



**Call for
Proposals for
integration
activities to
support Third
Country
Nationals,
including
refugees, to
settle in the UK**

ASYLUM, MIGRATION & INTEGRATION FUND

Version 3

**Guidance for
prospective
bidders**

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Introduction

This booklet is designed to provide information about this Call and how you go about applying for grant funding as well as some information about how you will be expected to manage the funding awarded to you.

This Call is specifically aimed at supporting Integration activities for Third Country Nationals (TCNs), which includes refugees. Applications are invited from Devolved Administrations, Local and Regional Authorities, Education establishments, voluntary and community organisations and public bodies. **Applications will not be accepted from individuals.**

We are looking for projects which deliver activities to assist in the integration of TCNs at a national, regional and local level.

This will be the last opportunity to apply for AMIF funding and Grant Agreements will need to be signed by all parties by 31 December 2020 to enable UK based organisations to access EU funding from this programme.

Funding is available to support the Integration National Objectives as set out in the UK's AMIF National Programme <https://www.gov.uk/government/publications/asylum-migration-and-integration-fund-programme>

The UK will continue to participate in AMIF under the current 2014-2020 Multiannual Financial Framework (MFF). This means that all projects that secure funding under AMIF will be able to claim eligible costs through to the end of their Grant Agreement.

Before deciding whether you wish to apply for funding, you should ensure you have read and understood the requirements of the Call and the application process. The final deadline for submitting fully completed applications is rigid and cannot be extended. We expect to receive a significant number of applications and it is important that you ensure your bid meets the criteria and is backed up with the relevant level of evidence. You should be aware that this Call will provide funding of 75% of the eligible costs of proposed projects and so you will need to provide evidence that you have match funding for the remaining 25% in place.

Thank you for your interest and we look forward to receiving your application should you decide to apply.



Claire Seed
Head of the AMIF UK Responsible Authority (UKRA)

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Background and policy context

The overall objective of the EU Asylum, Migration and Integration Fund (AMIF) 2014-2020 is to promote the efficient management of migration flows and the implementation, strengthening and development of a common EU approach to asylum and immigration. The Fund has four common specific objectives of which the UK is signed up to the first three:

1. Strengthening and developing the establishment of the Common European Asylum System.
2. **Supporting legal migration to Member States in accordance with their economic and social needs and promoting the effective integration of third-country nationals.**
3. Enhancing fair and effective return strategies with a view to countering illegal immigration.
4. Increasing solidarity and responsibility-sharing between the Member States, with particular focus on those most affected by migration and asylum flows.

This Call will focus on aspects of Specific Objective 2.

We are looking for projects which deliver activities to assist in the integration of Third Country Nationals (TCNs), which includes refugees, at a national, regional and local level.

A total of £30m has been allocated for this Call. The minimum total project cost for each project is £500,000.00.

Projects selected for funding will receive 75% of the eligible project costs with the applicant's organisation being required to provide the residual match funding necessary for the projects. This may be from various sources, but the applicant should consider the implication on their organisation if a funding source is unable or unwilling to meet their commitment to contribute to the match funding at a later date. The UKRA will not pay more than 75% of the project's total eligible costs. **Please note that match funding may not be sourced from another EU Fund and match funding cannot be in kind.**

Match funding can include income generated from project activities, but if this is the case it must be included at the budget stage, and under the regulations of AMIF it cannot be introduced at a later date. Any such funding which is unbudgeted, or in excess of the original budget for generated income, will be excluded as a match funding source.



You must submit a letter with your application undertaking to provide match funding of 25% total eligible project costs. This payment cannot be "in kind".

