**CALL 6: MAIN PROJECTS ERDF FUNDING GRANT MANUAL**

1. **INTRODUCTION**
	1. The aim of the Folkestone Community Works programme is to promote the social and economic cohesion of Folkestone through interventions to help the most deprived communities. This will be achieved by supporting local businesses and entrepreneurs to help them grow and provide new job opportunities and by helping residents to access jobs.
	2. The Folkestone Community Works is part of the EU Community Led Local Development Programme and has received funding from two funding streams the European Social Fund (ESF) and European Regional Development Fund (ERDF).
	3. Folkestone Community Works programme has three Objectives and eight Actions:
* **Objective 1** **- Enhancing work-readiness and well-being** (ESF funding)
	+ Action 1: Work experience and job preparation for young people
	+ Action 2: Getting people back into work
	+ Action 3: Promoting emotional and physical well-being
	+ Action 4: Promoting financial wellbeing
* **Objective 2** - **Promoting local business and social enterprise** (ERDF funding);
	+ Action 5: Promotion of SMEs and social enterprise
	+ Action 6: Support for SMEs and business start-ups
	+ Action 7: DIY Space /incubation facilities
* **Objective 3 - Setting up an integrated delivery mechanism for the strategy** (ERDF funding).
	+ Action 8: Setting up and operating Employability/Enterprise/Community hub
	1. The ERDF funding available in this Main Projects Call 6 is to deliver Objective 2: Action 2.6 Support for SMEs and business start-ups through business support services. The funding available under this Call for Actions 2.6 including 50% match funding to be secured by project applicants, is as follows:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
| **Objective 2: Promoting local business and social enterprise** | **ERDF funding** | **Match funding** |
| **Action 2.6:** Support for SMEs and business start-ups |  | £174,000 |
| Revenue£ | £174,000 |  |
|  |  |  |  |  | **Total Project Cost** | **£348,000** |

* 1. The Folkestone Community Works programme has to deliver specific indicators for the EDRF funding. The definitions of the indicators can be found in the ERDF Output Indicator Definitions Guidance (ESIF-GN-1-002 Output Indicator Definitions Guidance; European Regional Development Fund, 2014 to 2020 European Growth Programme Version 6, June 2018). The project specification indicates the expectations for output delivery from this Call.

|  |  |  |
| --- | --- | --- |
| **ERDF code** | **ERDF INDICATORS OUTPUTS**  | **Target** |
| ERDF C1 | Number of Enterprises Receiving Support | 195 |
| ERDF C5 | Number of New Enterprises Created | 148 |
| ERDF C8 | Employment Increase in Supported Enterprises | 98 |
| ERDF P11 | Number of Potential Entrepreneurs Assisted to be Enterprise Ready | 175 |
| ERDF P2 | Public or Commercial Buildings Built or Renovated (sqm) | 400 |

* 1. In the table below is the ERDF funding available in this Call and indicates the type of eligible expenditure:

|  |  |
| --- | --- |
| **ERDF Revenue Grants:** | **ERDF funding available** |
| **Premises costs and associated running costs** which are exclusively use for the project**Equipment****Marketing, publicity and evaluation costs****Procured goods/services/works****Premises costs** such as rent, gas electricity, water and insurance**Salaries** – for delivery of project activities such as business support, workshops | Action 2.6: £174,000 |

Further details of what is eligible including calculating salary costs can be found in the ERDF Guidance: *ESIF-GN-003 ERDF Eligibility Guidance, 2014 to 2020 European Growth Programme; Version 9.*

Match funding can be either Capital or Revenue. However, unlike ESF funding it cannot be volunteer hours.

It is possible with the ERDF Managing Authority’s permission to move funding between Capital & Revenue.

1. **GRANT APPLICATION PROCESS**

2.1 The Main Project Grant Programme is open to delivery organisations looking to support the aims of the programme through delivering services to the beneficiaries – either residents or businesses, within the Folkestone Community Works area. To access the application documents, please go to [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com)

2.2 Calls for projects will operate through a competitive and open call to grant applicants. All relevant programme documents and project application material is available for download at [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com)

2.3 This programme Grants Manual is intended to provide further information and supplementary guidance on the application process, terms and conditions for grants and the grant claims and monitoring processes.

