



EFF AXIS 4 GRANT APPLICATION GUIDANCE

These Guidance Notes are intended to assist the applicant complete the EFF Axis 4 Grant Application Form. Please read through the form before completing it.

SECTION 1: PROJECT SUMMARY

1.1 Organisation Name

The name of the group applying for EFF Axis 4 funding. This should be the full name of the organisation/project sponsor that will be the lead applicant for the project. The project sponsor will be responsible for all matters associated with the Axis 4 grant including project implementation, acceptance of grant, submission of claims, cash-flow management, monitoring and verification visits and the retention of project documentation.

1.2 Project Title

This should be the name by which your project is/will be commonly known. Titles should be concise and precise, descriptive of the project, unique and suitable to be continued as the permanent project name.

1.3 Project Costs

Indicate the total cost of the completed project, this includes eligible and ineligible costs (please see the list at Annex A for guidance). Please show the percentage and amount (in £ Sterling) of the eligible costs which you are applying for under Axis 4 - this should be the minimum required for the project to proceed. Intervention rates will be advised by Fisheries Local Action Group (FLAG) after they have assessed your application, however you should note that it is unlikely that level of grant awarded will exceed 80% of your total project (eligible) cost. The figures shown here must tally with those at Section 9 (Project Costs) of the application form.

1.4 - 1.5 Project Start and Finish Dates

Indicate here the anticipated start and completion dates of your project. In order to ensure eligibility of expenditure, applicants should indicate a start date for their project no earlier than the meeting of the FLAG where the application will be considered for approval and within 3 months of approval (i.e. before the following assessment meeting).

Once approved, expenditure incurred on the project can be invoiced and Axis 4 funding drawn down via the FLAG.

N.B. Any expenditure incurred before the start date will not be eligible for grant funding.

SECTION 2: CONTACT DETAILS

The main contact must be someone from your group who can be contacted during office hours and who can talk about the application. This is the person to whom correspondence about the application will be sent. Please remember to provide a full postal address including postcode.

SECTION 3: ORGANISATION DETAILS

3.1 Organisation Name

As in 1.1

3.2 - 3.6 Organisation Status

Provide the status of your organisation. Quote your Registered Business number or Registered Charity number if applicable. State whether or not you are registered for VAT

3.7 Equal Opportunities

Applicants are required to demonstrate that they have considered discrimination, disability and equal opportunities issues at all stages of the project life cycle and that the project has been structured to ensure that equal opportunities will be mainstreamed throughout. Equal opportunity is about being as inclusive as possible in involving people in the development and implementation of projects and services. It could involve issues around gender, ethnic background, disability or access. Applicants should be aware of equal opportunities requirements even though they may not be directly relevant to your organisation. Small community groups do not need to have an equal opportunities policy but should demonstrate an awareness of equal opportunity issues. All projects need to demonstrate an awareness of equal opportunity issues. Further guidance can be found at www.equalityhumanrights.com

3.9 Main Activities of your Organisation

State in no more than 100 words the main activities of your **Organisation**. Please do not confuse this with your proposed **Project**. Tell us about your **Project** in Section 4

SECTION 4: PROJECT DETAILS

4.1 Project Title

As in 1.2

4.2 Project Location

This should state where your project would be based. You must ensure that the geographic boundaries lie within the area designated by your Fisheries Local Action Group.

4.3 Project Area

Please define the geographical area that will benefit from your project.

4.4 Project Summary

Summarise in no more than 750 words the key aims of your project and the benefits it will bring to your community. You should outline the activities for which you are seeking funding, and include any background information which may help us to assess your application. Please also detail how you will measure the success of your project.

4.5 – 4.6 Project Barriers

Please describe any potential barriers to community access to your project and how it is proposed to address these barriers. A wide range of issues can act as barriers but might include for example, lack of particular skills amongst volunteers, low levels of knowledge about what the project can offer in the community, opening times/meeting times are difficult for some groups within the community, location and building design may cause accessibility issues.

4.7 Planning Permission/Regulatory Consents

This section provides the applicant the opportunity to clarify whether the project requires planning permission or any other form of regulatory compliance or consent such as listed building consent or a building warrant. You do not need to have obtained approval before applying for an award, but early discussion with the local authority Planning/Building Control Officer is useful in determining if permission is required for the project. If planning permission has already been given, please provide details on the type of planning permission (full,

outline, conditional, unconditional) obtained and the date it was granted. Similar details should be provided for listed building consent and building warrant.

4.8 Designated Sites

Are there any designated natural heritage sites which will benefit from your project . please give details.

