

European Social Fund - Community Initiative
Equal 2004 Action 3

Mainstreaming Partnership Agreement

Development Partnership's Action 1 Dossier number
(please enter)

O4E162ESO

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The Crystal Mark is Plain English Campaign's seal of approval. It means this document is as clear as it can be for its intended audience.

Section 1: Lead partner and Mainstreaming Partnership details

1.1 Operational Programme number *2000 GB 05 0 PC 001*

1.2 Name of Mainstreaming Partnership

1.3 Contact details of the lead partner for the Mainstreaming Partnership

Please note that the organisation named below must be legally constituted (please see Section 2.1).

Name	<input type="text" value="South East England Development Agency (SEEDA)"/>
Full address	<input type="text" value="Cross Lanes"/> <input type="text"/>
Town	<input type="text" value="Guildford"/>
County	<input type="text" value="Surrey"/>
Postcode	<input type="text" value="GU1 1YA"/>
Website	<input type="text" value="www.seeda.co.uk"/>

Main contact	<input type="text" value="Kate Annison"/>	Deputy contact	<input type="text" value="Sarah Linington"/>
Position	<input type="text" value="Economic Inclusion Manager"/>	Position	<input type="text" value="Cultural Shift Project Assistant"/>
Phone number	<input type="text" value="01483 500 797"/>	Phone number	<input type="text" value="01483 470152"/>
Fax number	<input type="text" value="01483 484 247"/>	Fax number	<input type="text" value="01483 484 247"/>
Email	<input type="text" value="kateannison@seeda.co.uk"/>	Email	<input type="text" value="sarahlinington@seeda.co.uk"/>

1.4 What type of organisation are you?
Please specify if 'Other'.

1.5 Is your lead partner for the Mainstreaming Partnership an existing lead partner or a DP Ltd for an Action 2 Development Partnership? Yes No

If 'Yes', please give details in the box below.

DP name	Dossier number
Exodus	05E119ES0

Section 1: Lead partner and Mainstreaming Partnership details

1.6 Priorities for Equal Support (Please tick one only. Please see MPA Guidance.)

Employability	Theme A	<input type="checkbox"/>
	Theme B	<input type="checkbox"/>

Entrepreneurship	Theme C	<input type="checkbox"/>
	Theme D	<input checked="" type="checkbox"/>

Adaptability	Theme E	<input type="checkbox"/>
	Theme F	<input type="checkbox"/>

Equal opportunities	Theme G (not funded in GB)	
	Theme H	<input type="checkbox"/>

Asylum seekers	Theme I (including Northern Ireland)	<input type="checkbox"/>
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1.7a Geographical focus (Please tick one only.)

UK-wide (See below) GB National (See below) Wales Scotland England only

GB National partnerships must include partners in your Support Unit area and at least one other area.
 UK-wide partnerships are only eligible in Theme I and must include partners in Northern Ireland and at least one of the GB Support Unit areas. The Support Unit areas in Great Britain are England, Scotland and Wales.

1.7b For 'England only' Mainstreaming Partnerships (Please tick one only.)

Multi-regional Regional Local and sub-regional

1.8 Which countries and Government Office regions are to be covered by Mainstreaming Partnership activities?

(Please tick all that apply)

Wales Scotland Northern Ireland (Theme I only)
 East Midlands North East South West
 East of England North West West Midlands
 London South East Yorkshire & the Humber

1.9 Start date for Action 3 (Earliest start date: 1 May 2005)

1.10 End date for Action 3 (Latest end date: 31 December 2007)

Section 2: Are you eligible?

2.1 Is your lead partner legally constituted (does it have a legal document such as an agreement or Memorandum of Association)? Yes

Please enter the legal status of your lead partner or DP Ltd	Government Agency
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2.2 Please confirm that your Mainstreaming Partnership will guarantee equal opportunities in all its activities and will apply the approved equal opportunities policy and strategy of each participating DP. Yes

2.3 Please confirm that your Mainstreaming Partnership will develop and put in place systems to monitor progress against the objectives, work plan and expenditure. Please refer to the GB Equal Support Unit's publications on Monitoring and Record-Keeping and the MPA Guidance. Yes

2.4 Please confirm that your Mainstreaming Partnership will develop and put in place systems to evaluate the processes and outcomes set out in this document and its work plan. Please refer to the GB Equal Support Unit's publication on *Evaluation* and the MPA Guidance. Yes

Section 3: Summary

3.1 Please provide a 500-word summary of your MPA. Please refer to the MPA Guidance for what the summary should include.

Purpose

The Cultural Shift South East Partnership exists to deliver two strategic objectives:

- To model inclusive employment models delivered through independent social enterprises.
- To create new protocols for entrepreneurial partnerships between mainstream public sector providers and social enterprises in the South East.

