



**Department  
for Work &  
Pensions**



**European Union**  
European  
Social Fund

## **2014 to 2020 European Structural and Investment Funds Growth Programme**

### **Call for Proposals European Social Fund**

### **Priority Axis 2: Skills for Growth**

<b>Managing Authority</b>	<b>Department for Work and Pensions (DWP)</b>
<b>ESI Fund</b>	<b>European Social Fund</b>
<b>Priority Axis:</b>	<b>Priority Axis 2 : Skills for Growth</b>
<b>Investment Priority</b>	<b>2.1: Enhancing equal access to lifelong learning</b>
<b>Call Reference:</b>	<b>Developing Higher Level Skills in the Heart of the South West – OC16S16P 0345</b>
<b>LEP Area:</b>	<b>Heart of the South West</b>
<b>Call Opens:</b>	<b>25 April 2016</b>
<b>Call Closes:</b>	<b>20 June 2016</b>

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# 1. Call Context

The 2014 to 2020 European Structural and Investment Funds (ESIF) bring the European Regional Development Fund (ERDF), European Social Fund (ESF) and part of the European Agricultural Fund for Rural Development (EAFRD) together into a single European Union (EU) Structural Investment Funds (ESIF) Growth Programme for England supporting the key growth priorities of innovation, research and development, support for Small and Medium Enterprises (SME), low carbon, skills, employment, and social inclusion.

European Structural and Investment Funds are managed by the Department for Communities and Government (ERDF), Department for Work and Pensions (ESF) and the Department for Environment Food and Rural Affairs (EAFRD). In London, the Greater London Authority acts as an Intermediate Body for the European Regional Development Fund and European Social Fund programmes. Unless stated otherwise, the term “Managing Authority” will apply to all these organisations. These Departments are the Managing Authorities for each Fund. The Managing Authorities work closely with local partners who provide:

- Practical advice and information to the Managing Authorities to assist in the preparation of local plans that contribute towards Operational Programme priorities and targets;
- Local intelligence to the Managing Authorities in the development of project calls (decided by the Managing Authorities) that reflect Operational Programme and local development needs as well as match funding opportunities;
- Advice on local economic growth conditions and opportunities within the context of Operational Programmes and the local ESIF Strategy to aid the Managing Authority’s assessments at outline and full application stage.

This call is issued by the Department for Work and Pensions (DWP) to commission ESF Funded projects that will support the **Priority Axis 2 of the Operational Programme: Skills for Growth** and **Investment Priority: 2.1 Enhancing equal access to lifelong learning** as set out in the Operational Programme.

All applications will need to be eligible under the European Social Fund Operational Programme for England 2014 to 2020. The [ESF Operational Programme](#) is available for applicants to read.

This call for proposals sets out the requirements for any applicants to consider before applying. Applications against this call will be assessed as part of a two stage appraisal process and successful applicants will enter into a funding agreement with the DWP. Further information is given in sections 4 to 10.

Applicants are advised to familiarise themselves with the detail of the Operational Programme, local European Structural and Investment Funds Strategy and the

relevant documentation listed in sections 5 through to 8 **prior to** submitting an Outline Application.

All ESF applicants will need to be aware of the requirement to collect and report data on all participants as per Annex 1 (see Appendix A). This will be as well as the requirement of reporting on output and result indicators referred to in section 3 of the call for proposal.

## 1.1 National Context

This priority axis aims to support skills for growth. It will support activities through:

**Investment priority: 2.1** - Enhancing equal access to lifelong learning for all age groups in formal, non formal and informal settings, upgrading the knowledge, skills and competences of the workforce, and promoting flexible learning pathways including through career guidance and validation of acquired competences

ESF will not fund activity that duplicates or cuts across national policy on grants and loans for tuition for skills activities. Exemptions to this principle will be considered only where a local specific need and/or market failure has been demonstrated and where the activity falls within the scope of the Operational Programme.

Full details of what can and cannot be supported under this Investment Priority are set out in the Operational Programme. Details of the specific objectives have been reproduced below.

