



## **Sunderland Community Led Local Development (CLLD) Programme: Guidance for completing the Expression of Interest Form (Round 4 - December 2020)**

**Do not use this form to apply**

These notes provide advice on the completion of the CLLD Expression of Interest (EOI). Text shaded yellow in this document is supporting guidance.

Key guidance documents to support applicants applying for CLLD funding can be found [here](#).

Applications can only be submitted in response to a Call for Projects.

The EOI will be used to test your proposal against the CLLD criteria and to decide if the project will be invited to submit a Full Application.

The EOI should provide a brief factual description of the proposed project. Some sections suggest that responses are limited to a certain number of words. These word limits are not fixed, and some projects may require a longer response. Please keep your answers as concise as possible and present the information in plain English.

The Sunderland CLLD programme has a Local Action Group (LAG), made up of 14 representatives from the voluntary, community, private and public sectors. The EOI will be assessed by Sunderland City Council, the Accountable Body for CLLD, before being considered by the LAG on how well the project meets the CLLD criteria. The LAG will decide which applications are invited to the Full Application stage.

Further information and support are available from Sunderland City Council. Please email [clld@sunderland.gov.uk](mailto:clld@sunderland.gov.uk) to get in touch with a member of the team.

The EOI must be completed by the project applicant and submitted to Sunderland City Council.

<b>Part A: Gateway Questions</b>	
<b>To be eligible to apply you must be one of the following types of organisations. Please check the relevant box. If your organisation is also known by a different name in your day-to-day work, please put this in brackets.</b>	
Full legal name of organisation	
Voluntary or community organisation with a constitution	<input type="checkbox"/>
Registered charity	<input type="checkbox"/> Charity number:
Charitable, not for profit or Community Interest Company	<input type="checkbox"/> Company number:
Public body	<input type="checkbox"/>
Private sector organisation	<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large Company number:
Other organisation type (please state)	
When was your organisation set up? Give the date when your organisation adopted its current legal status.	
VAT Registration number (if applicable)	
<p>State which type of organisation based on its legal status.</p> <p>For voluntary and community sector (VCS) groups, please note that only those groups which have a management committee, a written constitution and a dual signatory bank / building society account will be eligible for support. Your organisation must have all of the relevant governance and statutory requirements in place before any project can commence. This includes a written constitution, a management committee or other governing body, insurance, financial accounting systems and any other legislative requirements relevant to your area of work (such as Employment legislation, DBS and Safeguarding arrangements). You must sign the attached declaration to indicate your project is able to demonstrate all requirements are in place.</p> <p>For private sector applicants, you will need to state the size of your organisation. A full definition of Small and Medium Size Enterprises can be found at the following link:  <a href="http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm">http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm</a></p>	

<b>Part B: Gateway Questions</b>	<b>Yes</b>	<b>No</b>
<b>To be eligible to apply, your organisation should have in place appropriate governance arrangements and operating procedures to manage and deliver a project. At the full application stage you would be expected to provide copies of relevant supporting documents including policies, procedures, permissions and qualifications.</b>		
Do you have the legal authority and relevant permission(s) to deliver the project?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation have a bank account with dual signatories, which any funding allocated can be paid into?	<input type="checkbox"/>	<input type="checkbox"/>
What is your organisation's financial position? Select <b>one</b> option:		
• Information from the latest accounts approved by your organisation	<input type="checkbox"/>	<input type="checkbox"/>
• Your organisation has been running for less than 15 months and you have no accounts	<input type="checkbox"/>	<input type="checkbox"/>
Is your organisation in financial difficulty?	<input type="checkbox"/>	<input type="checkbox"/>

Has your organisation experienced any fraud or financial irregularities in the last three (3) years?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation have adequate insurances in place?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation have recognised qualified people in post to deliver and manage the project?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation have a Safeguarding Policy that is compliant with the Disclosure and Barring Service?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation have a Health and Safety Policy?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation have an Equal Opportunities Policy that meets the legal obligations of the Equality Act 2010?		
Does your organisation have a Sustainable Development Policy?		

This checklist is to help ensure that your organisation has all of the relevant governance and statutory requirements in place before any project activity commences. More information may be requested from the Accountable Body during the appraisal process.