2.4 The process for applying and being awarded grants through the programme comprises the following stages for the Main Project Grant Programme:

* Stage One: Completing the Eligibility Questionnaire and Express of Interest
* Stage Two: Completing the Full Application
* Stage Three: Assessment and Decision
* Stage Four: Contracting
* Stage Five: Project Commencement
* Stage Six: Grant Claims and Monitoring Processes

**Stage One: Completing the Eligibility Questionnaire (EQ) and Expression of Interest (EoI)**

2.5 The Equality Questionnaire (EQ) must be completed by all the organisations involved in the delivery of any project to ensure they are eligible for ERDF funding. The completed EQ form should be submitted to the Folkestone Community Works Programme Management Team no later than the deadline for the submission of the application and can be sooner.

2.6 The lead organisation for any project will be responsible for entering into a legally binding Grant Funding Agreement with the Folkestone & Hythe District Council (as the Accountable Body for the programme), for the overall delivery of the project and for meeting the required European Regional Development Fund (ERDF) outputs and results. However, all partners involved in the delivery of a project will be required to be eligible for European funding and must adhere to EU procurement and eligibility rules and regulations.

 Standard Industrial Classification (SIC) code can be found on your tax return. ONS Government SIC explanations can be found through this link: <https://www.ons.gov.uk/methodology/classificationsandstandards/ukstandardindustrialclassificationofeconomicactivities/uksic2007> under ‘Main volume’.

2.7 Any further support required to complete the EQ and EOI will be available through the Folkestone Community Works Programme Management Team which can be contacted by emailing folkestonecommunityworks@folkestone-hythe.gov.uk

2.8 Once submitted, the Programme Management Team will assess the eligibility of the proposed project and the Project Delivery Organisation to undertake an ERDF funded project, which will include appropriate credit checks for private sector organisations.

2.9 Recommendations from the EQ and EOI assessment will be made to the Folkestone Local Action Group (LAG), which will decide whether the project applicant has met the eligibility criteria and should progress to full application.

2.10 All project applicants submitting the EQ and EOI will be informed of the outcome of the assessment.

**Stage Two: Completing the Full application**

2.11 Specific guidance notes to support the completion of the application form and the application form is available at [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com). The following guidance notes and forms are available:

* C1.0a Main Project ERDF Grant Manual(this document)

**Main Project ERDF Grant Programme**

* C2.1 Main Project Grant Call Specification
* C2.2a Main Projects Expression of Interest
* C2.2b Main Project Grant Delivery Organisation Eligibility Questionnaire
* C2.2c Main Project EQ definitions
* C2.3 Main Project Grant Application Guidance Notes
* C2.4 Main Project Grant Application Form
* C2.4a Main Project Grant Application Form - Output annex
* C2.4b Main Project Grant Application Form -Budget annex

2.12 Examples of the forms used to assess applications and templates of the offer letter and Grant Funding Agreement are also available for your information, should your application be successful:

* D1.0 Main Projects EQ Assessment Form
* D1.1a Main Project Grant Assessment Form
* D1.2 Main Projects Offer Letter
* D1.3 Main Project Grant Funding Agreement
* D1.4 Main Project Grant Claim Form
* D1.5 Main Project Grant Output Monitoring Form

2.13 The Workshops will be held at Folkestone & Hythe District Council, Civic Centre, Castle Hill CT20 2QY, during July between 10:00 and 14:00hrs. Organisations who submit an Expression of Interest will be informed directly by email when the dates are confirmed with our EU funding specialist.

2.14 The project applicant is advised to start working on their application, including: determining what will be delivered and identifying budget lines and match funding sources as soon as possible, before attending at least one of the application workshops.

2.15 Each applicant will be required to submit a list of questions and their draft application form three days before attending workshops, so that 1-2-1 support can be provided.

2.16 The Programme Management Team are available to assist applicants throughout the whole application process.

2.17 Project applicants will be required to submit full applications by the deadline.

**The submission date for the Full Application form for this call for the Main Project Grant ERDF programme is 5pm, Tuesday Friday 1st September 2020.**

2.18 All applications should be accompanied by a full set of supporting documents and applicants will be required to submit their applications by e-mail to the Programme Management Team at folkestonecommunityworks@folkestone-hythe.gov.uk

2.19 Should an applicant have any queries regarding the completion of the Application Form, then they should contact the Programme Management Team at folkestonecommunityworks@folkestone-hythe.gov.uk who will be able to answer any questions in relation to the ERDF funding and the application process and documentation.

