

# Community Led Local Development in Cornwall 2017 – 2022

## ***Call for Projects to deliver Workspace and Natural & Heritage Assets for economic benefit***

***West Cornwall Local Action Group:***

**Strategic Objective 2: Assisting community and micro/small businesses, including self-employed, to start up, consolidate and strengthen, grow and develop, in order to stimulate and support local employment and businesses**

Activity: Build or renovate community economic hubs and small scale/other workspace including in town and village centres (ERDF)

**Strategic Objective 5: Making the most of local skills and assets to help support jobs, training and skills development – an underpinning objective**

Activity: Making use of natural and heritage assets to aid economic activity (ERDF and ESF)

<b>Accountable Body</b>	<b>Cornwall Development Company</b>
<b>Funds</b>	<b>European Regional Development Fund and European Social Fund</b>
<b>Local Action Group Areas</b>	<b>West Cornwall</b>
<b>Call Reference</b>	<b>WCLAG: C02</b>
<b>Date Call Opens</b>	<b>16<sup>th</sup> October 2019</b>
<b>Deadline for submissions of Expressions of Interest</b>	<b>22<sup>nd</sup> November 2019</b>



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## 1. Introduction and background

Community Led Local Development (CLLD) is a new way of funding the delivery of local development using European Regional Development Fund (ERDF) and European Social Fund (ESF) grant. The two funds form part of the European Structural and Investment Fund Programme (ESIF) Programme for the period 2014 -2020.

Cornwall has been awarded £11.56m ESF and ERDF to support the delivery of the CLLD Local Development Strategies for West Cornwall, Coast to Coast, Atlantic & Moor and South & East Cornwall Local Action Group areas up until September 2022. CLLD can fund a wide range of projects including skills and support to help unemployed people into work and equipment, workspace and services to help businesses grow.

Cornwall Development Company (CDC) is the Accountable Body for CLLD in Cornwall. CDC will appraise and evaluate applications on behalf of West Cornwall Local Action Group (WCLAG), a partnership group of voluntary and community, private and public sector organisations and representatives. The LAG will make the final decision on whether projects are invited to full application and ultimately whether they are approved or rejected.

This call is issued by the West Cornwall Local Action Group for the provision of workspace and for projects which will use natural or heritage assets for economic benefit. The document outlines how to apply for CLLD funding.

## 2. Call timetable

In response to this call for projects applicants are required to submit a Stage 1 Expression of Interest and, if approved, asked to proceed to a Stage 2 Full Application Form.

Under this call, EOIs should be submitted according to the following timescales:

Call timetable	Date
Deadline for submitting Expressions of Interest	22 <sup>nd</sup> November 2019
LAG decisions on Expressions of Interest	16 <sup>th</sup> December 2019
Deadline for submission of Full Applications	16 <sup>th</sup> March 2020
LAG decision on Full Applications	6 <sup>th</sup> June 2020

## 3. Scope of the call

This call invites Expressions of Interest for projects to deliver Workspace or Natural/Heritage assets for economic benefit. All projects must support the delivery of specific strategic objectives and activities set out in the West



Cornwall Local Action Group's Local Development Strategy set out below in section 5. The Local Development Strategy is available on the CLLD website [www.communityledcornwall.co.uk](http://www.communityledcornwall.co.uk)

Projects can choose to deliver activity across either or both activities, for example, heritage assets can be used to deliver workspace. However, the appropriate outputs should be selected and projects will be required to report on, and evidence, the achievement of outputs against ERDF and ESF as appropriate.

