**Attachment 6**

**ERDF and ESF outputs and results - definitions and evidence requirements**

**Outputs for Activities 1 - 3**

We recommend you read the full details of ERDF guidance which can be found at <https://www.gov.uk/government/publications/european-structural-and-investment-funds-outputs-and-results>

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| **C1 – Number of enterprises receiving support** |
| Definition | SME (including a sole trader and a self-employed person) registered at a postcode inside the CLLD area is eligible for support.Retail businesses can only be supported if they access general type of support (not exclusive or typical to retail businesses). Can be reported after 12 hours of active support e.g. consultancy, information, diagnostic advice and guidance (face-to-face, telephone and web-based dialogue, conferences, seminars, meetings, workshops). The 12 hours excludes travelling and preparation time as well as distribution of mail-shots or brochures (electronic or hard-copy).A specific business can only be counted once by your project. However, the same business can access support from different CLLD projects. |
| Evidence | * SME Registration Form (including state aid section)
* SME Support Record Form (with dates, duration of support and wet signatures)
* Sign in sheets from seminars, meetings, workshops if relevant
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| **C5 - Number of new enterprises supported (subset of C1 above)** |
| Definition | A new enterprise is one that has been registered at Companies House or HMRC for less than 12 months BEFORE assistance is provided or a business locating in England for the first time. |
| Evidence | As per output C1.The age of the business will be evidenced by the information given on the SME Registration Form.  |
| **C8 - Employment increase in supported enterprises** |
| Definition | A new, permanent, paid, full-time equivalent (FTE) job which results in an overall increase in the employment levels in the supported enterprise and is created as a result of activity supported by your project* new – it should not have existed with that employer before the support from your project
* permanent - the post must have an intended life of at least 12 months from the date the employee starts work, even if that employee doesn’t stay in the post for that period.
* full time - a 36 hour week (part time jobs should be treated on a pro-rata basis; a seasonal job may be counted where this is normal practice for an industry – must exist for a minimum 4 weeks per annum and is counted on a pro-rata basis)

This output relates to any enterprise that has received support from your project. It does NOT require that enterprise to have been reported under output C1.The output is an increase in employment therefore you will need to compare the baseline number of FTE jobs in the enterprise at the entry point and the number of FTE jobs at the exit point. You need to bear in mind that some monitoring in relation to the number of FTE jobs at the exit point may need to be done after you have finished the delivery of your project’s activities. |
| Evidence | * SME registration form – including the baseline number of FTE jobs
* SME Support Record form (with dates, duration of support and wet signatures)
* Sign in sheets from seminars, meetings, workshops if relevant
* Employment Increase Form (including information about the individual recruited: gender, age, disability, ethnicity) signed by a senior member of staff in the supported enterprise
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| **P11 – Number of potential entrepreneurs assisted to be enterprise ready** |
| Definition | Any individual seeking support as a potential entrepreneur must be aged 16 or over and living in the CLLD area and have received 12 hours of support.The pre-start support can be in the form of one-to-one or in groups, face-to-face or telephone or web-based dialogue, through conferences, seminars, meetings, workshops, coaching and mentoring as part of the enterprise journey and depending on the individual’s needs e.g. * Workshops to develop understanding of the issues of starting a business,
* Coaching and mentoring to nurture behaviours, values and dispositions to support self-employment and new business start-up,
* Support to explore appropriate business opportunities e.g. franchise or social enterprise,
* Community enterprise coaching – using community-based infrastructures to support people to overcome barriers and actively explore starting a business,
* Supporting those in employment to consider business start-ups and ownership as a career opportunity.

What cannot be counted towards the 12 hours:* Mail shots either electronic or hard copy
* Sign posting activity alone

You can only count a person you’ve supported once (even if they have received more than 12 hours of your support). However, the same person can be counted by different projects within our CLLD programme.You can report an individual supported even if they decide not to start a business. However, we will expect you to monitor how many of your clients have set up a business for evaluation purposes. You need to bear in mind that some of this monitoring may need to be done after your project’s activities have finished. |
| Evidence | * Client Registration Form – which will be a self-declaration of information about them (e.g. name, date of birth, address, post code, gender, disability, ethnicity) and their business idea and will include a data protection statement allowing information to be shared within the project and with the programme funders.
* Client Support Record form (with dates, duration of support, type of support and wet signatures)
* Sign in sheets from seminars and workshops etc. if relevant
 |
| **A1 – Number of potential entrepreneurs assisted to be enterprise ready with less than 12 hours support** |
| Count criteria | As P11 but less than 12 hours supportThe reasons for less than 12 hours support may be the following (these are just examples, there may be other reasons):* The individual does need 12 hours of pre-start up support and feels confident to set up a business having received less than 12 hours,
* The individual decides they no longer want to pursue entrepreneurship as a career option,
* The individual drops out and it is not possible to contact them within the project’s duration
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| Evidence | As P11 |
| **P12 - Square metres of public or commercial building built or renovated in targeted areas** |
| Definition | Small scale refurbishment projects e.g. * a refurbishment of a room in a local community centre,
* an extension of a local community centre,
* improving accessibility of existing premises for people with disabilities.

