



Outer Hebrides LEADER 2014 – 2020:



Youth LAG Fund

WHAT IS the LEADER Youth LAG?

LEADER is a European Union funded Community Development Programme, which focuses on delivering a bottom-up method for supporting rural development by communities and businesses. Support is primarily aimed at small-scale, community-driven projects that are pilot and **innovative** in nature. All projects must demonstrate community benefit and economic impact.

The Youth Local Action Group (Youth LAG) is a group of young people aged between 14 – 25yrs and youth representatives who are responsible for allocating **£100,000** of LEADER funding to applications that support **young people and youth initiatives** in the community.

One of the only local funds designed to support Young people, and decided by Young People!

FUNDING PRIORITIES

The Youth LAG are seeking applications from community groups, businesses and individuals who would like to develop initiatives that will support **young people** whilst also providing a wider community benefit. Projects should fit at least one of the following objectives:

• Promote Renewable Energy & Efficiency
• Support & Develop Rural Services & Facilities
• Develop and aid new Tourism Initiatives – <i>focusing on Nature, Archaeological, creative, Cultural & Gaelic Heritage</i>
• Support and encourage the Development of Small/ Medium and Community Enterprises
• Develop Crofting related ideas and Encouraging Diversification
• Support Community Fisheries and Marine Initiatives

Applications can also be submitted to support Scotland’s 2018 – **Year of Young People** initiative, providing that they meet the standard programme conditions.

WHO CAN APPLY?

Applications can be made by anyone who lives in the Outer Hebrides area and/ or wishes to undertake an activity within the area. This can include:

- Individuals, including those who are self-employed
- Community and voluntary organisations (constituted bodies such as Development Trusts)
- Micro and small enterprises (included social enterprises, charities, Community Interest Companies)
- Public Bodies
- Local Action Group members

Please submit an [Expression of Interest](#) or further information please contact the LEADER team

APPLICATION CLOSING DATE: Wednesday 7th March 2018

Outer Hebrides LEADER Contact Details:

Stornoway – Comhairle nan Eilean Siar, Sandwick Road, Isle of Lewis – Tel: 01851 600501

Balivanich – Comhairle nan Eilean Siar, Balivanich, Isle of Benbecula – Tel: 01870 602425

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LEADER YOUTH GRANT INTERVENTION RATES

Applications to the LEADER Youth LAG Fund can apply for funding up to the following amounts:

- **Community groups, individuals, charities, businesses etc.** - up to **90%** of your total eligible LEADER project costs
- **Public Bodies** – up to **50%** of your total eligible LEADER project costs
- **Minimum Grant allowance is £1000**

Applicants will be required to source the remaining funding themselves, however you should be aware that LEADER funding is **RETROSPECTIVE** and you will require funding to bankroll your project in the initial stages until you can 'claim' your LEADER grant; a LEADER officer will advise on this.

Furthermore state aid rules may apply and this may limit how much you can claim, depending on what other public funding you have received. Unless the project is classed as State Aid, as per Article 61 and 65 of the European Regulations 1303/2013 any net profit that is directly generated by the LEADER funded project before the final claim could result in a decrease in your approved LEADER grant.

However please note, depending on circumstances, that it is at the discretion of the Local Action Group to offer a decreased amount of aid if the project is approved. To find out more about state aid, visit www.gov.uk/state-aid .

HOW CAN I APPLY?

Prospective applicants should initially submit an [outerhebridesleader - expression-of-interest](#) through our website at www.outerhebridesleader.co.uk and a LEADER officer will then contact you to discuss your proposal, its eligibility and the next steps. A LEADER Officer is also available to speak with on an informal basis to discuss any ideas you may have by contacting:

Outer Hebrides LEADER
Comhairle nan Eilean Siar
Sandwick road, Stornoway
01851 600 501
outerhebridesleader@cne-siar.gov.uk

Outer Hebrides LEADER Contact Details:

