**Call Specification**

**Call 6: Main Projects (ERDF): Business Support Services**

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| Accountable Body | Folkestone & Hythe District Council |
| Fund | European Regional Development Fund (ERDF) |
| Priority Axis: | *European Regional Development Fund*  Investment Priority 9d: Undertaking investment in the context of Community Led Local Development strategies.  Specific Objective: To build capacity within communities as a foundation for economic growth |
| Call Reference: | Call 6: Main Projects (ERDF) Business Support Services |
| Folkestone Community Works CLLD (FCW) Programme Indicative Fund Allocation: | ERDF funding £174,000  (ERDF funding has to be matched from non-EU funding) |
| Call Opens | Friday 23rd March 2020 |
| Deadline for Expressions of Interest & Eligibility Questionnaire  Call closes for Applications | Friday 22nd May 2020  Submission date for Full Application  **5pm, Friday 4th September 2020** |
| Estimated earliest delivery start date | 1st December 2020 |
| Delivery deadline | 30th June 2022 |

Grant applicants are advised to read the Folkestone Community Works Grant Manual that is available to download from [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com) website. This explains what applicants must do to apply for a grant, how grant applications are assessed and how to meet the terms of a Grant Funding Agreement if an application is successful.

1. **Introduction**

The Folkestone Community Works Community Led Local Development (CLLD) Programme aims to improve social and economic community cohesion in east, central harbour areas of Folkestone through funding projects that:

* Support unemployed and economically inactive residents on their journey back into the workforce
* Encourage residents to be entrepreneurial
* Support local businesses and start-ups to grow
* Strengthen the local economic base to provide new job opportunities

The map below shows the eligible area for funding. The red line is the outer boundary of the eligible area from which SMEs, potential entrepreneurs and start-up businesses can be supported through programme funding. The pink shaded area has particularly priority and projects supporting those in this area will be given greater weight in the project assessment stage.



Folkestone Community Works (FCW) CLLD Programme is managed by Folkestone & Hythe District Council. This Programme is happening because the council was successful in its bid for European funds. This means FCW operates under the umbrella of European Structural and Investment Funds regulations.

There are two funding streams, European Social Fund (ESF) and European Regional Development Fund (ERDF). Each of these funding streams have their own eligibility criteria and guidance.

The funding is being used to support projects which align with the objectives and priorities of the FCW CLLD Strategy. The Strategy document is available to download from the [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com) website.

The Strategy has three operational objectives and eight actions to address the key issues in the designated Folkestone Community Works CLLD area:

**Objective 1** - Enhancing work-readiness and well-being (European Social Fund (ESF) funded)

Action 1.1: Work experience and job preparation for young people

Action 1.2: Getting people back into work

Action 1.3: Promoting emotional and physical well-being

Action 1.4: Promoting financial wellbeing

**Objective 2** - Promoting local business and social enterprise (ERDF funded)

Action 2.5: Promotion of SMEs and social enterprises

Action 2.6: Support for SMEs, self-employment and business start-ups

Action 2.7: ‘DIY’ Space and/or business incubation facilities

**Objective 3** - Integrated delivery mechanism for the Strategy (ERDF funded)

Action 3. 8: Setting up and operating the Employability/Enterprise/Community Hub

The funding is being allocated through calls for projects.

The ESF funding is being awarded to delivery organisations who will deliver services that engage with economically inactive and unemployed residents in the FCW CLLD area and will support these participants on their journey back into the workforce. This support will result in employment, enrolment into training or education and in the case of the economically inactive to actively job search.

The ERDF funding stream aims to strengthen the local economic base to provide new job opportunities. Funding is being awarded to delivery organisations who will deliver business support to local businesses and start-ups, encourage residents to be entrepreneurial, and create employability/ enterprise/community hub to support the delivery of the FCW Programme. In addition, the Council is administrating a SME Business Grant Scheme for businesses located in the FCW CLLD eligible area.