The aim of the refurbishment must be related to supporting entrepreneurship, SMEs, start-ups and social enterprises e.g. to provide support services from the refurbished venue by the owner of the building, to offer space for other business support organisations, to provide accommodation to local businesses (with the exception of retail). This output is not about businesses refurbishing their premises for their own use.The renovated building must be in the CLLD postcode area. The measurement is the area inside the external walls. |
| Evidence | * The size will be evidenced with “as built” drawings showing the floor space
* Photos of the works undertaken
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**Outputs for Activities 4 - 6**

We recommend you read the full details of ESF guidance which can be found at <https://www.gov.uk/government/publications/european-structural-and-investment-funds-outputs-and-results>

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/591548/ESF_Data_Evidence_Requirements_v2.pdf>

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| **O1 – Number of Participants** |
| Definition | A person can be a participant of our CLLD project if they meet the following criteria:* 16 years old or more,
* Living at a postcode inside the CLLD area,
* Legally able to reside and work in the UK.

North of Tyne CLLD Strategy has identified the following groups as priority groups for support:* Women, especially those who have struggled with any kind of economic activity,
* People from ethnic minorities,
* People with disabilities (including people with mental health issues),
* Carers,
* People who have never worked,
* People who are between 50 and 64.

There is no minimum or maximum number of hours of support required to count as a participant.You can count the same person only once within your project; however, the same person can access support from more than one project within our CLLD programme.  |
| Evidence | * Participant Registration Form – completed, signed and dated by the participant; it will collect information about the participant (like date of birth, address, and equality info), a self-declaration in relation to which target group they belong to and will include a Data Protection statement allowing information to be shared within the project and with the programme funders.
* Evidence that the participant is legally able to reside and work in the UK (only one item is required) e.g. NI evidence (the plastic card or a letter from HMRC); full passport (for EU nationals); full passport with ‘indefinite leave to remain’ endorsement or with work or residency permits or unexpired visa stamps and all related conditions met (for non-EU nationals); Identity Card issued by the Home Office (for some non-EEA nationals); letter from the UK Immigration and Nationality Directorate granting ‘indefinite leave to remain’ status; birth / adoption certificate (for citizens of an EU member state); residency permits; marriage / civil partnership certificate (if partner has legal right to live in the UK and this can be evidenced);
* Evidence of the address (only one item is required) e.g. letter / confirmation in writing from home owner (if home owner different than the participant), full driving licence (EU), recent statement from bank / building society / credit card company / credit union, evidence of registration on electoral roll, benefits / state pension notification letter, recent utility bill or council tax demand / correspondence / tenancy agreement, mortgage statement / correspondence, HMRS correspondence, rent card / statement, solicitors correspondence;
* Evidence of age (only one item is required) e.g. birth certificate, full driving licence, full passport, National Identity Card (EU), firearms certificate / shotgun licence, Northern Ireland voters card, employment contract / payslip (if date of birth is quoted), pension statement (if date of birth is quoted), evidence that he participant is in receipt of age-related state benefits, letter / confirmation from educational institution.

