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The Scottish
Government

EFF Axis 4 Grant Application Form

- Please read the form and guidance notes completely before completion
- BLOCK CAPITALS should be used throughout
- No project should start or commit expenditure before receiving approval of grant

FOR FLAG OFFICE USE ONLY

Project Reference Number		Date received	
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Project Approved Yes/No		FLAG Comments	
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SECTION 1: PROJECT SUMMARY

1.1 Organisation name			
1.2 Project title			
1.3 Total cost of project	Eligible costs (see Annex 1)	% rate of grant requested	Grant requested
£	£	%	£

1.4 Project Start date	
1.5 Project Finish date	

SECTION 2: CONTACT DETAILS

2.1 Main contact name	
Contact number	
Alternative contact number	

2.2 Position	
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2.3 Address	
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Postcode	
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2.4 Fax number	
2.5 Email address	
2.6 Website address	

SECTION 3: ORGANISATION DETAILS

3.1 Organisation name	
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3.2 Organisation Status	Please indicate
Public Sector	
Voluntary/Community Sector	
Business/Private/Limited Company	
Sole Trader	
Other (please specify)	

3.3 On what date was your organisation formed?	
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3.4 Does the Organisation named at 1.1 already, or intend to, claim EC funding for this or any other Project. If so, please provide details below. Delete as appropriate: Yes No

Name of other Project	Nature of Project	Source of Funding	Amount of funding granted or applied for

3.5 If you are a registered business or registered charity, please quote registration number	
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3.6 Are you registered for VAT Yes/No - Please quote number	
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3.7 Do you have an equal opportunities policy or statement (for project officers etc)? Yes/No. If Yes, please provide a copy	
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3.8 Does your organisation involve young people or does it bring adults into contact with young people? Yes/No	
If yes, does your organisation have a child protection policy? Yes/No	

3.9 What are the main activities of your organisation? (please answer in no more than 100 words)

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SECTION 4: PROJECT DETAILS

4.1 Project Title

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4.2 Project location. Please state where your project would be based

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4.3 Please define the geographical area that will benefit from your project (including size of area (km²), towns, villages and post codes)

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4.4 Project summary. Please summarise your project as concisely as possible, including any background information (in no more than 750 words in total)

Background:

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Project aims:

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Project activities:

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4.5 Please describe any potential barriers to community access and participation in your project.

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4.6 Please explain how the project proposes to address these barriers and how you intend to involve the local community in your project.

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4.7 Does your project require planning permission or any other form of regulatory compliance or consent? Yes/No

Please detail		
Type	Steps Taken	Date

4.8 Please tell us of any designated natural heritage sites (Special Areas of Conservation - SAC's, Special Protection Areas - SPA's, Sites of Special Scientific Interest - SSSI's etc) which will benefit from your project

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4.9 What work have you undertaken in preparation for this application? Please attach copies

Type	Please indicate all that apply
Community Consultation	
Feasibility study	
Business plan	
Research of need/demand	
Other (please detail)	

Please describe in no more than 100 words

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4.10 Explain briefly how this project integrates with the FLAG Fisheries Local Development Strategy (please answer in no more than 200 words)

4.11 Which of the themes of EFF Axis 4 will your project meet?		Please Indicate
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	Support for skills development; training for work; capacity building; community engagement.	
New Markets & Products	Develop and strengthen product quality and marketability; strengthen linkage between businesses which produce & supply regionally distinctive products; adding value.	
Progressive Coastal Communities	Maintain the social & economic prosperity of fisheries area through diversification or promotion of other activities; promote development of tourism; recreational use of harbours; establish localised business advisory services.	

4.12 Does the project create new jobs? Yes/No		
If yes, in what sector are the jobs being created		
SECTOR	Please indicate	Number of jobs
Tourism/Eco-tourism		
Training		
Processing		
Other (please detail)		

SECTION 5: PARTNERSHIP DETAILS

5.1 Is this a cooperation project? Yes/No	
If yes is it -	
Inter-territorial? Yes/No	
Transnational? Yes/No	

5.2 Are any other groups or organisations involved in managing or delivering this project? If yes, please give details		
Name	Address	Brief description of how they will be involved

5.3 Do you have a partnership agreement? Please give details

SECTION 6: TENDERING AND RECRUITMENT ARRANGEMENTS

6.1 Please confirm that all contracts of work (including recruitment) will follow regulatory and statutory compliant processes. Contact the FLAG Co-ordinator to confirm details

SECTION 7: PROJECT TARGETS, OUTCOMES & OUTPUTS

7.1 To what extent does the project include community/business involvement and working in partnership? Who is expected to benefit from your project?		
Group	Please indicate	How many
Male age under 25		
Male age 25 and over		
Female age under 25		
Female age 25 and over		
Under employed		
Unemployed		
People on low income		
People with disabilities		
Micro businesses		
Social enterprises		
Ethnic minorities		
Migrant workers		
Other		
7.2 Project Outputs		
Select all that apply to your project:	Please indicate	How many
No. of new/innovative methods introduced which improve quality of life		

No. of new/innovative methods of adding value to local products		
No. of new products developed		
No. of jobs created (gross)		
No. of jobs safeguarded		
No. of training courses delivered		
No. of individuals trained, gaining new skills or re-skilled		
No. of joint projects within the UK		
No. of transnational projects		
No. of community led projects		
No. of jobs created in tourist sector		
No. of jobs created in processing sector		