<b>Indicative Fund Allocation</b>	<p>Indicatively, West Cornwall Local Action Group expects to allocate the following amounts under the specific Actions:</p> <p>Activity: Build or renovate community economic hubs and small scale/other workspace including in town and village centres; £389,000 (ERDF)</p> <p>Activity: Making use of natural and heritage assets to aid economic activity; £333,000 (ERDF); £78,000 (ESF)</p>
<b>Minimum Application Level</b>	No minimum application level has been set, however, ERDF and ESF investment in the CLLD target areas is intended to make a significant impact on local employment, skills and enterprise. Applications are expected to demonstrate appropriate scale and impact.
<b>Duration of Project Activity</b>	Typically projects should to be delivered by no later than 31 <sup>st</sup> July 2021. However, the LAGs reserve the right to vary the minimum and maximum durations, upwards or downwards.
<b>Specific Call Requirements</b>	<p>This Call is for projects to be delivered in the <b>Core areas</b> within the electoral wards listed below in section 4 within the West Cornwall Local Action Group area.</p> <p>The criterion for assessing project proposals is set out in the Evaluation and Scoring Guidance.</p> <p>Innovation, partnership working, community engagement, value for money, sustainability and alignment with local strategic priorities will all form key parts of the assessment of applications.</p>
<b>Call Deadline</b>	Expressions of Interest received after the published deadline of <b>22<sup>nd</sup> November 2019</b> will not be considered.

## 4. Target geography

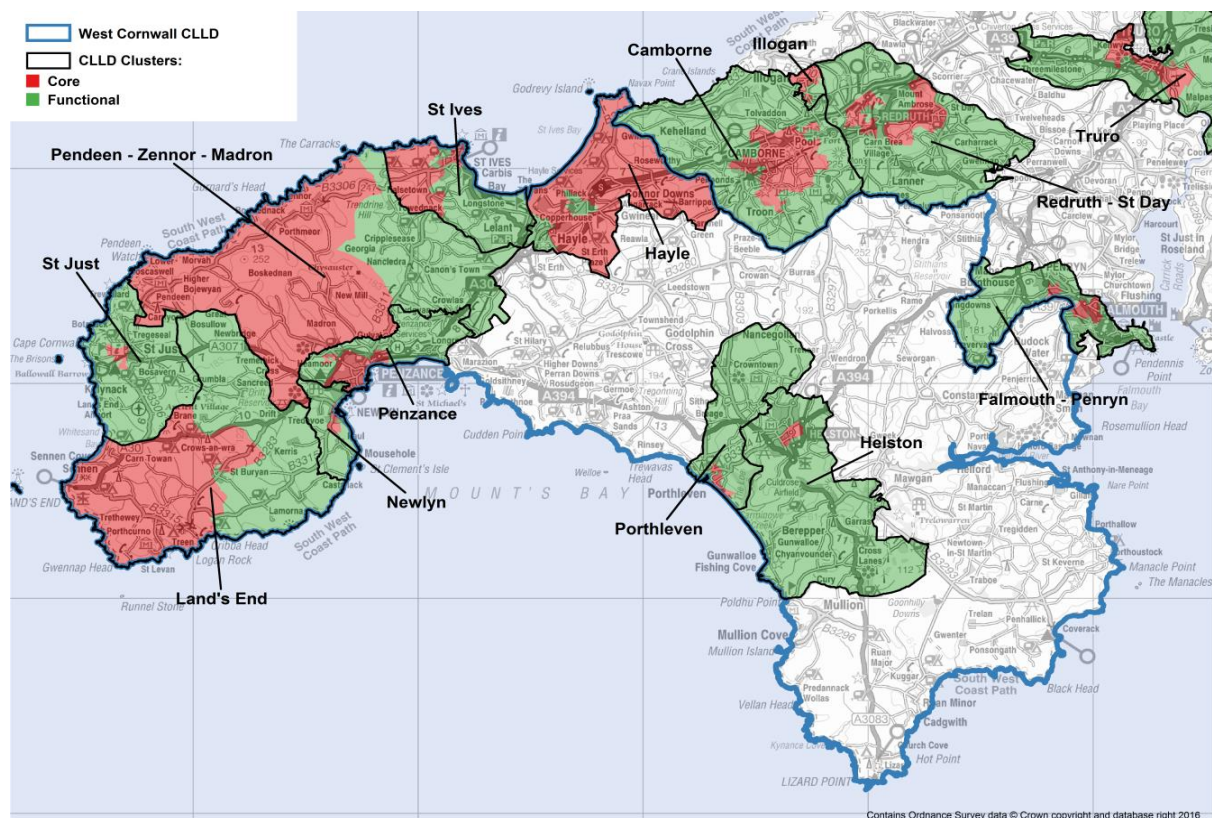
The Local Development Strategy for West Cornwall Local Action Group areas have been approved by Government based on the bottom 30% on the Index of



Multiple Deprivation (IMD) and a range of other criteria. The strategies focus on the most deprived areas of Cornwall.

