



LIFT

Local Investment in Future Talent

A rural skills and employability funding programme for Norfolk and North Suffolk

HOW TO FILL IN A FULL APPLICATION (FA) FORM

Guidance for applicants to the LIFT Funding Programme via the Norfolk & north Suffolk Local Action Groups (LAGs)

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Version Control

Version Number	Updates description	Pages	Effective Date
V 1.8	Last version without a public version control	N/A	19/09/2017
V 2	<p>Full Application Form Guidance</p> <p>Full Application: explanation about the importance of the Full Application for the decision making process.</p> <p>Top tips: new tip added about explaining how the project will work (last bullet point in the list).</p> <p>Filling in the form</p> <p>2.2 & 2.3 Delivery Partners: clarification on Service Level Agreement.</p> <p>Delivery partner: clarification on evidence required from the delivery partner during claims and payment</p> <p>2.4 Conditions and Local Action Group and LIFT match funders' comments: updated process to address conditions and comments in the full application</p> <p>2.5 Any changes since Expression of Interest: explanation on what to do if more space is required</p> <p>Section 4. Project Timetable: advice on making sure the project timetable corresponds with the project finances and outputs and results.</p> <p>Section 5. Costs and Funding: explanation on financial section and annex added.</p> <p>5.6 Match funding: explanation on importance of listing all match funding sources and clarification on "in-kind" match and company's own funds</p>	<p>5</p> <p>7</p> <p>7</p> <p>8</p> <p>9-10</p> <p>10</p> <p>12</p> <p>12-13</p> <p>14</p>	08/01/2018

	<p>5.7 & 5.8 Narrative of Financial tables: updated description on what is needed to answer the questions 5.7 and 5.8</p> <p>Section 6. Outputs and Results: clarification on which annex to complete for each LIFT strand.</p> <p>Section 7. Project Management and Governance: description on what kind of answer is expected for each question added</p> <p>Section 11. Publicity: Publicity requirements description added.</p>	15 15 16 19-20	
V 3	All sections simplified, reworded and renumbered to reflect the simplified V2 Full Application Form – now a single application form plus an Annexe 1 (Project Finances, Outputs and Results)	All	25/07/18

Full Application

The Full Application captures detailed information on the rationale, activities, cost and programme compliance of a Project(s). The Local Action Group funding decision is entirely based on what has been included in the Full Application, and our assessment or appraisal of it. It is the key information source for evaluating proposed delivery and monitoring actual delivery if a project is successful.

Applicants will have already completed an outline of the project idea in the Expression of Interest and you can repeat information where applicable in the Full Application. In all cases previous information should be reviewed and updated and developed as required.

The content of the Full Application should be factual and informative and *focussed*, with minimal opinions and generalisations expressed. Bullet points, images and tables are effective ways to communicate rather than blocks of text. **The length of the completed Full Application may depend on the scale and complexity of a Project;** applications should be focussed and avoid the temptation to pad out information or provide irrelevant information which actually detracts from the nature of what is being proposed.

There should be evidence throughout the application to support statements made; some evidence may be appropriate to append where not publicly available, this may

include economic data and reports. However, additional appendices should be kept to a minimum and you should ideally extract the relevant evidence in your application. Much of the 'evidence' we require will be qualitative information based on your prior experience – this needs explaining; how do you know something will work?

Applicants must refer to the appropriate Local Action Group strategy and use the Programme Guidance when developing a Full Application to ensure adherence to LIFT Funding requirements.

Complete every section. You must fill out every section of the form, unless the it is not applicable to your project or organisation. In which case 'N/A' so that we know you haven't missed a section.

If you have questions, please consult the LIFT Programme Team. The LIFT Programme Facilitator is happy to review and comment on draft applications, if these are sent through in sufficient time before your deadline.

Top tips

- When completing the Full Application form, put yourself in the position of the reader: Explain things clearly and in layman's terms: remember that the reader may not be familiar with your proposed activity or organisation.
- Do not use acronyms.
- Do not use 'buzz' words that the reader may not understand
- Be focussed and realistic
- Remember that a concise application, incorporating graphics and images where appropriate, may be easier to digest
- Where possible you can copy sections from the Expression of Interest, but you may need to update and develop where necessary.
- Ensure you have fully explained how your project will actually work – practical details which explain who will do what, where, and by when, and how this activity will deliver results.