The key objective of the mainstreaming partnership agreement is to disseminate key findings from the activities of the partnership to national, regional and local social enterprise facilitation bodies, with the aim to make the process of development of social enterprise more effective and efficient.

Rationale:

In 2003, SEEDA research identified that lack of partnership with mainstream service providers was one of the key barriers to the extension of the social enterprise sector in the region. These partnership relationships were suffering due to regulatory and cultural barriers which inhibited the ease of involvement in using social enterprise to deliver socially inclusive jobs and services. The Cultural Shift concept was therefore formed to bring public private and VCS organisations together to try to address both sets of barriers and to influence the way that the three sectors interact at all policy levels to assist in the development of new mechanism of service delivery.

Target Audience

The target audience for the activities of the Cultural Shift project will be varied and include:

- Public policy agencies at all levels. (including Government departments – DTI, SBS, Treasury, ODPM, Home Office, DWP, Regional Agencies – RDAs, GOs, LGAs, LSCs. Local Agencies including local authorities,)
- Social enterprise practitioners at all levels.(through intermediary organisations including regional county networks, and the National Social Enterprise Coalition.)
- Umbrella organisations representing public, private and VCS interest in the facilitation and development of social enterprise. (Including RAISE, the National Housing Federation, Business in the Community.)
- Academic research institutions feeding in to agendas relating to public sector modernisation / change management / enterprise development.

EQUAL Theme

Although the partnership is focusing primarily on the objectives of Theme D, its links to entrepreneurship and employment means that it will also impact on themes A and C. There are a number of key target audiences that Cultural Shift will work with that also have a key influence over generic issues of employability and enterprise.

Outputs and Outcomes

The key outputs from the implementation of the strategy will be:

- An academic research report into cultural change in the public and social enterprise sectors.

3.1 Please provide a 500-word summary of your MPA. Please refer to the MPA Guidance for what the summary should include.

- Key regulatory protocols for use by public sector facilitators of social enterprise at the national, regional and local level.
- International case studies into the range of comparative inputs to successful incubation of social enterprises from a public sector partnership approach.
- A minimum of 3 sector specific demonstration projects with associated detailed case study information for sector specific dissemination.

Key outcomes from the strategy will include:

- Clarification of national regulatory barriers in relation to procurement and state aid to assist in the facilitation of social enterprise.
- Recognition of the key cultural issues of change required within the public private and voluntary and community sectors in order to make social enterprise a long term, sustainable alternative mechanism of public service delivery..

Section 4: Partnership analysis

4.1 Will your Mainstreaming Partnership be collaborating with other Equal-funded DPs? (please consult the MPA Guidance before answering this question.) Yes No

4.2 If you have answered 'Yes' in Section 4.1 above, please list all the DPs that your Mainstreaming Partnership will be collaborating with. Please also make sure that this collaboration is clearly identified in your strategic objectives and work plan in Section 5.

DP names	Equal Action 2 Dossier numbers

4.3 Will any additional organisations be joining your Mainstreaming Partnership that are not partners in existing DPs? (please consult the MPA Guidance before answering this question.) Yes No

4.4 If you have answered 'Yes' in 4.3 above, please list the additional organisations in Annex 1.

4.5 Resource management

Please explain how your Mainstreaming Partnership will guide, manage and provide resources to effectively deliver its Action 3 work plan. (300 words)

The main steering group will develop a sub group focused on mainstreaming and dissemination. This group will lead the resource deployment process and monitoring progress towards objectives. The sub group will communicate regularly with the main steering group and will seek to feed out information to the demonstration pilots and sector development groups via representatives on the sub group. The lead partners (SEEDA) project Director will have overall responsibility for mainstreaming, with this forming 80% of their job role. This approach will take advantage of the strategic lead that SEEDA have within the National Social Enterprise Networks. Local Dissemination plans will be developed for each demonstration pilot, with marketing and mainstreaming being a key element of the individual demonstration pilot action plans. This work will be assisted by the use of a human resource from the central executive of the partnership. Academic mainstreaming will also be established as an thematic area with the lead research partner (Skoll) taking responsibility for ensuring maximum use is made of the academic networks and national and international policy networks it participates in.