**This Call is aiming to allocate ERDF funding to projects that will deliver Action 2.6: Support for SMEs, self-employment and business start-ups.**

1. **Scope of the Call**

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| Call for Projects | This call is for projects to support the delivery of **Action 2.6: Support for SMEs, self-employment and business start-ups** in the FCW area under **Objective 2: Promoting local business and social enterprise**  The Call is seeking projects to deliver one or more of the following business support services:   * Assist potential entrepreneurs on their journey to starting an enterprise. * Help start-ups including the self-employment to establish and succeed. * Support the start-ups, self-employed and SME businesses in the FCW area to grow, thereby creating new employment opportunities for local residents.   Projects should seek to:   1. Meet the local demand for business support services that provides quality, approachable, accessible and flexible services that address Action 2.6 (as identified in the Programme Strategy and within this Call). 2. Focus on potential entrepreneurs, start-ups, self-employed and SME businesses in the FCW eligible area. 3. Represent an appropriate, effective and efficient means of delivering the relevant specific Outputs as identified within this call. 4. Add value to and does not duplicate existing provision. 5. Deliver the required Outputs for the Action 2.6. 6. Represent value for money with the cost per output comparable to other projects and for the FCW programme. 7. Have the required minimum 50% match funding for the requested ERDF contribution and that the specific match funding stream does not contain any EU funds matched at source by the organization. For example, ERDF funds allocated to organisations for other projects cannot be used as match funding for this programme. FHDC potentially has some match funding available. 8. Have well developed local networks with clear ways to engage with the local businesses, social enterprises, start-ups and potential entrepreneurs. 9. Demonstrate innovation. 10. Do not lead to a deterioration or loss of environmental assets or resource 11. Be delivered by appropriate organisations, where the organisation or lead organisation (in the case of projects that involve more than one organisation) has in place:  * An appropriate equality and diversity policy and implementation plan * An appropriate sustainable development policy and implementation plan * Appropriate systems for meeting the monitoring requirements for ERDF funded projects |
| **Work Package** | **Objective 2: Promoting local business and social enterprise** |
| Actions | 2.6: Support for SMEs, self-employment and business start-ups |
| Funding allocation | Objective 2 – Promoting local business and social enterprise   |  |  |  |  | | --- | --- | --- | --- | |  | Total | ERDF Revenue | Match funding | | **Action 2.6**: Support for SMEs, self-employment and business start-ups | £348,000 | £174,000 | £174,000 |   The above total ERDF revenue funding is available for projects that deliver business support services that achieve the required ERDF Outputs.  The match funding needs to be from non-EU sources.  The Council has a small amount of revenue funding to support applications where match funding is not available and a project is of such merit to warrant this funding. However priority will be given to projects that have their own sources of match funding.  The Council’s High Streets Fund maybe a source of match funding if your proposal meets its criteria. See link below:  <https://folkestone.works/funding-and-support/folkestone-hythe-high-streets-fund/> |
| Funding available | There is a minimum threshold for the size of ERDF grant requested for individual projects of £25,000 i.e. the minimum total project cost with matching funding is £50,000. There is no maximum threshold. Preference will be given to projects of scale and impact though small innovative projects will be considered. |
| Geographical  Scope | The SMEs, start-ups, self-employed and potential entrepreneurs must be located within the FCW area shown on the page 2. The proposed business support activities do not have to be delivered in the FCW area, but preference will be given to projects delivering activities within the area.  While there is no minimum requirement for a percentage of Outputs to be delivered within the pink shaded area – known as the 20% decile area, greater weight will be given through the assessment criteria to projects that have a higher percentage of Outputs located in this area. |
| Target Groups | The beneficiaries of the business support services can be one of more of the following:   1. SME businesses located in the FCW area. 2. New businesses registered at Companies House less than 12 months before assistance i7s provided. 3. Sole Traders located in the FCW including those registered with HMRC less than 12 months before assistance is provided. 4. Potential entrepreneurs resident in the area looking to establish a business. 5. Social enterprises and SME businesses that are looking to grow. 6. Businesses from outside the UK locating in the UK for the first time. |
| Examples of activity and potential interventions | The type of activities supported might include:   * Entrepreneur mentorship. * Free workshops and events. * Business support services. * Engage with businesses with hard to fill posts and work with existing FCW projects funded under ESF to offer guaranteed interviews to their participants who have been upskilled with relevant skills and are job ready.   Local businesses who have recently received grants through the FCW SME Business Grant scheme identified the following as areas of interest for business support:   * Marketing: dealing with the press, public relations, using social media * Human resources: employing staff, job adverts, pension commitments, tax laws * I.T.: updating websites to look professional, advanced app development * Business Planning: how to write an effective business plan, how to grow your business, next steps * GDPR: what it means for businesses, rules and regulations * Understanding VAT * Creating a presence and selling on line |
| Outputs | Projects are required to focus on and deliver support which will deliver the following Outputs:   * Enterprises receiving support (ERDF C1) * New enterprises receiving support (ERDF C5) * Employment increase in supported enterprises (ERDF C8) * Potential entrepreneurs assisted to be enterprise ready (ERDF P11)   ERDF have strict definitions and evidence requirements for its Outputs. A key document for understanding ERDF Outputs is ESIF-GN-1-002 Output Indicator Definitions Guidance Version 6, June 2018, which can be accessed from the [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com) website.  Projects which deliver all four Outputs above will be given preference to those that only focus on one or two Outputs. However, small innovative and/or focused projects will be considered.  The ERDF Outputs to be delivered by the Folkestone Community Works programme that relate to Objectives 2&3 of the Programme Strategy are:   |  |  | | --- | --- | | ERDF Outputs | FCW Programme | | C1: Number of enterprises receiving support | 195 | | C5: Number of new enterprises supported | 148 | | P11: Number of potential entrepreneurs assisted to be enterprise ready | 175 | | C8: Employment increase in supported enterprises | 98 | | P2: Public or commercial buildings built or renovated (sqm) | 400 |   In order to deliver value for money, projects will be expected to meet the benchmark total project cost per unit Output as listed below. However, projects offering greater value for money than these benchmarks will be given greater weight in the assessment process.  **Value for Money for this call**  ERDF project cost per unit Output delivered  C1/C5 - £1300  P11 - £1100  C8 - +£750.  Note: business support excludes signposting and generic support. |