2.20 After the submission of the Full Application, the Folkestone Community Works’ Project Assessor will undertake an appraisal of the application and make recommendations to the Local Action Group. The Local Action Group will make the decision(s) whether to recommend the application(s) for funding to the Accountable Body.

**Stage Three: Assessment and Decision**

2.21 The Programme Management Team will assess the grant applications and present the reasons and recommendations to approve or reject to the Local Action Group (LAG).

2.22 Each application will be assessed first by the Project Assessor, using established criteria. The Project Assessor will use the assessment forms (D1.0 & D1.1) for Main Projects seeking ERDF funding.

2.23 These completed documents will be submitted as part of the decision-making process, along with other supporting documents to the Local Action Group for their consideration.

2.24 Prior to the meeting, the Programme Management Team will ensure that all material is submitted to the Local Action Group members on the Friday before the meeting date.

2.25 The Folkestone LAG will make recommendations on whether a project should be funded to the Accountable Body, after a full discussion on the project at the LAG meeting. This process will operate in accordance with the LAG Terms of Reference (available on [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com)). Project applicants may be invited to attend the LAG meeting to answer questions about the project and the LAG might also chose to invite an expert or representative from the community to provide advice.

2.26 The recommendations made by the Folkestone LAG will ideally be made by consensus, but if this is not possible then by a majority vote. For all decisions made by the LAG there is a requirement that any public sector members or any single interest group does not have more than 49% of the voting rights during decision-making.

2.27 The project recommendations by the LAG will be considered by Folkestone & Hythe District Council as the accountable body for the Folkestone Community Works programme. Responsibility for the decision which will be made by the Local Decision Panel, comprising Council Leader, David Monk and the Cabinet Lead Member for District Economy, Cllr David Wimble and the Corporate Director for Place and Commercial. Ewan Green.

2.28 Three decision notifications will be made:

**Approved**: The project is successful and can go on to the contracting stage.

**Reject/Revise:** The project does not meet the priorities and outputs of the Folkestone Community Works programme and should not be resubmitted in this form but encouraged to revise the application and submit in later rounds.

**Referred**: The project in its current form does not sufficiently meet the requirements for approval and will be referred back. In this case the applicant will be encouraged to revise and resubmit a revised application.

2.29 Applications that are Referred will receive recommendations from the LAG as to which aspects of the project would need to be improved for the revised application to be successful in the future.

2.30 With projects that are Reject/Revise, applicants will be given feedback and, where appropriate, will be encouraged to address any shortcomings and to re-apply for support.

2.31 Once the LAG has made decisions, the individual names of LAG members voting for and against projects will be recorded and signatures will be collected from each of the members in attendance, as evidence of the validity of the vote. Both the LAG’s recommendation and the decision by the Accountable Body are final. There is no right of appeal against the decision, its timing or phasing and the Programme Management Team will not normally enter into correspondence in this respect.

2.32 All project applicants will be notified of the outcome of the decision-making process via email and/or telephone following the formal decision by the accountable body.

2.33 The minutes of the LAG meeting will generally only record the recommendations made and detailed discussions on projects will generally not be minuted however, this will be at the discretion of the Chair.

2.34 It is proposed that the Programme Management Team members from other South East LEP CLLD programmes are used on each other’s programmes to independently assess large contract value projects, or where conflicts of interest are at such scale that an independent assessment is prudent. The requirement of independent assessment will be at the discretion of the LAG board and accountable body in each area.

**Stage Four: Contracting**

2.35 Successful applicants will first receive an Offer Letter and will be required to complete and sign and return the Grant Funding Agreement before any grant monies can be dispersed. These agreements will specify the scope of work and the terms and conditions under which the grant has been approved, as well as the termination process and reporting requirements.

2.36 The Programme Management Team will work with each project applicant to put in place all legal agreements. Visits to each project applicant will be made by the Programme Management Team to ensure that they have the necessary understanding and systems in place to undertake the required monitoring and meet all other requirements for the European funding, especially with regard to evidence gathering, match funding source and procurement requirements.