Call details

Eligible activities	<p>Only proposals which focus on 'Specific Objective 2 – Integration' in the UK National Programme, will be substantively considered.</p> <p>Projects must deliver activities to assist in the integration of Third Country Nationals (TCNs), which includes refugees, at a national, regional and local level which may include:</p> <ul style="list-style-type: none"> • Language training; • Civic orientation; • Preparation for employment training i.e. cv writing; • Mentoring; • Creation of online support facilities; • Employability skills; • Promotion of meaningful contact between TCNs and host society.
Value of this call	<p>There is up to £30m allocated for this Call.</p> <p>£500,000 is the minimum total project costs that will be available for projects with a minimum grant of £375,000. There is no maximum that you may apply for up to the £30m that has been set aside for this Call.</p>
Call deadlines	<p>Call opens on 19 February 2020 Call closes on Wednesday 6 May at 4pm Applications will be assessed between 25 May and by 19 June 2020 The Decision Panel will sit on 14 July 2020 Project funding can begin from 1 September 2020</p>
Method of funding and payments	<p>Successful applicants will be required to sign a Grant Agreement which will specify the conditions attached to the ongoing funding.</p> <p>A blank copy of the Grant Agreement can be found at: www.gov.uk/government/publications/uk-asylum-migration-and-integration-fund-2014-to-2020</p> <p>Payments will be made to projects quarterly in arrears and subject to provision of appropriate reporting documents and financial scrutiny. There will be pre-financing of 25% of the AMIF contribution recovered from the quarterly payments made to the project. Any pre-financing not used must be repaid by the project.</p>
Duration of project funding	<p>Bids are invited for projects to start from 1 September 2020 once the Grant Agreement has been fully signed with an end date no later than 31 December 2022.</p>
Eligible target group	<p>The eligible target group is TCNs, which includes refugees, that are non-EU/EEA nationals who are legally resident in the UK. You must be able to identify your target group and hold documentary evidence to establish the eligibility. You can only count a TCN once in your targets and only when you can demonstrate an integration activity has taken place.</p>

Performance monitoring and audit compliance	<p>Successful projects will be required to submit quarterly reports detailing their performance against objectives, targets and their financial spend. They will also be subject to regular monitoring which will involve analysis of these quarterly reports and visits by UKRA personnel to view evidence of the information provided.</p>
Evaluation	<p>The UKRA is required by the European Commission to provide an evaluation of the use of AMIF in the UK to determine the effectiveness of the funding in delivering the National Programme objectives. The evaluation of the fund will be conducted by a body independent of the UKRA.</p> <p>The amount of personal data required can be onerous and each project will be required to complete a beneficiary spreadsheet which is submitted each quarter. It is therefore vital that you ensure you have allowed sufficient administrative support within your bid to resource this element of your project.</p> <p>Please bear in mind this is one of the conditions on signing your Grant Agreement. It is non-negotiable and failure to provide the information being requested by the independent body, in the format that is required, could ultimately lead to the loss of funding. More advice about what the data collection exercise entails will be available on request.</p>
Applications	<p>Applications must be submitted using the official application pack which comprises of an Application Form and the Budget Estimate Toolkit. Both documents must be submitted with a match funding letter, Job descriptions for all project staff, partnership agreements (if applicable), Organisation Information Form for the applicant and any partners and the last 2 years of accounts for the applicant and any partner organisation. These need to be submitted by the closing date and via the Home Office electronic web portal.</p> <p>Full details of how to submit your completed application will be provided with the application pack.</p> <p>Incomplete applications will not be considered.</p>
Project assessment criteria	<p>Eligible applications will be assessed against the following criteria:</p> <ul style="list-style-type: none"> - Relevance - Efficiency - Effectiveness - Added value - Sustainability
Questions and queries	<p>Questions and queries concerning the Call can be submitted to the UKRA via the Government Home Office procurement portal. All answers will be posted onto this portal for everyone to view.</p> <p>Questions will only be responded to via the portal.</p>

Additional information

Applications

AMIF is a European Union (EU) funding stream and as such is subject to EU Regulations which all parties must comply with. It is not suitable for everyone. Only fully worked out proposals with a clear project plan, timelines, committed resources and objectives should be submitted for consideration.

Ensure you have included enough administrative support for your project in the people costs on your toolkit. You must have a project manager and sufficient financial and administrative staff to support the data collection requirement for monitoring, audit and evaluation purposes.

Don't forget!