<b>Specific Objective</b>	<b>Results that the Member States seek to achieve with Union support</b>
To increase the skills levels of employed people from the existing level to the next level up, to encourage progression in employment.	The additional support from this investment priority will help employed people to progress at work through achieving higher skills, and it will drive growth in their organisation by improving productivity. We have set result targets for participants gaining qualifications or units – separate targets for level 2 and level 3.
To increase the number of people with technical and job specific skills, particularly at level 3 and above and into higher and advanced level apprenticeships, to support business growth.	The main result that will be achieved is that more participants will have gained a qualification or a unit of qualification. This investment priority will also support business growth through the development of a more highly skilled workforce. We have set a result target for participants gaining qualifications or units at level 3 or above.
To increase the skills levels of employed women to encourage progression in employment and	The additional support from this investment priority will support women in raising the level of their skills, helping them to progress in

help address the gender employment and wage gap.	employment or self-employment and achieve higher earnings. There is a result target about progression in work. This investment priority will also contribute to supporting business growth through the development of a more highly skilled workforce.
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## 1.2 Local Development Need

Projects must deliver activity which directly contributes to the objectives of Priority Axis 2, Investment Priority 2.1 of the Operational Programme, and which meets the **local development need** expressed in the text and table below.

### Call outline

This call is relevant to the following priority areas within the Heart of the South West ESIF strategy.

#### A. Maximising Innovation through Transformational opportunities & Smart Specialisation

***Employer led solutions to address higher level skills.*** Demand led and focused primarily on higher level skills needs of our Smart Specialisation sectors. Examples include:

- Skills for innovation
- Increasing participation in areas with higher level skills shortages
- Promoting and increasing higher level apprenticeships
- Boosting demand for STEM Subjects

#### B. Enterprise and SME Competitiveness

***Start-up support and leadership and management skills*** – linking to ERDF start-up support activities, focus on leadership, management and entrepreneurial skills

***Linking students and graduates to industry and retaining higher level skills*** – creating opportunities for students and graduates to engage with SMEs and supporting capacity of SMEs to innovate. Improving workforce skills – Investing in Level 2, intermediate technical and higher level skills.

#### D. Digital

***Intermediate, technical and Higher level digital skills*** – for users, ICT professionals, leaders and managers.

There are also relevant links to priorities within the Heart of the South West Strategic Economic Plan, which can be found here;

Whilst significant progress has been made in the past decade increasing the attainment levels at NVQ level 4+ for those aged 16-64 and employed across the Heart of the South West area, it is still below the national average and there is room for improvement, as evidenced in the table below.

	HOTSW	UK
Dec 2005	26.5%	30.8%
Dec 2010	35.2%	37.2%
Dec 2014	37.4%	41.6%

Source: Annual Population survey

These levels vary across the area, and attainment is particularly poor in the more rural, remote districts that demonstrate evidence against the indices of multiple deprivation, such as; Torridge, North Devon and West Somerset, equally demonstrated by average wage levels in these areas also being well below average.

The Heart of the South West European Structural Investment Fund evidence base also identified that only 40% of young people enter higher education compared to 48% for England, therefore indicating that there is potential and a need to support the workforce to become more highly qualified, if this has not happened through a traditional higher education route, and for more young people to be encouraged to participate in higher education.

Somerset and North Devon are recognised as ‘HE Cold Spots’ (<http://www.hefce.ac.uk/analysis/maps/>), with no dedicated Higher Education Institution and limited higher-level skills participation and provision. Local research in Somerset has identified the following key barriers to participation:

- Concerns about debt / costs;
- Lack of information on Level 3 and 4 programme options, Foundation degrees, financial support and accreditation of prior learning;
- Fear of the challenge of HE, reflecting a lack of family or friends who had experience of university level education;
- Balancing study with work and home commitments; and
- Very long travel times from home to HE providers for a high percentage of the Somerset population.

There is, however, evidence of significant and growing higher-level skills shortages in Somerset in both the private and public sectors (‘Developing a deliverable ambition for Higher education in Somerset’, January 2016)

Given the evidence and the skills shortages reported by local businesses there is a clear need to address these issues. ESF will be used to develop and deliver a range of activities to support those least likely to enter higher education. There is also an expectation that the successful provider will align the opportunities offered in this call to the skills needs identified by businesses.