4.9 Work Already Undertaken

Detail any work already undertaken in relation to your project, e.g. market research, community participation. You should address the issues of demand, need and opportunities associated with the project. Detail what evidence there is to substantiate the need for your project and what demand there is for it, e.g. include details of any surveys/consultation work undertaken

Copies of all which apply should be attached to the form.

4.10 FLAG Strategy

Give details of how your project fits with the FLAG local strategy, and under which of the EFF Axis 4 eligible measures your project fits.

4.11 Themes

All projects are required to demonstrate how one or more of the themes are being met. The themes of EFF Axis 4 are:-

Revitalising communities

Strengthening the competitiveness of the fisheries area . encouraging inward investment and new business creation; assistance for the redevelopment of harbours to diversify and increase the economic potential; providing community facilities that are accessible to all.

Coastal community capacity

This could include - support for skills development; training for work initiatives; capacity building projects; community engagement.

New markets and products

Development and strengthening of product quality and marketability; strengthen the linkage between businesses which produce and supply regionally distinctive products; adding value to the local landings of fish.

Progressive coastal economy

Maintain the social and economic prosperity of the fisheries area through diversification or promotion of other activities; promote the development of tourism; recreational use of harbours; establishment of localised business advisory services.

4.12 Employment Impact

Will the completed project result in increased employment within the local area? Please give details of which sector/s will benefit from the new jobs?

SECTION 5: PARTNERSHIP DETAILS

5.1 Partnership Details

You should include details of all partners involved in **managing the project**, and the form of partnership you have with them.

5.2 – 5.3 Partnership Agreement

A partnership agreement is required for any EFF Axis 4 project.

SECTION 6: TENDERING AND RECRUITING ARRANGEMENTS

6.1 Procurement

You should ensure that all contracts of work comply with regulatory and statutory requirements.

SECTION 7 – PROJECT TARGETS & OUTPUTS

7.1 Target Groups

The EFF Axis 4 Programme has highlighted women and young people as two groups which require specific targeting. Additional groups could include micro businesses (employing fewer than 10 people) and small businesses (employing fewer than 50 people). People who are under-employed and people with disabilities are also targeted. Youth is defined as being between the ages of 14 and 25. Extra target groups relevant to the individual FLAG can be entered under ~~Other~~q Please estimate how many people, within the groups listed, your project will assist.

7.2 Project Outputs

Project Outputs refer to the activities, services and products provided by an organisation. Please estimate how many of the outputs listed your project will deliver.

7.3 Project Outcomes

Outcomes are the benefits and changes resulting from the eligible measures addressed, - the impact on, or consequences for, the community due to the activities.

SECTION 8 – PROJECT MANAGEMENT AND MONITORING

8.1 Key Milestones

Please list all target dates for the various stages of your planned works. This might include completion dates for building projects, dates by which training courses will be designed/procured/delivered or staff/volunteers recruited, timescales for design work to be completed or for goods and services to be delivered, project expected to be open for business.

8.2 Project Management

Specify all those involved in the day to day management of your project, stating their role, and whether volunteer or employee. Any relevant previous experience in managing funded projects should be included.

8.3 Project Monitoring

What systems will you put in place to ensure that your project is achieving the outputs listed in Section 7?

8.4 - 8.5 Risk Assessment

Have you carried out a risk assessment for your project? Please list any risks and any action you will take to address them.

8.6 Quarterly Expenditure

Please give details of the estimated quarterly expenditure for your project in Year 1 and 2.

SECTION 9: PROJECT COSTS

9.1 Project Costs

The Axis 4 grant will not necessarily co-finance all elements of an individual project or scheme. Grant may only be awarded against activities or expenditure that are eligible under the Axis 4 guidelines. Where a project comprises expenditure or activities outwith these guidelines, these will be classified as ineligible for grant purposes.

Examples of items that are eligible and ineligible can be found at Annex 1. The lists are not exhaustive and merely indicate the broad types of expenditure. Applicants are responsible for correctly identifying eligible and ineligible activities and expenditures. The FLAG co-ordinator should be contacted where further clarification is required.

Ensure that the project costs are based on real and accurate costs and represent value for money. You should list each item of expenditure and its cost, including VAT where relevant. Any project costs that are not eligible for funding should be included. When detailing cash costs you should state whether these have been met by your own capital or with a loan.

You should enclose two quotations for single items over £1,000 and include costs that you intend to cover by way of in-kind contribution (see 9.2 below).

Please note that all hours claimed must be project specific and additional to normal working hours. Detailed timesheets will be required.

