

## Publicity Events

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### Calls Launch ERDF/ESF

TAP will hold launch events when Calls are released to publicise ESF/ERDF funding opportunities and inform you of the funding Priorities and content of the Calls.

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### Bite Size Videos

We have developed a series of short videos which introduce some of the key themes of applying for ESIF funding. The videos are designed as a brief introduction to the topics and provide a taste of what you will receive in the full workshops. We advise you follow these up by signing up for our full workshops. The videos cover:

- ◆ [The Application Process](#)
- ◆ [Completing an Outline Application](#)
- ◆ [State Aid](#)
- ◆ [Procurement](#)
- ◆ [Project Publicity Requirements](#)
- ◆ [The Logic Model](#)
- ◆ [Full Application Part 1](#)
- ◆ [Full Application Part 2](#)
- ◆ [The Project Inspection Visit](#)
- ◆ [The Claims Process](#)
- ◆ [Audit and Monitoring](#)
- ◆ [Document Retention](#)

The videos can be found on our website, just follow the link on the homepage.

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### Booking on to Workshops

Workshops will be held at various locations across the Humber and North Yorkshire areas. They will be advertised on our website and if you are on our database you will also be emailed information about how to book on to both our events and workshops.

For more information and to book places on our workshops please contact the **TAP** team:

Website  
[www.esiftap.org](http://www.esiftap.org)

Email  
[tap@eastriding.gov.uk](mailto:tap@eastriding.gov.uk)

Telephone  
01482 391683 or 01482 391015

Twitter  
[@ESIFTAP\\_HNY](https://twitter.com/ESIFTAP_HNY)



For help with European Funding  
across Humber, York and North Yorkshire

# Events and Workshops Programme 2019

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**European Union**  
European Structural  
and Investment Funds

If you are interested in learning about the European Investment and Structural Funds (ESIF) or want to know how to apply for the European Regional Development Fund (ERDF) or the European Social Fund (ESF), help and support is available to you through the Technical Assistance Partnership (TAP) project.

We are a number of organisations who work together in partnership across the Humber and North Yorkshire areas. The partnership is led by East Riding of Yorkshire Council and supported by three other local authorities, one university, and two companies limited by guarantee/charities.

#### What the **Technical Assistance Partnership** can do for you:

- ◆ Provide information about ERDF and ESF in layman's terms through publicity events, our website, publications and workshops;
- ◆ Discuss your project ideas with you and check that they fit with the funding's general eligibility and the Calls criteria;
- ◆ Host brokerage and partnership development seminars;
- ◆ Provide advice and support to help you to complete the outline and full application forms;
- ◆ Provide technical advice covering compliance with procurement, State Aid and publicity requirements;
- ◆ Cross check your application against the Call specification prior to the closing date;
- ◆ Facilitate and deliver workshops to explain the requirements of ERDF and ESF throughout the project life cycle;
- ◆ Provide bitesize taster sessions of the workshops on the website;
- ◆ Identify and share good practice and lessons learnt from projects who have experienced the application process.

## Workshops

The aim of the workshops are to provide information, tips and guidance to help you successfully apply for funding and manage your project.

### Beginners Workshops

#### How to Apply for ERDF/ESF

An overview of the Calls process, a look at the outline application and other essential documents to be submitted with your application, and a review of the selection criteria that your outline application has to meet in order to move to the full application stage.

#### Technical Compliance

This workshop will cover the importance of complying with the requirements of procurement, publicity, State Aid and the new requirements for summative assessments.

### Intermediate Workshops

#### Applying for ERDF/ESF: Full Application

What to expect if you are successful at outline application stage and are invited to submit a full application. The workshop will cover the requirements of the full application and also includes helpful information that has come from Managing Authority staff that will help you avoid common pitfalls in your application.

#### Full Application 1-2-1 Surgeries

These are 1-2-1 sessions with a TAP partner representative to allow applicants to discuss their full application prior to submission. These sessions are highly recommended.

### Summative Assessment (ERDF only)

This short workshop will introduce the concept of the 'logic model', which is a key component of the summative assessment (or project evaluation), a mandatory requirement for all ERDF projects.

### Financial Modelling

This full day workshop will cover a number of key financial issues project applicants will need to consider before applying for ESIF funding, including ESIF eligible expenditure, funding models, Category of Region, simplified cost options (overheads and hourly rates), match funding and granular budgets with example based activities for delegates to participate in.

### Audit and Management Control

This full day workshop follows on from the Finance Modelling Workshop and covers a number of key compliance issues project applicants will need to address as they deliver their project. It will cover the ESIF Audit regime, the Project Inception Visit (PIV) and the ESIF claims process in outline. It will also look at the On the Spot Verification visit (OTSV Art 125), Article 127 Audit and the work of the European Court of Auditors, project changes, project management information systems, and project closure.