The focus of this activity will be to provide tailored support to participants that both raise their aspirations and awareness of opportunities whilst delivering activities that will prepare learners in order to enhance progression and achievement rates.

### **Local priorities**

Although on a national level this investment priority seeks to offer support to individuals to progress their skills at all levels, this call is aimed specifically at increasing skills to level 4.

Therefore this call aims to address shortfalls in existing provision and is seeking applications which will support activities including:

- Activities to specifically target disadvantaged groups and neighbourhoods, including recognised HE 'Cold Spots' (<http://www.hefce.ac.uk/analysis/maps/>)
- Enhancements to information, advice and guidance provision, specifically focussed on employment opportunities in relation to gaining and developing higher level skills.
- Pathways from level 2 or 3 vocational programmes to foundation degree (and above). This should be linked to vocational studies that meet current and emergent business needs
- Activities to increase access to, and participation in, higher education provision, particularly for disadvantaged individuals in under-represented groups (including part-time workers, over 50's and 'first in family' individuals)
- Development of innovative access routes, including modular and bespoke courses, e-learning, flexible, blended delivery etc.
- Funding outreach activity to raise aspirations and promote access, including taster courses for disadvantaged individuals in under-represented groups
- Funding development costs of vocational short courses designed to help participants progress into higher value employment
- Additional modules / courses to develop skills in relation to new technologies, and production methods and/or to respond to restructuring / diversification in key sectors
- Employability modules / programmes (outside of core provision) for undergraduates, graduates and/or those recently securing employment in SMEs, e.g. building team-working, communication and problem-solving skills

- Supporting the capacity of providers to deliver more innovative ways to access HE provision, particularly in areas where there is limited provision at present or to engage with disadvantaged groups.

Applicants should note that this list is neither finite nor prescriptive.

Whilst this call is not limited to specific sectors, applicants should note that the following sectors have been identified by the Heart of the South West, as having particular innovation and growth potential which the development of higher level skills could support;

- Marine
- Environmental futures
- Agri-tech
- Healthy ageing
- Photonics
- Big Data
- Nuclear (including the Hinkley Point C Supply Chain); and
- Aerospace.

Applicants are, therefore, encouraged to consider how proposals could support delivery of the Heart of the South West Smart Specialisation Approach - <http://www.heartofswlep.co.uk/sites/default/files/user-1889/Smart%20specialisation%20approach%20Nov%202015.pdf>

The successful applicant must demonstrate how they will add value to mainstream widening participation and engagement activities. Applicants must also demonstrate how proposals respond to current or forecast high level skills shortages in the Heart of the South West.

The successful applicant must demonstrate how new provision builds on existing best practice. They must provide evidence on how the provision is **transformational** (different to current provision, enabling a demonstrable change in individuals' skills and abilities, and in turn a difference to the business in which they work), **sustainable** (able to be sustained and delivered beyond the lifetime of the project), and primarily aimed at those in employment. The applicant must clearly indicate the need for ESF to fund this activity; including demonstrating that mainstream funding is not available.

Any projects under this call must link with the current call issued under Priority 2.2 Improving the labour market relevance of education and training systems, To support employer engagement in the development of training and skills. In addition, applicants are encouraged to consider potential complementarities across ESF



higher-level skills interventions and wider innovation and growth interventions in the heart of the South West, including (planned) investments through the European Regional Development Fund (ERDF)

Details of the local ESIF Strategy can be found at:

<http://www.heartofswlep.co.uk/sites/default/files/user-730/Final%20EUSIF%20Heart%20of%20the%20SW31-05-14.pdf>

### 1.3 Scope of activity

This call invites Outline Applications which support the delivery of Priority Axis 2, **Investment Priority 2.1 Enhancing equal access to lifelong learning** of the European Social Fund Operational Programme and responds to the local development need set out in the Heart of the South West Local Enterprise Partnership Area European Structural and Investment Funds Strategy.

This call aims to address the identified shortfalls listed in section 1.2 Local Development Need above.

## 2. Call Requirements

All applications are competitive.

