure that equality between men and women and the integration of gender perspective are taken into account and promoted throughout the preparation and implementation of programmes, including in relation to monitoring, reporting and evaluation”<sup>1</sup>.

All Strategic Interventions and Operations seeking funding through the Scottish ESF and ERDF programmes should demonstrate that they have considered the contribution of the supported activities to the promotion of equality between men and women and ensure that the operation application includes a description of specific actions which intends to take to actively support equality.

Alongside this, applicants should consult Scottish Government guidance, policies and news on gender equality: <https://beta.gov.scot/policies/gender-equality/>.

To do this, applicants should ensure that the operation is designed to take account of the needs of the various target groups at risk of such discrimination and in particular the requirements for ensuring accessibility for persons with disabilities.

Where Strategic Interventions and Operations are not targeted to support individuals directly, applicants should still consider the impact the operation will have on equality between men and women. For example, this might include:

- Encourage entrepreneurship and business start-up initiatives to encourage more take up from women
- Support the creation of an environment which supports inclusive work places, which promotes equality of opportunity for staff, including the reconciliation of work and private life
- Improving women’s representation in science, technology, engineering and mathematics (STEM)

## **Sustainable Development**

Sustainable Development is described by the European Commission as “specific actions to take into account environmental protection requirements, resource efficiency, climate change mitigation and adaptation, disaster resilience and risk prevention and management”<sup>2</sup>. It is one of the Horizontal Themes to ensure that the programmes are delivered “in line with the principle of sustainable development and with the Union’s promotion of the aim of preserving, protecting and improving the quality of the environment”<sup>2</sup> and all Strategic Interventions and Operations across ESF and ERDF activity are expected to contribute towards this goal.

The Scottish programmes are committed to delivering actions towards this across the programmes, in particular through:

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<sup>2</sup> Regulation (EU) No 1303/2013 – Article 8

- ERDF Thematic Objective 4: Supporting the shift towards a low-carbon economy in all sectors
- ERDF Thematic Objective 6: Preserving and protecting the environment and promoting resource efficiency

In addition to the focused Strategic Interventions and Operations within these areas of the programme, all Strategic Interventions and Operations should consider the impact the action will have in contributing to sustainable development. At application stage, applicants should consider the impact which the operation may have on environmental protection requirements, resource efficiency, climate change mitigation and adaptation, disaster resilience and risk prevention and management, and identify potential mitigating actions which will be undertaken during the delivery of the operation.

Within some activity, and in particular in the ESF programme, it is acknowledged that Sustainable Development may not be directly applicable in the same way as for projects which involve capital expenditure. In these cases, it is reasonable to demonstrate how sustainable development is integrated in the Strategic Interventions and Operations in other ways, such as to:

- Promote environmental awareness and good practice in the implementation of activity;
- Integrate sustainable development into Strategic Interventions and Operations undertaking awareness raising education and training programmes;
- Support participating employers to adopt or improve Environmental Sustainability Strategies;
- Promote social justice and equality of opportunity; and
- Recognise and promote health and wellbeing as one of the corner stones of a healthy, vibrant economy.

To do this, applicants should ensure that the operation is designed to take account of the needs of the various target groups at risk of such discrimination and in particular the requirements for ensuring accessibility for persons with disabilities.

Where Strategic Interventions and Operations are not targeted to support individuals directly, applicants should still consider the impact the operation will have on the relevant sectors. For example, this might include:

- Ensure access to applications for funding are available and accessible to all, particularly for people in rural areas, older people, disabled people
- Encourage entrepreneurship and business start-up initiatives to encourage more take up from young people, women, minority ethnic, disabled people and LGBTI people
- Ensure access to technology is available and accessible to all, particularly for people in rural areas, older people, disabled and others affected by the 'digital divide'

***Outline how horizontal themes will be embedded within the Strategic Intervention and Operations***

The application should establish how the Lead Partner will ensure that each of the horizontal themes is entrenched within the Strategic Intervention and all Operations.

***Who within the Strategic Intervention is responsible for ensuring that horizontal themes are addressed (within the Strategic Intervention and operations)?***

Lead Partners should identify precisely which member(s) of staff will have responsibility for horizontal themes within the Strategic Intervention and Operations – appropriate job descriptions should be provided.

***Provide details of the proposed system for monitoring and evaluating horizontal themes***

Lead Partners must be able to demonstrate that appropriate monitoring systems are in place to ensure that horizontal themes are measured and assessed throughout the lifetime of the Strategic Intervention.

Case studies will be encouraged as a form of qualitative evidence. Each year lead partners will select one case study per investment priority which can be used for ESIF publicity requirements

## **Part 7 – Operation Administration**

***Management Structure and Reporting (Programme Compliance)***

Operations must have a robust and coherent management and reporting structure in place, applicants should therefore provide an explanation of the proposed management structure including:

- a description of both the day-to day management arrangements and the overall organisational management structures;
- clear evidence of the capacity and expertise of the applicant to manage the Operation effectively;
- an outline of the proposed reporting hierarchy and the anticipated frequency of reporting within this structure (i.e. to the Lead Partner);
- Where multiple organisations are involved in the delivery of the operation, define who has the overall responsibility for the maintenance of the records of the operation and where these records will be stored

Applicants must incorporate a flowchart illustrating the Operation management structure. In addition, the roles and responsibilities of all Operation delivery staff should be clearly defined.

