



The European Agricultural Fund  
for Rural Development:  
Europe investing in rural areas



**Scottish Rural  
Development  
Programme**



<b>Date</b>	<b>Author</b>	<b>Details</b>
23 October 2015	Alistair Prior	
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## Contents

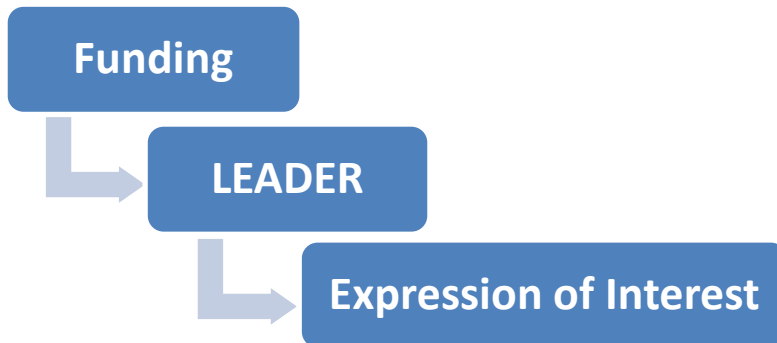
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## 1. Introduction

The following guidance notes should be used as the basis for a checking EOI.

## 2. Expression of Interest (EoI) form

To view the EoI form, go to the [Scottish Rural Network's \(SRN\) website](#) and select:



All fields in the EoI form are mandatory with the exception of 'website' and 'additional LAG area', which is only applicable if the idea covers more than one LAG area.

Completed forms are automatically sent to the nominated mailbox for your LAG, when the applicant presses 'submit'.

LAGs can only accept EoIs submitted using the online form. Alternative formats for expression of interest should be returned together with the link above with all EoI forms completed through the SRN website. This ensures a consistent approach across Scotland and aids reporting.

## 3. Viewing EoIs submitted for your area

You can check Expressions of Interest submitted in the LAG area of the Scottish Rural Network website. Log in here - [www.ruralnetwork.scot/user](http://www.ruralnetwork.scot/user) - using the log in details provided for your LAG area by the Scottish Rural Network Support Unit.

You can see submissions, and also pull reports of submissions for your area. We recommend checking submissions regularly to ensure you have received everything by email.

You can find instructions on how to access Expression of Interest submissions and pull reports at: [www.ruralnetwork.scot/lag-area-manual](http://www.ruralnetwork.scot/lag-area-manual)

## 4. Cooperation projects

The EoI form has a field for applicants to capture 'Additional LAG areas' where the project potentially covers more than one LAG area. However, only the LAG selected from the dropdown list will automatically be sent the form. The LAG area which

receives the form will be responsible for forwarding it to the other area(s) listed under 'Additional LAG area'.

## 5. Checking the EoI Form

- **Applicant organisation name**

This is the name that the organisation is generally known by and will normally be the same as the organisation's formal title. This will be the organisation name supplied at the point of application for a BRN (Business Registration Number). BRNs should be sought only if the EoI is deemed to be considered appropriate for full application to LEADER.

The applicant may already have a BRN, in which case the applicant organisation name should be the same as the business or organisation registered to the BRN with RPID.

- **Contact name**

This is the person who is responsible for submitting requests for funding, on behalf of the organisation.

- **Position**

Confirmation of the role of the Contact name, e.g. Director, Treasurer, Owner.

- **Organisation type**

The type of organisation should be set out, e.g. Community Group, other third sector organisation, Farmer, Public, Private.

- **Contact Address**

This is the address of the organisation named above and will be used for all correspondence. It does not have to be in the same LAG area as the proposed project as long as the project is implemented in the LAG area.

- **Phone number**

Numeric details only, either landline or mobile number of the contact person named above.

- **Email address**

The email address normally used for the organisation's correspondence. This may be the personal email of the contact.

- **Website**

This field is not mandatory. Where applicable, a link should be provided.

- **Project name**

Unlike the organisation name above, this is the name that the organisation has chosen to best describe the individual project e.g. Coaltown community meeting

room. If the project is to be delivered in several phases, then the project name could reflect this e.g.

Phase 1: Island community shop Feasibility study  
Phase 2: Island community shop Build

- **Local Action Group (LAG) area**

This refers to the location of the project, NOT that of the organisation and choice is made only from the dropdown selection. Care should be taken to check that the correct LAG area has been chosen and that the project is in a LEADER eligible location.

Where the idea covers more than one LAG area, the area chosen here is the only area which will have received the submission directly. It is the responsibility of this area to ensure that it is shared with the LAG(s) listed under 'Additional LAG area'.

- **Additional LAG area**

This is only applicable if the idea covers more than one LAG area. If the project activity includes more than one LAG area, the area the applicant has chosen under 'Local Action Group (LAG) area' will have received the submission and forwarded the details to the area(s) listed here.

- **Project location**

Clear address details including postcode to allow checking that project is taking place in correct LAG area. If the organisation is an agricultural business, they may have included their Main Location Code(s).

- **Estimated Cost**

The total estimated value of the whole project (in £ Sterling).

- **Estimated LEADER**

The amount of LEADER funding requested. (£ Sterling) This is the applicant's initial request, so the final percentage of grant awarded may vary considerably from this figure.

- **General Statement**

A brief summary of the project within 500 words, giving enough information to help decide whether or not to progress the request.

## 6. Assessing the EoI

- **Fit with the Local Development Strategy (LDS)**

Consider if the idea/need contributes to meeting the priorities/objectives of the LDS. As part of that assessment you may wish to consider the extent to which the proposal does this – this is key in terms of determining eligibility.

- **Suitability for LEADER funding**

Consider if the idea is more appropriate for other RDP schemes, e.g. Broadband, Food Processing & Coooperation (FPMC), Knowledge Transfer & Innovation Fund (KTIF).

Also consider the fit of LEADER with other ESI funds, e.g. LEADER could support actions in the employability pipeline that is not within scope of ESF funding. You should be able to signpost to other funding opportunities where appropriate.

- **Ineligible activities**

Support under LEADER for training activities will not be eligible if they include delivery of courses which form part of a primary or secondary school or college, or university education programme e.g. HNCs, HNDs, National, Degree etc.

Some items within an eligible project may be ineligible or be eligible with restrictions, this should be clarified when working with the prospective applicant during the preparation for the application process.

- **level of funding requested**

Consider if the amount requested is reasonable. Whilst the final decision for intervention rate will be decided by the LAG, you should be able to judge as to the likelihood of the proposed level of intervention being accepted by the LAG.

## **7. Feeding back to the prospective applicant**

Adopt your own approach for dealing with prospective applicants regardless of whether they are successful/unsuccessful at the EoI stage.

If the prospective applicant is **successful** the LAG needs to register the applicant on the Local Actions in Rural Communities system (LARCs), as per LAG guidance available on LARCs – *“Setting up of Application and Applicant Users on LARCs – Part 1 guidance”*.

The applicant should be directed to applicant guidance available on the Scottish Rural Network (SRN) website: [www.ruralnetwork.scot/leader/guidance](http://www.ruralnetwork.scot/leader/guidance). Applicant LARCs desk instructions are available within LARCs once the LAG has registered the applicant as outlined above.