At the demonstration level, beneficiaries will be supported to participate in dissemination events, taking part in communicating the impact the programme is having on their lives.

As lead partner, SEEDA will ensure that financial resources are available and allocated appropriately to deliver the objectives of the MPA.

Section 5: Strategic objectives, outputs and work plan

5.1 Overall aim

Please summarise the overall aim of your Mainstreaming Partnership, making it clear how it fits within the Equal theme you have chosen. (300 words)

Cultural Shift South East aims to use its activities of demonstration and research to enable a deeper understanding of the key issues required to ensure that social enterprises working in partnership with the public and private sectors are sustainable and effective as businesses in the long term. It will assess the role of the public and private sector in the support and facilitation process and will seek to identify key solutions to the regulatory and cultural barriers that exist when attempting to encourage social enterprise solutions to public service delivery and inclusive employment.

Cultural Shift South East will seek to gain the engagement of key policy making organisations to promote understanding of the role and potential of social enterprise to the achievement of their sector aims and to gain engagement in an action research process that will assess the inherent Cultural barriers to further facilitation. This will take place through the formation of sector specific development groups including; Culture, Housing, Rural Service delivery, Regeneration and Environment. Cultural Shift South East will also work with the National Thematic networking group to strategically target the national policy audience on issues of overlapping activity within other DPs. As lead RDA for Enterprise, SEEDA will use its strategic influence as chair of the RDA working group to disseminate practice from Cultural Shift and other DPs throughout the UK. This overarching aim fits into the wider purpose of EQUAL theme D through its approach to mainstreaming social enterprise policy into sectors of opportunity thus raising its profile as a sustainable business mechanism, encouraging the sectors growth and providing more opportunities for services of public good to be developed within a framework of inclusive employment.

5.2 Strategic objectives

Please state the strategic objectives of your Mainstreaming Partnership, making sure they relate to the overall aim in Section 5.1 and that each objective is Specific, Measurable, Achievable, Realistic and Timebound (SMART).

Objective No	
1	To ensure at least 6 business sectors are assisted to understand the added value of social enterprise as a delivery vehicle in the South East by December 2007.
2	To influence academic research and thinking around the the Cultural issues of transition to social enterprise by 31/12/07
3	To disseminate key findings of the Cultural Shift Partnership into reviews of the regional and national social enterprise strategy process and to see the findings of the partnership influence to RDA national position statement on social enterprise by 31/12/07
4	To raise the profile of the cultural barriers to social enterprise facilitation with key support and procurement organisations via the development of key protocols and training initiatives, and to see that training taken on within the core of agency activities by December 2007.

Please state all of your Mainstreaming Partnership's objectives, numbering each one as appropriate. Press *Tab* in the last cell to add a new row, which will be automatically numbered.

Section 5: Strategic objectives, outputs and work plan

5.3 Action 3 work plan

Please provide a work plan for Action 3, describing the activities that will help your Mainstreaming Partnership to achieve each strategic objective in Section 5.2.

Objective No:	1	Activities	Description of activity	Partners responsible	Timeframe
Activity 1	Identify policy organisations to lead sector development groups	Steering Group	Complete by December 2005		
Activity 2	Hold bi monthly development meetings with sector policy groups	SEEDA and Sector group champion	Ongoing from November 2005.		
Activity 3	Commission outline development group research with each sector	Sector Groups	Commissioning phase complete by March 06		
Activity 4	Begin research dissemination process with sector networks	Sector groups and Lead partner	Phased for each sector from November 05		
Activity 5	Develop sector specific workshops at each annual conference	Steering group and sector groups	Annually		
Activity 6	Write up case studies of sector specific demonstration pilots	Demonstration partners/ research partners	Ongoing action research from November 05.		
Activity 7	Sector development groups to develop individual sector policy mainstreaming strategies for National and regional dissemination	Sector groups	Phased for each sector from November 05.		
Activity 8	Undertake transnational exchange on sector specific policy	Transnational Partners / steering groups/ demonstration groups and sector groups	January 07		
Activity 9	Present sector based findings to the Social Enterprise Unit, Social Enterprise Coalition and RDA Social Enterprise Network	SEEDA	Continuous updates through working groups on the national strategy review, RDA working group and communications with the Social Enterprise Coalition.		

