



Department for
Communities and
Local Government



European Union
European Regional
Development Fund

2014 to 2020 European Structural and Investment Funds Growth Programme

Call for Proposals European Regional Development Fund

Priority Axis 2: Enhancing Access To, and Use and Quality of, Information and Communications Technology

Managing Authority:	Department for Communities and Local Government
Fund:	European Regional Development Fund
Priority Axis:	Priority Axis 2: Enhancing Access To, and Use and Quality of, information and Communications Technology
Call Reference:	OC38R16P 0310
Local Enterprise Partnership Area:	Worcestershire
LEP Area Indicative Fund Allocation:	£750,000
Call Open:	11 April 2016
Call Closes:	23:59 27 May 2016

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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 Funds are managed by the Department for Communities and Local Government for European Regional Development Fund, Department for Work and Pensions for European Social Fund and the Department for Environment, Food and Rural Affairs for 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 to undertake delegated tasks and functions (the assessment against selection criteria in relation to fit with local priorities). Unless stated otherwise, the term “Managing Authority” will apply to all these organisations. The Managing Authorities work closely with local partners who provide:

1. Practical advice and information to the Managing Authorities to assist in the preparation of local plans that contribute towards Operational Programme priorities and targets;
2. Local intelligence to the Managing Authorities in the development of project calls (decided by the Managing Authorities) that reflect Operational Programme and local development needs as well as match funding opportunities; and
3. Advice on local economic growth conditions and opportunities within the context of the Operational Programme and the local European Structural and Investment Fund Strategy to aid the Managing Authorities’ assessments at outline and full application stage.

This call is issued by the Department for Communities and Local Government and invites Outline Applications in respect of the European Regional Development Fund for England 2014 to 2020.

2. Call Context

On behalf of the national Growth Programme Board, the Department for Communities and Local Government (the Managing Authority) invites applications seeking European Regional Development Fund support under:

Priority Axis Enhancing Access To, and Use and Quality of, Information and Communications Technology

Investment Priorities:

- 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

- 2b** Developing Information and Communications Technology products and services, e-commerce, and enhancing demand for Information and Communications Technology

The European Regional Development Fund Operational Programme for England 2014 to 2020 sets out how the European Regional Development Fund will focus on investment to support economic growth and job creation. **Priority Axis 2** of the Operational Programme aims to enhance access to and the use and quality of Information and Communications Technology.

Any application for funding will be required to clearly demonstrate that it meets the requirement of, and makes a meaningful contribution to, the delivery of the relevant Priority Axis of the [European Regional Development Fund Operational Programme](#).

In addition, applications will be expected to meet identified local development need, as expressed in the scope of this call and as set out in the [Worcestershire Local Enterprise Partnership](#) European Structural and Investment Funds Strategy.

Applicants are advised to familiarise themselves with the detail of the Operational Programme, local European Structural and Investment Funds Strategy and the relevant documentation listed in sections 5 through to 8 **prior to** submitting an Outline Application.

3. Scope of the Call

1. Scope

This call invites Outline Applications which support the delivery of **Priority Axis 2** of the European Regional Development Fund Operational Programme and responds to the local development need set out in the [Worcestershire Local Enterprise Partnership](#) **European Structural and Investment Funds Strategy**.

Indicative Fund Allocation:	<p>Indicatively, through this call the Managing Authority expects to allocate up to £750,000</p> <p>The Managing Authority reserves the right to increase or decrease the indicative allocation, or support more or fewer projects 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>
Minimum application level	<p>European Regional Development Fund investment is intended to make a significant impact on local growth. Applications are expected to demonstrate appropriate scale and impact. The Managing Authority does not intend to allocate less than £500,000 European Regional Development Fund to any single project. Consequently projects with a total value of less than £1,000,000 will not be supported under this call.</p>
Duration of project approvals	<p>Projects should be for a maximum of three years, however the Managing Authority reserves the right to vary the maximum duration in exceptional circumstances.</p>
Geographical Scope	<p>All interventions are confined to activity and beneficiaries within England.</p> <p>Projects should predominantly support businesses based within Worcestershire of the Local Enterprise Partnership area.</p>
Specific call requirements	<p>This call will support:</p> <ul style="list-style-type: none">- the extension of broadband deployment and the roll-out of high-speed networks and the adoption of