To be eligible for ESF or ERDF grant, organisations must have:

- A clear and current management structure.
- A current written and adopted Constitution or Terms of Reference specific to your own organisation.
- Dual signatory bank/building society account in the organisation's name.
- Appropriate governance arrangements and operating procedures in place to be able to develop, manage and deliver the project activities.

If you require further advice about whether your organisation meets these requirements, please email: [clld@sunderland.gov.uk](mailto:clld@sunderland.gov.uk).

<b>Part C: About the project</b>	
<b>1.0 Applicant Details</b>	
1.1 Organisation name	
1.2 Applicant address	
1.3 Applicant address (row 2)	
1.4 Applicant address (row 3)	
1.5 Town/City	
1.6 Postcode	
1.7 Website	
1.8 Main contact details for the project (title and full name)	
1.9 Position or job title	
1.10 Email	
1.11 Alternative Email (optional)	
1.12 Telephone Number	
1.13 Mobile Number (optional)	

<b>2.0 Project details</b>	
2.1 Project Name	
2.2 CLLD target area(s) covered	
<p>Please list the wards, communities or estates that will be the focus of the project's interventions.</p> <p>Please refer to the map of eligible areas and list of eligible areas under the Resources and Downloads section of the Sunderland CLLD website – <a href="http://www.sunderland.gov.uk/clld">http://www.sunderland.gov.uk/clld</a></p>	
2.3 Project timetable	
Proposed start date	
Proposed end date	
2.4 Delivery partners (contact name and details)	
<p>Please provide details of other delivery partners that you are working with.</p> <p>A delivery partner is an organisation:</p> <ul style="list-style-type: none"> <li>• That delivers part of the project;</li> <li>• Defrays expenditure linked to delivering project activity that is subsequently included in the project's grant claims;</li> </ul>	

- Receives ESIF funding via the lead partner (i.e. the applicant) as a contribution to the costs it has incurred.

Delivery partners may provide match funding, e.g. the balance between the amount they spend delivering part of the project and the amount of ESIF funding they receive.

Please note that an organisation that contributes match funding and does not deliver any part of the project is not a delivery partner.

As the cost incurred by delivery partners are included in grant claims they must follow all European Structural Investment Funds eligibility, audit and compliance requirements. The activities of delivery partners will be tested as part of the monitoring, verification and audit regime.

Delivery Partners receive European Structural Investment Funds funding via the lead partner (i.e. the applicant). If the project is approved the lead partner who will sign the Funding Agreement with the Accountable Body will be responsible for the project and liable for any funding that has to be repaid, including funding related to the activity of delivery partners.

At the Full Application stage it is recommended that a legally-binding agreement is established between the lead partner and delivery partner(s).

### 3.0 Project proposal

In around 250 words, please tell us about your project idea and how you plan to deliver it. How will it contribute to the activities and outputs of the Local Development Strategy and Call for Projects? Explain where the project activities will take place, and which communities, individuals, groups or businesses will benefit from the project.

Clearly explain what the project intends to do, how it will be done and what specifically the project will achieve. The description must focus on the project activity not the broader work of the organisation.

When reviewing your answer consider:

- Is it clear what the project is doing?
- Is it clear how the project will be delivered?
- Is it clear who will deliver the project?
- Is it clear when, where and to whom the project will be delivered?

Please:

- Avoid using jargon, acronyms and technical language;
- Avoid background information which is irrelevant;
- Do not assume the reader has prior knowledge of the project;
- Be as specific and concise as possible and present the information in plain English.

Make sure your answer is clear on how the project will contribute to the Call for Projects and the Local Development Strategy.

Please refer to the Call for Projects document on the CLLD website - <https://www.sunderland.gov.uk/clld>

**4.0 Rationale and evidence to support the proposal:** In around 250 words, explain why the project is needed. Please include relevant evidence and research to support your case (e.g. consultations, previous work, local research etc.).

Please explain how you know there is a need for the project and why it is the best approach to tackling this local need.

You should be able to explain here why the chosen delivery method is the best solution, for example by explaining what other options have been rejected and why.

The project should be based on a clear rationale or intervention logic. This means that there should be a clear link between the needs and opportunities set out in the Call for Projects, the activities the project will undertake, the outputs of the project and its longer term impacts.