Information related to participant’s current situation should be supported by a recent evidence = issued in last 3 months. We recommend that you try to select an item of evidence that will verify more than one eligibility condition e.g. a passport from an EU national will evidence their right to live and work in the UK and their date of birth.You will be expected to retain a copy of the document obtained from the participant (certified as a true copy of the original). |
| **CO01 – Unemployed (subset of O1)** |
| Definition | These are people usually without work, available for work and actively seeking work at the date they enter the project. People considered as registered unemployed according to national definitions are always included here even if they do not fulfil all three of these criteria.People with zero hours contracts are considered as employed and should not be reported here.Full-time students are considered as inactive and should not be reported here.People with maternity or paternity- related entitlement are always considered as unemployed.You can count the same person only once within your project; however, the same person can access support from more than one project within our CLLD programme. |
| Evidence | One of the following:* DWP / Jobcentre Plus benefits decision notification letter – new claims award / decision or change of circumstances decision letter
* Written confirmation / referral from DWP / Jobcentre Plus or a referral from National Careers Service or similar
* Where an individual is not engaged with DWP/Jobcentre Plus: written confirmation from a relevant third party (independent of the CLLD project) that has been assisting the individual and so has an understanding of their current circumstances (e.g. voluntary organisation, charity, social services, other professional providing support and guidance)
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| **CO03 – Inactive (subset of O1)** |
| Definition | These people are currently not part of the labour force (in the sense that they are not employed or unemployed according to the definitions provided).Full-time students are considered as inactive.People on full-time parental leave (understood as absences from work to bring up a child of young age for a period which does not fall under the classification of maternity or paternity leave) are considered as inactive, unless already registered as unemployed (in this latter case, they should be counted as unemployed).Self-employed (including helping family members) are not considered as inactive. You can count the same person only once within your project; however, the same person can access support from more than one project within our CLLD programme. |
| Evidence | * Written confirmation from a relevant third party (independent of the CLLD project) that has been assisting the individual and so has an understanding of their current circumstances (e.g. voluntary organisation, charity, social services, other professional providing support and guidance)
* As an alternative to written confirmation, sight of original case notes and support records are acceptable (photocopies must be suitably redacted to remove sensitive personal data or if photocopies are inappropriate or not permitted, a written agreement that the auditors auditing the CLLD programme can access the original records on request)
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| **O4 – Participants over 50 years of age (subset of O1)** |
| Definition | This is the age of the participant on the date they enter the project.Participants aged 50 are not included. |
| Evidence | One of the following: birth certificate, full driving licence, full passport, National Identity Card (EU nationals), firearms certificate/shotgun licence, Northern Ireland voters card, employment contract / payslip (if date of birth is quoted), evidence that he participant is in receipt of age-related state benefits, letter / confirmation from educational institution. |
| **O5 – Participants from ethnic minorities (subset of O1)** |
| Definition | These are people who have declared as being in one of the ethnic minority groups on the Participant Registration Form (all groups except from: White English/Welsh/Scottish/Northern Irish/British, White Irish, Any other White background). |
| Evidence | This is based on a self-declaration (part of Participant Registration Form) and does not require any additional evidence. |
| **CO16 – Participants with disabilities (subset of O1)** |
| Definition | People who have a physical or mental impairment that has a ‘substantial’ (more than minor or trivial) and ‘long term’ (more than 12 months) negative effect on their ability to do normal day to day activities (according to the Equality Act 2010). |
| Evidence | This is based on a self-declaration (part of Participant Registration Form) and does not require any additional evidence. |
| **A1 – Women (subset of O1)** |
| Definition | People who identify as female. |
| Evidence | This is based on a self-declaration (part of Participant Registration Form) and does not require any additional evidence. |
| **A2 – Carer** **(subset of O1)** |
| Definition | People who look after or give any unpaid help or support to family members, friends, partners or neighbours, because of a disability, illness, frailty, mental ill health or alcohol and/or drug related problems.  |
| Evidence | This is based on a self-declaration (part of Participant Registration Form) and does not require any additional evidence. |
| **CR02 - Participants in education/training upon leaving the project** |
| Definition | People who have engaged in education (life-long learning, formal education) or training (off-the-job/in-the-job training, vocational training etc.) within 4 weeks of leaving the project support.This is understood as a change in participants’ situation upon leaving the project’s support – they were not in education or training when entering the project. |
| Evidence | One of the following:* Evidence of enrollment /registration at school, college, university or learning provider (documentation),
* Letter from educational /training institution,
* Signed referral / template from recognised agency / service who can reasonably be considered to have an accurate knowledge of the participants circumstances

The evidence should include a start date and details of the type of education / training. |
| **R1 - Unemployed participants into employment (incl. self-employment) upon leaving the project** |
| Definition | People who meet the unemployed definition above (as in output CO01) and who have gained employment or started self-employment within 4 weeks of leaving the project support.In employment including self-employment:Employed persons are persons aged 15 and over who performed work for pay, profit or family gain or were not at work but had a job or business from which they were temporarily absent because of, for instance, illness, holidays, industrial dispute, and education or training. Self-employed persons with a business, farm or professional practice are also considered to be working if one of the following applies: 1) A person works in his/her own business, professional practice or farm for the purpose of earning a profit, even if the enterprise is failing to make a profit. 2) A person spends time on the operation of a business, professional practice or farm even if no sales were made, no professional services were rendered, or nothing was actually produced (for example, a farmer who engages in farm maintenance activities; an architect who spends time waiting for clients in his/her office; a fisherman who repairs his boat or nets for future operations; a person who attends a convention or seminar). 3) A person is in the process of setting up a business, farm or professional practice; this includes the buying or installing of equipment, and ordering of supplies in preparation for opening a new business. An unpaid family worker is said to be working if the work contributes directly to a business, farm or professional practice owned or operated by a related member of the same household.People with a zero –hours contract will be counted as ‘employed’’.  |
| Evidence | One of the following:Into employment:* Confirmation of employment from employer (a letter, e-mail or a template)
* Wage slip
* Contract of employment

Into self-employment:* Confirmation of self-employment e.g. HMRC letter evidencing registration
* Bank statement for business account
* Registration with Companies House
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| **R2 - Inactive participants into employment or job search upon leaving the project** |
| Definition | People who meet the inactive definition above (as in output CO03) who have gained employment, started self-employment or started job-search within 4 weeks of leaving the project support. Employment and self-employment defined as above in R1. |
| Evidence | One of the following:Into employment:* Confirmation of employment from employer (a letter, e-mail or a template)
* Wage slip
* Contract of employment

Into self-employment:* Confirmation of self-employment e.g. HMRC letter evidencing registration
* Bank statement for business account
* Registration with Companies House

Into job search:* Award letter / notification detailing Jobseekers’ Allowance
* Copy of individual’s bank statement showing benefit payments
* Signed referral from DWP
* ES40 (Jobseekers card) or My Work Plan demonstrating current status
* Signed referral / template from recognised agency / service who can reasonably be considered to have an accurate knowledge of the participants circumstances (e.g. local authority, public body, organization receiving public funding)
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