Sunderland CLLD Programme
Local Development Strategy Outputs Guidance
September 2019

This paper provides a brief summary overview of definitions and evidence requirements for Local Development Strategy (LDS) specific outputs for the Sunderland CLLD programme that are additional to the outputs defined by ERDF and ESF. These include:

- VCSE organisations supported to deliver new community based services
- Social Investment projects supported e.g. new business models, feasibility studies, options appraisal completed
- New enterprises established
- Number of VCSE organisations supported to become more sustainable
- Number of VCSE sector employees/volunteers supported in the enterprise journey

Definitions for these indicators are provided below. A number of the indicators include proposed minimum thresholds for the amount of hours of support, which have been set at 12 hours to ensure consistency with existing ERDF indicators.

LDS1: VCSE organisations supported to deliver new community based services	
Terms	Definitions
Unit of measurement	Number of VCSE organisations
Count criteria: What can be recorded against this indicator?	The type of support includes consultancy, information, diagnostic advice and guidance to individual VCSE organisations that helps them to produce potential new community based services. • This output indicator covers all size of VCSE organisations in terms of income and the number of employees. VCSE organisations include the following: - small local community and voluntary groups; - registered charities both large and small; - foundations; - trusts; - social enterprises; and - co-operatives. In accordance with the requirements for the Social Enterprise Mark, social enterprises are defined as those that are: - trading primarily for social/environmental purposes, as articulated in governing documents; - committed to reinvesting principal proportion of profits and income towards achieving social/environmental objectives, taking priority over maximising profits for shareholders;

- earning at least 50% of income from trading;
- demonstrating that social/environmental objectives are being achieved;
- independently owned/controlled.

- Assistance counted can include initial diagnostic and assessments, as well as any defined subsequent support.
- The method for delivering assistance can be face-to-face, telephone or web-based dialogue, through conferences, seminars, meetings, and workshops dependent on the needs of individual businesses.
- Assistance can include one-to-one or in groups.
- Activities should support the project's objectives and be directed towards ultimately improving the performance of the business.
- Support can be provided across a range of activity to support the development of new community services, including:
  o Management/leadership support
  o Service design.
  o Market research or access.
  o Process improvement, quality assurance.
- The list of activity above is not exclusive. Any support can be counted if this is consistent with national eligibility rules and the operational programme and addresses a genuine VCSE and community need established through a diagnostic or other assessment.

Count Threshold: What is the threshold or minimum requirement for recording (one count) of this indicator?	To count one instance of this indicator you must provide evidence to demonstrate the CLLD project has provided the following: • 2 days (12 hours) active consultancy support. *Multiple Counting:* A specific VCSE organisation can only be counted once by a project. Multiple instances of non-financial support within a project cannot be counted multiple times. Separate projects may count the same VCSE where they provide the level of support meeting the criteria above in separate interventions. Each individual support claimed should have a unique indicator.
Count Exclusion: What activity cannot be counted against this indicator?	• The 12-hour support excludes travelling and preparation time; it is only the actual time delivering the support to the business that can be counted. • Distribution of mail-shots and brochures (electronic or hard copy) are excluded. • Activity already counted toward achieving Indicators for ESF or ERDF cannot be double counted. • Any businesses ineligible for support under national eligibility rules are excluded.
Verification Evidence: What records	**Record of VCSE organisation** - Name, address including post code, contact details, registration number(s) if applicable. Each VCSE organisation should have a unique identifier at operational level during the course of the project.

need to be retained to count this indicator?	**Support claimed through hours supported –** record, electronic or paper, of support over the minimum threshold verified and signed by a senior member of staff in the VCSE organisation assisted, including time period claimed.
Additional Information Required for Indicator	Types of additional data which will need to be provided: **For VCSE organisations**: details of the type and size of the organisation

LDS2: **Social Investment projects supported e.g. new business models, feasibility studies, options appraisal completed**	
Terms	Definitions
Unit of measurement	Number of VCSE organisations
Count criteria: What can be recorded against this indicator?	The support must assist VCSE organisations to develop a new social investment project/model and/or become social investment ready. The type of support includes consultancy, information, diagnostic advice and guidance to individual VCSE organisations that results in the production of: - A new business plan; - A new business model; - Completed feasibility study, - Completed options appraisal completed. • This output indicator covers all size of VCSE organisations in terms of income and the number of employees. VCSE organisations include the following: - small local community and voluntary groups; - registered charities both large and small; - foundations; - trusts; - social enterprises; and - co-operatives. In accordance with the requirements for the Social Enterprise Mark, social enterprises are defined as those that are: - trading primarily for social/environmental purposes, as articulated in governing documents; - committed to reinvesting principal proportion of profits and income towards achieving social/environmental objectives, taking priority over maximising profits for shareholders; - earning at least 50% of income from trading; - demonstrating that social/environmental objectives are being achieved;