2.37 Once the legal documentation has been signed by both signatories, the Grant Holder will be able to commence the project as specified in the Grant Funding Agreement. Any expenditure prior to the signing of the Grant Funding Agreement by both parties cannot be claimed.

2.38 Upon returning on the completed Grant Funding Agreement, details of the grant holder will be entered into an Electronic Form so that payments can be set up for payment through the financial system.

**Stage Five: Project Commencement**

2.39 It is envisaged that the earliest delivery start date will be **December 2020**.

1. **PROJECT CONTRACTS**

3.1 As the accountable body, Folkestone & Hythe District Council sits at the nexus of the grant process for the Main Project Grants.

3.2 The Accountable Body’s core responsibility is to manage the dispersal process on behalf of the Managing Authority, Ministry of Housing, Communities and Local Government (MHCLG), under an ERDF compliant framework, to prevent any future financial claw-back.

3.3 The Accountable Body is a core member of the Local Action Group and will need to agree with the decision made by the Local Action Group to award European funding.

3.4 All grant holders will be required to sign up to a legally binding Grant Funding Agreement with Folkestone & Hythe District Council. This will specify the exact eligibility of expenditure and the evidence required to support all expenditure, including defrayal.

3.5 The Programme Management Team, which represents the Accountable Body, will engage with the appropriate finance teams from each grant holder organisation to ensure that their responsibilities and deadlines are fully understood and complied with.

1. **PROJECT GRANT CLAIMS PROCESS**

4.1 Grant holders will be required to utilise the electronic template provided by the Folkestone & Hythe District Council for all records, including financial claims and to submit this along with the required evidence to support each claim. The project grant forms are available in electronic form and can be downloaded from [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com)

4.2 A project claim will be made by the lead project Delivery Organisation according to the dates set out in the Grant Agreement with Folkestone & Hythe District Council

4.3 Each project claim will be paid in accordance with the details set out in the Grant Funding agreement where:

* The Council has received an invoice for the relevant grant amount from the lead Project Delivery Organisation.
* The Grant Claim is for Eligible Expenditure and is **in arrears**. All funding be claimed has to have been defrayed from a named business account.
* The payment of the Grant related to actual costs incurred with required evidence submitted to substantiate the claim.
* The required evidence of receipt of the required match funding, as detailed in the Grant Agreement, is provided.
* The agreed outputs for the specified period, as set out in the Grant Funding Agreement, have been achieved and evidence provided to substantiate this.

4.4 Grant holders will be required to produce each quarter:

* A detailed transaction report from their financial system showing payment amount, date, recipient and payment reference.
* A bank statement showing an itemised transaction list, with relevant project expenditure clearly highlighted.
* Brief progress summary

4.5 For each individual transaction evidence will be required for all aspects of finance and procurement, including:

* quotes/tender and other documentation complying with ESIF procurement requirements
* copy of purchase orders/ order confirmation
* properly certified final invoices
* receipt of goods
* payment details (from finance system)
* remittance advice
* timesheets
* pay slips
* business bank statements showing payment
* any other evidence of defrayal for expenditures related to the match funding and the grant i.e. credit card statements.

4.6 Each claim made by a grant holder will be checked for expenditure eligibility by the Programme Management Team against business bank statements, programme delivery records and budget profiles, before being compiled into a central report that will form a central part of the project claim.

4.7 This information will be checked against the reported expenditure budget, by both the Programme Assistant and the Programme Manager.

4.8 A procurement procedure check list will be used by the Programme Assistant to check that expenditures are in line with ESIF procurement guidelines (see Key Documents section). This check list will include, for example, such things as:

* checking that the expenditure is not part of a series of contracts that have been artificially divided;
* that expenditures have been advertised on contracts finder if required; etc.

4.9 For any project expenditures over £25,000, the Programme Manager will check thoroughly the evidence provided. The checks carried out will include making sure that the contracts haven’t been artificially divided and that the contract opportunity has been advertised on contracts finder.

4.10 For contracts over £50,000, the Chief Economic Development Officer will carry out a further check of all evidence, according to the procurement check list.