Eligible activities

Only proposals which focus on 'Specific Objective 2 – Integration' in the UK National Programme, will be substantively considered.

Projects must deliver activities to assist in the integration of Third Country Nationals (TCNs), including refugees, at a national, regional and local level which may include:

- Language training;
- Civic orientation;
- Preparation for employment training i.e. cv writing;
- Mentoring;
- Creation of online support facilities;
- Employability skills;
- Promotion of meaningful contact between TCNs and host society.

If you are already running an AMIF project you may incorporate your current activities into the new bid and, if you are successful, terminate your current project so that you are only running and resourcing one project.

Eligible target group

The eligible target group for this Call are non EU/EEA nationals who are legally resident in the UK. If the TCN has dual nationality or have received citizenship in another EU/EEA country prior to settling in the UK they are **not** eligible.

Asylum seekers and their families are not eligible.

Unaccompanied Asylum Seeking Children (UASCs) are eligible under the age of 18.

Refugees are eligible

Those with Humanitarian Protection are eligible.

Those with Discretionary Leave (DL) are only eligible if the DL was granted for a minimum of 30 months.

There is no minimum or maximum length of time that the TCN must have resided in the UK for them to benefit from the project.

All successful projects are allocated an account manager who would provide further advice on eligibility.

You must keep documentary evidence to verify eligibility.

A beneficiary can only be counted against the projects target when they have undertaken an integration activity. Providing advice, signposting and completing individual assessments/integration plans do not count as activities.

All activities must be fully evidenced. This would include sign in sheets completed by the beneficiary to confirm they, the TCN, has undertaken the activity.

Please remember that each person can only count once towards your target regardless of the number of activities that they undertake.

The selection process

All fully completed applications which are submitted in time will be substantively considered using the criteria set out earlier in this guidance. Please ensure information in your application is relevant and succinct. Do not include supporting documents as they will not be considered.



A fully completed application form will include the following documents:

- A signed application form
- A budget estimate toolkit
- An organisation information form (for lead applicant and partners)
- A signed match funding letter
- Last 2 years of accounts (for lead applicant and partners)
- Partnership declaration form for all partners if applicable
- Job descriptions for all project staff

If a large number of applications are received, an initial sift based on the added value criterion may be conducted. Applications that pass the initial sift will be scored against the selection criteria by an Assessment Panel before being presented to a Decision Panel who will make the final decision as to whether funding will be awarded.

In reaching their decision the Panel will have considered a range of factors including:

- The recommendation of the assessment panel
- The geographic spread of the provision of services
- The type of service provision that is offered in the bid
- The end beneficiaries who will be supported by this bid

All applicants will be informed of the outcome of their application in writing. There is no appeal against non-selection, but all unsuccessful applicants will be given feedback on the reasons for the decision.

Selection criteria

In respect of the selection criteria, assessors will be considering the following:

Relevance – How well does the core output of the application fit with the Strategic Objective and the integration description? How will the planned activities that deliver the output improve services to TCNs? How compelling is the evidence around need?

Efficiency – Is the output of the proposal measurable? Does it demonstrate value for money? Has the expenditure toolkit been completed correctly with sufficient explanation of why the cost is necessary? Can costs be directly linked to the project activities?

Effectiveness – Is the output/activity achievable and realistic? Has the application been completed correctly? Is there evidence that the organisation has the capacity to run the project? Has a thorough needs analysis been undertaken, to identify the requirement for this project? Are activities linked to the core output and can they be evidenced?

Added value – Can the project demonstrate an improvement to the baseline capacity/capability within the geographic area that the activity is being delivered in?

Sustainability - What difference will the project make beyond its end date? Will there be a lasting legacy?

Grant Agreements

Successful applicants will be required to sign a Grant Agreement with the UKRA to confirm that they agree to comply with the financial and other reporting requirements set out in it. The Grant Agreement is a standard, legally binding document and successful applicants will be subject to the terms and conditions contained in it. Failure to meet any of the conditions of the Grant Agreement may result in the withdrawal of funding and, if necessary, the recovery of funds issued.