Objective No:	2	Activities	Description of activity	Partners responsible	Timeframe
Activity 1	Form academic network for discussion and dissemination	Skoll	Beginning September 05		
Activity 2	Identify key journals and think tanks for influencing	Skoll	Beginning November 05		

Objective No:	2
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Activities	Description of activity	Partners responsible	Timeframe
Activity 3	Identification of key messages from action 2 research for wider dissemination	Skoll	Completed by June 07
Activity 4	Identify and undertake opportunities to present the concepts of the academic model of cultural shift to academic and policy audience	Skoll	From November 05
Activity 5	Launch / presentation of International and UK research findings to policy makers and practitioners	Skoll / SEEDA	October 07
Activity 6	Journal and policy articles written to evidence the impact of the cultural shift experience on academic and policy thinking.	Skoll/ SEEDA	By December 07

Objective No: 3

Activity 1	Development of regional website	SEEDA / Steering group	Commissioned by December 05 – running by April 06
Activity 2	Creation of quarterly newsletter for dissemination to regional and national networks	SEEDA/ Steering Group	First Issue December 05
Activity 3	Attendance at RDA working groups	SEEDA	Quarterly
Activity 4	Attendance of National Strategy Review meetings	SEEDA	From October 05
Activity 5	Regular update meetings with the Social Enterprise Coalition and dissemination of information to the SEC website	SEEDA	Continuous
Activity 5	Participation in the regional social enterprise strategy review process and evaluation	All partners	From Jan 06
Activity 6	Key dissemination events on a quarterly basis with sector groups	SEEDA, Steering Group Sector Groups	From November 05
Activity 7	Participation in the Business Link University Social Enterprise working group	SEEDA	From October 05
Activity 8	Dissemination to the Commission for Rural affairs via partnership relationship of lead partner	SEEDA	Ongoing from November 05

Activity 9	Dissemination to business support infrastructure bodies via Business Link social enterprise forum	SEEDA / Steering Group	Ongoing From November 05
Activity 10	Disseminate practice learnt into the integrated Business Support Framework	SEEDA	Participation in working group from September 05
Activity 11	Awareness raising of CS programme through RDA UK presidency conference guide to innovation	SEEDA	October 05
Activity 12	Hold transnational conference in Brussels	3 rd Angle Partnership	September 07

Objective No: 4

Activity 1	Development of key training and dissemination schedule (arising from needs being expressed at the local level)	Steering group	Schedule complete after research phase Jan 06
Activity 2	Develop database of procurement officers/ managers	Steering group	Complete June 06
Activity 3	Develop supplier base database using county network information	Steering Group	Complete June 06
Activity 4	Develop online regional business support directory	Steering group with Business Link Lead	Complete June 06
Activity 5	Begin process of interpretation and dissemination of research findings to procurement officers / economic development and community development practitioners	Steering group	Disseminate interim findings September 06 Final findings September-December 07

Please describe the activities for all of your Mainstreaming Partnership's strategic objectives.

Press *Tab* in the last cell of a table to add a row for an additional activity relating to the same objective and number the additional activities.

Click the **T** toolbar button to add an additional table for activities relating to a different objective and number the additional objectives and activities.

Section 5: Strategic objectives, outputs and work plan

5.4 Outputs

Please state the type and number of outputs you expect, indicating which strategic objectives (listed in Section 5.2) or other aspects of your Mainstreaming Partnership they will be from. Please also provide a description of each output.

Output	Expected numbers	Objectives or other aspects of the Mainstreaming Partnership	Description of output
New studies, policy and research reports, publications	12	1,2,3,4	1 academic report into the cultural barriers to start up & Sustainability. 4 protocols to assist in the facilitation process 1 Guide to incubation from three country experiences 6 sector reports into the role of social enterprise
New evaluation reports	1	3,4	1 evaluation of the Cultural Shift Project
New marketing materials, exhibitions and other resources	1	1,2,3,4	1 Directory of social enterprise business support in the region.
New databases	7	1,4	6 sector based databases of organisations operating as social enterprises 1 database of procurement officers
New IT, ICT and multimedia applications	0		
New networks created	6	1,4	6 sector networks supporting the development of social enterprise
New websites	1	1,2,3,4	1 regional Cultural Shift website created
Workshops, events or conferences	16	1,2,3,4	2 annual UK conferences 1 Transnational Conference 9 UK workshops 4 Transnational exchanges
Other (please specify here)			

