**PLEASE COMPLETE IN BLOCK CAPITALS**

**SUNDERLAND COMMUNITY LED LOCAL DEVELOPMENT PROGRAMME**

**(OUTCOME FORM 2)**

|  |  |
| --- | --- |
| **Only to be used to exit individual beneficiaries (potential entrepreneurs) in ERDF funded projects** | |
| **CLLD Project Number** |  |
| **Beneficiary Unique Identifier** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 1** | **Personal details** | | | | | | |
| Title |  | | | | | | |
| Forename(s) |  | | | | | | |
| Surname |  | | | | | | |
| **Part 2** | **Type of Support received** | | | | | | |
| Duration of support | From |  | To | |  | | |
| Has evidence of support been obtained? | Signed record of meetings/events | | Yes | | | | No |
| Number of hours of support received | |  | | | | |
| **Part 3** | **Impact of the support received - Business outcome** | | | | | | |
| Has a business been established? | Yes | | No | | | | |
| What evidence of business establishment? | Companies House registration | | Yes | | | No | |
| Registration with HMRC | | Yes | | | No | |
| VAT Registration | | Yes | | | No | |
| Sector of business |  | | | | | | |
| If business established, how many jobs have been created? |  | | | | | | |
| What evidence of jobs? | Written confirmation from senior member of staff with job details, date started, duration and weekly hours | | Yes | | | | No |
| Sole trader self-declaration with job details, date started, duration and weekly hours | | Yes | | | | No |
| Home postcode(s) of staff employed in new jobs created\* | | Yes | | | | No |
| If business established, what is its projected turnover in Year 1? |  | | | | | | |
| If business not established, is it intended to start within 1 year? | Yes | | | No | | | |

**\*Separate worksheet to be obtained to confirm the home postcodes of new staff employed in new jobs created.**

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| --- | --- | --- | --- | --- | --- | --- |
| **Part 4** | | | **Impact of the support received - Individual outcome** | | | |
| Please tick all that are relevant: | | | | | |  |
| 1. Beneficiaries in education or training upon leaving | | | | | |  |
| 1. Unemployed beneficiaries into employment (including self-employment) on leaving | | | | | |  |
| 1. Inactive beneficiaries into employment or job search upon leaving | | | | | |  |
| 1. Gained a qualification | | | | | |  |
| 1. Moved into regular volunteering | | | | | |  |
| 1. Gained basic skills on leaving | | | | | |  |
| 1. Other outcome (please specify) | | | | | |  |
| Evidence must be provided where the beneficiary has moved into either a, b or c. Details on the evidence required are provided below. | | | | | | |
| **Part 5** | | **Evidence Required and provided** | | | | |
| 1. **Beneficiaries in education or training upon leaving**   If you’ve moved into further education or training, we need you to provide a letter or document from the school, college, university or learning provider demonstrating that you have formally registered and started learning with them. We must see an original and we will make a photocopy for our own records.  **Evidence provided**   1. **Unemployed beneficiaries into employment (including self-employment) on leaving**   Name of employer:  Location & Postcode of employer:  Annual salary or expect annual turnover if self-employed:  Sector of employment or self-employment:  If you’ve moved into employment or self-employment we need you to provide either:   * a letter or document from the employer confirming that you have started a new job **or** * a payslip **or** * a signed contract of employment.   If you’ve moved into **self-employment**, we need you to provide either:   * a letter or document showing that your business activity is registered with HMRC for tax, VAT or National Insurance purposes **or** * a record showing that your business activity is active and operating, such as a bank statement or a lease/purchase agreement on equipment and premises **or** * if registered with Companies House, a record listing you as a company director. * We must see an original and we will make a photocopy for our own records.   **Evidence provided**   1. **Inactive beneficiaries into employment (including self-employment) or job search upon leaving**   Name of employer:  Location & Postcode of employer:  Annual salary or expect annual turnover if self-employed:  Sector of employment or self-employment:  If you’ve moved into employment or self-employment we need you to provide either:   * a letter or document from the employer confirming that you have started a new job **or** * a payslip **or** * a signed contract of employment.   If you’ve moved into **self-employment**, we need you to provide either:   * a letter or document showing that your business activity is registered with HMRC for tax, VAT or National Insurance purposes **or** * a record showing that your business activity is active and operating, such as a bank statement or a lease/purchase agreement on equipment and premises **or** * if registered with Companies House, a record listing you as a company director. * We must see an original and we will make a photocopy for our own records.   **Evidence provided**  If you have moved into job searching from economic inactivity you must provide either:   * a CV and a list of jobs applied for and when, **or** * a letter or document from the Department for Work and Pensions that confirms you are registered as unemployed, **or** * a letter or document from a government agency showing that you have newly registered with mainstream support and are actively engaging with them to apply for jobs, **or** * a bank statement showing benefit payments.   We must see an original and we will make a photocopy for our own records.  **Evidence provided**   1. **Gained a qualification**   If you have gained a qualification through the support you have received please provide information on the qualification obtained.   |  | | --- | |  |   **Evidence provided**   1. **Moved into regular volunteering**   If you have moved into volunteering on a regular basis please provide information on the type of volunteering and at which organisation it has been secured. Please provide the main reasons for partaking in volunteering from the list provided below:   * To develop skills * To gain experience by putting existing skills developed in a different context to new use * To add interest to a CV * To give back to an organisation that has helped you * To meet people * To keep active * To experience a new case of independence * To do something worthwhile with your spare time.   Organisation hosting the volunteering opportunity:  Location & Postcode of organisation where volunteer is placed:  **Evidence provided**   1. **Gained basis skills on leaving**   Please confirm if gained one or more of the following basic skills qualifications as a result of the support you received from the CLLD (ESF) project:   |  |  |  | | --- | --- | --- | | Basic skills gained on leaving | Yes  No  Participant chose not to say |  | | Gained level 2 skills or below on leaving | Yes  No  Participant chose not to say |  | | Gained level 3 skills or above on leaving | Yes  No  Participant chose not to say |  | | Highest level of education on leaving  <http://www.gov.uk/what-different-qualification-levels-mean/list-of-qualifications-levels> | No qualifications |  | | Entry level |  | | Level 1 |  | | Level 2 |  | | Level 3 |  | | Level 4 |  | | Level 5 |  | | Level 6 |  | | Level 7 |  | | Level 8 |  |  1. **Other outcomes**   Please explain in part 6 below other outcomes that have happened as a result of the project’s support.  **Evidence provided** | | | | | | |
| **Part 6** | | **Beneficiary testimony** | | | | |
| If no business has been established, what difference has the support made to the individual beneficiary? | | | | | | |
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| **Part 7** | | **Declaration** | | | | |
| **Signature of beneficiary** | | | | | | |
| Signed |  | | | Date |  | |
| **Signature of project staff** | | | | | | |
| Signed |  | | | Date |  | |
| **Other notes / comments** | | | | | | |