	<p>emerging technologies and networks for the digital economy; and</p> <ul style="list-style-type: none"> - the development of Information Communication Technologies products/services and demand stimulation for Information Communication Technologies.
Call Deadlines	<p>Applications received after the published call close date will not be considered.</p> <p>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 2 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 Economic Context :</p> <p>Worcestershire Local Enterprise Partnership and partner agencies recognise that Information Communication Technology is essential to support continued economic growth, and technology led innovation which will in turn improve the competitiveness of the business base. This will require the provision of high quality infrastructure and an understanding of how Information Communication Technology can make a difference to business performance across all areas of Worcestershire – both urban and rural.</p> <p>This call aims to extend broadband deployment and the roll-out of high speed networks across the county and support the adoption of emerging technologies and networks for the digital economy.</p> <p>At a national level, the government is committed to assisting businesses exploit digital technologies, including through improving the broadband infrastructure, raising skills and encouraging investment in Information Communication Technology. Recognising the importance of broadband to growth, the Europe 2020 target is to deliver 100 per cent coverage for superfast broadband at 30Mbps and ensure that 50 per cent or more of European households subscribe to ultrafast broadband above 100Mbps by 2020.</p> <p>Following the publication of ‘Connecting Worcestershire’ – the local broadband plan for the county, the Superfast Worcestershire Programme was developed to implement a multi-million pound superfast broadband network in order to drive economic growth and improve the quality of life for all residents. In particular it aimed to provide superfast broadband for 90% of the county by 2015 (both residents and businesses).</p>

The most recent data from Ofcom (2014) showed:

- the percentage of premises with superfast broadband availability currently stands at 71%;
- the proportion of premises with access to next generation is 74%; and
- the number of public wifi hotspots stands at 310 - compared with 406 and 507 in neighbouring counties (Warwickshire and Staffordshire).

While the Council continues to work with the private sector in rolling out its investment programme, the County still has some way to go, and it is envisaged that the current plans (and funding commitment) will not offer 100% coverage. This will in turn have implications for a number of businesses across the Worcestershire area. Targeted intervention is therefore required to unlock the growth potential of businesses being held back by a lack of high speed broadband. In particular this will need to add value to existing interventions to allow improved speeds to continue to be achieved and greater benefits to be secured by Small and Medium Sized Enterprises as a result. Improved connectivity to targeted areas and investment in Information Communication Technology systems is therefore expected to play a role in supporting Small and Medium-size Enterprises across Worcestershire to improve their performance and reduce the productivity gap.

Access and take-up of broadband availability plays an important role in increasing economic growth – through, for example, supporting the creation of start-ups, making it easier for Small and Medium-sized Enterprises to outsource processes and information, enabling increased international trade and facilitating collaborative innovation. The adoption of faster broadband by businesses stimulates further investment in wider Information Communication Technology systems and applications and results in more informed decision making and productivity gains.

Supporting Small and Medium-sized Enterprises to enhance their access to superfast broadband and increasing the demand for products and services is therefore a key priority for Worcestershire Local Enterprise Partnership, along with emerging technologies that will play a key role in equipping businesses and investors to improve their competitiveness. Information Communication Technology will also play a significant role in supporting and delivering other elements of the programme, for example ensuring that high quality broadband infrastructure is embedded into the GameChanger sites; and innovation in the use and application of Information Communication Technology and digital technologies; and supporting an improvement in digital skills across the area.