N.B. Funding cannot be awarded retrospectively under any circumstances, i.e. expenditure incurred prior to a project receiving approval has to be classed as ineligible. This principle is designed to ensure that Axis 4 funding is not being used to substitute for finance that has already been committed to projects.

Applicants should ensure that this section is arithmetically correct as errors can cause delays.

9.2 Match Funding

List all sources of contributions that are being used to make up the total funding package for your project. Such contributions might come from public bodies, voluntary bodies, other grant making bodies, local fundraising, or local businesses. These contributions do not need to be in place before you apply for a grant but you should whenever possible have letters of intent from all of your other funders at the application stage. **MATCH-FUNDING MUST BE IDENTIFIED BEFORE SUBMITTING YOUR PROJECT APPLICATION TO THE FLAG.**

Applicants should ensure that none of the contributions listed for the project incorporate any previously awarded European grant funding. Please note that the Axis 4 grant cannot be drawn down until all your other funding is in place.

In-kind support can be used to make up the balance of funding. The supply of land, property, long term equipment, raw materials and unpaid work provided by volunteers as part of the direct delivery of a project may be considered as in-kind support. Contributions which are in-kind must be able to be assigned a monetary value (e.g. based on standard hourly labour costs) and must involve a logical audit trail. Applicants should provide a detailed justification for proposals involving in-kind contributions. It should be noted that the level of EC financial assistance towards in-kind costs should not exceed the level of expenditure actually incurred. In other words, applicants cannot receive an Axis 4 contribution greater than the value of the actual costs incurred.

9.4 Project Income

Projects which generate income, such as entrance fees, sales etc are acceptable for support under Axis 4, provided that any profit element raised would be held by the community and either recycled back into the community through other projects, upkeep of community assets, or used to sustain the project in its longer lifetime.

9.5 Project Continuation Post-funding

Please provide details of how the project will continue after EFF Axis 4 funding has ceased, i.e. how will the continuing project be funded?

SECTION 10: COMPLEMENTARITY AND DEMARCATION

10.1

Does your project link to local, national and European priorities? EFF Axis 4 represents one element of funding and assistance, it aims to support relevant small scale economic and community development activities. As such, it should seek to complement other public sector

programmes operating in the same area. Where possible, potential overlaps must be avoided. If in doubt, guidance should be sought from the Project Officer.

SECTION 11: PREVIOUS FUNDING

11.1 – 11.2 Previous European Funding and Any Current Applications

You should state whether your organisation has received any form of European funding over the past three years, and also whether you have any current outstanding applications for funding.

SECTION 12: PUBLICITY

It is a compliance requirement and a condition of grant to ensure appropriate acknowledgement of Axis 4 (EU) funding in all projects. Project sponsors should note that failure to comply with the publicity regulation could result in the freezing of grant payments and/or the **repayment of monies already paid**.

Please indicate how you intend to publicise support for your project.

SECTION 13: DECLARATION

The person named as main contact for this application should sign the document, along with the Chairperson or Authorised Officer if this is not the same person.

SECTION 14: ATTACHMENTS

Please ensure that all necessary documentation is enclosed with your application form.

ANNEX 1

Eligible costs for EFF Axis 4 funding

Capital Projects

- Site/building acquisition
- Professional fees
- Site Preparation
- External and internal services
- Physical building works
- Essential fixtures and fittings
- Environmental improvements
- Provision/improvement of community visitor/cultural facilities
- Feasibility studies

Revenue Projects

- Staffing costs
- Professional/consultancy fees
- Travel costs
- Lease/rental of premises relating to delivery of project
- Purchase/leasing of equipment
- Financing of capital costs
- Insurance costs relating to delivery of project
- Operating costs of premises
- Marketing
- Direct overheads
- Childcare costs
- Non-recoverable VAT
- In-kind contributions

Ineligible costs for EFF Axis 4 funding

- Bank charges on accounts
- Recoverable VAT
- Staff costs that are not directly attributable to project delivery
- Training that is mandatory under statutory provision
- Redundancy payments
- Payments for unfunded pensions
- Maternity of sick pay
- Expenditure defrayed outwith the eligible programme period, including site acquisition
- Related research or studies carried out in respect of the project prior to the official project start date
- Volunteer costs unless an in-kind contribution which may be considered eligible
- Gifts and competition prizes
- Statutory responsibilities of housing, health, social work, school (main curriculum) and higher education
- Routine repairs and maintenance
- Projects which merely replace an existing facility or scheme
- Works which are required to meet statutory UK/Scottish legislation or EU directives
- Social welfare facilities, although there is scope to improve access to childcare