Ensure you read the guidance overleaf thoroughly for each section of the application

1.1 Project description

This section is designed to help you set out a good summary description of your project so that it is crystal clear what you are proposing to do and how. Make sure that the information you give in the rest of the form clearly links back to the project described here

You can copy information from your Expression of Interest (EOI) here and develop it further.

You are able to make some adjustments to what was proposed in your EOI but if you do so you must check that what you are proposing will still fit into the LIFT strand you are applying to. Contact the LIFT project facilitator if in doubt.

- *What the project is, including the specific activities undertaken as part of the project*
- *Who are your target participant (people/businesses)*
- Identify the type of issues and barriers faced by your participants and how the project will aim to address these.
- *How will you publicise your project and engage participants?*
- *Where will the project be delivered? The setting(s) and the geographical area.*
- *Who will deliver it? Outline the staff and /or volunteer roles delivering the project and any project delivery partners*
- Detail referral routes and possible partners
- *What is the timescale of the project?*
- *What will the benefits be, including wider and long term benefits?*
- *Summarise the project's key stages and activities.*
-
- *Show the participant journey from engagement through to achieving the results. You could include a diagram to illustrate this.*

1.2 How do you know your delivery model will work?

This section is designed to help you reassure the reader that you are well placed and capable of delivering the project.

- Tell us how it fits in with what you have done before?
- What have you learnt from past experience of delivering or commissioning similar project activity?
- What have you found out through recent research or from engagement with the sorts of people or businesses that you are looking to support?
- If you are a business training provider you will also need to describe your track record of delivering quality assured training to similar businesses.

1.3 Project delivery area

Select the areas that you will benefit from the outcomes from your project.

- For LIFT Jobs it is the areas where your unemployed or economically inactive project participants reside
- For LIFT Skills it is the areas where those who will be trained and upskilled are employed.
- For LIFT Trials it is the location of the businesses that will be supported to offer work experience, work trials, internships etc. to individuals

The map of each LAG area is on the [LIFT website](#) and you can google District Council boundaries.

1.4 Track record with target participants

Because LIFT projects must all be delivered and completed by the end of February 2020 we need to fund projects that can hit the ground running. It is therefore important that you can demonstrate in this section that you have a track record of working with (or have already made good links with) local businesses and/or people in the LAG areas you wish to target with your project. Or that you will be using networks and partners that have this track record.

1.5 Delivery Partners

Not all projects will be delivered by a partnership. If you do not have a delivery partner leave this section blank.

Delivery Partners are organisations you are collaborating with, and who share the responsibility of delivering the project. They are required to identify their own match funding and evidence their project expenditure. You will need to have a written Service Level Agreement (contract) in place with them before you start the project.

NOTE: If you are procuring essential services from other organisations to help you deliver your project they are suppliers and not delivery partners

1.6 Strategic Fit

You need to make the case that your project aligns with the concerns and ambitions that the relevant Local Action Group(s) (LAGs) have for their local economy.

Each LAG has a *Local Development Strategy* describing their local area's economy: its strengths, challenges and opportunities for development. There is also a document called '*LIFT info for x LAG*' with statistical information about local employment and skills levels and the size of businesses in the areas.

You can find these documents on the [LIFT Website](#). Click on the particular LAG area(s) you are looking to deliver in, you will see the links to their local development strategy & LIFT info documents listed on the right hand side of the screen.

In this section you should describe how your project will contribute to tackling one or more local challenges to the local economy through your investment in project participants (business or individuals).

If you know of other district, countywide or national strategies that your project activity and outcomes are aligned with, you can describe these here too.

1.7 Need & Demand for your project

This section is for you to show you have already identified the unmet need for your project in communities (LIFT Jobs/LIFT Trials) or demand from one or more businesses (LIFT Trials/LIFT Skills).

- Describe here what businesses or communities are asking for?
- Do you already have potential business or individual participants interested to join your project? If so tell us how many and what they are looking for.

If you are a company or organisation looking to apply for your own project to upskill your own staff or to offer work experience, work trials, internships or similar, tell us:

- what will be the benefits to your business
- what might be benefits to other businesses /employers?
- why do you need LIFT funding to achieve the results?

1.8 Adding value and avoiding duplication

LIFT will not invest in projects where there is no evidence of need or demand for them. Nor where there is already sufficient provision.