## West Cornwall Core Areas

CLLD activity should aim to target the Lower Super Output Areas (LSOAs) that fall within the 30% most deprived nationally. These target areas are called 'Core' areas and all eligible project activity and expenditure (ERDF) must be located in these areas and benefit individuals (ESF) who live in these areas. There are 22 Core LSOAs in the West Cornwall CLLD area marked in red below.



The two hub towns of Penzance and Helston are the most deprived clusters and 2 of the Core LSOAs in Penzance are in the worst 10% nationally.

In West Cornwall the Core areas are located within the following wards:

Gulval and Heamoor, Gwithian-Gwithian & St Erth, Hayle North, Hayle South, Helston North, Newlyn & Mousehole, Penzance Central, Penzance East, Penzance Promenade, Porthleven & Helston South, St Buryan, St Ives North (West), St Ives South (East) and St Just in Penwith.

Please visit [www.magic.gov.uk](http://www.magic.gov.uk) to check specific postcodes and whether they are included in any of the Core LSOAs using the instructions below.





1. Click on 'Get Started'
2. Agree the terms of use
3. In the Table of Contents on the left, expand 'Administrative Geographies'
4. Then expand 'Other Administrative Boundaries'
5. Select the box for 'Lower Super Output Areas with Rural Def 2011'
6. Enter your postcode or grid reference in the search box at the top of the page and click on magnifying glass
7. Click the 'i' (for information) from the feature tools at the top of the page
8. Click on highlighted blue area
9. A message confirming the relevant LSOA area will pop up

Supported towns	Core LSOA reference	Cluster
Hayle	057C E01018982	Hayle
Helston	057E E01018984	Hayle
Land's End	057A E01018978	Hayle
Newlyn	061C E01018980	Hayle
Pendeen - Zennor - Madron	071G E01018888	Helston
Penzance	069C E01019005	Land's End
Porthleven	070D E01019004	Newlyn
St Ives	065B E01018989	Pendeen - Zennor - Madron
St Just	065C E01018991	Pendeen - Zennor - Madron
	068A E01018995	Penzance
	068D E01019001	Penzance
	067C E01018994	Penzance
	067D E01018996	Penzance
	067E E01018997	Penzance
	068B E01018998	Penzance
	068C E01018999	Penzance
	067B E01018977	Penzance
	072E E01018907	Porthleven
	054E E01019012	St Ives
	054B E01019009	St Ives
	054A E01019008	St Ives
	069B E01018993	St Just

Functional LSOA reference	
057B E01018981	067A E01018976
057D E01018983	065A E01018988
071E E01018886	072C E01018905
071F E01018887	072D E01018906
071B E01018883	054D E01019011
071D E01018885	054C E01019010
071C E01018884	069A E01018992
065D E01019006	073C E01018903
070C E01019003	071A E01018882
070A E01019000	058A E01018985
070B E01019002	058B E01018986
058C E01018987	

Functional areas are adjacent areas not in the 30% most deprived but have been included in the CLLD geography because of their links to key opportunities and to form a more coherent area. Projects located in or supporting beneficiaries from Functional areas will not ordinarily be supported through this Call.

## 5. Strategic objectives and actions

The West Cornwall Local Development Strategy is structured around strategic objectives and actions as set out below. Project applicants should ensure that their proposals contribute to a least one strategic objective and one activity.