5.5 Added value

Please explain how ESF support will add value and what additional activities will be funded as a result of ESF support. (300 words)

ESF support will provide an opportunity to co-ordinate a broad range of policy mainstreaming initiatives within the social enterprise field across the south east. It will give the regional partnership resources to showcase activities and to spend quality time supporting the policy dissemination process in partnership with sector umbrella organisations such as the National Housing Federation and Culture South East. At the national level, ESF support will assist in participation in the mainstreaming activities of the thematic network group, giving a clearer voice to assist in the translation of EQUAL experience into national policy recommendations.

Additional activities that will be funded through the mainstreaming element will include:

- Sector based training and dissemination events
- Ongoing support and updating of the website.
- An annual Cultural Shift Conference.
- Attendance at national, regional and local policy seminars
- Producing regulatory protocols for dissemination.
- Academic publication

Section 6: Transnationality

6.1 Existing transnational activity

What elements of your *existing* transnational activity and (where appropriate) the *existing* transnational activity of your partners will contribute to your Action 3 activities? (400 words)

Much of the activities of the Third Angle Transnational partnership will have relevance to wider action 3 activities. The transnational partnership is seeking to develop comparative research on emerging practices of social enterprise incubation. This research will specifically look at the role of the values and cultures experienced within the public private and voluntary and community sectors in each respective country. It is intended that dissemination of this information will take place not only through the Thematic networks of the partner countries but that the Third Angle partnership itself will seek to lobby stakeholders in the central elements of the European Commission to assist in developing programmes and policies which reflect the need to support social enterprises. This may likely focus on key research into incubation barriers including lack of clarity at member state level of the limitations of state aid in relation to the support of social enterprise.

The Third Angle Partnership also has a key role in the development of academic research, with at least two major European Universities already engaged in the programme (Oxford and Wasaw). This cross university collaboration will enable the further dissemination to European Social Research and development networks such as EMES. The Skoll Centre for Social Entrepreneurship at Oxford University will also integrate much of the learning from the transnational elements of the programme into major events such as the annual World Forum for Social Entrepreneurship.

In addition to this academic research, the Third Angle Partnership will be looking to disseminate key learning around issues of private sector engagement. In particular, lessons learnt about the emerging role of corporate and social philanthropy across the three countries will be a key theme for roll out to regional networks in member states and to feed into the ongoing debates at national policy level in relation to the role of Corporate Social Responsibility and social enterprise. The European context of the transnational partnership will be very important to this particular strand of activity as CSR policy at national level evolved out of European Legislation.

6.2 Will your Mainstreaming Partnership include any additional transnational activity during Action 3?

Yes

No

6.3 If 'Yes', please describe these activities, how they will be managed and resourced and explain how they will add value to your domestic outcomes (300 words).

Much of the activities of the transnational partnership will have a wider impact on the objectives of the MPA. However, explicit action 3 transnational activity will include a mainstreaming conference at the end of the programme. Each of the transnational partners to the Third Angle Transnational Partnership (Italy, Poland and the UK) will contribute a proportionate amount of funding to run a transnational conference aimed at targeting member state policy makers and stakeholders as well as the European Commission. It is anticipated that this conference will take place in Brussels and will aim to show case the joint learning from the programme. The third angle partnership will also be working towards identifying recommendations specifically for member states and commission policy makers.

The planning and implementation of the conference will take place via the transnational partnership steering group meetings which take place on a quarterly basis. This partnership is co-ordinated by the UK team. As the largest budget holder of the three projects participating in the programme the UK budget also includes a proportion of funding for beneficiary participation in the final conference which we hope will allow a large number of UK delegates to participate. Practical implementation of the conference, including activities such as finding an appropriate venue will probably become the responsibility of the Polish partnership who already have a strong presence in the commissions policy making activities.

This activity will contribute to the domestic actions of the MPA in that much UK policy has its roots in European legislation. We hope to be able to challenge policy makers that influence member state policy directly, thus influencing the UK situation inadvertently.