4.11 The defrayal evidence submitted from each grant holder will need to be collated by the Programme Management Team onto the ERDF Programme Claim Form, therefore the grant holder will be required to submit their evidence in an agreed format to support this. Once the Programme Management Team have completed their checks the project claim will be signed off by the Programme Manager and countersigned by the Chief Economic Development Officer.

4.12 Once the project claim amount has been approved, the grant holder will be required to generate an invoice which is sent to the Programme Management Team for payment.

4.13 The Council will normally pay Grant Claim within 25 Working Days of receipt, but this is subject to the grant recipient satisfactorily meeting any request for further particulars about the Eligible Expenditure and achievement of outputs in the Grant Claim.

4.14 The Council will provide a maximum of 90% of the total ERDF project funding after the evidence documents have been submitted and checked by the accountable body. The final 10% of the total ERDF funding will be made on the satisfactory completion of the project and delivery of all agreed outputs and results.

4.15 Project and claim start and end dates will be carefully monitored and communicated to ensure that no expenditure outside the programme timeframe is submitted.

 The Programme Management Team will update project level budget monitoring tables that include both actual spend and budget forecasts to highlight potential over/under spend against the approved budget. This information will be a regularly reported to the LAG.

Third Sector Organisations - Voluntary Group and Charities

4.16 In the case of approved projects being delivered by Third Sector Organisations where the total project cost is below £400 000, an advance payment of 10% of the ESIF funding will be made.

4.17 For projects being delivered by third sector organisations where the total project cost is over £400 000, then an advance payment of 5% of the ESIF funding will be made.

4.18 These payments will be made after the signature of the Grant Funding Agreement.

4.19 The conditions for further grant payments will need to adhere to those set out in Sections 4, 5 & 6 and the Council will withhold the final 10% of the total ESIF funding until satisfactory project completion, where an advance payment has been made.

1. **PROJECT RECORD KEEPING**

5.1 All documentary evidence ascertaining to outputs, finance and procurement is required to be maintained and kept by the grant holders, in accordance with guidance laid out in the Grant Funding Agreement and this will include the retention rules.

5.2 By keeping orderly and comprehensive records, it is far easier to assess the project status and progress towards overall outputs and results. The need to be able to provide records to substantiate claims and prove that the programme has satisfied the various ESIF requirements is a ‘golden thread’ which runs through the ESIF Regulations. This will be reiterated in the Project Grant Offer Letter.

5.3 Each project grant holder will be responsible for maintaining the original documentation and transferring it to the Programme Management Team on a quarterly basis to support regular project level claims.

5.4 For any projects that involves expenditure on fixed assets valued over £5,000 which have been bought, built or improved using an ERDF grant, there is a requirement to record this information in an **Asset Register**. It is the responsibility of the grant holder to provide this information to the Programme Management Team. This register, which will be maintained by the grant holder and provided quarterly to the Programme Management Team, will capture and show the following information:

* Date of purchase
* Description of asset
* Type of asset (fixed or mobile)
* Price paid net of recoverable VAT
* Amount of ERDF grant paid
* Location of the asset and of the title deeds
* Serial or identification numbers
* Photograph in-situ
* Depreciation
* Date of disposal
* Sale of proceeds net of VAT
* Display a sticker on the item with the EU and Council logo

5.5 It is the responsibility of the grant holder to keep individual records for the following reasons:

* It is an essential requirement of European funding;
* To enable the project to complete interim and final claims;
* To monitor the progress and achievement of outputs and expenditure against the Offer Letter and Grant Funding Agreement;
* To provide exact evidence of expenditure (i.e. there must be an audit trail);
* To use as evidence in annual reports;
* For monitoring and audit visits from internal and external parties.

5.6 It is the responsibility of the Accountable Body to maintain additional records to demonstrate:

* Sufficient audit trail – this should be traceable back to the original documents;
* Evidence of all expenditure;
* Evidence of open and fair procurement of goods and services (see ESIF Requirements);
* Evidence of auditable, accountable match funding;
* Compliance with publicity, equal opportunities and environmental requirements;
* Clear records of businesses supported for State Aid purposes.
1. **PROJECT PUBLICITY**

6.1 All organisations that are provided with ESIF funds to deliver actions that support the Programme outputs and results will be informed of ESIF publicity requirements. Checking adherence to these requirements will form part of the monitoring process. All materials used by grant holders to support the delivery of the project will be required to be provided to the Programme Management Team for approval before use.