Targeting resources towards those areas with the greatest growth potential will ensure we deliver maximum impact. Worcestershire has particular strengths in a number of high technology growth sectors which can contribute significantly to the economic growth of the area. Three sectors have been identified as particular priorities:

- Agri-tech – this sector forms an important part of the rural economy within Worcestershire. In total there are almost 11,000 businesses in the rural economy of Worcestershire (compared with 15,000 in the urban areas of Worcestershire). More than 98% of rural businesses are small or micro

businesses (i.e. less than 50 employees) and many are facing key challenges associated with the adoption of new technologies and diversification;

- Advanced manufacturing - Worcestershire is also at the heart of UK manufacturing and home to many global engineering firms. As a result of its location, the area has the potential to exploit key supply chain opportunities arising in automotives, aerospace, and advanced materials. In order to retain their global competitive advantage, these industries are also at the forefront of investment in Research and Development and Innovation. As new products, materials and processes are introduced (e.g. Composites, Robotics, Additive Layer Manufacturing) it will also be essential for companies in the supply chain to invest/innovate to respond to the market opportunities arising – through the adoption of new technologies; and
- Cyber security/defence /Information Technology - Worcestershire is also home to a growing cluster of businesses in Cyber Security centred around Malvern. The Malvern cluster is one of a number of clusters in the UK Cyber Security Forum, and comprises in excess of 80 businesses both large and small. The companies within the cluster co-operate on a range of initiatives to grow new cyber security businesses, improve the cyber security of local enterprises, and also raise awareness of cyber security amongst young people.

Whilst the current focus is on superfast and ultrafast broadband, it is recognised that technological cycles are short term. Support will need to be flexible therefore to ensure that Worcestershire benefits from leading edge digital connectivity in whatever form it takes. Investment in Information Communication Technology will provide the opportunity to drive economic growth, supporting businesses and communities to become more productive and access new opportunities both within and outside the Worcestershire area.

Local Priorities:

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

- Proposals that explore the use of the most appropriate technology to enable superfast broadband and Information Communication Technology access across Worcestershire where there is no or limited access planned;
- Ideas that promote the uptake of new technologies – for example an Information Communication Technology development voucher/grant scheme to provide grants to Small and Medium-sized Enterprises to introduce and develop new Information Communication Technology systems and to improve business performance. These grants could be used to access specialist Information Communication Technology consultancy advice and support for example with capital grant/vouchers following consultancy provision/ or the provision of a tiered voucher scheme. Small capital grants may include

purchase of equipment (software / hardware) to access superfast broadband and support businesses in introducing, or updating, new Information Communication Technology models to support growth and business development – through enhanced marketing, access to new markets and ability to export, improving productivity, and capitalising on e-commerce opportunities;

- Proposals should demonstrate how they will target delivery, where appropriate for:
 - clusters of businesses (e.g. at the GameChanger/Strategic sites/Worcester Growth Corridor/Malvern Hills Science Park Expansion/Redditch Eastern Gateway/South Kidderminster Enterprise Park);
 - businesses in the key target/priority sectors (Agri-tech; Advanced Manufacturing; Cyber Security, Defence, Information Technology)
- Proposals should demonstrate how they will join up support, to ensure that businesses have the necessary capabilities to take advantage of opportunities available through accessing superfast broadband and deployment of equipment and techniques to increase business growth and productivity;
- Proposals should demonstrate how they align with existing provision and broadband plans for the area, and the provision of business support available from the local business growth hub – Worcestershire Business Central.

3. Operational Programme Investment Priorities

Applications must specify the activities to be delivered and are expected to directly contribute to **one or more** of the following Investment Priorities:

Investment Priority	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.
Specific Objectives	Increase the coverage of superfast and ultrafast Broadband in areas where the market is failing, particularly where this is creating a barrier to Small and Medium Sized Enterprise growth.

Indicative Actions	<p>Projects will support the extension of coverage of superfast (capable of delivering speeds of more than 30 Mbps) and ultrafast (speeds of more than 100Mbps) broadband networks. Under this investment priority the types of actions that the European Regional Development Fund may support include:</p> <ul style="list-style-type: none"> • Providing financial support for projects to extend availability of superfast broadband networks • Providing financial support for projects to provide availability of ultrafast broadband networks.
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Investment Priority	2b – Developing Information and Communications Technology products and services, e-commerce, and enhancing demand for Information and Communications Technology.
Specific Objectives	<p>Increase the number of Small and Medium Sized Enterprises making productive use of digital technologies.</p>
Indicative Actions	<p>The support provided through this specific objective will help Small and Medium Sized Enterprises to be able to understand and use Information and Communication Technology products and services appropriate for their business. It will complement action under the other investment priority in this axis as well as action under Priority Axes 1 and 3:</p> <p>Under this investment priority, actions that the European Regional Development Fund may support include:</p> <ul style="list-style-type: none"> • Support for Small and Medium Sized Enterprises to update or introduce new Information and Communication Technology business models which will drive business performance • Provision of coaching, advice, consultancy, mentoring and support for Small and Medium Sized Enterprises to access new markets through improved Information and Communication Technology connections