<p><b>Indicative Fund Allocation:</b></p>	<p>Indicatively, through this call the Managing Authority expects to allocate approximately <b>£2,800,000 ESF</b></p> <p><b>Approximately 64% - £1,800,000 allocated to the Transition Region</b></p> <p><b>Approximately 36% - £1,000,000 allocated to the More Developed Region</b></p> <p>The Managing Authority reserves the right to decrease or increase the indicative allocation, or support more or fewer projects subject to the volume and quality of proposals received.</p>
<p><b>Minimum application level</b></p>	<p>European Social Fund investment is intended to make a significant impact on local growth. Applications are expected to demonstrate appropriate scale and impact. The Managing Authority does not intend to allocate less than <b>£100,000 of European Social Funding to any single project</b></p> <p>The minimum project size both ESF &amp; match funding, is dependent on the intervention rate determined by category</p>

	<p>of region; 60% Transition Region &amp; 50% More Developed Region.</p> <p>As Heart of the South West LEP area spans two categories of region, Transition and More Developed, applicants will need to provide separate financial and indicator tables with the appropriate intervention rates for each category of region.</p>
<b>Duration of project approvals</b>	Projects should be for a maximum of three years; however the Managing Authority reserves the right to vary the maximum duration in exceptional circumstances.
<b>Geographical Scope</b>	All interventions should be focused on activity and beneficiaries within the Heart of the South West Local Enterprise Partnership area.
<b>Specific call requirements</b>	This call for ESF investment has been issued with complementary calls under ESF Investment Priority 2.2. Priority will be given to applicants that submit linked proposals across the priorities. See 'Local Priorities' section for further information.
<b>Call Deadlines</b>	For this specific call, applications will be assessed following closure of the call. Applications received after the published call close date will not be considered.
<b>Application selection</b>	All applications will be scored in line with the ESF scoring criteria, but the MA reserve the right to invite projects to full application stage where they complement other activity or provide niche activity to target groups within the OP.
<b>Applicant proposals</b>	These can only contain activities which are eligible for ESF
<b>Eligible match funding</b>	<p>Applicants will need to have eligible match funding for the balance of costs, which must be from a source other than the European Union. For all outline applications proof of match funding will need to be supplied as part of the assessment.</p> <p>The intervention rate in the Heart of the South West LEP Area is 50% in the more developed area and 60% in the transition area, so 50% of match funding must be provided in the more developed area and 40% of match funding must be provided in the transition area.</p>
<b>Operational</b>	Operations must be completed no later than 01 December

<b>completion</b>	2019.
<b>Procurement</b>	All procurement must be undertaken in line with EU regulations.
<b>State Aid law</b>	Applicants must demonstrate compliance with State Aid law
<b>Audit/ Compliance</b>	All expenditure and activities will be subject to rigorous audit and non-compliance may lead to financial penalty.

ESF cannot be used to duplicate existing activities or activities that do not address market failure. ESF can only be used to achieve additional activity or bring forward activity more quickly. Applicants must be able to demonstrate that proposals are additional to activity that would have occurred anyway or enables activity to be brought forward and delivered more quickly than otherwise would be the case in response to opportunity or demand.

### 3. Deliverables required under this Call:

Applications will be expected to achieve the minimum indicative level of Programme Deliverables by contributing to the following Investment Priority. The definitions of which can be accessed at the [ESF Operational Programme](#).

<b>Investment Priority</b>	<b>2.1 Enhancing equal access to lifelong learning</b>
<b>Specific Objectives</b>	Enhancing equal access to lifelong learning for all age groups in formal, non-formal and informal settings, upgrading the knowledge, skills and competences of the workforce, and promoting flexible learning pathways including through career guidance and validation of acquired competences
<b>Indicative Actions</b>	<p>ESF will not support activities that duplicate or replace existing support within national programmes, but may be used to support additional activities or target groups, including provision co-designed with local partners.</p> <p>Examples of activities that may be supported include:</p> <ul style="list-style-type: none"> <li>• skills shortages or needs in particular sectors or local areas which are not currently being addressed by employers or individuals;</li> <li>• leadership and management training in Small and Medium size Enterprises (up to 250 employees);</li> <li>• training and support for people at all levels, in particular addressing the needs of disadvantaged groups in and out of the workplace;</li> </ul>

	<ul style="list-style-type: none"> <li>• access to learning; information about learning and skills;</li> <li>• brokerage of opportunities between learners and employers.</li> </ul>
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### More Developed Region