***Performance Compliance***

In the 2014 – 2020 Programme, Structural Funds grant will only be distributed to Strategic Interventions once agreed milestones have been achieved. It is therefore crucial for applicants to ensure that they have the capacity to monitor and report on the performance of the Operation. This section should describe how the applicant will:

- ensure that all targets are realistic and appropriate;
- monitor and evaluate the performance of the Operation;

- put processes in place to ensure all reported outcomes are accurate and can be evidenced appropriately;
- establish systems for the retention of all appropriate documentation

### **Financial Compliance**

Describe your track record in managing Structural Funds compliantly. If error rates have been reported against previous projects led by your organisation, please explain how the cause has been addressed and will not be repeated in the 2014-2020 programme

It is essential to demonstrate that robust, credible and compliant financial structures exist within all Operations. This section should also describe how the applicant will:

- monitor, report and audit financial information;
- maintain either a separate accounting system or an adequate accounting code for all transactions relating to an Operation;
- verify actual expenditure i.e. flat rate or actual cost models;
- establish reliable systems for the retention and retrieval of all appropriate documentation, for the auditable life of the operation

### **Communication and Marketing Strategy**

Applicants should outline the Communication and Marketing strategy envisaged to ensure the success of the Operation.

Applicants should refer to the Publicity section of the Programme Guidance for further details of all publicity requirements.

## **Part 8 – Regulatory (Legal) Compliance**

Applicants must outline how the Operation will comply with each of the sub headings: Delivery Method; Procurement; Challenge Fund; State Aid; Publicity; Equality Impact Assessment and Environmental Impact Assessment and Data Retention. Applicants must refer to the relevant sections of the National Rules for further guidance. Where an applicant believes that they do not require to meet a regulatory requirement, they should detail the reasons behind that decision.

Please complete the Contract Information Sheet stored within the Programme Documentation section of the ESF website for each proposed and/or awarded contract.

## **Part 9 – Lead Partner Declaration**

The declaration should be completed and certified by an appropriate senior individual within the Operation.

## Financial Annex

Applicants should ensure that the Financial Annex template is completed to show an overview of the project costs, income/revenue and match funding. If additional evidence is required, this should be provided along with the application, however this template should be completed for all Operations.

### Summary

The applicant should only complete the following sections of the Summary page, corresponding to the information in the body of the application form:

- Delivery Agent Name;
- Operation Title;
- Strategic Intervention Lead Partner;
- Strategic Intervention Title.

Applicants should review the other information to ensure that it is accurate prior to submission and complete part 3 of the application with the totals calculated here.

The Structural Funds grant request is calculated on the basis of gap funding, as the Total Costs less projected Income or Net Revenue and Match Funding. The Intervention Rate is calculated as the Structural Funds grant as a proportion of the Net Eligible Project Costs.

### a – Unit Costs

The anticipated costs should be completed separately for each year and each model being used i.e. a separate line should be completed for each outcome and year which is to be delivered.

#### Definitions:

Year:	Anticipated calendar year the outcome will be achieved.
Model/Description:	The agreed set of unit costs which are being used.
Outcome:	The milestone which will trigger payment.
Cost per Unit:	The agreed cost for the outcome.
Units:	Total units to be delivered.
Total Cost:	Should be calculated as Cost per Unit x Units.

### b – Flat Rates

The Flat Rates chosen should be the most appropriate for the activities to be delivered.

The anticipated costs should be completed separately for each year of the operation i.e. a separate line should be completed for each year of delivery.

#### Definitions:

Year:	Anticipated year that the cost will be defrayed.
Cost Model:	Select appropriate Flat Rate model from drop down box.
Cost Heading:	Select appropriate heading from drop down box.
Description:	Enter short description relating to the Cost Heading selected to clarify what the cost relates to. Please group costs per type or

grade e.g. direct staff costs – 10 project managers x annual salary costs x duration of operation.

Total Direct Costs: The actual costs used as the basis of the calculation.

% Flat Rate: Enter % as per selected flat rate model.

Total Cost: Enter total direct costs + flat rate %.

### **c – Actual Costs**

The Cost Heading selected must be selected from the pre-set list of headings and be in line with the information provided in Part 3 of the application.

The anticipated costs should be completed separately for each year and cost heading being used. Contract Start and End Date should be used to show the duration of the contract.

### **d – Challenge Fund**

#### **Definitions:**

Year: Anticipated year that the cost will be incurred.

Cost Heading: Select appropriate heading from drop down box.

Description: Enter short description relating to the Cost Heading selected to clarify what the cost relates to.

Total Cost: Enter total cost.

### **e - Income-Revenue**

The applicant should complete this section to record any Income or Net Revenue to be generated by the project.

Guidance on the definition of Income and Net Revenue can be found in the National Rules and applicants should ensure that any anticipated revenue streams are recorded in line with this guidance. Where appropriate, further information should be provided to show the basis of the amount declared.

#### **Definitions:**

#### **Operation Income**

Year: Anticipated year the income will be received.

Total Income (£): Anticipated income generated.

#### **Net Revenue**

Total Net Revenue: Total for the project, should be supported by a calculation.

### **f – Match Funding**

All applicants must complete this section to detail the match funding committed to the Operation.

Guidance on the requirements and eligible sources of match funding can be found in the National Rules and applicants should ensure that all relevant funding is recorded. Funding should be outlined based on the year when it is anticipated to be received.

*Evidence of confirmed match funding for each funding source should be confirmed to the Managing Authority once it has been approved by the funder.*



**Definitions:**

Year:	Anticipated year the funding will be received.
Source of Funding:	Name/description of the funder and/or source.
Type of Funder:	Status of the funder. Select from drop-down list.
Anticipated Confirmation Date:	Date that official confirmation will be available.
Total Match Funding:	Anticipated funding received.