This section should also clearly state who the project will support or work with, how it will identify relevant target groups, how it will complement other provision that may be available, and how it will build on good practice.

Appropriate evidence and examples should be used to support the response.

**5.0 Partnership working & community engagement:** In around 250 words, explain how the project will work in partnership with other local organisations (including VCSE, private and public partners) to avoid duplication. How you will consult and engage with the community and target groups through all stages of the project to ensure it is community-led and benefits the wider community?

Please explain how the project will work with local organisations to deliver an effective project.

It is important to explain why your organisation is involving other local partners and the direct or indirect role that they will play in the project from its development through to its completion.

Partnership working is a key theme of CLLD, particularly in ensuring that new projects add value to and complement existing activity. Examples of partnership working might include:

- Sharing learning from previous approaches and projects;
- Collaborating on new projects;
- Pooling staffing and financial resources;
- Multi-agency working;
- Creating new signposting and referral processes.

A delivery partner is an organisation:

- That delivers part of the project;
- Defrays expenditure linked to delivering the project activity that is subsequently included in project grant claims;
- Receives ESF or ERDF grant via the project applicant (or lead partner) as a contribution to the costs incurred.

Delivery partners can also contribute match funding towards the project.

Please also set out how you have consulted on the development of your project, and how this information has been used to shape its design.

For example, community engagement might include evidence from community meetings, surveys, questionnaires, focus group sessions with clients, beneficiary feedback forms, or independent research or evaluation work.

You should provide a list of those communities or groups that have been consulted at this stage and explain how key stakeholders will be engaged in future stages of the project to ensure it is community-led and benefits the wider community.

**6.0 Outputs and Results:** Please complete the table below and explain how you have calculated these outputs.

For projects seeking ESF grant support please complete the ESF outputs and, if applicable, LDS outputs.

For projects seeking ERDF grant support please complete the ERDF outputs and, if applicable, LDS outputs.

Please add other project-specific outputs where appropriate.

<b>European Social Fund – Outputs and results</b>		
<b>Code</b>	<b>Outputs</b>	<b>Total</b>
O1	Total participants	
CO01	Unemployed, including long-term unemployment	
CO03	Inactive	
O4	Participants over 50 years of age	
CO5	Participants who are ethnic minorities	
CO16	Participants with disabilities	
	<b>Results</b>	
CR02	Participants in education/ training upon leaving	
R1	Unemployed participants into employment (including self-employment) on leaving	
R2	Inactive participants into employment or job search upon leaving	
<b>Local Development Strategy (LDS) Outputs</b>		
<b>Code</b>	<b>Outputs</b>	<b>Total</b>
LDS1	VCSE organisations supported to deliver new community-based services	
LDS2	Social Investment projects supported e.g. new business models, feasibility studies, options appraisal completed	
LDS3	New enterprises established	
LDS4	Number of VCSE organisations supported to become more sustainable	
LDS5	Number of VCSE sector employees/volunteers supported in the enterprise journey	
<b>Other project specific outputs</b>		

<b>European Regional Development Fund – Outputs</b>		
<b>Code</b>	<b>Outputs</b>	<b>Total</b>
P11	Number of potential entrepreneurs assisted to be enterprise ready	
C1	Number of enterprises receiving support	
C5	Number of new enterprises receiving support	
C8	Employment increase in supported enterprises	

Local Development Strategy (LDS) Outputs		
Code	Outputs	Total
LDS1	VCSE organisations supported to deliver new community-based services	
LDS2	Social Investment projects supported e.g. new business models, feasibility studies, options appraisal completed	
LDS3	New enterprises established	
LDS4	Number of VCSE organisations supported to become more sustainable	
LDS5	Number of VCSE sector employees/volunteers supported in the enterprise journey	
<b>Other project specific outputs</b>		

Please ensure that you are aware of what is required to claim against each of these outputs. Please read the outputs guidance for further information. There are 4 categories of outputs depending on the fund and the type of activities your project will deliver. These are: (1) ESF specific outputs; (2) ERDF specific outputs; (3) LDS outputs; (4) Other outputs unique to your project that you or other funders stipulate. Key guidance documents can be found [here](#).

