



Outputs

Outputs are the actual and real benefits that will result from the project used to evidence its success – so you must be able to measure them.

You will be asked at Full Application to state your outputs. You need to add outputs as this helps us to assess value for money of the project. If a grant is awarded then the outputs you have submitted in the Full Application will go into the grant agreement so they need to be clear and realistic.

Standard LEADER Outputs

These are the outputs that you will find pre-entered onto the form and can choose according to the priority and project.

- **Jobs created***
- **Wage bill change***
- **Number of businesses directly benefitting***
- **Number of new products**
- **Number of new techniques**
- **Additional number of day visitors**
- **Additional number of overnight visitors**
- **Rural population benefiting**

*Applies to all projects although only fill in if relevant.

Full Application Form

On Tab E of the appendix form you will be asked to input your standard outputs. Example:

RDP Outputs (Programme and Priority specific)						Project Ref: XXXXXX	
Please insert dates for the start and end of the baseline current position year and 3 years of project delivery dd/mm/yy (use 1st of month)							
Enter the outputs that will be achieved each year. This is not a cumulative figure, but a total achieved in that year. For each output enter the current baseline position. See the LEADER Full Application Guide for further information.							
Complete the generic jobs and wage bill outputs for all priorities and any project Priority specific outputs.							
Project Outputs	Current/ Baseline	Year 1	Year 2	Year 3	Total Project		
Starting MM/YY	Jan-17	Jun-18	Jun-19	Jun-20			
Ending MM/YY	Dec-17	May-19	May-20	May-21			
	Current/ Baseline	Outputs achieved	Outputs achieved	Outputs achieved	Outputs achieved		
All Priorities							
Number of Jobs Created (FTE)	1	1.5	0.5	0	2	£36,000.00	Grant per job
Wage Bill change (increase or decrease, decrease should be shown as a negative figure)	£25,000	£32,500	£7,500	£0	£40,000	£20,000.00	Average wage per job
Number of businesses directly benefitting	0	0	0	0	0		
Type of investment	Select type of investment						
Support for Farm Productivity (Priority 4)							

Other Outputs

These are other outputs that you may want to include in your application but are not in the pre-defined table on Tab E. They could include:

- Increase in turnover per annum (£)
- Increased net profit per annum (£)
- Increased volume of product processed (tonnes/litres etc)
- Increased sales of product (£)
- Additional tourism events held (number)
- Extended opening (outside of season) (number)
- Additional customers (number)
- Additional suppliers (number)

This is not a definitive list and you can add your own appropriate other outputs.

Full Application Form

As you will be unable to add them on Tab E, please add them to Tab D –Project Milestones.

2	Project Ref: XXXXXX	
3	Project Ref: XXXXXX	
4	Milestone	Date dd/mm/yy
5	Building works start	01 January 2018
6	Claim 1 submitted	01 February 2018
7	Building works complete	28 February 2018
8	Claim 2 Submitted	31 March 2018
9	Equipment delivered	31 March 2018
10	Claim 3 Submitted	30 April 2018
11	Centre opens	01 June 2018
12	Recruited 2 new staff	01 June 2018
13	Increase in turnover of £30,000	01 June 2019
14	Increase in turnover of £50,000	01 June 2020
15	Increase in turnover of £50,000	01 June 2021
16		

It is important to do this, especially if your project does not create standard outputs as you will need to show some measurable outputs to demonstrate the economic benefits.

You will have a chance to explain your direct outputs (standard and other) under questions 8.2.1 & 8.2.2 of the application form. Example:

8.2.1 Job creation resulting from the project
Provide details of any new jobs to be created in the applicant business as a result of undertaking the project: (The number of FTE jobs created should correspond with the totals in the FA appendix spreadsheet at Tab E)
The project proposes to create the equivalent of 2 FTE jobs. <u>Centre Manager x 1 FTE (30 hours per week) (£25,000 per annum)</u> <ul style="list-style-type: none"> • <i>Manager level - experience in managing and within tourism sector</i> • <i>Manage operations of the centre include managing the finances, human resources, health and safety and marketing for the centre</i> • <i>Role to be filled by April 2018 before the centre opens</i>

8.2.2 Direct outputs resulting from the project
Where the project will achieve direct outputs other than job creation, please explain your rationale and assumptions below: (The outputs resulting from your project should be listed in the FA appendix spreadsheet at Tabs D and E)
<u>Increase in wage bill - £40,000</u>
<u>New product - Firewood</u>
<u>Addition day visitors per year – 2000</u>
<u>Increase in turnover per year - £25,000</u>

Wider Outputs

These are outputs which are not considered as direct economic benefits as outside of the control of the applicant business or don't show growth but are seen as a wider benefit.

