



Section D – PROVIDES GUIDANCE ON APPLICATION COMPLETION

3: *Overview of Proposed Activity 15%*

A detailed summary of the proposed aims, objectives and potential achievements of the Operation should be recorded in this section. In addition, applicants should fully outline the proposed activities that will be delivered. These activities should be within the scope of the Operational Programme and National Rules on Eligibility of Expenditure.

4: *Need for Grant and added value 10%*

Need for Grant/Gap

The application must establish precisely why Structural Funds assistance is necessary to enable the Operation to proceed. Evidence must be provided to demonstrate that:

- all other sources of finance have been explored and exhausted
- clear gaps in provision exist (in terms of other funders)
- the principle of 'gap funding' has been fully considered i.e. the minimum grant necessary to enable the Operation to proceed once all other sources of funding have been taken into account

In addition, if any of the Flexibilities have been selected, justification should be provided outlining why the Flexibility is necessary.

Added Value

Answer question and provide detail.

The additionality (in terms of new or additional activity) of the Operation should be described in this section. The following key areas must be addressed:

- differences between the baseline / core activity figures and the additional activity that will be delivered with Structural Funds support;
- clear, tangible evidence of added value e.g. additional outputs, increased number of participants, overall improvements to the quality of activity, reduction to delivery timescales etc.;
- enhancing and / or complimenting linked local, regional, national and EU policies and strategies;
- innovative activity or approaches;
- evidence of synergies with other funds (e.g. ETC, EAFRD, EMFF, Horizon 2020 etc.) or other Strategic Interventions / Operations;
- a description of improvements to the Operation locality i.e. providing services currently unavailable to disadvantaged individuals to overcome their barriers to employment, education or training



5: Target Indicators/groups and Milestones (Please complete Appendix 2 Results and Outputs Table for relevant pipeline) 20%

Applicants should be able to demonstrate that targets are appropriate, achievable, ambitious, represent value for money and are consistent with the target groups and expected results in the SI/Programme. In addition, reference should be made to any long-term outcomes/benefits or other anticipated measures of success. Where appropriate, baseline information should be referenced to support the targets groups selected. This should complement the information provided in the appropriate Outputs and Results Annex. Please detail any relevant delivery experience and include information on the level of performance achieved. Please include any information relating to delivery experience and engagement of key areas for focussed employability/Poverty & Social Inclusion interventions incorporating the Headline and target groups

6: Horizontal Themes 15%

The three themes which should be reflected in ESF operations are: sustainable development; equal opportunities and non-discrimination; and equality between men and women. It should be demonstrated through the application process how they will support each of these three strands in addition to the delivery of the operation to achieve the goals of the specific thematic objective which the operation is focussed on.

Sustainability Development

Applicants should consider the impact which the operation may have on environmental protection requirements, resource efficiency, climate change mitigation and adaptation, disaster resilience and risk prevention and management, and identify potential mitigating actions which will be undertaken during the delivery of the operation.

Within some activity, and in particular in the ESF programme, it is acknowledged that sustainable development may not be directly applicable in the same way as for operations which involve capital expenditure. In these cases, it is reasonable to demonstrate how sustainable development is integrated in the strategic interventions and operations in other ways, such as to:

- Promote environmental awareness and good practice in the implementation of activity
- Integrate sustainable development into strategic interventions and operations undertaking awareness raising education and training programmes
- Support participating employers to adopt or improve Environmental Sustainability Strategies
- Promote social justice and equality of opportunity
- Recognise and promote health and wellbeing as one of the corner stones of a healthy, vibrant economy.

Equal Opportunities and Non-Discrimination

The principles of equal opportunities and non-discrimination are outlined in the Common Provisions Regulation, which requires that programmes “shall take appropriate steps to prevent any discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation during the preparation and implementation of programmes. In particular, accessibility for persons with disabilities shall be taken into account throughout the preparation and implementation of programmes”¹.

All applicants seeking funding through the Scottish ESF programmes should demonstrate that they have considered the impact of the supported activities on the groups within society which are

¹ Regulation (EU) No 1303/2013 – Article 7



outlined in the regulation and ensure that the operation application includes a description of specific actions applicants intend to take to actively prevent discrimination.

