



**European Union**

European  
Social Fund

## **2014-2020 ESF Programme**

### **Action Note**

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## **National Technical Assistance Call – Existing ESF Technical Assistance Projects**

### **Who**

All ESF beneficiary organisations currently delivering Technical Assistance projects, European Social Fund Division, IBs, GLA and local partners.

### **What**

This Action Note is about the scope to extend ESF Technical Assistance projects in the 2014-2020 ESF programme.

### **Cleared**

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# Background

On Friday 2<sup>nd</sup> March 2018 a new open call was published for Technical Assistance (TA) – this is a joint call published by the ESF and ERDF Managing Authorities.

The intention of the call is to allow new TA projects to come forward with proposals through the standard 2-stage application process across both funds, however there is also an opportunity for existing TA projects to seek extensions to their current projects.

For ERDF Technical Assistance projects – all proposals must be put forward through the open call with submission of an Outline Application form – this includes new projects and also existing projects seeking to extend their ERDF delivery.

However, for existing ESF TA projects a decision has now been taken to adopt a different approach via the Project Change Request (PCR) process – this is in line with how the ESF Managing Authority (MA) is managing similar extension requests for Youth Employment Initiative (YEI) and other ESF projects.

Existing ESF TA projects may wish to consider whether to request an extension to the length of their project. However, projects should be aware that there will be a need to consider the inclusion of break clauses as part of any potential contract extension.

ESF TA projects looking to extend the length of the delivery of their existing provision should first consider and determine if they meet the criteria before contacting their ESF Contract Manager to discuss a potential PCR.

If the ESF Contract Manager is in agreement, the project should then submit a PCR to the ESF MA along with evidence of the following:

- Match-funding for the extended period
- Current performance against targets
- Continuing need for delivery of your TA project
- Details of the relevance of continued TA activities and
- Detailed rationale for the level of funding being requested and how this aligns with the scale and level of staff and non-staff costs.

Projects can choose the format of the evidence they provide but good quality, robust and detailed information will allow the ESF MA to make an informed decision on the PCR.

The PCR should also be accompanied by a new ESF Financial Annex and new ESF Indicator Annex for the project, ensuring that the most recent versions of these documents are used as per GOV.UK and that the outputs & results reflected in the Indicator Annex are aligned with the ESF categories in the National Technical Assistance call.

## **Action**

If you are seeking to extend an existing ESF TA project and feel you meet the criteria to extend please contact your ESF Contract Manager.

Applicants who are seeking to deliver a brand new ESF TA project must apply through the call in the usual way.

## **Contact**

For questions please contact: [ESF.2014-2020@DWP.GSI.GOV.UK](mailto:ESF.2014-2020@DWP.GSI.GOV.UK)