	- independently owned/controlled. • Assistance counted can include initial diagnostic and assessments, as well as any defined subsequent support. • The method for delivering assistance can be face-to-face, telephone or web-based dialogue, through conferences, seminars, meetings, and workshops dependent on the needs of individual businesses. • Assistance can include one-to-one or in groups, however, the final output (business plan or model etc) must be uniquely developed for each participant. • Activities should support the objectives of the CLLD programme and be directed towards ultimately assisting the VCSE organisation to be investment ready or to secure investment. • The list of activity above is not exclusive. Any support can be counted if this is consistent with national eligibility rules and the operational programme and addresses a genuine VCSE and community need established through a diagnostic or other assessment.
Count Threshold: What is the threshold or minimum requirement for recording (one count) of this indicator?	To count one instance of this indicator you must provide evidence to demonstrate the CLLD project has provided the following: • 2 days (12 hours) active consultancy support. *Multiple Counting:* A specific VCSE organisation can only be counted once by a project. Multiple instances of non-financial support within a project cannot be counted multiple times. Separate projects may count the same VCSE where they provide the level of support meeting the criteria above in separate interventions. Each individual support claimed should have a unique indicator.
Count Exclusion: What activity cannot be counted against this indicator?	• The 12-hour support excludes travelling and preparation time; it is only the actual time delivering the support to the business that can be counted. • Distribution of mail-shots and brochures (electronic or hard copy) are excluded. • Activity already counted toward achieving Indicators for ESF or ERDF cannot be double counted. • Any organisations ineligible for support under national eligibility rules are excluded.
Verification Evidence: What records need to be retained to count this indicator?	**Record of VCSE organisation** - Name, address including post code, contact details, registration number(s) if applicable. Each VCSE organisation should have a unique identifier at operational level during the course of the project. **Support claimed through hours supported –** record, electronic or paper, of support over the minimum threshold verified and signed

	by a senior member of staff in the VCSE organisation assisted, including time period claimed.
Additional Information Required for Indicator	Types of additional data which will need to be provided: **For VCSE organisations**: details of the type and size of the organisation

LDS3: New Enterprises Established	
Terms	Definitions
Unit of measurement	Number of new enterprises
Count criteria: What can be recorded against this indicator?	A new enterprise must be established within 4 weeks after a participant or organisation has been supported by and left a CLLD funded project.
Count Threshold: What is the threshold or minimum requirement for recording (one count) of this indicator?	A new enterprise can only be counted once under the CLLD programme. However, new enterprises established by individuals supported through an ESF funded project that are counted as having moved into self-employment on leaving (ESF-R1 and ESF-R2) can be counted under this output and this result.
Count Exclusion: What activity cannot be counted against this indicator?	New enterprises that are established more than 4 weeks after a participant or organisation has been supported by and/or left a CLLD funded project.
Verification Evidence: What records need to be retained to count this indicator?	Evidence of a new enterprise being established must be provided and dated within 4 weeks of the supported participant or organisation having been supported by and/or left a CLLD funded project. This could include evidence of Companies House or HMRC registration.
Additional Information Required for Indicator	n/a

LDS4: Number of VCSE organisations supported to become more sustainable	
Terms	**Definitions**
Unit of measurement	Number of VCSE organisations

Count criteria: What can be recorded against this indicator?	The support provided must assist VCSE organisations to become more sustainable through <u>the production of a new business plan or the successful accessing of new funding to deliver a service or securing a new revenue stream</u>. The type of eligible support includes consultancy, information, diagnostic advice and guidance to individual VCSE organisations.
	