Do some research, and use your existing knowledge of your target community or market. Briefly describe other similar support, training or opportunities that are available and why your project would not duplicate these.

How does your project fill a gap by offering something unique, or unique to that area or to your targeted businesses or individuals?

1.9 Response to LAG comments

Local Action Group members were given a chance to give constructive comments on your project idea at the Expression of Interest stage. If they did so you will have received a document with their suggestions or requests for clarification. Use this

section to respond to them and to state where in your full application the issues have been addressed.

2.0 Project Timetable

Note it is important that you align your project timetable in this section with the budget and the timing of your outputs and results as laid out in the separate Excel spreadsheet workbook '*Annexe 1: Finance and Outputs*' (see later guidance for *Annexe 1*)

Section 2.4

Think of milestones as an achievement or stage reached within your project.

For example:

- Any delivery partner agreements in place
- Project staff / volunteers recruited/in place
- Processes for tracking project activity and expenditure are in place
- Processes for retaining evidence and making claims for LIFT funds are in place
- Project activity programme finalised
- Marketing and promotional materials developed and utilised
- First and subsequent cohorts of businesses, employees or individuals benefitting from your project and achieving results

3.0 Project Costs and Funding

You will need to have completed the separate *Annexe 1 Finance* (budget) spreadsheet to generate the summary figures for this section (See later guidance for *Annexe 1*)

3.1 Use this section to summarise

- your budget,
- your match funding secured or still required *and*
- your request for LIFT funds

3.2 Justification of budget costs

This section is for you to justify the costs you have laid out in your budget spreadsheet.

- For salary costs, please list all individual staff funded by the project and provide evidence of the hourly rate using the simplified cost methodology (an hourly rate / salary calculator is provided in the finance spreadsheet to do this)

- For each budget line under 'Other costs' please make clear why the expenditure is relevant to the project and how the costs have been calculated/arrived at.
- Remember to make sure that the budget across quarters is aligned with, and reflects expenditure across your project timetable at section 2.0 above.

3.3 Spend across Local Action Groups areas

If you are targeting your project on businesses or residents in a **single LAG area** your spend will be 100% of your project budget in that area

If you are focussing your project on businesses or residents in **two or more areas**, each LAG will want to know how their area will benefit from the LIFT funding. Estimate what proportion of your overall budget will be spent in, or will benefit each of those areas.

Depending on your project delivery activity this may be as simple as dividing your budget along the lines of your estimated participant number split in Q 4.2.

However if you know that the costs are significantly different in each area (eg due to venue or travel costs) you can adjust the proportion of spend for a more accurate forecast.

This section is just to give us an estimation of budget spend, that will benefit each LAG rather than you asking to commit to an exact budget split.

3.4 Volunteer time as in-kind match

Using volunteers helps towards your match funding and will generate additional LIFT funding for your project overheads.

You should ask the LIFT Team for help to identify an acceptable equivalent £ hourly rate for each project volunteer's time. There is a document produced by the Office of National Statistics (ONS) that we use to find the national average hourly rate for particular jobs. We can help you identify the equivalent job and hourly rate for your volunteer(s) using the ONS document.

If you are using volunteers list their roles in this section along with the agreed equivalent £ value for their time, and the equivalent role from the ONS document

(Note you will also need this £ value to complete the Annexe 1 Finances (budget) spreadsheet)

3.5 Match Funding

List here the cash match funding you have secured or identified as a possible source

Eligible cash match cannot originate from EU funds or be already matched to other EU funding.

Existing staff time paid through other (non EU) sources **counts as cash match** and the value of that should appear here. (Note that these paid staff roles and costs should also appear in the Budget Lines on Annexe 1 Finances spreadsheet).

You will need to have all match funding secured by the time a LIFT funding agreement is in place.

3.6 VAT & LIFT Funding

Tell us here whether you, or any project partner is VAT registered.

We ask this question because organisations that are VAT registered can recover the VAT on their expenditure from the HMRC. LIFT will only pay the VAT on project spend if it is not recoverable i.e. if you are not VAT registered.

3.7 Impact of LIFT Funding

Tell us what would happen to your project if you did not get LIFT funding or less funding than you have requested? Would it happen at all? Are there adjustments you could make?

What might be the impact if there is a delay in you receiving LIFT funding? e.g delays in partnership agreements being signed or if the LAG makes a conditional offer of funding that requires you to take further action, or to provide more information before you start.

