**Call Specification**

**Call 5: Main Projects (ERDF): Employability/Enterprise/Community Hub**

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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 5: Main Projects (ERDF): Employability/Enterprise/Community Hub |
| Folkestone CLLD Strategy | Objective 3: Integrated delivery mechanism for the Folkestone Community Works Strategy  Action 3.8 Setting up and operating the Employability/ Enterprise/ Community Hub |
| Folkestone Community Works CLLD Programme Indicative Fund Allocation: | ERDF £250,000 available for allocation  (ERDF funding has to be matched from non-EU funding) |
| Call Opened | Monday 16th March 2020 |
| Deadline for Expressions of interest & Eligibility Questionnaire  Call closes for Applications | Expression of Interest: as soon as this is submitted with the Eligibility Questionnaire you will be eligible for 1-2-1 support.  Eligibility Questionnaire: No later than the application deadline.  Please contact the Programme Management Team who can assist.  Submission date for applications are based on the LAG meeting dates. The next application deadline is:   * 22 January 2020 5pm   The LAG makes its decisions on the applications presented at the meeting. Once the funding is allocated it is allocated. |
| Estimated earliest delivery start date | Assume no earlier than three months after the application submission date.  Funds spent prior to the signing of the grant funding agreement is not reimbursable. |
| Delivery deadline | 30th June 2022 |

Grant applicants are advised to read the Folkestone Community Works Grant Manual that is available to download from the [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. This area is the Folkestone Community Works CLLD area. The red line is the outer boundary of the eligible area and the pink shaded area has particular priority, with projects in this area given greater weight in the project assessment stage.



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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 area.

**This Call is aiming to allocate ERDF funding to projects that will deliver Action 3.8: Setting up and delivering the Employability/Enterprise/Community Hub.**

