### Tilbury CLLD

**Opportunities for the local community**

### ESF GRANT Funding

### Full Application

For each key point within the application form the Guidance Notes will provide information, on how to complete the form and offer links to relevant ESF documents.

All grants will be assessed by the Local Action Group (LAG) Assessment Panel. You will find at the back of the guidance notes a copy of the scoring sheets that will be used by the Grants Assessment Panel.

Thurrock Council and the LAG reserve the right to refuse a grant application if it is deemed ineligible, does not deliver the aims and objectives of the fund or places under risk the programme or the business.

If you have any questions please contact the Tilbury CLLD Project Manager on [TilburyCLLD@thurrock.gov.uk](mailto:TilburyCLLD@thurrock.gov.uk).



The Tilbury CLLD programme has been funded

by the European Structural and Investment Funds 2014-20.

Tilbury CLLD is led by the Local Action Group and

managed by Thurrock Council.

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| **General Information about your organisation and partners** | | |
| **Organisation name** |  | |
| **Organisation address** |  | |
| **Organisation legal status** |  | |
| **Please provide the following, where applicable:** | | |
| **VAT registration no.** |  | |
| **Registered company no.** |  | |
| **Charity reference no.** |  | |
| **Are you related to anyone currently working on the CLLD Tilbury programme, working part/full time for the project (this includes members of the LAG)?** | | **Yes/No** |
| **If YES,** please explain**:** | | |
| **Lead contact name** |  | |
| **Position within organisation** |  | |
| **Contact address (if different from organisation address)** |  | |
| **Contact mobile/telephone no.** |  | |
| **Contact e-mail** |  | |
| **Names of other organisations involved in the project** |  | |

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| **An overview of your project** |  |
| **Project title** |  |
| **Total project cost (£)** |  |
| **ESF funding required (£) (max 50% of total project cost)** |  |
| **Proje\*ct start date** |  |
| **Project end date** |  |
| **Which of the following CLLD Tilbury action(s) will you project address (refer to call specification)?** Please tick the relevant ones below.  Employment readiness and skills support delivered in Tilbury aimed at individuals facing specific barriers to employment or training  Bespoke training, mentoring and work readiness activity delivered in Tilbury to support individuals who face multiple and complex barriers to employment or training  Helping organisations and networks to advocate for and to champion local people with physical and mental health issues, substance abuse and other issues that act as barriers into work.  Working with existing services to reach people needing extra support and to maximise the use of current provision  Outreach and capacity building to enable residents to volunteer and take other forms of civic action that will enable them to gain job-relevant skills and experience | |

# Your project

**Please provide a description of the project in the space below, including the main aims and objectives, and output/results targets, what ideas you bring; and what help and support you would need to deliver your projects** (max.1 page of approximately 500 words). This description may be used in the project funding agreement and could also be placed on the Tilbury CLLD website for publicity purposes.

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**Your project plan**

**We would like to know how you will deliver your project. Please include a detailed Project Implementation Plan in the space below, please include key milestones, dates, who will be responsible and any other relevant information.** This should be no more than 3 pages long (approximately 1200-1500 words).

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**ESF Outputs and Results**

**We would like to know what your project will achieve. The boxes below contain information about the outputs and results expected to be delivered by this programme. Please complete the following logic tree. Use this information to complete the Outputs and Results annex spreadsheet and include with your application. This annex will be part of your grant agreement.**

**OUTPUT CO01:Unemployed, including long term unemployed participants**:



**OUTPUT CO03: Economically Inactive**



OUTPUT CO16: Participants with Disabilities

OUTPUT CO16:

Participants with Disabilities

OUTPUT O4: Participants over 50 years of age

OUTPUT O4: Participants over 50 years of age

OUTPUT CO15 = O5:

Participants who are Ethnic Minorities

OUTPUT CO15 = O5:

Participants who are Ethnic Minorities

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RESULT R2: Inactive Participants into employment or job search upon leaving

:

RESULT CRO2:

RESULT R1: Unemployed participants into employment (including self-employment) on leaving

Participants in Education and or Training upon leaving

**+**

Please note:

You will need to maintain evidence and documentation to show you have met the outputs and results definitions and you must be able to evidence that you have achieved these outputs when claiming your grant.