4.0 Project Outputs and Results

Before completing this section you will need to have completed the separate Finance & Outputs spreadsheet (See later guidance for **Annexe 1**)

4.1 Rationale for your projected Outputs and Results

Describe how you have used the information, knowledge and experience at your disposal to calculate your Outputs and Results figures for your project. If you have made assumptions, what are they?

The reader will need to be convinced that the number of outputs and levels of results will be achievable through your proposed project and its activities.

Have you made allowances for participants dropping out? Are there any other risks to the project?

Do not overpromise. It is better to be realistic than to fail to achieve overly ambitious targets.

4.2 Spread of Outputs and Results across LAG areas

This section is just to give us an indication of benefits to each LAG rather than a fixed outcomes and results commitment. If you are targeting your project at businesses or residents in a single LAG area your Outputs and Results will be 100% in that area.

If you are delivering your project in two or more areas, each LAG will want to know how many in their area are likely to benefit from the LIFT funded project, and the associated results achieved.

Under the Outputs column - estimate what number or percentage of your overall Outputs (participant) targets will be based in each of the areas

- For LIFT Trials this means businesses supported
- For LIFT Skills this means employees receiving skills training/development
- For LIFT Jobs this means residents not currently in work, engaged and supported

Under the Results column – estimate what percentage of the overall project's results will be achieved in each area

- For LIFT Trials this means supported businesses successfully completing their involvement in the project (e.g. one or more work trails, or programmes of work experience enabled at businesses in the area.)
- For LIFT Skills this means employees attaining a qualification or unit towards a qualification AND/OR women with an improved work status (i.e. female employees increasing their skills or qualifications at businesses in the area)
- For LIFT Jobs this means participants resident in the area who will be in employment or self-employment or now actively seeking work by the end of the project.

4.2 Cross Cutting Themes for all LIFT Projects

The European Social Fund, and therefore LIFT, wishes to see applicants considering how they might reduce their environmental impact AND how they might advance equality and positive community relations through their funded project.

4.2a In this section tell us what positive actions you will take in the way that the project is delivered on a day to day basis. For example promoting positive choices for sustainable travel, avoidance of unnecessary car travel, reduction in office waste, use of recycled or sustainable materials and products, energy efficiency. If the main activities of your project include positive environmental work for example through volunteering, then include this in your answer.

4.3a In this section tell us what positive actions the project might take to ensure your project activities will be open to (and will benefit) people who are more likely to be disadvantaged or under-represented when it comes to: their access to employment or employment support; their access to education and training; and/or their representation in higher level, well paid jobs or self-employment.

You might want to think about how and where you will promote your project, how you might adapt your project to enable people to access it more easily or flexibly, providing or linking to childcare, or other positive action to encourage uptake from those traditionally disadvantaged or harder to reach.

Applicants are expected to submit a suitable equal opportunities policy and implementation plan alongside their application.

5.0 Project Management and Governance

5.1 This section is for you to reassure us that your organisation is well managed and will be able to safely and effectively deliver the project activities, and achieve the outcomes. (*note Financial Management and Control is covered in Section 6*)

Follow the guidance in italics on the form to ensure you are covering the essentials.

If you or your project partners have a 'quality mark' or other relevant accreditation or indication of quality assurance, please state which.

Refer to any separate docs you might submit (e.g. a staff management structure) in support of this answer.

5.2 Performance of delivery partners and suppliers

(Leave blank if you won't have formal Project Delivery Partners OR Suppliers to the project)

For partnerships describe here how you plan to ensure all formal project partners are aware of their respective responsibilities and their contribution to the Outputs and Results as appropriate.

This could include joint planning meetings, target setting, shared programmes of project activities, timetabling performance reports, ongoing partnership meetings etc.

How will you cascade LIFT guidance on evidence of expenditure and the measurement of outputs and results?

What will you do if a partner is in danger of under-performing?

If you will have **suppliers** for services or products briefly describe how you will ensure that you get what you require in a timely fashion along with the paperwork, original invoices etc. that are needed to make a funding claim)

6.0 Financial Management and control

6.1 Managing project finances

It is extremely important that only eligible, genuine spend is authorised and you keep detailed and accurate financial records in order that you can claim instalments of your LIFT Funding.