Costs cannot be incurred before the start date on the Grant Agreement.

Quarterly reporting and your interaction with UKRA staff

During the lifetime of an AMIF funded project, there will be a series of interactions with the UKRA to monitor both financial and operational activity to ensure that the project is being run in accordance with AMIF funding requirements.

The UKRA is required to undertake a series of control functions to ensure projects funded by AMIF fully comply with all AMIF regulations. These are:

- Checks designed to confirm the formal correctness and the arithmetic accuracy of the financial declarations

- Checks to confirm that the project has achieved the objectives with the correct target group as set out in the Grant Agreement or that progress is being made towards achieving those objectives
- An analytical review to assess the relevance of the declared expenditure in the financial declarations and its compliance with the requirements set out in the Grant Agreement ensuring this complies with EU and National regulations

Each quarter, projects will be required to submit a Project Performance and Delivery report, a Project Expenditure Toolkit and a Beneficiary List. Failure to submit these reports within the timescales specified in the Grant Agreement may lead to funding being withdrawn.

As well as conducting these administrative checks, the UKRA will conduct site visits or 'on-the-spot controls. These visits can be both announced and unannounced and are designed to:

- Verify the outputs being declared
- To see that the activities being funded are taking place and that the individuals benefiting from these activities are TCNs
- Confirm that appropriate management and control systems are in place and functioning properly

Payments to projects and pre-financing

Payments to projects will be made **quarterly in arrears**, based on the financial declaration of actual expenditure on the quarterly expenditure toolkit.

To assist project cash flow, the UKRA will pay 25% of the funding amount requested as pre-financing. This will be recovered in equal amounts on a quarterly basis starting with the payment for the second quarter and ending in the penultimate quarterly payment. There may be an opportunity for additional pre-financing at any point during a project. If it is necessary to request further pre-financing this must be discussed with the UKRA Account Manager and a business case submitted for consideration by the UKRA. If all of the money advanced has not been utilised by the end of the project, the organisation will be required to repay the residual monies.

Upon receipt of the quarterly Expenditure Toolkit, Project Performance and Delivery Report and Beneficiary List, the UKRA will, subject to satisfactory review, issue a Payment Request Form to the Project Manager for 75% of the AMIF funding declared in the Expenditure Toolkit less any recovery of pre-financing money. This can be signed by any of the officers who have signed the Grant Agreement e.g. the Project Manager, Finance Manager/Director or legal signatory. A signed copy should be returned to the UKRA, where payments will be made by BACS to the bank account of the organisation.

Systems Audit

This consists of a series of walkthrough tests to determine how well the organisation's financial and operational control systems are functioning. This will usually take place within the first three months of the project start date. The tests may include but are not limited to; payroll, purchasing and competitive tendering, travel and subsistence controls, petty cash and use of organisation

credit cards. As this audit is carried out early in the project lifecycle, it is likely to occur in isolation to any transactional based monitoring but it is key to ensuring projects have a comprehensive understanding of what is required when submitting their quarterly expenditure toolkits to the UKRA.

Monitoring by EU and other Authorities

The UKRA is subject to audits by various organisations to ensure the AMIF funding is being managed correctly. As such successful projects may be subject to monitoring visits by the Audit Authority (the Government Internal Audit Agency), the European Commission and their representatives, the European Court of Auditors and European Anti-Fraud Office (OLAF) or their nominees. This may include:

- Visits to premises
- An inspection of any of its activities
- Examination of accounts and other documents or records which, in their view, relate to the use of the grant

This extends to all beneficiaries, partners and subcontractors of projects in receipt of AMIF funding.

Partnerships

Partners are organisations and institutions that, in conjunction with the lead applicant that submitted the application, participate in designing and implementing project activities and share the relevant tasks and finance. Both the lead applicant and the partners share contractual and financial responsibility for the proper and timely implementation of the project. The costs partners incur are eligible in the same way as those incurred by the lead applicant.