**NB: Projects under Activity F, Making use of natural and heritage assets for economic benefit, can also use the assets to deliver workspace ie. projects can deliver against Strategic Objective 2, or 5 or both.**



<b>WCLAG Strategic Objective 2: Assisting community and micro/small businesses, including self-employed, to start up, consolidate and strengthen, grow and develop, in order to stimulate and support local employment and businesses</b>	
<b>Local Development Need</b>	West Cornwall is a micro/small business economy. There are very few larger employers. So we need to work with micro/small businesses as the main way in which employment will be sustained and grown. We know from the consultations that businesses are struggling for various reasons. We also have some very successful businesses as possible role models. It is therefore a priority for us to stimulate and support them.
<b>Activity C</b>	<b>Build or renovate community economic hubs and small scale/other workspace including in town and village centres (ERDF).</b>
<b>Examples of what might be supported</b>	Provision of workspace to meet private sector business needs; development or adaptation of existing community buildings to provide space for work and training; or creation of new community spaces for the same purpose.  Feasibility studies associated with this activity will not be supported.
<b>Examples of types of applicant</b>	Businesses, social enterprises, town/parish councils, private landlords, charities. See 9. below.
<b>Impacts sought</b>	Communities have the capacity, skills and support to create community facilities that have sustainability and will support people on their economic journey.  Businesses are able to create facilities that will support their economic journey.
<b>Deliverables</b>	<b>Outputs</b>  <u>ERDF outputs required:</u>  P12: Square metres public or commercial building built or renovated in targeted areas  The entire area inside external walls of a building including corridors, lifts, plant rooms, service accommodation, which is newly built/constructed as part of the operation, or upgraded buildings refurbished, improved or adapted for productive use as part of the operation, in an agreed community led local development (CLLD) area.



	<p>C1: Enterprises supported</p> <p>C5: New enterprises supported</p> <p>C8: Jobs created</p>
<b>Links to other activity in the LDS</b>	Supports Strategic Objectives 1, 2, 3 and 5
<b>WCLAG Strategic Objective 5: Making the most of local skills and assets to help support jobs, training and skills development – an underpinning objective</b>	
<b>Local Development Need</b>	<p>CLLD is about making the best use of what we have locally. We have some outstanding natural and heritage assets and excellent community centres/facilities. We have a range of cultural assets and activities on which we can build. We also have some very talented people. We want to make the best use of all of these to support our work for core CLLD areas – we see this as an underpinning objective to all four other ones.</p>
<b>Activity F</b>	<b>Making use of natural and heritage assets to aid economic activity (ERDF and ESF).</b>
<b>Examples of what might be supported</b>	<p>Developing the tourism offer and business and employment opportunities based on the area's world heritage status and high quality, distinctive landscape and other heritage and cultural offers; volunteering activities that are linked with skills development and employment opportunities; other skills development opportunities e.g. landscape management.</p> <p>Feasibility studies associated with this activity will not be supported.</p>
<b>Examples of types of applicants</b>	Businesses, social enterprises, town/parish councils, private landlords, charities. See 9. below.
<b>Impacts sought</b>	<p>Communities have the capacity, skills and support to generate and sustain local economic activities that will help community employment and businesses directly.</p> <p>Businesses have stronger viability through diversifying or developing new business opportunities, with growth and employment potential.</p> <p>Local assets are better managed and sustainably used in community based economic activities.</p>
<b>Deliverables</b>	<b>Outputs</b>





	<p><u>ERDF outputs required:</u></p> <p>C1: Enterprises supported C5: New enterprises supported C8: Jobs created</p> <p><u>ESF outputs and results required:</u></p> <p>CO01: participants who are unemployed including long term unemployed CO03: participants who are inactive O4: participants who are over 50 years of age O5: participants who are ethnic minorities CO16: participants with disabilities 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</p>
<b>Links to other activity in the LDS</b>	Supports Strategic Objectives 2, 3, 4 and 5

## 6. Monitoring and evaluation of outputs over the life time of the project

Applicants will need to demonstrate how the eligible activity funded by ERDF and/or ESF will achieve the Local Development Strategy outputs and results. For projects proposing to deliver activity against more than one Objective, the appropriate outputs should be selected. The project will be required to report on, and evidence, the achievement of the outputs separately under each Objective.