- Jobs safeguarded
- Jobs created in other businesses
- Businesses benefitting

You can provide details of these under question 8.2.3 of the application form. Example:

8.2.3 Wider outcomes resulting from the project
Provide details of any indirect outputs, benefits or wider outcomes to the rural/local economy that will be achieved as a result of undertaking the project:
<u>Jobs safeguard x 2</u>
<u>Jobs created in other business x 2</u>

The following pages provide definitions of the Standard Outputs:

All Priorities

Output	Definition	Evidence required
Number of FTE jobs created	<p>A job created is a new, permanent, paid full time equivalent (FTE) job that will be created as a direct result of the project. The job must not have existed with that employer in the UK prior to the project being carried out. A job 'safeguarded' by the project does not count as a job created.</p> <p>A 'permanent' job means it will be in place for at least 1 year from the point at which it is filled.</p> <p>'FTE' means the job must be a minimum of 30 hrs per week. Part time jobs should be calculated on a pro-rata basis e.g. 1 part time job working 15 hrs a week counts at 0.5 FTE.</p> <p>Voluntary work cannot be counted as a job created, but self-employment can be.</p> <p>Seasonal jobs may be counted where this is normal practice for an industry, the job must exist for a minimum of 4 weeks per annum, and are counted on a pro-rata basis. e.g. 1 seasonal job in place for 4 weeks would equate to 0.08 FTE.</p>	<p>A job is considered to have been created once the post is advertised.</p> <p>Written confirmation from a senior member of staff from the supported business confirming the creation of a post as a result of the support provided. This should include details of its start date, duration and number of hours.</p>
Wage bill	<p>The increase (or decrease) of a wage bill to a business receiving grant funding to a project. This should have a direct relation to the jobs created if there is an increase in the wage bill.</p> <p>The wage bill should include the cost of salaries, employer pension and national insurance contributions wherever possible.</p>	<p>Business accounts should be submitted to evidence the increase or decrease in the wage bill along with other accounting records showing the total employment costs for the business. This may also include payslips of new employees.</p>
Number of businesses supported	<p>A 'supported' business must see a direct economic benefit from the project. A project may support more than one business e.g. a tourism project for accommodation which has established formal links with a local pub could include both the applicant business and the pub.</p> <p>Any businesses that will benefit from the project as a result of a supplier/customer relationship must not be counted e.g. the customers of an agricultural contractor applying for a GPS system cannot be counted.</p>	<p>Documentation demonstrating the relationship between the project and the businesses supported must be provided at the point of the final claim.</p>

Priority 1 & 6 - Farm productivity & Forestry productivity

Output	Definition	Evidence required
Number of new products	A new product can be counted when a project has created a new marketable product e.g. a pack house purchasing equipment to put apples into bags of equal size/weight would equate to 1 new product if this was a new product to the business.	The application form, claims and site visits will evidence whether a new product has been created for the business.
Number of new techniques	A new technique is a new piece of technology or process introduced into the business.	The application form, claims and site visits will evidence whether a new technique has been created for the business.

Priority 3 - Tourism

Output	Definition	Evidence required
Additional number of day visitors	The total number of additional day and overnight visitors achieved as a result of the project activity.	<p>There are well known techniques to collect visitor data. Among the most common are:</p> <ul style="list-style-type: none"> • Admission Tickets - the numerical data provided by daily ticket sales where an entry fee is charged. Admission tickets should be numbered by type, i.e., adult, child, student, senior citizen, etc. The beginning and concluding stub numbers can easily provide an accurate record of daily data. • Automated Vehicular Traffic Counters – for sites where visitors arrive commonly in vehicles, electronic traffic counters – commonly a sensor cable placed across the entrance roadway – can count the number of vehicles entering the site. • Automated Visitor Counters – an electric- eye counting device can record the number of people passing through an entrance gate. • Turnstiles – an entrance gate using a machine turnstile can maintain a count of the number of entries made. • Hand-held counters – attendants stationed at entrance points can count the number of visitors through the use of hand-held mechanical counters. • Visitor/Guest Registers – usually maintained at the entrance or exit, registers are signed by many visitors who like to leave a record of their presence. This technique for recording visitors is most useful at small sites where visitors can be invited to sign a register. • Parking Surveys – for sites having restricted car parking, a regular periodic count of the cars and buses in the lot at given times. • Formal Visitor Surveys – for sites where it is not possible to collect and record visitor data as above, formal visitor surveys can be conducted according to a predetermined schedule.

Additional Number of overnight visitors	The increase in overnight visitors achieved as a result of the project activity.	Accommodation providers may be asked to provide visitors book or invoices.
Population benefitting from improved tourism infrastructure	Population benefitting is the number of potential users benefitting from the infrastructure i.e. the size of the population in the area e.g. municipality, group of municipalities.	Records provided to evidence the population benefitting from the project.

Priority 4 & 5 Rural Services and Cultural and Heritage Activities

Output	Definition	Evidence required
Rural population Benefitting	Population benefitting is the potential users, i.e. the size of the population in the area (e.g. municipality, group of municipalities...) benefitting from the service/infrastructure.	Records must be provided by the beneficiary which evidence the population benefitting from the project.

Priority 1 – Farm productivity

Output	Definition	Evidence required
Reduction of NH3 (ammonia) being released into the environment (in tonnes)	The reduction of ammonia and sulphur being released into the environment as a result of the intervention.	Application form, defrayal evidence at time of grant claim
Reduction of SO2 (sulphur) being released into the environment (in tonnes)	The reduction of ammonia and sulphur being released into the environment as a result of the intervention.	Application form, defrayal evidence at time of grant claim
Area (Ha) concerned with investments for saving water	The total area of an applicant's farm where the project directly involves irrigation or water collection.	Self-declaration by applicant on application form