The eligibility rules applicable to the lead applicant apply exactly the same for all partners involved in the project. There must be a 'partnership agreement' in place between all partners in a project setting out the roles and responsibilities of each.

However, the lead applicant remains the main point of contact for the UKRA and is responsible for the operational and financial reporting and for providing the necessary information and evidence for the project.

All money paid to the project will be paid to the lead applicant and responsibility for match funding will ultimately rest with the lead applicant.

Procurement and sub-contracted activities

When procuring goods, equipment and services for a project in receipt of AMIF funding, it is vital to ensure that the minimum requirements are observed. Procurement must always be undertaken in a clear and transparent manner with full supporting documentation of the end to end process, demonstrating fairness and openness was observed.

Project management on the project cannot be subcontracted out to a third party.

A sub-contractor is defined as a third party (legal entity) that is not a beneficiary or a partner and who provides assistance on the project by delivering specific work/services that cannot be carried out by the organisation. Characteristics are:

- A formal contract exists
- Sub-contractor charges a price, which normally includes a profit
- Sub-contractor works without direct supervision and is not hierarchically subordinate to the beneficiary
- The beneficiary is responsible for ensuring the subcontractor fulfils their responsibilities

Below is a general guide to provide an understanding of EU procurement regulations.

You must still demonstrate that you have complied with EU procurement regulations even if you are applying using the simplified cost option.

Don't forget!



Contracts valued up to £4,000 excluding VAT

Awarding a contract may be acceptable without an open call for tender. A single tender award is acceptable but there must be duly signed supporting documentary evidence, showing the rationale behind coming to this decision, including evidence that it was not simply undertaken to exclude potential viable tendering organisations.

Tenders valued between £4,001 and £189,330 excluding VAT (between £4,001 and £122,976 for Public Sector Organisations (PSOs))

In these cases organisations must follow and abide by their own procurement regulations. **If these regulations allow, an award of contract may be given subject to a limited tendering process.** As a general guide a limited tendering process will usually **require 3 or more tenders.**

Tenders valued above £189,330 (£122,976 for PSOs)

For contracts valued over £189,330 a full procurement exercise must be undertaken. This exercise should follow UK national procurement guidelines. For best practice this should also follow EU rules on public contracts.

If a successful application intends to subcontract any element of the project, then further advice on good practice can be requested from the UKRA before undertaking a procurement exercise

Evidence of spend and eligibility of costs

When applying for AMIF funding the costs associated with delivering the project fall into two categories: direct costs and indirect costs:

Direct Costs

Direct costs are those costs which are directly related to activity supported by an AMIF project for example:

- Salaries of staff directly engaged in AMIF activity
- Participant costs; travel costs childcare costs
- Other costs that are solely attached to the delivery of the AMIF project i.e. room hire, exam fees

Indirect Costs

Indirect costs are shared organisational costs, which cannot be connected directly to project activity, and which are difficult to attribute to the project, for example:

- Central/support staff and personnel costs - where the AMIF element of their duties cannot be extracted from general duties and put on timesheets – e.g. reception, central finance
- Telephone and postage costs
- Electricity, gas and water
- Insurance

The above list is not exhaustive because every organisation is different. It would be impossible to describe all the possibilities in a guidance document.

The UKRA is providing two separate options for the reimbursement of indirect costs, and organisations must select one of these options when making an application

Option 1: Applies a calculation of 15% of eligible direct staff costs to calculate indirect costs. Organisations can also claim all other direct costs based on actual expenditure if appropriate evidence can support.

Option 2: Applies a calculation of 40% of eligible direct staff costs only to calculate direct and indirect costs. Organisations can not claim any other costs.

Organisations can choose which option best suits their project, Option 2 has been introduced by the UKRA to reduce the bureaucratic burden on organisations and reduce the possibility of disallowances following audit.

Examples

Option 1

Using a calculation of 15% of staff costs to calculate indirect costs and then adding all other direct costs.

A	Total Staff Costs	£256,000
B	Other Direct Costs	£12,300
C	Total Direct Costs	£268,300
D	Indirect Costs	£38,400 (15% of A)
E	Total Eligible Costs	£306,700 (A + B + D)

Option 2

Using a calculation of 40% of staff costs only (not adding in any other direct costs).