1. **Project Funding Requirements**

The funding available in this Call is under ERDF regulations and it is important you understand the eligibility rules of the funding. A key document is ESIF-GN-003 ERDF Eligibility Guidance vs9 with regard to eligibility of expenditure which dictates what can and cannot be claimed for.

All expenditure (ERDF & match funding) has to be accounted for and project costs are **reimbursed** after defrayal (i.e. paid back retrospectively after being spent)**.** Volunteer time cannot be used as match funding for ERDF projects.

There is a requirement for projects to provide a minimum of 50% match funding of the total project cost. For example, if the total project cost is £200,000, ERDF grant funding would be a maximum of £100,000, with a minimum of £100,000 from match funding sources.

Sources of **Eligible** Match Funding include:

1. Bank loan or overdraft facility for the Project Delivery Organisation;
2. Company/Organisation own funds;
3. Own funds (including Owners/Directors loan);
4. Personal funds from Company/Organisation;
5. Private investor/New Share capital/New equity investors;
6. Non-EUgrants provided to the organisation.

## Ineligible match funding includes:

1. Costs already incurred;
2. Loans or overdraft facilities which have been committed to over previous expenditure and potential future profits;
3. Company/Organisation ERDF funding already granted to deliver other projects.

Evidence that the match funding has been secured will be required prior to the signing of the Grant Funding Agreement for all approved projects.

1. **Project Application Process**

The project application process comprises of:

1. **An Expression of Interest**

Project applicants are required to complete an Expression of Interest as part of the application process. This document is enclosed with the Call for Project pack and is also available in electronic form from the website [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com) This is to ensure the proposed project fits the Objective of the Strategy and the funding requirements. The ERDF funding has eligibility criteria associated with match funding, direct and indirect project costs and outputs.