Alongside this, applicants should consult Scottish Government guidance, policies and news on equalities: <https://beta.gov.scot/equality-and-rights/>.

To do this, applicants should ensure that the operation is designed to take account of the needs of the various target groups at risk of such discrimination, and in particular the requirements for ensuring accessibility for persons with disabilities.

Where strategic interventions and operations are not targeted to support individuals directly, applicants should still consider the impact the operation will have on the relevant sectors. For example, this might include:

- Ensure access to applications for funding are available and accessible to all, particularly for people in rural areas, older people, disabled people
- Encourage entrepreneurship and business start-up initiatives to encourage more take up from young people, women, minority ethnic, disabled people and LGBTI people
- Ensure access to technology is available and accessible to all, particularly for people in rural areas, older people, disabled and others affected by the 'digital divide'.

Equality between Men and Women

The principle of equality between men and women is outlined in the Commons Provisions regulation, which requires that programmes “shall ensure that equality between men and women and the integration of gender perspective are taken into account and promoted throughout the preparation and implementation of programmes, including in relation to monitoring, reporting and evaluation”¹.

All applicants seeking funding through the Scottish ESF and ERDF programmes should demonstrate that they have considered the contribution of the supported activities to the promotion of equality between men and women and ensure that the operation application includes a description of specific actions which applicants intend to take to actively support equality.

Alongside this, applicants should consult Scottish Government guidance, policies and news on gender equality: <https://beta.gov.scot/policies/gender-equality/>.

To do this, applicants should ensure that the Project is designed to take account of the needs of the various target groups at risk of such discrimination and in particular the requirements for ensuring accessibility for persons with disabilities.

Where Projects are not targeted to support individuals directly, applicants should still consider the impact the operation will have on equality between men and women. For example, this might include:

- Encourage entrepreneurship and business start-up initiatives to encourage more take up from women
- Support the creation of an environment which supports inclusive work places, which promotes equality of opportunity for staff, including the reconciliation of work and private life
- Improving women’s representation in science, technology, engineering and mathematics (STEM).



7: Previous relevant Experience in Employability/Poverty & Social Inclusion and/or European Social Fund (20%)

Where specific evidence is referred to (i.e. reports, studies, strategies etc), all statistical information and research should be as up-to-date and relevant as possible. Only the most appropriate summary statistics which have a direct link to the operation application should be used, please refer to The Council's strategic objectives <http://www.pkc.gov.uk/pkperforms> and detail any specialist knowledge, skills or experience your organisation has of delivering an Employability provision to address gaps in service delivery. To ensure good referral links and partnership working, applicants should detail, their current and proposed networking links and how their organisation can contribute to the long term outcome success of the pipeline. Applicants should provide details about any similar successful employability/Poverty Social Inclusion contracts they have run either within or out with the Perth & Kinross geographical area, provide case studies and/or example of successful provision. Applicants should detail the actual target and outcomes achieved for these contract(s)

8: Record Keeping and Admin/Claims (20%)

In the 2014 – 2020 Programme, Structural Funds grant will only be distributed to Strategic Interventions once agreed milestones have been achieved. It is therefore crucial for applicants to ensure that they have the capacity to monitor and report on the performance of the Operation. This section should describe how the applicant will:

- ensure that all targets are realistic and appropriate;
- monitor and evaluate the performance of the Operation;
- put processes in place to ensure all reported outcomes are accurate and can be evidenced appropriately;
- establish systems for the retention of all appropriate documentation

Financial Compliance

Describe your track record in managing Structural Funds compliantly. If error rates have been reported against previous projects led by your organisation, please explain how the cause has been addressed and will not be repeated in the 2014-2020 programme

It is essential to demonstrate that robust, credible and compliant financial structures exist within all Operations. This section should also describe how the applicant will:

- monitor, report and audit financial information;
- maintain either a separate accounting system or an adequate accounting code for all transactions relating to an Operation;
- verify actual expenditure i.e. flat rate or actual cost models;
- establish reliable systems for the retention and retrieval of all appropriate documentation, for the auditable life of the operation
- What measures will be in place to ensure financial and physical targets will be met.