A	Total Staff Costs	£256,000
B	Indirect Costs	£102,400 (40% of A)
C	Total Eligible Costs	£358,400

The examples suggest that the 40% option can be the best approach for projects with a high proportion of staff costs. Applicants will be required to provide job descriptions for direct staff working on the project, and the amount of time that staff will be working on the project. Timesheets will be required for staff not employed 100% of their working time on the project.

If you choose to budget for your project using option 2 you must remember that the “not for profit” principle for AMIF projects remains and greater scrutiny may be given to your project around how your project costs have been identified at assessment and when the project is considered for funding by the Decision Panel.



A member of the UKRA audit/assurance team will meet with successful projects at the outset to answer any queries around procurement and eligibility of spends.

Evaluation reporting

The UKRA is required by the European Commission to provide an evaluation of the use of AMIF in the UK to determine the effectiveness of the funding in delivering the National Programme objectives. The evaluation of the fund will be conducted by a body independent of the UKRA.

Each project is required to ensure that their project managers or other relevant project staff co-operate with relevant data collection requirements which may include interviews, focus groups, and the provision of management information relevant to the project and/or case studies.

Please bear in mind this is one of the conditions on signing your Grant Agreement. It is non-negotiable and failure to provide the information being requested by the independent body, in the format that is required, could ultimately lead to the loss of funding. More advice about what the data collection exercise entails will be available on request.

The person carrying out the evaluation will visit your organisation in the first 3 months of a project to explain requirements.



Data Protection compliance and Document Retention Policies

All successful applicants, their partners and subcontractors, will need to ensure they can demonstrate that they are fully compliant with the Data Protection Act 2018. This legislation will affect the way personal information is stored for both monitoring and evaluation purposes.

To ensure compliance, the UKRA will require all projects, and organisations that they work with, to provide copies of their privacy notices and to agree and sign a data sharing agreement setting out:

- The legal basis for data sharing
- What specific data the UKRA require from you and why
- How the UKRA and the Independent Evaluator will process and store this information

Further information about the Data Protection Act 2018 can be found at:

<https://www.gov.uk/government/collections/data-protection-act-2018>



Projects will only be funded if they sign and comply with the data sharing policy.

AMIF Funding Rules require the retention of project-related documentation even after the Project ends as the European Commission and the European Court of Auditors both have the right to undertake final audits up to 7 years after the AMIF funding year closes. Project documentation is defined as “...all records, documents, and metadata regarding the expenditure declared” by the Project (article 9 of EU regulation 840/2015). This includes, but is not limited to:

- Accounts
- Attendance lists
- Contracts
- Deeds
- Minutes from meetings
- Original invoices
- All procurement evidence for goods/services directly procured for or accessed by the project
- Receipts
- Any other relevant documentation, whether in writing or electronic form

To simplify the calculation of these dates, projects will need to keep a record of all Project documentation including expenditure linked to the funding, for a period of at least **eight (8) years**, from the end date of the Grant Agreement or the date of the termination of the project.

How to make an application

Any organisation considering submitting an application must register their interest by e-mailing AMIFCallforIntegration@homeoffice.gov.uk. You will then be given information on how to register on the Home Office procurement portal “Jaggaer”. If your organisation was registered on the Emptoris portal used for previous Calls you will still need to register for Jaggaer for access to this Call. For reference, examples of application documents and documents that will be required for successful projects can be found at <https://www.gov.uk/government/publications/uk-asylum-migration-and-integration-fund-2014-to-2020>

The final date for submission of applications is 4pm on Wednesday 6 May 2020

Leave sufficient time to upload the application.

Late applications will not be accepted under any circumstances.



Do not forget to hit the submit button on the Home Office procurement portal, Jaggear, once all of your application documents have been loaded.



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European Union Asylum, Migration and
Integration Fund (AMIF) – Making
management of migrant flows effective across
the European Union