**What is the project’s added value/innovation? Please explain how your project is different from what is already provided in the Tilbury CLLD area and why it is likely to achieve the objectives of the CLLD strategy?** Please highlight the research/ knowledge you have used to identify that your work will not duplicate any existing actions. (1 page, approx. 400 words)

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**How you will manage procurement?**

**Please demonstrate that you understand ESIF procurement requirements and confirm how you are going to manage this process.** Managing procurement correctly and ensuring that you retain the evidence to demonstrate this, is extremely important for all ESIF projects. Your application will fail if you are not able to demonstrate compliance with ESIF procurement rules. (See application assessement sheet) (1 page, approx. 400 words)

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**Participant groups**

1. **Please identify what group of participants you will be supporting and describe your experience of working with them.** Please also describe the methodologies you will use to engage and work with the target group on a sustained period of time. (1 page, approximately 400-500 words)

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1. **Please identify what proportion of individuals, will be from/in the areas of highest deprivation i.e. 20% most deprived LSOAs** (see guidance for more information).

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**Your organisation’s position on State Aid:**

**Please tell us if you have received state aid over the last 3 years and if so how much. See guidance at** <https://www.gov.uk/guidance/state-aid>**.** If you are not covered by Deminimis or the General block exemption Regulation (GBER) failure to provide this information, would result in your application being rejected (see scoring sheet).

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**Understanding publicity requirements:**

All recipients of ESIF funding must meet the publicity requirements set down by programme. You will be given guidance on the requirements if you are successful in your application but as part of the funding proposal you need to confirm that you can meet the need to ensure all materials are correctly branded ie that this does not conflict with your organisations branding guidelines or the use and claim for materials produced prior to the start of project. .(1/2 page, approximately 200 words)

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**Supporting cross cutting themes**

**A. Sustainable development:** This is an important cross cutting theme for ESIF funding. Please outline how you could support sustainable development within your delivery programme. .(1/2 page, approximately 200 words)

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**B . Equality and diversity:** This is an important cross cutting theme for ESF funding. Please outline how you could support equality and diversity within your delivery programme. (1/2 page, approximately 200 words)

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**Do you have previous experience of:**

**A. Delivering this type of project/outputs/results**

Please highlight any experience you have in delivering this type of project and how successful you were in meeting the outputs and results (maximum 1 page, approx. 400 words).

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**B. Delivering EU funded projects:** EU funded projects have a particular approach and methodology to funding and it would be helpful to know if you have delivered any EU funded programmes in the past. If so please could you note what these have been, the project budget and your key learnings from them. (maximum 1 page, approx. 400 words)

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**Your budget**

Please provide an overview of your budget below and fill in the Budget annex document. All costs should be inclusive of VAT. Applicants are required to bring at least 50% match funding in order to participate. This can be through staff time and other in-kind contributions (non-cash), though must be identified clearly at this stage and ‘clean’ i.e. not tied to delivery of other European projects or programmes. All figures should be net of VAT if you are VAT registered and able to reclaim. Note: the budget annex will be part of your grant agreement

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| **Project budget (your match funding and the European grant funding)** | | | |
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|  | **Match Funding** | **ESF** | **TOTAL** |
| Direct staff |  |  |  |
| Indirect costs |  |  |  |
| Other direct costs |  |  |  |
| *(see guidance for cost allocations per category)* |  |  |  |
| **Total** |  |  |  |
| **%** |  |  |  |
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**How did you develop your budget?**  Provide full details of how you have estimated the costs (quotations, past experience etc.)

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**Will the project or any of its assets be owned by an organisation other than the applicant?** If ‘yes’ please describe the arrangements that will be made to ensure that the grant will be used only for the purposes stipulated in the offer letter if this application is approved? (Note: an asset can be fixed, like a building or land, but most commonly in projects it relates to mobile assets such as phones, computers, or vehicles).