Section 6: Transnationality

6.4 Please list any DPs, organisations from other Member States or Associated Partners who you intend to work with during Action 3 (please refer to the Equal Guide on Transnationality for details of eligible Associated Partners).

Number	Name and address of DP (lead partner), organisation, or Associated Partner	Language and other specific support requirements.
1.	INC.I.SO. Consorzio Irecoop Toscana Piazza San Lorenzo1 50123 Florence Italy Tel 055 291018 E: info@irecooptoscana.it	Italian translation
2.	Searching for a Polish Model for the Social Economy Assn for the forum of Non-Governmental Initiatives 5 Szpitalna St. App.5 00-031 Warsaw Poland Tel +48(22) 8289128 E: agnieszka.czmyr@fip.ngo.pl	Polish Translation

Section 7: Monitoring and evaluation

7.1 Monitoring methods and approaches

Please describe how your Mainstreaming Partnership will monitor its activities, processes, outcomes and partnership. (300 words)

Cultural Shift South East will develop a detailed action plan of the agreed objectives, milestones and events contained in this mainstreaming strategy. The Cultural Shift Steering group will have responsibility for monitoring progress of the MPA on at least a quarterly basis. The Cultural Shift Management group will also ensure that all partners are aware of their relevant roles and responsibilities in relation to the achievement of the aims and objectives of the strategy.

Assessment of partnership processes in relation to the achievement of the objectives set out in the mainstreaming strategy will be a key function of the wider evaluation of the programme.

Working groups will be developed to address specific areas of delivery ie - mainstreaming with the voluntary and community sector with the working group being responsible for the monitoring and feedback on progress to the main steering group.

Impacts will be measured through quantifiable changes such as sectoral engagement, policy changes within partner organisations etc.

7.2 Evaluation methods and approaches

Please describe how your DP will evaluate its domestic activities, and transnational activities if appropriate. (300 words)

Evaluation of the mainstreaming activities of the partnership will take place within the main independent evaluation process of the partnership. This will include evaluation of:

Progress towards strategic objectives (and recommendations for issues relating to process, governance etc that could accelerate achievements levels.

Innovation and added value, potential for mainstreaming resources and outcomes.

Level of empowerment of beneficiaries with an assessment of the process changes arising from the programme that may lead to greater empowerment of future beneficiaries participating in a similar process.

Achievement of Equality of Opportunity.

Publicity and awareness raising achievements.

The evaluation will look at these thematic areas in a number of contexts relevant to the programme including:

The enterprise team level - assessing the operational impact of demonstration pilots

The Managerial level - evaluation of the integration of these concepts into the management of the wider programme

The Policy making level - evaluation of the ability of the policy sub groups and networks to embed these thematic principles into the programme.

All three levels will also be assessed in terms of the added value and indirect impact of their activities through looking at the impact of the resources developed, networks created and policy changes made. This element will be the key part focus of the mainstreaming and demonstration function of action 3.

The transnational element of the evaluation will assess the achievement of the TCA objectives and the ability of outcomes to be transferred internationally.

The evaluation process will use the following methods

- Analysis of monitoring information
- Review of documents / reports
- Desk research
- Focused interviews
- Beneficiary evaluation
- Cost/Benefit analysis
- Survey of audiences
- Grounded theory methods
- Analysis of Equality impact assessments

Section 8: Expenditure analysis

In Sections 8 to 10 you are required to provide your estimated expenditure and funding sources across all the years your Mainstreaming Partnership will be running during Action 3. It is recommended that you build up your costs in line with the interim claim schedule you intend to put in place during Action 3, recording the total costs for all years in the sections below. Please do not include pence in your costings.

8.1 Show the estimated direct costs for staff

For each item of expenditure, please show:

- the method of calculation;
- main items of expenditure; and
- breakdown of costings (*please refer to Action 3 guidance*).

Staff salary costs <i>For each type of staff, please indicate annual salary and % of time spent on Action 3 activities, or basis for costing if different from above.</i>	Total cost £ (all years)
Staff salary costs sub-total	
Staff travel and subsistence (GB only)	Total cost £ (all years)
Staff travel and subsistence sub-total	
Staff training	Total cost £ (all years)
Staff training sub-total	
Total staff costs Action 3	

Section 8: Expenditure analysis

8.2 Show the estimated direct costs for other items of expenditure (domestic UK only)

For each item of expenditure, please show:

- the method of calculation;
- main items of expenditure; and
- breakdown of costings (*please refer to Action 3 guidance*).