The outputs and results for required are detailed in section 5 under 'Deliverables'. Specific targets have not been given but value for money will be considered as part of the assessment process.

Further guidance on outputs and results is available in the Applicant Handbook which is available by contacting the CLLD team at [CLLD@cornwalldevelopmentcompany.co.uk](mailto:CLLD@cornwalldevelopmentcompany.co.uk). It is important that each applicant carefully reads and understands the definitions and monitoring requirements for evidencing outputs and results.

Projects that can demonstrate an ability to target the most disadvantaged individuals and groups and the most deprived communities identified in the Local Development Strategies, will be prioritised. The Local Action Groups are also



keen to consider projects that include innovative ways of delivering outcomes, particularly where they involve partnership working and collaboration.

Successful applicants will be required to participate in project and programme level evaluations as required by the Local Action Group. As well as collecting core ERDF and ESF output and results information, ESF project applicants and delivery partners will be required to monitor individual beneficiary progress using an agreed methodology. This will be complemented by CLLD beneficiary and leaver forms to capture important information and data that will be used to evaluate the wider impacts of the programme.

Further guidance and support on monitoring and evaluation will be provided to projects at the full application and contracting stages.

## **7. Evaluation and scoring criteria**

Applicants must fully complete the Expression of Interest which will be appraised by the Accountable Body against the criteria in the Evaluation and Scoring Guidance.

Once the Expression of Interest appraisal is complete, the Accountable Body will seek Local Action Group approval to prioritise the applications they wish to proceed with. Only those applications that the Accountable Body and Local Action Group agree should proceed will be invited to submit a Full Application. At the Full Application stage further detail on the project proposal will be sought, including consideration of additional appraisal criteria. Subsequently, only those Full Applications that the Accountable Body and LAG agree should proceed, will be approved.

Invitations to progress to the Full Application stage do not in any way indicate or constitute an offer of ERDF or ESF grant.

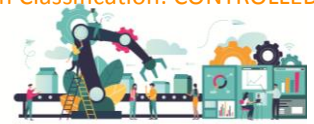
In the event that a project invited to submit a Full Application withdraws from the process a reserve list of Expressions of Interest will be kept and the highest scoring project(s) may be invited to Full Application.

## **8. Eligibility rules**

ERDF and ESF eligibility rules apply to all project expenditure, including match funding. A list of eligible and ineligible costs is available from the website, by emailing [CLLD@cornwaldevelopmentcompany.co.uk](mailto:CLLD@cornwaldevelopmentcompany.co.uk) or from the national ESF and ERDF eligibility rules.

### **ESF eligibility rules:**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/591547/european\\_social\\_fund\\_national\\_eligibility\\_rules.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/591547/european_social_fund_national_eligibility_rules.pdf)



### **ERDF eligibility guidance:**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/760264/ESIF-GN-1-003\\_ERDF\\_Eligibility\\_Guidance\\_v9.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/760264/ESIF-GN-1-003_ERDF_Eligibility_Guidance_v9.pdf)

If successful at the Full Application stage, applicants will enter into a Grant Funding Agreement with the Accountable Body and must abide by the standard terms and conditions. Once a Funding Agreement has been issued it should be signed and returned within 30 days, unless agreed otherwise with the Accountable Body.

## **9. Eligible applicants**

The ERDF and ESF eligibility rules set out which types of organisations are eligible to apply for European funding. These include:

- Voluntary / community organisations;
- Not for Profit organisations;
- Registered charities;
- Higher and Further Education Institutions;
- Statutory and non-statutory public funded organisations/bodies;
- Private sector organisations.

Applicants must be legally constituted both at the point of submitting an Expression of Interest and signing a Funding Agreement. If the application is approved the applicant organisation will enter into a legally binding Funding Agreement and therefore will carry the liability for ensuring that the terms and conditions of the Funding Agreement are met.