1. **Scope of the Call**

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| Call for Projects | This Call is for projects to support the delivery of **Action 3.8 Setting up and operating the Employability / Enterprise/ Community Hub** under **Objective 3 - Integrated Delivery Mechanism for the Strategy**  The Call is seeking projects to create Employability/Enterprise/ Community Hub to facilitate the delivery of programmes and services to support the following Strategic Objective of the Folkestone Community Works programme:  *To promote* ***social and economic cohesion*** *in the Folkestone Community Works CLLD area through interventions to* ***help residents access jobs*** *and to* ***support businesses to grow and provide new job opportunities***  Projects should seek to:   1. Meet the local demand for Employability/ Enterprise/ Community Hub that provides quality, flexible space which is fit for purpose. 2. Create a highly visible, approachable and accessible point of contact which integrates activities and coordinates services that support the delivery of the Folkestone CLLD Strategy. 3. Bring together service providers and beneficiaries under the ethos: ‘With’ the people not ‘for’ the people*.* 4. Create a place where residents and/or businesses in the FCW CLLD area can access activities and support to help them achieve their potential. These services could be provided by the project lead organisation, by a named partner organisation, procured separately, or by organisations using the hub to deliver services that support the delivery of Strategy. 5. There could be a virtual dimension to the Employability/Enterprise/Community Hub in order to help residents and businesses, especially younger people, who are more comfortable accessing services through the internet.   Projects seeking funding should:   1. Address Action 3.8 Setting up and operating an Employability/ Enterprise/ Community Hub as identified in the Strategy and within this Call. In particular, how the project would integrate activities and coordinate services to support one or more of the following:   • Unemployed and economically inactive residents on their journey back into work or their first entry into work.  • Encourage residents to be entrepreneurial  • Support local businesses and start-ups to grow  • Strengthen the local economic base to provide new job opportunities.   1. Have a 5 year business plan that shows how the project will be sustainable after the funding ends. Priority will be given to projects that are sustainable after the ERDF funding ends. 2. Bring empty buildings back into use or re-purpose currently occupied under-utilised space within the Folkestone Community Works CLLD area. Priority will be given to projects bringing empty buildings back into use. Priority will be given to projects that use buildings where the Planning Use Class is in line with the project. Please indicate if Planning Permission Change of Use is required. 3. Represent an appropriate, effective and efficient means of delivering Action 3.8. 4. Add value to and do not duplicate existing provision. This can involve adding value to an existing project, i.e. something that wouldn’t happen without CLLD funding. 5. Deliver the required Outputs for Action 3.8. 6. Represent value for money. 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 organisation. For example, ERDF or ESF funds allocated to organisations for other projects cannot be used as match funding for this programme. 8. Have well developed local networks with clear ways to engage with and get the support of the local community and service providers. 9. Demonstrate innovation to the area. This can involve bringing in a model of working into the area that doesn’t already exist rather than simply being something that’s totally unique. 10. Do not lead to a deterioration or loss of environmental assets or resources. 11. Be delivered by appropriate organisations, where the 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 3 - Integrated delivery mechanism for the Strategy |
| Actions | Action 3.8 Setting up and operating the Employability/Enterprise/Community Hub |
| Funding allocation | Objective 3 - Integrated delivery mechanism for the Strategy   |  |  |  |  | | --- | --- | --- | --- | | Total | ERDF Capital | ERDF Revenue | Match funding | | £500,000 | £175,000 | £75,000 | £250,000 |   ERDF capital funding is available for the refurbishment or renovation of a building for use as an Employability/Enterprise/Community Hub and ERDF revenue funding is available to run or provide management services for the Hub.  Additional ESF and ERDF revenue could be also available to deliver services from the Employability/Enterprise/Community Hub, but these funds would need to be sought through applications to the separate and relevant calls for projects. |
| Funding available | The maximum ERDF funding available is £250,000.  The minimum threshold for the size of ERDF grant requested for individual projects is £50,000 i.e. the minimum total project cost with matching funding is £100,000.  There is a minimum requirement of 50% match funding for the requested ERDF contribution.  Preference will be given to projects of scale and impact. |
| Geographical  Scope | Buildings to be renovated or refurbished must be in the Folkestone Community Works CLLD area. |
| Target Groups | 1. Buildings within the Folkestone Community Works CLLD area, with particular priority for locations in the pink shaded 20% decile area. 2. Beneficiaries of the support and services operating from the Employability/Enterprise/Community Hub, should include one or more of the following:  * Residents residing in the FCW CLLD area who want to become employed or economically active, with particular emphasis of residents within the 20% decile area. * Potential entrepreneurs resident in the FCW CLLD area looking to establish a business or become self-employed * SME businesses and start-ups, including social enterprises and sole traders, located in the FCW CLLD area. * New businesses (registered at Companies House less than 12 months before assistance is provided) located in the FCW CLLD area. * Sole Traders (registered with HMRC less than 12 months before assistance is provided) resident in the FCW CLLD area.   People from outside the CLLD can use the building, but the funding for this Hub project must show how it will benefit the CLLD target groups. |
| Examples of potential activity and interventions | The Folkestone CLLD Strategy indicates some of the type of functions that could be delivered in the Employability/Enterprise/Community Hub and would support the Strategic Objective of Strategy.  Suggestions include:   * A triage service within the hub to identify what services might be appropriate for clients seeking support. * Training, awareness raising activities (meetings, website, publicity, etc.) and signposting to available services. * Help to develop employability skills including CV writing and presentation skills. * Promotion of the benefits of entrepreneurship, including self-employment. * Facilities and services to support and foster entrepreneurship. * Provision of resources, such as computers and printers, hot desks, internet, legal advice, financial advice and childcare facilities to support residents on their journey into work. * Business support services, including advice, signposting and networking events. * Coordination of voluntary sector activities in the FCW CLLD area, such as charity and volunteer group meetings, information about services, space for meetings, case management and referral. * Case management for services based or utilizing the community hub. * Space for exhibitions and events (e.g. for social enterprises, creative activities). * Income generating activities such as a coffee shop, second hand shop, meeting room or hall hire for any of the above activities or service organisations.   The list is suggestions only, other ideas welcome. |
| Outputs | There is no requirement to deliver any ERDF outputs under this Call for an Enterprise/Employability/Community Hub. However, preference will be given to applicants that also apply to deliver ESF or ERDF projects under the separate calls for projects currently open. These calls will require the EU funding to be 50% match funded.  It is expected that the funded project will act as a hub for residents and/or businesses in the Folkestone Community Works CLLD area to access information on and services offered through the FCW Programme or other providers of these services.  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.  **Folkestone Community Works Programme**  The Programme is currently delivering a range of support and details of these projects can be found on the [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com) website.  The Programme has ERDF Outputs and ESF Outputs and Results that it is required to deliver, however, no outputs or results are associated with this Call. The hub is expected to show how it would support the delivery of the programme. This could be by delivering services, delivering other FCW funded projects, making space available for other FCW funded projects and other service providers, whose activities support the delivery of the Folkestone CLLD Strategy.  The programme targets are set out below:   |  |  | | --- | --- | | **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 |  |  |  | | --- | --- | | **ESF Outputs** (status of participants on joining) | FCW Programme | | CO01: Unemployed, including long-term participants | 350 | | CO03: Inactive participants | 650 | | O4: Participants over 50 years of age | 100 | | C015/O5: Participants from ethnic minorities | 75 | | C016: Participants with disabilities | 235 |  |  |  | | --- | --- | | **ESF Results** (status of participants on leaving) | FCW Programme | | R1: Unemployed participants into employment or self-employment | 160 | | R2: Economically inactive participants into employment or self-employment | 189 | | CR02: Participants into education / training on leaving | 200 |   There are further calls for projects to deliver services and support which will deliver both ERDF Outputs and ESF Outputs and Results. These are currently open:  **Call 6**: ERDF funding for Action 2.6: Support for SMEs, self-employment and business start-ups   * ERDF funding £174,222 * Funding to be used to deliver:   Output C1: Number of enterprises receiving support  Output C5: Number of new enterprises supported  Output P11: Number of potential entrepreneurs assisted to be enterprise ready  Output C8: Employment increase in supported enterprises  This Call is open  **Call 7**: ESF funding for Objective 1 - Enhancing work-readiness and well-being and associated Actions. This Call will particularly welcome projects supporting inactive residents into active job search or training and education, and /or supporting young adults up to 24 years into work, job search or training and education.  • ESF funding £455,177  • Funding to be used to deliver ESF Outputs and Results:  Output CO01: Unemployed, including long-term participants  Output CO03: Inactive participants  Output O4: Participants over 50 years of age  Output C015/O5: Participants from ethnic minorities  Output C016: Participants with disabilities  Result R1: Unemployed participants into employment or self-employment  Result R2: Economically inactive participants into employment or self-employment  Result CR02: Participants into education / training on leaving  This Call is open. |