Premises	Total cost £ (all years)

Premises sub-total	
---------------------------	--

Depreciation of buildings	Total cost £ (all years)

Depreciation of buildings sub-total	
--	--

Administrative costs (for example postage, stationery)	Total cost £ (all years)

Administrative costs (for example postage, stationery) sub-total	
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Consumables	Total cost £ (all years)

Consumables sub-total	
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Depreciation of capital items >£1,000. <i>You should show item, cost and calculations.</i>	Total cost £ (all years)

Depreciation of capital items >£1000 sub-total	
--	--

Hire and lease of equipment	Total cost £ (all years)

Hire and lease of equipment sub-total	
--	--

Small items of equipment (up to £1,000)	Total cost £ (all years)

Small items of equipment (up to £1,000) sub-total	
--	--

Section 8: Expenditure analysis

Legal and professional fees (please provide description)	Total cost £ (all years)
Legal and professional fees sub-total	
Bank charges (please provide description)	Total cost £ (all years)
Bank charges sub-total	
Evaluation costs	Total cost £ (all years)
Evaluation costs sub-total	
Dissemination activity costs (for example: direct non-staff costs for events, publications, additional research activities and so on)	Total cost £ (all years)
Dissemination activity costs sub-total	
Other (please provide description)	Total cost £ (all years)
Other sub-total	
Total other costs Action 3 (domestic costs)	
Please confirm that any capital item costing over £1,000 has been depreciated (please type an 'x' in the box)	

Section 8: Expenditure analysis

8.3 Show the estimated transnational costs for Action 3, if applicable.

For each item of expenditure, please show:

- the method of calculation;
- main items of expenditure; and
- breakdown of costings (*please refer to Action 3 guidance for information on eligible costs*).

Where appropriate, please show which of these costs are incurred by or on behalf of non-GB partners or organisations.

Transnational travel	Total cost £ (all years)
Transnational travel sub-total	
Transnational subsistence	Total cost £ (all years)
Transnational subsistence sub-total	
Other transnational costs	Total cost £ (all years)
Other transnational costs sub-total	
Total transnational costs Action 3	

Section 9: Income analysis

9.1 Public match funding

Show the sources of public match funding, showing the actual amount and the amount given in-kind (not actual cash).

Name and address of public match funder	Actual amount (cash only)	Description of 'in-kind' support	In-kind amount (non-cash)	Total (actual and in-kind)
South East England Development Agency (SEEDA) Cross Lanes Guildford Surrey GU1 1YA	119,000			119000
a Total actual	119000	b Total in-kind		119000

9.2 Private match funding

Show the sources of private match funding, showing the actual amount and the amount given in-kind (not actual cash).

Name and address of private match funder	Actual amount (cash only)	Description of 'in-kind' support	In-kind amount (non-cash)	Total (actual and in-kind)
a Total actual		b Total in-kind		

9.3 Revenue

Please give details of the revenue generated by the Mainstreaming Partnership and the amount.

Details of revenue	Amount
Total revenue	

9.4a Will the Mainstreaming Partnership be using New Deal as match funding?
(Please type an 'x' the appropriate box.)

Yes	No
	X

9.4b If 'Yes', the Jobcentre Plus must endorse the MPA before it can receive formal Action 3 approval. Click the **D** button on the toolbar to generate the 'ESF Application Match Funded With New Deal' declaration form. Please confirm that you have included the completed and signed 'ESF Application Match Funded With New Deal' declaration with the MPA. (Please type an 'x' in the box).

Section 10: Summary of income and expenditure

A Staff costs		Must agree with 8.1
B Other costs		Must agree with 8.2
C Transnational costs		Must agree with 8.3
D Total ESF eligible cost Action 3		A + B + C
E Public match funding (actual)		Must agree with 9.1a
F Public match funding (in-kind)		Must agree with 9.1b
G Total public match funding		E + F
H Private match funding (actual)		Must agree with 9.2a
I Private match funding (in-kind)		Must agree with 9.2b
J Total private match funding		H + I
K Total match funding		G + J
L Revenue		Must agree with 9.3
M Total match funding and revenue		K + L
N ESF funding you want (see below)		D – M
O Intervention rate <i>NB Must not exceed 50% overall</i>		(N / D) x 100

The ESF amount to be paid to the organisation applying must be:

- between 25% and 50% of the total ESF eligible cost (D); and
- either equal to, or more than, 25% of the total public expenditure (which is the ESF funding sought (N) plus the public match funding (G)); and
- not more than the total ESF eligible cost (D) less the match funding and revenue supplied (M);
- not more than the maximum indicative ESF funding for Action 3 detailed in your DP's Agreement.