If there is more than one organisation applying for the funds, a lead organisation must be selected to become the applicant (and grant recipient) with the other organisation(s) acting as delivery partner(s). In this situation the applicant would be responsible and liable for the delivery partner(s) and ensuring the project is operating compliantly. The applicant is responsible for establishing appropriate agreements with its delivery partner(s).

During the application process the Accountable Body, on behalf of the LAG, will carry out due diligence checks and consider the applicant's track record, both positive and negative. It is acknowledged that some organisations will be new to European funding and will not have a track record.

## **10. Contribution rate and match funding**

ERDF or ESF investment must not be used to replace existing funding sources or duplicate activity. European funding must enable activity to take place that would not otherwise happen or to increase the scope, scale or intensity of activity. The level of ERDF or ESF awarded will be the minimum in order for the project to proceed.



The maximum contribution rate is likely to be 45% of the total eligible project costs subject to State Aid regulations. In particular circumstances this intervention rate may increase.

The balance of funding must come from other eligible non-European sources, which may include:

- Other public funding;
- Community foundations and trusts;
- Lottery distributors;
- Voluntary and community sector sources;
- Private sector contributions.

During the application and appraisal process applicants will need to satisfy the Accountable Body and LAG that they have, or are able to put in place, eligible match funding for the balance of costs.

ERDF and ESF are typically paid quarterly in arrears and expenditure must be defrayed prior to the submission of any grant claims to the Accountable Body. Applicants will be asked to demonstrate how they are able to cash flow the project.

## 11. Project timescales

Applicants should plan to deliver activity within 2 years. Projects approved through this call for projects will normally be expected to:

- Submit a detailed and complete Full Application by the deadline given if formally [selected at Expression of Interest stage](#). Projects which fail to meet this deadline may be deselected;
- Commence delivery (defraying ERDF/ESF eligible costs) within three months of formal approval. Projects which fail to meet this deadline may be deselected, and
- Be closed by December 2021.

## 12. Cross cutting themes – Equal opportunities and sustainable development

The Local Development Strategies are each supported by 3 key cross-cutting themes as follows:

- Demonstrating **sustainability**, with projects having at least a neutral, and preferably a positive environmental impact. They must also demonstrate that they can deliver a sustainable business model which will



reduce the need for continued public support beyond the lifetime of the programme, as well as a lasting legacy post-completion.

- Actively promote and implement **equal opportunities**, demonstrating a positive equalities impact. All projects supported must take account of their impact on people with protected characteristics.
- Embed **innovation** in project design and delivery, for example at business level new services and working practices, and at community level social innovations that seek new solutions to social issues. In this way innovation will help achieve a community legacy.

All applications selected as a result of this call will be required to demonstrate at the Full Application stage how the Cross Cutting Themes will be addressed in the project design, development and implementation. The LAG's CLLD policies for equal opportunities and sustainable development are available on the programme website.

Further information and good practice material is available here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/832417/ESF\\_Cross\\_Cutting\\_Themes\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832417/ESF_Cross_Cutting_Themes_guidance.pdf)

### 13. Capital projects

In developing the budget for the outline application, applicants seeking European Regional Development Fund to support a capital project should note that:

- New build projects will normally be expected to achieve the Building Research Establishment Environmental Assessment Method (BREEAM) rating of 'excellent'; however BREEAM 'very good' will be accepted where this is the maximum feasible standard;
- Refurbishment projects will normally be expected to achieve the BREEAM rating of 'Very Good'.

Should BREEAM not provide good value for money in small capital projects it will be required that the project will consider and include a number of environmental enhancements to demonstrate good and best practices.

### 14. Partnership working, additionality and value for money

Additionality is a core principle of European funding. Applicants must be able to demonstrate that the activity paid for by European funding adds value to new or existing activity, and contributes to local and domestic priorities.

European funding cannot support activities that duplicate existing provision or services within the CLLD area. Applications will need to identify and evidence



how the beneficiaries will access and use the service, and demonstrate that the project will not displace other activity available locally.

The Local Action Groups are keen to consider projects that include innovative ways of delivering outcomes, particularly where they involve partnership working and collaboration.