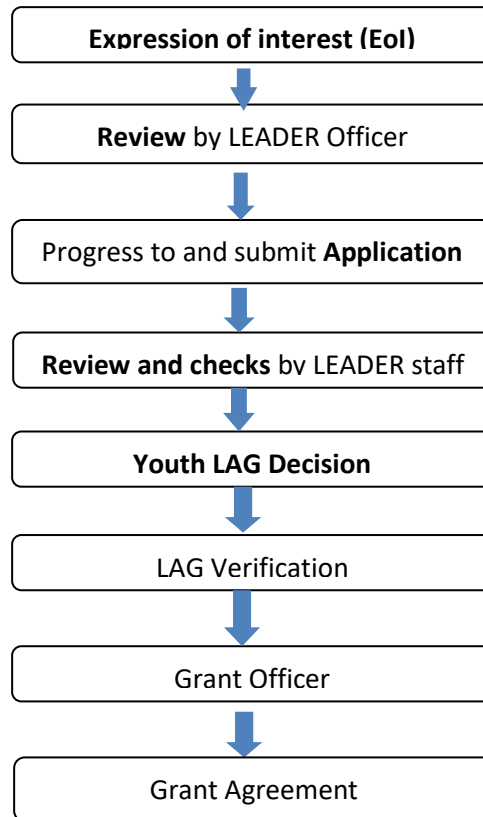
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THE APPLICATION PROCESS

A typical outline of the process for applying to LEADER is shown below.



ELIGIBILITY

INELIGIBLE COSTS (Costs which **cannot** be claimed from LEADER)

- **Accounting costs**, preparation etc. of annual accounts, year-end auditing unless a condition of the grant agreement
- **Bank charges** on accounts
- **Costs of guarantees provided by a bank** or other financial institution
- **Financial charges** – e.g. charges for paying by credit card NOT standard booking fees
- Debit interest, charges for financial transactions, foreign exchange commissions and losses, and other **purely financial expenses**
- **Loan charges** – the nature and amounts of any loan charges included in the overall project costs should be brought to the attention of the Scottish Government
- **Service charges** – arising on leases and hire purchase arrangements
- **Costs resulting from the deferral of payments to creditors**
- **Costs involved in winding up a company or organisation**
- **Bad debts**, fines, financial penalties and expenses of litigation
- The **delivery of courses** will not be eligible where such courses form part of a secondary school, college or university education programme – e.g. HNCs, HNDs, Nationals, Degree etc. If you are unsure about this, please contact your local LEADER Team.
- **Expenditure invoiced or defrayed outwith the eligible project period.** (The period before the signed Offer of Grant Letter has been received back into the local LAG Office).

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- **Expenditure committed to or incurred before the eligible expenditure date** contained in the offer of grant letter (e.g. contracts signed, purchase orders raised, payments made, invoices or other commitment by the applicant to pay for something whether goods, works or services)
- **Payments not supported by invoices** and/or documents proving expenditure
- **Recoverable VAT**
- **In-kind costs** cannot be claimed or paid (they are shown to help assess commitment to the project).
- **Improvements to buildings** as a requirement of changes to legislation e.g. Disability Discrimination Act.
- **Any actions already being funded by European Structural Funds** under other Programmes or European Union-funded initiatives
- **Alcohol**
- **Hire purchase**, extended credit agreements and finance leases for capital purchases
- **Purchase of Capital Assets** (LEADER will not fund land or buildings)
- **Building Repairs**
- **Volunteer time**
- **Reclaimable VAT** - *You should seek guidance and obtain written confirmation of the VAT position in relation to your proposed project. Unexpected VAT bills can add significantly to the total cost project.*
- **Statutory maternity, paternity, adoption or sick pay**
- Payments for **unfunded pensions**
- **Redundancy payments**
- **Bonus or commission payments**
- **Contingencies, miscellaneous or sundries**

Some of these costs may be eligible if they are directly linked to the operation and are necessary for its preparation or implementation or, in the case of accounting or audit costs, if they relate to requirements by SG and must be agreed with SG prior to being claimed.