**7.0 Costs and funding**

**7.1 Project budget:** Please summarise your total project budget and explain how the costs have been calculated. **This should equal the total amount of funding needed to run your project (grant requested plus match funding).**

Please double-check that your total project budget (in section 7.1) equals your total funding package (in section 7.2).

Project costs	Amount (£)	Explanation of cost calculations
<b>Total costs</b>		

**Please add additional notes where appropriate:**

Please summarise the estimated project costs and how they have been calculated. Eligible costs may include:

- Direct staff costs
- Indirect costs / overheads (e.g. shared organisational costs - telephone, gas, electricity, water)
- Participant costs (e.g. allowances, childcare, transport)
- Other costs (e.g. stationery, consumables, small items of equipment)

- Volunteer time (for ESF only and conditions apply)
- Fees (e.g. independent project evaluations)
- Other revenue (e.g. marketing and publicity)

Use the 'additional notes' section to add further explanation, if necessary.

Please note that expenditure will be ineligible if it is incurred before the date on which you are advised by Sunderland City Council that you have been invited to submit a Full Application. You will be informed of this date in writing.

If applicants commence project activity, or enter into any legal contracts, before the formal approval of your project and before you have signed a Funding Agreement, any related expenditure is incurred at your own risk as the project may not be approved.

**7.2 Project funding:** Please explain the source and status of the match funding, including when it is likely to be confirmed. How much ESF or ERDF grant is your project seeking? Please complete the table below.

Please note that the maximum ESF grant rate is 50% of total eligible project costs, and that the maximum ERDF grant rate is 60% of total eligible project costs.

Source	Amount (£)	Status (i.e. secured or unsecured)
ESF		
ERDF		
<i>Please add funding source</i>		
<i>Please add funding source</i>		
<i>Please add funding source</i>		
<b>Total funding</b>		

**Please add additional notes where appropriate.**

Please provide further information on the amount, source and status of match funding, and when you expect it to be secured. It is not a requirement at the EOI stage to have your entire match funding secured.

Use the 'additional notes' section to add further explanation, if necessary.

Written confirmation of match funding, including eligibility and timeframes for its use, will only be requested at the Full Application stage.

Please note that:

- The maximum ESF grant rate is 50% of total eligible project costs.
- The maximum ERDF grant rate is 60% of total eligible project costs.
- The grant rate is the percentage of the total project costs that would be met by ESF or ERDF.

<b>8.0 Declaration</b>	
<p><b>By signing this declaration you are confirming that you are an authorised signatory for the organisation applying for CLLD funding. You are also confirming that the statement below is accurate, and that you have robust governance arrangements in place.</b></p> <p>I can confirm that the information contained in this Expression of Interest is accurate. Should a Full Application for funding be invited, I confirm that the organisation has/will have all of the relevant processes/procedures in place in order to deliver the project.</p>	
<b>Full Name:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Date:</b>	

<b>Checklist</b>	
<p><b>This checklist will help you ensure that you are sending us a fully completed Expression of Interest</b></p>	
<p><b>i) You are one of the following and have attached your organisation's governing document (e.g. Constitution, Memorandum and Articles of Association, Trust Deeds etc.):</b></p> <ul style="list-style-type: none"> <li>• Voluntary or community organisation with a constitution</li> <li>• Registered charity</li> <li>• Charitable, not for profit or Community Interest Company</li> <li>• Public body</li> <li>• Private sector organisation</li> <li>• Other (please state).....</li> </ul>	<input type="checkbox"/>
<p><b>ii) You are an unincorporated association and not registered with the Charity Commission and, therefore, you are sending us a copy of your governing document.</b></p>	<input type="checkbox"/>
<p><b>iii) You have given us your correct legal name.</b></p> <ul style="list-style-type: none"> <li>• For an unincorporated registered charity this must be the same as the name registered at the Charity Commission.</li> <li>• For a Private Company Limited by Guarantee this should be the same as Companies House.</li> <li>• For unincorporated organisations this will be the same as in your governing documents.</li> </ul>	<input type="checkbox"/>
<p><b>iv) You have completed every section of the form.</b></p>	<input type="checkbox"/>
<p><b>v) Your costs and the amount of funding you are requesting add up correctly.</b></p>	<input type="checkbox"/>
<p><b>vi) You have read and understood the CLLD guidance notes.</b></p>	<input type="checkbox"/>