This section is for you to reassure us that you will manage the project finances well on a day to day basis. The LIFT Finance and Appraisal Officer can advise you on your arrangements if necessary.

Tell us what you have in place now and will put in place for this project. For example how will you make sure of the following:

- Only expenditure related to direct delivery of the project is identified as such.
- Where costs are shared, how you will go about apportioning costs to the LIFT Project budget
- The type and level of the spend is in line with your proposed budget
- Any accounts software or other financial management tools you use.
- Who has authority to spend? Is this limited?

6.2 Keeping evidence for LIFT funding claims

Describe here how you will ensure that the documentation and evidence for each claim will be filed and managed, and how a clear audit trail will be maintained for expenditure that is kept safe and accessible for audit purposes

If your project is offered LIFT funding the LIFT Finance and Appraisal officer will visit you to ensure that you know exactly what information to collect. This includes records and financial information such as evidence of seeking good value for money for any purchased or paid for services (e.g market research or quotes). Original invoices, evidence of spend and actual payment of invoices, project volunteer timesheets, project staff job descriptions, contracts, timesheets, payslips and payment of salaries, NI & pension contributions etc.

You will need to have good systems and secure places to keep paper and/or scanned records and documents. There is a chance that these could be requested for auditing purposes.

Considering the above requirements, you may want to consider whether you have built in enough time and budget for administrating this element of the project.

6.3 Overall financial management within your organisation.

Describe here any higher management roles within the organisation responsible for finances overall. (e.g. a chief executive, overall manager or director; finance managers/directors; finance committee, treasurer)

Briefly describe how they fulfil their role to ensure the organisation is financially stable and fraud is prevented?

6.4 Partners suppliers and staff compliance with LIFT requirements

Tell us how you will ensure everyone involved in the project understands from the beginning what is required from them so that you can comply with LIFT (European Social Fund) requirements. This will ensure you can be reimbursed quickly for all eligible expenditure claims including partner's expenditure as well as a contribution to your overhead costs.

6.5 Sufficient funds (cashflow).

LIFT Project funds are paid quarterly in arrears and so it could be up to 5 months from spending money to receiving payment.

Tells us here why you know that you will have sufficient funds to pay for the project costs until the grant payments are received. This might be because your cash match is available in advance, or that you have existing resources or reserves that you can use.

Annexe 1. Finance and Outputs Excel Workbook (spreadsheets)

Summary tab

Ignore this tab it fills automatically from your figures on other tabs

Finances TAB

You can use this spreadsheet to map out your project costs from project start to finish

Bear in mind:

- LIFT Programme Funding operates by calendar years (January-December) and so Quarter 1 on the spreadsheet is January to March NOT April to June.
- Consider carefully the time required to get the project started. Most projects spend less at the beginning, until the project is well underway – your budget spread should reflect what you think will happen and will look more convincing when your application comes up for consideration.
- LIFT Funding is reimbursed on *defrayed expenditure* i.e. when a payment leaves your bank account, not when an invoice is received or payment authorised. You will need to submit claims and provide evidence of actual spend.
- You must ensure you will have sufficient cash flow to deliver the project whilst waiting to be reimbursed.
- Staff and volunteers will need to keep timesheets to record the time they spend on the project.
- For staff only working part of their time on the project the timesheets will need to show what proportion of their time is spent on the project.

Salaried Staff

Add the salary costs over the course of your project (including Employers NI & Employers Pension contributions).

Use one line for each member of staff that will be involved in directly managing, administering or delivering the project activities, for all or part of their time

Include sufficient administrative staff time to collate evidence of project activity and expenditure to compile and submit your quarterly funding claims. (See section 6.2 above)

There is an [hourly rate calculator](#) on the last tab on the spreadsheet. This should generate an acceptable hourly rate for staff only working part of their time on the LIFT funded project

Volunteer staff

If you will use volunteers to deliver some of your project activities, or to administer it, the value of their time will count towards your match funding.

To generate the £ value for a volunteer role you will need to identify and agree with LIFT what would be the equivalent paid role and hourly rate. [Please contact the LIFT Team for help with this.](#)

Other Costs

Overheads

This line will complete automatically because LIFT restricts project overheads to a standard additional 15% of the project staff and volunteer costs, of which LIFT will pay half

Other project costs

Add a line for each type of costs you think will be specifically incurred in order to deliver the project activities for eligible participants

Estimate the costs of goods or services you will be paying for but bear in mind that you will need to show evidence that you have shopped around and chosen best value based on price or other factors when you claim for this sort of expenditure .

