



## Sunderland Community Led Local Development Programme

### Guidance on European Regional Development Fund - Output Indicator Definitions

**Source document:** 2014 to 2020 European Growth Programme - Output Indicator Definitions Guidance for the European Regional Development Fund for England (June 2018 - version 6)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/719940/ESIF-GN-1-002\\_ERDF\\_Output\\_Indicators\\_Definition\\_Guidance\\_v6.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/719940/ESIF-GN-1-002_ERDF_Output_Indicators_Definition_Guidance_v6.pdf)

<b>(C1) Number of enterprises receiving support</b>	
<b>Terms</b>	<b>Definitions</b>
<b>Unit of measurement</b>	Number of enterprises
<b>Count criteria:</b> What can be recorded against this indicator?	<p>The type of support includes consultancy, information, diagnostic advice and guidance to individual businesses, as well as financial assistance for investment that results in the production of goods and/or services.</p> <ul style="list-style-type: none"> <li>• This output indicator covers all size of business - sole trader, micro business, small and medium-sized enterprise, large business. It includes social enterprises where these engage in economic activity.</li> <li>• Specific calls for proposals or specific conditions may require those running projects to work with particular types of businesses. Furthermore, eligibility rules and in particular state aid rules may limit the type of businesses that may be supported.</li> <li>• Assistance counted can include initial diagnostic and assessments, as well as any defined subsequent support.</li> <li>• The method for delivering assistance can be face-to-face, telephone or web-based dialogue, through conferences, seminars, meetings, and workshops dependent on the needs of individual businesses.</li> <li>• Assistance can include one-to-one or in groups.</li> <li>• Activities should support the project's objectives and be directed towards ultimately improving the performance of the business.</li> <li>• Support can be provided across a range of activity including:               <ul style="list-style-type: none"> <li>○ Management/leadership support</li> <li>○ Corporate and social responsibility</li> <li>○ Access to new supply chains, and markets including new international markets.</li> <li>○ Marketing</li> <li>○ Innovation and commercialisation of R&amp;D</li> <li>○ Process improvement, quality assurance.</li> <li>○ Access to Finance Support</li> <li>○ Direct loans and financial instruments</li> <li>○ Resource efficiency.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>The list of activity above is not exclusive. Any support can be counted if this is consistent with national eligibility rules and the operational programme and addresses a genuine business need established through a diagnostic or other assessment.</li> </ul>
<p><b>Count Threshold:</b> What is the threshold or minimum requirement for recording (one count) of this indicator?</p>	<p>To count one instance of this indicator you must provide evidence to demonstrate the ERDF project has provided the following:</p> <p><b>For non-financial support:</b></p> <ul style="list-style-type: none"> <li>2 days (12 hours) active consultancy support.</li> </ul> <p>For financial support (loan or grant) investment:</p> <ul style="list-style-type: none"> <li>Grant of Loan/Risk Finance Investment of at least £1,000.</li> </ul> <p><i>Multiple Counting:</i> A specific business can only be counted once by a project. Multiple instances of financial or non-financial support within a project cannot be counted multiple times. Separate projects may count the same business where they provide the level of support meeting the criteria above in separate interventions. Each individual support claimed should have a unique indicator.</p>
<p><b>Count Exclusion:</b> What activity cannot be counted against this indicator?</p>	<ul style="list-style-type: none"> <li>The 12-hour support excludes travelling and preparation time; it is only the actual time delivering the support to the business that can be counted.</li> <li>Distribution of mail-shots and brochures (electronic or hard copy) are excluded.</li> <li>Activity already counted toward achieving Indicators for ERDF outlined in this note cannot be double counted.</li> <li>Any businesses ineligible for ERDF support under national eligibility rules are excluded.</li> </ul>
<p><b>Verification Evidence:</b> What records need to be retained to count this indicator?</p>	<p><b>Record of business</b> - Name, address including post code, contact details, company registration number (CRNs) if applicable. Each enterprise should have a unique identifier at operational level during the course of the project.</p> <p><b>Support claimed through hours supported</b> – record, electronic or paper, of support over the minimum threshold verified and signed by a senior member of staff in the enterprise assisted, including time period claimed.</p> <p><b>Support claimed for direct financial support</b> – documentation demonstrating that value meeting the minimum threshold has been provided to the business, with a unique identifier.</p>
<p><b>Additional Information Required for Indicator</b></p>	<p>Types of additional data which will need to be provided:</p> <p><b>For enterprises:</b> details of the size of the enterprise, sole trader, small and medium-sized enterprise, large company.</p> <p>A small and medium-sized enterprise covers enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million Euro, and/or an annual balance sheet total not exceeding 43 million Euro (in accordance with the definition laid down in <b>EU Regulation No 1303/2013</b> within the meaning of Commission</p>