	• This output indicator covers all sizes of VCSE organisations in terms of income and the number of employees. VCSE organisations include the following:
	    - small local community and voluntary groups;
	    - registered charities both large and small;
	    - foundations;
	    - trusts;
	    - social enterprises; and
	    - co-operatives.
	In accordance with the requirements for the Social Enterprise Mark, social enterprises are defined as those that are:
	    - trading primarily for social/environmental purposes, as articulated in governing documents;
	    - committed to reinvesting principal proportion of profits and income towards achieving social/environmental objectives, taking priority over maximising profits for shareholders;
	    - earning at least 50% of income from trading;
	    - demonstrating that social/environmental objectives are being achieved;
	    - independently owned/controlled.
	• Assistance counted can include initial diagnostic and assessments, as well as any defined subsequent support.
	• The method for delivering assistance can be face-to-face, telephone or web-based dialogue, through conferences, seminars, meetings, and workshops dependent on the needs of individual businesses.
	• Assistance can include one-to-one or in groups, however, the final output (business plan etc) must be uniquely developed for each participant.
	• Activities should support the objectives of the CLLD programme and be directed towards ultimately assisting the VCSE organisation to becoming more sustainable.
	• The list of activity above is not exclusive. Any support can be counted if this is consistent with national eligibility rules and the

	operational programme and addresses a genuine VCSE and community need established through a diagnostic or other assessment.
Count Threshold: What is the threshold or minimum requirement for recording (one count) of this indicator?	To count one instance of this indicator you must provide evidence to demonstrate the CLLD project has provided the following: • 2 days (12 hours) active consultancy support. *Multiple Counting:* A specific VCSE organisation can only be counted once by a project. Multiple instances of non-financial support within a project cannot be counted multiple times. Separate projects may count the same VCSE where they provide the level of support meeting the criteria above in separate interventions. Each individual support claimed should have a unique indicator.
Count Exclusion: What activity cannot be counted against this indicator?	• The 12-hour support excludes travelling and preparation time; it is only the actual time delivering the support to the business that can be counted. • Distribution of mail-shots and brochures (electronic or hard copy) are excluded. • Activity already counted toward achieving Indicators for ESF or ERDF cannot be double counted. • Any organisations ineligible for support under national eligibility rules are excluded.
Verification Evidence: What records need to be retained to count this indicator?	**Record of VCSE organisation** - Name, address including post code, contact details, registration number(s) if applicable. Each VCSE organisation should have a unique identifier at operational level during the course of the project. **Support claimed through hours supported –** record, electronic or paper, of support over the minimum threshold verified and signed by a senior member of staff in the VCSE organisation assisted, including time period claimed.
Additional Information Required for Indicator	Types of additional data which will need to be provided: **For VCSE organisations**: details of the type and size of the organisation

LDS5 Number of VCSE sector employees/volunteers supported in the enterprise journey

Terms	Definitions
Unit of measurement	Number of individuals
Count criteria: What can be recorded against this indicator?	Assistance must be focused and reported on the following target groups: - Individuals aged 16 and over that are currently employees or volunteers of VCSE organisations based in the CLLD area - Enterprise and VCSE development support (focused on supporting VCSE organisation to develop social investment models, deliver new community services or improve sustainability) may be recorded as eligible activity. The assistance will involve some form of direct interaction with individuals. This may be one-to-one or in groups and take the form of coaching, mentoring and workshops constituting part of the enterprise journey. It could therefore include: - Workshops and sessions to develop understanding of the issues of starting or developing a VCSE organisation; - Coaching and mentoring to nurture behaviours, values and dispositions to support enterprise within VCSE organisations; - Support to explore appropriate business opportunities; - Community enterprise coaching –using community-based infrastructures to support people to overcome barriers and actively explore starting a business; - The method for delivering assistance can be face-to-face, telephone or web-based dialogue, through conferences, seminars, meetings and workshops dependent on the needs of individual businesses.
Count Threshold: What is the threshold or minimum requirement for recording (one count) of this indicator?	To count one instance of this indicator there must be evidence to demonstrate the CLLD project has provided at least 12 hours of assistance to the individual/volunteer.
Count Exclusion: What activity cannot be counted against this indicator?	- Individuals who are under 16 cannot be counted. - Multiple counts of the same individual within a project excluded. - Assistance which is provided in the form of generic guidance, mail shots either electronic or hard copy is excluded. - Sign posting activity alone will not count as a form of assistance

Verification Evidence: What records need to be retained to count this indicator?	Individual: - Name - Date of birth - Address, postcode; - Evidence of employment or volunteering with eligible VCSE organisation Activity: - Letter or standard form signed and dated by the individual specifying what assistance they received and on what date(s).
Additional Information Required for Indicator	Projects will need to provide basic information about the individual they support relating to: - Gender - Age - Disability - Ethnicity