Section 10: Financial and audit procedures

10.1 Give the type and frequency of internal and external audit procedures and controls for the lead partner, including the name and address of the auditors.

a Internal audit

Internal financial management and control systems

SEEDA has robust and transparent financial management systems which are reviewed and audited internally on a regular basis in accordance with Government regulations. Cultural Shift will follow the financial systems of SEEDA and based on the good practice guidelines produced by ECOTEC, and subject to quarterly internal audit. EISS will support the financial administration of this project and ensure that a robust audit trail is in place.

b External audit, including providing an annual audit certificate

Name and address of auditor

SEEDA is externally audited on an annual basis by auditors appointed by the national audit commission. SEEDA will provide an annual Audit Commission Certificate.

Section 11: Certification for the lead partner or DP Ltd

- I certify that the information contained in this Mainstreaming Partnership Agreement is correct and confirm that the work programme will be carried out as described in this application.
- I confirm that I have consulted with all partners in this Mainstreaming Partnership and that this document reflects the agreed programme of activities.
- I acknowledge that this work programme will be subject to regular monitoring and agree to keep suitable records for this purpose. I also acknowledge that the European Commission, the European Court of Auditors and the Department for Work and Pensions (DWP) may carry out on-the-spot checks.
- I will inform the European Social Fund Division, Scottish Executive or Welsh European Funding Office through the appointed Support Unit of any significant changes.
- I agree to repay to the European Social Fund Division, Scottish Executive or Welsh European Funding Office on demand any ESF money which has been paid, if these organisations or the European Commission or European Court of Auditors decide, after investigation, that the scheme has not been carried out in accordance with this application and ESF regulations.
- I confirm that the match funding does not contain any funds which include or have already been used to attract ESF or other EU funding.
- I will inform the European Social Fund Division, Scottish Executive or Welsh European Funding Office immediately of any changes to the funding provisions, through the appointed Support Unit.
- I agree to publicise that the European Social Fund (ESF) is involved in this Mainstreaming Partnership throughout Action 3, and to inform partners, target groups and policy makers that ESF is part-funding the activities set out in this document.
- I agree to make sure that all parties in this Mainstreaming Partnership agree on how we will share intellectual property rights (IPR) arising from the activities set out in this document. I will make sure that such an agreement will not restrict or prevent the activities set out in this document.

Signed

Date

Name
(in CAPITALS)

Position in lead
partner


Official stamp of lead partner or DP Ltd

Annex 1: Mainstreaming Partnership details

1.1 Please list any *additional* organisations that will join your Mainstreaming Partnership and that are NOT involved in another Equal-funded Development Partnership:

For information about completing each of the fields, please refer to the MPA Guidance.

Partner number	Details	
Organisation name		
Phone		
Fax		
E-mail		
Address: line 1		
Address: line 2		
Town or city		
Postcode		
Website		
Legal status	CLICK HERE	
Organisation type	CLICK HERE	
Please specify if 'Other'		
Size of organisation - please tick		
Staff: up to 10	<input type="checkbox"/>	Staff: between 51 and 250 <input type="checkbox"/>
Staff: between 11 and 50	<input type="checkbox"/>	Staff: more than 250 <input type="checkbox"/>
Date of joining		
Date of leaving		
Main responsibility – please tick all that apply		
Management, administrative, finance and so on	<input type="checkbox"/>	Monitoring and data collection <input type="checkbox"/>
Designing activities	<input type="checkbox"/>	Evaluation - internal <input type="checkbox"/>
Delivery and implementation	<input type="checkbox"/>	Co-ordinating transnational activities <input type="checkbox"/>
Contact name 1:		
E-mail		
Phone number		
To be contacted for: (brief description)		
Contact name 2:		
E-mail		
Phone number		
To be contacted for: (brief description)		

Please repeat information for each partner, numbering partners as appropriate. Click the  button on the toolbar to add a blank sheet for each partner.