Please contact the Programme Management Team if you would like to discuss your project first.

1. **Eligibility Questionnaire**

Project applicants are required to complete an Eligibility Questionnaire (EQ) as part of the application process. This document is enclosed with the Call for Project pack and is also available in electronic form from the website.

The Eligibility Questionnaire needs to be submitted at the same time as the Expression of Interest submission date as this will determine whether the project applicant meets the funding eligibility criteria.

Please email the completed Expression of Interest and Eligibility Questionnaire to:

[folkestonecommunityworks@folkestone-hythe.gov.uk](mailto:folkestonecommunityworks@folkestone-hythe.gov.uk)

**The submission date for the Expression of Interest and the Eligibility Questionnaire is 5pm Friday 22nd May 2020.**

**Please do not progress to the next stage until the Programme Management Team has reviewed and advised you on your Expression of Interest and Eligibility Questionnaire.**

1. **The Full Application**

Project applicants that receive positive feedback from the Expression of Interest and Eligibility Questionnaire submission are required to complete the full application. This document is enclosed with the Call for Project pack and is also available in electronic form from the [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com) website.

To support applicants, we will be offering the following support prior to the submission deadline:

* Workshops:
  + *Introduction to Folkestone Community Works Programme and ERDF funding:* What the Programme is looking to achieve; ERDF funding; Project application process and associated forms; Project financing; Project Outputs; Cross Cutting themes requirements and Publicity requirements
  + *Developing a Project Application*: Project budgeting, including for staff costs and other costs (direct and indirect); Evidence requirements for financial claims; Understanding ERDF outputs and the evidence requirements for claims; Developing a sustainable development policy and plan for the project
* 1-2-1 support with an EU funding specialist when a draft application with budget is submitted

Workshops will be held at Folkestone & Hythe District Council, Civic Centre, Castle Hill Avenue, Folkestone, Kent 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.

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.

Each applicant are encouraged to submit a list of questions and their draft application form three days before attending a workshop, so that helpful 1-2-1 support can be provided.

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

**The submission date for the Full Application is 5pm, Friday 4th September 2020.**

After the submission of the Full Application, an appraisal of the application will be undertaken by the Project Appraiser within the Programme Management Team, with recommendations made to the Local Action Group who will consider and make decision recommendations to the Accountable Body.

1. **Project Selection**

Project applications will be assessed against the agreed criteria by the Project Assessor and a recommendation report will be prepared for the Local Action Group (LAG). The assessment criteria reflect the eligibility criteria set out in ERDF National Eligibility Rules and these are set out in the Main Project Grant Manual.

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

The recommendations made by the 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.

All project applicants will be notified of the final decision within 10 working days, following the formal decision by the Accountable Body. The Accountable Body makes its decision through the Local Decision Panel consisting of the Council Leader, Cabinet lead member for District Economy and the Council’s Director of Place.

For projects that are not selected for funding, applicants will be given feedback and, where appropriate, will be encouraged to address any shortcomings and to re-apply for support.

The minutes of the LAG meeting will generally only record the decision made. Detailed discussions on projects will generally not be minuted, although this will be at the discretion of the Chair.

The Programme Management Team members from other South East LEP CLLD Programmes are used 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.

1. **Project Records and Monitoring Processes**

Once a project has been approved for grant funding, the lead Project Delivery Organisation will be required to enter into a legally binding Grant Funding Agreement with the programme’s Accountable Body, Folkestone & Hythe District Council. The standard template of the Grant Funding Agreement is available for downloading at [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com) This will be tailored for each individual project as appropriate.

All approved projects will be required to maintain detailed records as set out in the Grant Funding Agreement and required by ESIF regulations (see 8. Key documents).

The lead Project Delivery Organisation will be required to produce each quarter:

* A detailed transaction report from their financial system showing payment amount, date, recipient and payment reference;
* A business bank statement showing an itemised transaction list, with relevant project expenditure clearly highlighted;
* A progress report:
* An Output update with supporting evidence of delivery.