Travel is restricted to train or bus ticket costs or mileage at 45p per mile

You do not have to list or evidence expenditure on general overheads in your application or claim(s). It will be included automatically.

Annexe 1: Outputs & Results

Choose the relevant sheet to your project based on the strand you are applying for: LIFT Jobs – sheet 3; LIFT Trials – sheet 4; and LIFT Skills – Sheet 5).

Contact the LIFT Team for advice on definitions of the Outputs and Results for your chosen LIFT strand

Plot when you expect your projects outputs and results will be achieved by your project across each quarter.

See also Section 4 above for a narrative on your estimated Outputs and Results:

Please note that the targets achieved by every LIFT funded Project contributes towards meeting the LIFT Programme targets. The European Commission monitors our performance and there are financial penalties for LIFT and Norfolk County Council, if the projects we fund do not achieve their targets. This means that the LIFT Programme will have to monitor each Project's outputs and results closely and work with you to discuss and manage any underachievement.

During the delivery of a Project, you will need to provide evidence (an audit trail) that each output and result has been achieved. Where evidence is unavailable, or where a Project fails to deliver agreed outputs and results a reduction, repayment or withdrawal of the LIFT Grant may be considered.

Sections 7, 8 and 9 are tick boxes for you to confirm your responsibilities and understanding as regards **Procurement** of goods and services; **State Aid** and **Data Protection**. See guidance below

You may want to seek independent advice or contact the LIFT Team before you confirm your understanding of your responsibilities.

8.0 State Aid Declaration

State Aid has been interpreted by the European Commission to include any transfer of state resources that favour one or more organisation 'undertaking' a commercial activity as this could result in a competitive advantage that could not have occurred under normal market conditions.

Projects where the beneficiary is an individual, are not subject to the State Aid rules. This is more likely to be the case for LIFT Jobs Projects where the beneficiaries are the unemployed and economically in active people participating in the project.

LIFT Funding could be considered State Aid for businesses benefitting from LIFT Projects. However even if there might be a competitive advantage enabled there are some exemptions for aid that is, for example:

- De Minimis - SME Aid up to 200,000 Euros over a three year rolling period.
- General Block Exemption Regulation (GBER)
 - Article 31 – Training Aid
 - Article 32 – Aid for the recruitment of disadvantaged workers in the form of wage subsidies.

- Article 33 – Aid for the employment of workers with disabilities in the form of wage subsidies.
- Article 34 – Aid for compensating the additional costs of employing workers with disabilities.
- Article 35 – Aid for compensating the costs of assistance provided to disadvantaged workers.

It is essential that you read the GBER State Aid for LIFT Factsheet supplied by LIFT for more information on Articles 31- 35 (and the other exemptions) There is also a UK Government [State Aid a Beginners Guide](#), and you may want to talk to your finance person, treasurer or legal representative.

Having researched and sought advice you should take a view on which Article GBER exemption best describes the aid that is being received by the business(es) benefiting from LIFT funding.

You should also check any funding agreements you have had in the last 3 years to check if they are provided under the 'De Minimus' rules and/or ask your legal team/representative.

You can contact the LIFT Team to discuss your own case regarding State Aid: email lift@norfolk.gov.uk or call 01603 222 771.

10.0 Publicity Declaration

Project applicants and any project Delivery partners will need to comply with the publicity requirements for European Social Fund and LIFT

Applicants should note that all marketing and communications materials produced as part of, or to promote, the Project, must acknowledge the European support and use the standard European Union emblem. It should be noted that failure to comply with the publicity rules can result in financial penalty up to the total value of the European Structural & Investment Funds grant awarded.

The European Union requires that grants are publicised. The requirements will be set out in the grant agreement letter.

LIFT team will provide the successful applicants with the ESF and LIFT logos to be used for publicity. Successful applicants will be required to:

- display the ESF logo on all print and publications, including any documentation informing beneficiaries/participants,
- include the ESF logo in the email signatures of the staff working on the project,
- mention the grant in any press releases, online communications and websites; and
- display a poster including the ESF and LIFT logos.

For more information, the National Publicity Requirements are available at <https://www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance>.