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-EU grants provided to the organisation.
7. Donation of buildings

## Ineligible match funding includes:

1. **Costs already incurred**;
2. No expenditure incurred prior to signing the Grant Funding Agreement is eligible for reimbursement;
3. Loans or overdraft facilities which have been committed to over previous expenditure and potential future profits;
4. 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 leases, 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 as this **will determine whether the project applicant meets the funding eligibility criteria.**

As soon as the Expression of Interest and Eligibility Questionnaire is submitted you will be eligible for 1-2-1 support with a EU funding specialist.

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

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

**Please contact the Programme Management Team who can assist.**

**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 and 1-2-1s will be held at Folkestone & Hythe District Council, Civic Centre, Castle Hill Avenue, Folkestone, Kent CT20 2QY 10:00 and 14:00hrs or virtually. 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 should be discussed with the Programme Management Team.**

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 bank statement showing an itemized 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;
* 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

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 form is available in electronic form from the [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com) website.

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.

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 and agreed the amount to be claimed.
2. An invoice for the agreed grant amount has been received 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 bank account has occurred**).
4. The payment of the Grant related to actual costs incurred with required evidence submitted to substantiate the claim. This evidence will include:

* properly certified invoices;
* quotes/tender documentation complying with ESIF requirements;
* bank statements from the named bank account showing payment;
* timesheets;
* pay-slips
* 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 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 can 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 can 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 [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com) 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-1-004 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)
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