For each individual financial transaction made 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, if applicable;
* final invoices;
* receipt of goods;
* payment details (from finance system);
* remittance advice;
* business bank statements from the named bank account
* for salaried staff
* contract of employment
* payslips
* timesheets (if not 100% employed on the project)
* proof of payment: payroll transaction list/ bank statement

All Evidence has to be certified using the project certification stamp and signed by the project manager or agreed line manager. The certification stamp is supplied by Folkestone Community Works.

Over the course of the project delivery, members of the Programme Management Team will meet with the lead Project Delivery Organisation each quarter to discuss the quarterly financial claim and progress / Output report and to review performance and activities and the system of record maintenance. Notes of these meetings will be recorded that will be kept by the Programme Management Team and made available to Grant holders.

1. **Project Grant Claim Process**

The lead Project Delivery Organisation will be required to utilise the electronic templates 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 Claim forms are available in electronic form on [folkestonecommunityworks,com](https://folkestone.works/funding-and-support/folkestone-community-works/)

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

The Council maintains the right to withhold the final 10% of the total ESIF funding until satisfactory project completion.

All project claims and supporting evidence must be submitted electronically to [folkestonecommunityworks@folkestone-hythe.gov.uk](mailto:folkestonecommunityworks@folkestone-hythe.gov.uk)

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

1. The Council has received and reviewed the project claim and associated evidence for both ERDF and match funding expenditure and agreed the amount of the project claim. **The** **council will agree to reimburse 50% of the agreed amount of the project claim**.
2. The Council has received an invoice for the agreed grant amount from the lead Project Delivery Organisation.
3. The Grant Claim is for Eligible Expenditure and is in arrears (*Please note:* **eligible expenditure cannot be claimed until defrayal from the named business bank account has occurred**).
4. The payment of the Grant is related to actual costs incurred with required evidence submitted to substantiate the claim. This evidence has to be property certified and will include:

* Invoices that state the name and address of the supplier, project name, receiver’s name and address, date and items supplied.
* Quotes/tender documentation complying with ESIF requirements.
* Bank statements showing payment and defrayal.
* Timesheets for project staff.
* Payslips
* Any other evidence of defrayal for expenditures related to the match funding and the grant.

1. The required evidence of receipt of the required match funding, as detailed in the Grant Funding Agreement, is provided.
2. The agreed Outputs for the specified period, as set out in the Grant Funding Agreement, have been achieved and evidence provided to substantiate these.

The Council will normally pay a 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.

Once the Grant Claim has been submitted by the lead Project Delivery Organisation, the claim will be checked for eligibility by the Programme Assistant and a 'double-check' will be made by the Programme Manager with support from the Finance Officer.

The Programme Assistant will then update project level budget monitoring tables that include both actual spend and budget forecasts to highlight potential over/under spend against the approved budget.

The final claim will then be submitted to F&HDC's Chief Economic Development Officer for sign-off before payment is made to the Project Delivery Organisation.

The Accountable Body, Folkestone & Hythe District Council (F&HDC), will complete regular financial claims to the ERDF Managing Authority, Ministry of Housing, Local Government and Communities. Preparation of these claims will be led by the Programme Manager and the Programme Assistant with significant support from F&HDC’s corporate Finance Team. The individual project claims will form an integral part of these claims and the Lead Project Delivery Organisations may be called upon to support the process. Expenditure rejected by the Managing Authority will be clawed back from the individual projects that are claiming the expenditure.

The Council's financial systems will be used to ensure that comprehensive and accurate data and records are maintained.

Third Sector Organisations - Voluntary Group and Charities

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.

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.

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

The conditions for further grant payments will need to adhere to those set out above 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. **Key Documents need to check links and most update docs**

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 [folkestonecommunityworks.com](https://folkestone.works/funding-and-support/folkestone-community-works/) website

* Folkestone Community Led Local Development: Programme Strategy, August 2016. To access click [here](http://folkestone.works/wp-content/uploads/2016/11/Folkestone-CLLD-Strategy-November-2016.pdf)
* 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-1-001 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)