ELIGIBLE COSTS

- **Purchasing equipment, fixtures and fittings** linked to the eligible project activity
- **Improving land**, for example landscaping works, playgrounds etc.
- **Altering, refurbishing or extending** a building you already own or lease
- **Constructing** a new building or facility
- **Professional Fees** (architects, engineers, consultants etc.), planning permission/building warrants etc. are restricted to a maximum of 20% of the overall project costs. Where the project does not include any capital costs then support for any professional fees may be funded to a maximum of 100%.
- **Projects Involving Staffing & Premises** - For all staff costs, you must be able to demonstrate that the pay and grading of the post has been determined appropriately. For example, benchmarking against similar posts within the organisation or more widely for type of job concerned.
- **Direct Staff Costs** - Staff costs are eligible to be paid through the project, whether full or part-time. Staff may be either existing organisational staff who are administering/supervising the project or taking on a specific role in the project or new staff recruited specifically for the project. All staff costs should be included gross (i.e. inclusive of NIC, pension, etc.)
- **Recruiting new staff** - Recruitment costs are only eligible during the approved project period. Recruitment costs may include advertising for the vacancy. Interview travel costs, panel member expenses or other reasonable and appropriate costs as detailed in the travel and subsistence section in section 8.5 are also eligible. For new recruitments, the following evidence must be

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provided: copy of the advertisement and details of where the post was advertised; summary of the short listing process; summary of the interview process; details of selected candidate.

- **Existing staff new post** - If it is a new post which you wish to fill with a reappointment of an existing staff member in line with national employment legislation, this must be explained in the funding application form. Where you have an existing policy regarding reappointment/redeployment of staff, this should be provided as part of the explanation. The Local Action Group will review the justification provided on a case by case basis with the preference being for all new posts to go through an open and transparent recruitment process. Where an existing member of staff is transferred to a new post the employing agency must provide: evidence that their existing post is finishing; evidence that the person has the relevant skills for the post and is the most suitable applicant if more than one internal applicant is eligible; details of the selected candidate.
- **Staff Travel and Subsistence** – this must be directly related to the project.
- **Personal protective equipment** required for the safe conduct of activities. Where appropriate equipment should be retained by the organisation and not provided to individuals.
- **Consultancy Fees and Contractors' Charges** - Costs for work undertaken by a consultant or sub-contractor (including staff supplied through temp agencies) are eligible. You will be asked to justify their use and reasonableness of costs as part of the project application. See also see professional fees in Section 7.
- **Premises costs** – This should include actual cost of rent, rates, heat, light, telephone and internet charges, cleaning and servicer charges associated with the premises.
- **Leasing Premises** - Leasing is eligible for support. Details and justification for this approach must be included in the application form and will be considered on an individual project basis. Leasing costs should not exceed the original value of the item.
- **Project Evaluation Fees** - Costs of independent evaluations will be eligible if the work is essential to the project and/or a condition of the Grant Agreement.
- **Insurance** - Insurance of buildings, contents and for public liability are eligible provided it can be clearly demonstrated that these directly relate to the delivery of the project and are **additional** to existing organisational costs. Professional indemnity is also eligible provided it is essential to the delivery of the project and **additional** to standard provision that organisations or/ individuals could be expected to hold. **In circumstances where the organisation has in place internal 'charging' arrangements for staff then these are considered to be eligible where they can be evidenced. For example, annual fees per head for the use of all services.**
- **Publicity** – this may include costs related to appropriate and proportionate aspects of marketing specific to the project on, for example, design and production of publicity materials, development and delivery of events and campaigns.
- **Marketing Non-recoverable VAT** - VAT charged on buying goods, services or transactions that you are not able to reclaim from the HM Revenue and Customs is eligible.
- **Software, stationery, teaching materials, postage, photocopying consumables** and other costs **where it can be clearly demonstrated that costs are reasonable and directly relate to the delivery of the project.** All project costs must be accurate and included in the application form.
- **Volunteer Expenses** - Volunteer expenses must be detailed in the funding application form and will be considered on a case by case basis by the Local Action Group.
- **Second hand equipment** –The purchase of second hand equipment is allowed under the following conditions: the seller of the equipment must provide a declaration stating its origin, and confirm that at no point during the previous seven years has it been purchased with the aid of national or European grants.

For further information on the Outer Hebrides LEADER 2014-2020 programme please visit the website at www.outerhebridesleader.co.uk.

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