



European Union

European
Social Fund

2014-2020 ESF Programme

Action Note

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Action note heading

ESF E-Claims Applicant Guidance: **ESF Dual Forecast and Submission Form – 2018 Version**

Who

All ESF beneficiary organisations, European Social Fund Division and Greater London Authority

What

This action note is to notify CFOs and Grant Recipients that the ESF Dual Forecast and Submission form has been updated to make it suitable for use with 2018 claims.

The amendments to the form are:-

1. Output & Result forecast tabs amended to include 'previous years' columns to allow for pre-2018 achievements to be added and included in any variance calculations;

2. Future year dates amended to cover 2019 – 2023, making 2018 the ‘current year’
3. Amendment to column options on the Expenditure Forecast, Output Forecast and Result Forecast sheets to allow the recording of ‘Actual’ or ‘Contracted’ figures for the current year rather than Forecasts, as well as ‘Contracted’ figures for future years again, rather than Forecasts.

The Managing Authority preference is for ESF projects to use the new form from their Q1 2018 claim onwards, however, if this is not possible projects must move to this [new version](#) from their Q2 2018 claim.

Projects should ensure that their ‘Actual’ and ‘Contracted’ figures in each tab within the Form are **as accurate as possible** as this information will contribute to the Managing Authority’s consideration of performance for each project.

Finally, if a project is submitting a claim relating to 2017 or earlier, the previous version of the form should be used. This version is only applicable to claims for Q1 – 2018 onwards.

Cleared

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Action

This guidance should be used from the date of publication.

Contact

For questions please contact: ESF.2014-2020@DWP.GSI.GOV.UK