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 you 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,

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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.

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SECTION 6: TENDERING AND RECRUITING ARRANGEMENTS

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

Where a project needs to recruit a member of staff to fill a post that is funded in whole or in part by EFF the post must be openly advertised and copies of the advert should be sent to the EFF Secretariat. Adverts for such posts should include the EFF logo.

If you are purchasing goods and services at a cost of between £1,000 and £49,999, it is necessary to obtain written quotes (2 quotes for costs between £1,000 and £4,999; 3 quotes for costs between £5,000 and £49,999). The quote you choose to accept should be able to demonstrate that it provides best value for money (this is not necessarily always the cheapest quote). For expenditure of over £50,000 a formal tendering process should be carried out and work should be advertised.

Where a project needs to employ a consultant, a tendering process should be carried out and the work should be advertised.

For projects in excess of £100,000, there is a requirement to advertise in the Official Journal of the EU.

Your Development officer will be able to give further advice on contracts of work and procurement

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'. 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.

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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. **MATCH-FUNDING MUST BE IN PLACE BY THE TIME YOUR PROJECT APPLICATION IS CONSIDERED BY 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.

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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

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ANNEX 1

Eligible costs for EFF Axis 4 funding

Site (up to 10% of total project cost)/new building acquisition)
Site Preparation
External and internal services
Physical building works
Essential fixtures and fittings
Environmental improvements
Staffing costs directly attributable to project delivery (must be demonstrated timesheets and payslips)
Provision/improvement of community visitor/cultural facilities
Feasibility studies provided they are in line with the Local Fisheries Development Strategy
Professional/consultancy fees relating to delivery of project (limited to 11% of the total capital cost for capital projects)
Travel costs up to delivery of project
Lease/rental of premises up to delivery of project
Non-Recoverable VAT
Marketing
In-kind contributions
Purchase/leasing of equipment up to delivery of project
Travel and subsistence in line with Scottish Government; eg all receipted, mileage at 45p/mile, no 1st class, no alcohol

Ineligible costs for EFF Axis 4 funding

Core Operating Costs
Acquisition of an existing building
Purchase/leasing of equipment
Direct overheads
Bank charges on accounts
Recoverable VAT
Insurance costs
Operating costs of premises
Staffing costs that are not directly attributable to project delivery
Ongoing staff (salary) costs
Training that is mandatory under statutory provision
Redundancy payments
Payments for unfunded pensions
Maternity or sick pay
Expenditure defrayed outwith the eligible programme period
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 Local Authorities - housing, health, social work, school (main curriculum) and higher education
Routine repairs and maintenance
Projects which are a continuation of an existing scheme or of other source of funding
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
Restocking fishing grounds
Renewables projects where FITS are being claimed
Projects where there is an increase to fishing effort/catch