	Recommendation 2003/361/EC).
<b>(C5) Number of new enterprises supported</b>	
<b>Terms</b>	<b>Definitions</b>
<b>Unit of measurement</b>	Number of enterprises
<b>Count criteria:</b> What can be recorded against this indicator?	<p>This is a subset of indicator C1 – therefore Count Criteria under C1 must be fulfilled.</p> <ul style="list-style-type: none"> <li>• Activity must be to support a new business or a business locating in the England programme area for the first time.</li> </ul> <p>A new business is one which:</p> <ul style="list-style-type: none"> <li>• has been registered at Companies House or HMRC for less than 12 months before assistance is provided; or</li> <li>• is a business locating in the England programme area for the first time, to start trading (i.e. registers for VAT, or registers for National Insurance (Class 2) contributions, or the start date of a company's first accounting period, or the date a business receives risk finance investment prior to its first commercial sale).</li> </ul> <p>Businesses locating are defined as:</p> <ul style="list-style-type: none"> <li>• new to the England programme area or branches of businesses which remain established outside the UK.</li> </ul>
<b>Count Threshold:</b> What is the threshold or minimum requirement for recording (one count) of this indicator?	This is a subset of indicator C1 – Count Threshold is as C1.
<b>Count Exclusion:</b> What activity cannot be counted against this indicator?	This is a subset of indicator C1 - Count Exclusion is as C1. The same business cannot be counted at different phases of its growth, as this would be double counting.
<b>Verification Evidence:</b> What records need to be retained to count this indicator?	In addition to the evidence required for indicator C1:  <b>Evidence of a new business</b> – Evidence of Companies House or HMRC registration less than 12 months before assistance is provided.
<b>Relationship to other indicators</b>	Enterprises reported under C1 may also be reported under C5 where they meet the relevant definition, criteria and count threshold.
<b>(C8) Employment increase in supported enterprises</b>	
<b>Terms</b>	<b>Definitions</b>
<b>Unit of measurement</b>	Full-time equivalents above the baseline set at the start of the intervention.

<p><b>Count criteria:</b> What can be recorded against this indicator?</p>	<ul style="list-style-type: none"> <li>• Those jobs created following an intervention with an enterprise that result in an increase in the overall number of staff employed within the enterprise. To determine the employment increase a baseline of the number of jobs in place in the enterprise immediately prior to the start of the support should be taken and compared to the number of jobs in place at the end of the support. The difference between the two is the employment increase. It should be noted that the employment increase due to the support might not always equal the number of jobs created that are directly attributable to the support – e.g. where organisations have restructured during the period and posts been removed.</li> <li>• A new, permanent, paid, full-time equivalent (FTE) job created as a result of activity supported by project.</li> <li>• New means it should not have existed with that employer in the England programme area before the intervention.</li> <li>• Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created. A full-time equivalent (FTE) job created can be counted even if it does not last for 12 months provided there is contractual evidence that the intended life expectancy of the job was 12 months.</li> </ul> <p>The indicator applies to all sizes of enterprise, but eligibility rules or project selection criteria may restrict the scope of activity.</p>
<p><b>Count Threshold:</b> What is the threshold or minimum requirement for recording (one count) of this indicator?</p>	<p>This indicator can be counted if:</p> <ul style="list-style-type: none"> <li>• A job with an intended life expectancy of 12 months was created. Date of creation is the day the new employee starts work in the enterprise</li> <li>• When the 36 hours per week threshold is reached. Part-time jobs should be treated on a pro-rata basis.</li> <li>• A job which results in an overall increase in the employment levels of the supported enterprise.</li> </ul> <p><b>Seasonal jobs</b> may be counted where this is normal practice for an industry. The job must exist for a minimum of 4 weeks per annum and is counted on a pro-rata basis.</p>
<p><b>Count Exclusion:</b> What activity cannot be counted against this indicator?</p>	<p>Jobs which are created to directly set up the project’s activities, including construction jobs, do not count as an increase in employment in supported enterprises, as these are inputs to rather than outputs of the operation.</p> <p>Jobs which have been created as a result of realignment of posts across the enterprise.</p> <p>Jobs which have been safeguarded.</p>
<p><b>Verification Evidence:</b> What records need to be retained to count this indicator?</p>	<p><b>Job Created:</b> written confirmation from senior member of staff in the supported enterprise, confirming the creation of a post within the England programme area as a result of the support provided. This should include details of the job as advertised and started, duration, and the number of hours per week.</p> <p>A sole trader will need to provide a self-declaration to confirm details of post started, salary, duration and number of hours per week.</p> <p>In both of the above instances the written confirmation should include the following text:</p>