ID	Result Indicator	Target value for this call
R7	Participants gaining level 3 or above or a unit of a level 3 or above qualification	8%
R8	Employed females gaining improved labour market status	35%

### Transition Region

ID	Result Indicator	Target value for this call
R7	Participants gaining level 3 or above or a unit of a level 3 or above qualification	8%
R8	Employed females gaining improved labour market status	35%

### More Developed Region

ID	Output Indicator	Total target value for this call	Men target value	Women target value
O1	Participants	1535	783	752
O4	Participants over 50 years of age	348	-	-
O5	Participants from ethnic minorities	54	-	-
ESF - CO16	Participants with disabilities	124	-	-
ESF - CO14	Participants who live in a single adult household with dependent children	64	-	-

## Transition Region

ID	Output Indicator	Total target value for this call	Men target value	Women target value
O1	Participants	2303	1175	1128
O4	Participants over 50 years of age	469	-	-
O5	Participants from ethnic minorities	78	-	-
ESF - CO16	Participants with disabilities	157	-	-
ESF - CO14	Participants who live in a single adult household with dependent children	97	-	-

Applicants will be required to demonstrate how they will achieve the deliverables within their proposal along with any methodology that will be used to record achievement. Applicants will also need to ensure robust systems are in place, and be able to describe them, to capture and record the targets and to report quantitative and qualitative performance across the Heart of the South West LEP area. All operations will be required to collect data and report progress against the deliverables with each claim. Where an operation underperforms against their deliverables they may be subject to a performance penalty.

There must be a fully evidenced audit trail for all contracted deliverables.

## 4. General Information

Essential information to support the drafting of an application and delivery of a successful ESF funded project is available at the [European Growth Funding](#) website pages.

### 4.1 Compliance and Eligibility

When developing an application, Applicants should refer to [guidance](#) on eligible Applicants, activities and costs. These are for guidance only and Applicants should take their own specialist advice if in doubt. It is the responsibility of the Applicant to ensure that the rules and guidance are adhered to both at application stage and following approval.

ESIFs are governed by European regulations and national rules. Applicants are advised to familiarise themselves with the relevant documentation listed in the 'key

documents' section prior to submitting an Outline application. If successful, Applicants will enter into the standard Funding Agreement and must abide by the standard terms and conditions contained therein. Applicants are therefore strongly advised to read these terms and conditions to ensure that they would be able to enter into such an agreement prior to responding to the call. Once a Funding Agreement has been issued it should be signed and returned within a short timescale.

## **4.2 Intervention Rate & Match Funding**

ESF is funding used where no other funding can be obtained (the funder of last resort) and the maximum ESF intervention rate for the operation is 50% for the more developed region and 60% for the transition region. This means ESF can contribute up to 50% of the total eligible project costs in the more developed area, and 60% in the transition area, subject to State Aid regulations. The remaining 50% in the more developed area and 40% in the transition area, or more, must come from other eligible sources.. For all outline applications proof of match funding will need to be supplied as part of the assessment.

ESF is not paid in advance and expenditure must be defrayed prior to the submission of any claims. Applicants may be asked to demonstrate how they are able to cash flow the operation.

## **4.3 Applicants**

Applicants must be legally constituted at the point of signing a Funding Agreement, and be able to enter into a legally binding Funding Agreement. The Applicant will be the organisation that, if the application is successful, enters into a contract for ESF and therefore carries the liability for ensuring that the terms of the ESF Funding Agreement are met by them and to all delivery partners. If there is more than one organisation applying for the funds, a lead organisation must be selected to become the Applicant. It is this organisation that carries the responsibility and liability for carrying out a compliant project.

The Managing Authority will consider the Applicant's track record, both positive and negative. If the Applicant has been involved in the delivery of previous European grants and any irregularities with this (these) grant(s) have been identified, the Managing Authority will look into these and expect to see how and what steps have been taken to ensure that these have been addressed to mitigate the risk of further irregularities in the future. It is acknowledged that some organisations will be new to ESIF funding and will not have a track record.