	<ul style="list-style-type: none"> • Provision of coaching, advice, consultancy, mentoring and support for to develop Information and Communication Technology skills strategies • Provision of coaching, advice, consultancy, mentoring and support for to implement productivity improvements from use of Information and Communication Technology • Demand-side voucher schemes • Demonstration and pilot projects, showcasing how Small and Medium Sized Enterprises can stimulate innovation through smart use of Information and Communication Technology • Support for diffusion of results from demonstration and pilot projects • Support for the integration of Small and Medium Sized Enterprises in digital supply chains through the smart use of Information and Communication Technology <p>Activities will target Small and Medium Sized Enterprises, including Social Enterprises.</p>
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4. Required Outputs under this Call

Projects must deliver against the Priority Axis 2 outputs of the European Regional Development Fund 2014 to 2020 Operational Programme. For projects coming forward under this call the expected outputs and results are:

ID	Output Indicator
C1	53 enterprises receiving support
C5	15 new enterprises supported
C29	1 enterprise supported to introduce new to the firm product
P3	477 additional businesses with broadband access of at least 30Mbps
P4	23 additional businesses taking up broadband with speeds of at least 30Mbps

Applicants will need to demonstrate how the eligible activity, funded by the European Regional Development Fund, will achieve the outputs committed to within the proposal. The application should clearly state the methodology used to determine the levels of outputs proposed.

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 & Prioritisation Methodology

There are two stages to the European Regional Development Fund application process;

1. Outline Application and, if successful
2. 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 the national [Selection Criteria](#). Where an Intermediate Body has been designated to undertake delegated tasks and functions, the intermediate Body will undertake the assessment of some selection criteria in relation to fit with local priorities.

Outline Applications will be assessed in two stages, Gateway assessment and Core assessment.

Gateway assessment considers:

- applicant eligibility;
- activity and expenditure eligibility; and
- fit with the National Operational Programme and the local development need set out in section 2.

Proposals that fail the Gateway assessment undertaken by the Managing Authority will be rejected. Proposals which pass the Gateway assessment will then be assessed against the Core assessment criteria:

- Strategic Fit

- Value for money
- Management and control
- Deliverability
- Compliance
 - Procurement
 - State Aid
 - Publicity requirements
- Cross cutting themes
 - Environmental sustainability
 - Equal Opportunities

Having assessed projects against these criteria the relevant Local Economic Partnership area European Structural and Investment Fund Sub-Committee will advise the Managing Authority or Intermediate Body as relevant on the alignment to local economic growth conditions and opportunities within the context of the Operational Programme and local European Structural and Investment Fund Strategy to aid the Managing Authority's assessments (at outline and full application stage).

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>

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 2014-2020 European Regional Development Fund Programme. It is the responsibility of the Applicant to ensure that the 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 grant. Applicants are strongly advised to seek specialist advice if in doubt on any requirement.

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, Applicants will enter into a Funding Agreement and must abide by the standard terms and conditions contained therein. 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. Once a Funding Agreement has been issued it should be signed and returned within 30 days, unless otherwise agreed with the Managing Authority.

2. Eligible Applicants

Section 4 of the [National Eligibility Rules](#) sets out who is eligible to apply.

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 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 how and 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 & Match Funding

European Regional Development Fund is normally expected to intervene where no other funding can be obtained (i.e. the funder of last resort). 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. Applicants will need to demonstrate that they have eligible match funding in place for the balance of costs. Other European Union funds cannot be used as a source of match funding.

European Regional Development Fund investment is limited by State Aid regulations and where the award of European Regional Development Fund would constitute State Aid the European Regional Development Fund grant rate may fall below the 50% maximum.

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

4. Project Timescales

European Regional Development Fund funding will normally be approved for three years, however the Managing Authority reserves the right to extend the contract term in exceptional circumstances.