## 15. State aid and revenue generation

Applicants are required, in the Expression of Interest, to provide a view on how their proposal complies with State Aid law. Applicants must ensure that projects comply with the law on State Aid. Grant funding to any economic undertaking which is State Aid can only be awarded if it is compatible aid, in that it complies with the terms of a notified scheme under the General Block Exemption Regulation (EU) 651/2014.

Only if this is not possible should Applicants use the De Minimis Regulation or 'no aid'. Guidance for grant recipients, explaining more about State Aid, is available; it is important that Applicants take responsibility for understanding the importance of the State Aid rules and securing their full compliance with them throughout the project, if it is selected into the programme.

<https://www.gov.uk/government/publications/european-structural-and-investment-funds-state-aid-documents>

The Community Led Local Development programme is not able to give legal advice on State Aid. It is the responsibility of the applicant to ensure that the operation is State Aid compliant.

## 16. Procurement regulations

All costs claimed by the applicant (grant recipient and/or delivery partner(s)) must be recovered on an actual cost basis. Costs must be procured in line with National (including Public Procurement Regulation 2015) and European Union regulations. Procurement will be subject to audit and verification and any irregularity will result in a financial penalty of up to 100% of the grant paid. Robust and transparent procurement is required to ensure that grant recipients:

- Consider value for money;
- Maximise efficient use of public money;
- Maintain competitiveness and fairness across the European Union.

It is **strongly recommended** that applicants seek and follow legal advice in respect of procurement requirements. Procurement irregularities remain the most substantive cause of error and clawback of grants.





[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/825719/ESIF-GN-1-001\\_ESIF\\_National\\_Procurement\\_Requirements\\_v6.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/825719/ESIF-GN-1-001_ESIF_National_Procurement_Requirements_v6.pdf)

## 17. Key documents and guidance materials

The following key documents and guidance are available by emailing the CLLD team:

1. Expression of Interest Form
2. Expression of Interest Form Guidance
3. Applicant Handbook (including guidance on Eligibility of Costs, Match Funding, Publicity, Cross Cutting Themes, Outputs and Results
4. Guidance Note – Procurement
5. Guidance Note – Calculating salaries and hourly rates (ESF projects only)
6. Guidance Note – Document retention
7. Guidance Note – Producing a cash flow
8. Guidance Note – State Aid
9. Guidance Note – Volunteer Time (ESF projects only)
10. Evaluation and Scoring Guidance
11. West Cornwall Local Development Strategy
12. BREEAM General Information for CLLD applicants

## 18. Document checklist

Incomplete applications will be rejected. Please ensure the following information (documents) are submitted:

### Expression of Interest Stage:

- Fully completed Expression of Interest Form
- Summary cash flow covering period of project
- Accounts for last 2 yrs
- Evidence of match funding
- Summary project business plan and/or feasibility study
- Evidence of permissions, consents etc as appropriate
- Evidence of site ownership, lease etc as appropriate
- Evidence of current valuation

## 19. Further information and support

Please note that this is a competitive call and to preserve impartiality the CLLD team are unable to enter into correspondence with applicants over their Expression of Interest. **However, it is obligatory that all applicants meet with a member of the CLLD team to clarify the requirements of the call.**



On requesting the Call documents applicants will be given appointment details.

If clarification is required on any aspect of this document please email [CLLD@cornwaldevelopmentcompany.co.uk](mailto:CLLD@cornwaldevelopmentcompany.co.uk) All clarifications will be posted on the 'Active Calls' page on the website [www.communityledcornwall.co.uk](http://www.communityledcornwall.co.uk) and on Contracts Finder.

## 20. Document submission

Completed Expressions of Interest must be submitted via **email** to:  
[CLLD@cornwaldevelopmentcompany.co.uk](mailto:CLLD@cornwaldevelopmentcompany.co.uk)

Expressions of Interest not received by the call closure deadline **of 4pm on 22<sup>nd</sup> November 2019** will not be assessed. Expressions of Interest which are not fully completed by this date will be excluded.

JC 14/10/19