	<p><i>“At the time the project funding agreement was signed the enterprise had X employees at the time of the final claim the project this has risen to X. The new post(s) has (have) resulted in an increase in employment within the enterprise and is not as a result of a realignment of posts across the organisation nor a post(s) which has been safeguarded.”</i></p>
<b>Additional Information Required for Indicator</b>	<p>Projects need to provide basic information about the individual they support relating to:</p> <ul style="list-style-type: none"> <li>• <b>Gender:</b> Male/Female/ Prefer not to say</li> <li>• <b>Age:</b> The following age categories should be used: 16-24/25-29/30-34/35-39/40-44/45-49/50-54/55-59/60-64/65+/Prefer not to say</li> <li>• <b>Disability:</b> “Do you consider yourself to have a disability?” Yes/No/Prefer not to say</li> <li>• <b>Ethnicity:</b> White/Mixed / Multiple ethnic groups/Asian / Asian British/Black / African / Caribbean / Black British/Other ethnic group/Prefer not to say</li> </ul>
<b>Relationships to other Indicators</b>	<ul style="list-style-type: none"> <li>• This indicator will result from some form of support to an enterprise. For the avoidance of doubt, providing all other evidentiary requirements associated with this output (C8) are met C8 outputs may be claimed in cases where the support/assistance provided by the project to the enterprise in which the employment is increased does not reach the threshold required to trigger a C1 output.</li> </ul> <p>The support can create a multiple of employment outputs.</p>
<b>FAQs</b>	
<p><b>Q. Does the type of business created make a difference to whether we can count a job as well?</b>  <b>A.</b> The type of business is not relevant providing it is consistent with the <b>National Eligibility Rules.</b></p> <p><b>Q. Can helping individuals to obtain voluntary work count as employment and meet the criteria for this output?</b>  <b>A.</b> No – the indicator is limited to paid employment.</p> <p><b>Q. If we train people in construction skills with the aim of them becoming self-employed, can we count them under increase in employment?</b>  <b>A.</b> No.</p>	
<b>(P11) Number of potential entrepreneurs assisted to be enterprise ready</b>	
<b>Terms</b>	<b>Definitions</b>
<b>Unit of measurement</b>	Number of individuals
<b>Count criteria:</b> What can be recorded against this indicator?	<p>Assistance must be focussed and reported on the following target groups:</p> <ul style="list-style-type: none"> <li>• Individuals aged 16 and over currently in employment, unemployed or economically inactive with an interest in exploring alternative career pathways.</li> <li>• Pre-start support provided to a potential entrepreneur may be</li> </ul>

	<p>recorded as eligible activity. This applies to entrepreneurs who are not trading and have not been registered with Companies House or HMRC before assistance is provided.</p> <p>The assistance will involve some form of direct interaction with individuals. This may be one-to-one or in groups and take the form of coaching, mentoring, and workshops constituting part of the enterprise journey. It could therefore include:</p> <ul style="list-style-type: none"> <li>• Workshops and sessions to develop understanding of the issues of starting a business;</li> <li>• Coaching and mentoring to nurture behaviours values and dispositions to support self-employment and new businesses start up;</li> <li>• Support to explore appropriate business opportunities, for example franchise, social enterprise, building enterprise teams;</li> <li>• Community enterprise coaching – using community-based infrastructures to support people to overcome barriers and actively explore starting a business;</li> <li>• Supporting those in employment to consider business start-ups and ownership as a career opportunity.</li> <li>• The method for delivering assistance can be face-to-face, telephone or web-based dialogue, through conferences, seminars, meetings, and workshops dependent on the needs of individual businesses.</li> </ul>
<p><b>Count Threshold:</b> What is the threshold or minimum requirement for recording (one count) of this indicator?</p>	<p>To count one instance of this indicator you must provide evidence to demonstrate the ERDF project has:</p> <ul style="list-style-type: none"> <li>• provided at least 2 days /12 hours of assistance to the individual.</li> </ul>
<p><b>Count Exclusion:</b> What activity cannot be counted against this indicator?</p>	<ul style="list-style-type: none"> <li>• Individuals who are under 16 cannot be counted.</li> <li>• Multiple counts of the same individual within a project is excluded.</li> <li>• Assistance which is provided in the form of mail shots either electronic or hard copy is excluded.</li> <li>• Sign posting activity alone will not count as a form of assistance</li> <li>• The same business cannot be counted at different phases of its growth, as this would be double counting.</li> </ul>
<p><b>Verification Evidence:</b> What records need to be retained to count this indicator?</p>	<p><b>Individual:</b></p> <ul style="list-style-type: none"> <li>• Name, date of birth, address, postcode.</li> </ul> <p><b>If support towards indicator continues after individual forms an enterprise:</b></p> <ul style="list-style-type: none"> <li>• Evidence that support was initiated before the enterprise was formed (registration with Companies House or HMRC).</li> </ul> <p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>• Letter or standard form signed and dated by the individual specifying what assistance they received and on what date(s).</li> </ul>

<p><b>Additional Information Required for Indicator</b></p>	<p>The unit of measurement is the individual (potential entrepreneur), not whether they actually go on to start a business. However, it is likely that rate of business start-up will need to be tracked as part of project and programme level evaluation.</p> <p>Projects will need to provide basic information about the individual they support relating to:</p> <ul style="list-style-type: none"> <li>• <b>Gender:</b> Male/Female/Prefer not to say</li> <li>• <b>Age:</b> The following age categories should be used: 16-24/25-29/30-34/35-39/40-44/45-49/50-54/55-59/60-64/65+/Prefer not to say</li> <li>• <b>Disability:</b> “Do you consider yourself to have a disability?” Yes/No/Prefer not to say</li> <li>• <b>Ethnicity:</b> White/Mixed / Multiple ethnic groups/Asian / Asian British/Black / African / Caribbean / Black British/Other ethnic group/Prefer not to say</li> </ul>
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