Projects approved through this call are expected to:

1. 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,
2. Commence delivery (defraying European Regional Development Fund eligible costs) within three months of formal approval. Projects which fail to meet this deadline may be deselected, and
3. Be completed by June 2023.

5. Capital Projects

Applicants seeking European Regional Development Fund to support a capital project (i.e. land and/or property) will need to meet Building Research Establishment Environmental Assessment Method or Civil Engineering Environmental Quality Assessment 'Excellent' for new builds and 'Very Good' for refurbishments.

Applicants will need to provide evidence of how they will achieve the rating required (unless otherwise agreed with the Managing Authority).

Applicants will need to demonstrate that they have the rights and permissions to undertake the project and must provide:

1. Proof of current interest in the land and/or property, which includes evidence of the freehold ownership or any lease arrangements that may be in place; and
2. Evidence of the approval of any planning permission, or in certain circumstances a clear statement on the process for securing such consents and any risks to the project.

Royal Institute of British Architects Stage D costs must be supplied with the Full Application and be certified by an independent Quantity Surveyor and Land/Property contributions certified by a Real Estate Valuation expert who are current and chartered members of the Royal Institute of Chartered Surveyors/ Chartered Institute of Builders or equivalent body.

Successful Applicants will be required to provide security to the Managing Authority in the form of a Legal Charge and/or Deed of Covenant over the land and/or property. Applicants will be responsible for registering the charge at their own cost.

6. Cross Cutting Themes/Horizontal Principles

All applications received under this call should 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 the [European Regional Development Fund Operational Programme](#).

7. 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. Projects need to demonstrate that without the support of European Regional Development Funding the activity would not have taken place.

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.

8. State Aid & 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.¹ 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 or is covered by the De Minimis Regulation. 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.

Where the Applicant does not perceive that there is any State Aid, it should state whether or not it considers Articles 61 and 65(8) of regulation 1303/2013 to apply. Article 61 refers to monitoring revenues generated after completion of the project, and Article 65(8) how to deal with differences in the forecast and actual revenues at the end of the operation. This revenue should be taken into account in calculating eligible expenditure. The details of this will be tested at the full application stage.

9. Funding Agreement

The Funding Agreement is a standard, non-negotiable and legally binding document. Any successful Applicant will be subject to the terms and conditions contained within this agreement. Applicants are strongly advised to seek relevant advice to ensure that they would be able to enter into and abide by the terms of the Funding Agreement.

Applicants are advised that additional provisions and securities may be included within the Funding Agreement to protect the investment. Detailed advice will be given if appropriate at the Full Application stage.

Failure to meet any of the conditions of the Funding Agreement or the commitments within the application will result in claw back of the Grant (which may include interest).

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

¹ Article 107(1) of the Treaty on the Functioning of the European Union provides that: "Save as otherwise provided in the Treaties, any aid granted by a Member State or through state resources in any form whatsoever which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods shall, in so far as it affects trade between Member States, be incompatible with the internal market."

National (including [Public Procurement Regulation 2015](#)) and European Union regulations. Procurement will be subject to audit and verification and any irregularity will result in 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 European Union.

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 grant.

7. Support

Please note that this is a competitive call and to preserve impartiality we are unable to enter into correspondence with applicants over their Outline Application. Details of where guidance can be found are contained throughout this call document. In exceptional circumstances, if there are issues with accessing this guidance, please contact: WM.ERDFenquiries@communities.gsi.gov.uk.

8. Key Documents

- European Regional Development Fund Operational Programme;
- Outline Application Form;
- Outline Application Form Guidance;
- Local Enterprise Partnership area's European Structural and Investment Funds Strategy;
- Eligibility Guidance;
- Target Definitions; and
- Funding Agreement (Revenue and/or Capital).

9. Document Checklist

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

Outline Stage:

- (i) Fully completed Outline Application;
- (ii) Financial Tables; and
- (iii) Outputs, Results and Indicators Tables.

10. Document Submission

Completed Outline Applications must be submitted via **email** to the address in Section 7.

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

For this call applications will normally be required to **commence delivery/activity within three months** of the award of 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.