6.2 The Accountable Body must ensure that any publicity used for each project supported through the Folkestone Community Works programme notes the EU’s contribution and that the EU logo is displayed appropriately.

 The Accountable Body will keep copies of all publicity (e.g. adverts, press releases, photos, leaflets and posters).

1. **KEY SUPPORTING DOCUMENTS**

7.1 Below is a list of key programme documents, many of which are also listed in the Application Form Guidance Notes and can be also accessed via the website [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com)

* ESIF-GN-003 ERDF Eligibility Guidance; 2014 to 2020 European Growth Programme; Version 9, 29 November 2018. To access click [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832233/ESIF-GN-1-003_ERDF_Eligibility_Guidance_v9.pdf)
* ESIF-GN-1-012 National Eligibility Rules; England European Regional Development Fund Operational Programme 2014-20, Version 1, 20 March 2015. To access click [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/723537/ESIF-GN-1-012_National_ERDF_Eligiblity_Rules_v1.pdf)

* ESIF-GN-1-002 Output Indicator Definitions Guidance; European Regional Development Fund; 2014 to 2020 European Growth Programme Version 6, June 2018. To access click [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/719940/ESIF-GN-1-002_ERDF_Output_Indicators_Definition_Guidance_v6.pdf)
* ESIF-GN-1-004 Guidance on Revenue Generating Projects; 2014 to 2020 European Growth Programme; Version 1, September 2015. To access click [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832393/ESIF-GN-1-004_ERDF_Guidance_on_Revenue_Generating_Projects_v1_290915.pdf)
* ESIF-GN-1-001 National ESIF Procurement Requirements; 2014 to 2020 European Growth Programme; Version 6, 16 August 2019. To access click [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705925/ESIF-GN-1-001_ESIF_National_Procurement_Requirements_v5.pdf)
* ESIF-GN-1-007 Procurement Aide Memoire for Applicants and Grant Recipients; 2014 to 2020 European Structural and Investment Funds Programme; Version 2, 8 December 2016. To access click [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705926/ESIF-GN-1-007_Procurement_Aide_Memoire_for_Applicants_and_Grant_Recipients_v2.pdf)
* ESIF-GN-1-005 ERDF and ESF Branding and Publicity Requirements; 2014 to 2020 European Growth Programme; Version 8, 1 August 2019. To access click [here](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=2ahUKEwiU75mV7O3gAhWdRxUIHf_fAq4QFjAAegQIBxAC&url=https%3A%2F%2Fassets.publishing.service.gov.uk%2Fgovernment%2Fuploads%2Fsystem%2Fuploads%2Fattachment_data%2Ffile%2F735917%2FESIF-GN-1-005_ESIF_Branding_and_Publicity_Requirements_v7.docx&usg=AOvVaw17Ts3OYEe_1TWwC0YzE-Ry)
* ESIF-GN-1-006 State Aid Law, European Regional Development Fund Guidance Note for Grant Recipients, Version 2, 7 January 2016. To access click [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832426/ESIF-GN-1-006_ERDF_State_Aid_Law_Guidance_v2.pdf)
* ESIF-GN-1-008, Guidance on Document Retention, including electronic data exchange, for 2014-2020 ERDF projects, Version 1, 17 February 2016. To access click [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832229/ESIF-GN-1-008_ERDF_Document_Retention_Guidance_v1.pdf)
* State Aid: The Basics Guide; July 2015; Department of Business Innovation and Skills. To access click [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/443686/BIS-15-417-state-aid-the-basics-guide.pdf)
* The State Aid Manual; July 2015; Department of Business Innovation and Skills. To access click [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/607691/bis-15-148-state-aid-manual-update.pdf)
1. **LIST OF ACRONYMS**

CLLD Community-Led Local Development

ESF European Social Fund

ERDF European Regional Development Fund

ESIF European Structural Investment Funds – this is a collective term for ESF and ERDF funding

SME Small Medium Enterprise. A business is defined as an SME if it has < 250 employees and a turnover under €50million. These ceilings apply to the figures for individual firms only. A firm that is part of a larger group may need to include staff headcount/turnover/balance sheet data from that group too. Access further information on the definition of an SME [here](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en).