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| **Financial Year End (last set of audited accounts e.g.1 March 2017 – 30 April 2018)**  **Pleas eprovide information in the table below** | | | |
|  | **2017/18** | **2018/19** | **2019/20** |
| 1. Commercial revenues |  |  |  |
| 2. Grants or similar |  |  |  |
| 3. Total turnover (1+2) |  |  |  |
| Gross profit |  |  |  |
| Operating profit **before** Directors remuneration,  interest and tax \*\* |  |  |  |
| Operating profit **after** Directors remuneration and dividends to Directors |  |  |  |
| Shareholder’s funds at year end |  |  |  |
| *\*\*Please note that if your organisation operates through a group structure please aggregate the results and include a note of all the trading companies included in the figures* | | | |

**What is your funding status?**

**Are you registered or about to be registered for the purposes of Value Added Tax? If ‘yes’, please give us your VAT registration number.** Note: all recoverable VAT is ineligible expenditure and your grant will be calculated on net expenditure (exclusive of VAT). Any organisation that can recover VAT should not include the VAT in their funding request. If at any time the organisation registers/deregisters for VAT please inform the Project Manager Immediately. Please seek advice from a VAT advisor if required.

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**How do you propose meeting the 50% eligible, clean match funding requirement?**

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**Will the grant replace expenditure that already has been or will be financed from other grant programmes?** If ‘yes’ please give a full explanation as to how this is consistent with the need for this grant. Please note that one of the criteria is linked to innovation and added value.

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**Excluding this application for funds, where other funding is not yet confirmed, please explain the process to gain approval and the likely timescale**

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**Please detail any conditions attached to the other funding for the project.** Where possible please provide copies of offer letters.

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**What will you do if match funding for the project is not approved?**

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**What other funding sources have you approached and what was the outcome?**

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**Risk assessment: Please note there are always risks to consider, for example; supplier delays, failure to recruit, lack of demand etc. What are the main risks associated with the Project?**

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**How do you propose to manage the risks and what contingency plans are in place?**

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**Please confirm the project meets all necessary guidance and legislation, for example, health and safety regulations?**

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**Please tell us what additional, sustainable social, economic or environmental advantages you will bring to Tilbury if your proposal is successful?  Examples could include building the capacity of local voluntary and community organisations through mentoring or offering work-related learning opportunities to young people in education.  Please suggest your own examples.**

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# Declaration by applicant

I declare that to the best of my knowledge and belief, the information given on this application form and in any supporting material is correct and that I am authorised to make this application on behalf of the organisation.

I understand that acceptance of this application by The Programme does not in any way signify that the project is eligible for assistance from the ESIF Programme or will receive grant aid.

I understand and accept that the information contained in this document may also be shared with the project partners. If information changes in any way I will inform the Proggramme Team promptly.

If the application is successful we agree to work with the Programme Management Team before any press release is made and ensure that the PMT is involved in any responses by us to approaches made by the press regarding the project in order to ensure that any publicity recognises the contribution the Tilbury CLLD programme has made.

We understand that the Programme Management Team may withdraw all or part of the grant at its discretion as set out in the Protocols.

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| **Signed** |  |
| **Name**  **(please print)** |  |
| **Position** |  |
| **Date** |  |

***Data Protection Act: The information you give us will be held by the Tilbury CLLD Programme Team and will be used to assess your application. The main recipient of the information is the Tilbury CLLD Programme including the Local Action Group members but it may also be shared with other Government agencies, which are entitled to this information under applicable legislation.***

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| ***Checklist of attachments with this application*** |  | | |
| Outputs and Results annex |  | *Equal Opportunity Policy* |  |
| Budget annex |  | *Explanation of other grants* |  |
| *Planning Permission & Attached Conditions* |  | *Other documents (please specify)* |  |

**Please email to:** [TilburyCLLD@thurrock.gov.uk](mailto:TilburyCLLD@thurrock.gov.uk) **or submit by post or deliver by hand to Thurrock Council, CLLD Team/Economic Development,Civic offices, New Road, Grays, Essex RM17 6SL**