## 4.4 Cross Cutting Themes

All applications received under this Call should demonstrate how the Cross Cutting Themes have been addressed in the project design and development. Cross cutting themes for ESF are 'gender equality and equal opportunities' and 'sustainable development'.

For ESF, the project applicants will be required to deliver their services in-line with the Public Sector Equality Duty (as defined in the Equality Act 2010). All projects must have a gender and equal opportunities policy and implementation plan which will be submitted at full application stage and in-line with Managing Authority guidance. Project applicants will also be required to answer a number of ESF-specific equality questions which will be set out in both the full application form and the related guidance.

For ESF, all projects will also be required to submit a sustainable development policy and implementation plan (in-line with guidance produced by the Managing Authority).

The ESF programme particularly welcomes projects that have an environmental focus that can meet the strategic fit at local and programme level whilst also adding value by:

- supporting environmental sustainability; and/ or
- complementing the environmental thematic objectives of other programmes such as ERDF; and/or
- using the environment as a resource to help motivate disadvantaged people

Further information is available in the [ESF Operational Programme](#).

## 4.5 State Aid & Revenue Generation

Applicants are required, in the Outline Application, to provide a view on how their proposal complies with State Aid law. Applicants must ensure that projects comply with the law on State Aid.<sup>1</sup> Grant funding to any economic undertaking which is state aid can only be awarded if it is compatible aid, in that it complies with the terms of a notified scheme or is covered by the De Minimis Regulation. Guidance for grant

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<sup>1</sup> Article 107(1) of the Treaty on the Functioning of the European Union provides that: "Save as otherwise provided in the Treaties, any aid granted by a Member State or through state resources in any form whatsoever which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods shall, in so far as it affects trade between Member States, be incompatible with the internal market."

recipients, explaining more about State Aid, is available; it is important that Applicants take responsibility for understanding the importance of the State Aid rules and securing their full compliance with them throughout the project, if it is selected into the Programme.

The Managing Authority is not able to give legal advice on State Aid. It is the responsibility of the Applicant to ensure that the operation is State Aid compliant.

Where the Applicant does not perceive that there is any State Aid, it should state whether or not it considers Articles 61 and 65(8) of regulation 1303/2013 to apply. This revenue should be taken into account in calculating eligible expenditure. Article 61 refers to monitoring revenues generated after completion of the project, and Article 65(8) how to deal with differences in the forecast and actual revenues at the end of the operation. The details of this will be tested at the full application stage.

#### **4.5 Funding Agreement**

The Funding Agreement is a standard, non-negotiable and legally binding document. Any successful Applicant will be subject to the terms and conditions contained within this agreement. Applicants are strongly advised to seek their own advice to ensure that they would be able to enter into and abide by the terms of the Funding Agreement.

Failure to meet any of the conditions of the agreement or the commitments within the application will result in claw back of funding.

Applicants should be aware that additional provisions and securities may be included within the Funding Agreement to protect the investment. These will be further discussed if relevant following the Full Application stage.

#### **4.6 Procurement**

All costs delivered by the Grant Recipient (the applicant) and/or delivery partners must be delivered on an actual cost basis. Other costs must be procured in line with EU regulations. The most common error identified during audit has been failure to comply with relevant procurement regulations and crucially to maintain a full audit trail to prove that they have complied with the relevant regulation. Robust and transparent procurement is required to ensure that Grant Recipients:

- consider value for money;
- maximise efficient use of public money; and
- maintain competitiveness and fairness across the European Union.

It is recommended that applicants seek their own legal advice pertaining to their procurement and requirements to publicise any tendering opportunities.

The Managing Authority is not able to give legal advice on procurement. It is the responsibility of the applicant to ensure the project is compliant in this respect.



## 4.7 Retrospection

There will be no retrospection for applications made against this call, other than in line with the general policy on retrospection which allows costs to be potentially eligible between outline and full application stage, but only where the full application is approved.

## 5. Application Process & Prioritisation Methodology

There are two stages to the ESF application process; Outline Application and if successful, Full Application. Applicants must fully complete the Outline Application Form (section 9 refers). Guidance is available on the [European Growth Funding](#) website pages. Acceptance of an Outline Application to progress to full application stage does not in any way indicate or constitute an offer of European Social Fund grant. Applications will be subject to a Gateway Assessment undertaken by the Managing Authority under the following criteria:

- Applicant eligibility;
- Activity and expenditure eligibility; and
- The fit with the ESF OP and the call.