7.3 Project Outcomes

Select all that apply to your project:	Please indicate	Comments
Strengthening competitiveness of fisheries areas		
Restructuring & redirecting economic activities by promoting eco-tourism		
Diversifying activities through creation of additional jobs outwith fisheries sector		
Adding value to fisheries products		
Supporting infrastructure & services for the benefit of small fisheries communities		
Protecting environment in fisheries areas		
Re-establishing production potential in fisheries sector damaged by natural or industrial disaster		
Promotion of inter-regional or trans-national co-operation among groups in fisheries areas		

SECTION 8: PROJECT MANAGEMENT AND MONITORING

8.1 Please list key milestones for the project

Key milestone	Date to be achieved by

8.2 Please list all those responsible for day to day management of the project

Name	Volunteer/Employee	Previous experience

8.3 What monitoring system will you put in place to ensure your project is progressing?

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8.4 What risks do you see to a successful outcome?

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8.5 Please give details of how these risks will be addressed

8.6 Please detail below estimated quarterly expenditure for your project				
Year 1	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Estimated expenditure				
% EFF Axis award				
Date of claim				
Year 2	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Estimated expenditure				
% EFF Axis 4 award				
Date of claim				

NOTE: Please note that the final 25% of EFF Axis 4 award can only be claimed after completion, and once all invoices have been paid.

SECTION 9 – PROJECT COSTS

9.1 Please detail the eligible costs of your project, together with likely dates				
Eligible project costs	Date	Cash costs £ (own capital or loans?)	In kind costs £	Total Costs £

NOTE: Please provide documentary evidence in support of your calculation / estimation of these project costs e.g. quotations, tenders, or other 'value for money' / 'reasonableness of cost' documentation.

9.2 Please give details of your match funders			
Name	Date	Amount £	Public/Private/In kind
Total			

NOTE: Please provide documentary evidence of your match-funders agreement to provide financial or in-kind support to this project.

9.3 Please detail any ineligible costs the project may involve				
Ineligible project costs	Date	Cash costs £	In kind costs £	Total Costs £
Total				

Total project cost £	
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9.4 Is your project likely to generate any income? If yes, please give details of anticipated amounts, dates and sources		
Source	Date	Amount £

9.5 Please provide details of how the project will continue after EFF Axis 4 funding has ceased (e.g. exit strategy, business plan, ongoing management and funding arrangements)

SECTION 10: COMPLEMENTARITY and DEMARCATION

10.1 Please provide details of how the project complements other public sector programmes within the area, such as projects funded under LEADER or the European Social Fund (ESF). How does the project link with local, national and European priorities? Please see guidance or contact your local EFF Axis 4 project officer for more information. (Please answer in no more than 100 words)

SECTION 11 – PREVIOUS FUNDING

11.1 Has your organisation received any previous European funding from any source over the last three years? If so please give details		
Source	Date	Amount £

11.2 Has your organisation received any funding which was awarded as de minimis during the last three years? If so please give details (see guidance note)		
Source	Date	Amount £

SECTION 12 – PUBLICITY

12.1 It is a condition of grant that any assistance received by a project from the European Union clearly acknowledges its support. Please indicate below which of the following will be applicable to your project	
Type	Please indicate all that apply
Prominent Site Signage during works	
Permanent plaque on premises	
Acknowledgement in all press and media releases	
Acknowledgement in all project documentation	
Website	
Other (please specify)	

N.B. It is a condition of EU funding that all beneficiaries and their awards be published annually by Scottish Government.

Section 13 – SIGNATURE

I declare that the information contained in this application is correct to the best of my knowledge, that I have read the guidance notes and that I understand and accept the terms and conditions noted within them.

The data provided in the application form is subject to the provisions of the Freedom of Information (Scotland) Act 2002 (FOISA), the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004 (EIR). It is the policy of Scottish Ministers to share relevant data that it holds with other organisations for legitimate purposes and when required to do so and to share relevant data under FOISA and EIR when it is in the public interest.

13.1 Would the person named as main contact for this application please sign here		
Signature:	Print:	Date:

13.2 To be completed by the Chairperson or Authorised Officer of your group or organisation (if different from above)		
Signature:	Print:	Date:

Section 14: ATTACHMENTS

Attachments checklist. Have you enclosed		Please Indicate
1	Constitution or Articles and Memorandum	
2	Committee Members or Directors List	
3	Permissions – Planning etc	
4	Policies – Child, Risk, Equal Opportunities etc	
5	Confirmation of Other Funding if Available	
6	Bank Statement	
7	Research	
8	Business Plan	
9	Insurance	

For assistance completing this form please contact the Fisheries Local Action Group (FLAG) Co-ordinator [Fiona Daschofsky](mailto:fiona.daschofsky@highland.gov.uk) on Tel:- 01463 702542 or email fiona.daschofsky@highland.gov.uk

Please return the completed form to:

Highland FLAG
Planning & Development Service
The Highland Council
Glenurquhart Road
Inverness
IV3 5NX

APPLICANT'S BANK DETAILS

Name of Bank					
Address of Bank					
Postcode					
Account Name					
Sort Code				Account Number	