Proposals that pass the Gateway Assessment will move into the Core Assessment which consists of the following:

- Strategic fit;
- Value for money;
- Management & control;
- Deliverability;
- Procurement / tendering; and
- State Aid compliance.

The Managing Authority will seek advice from partners when considering applications to ensure its assessment is informed by local economic growth conditions and opportunities within the context of Operational Programmes and the local ESIF Strategy. This will include the relevant LEP Area ESIF Committee and other partners deemed relevant to the application.

The assessment and any prioritisation will be undertaken using only the information supplied as part of the application process. The Managing Authority cannot accept further detail outside this process.

Non-public sector Applicants who are successful at the Outline Application stage may be subject to due financial diligence checks by the Managing Authority, prior to submission of a Full Application. Applicants will be required to submit accounts, and

to clarify financial or other organisational information. New Applicant organisations may be required to provide details of a guarantor.

## 6. Support

Please note that this is a competitive call and to preserve impartiality we are unable to enter into correspondence with applicants over their Outline application. Details of where guidance can be found are contained throughout this calls document. In exceptional circumstances, if there are issues with accessing this guidance, please contact:

✉: [ESF.2014-2020@dwp.gsi.gov.uk](mailto:ESF.2014-2020@dwp.gsi.gov.uk)

## 7. Key Documents

- Outline Application Form;
- Outline Application Form Guidance;
- Local Enterprise Partnership area's ESIF strategy; and
- ESF Eligibility Rules.

## 8. Document Checklist

Failure to provide the following documentation will result in the application being rejected.

Outline Stage:

- fully completed Outline Application;
- financial tables;
- Outputs, Results and Indicators tables; and
- three years financial accounts (if private or voluntary and community sector).

## 9. Document Submission

Completed Outline Applications must be submitted to

✉: [2014-2020.ESFAPPLICATIONS@DWP.GSI.GOV.UK](mailto:2014-2020.ESFAPPLICATIONS@DWP.GSI.GOV.UK)

## 10. Timescales

Launch of Call advertised on gov.uk.	25 April 2016
Deadline for submission of Outline Application	20 June 2016

Outline Application forms not received by the deadline will not be assessed. Outline Applications which are not fully completed will be excluded.

For this call applications will normally be required to **commence delivery/activity within three months** of the award of contract.

Any changes related to the deadline for the submission of the Outline Application form will be notified on the [European Growth Funding](#) website pages.

## 11. Appendix A – Common output indicators

### Appendix A - extract from Annex 1 of the ESF regulation

Common output and result indicators for ESF investments

(1) Common output indicators for participants

"Participants" refers to persons benefiting directly from an ESF intervention who can be identified and asked for their characteristics, and for whom specific expenditure is earmarked. Other persons shall not be classified as participants. **All data shall be broken down by gender.**

The common output indicators for participants are:

unemployed, including long-term unemployed
long-term unemployed
inactive
Inactive, not in education or training
employed, including self-employed
below 25 years of age
above 54 years of age
above 54 years of age who are unemployed, including long-term unemployed, or inactive not in education or training
with primary (ISCED 1) or lower secondary education (ISCED 2)
with upper secondary (ISCED 3) or post-secondary education (ISCED 4)
with tertiary education (ISCED 5 to 8)
participants who live in jobless households

participants who live in jobless households with dependent children
participants who live in a single adult household with dependent children
ethnic minorities
Participants with disabilities
other disadvantaged
homeless or affected by housing exclusion
from rural areas

Common immediate result indicators for participants are:

inactive participants engaged in job searching upon leaving
participants in education/training upon leaving
participants gaining a qualification upon leaving
participants in employment, including self-employment, upon leaving
disadvantaged participants engaged in job searching, education/ training, gaining a qualification, in employment, including self-employment, upon leaving

Common longer-term result indicators for participants are:

participants in employment, including self-employment, six months after leaving
participants with an improved labour market situation six months after leaving
participants above 54 years of age in employment, including self-employment, six months after leaving
disadvantaged participants in employment, including self-employment, six months after leaving