



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

Managing Authority	Department for Work and Pensions (DWP)
ESI Fund	European Social Fund
Priority Axis:	Priority Axis 2 : Skills for Growth
Investment Priority:	2.2: Improving the labour market relevance of education and training systems.
Call Reference:	Digital Skills for SMEs in coast to Capital LEP area – Call reference OC04S17PO682
LEP Area:	Coast to Capital
Call Opens:	21st April 2017
Call Closes:	7th July 2017
Document Submission	Completed Outline Applications must be submitted to ✉: 2014-2020.ESFAPPLICATIONS@DWP.GSI.GOV.UK

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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: 2.2 Improving the labour market relevance of education and training systems** as set out in the ESF 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 of the ESF regulation (see Appendix A). This will be in addition to the requirement to report on the 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 2.2 - Improving the labour market relevance of education and training systems, facilitating the transition from education to work, and strengthening vocational education and training systems and their quality, including through mechanisms for skills anticipation, adaptation of curricula and the establishment and development of work based learning systems, including dual learning systems and apprenticeship schemes

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.

Specific Objective	Results that the Member States seek to achieve with Union support
To promote improvements in the labour market relevance of skills provision through active engagement with relevant institutions and employers, particularly SMEs and Micro businesses.	The additional support from this investment priority will enable the design of skills provision which will help individuals gain skills and qualifications relevant to the needs of the labour market

1.2 Local Development Need

Projects must deliver activity which directly contributes to the objectives of Priority Axis 2, Investment Priority 2.2 of the Operational Programme, and which meets the **local development need** expressed in the text and table below.

Local Economic Context in the Coast to Capital LEP area:

The Coast to Capital economic geography consists of 3 main areas. The first is the M23/A23 corridor which starts in Croydon, South London, and runs down through Gatwick and Crawley to the coastal city of Brighton & Hove. This corridor is very economically successful, has great international connectivity and very high levels of economic outputs. Crawley alone contributes 10% GVA to our region. The industry in the area is focussed primarily on the following of our growth sectors: Advanced Manufacturing and Engineering; Health and Life Sciences and Business and Finance. There is a conglomeration of large corporates, some of which are European headquarters.

The second area is the coastal strip from Newhaven to Chichester. This area is made up of many small towns with relatively large numbers of retired people and has a different industrial base, with more manufacturing activity, a growing presence of environmental technology businesses, a strong SME base and an already strong and growing Creative Digital and IT sector in Brighton and Hove.

Thirdly, we have significant rural areas in both Sussex and Surrey with prosperous businesses such as Rolls Royce Motor Cars in Goodwood, as well as a strong land economy and food and drinks industry. The rural economy alone contributes 27% GVA to the region.

High employment sectors in Coast to Capital are Construction, Health and Social Care and the Visitor Economy. Unlike our predicted growth sectors which require predominantly technician and higher level skills, these sectors (which are also growing) require skills of all levels.

As a region we also have a high level of people commuting out to London - over 90,000 each day, but they also commute to Brighton, Gatwick Airport and other regions.

Coast to Capital is the 6th most prosperous region in the country with a population of 2 million people. There is a high output per employee at £61,000 per working person but there are still many pockets of the region where economic activity is not as high as it should be. Coast to Capital ranks 11th out of 39 LEPs for productivity 31st and 35th amongst LEPS in terms of growing our start-ups to £1m and £3m turnover.

The Coast to Capital's priority sectors are as follows:

Sectors targeted for growth

- Advanced manufacturing and engineering
- Creative, digital and IT
- Environmental technologies
- Financial and business services

- Health and life sciences

High employment sectors

- Health and Social Care
- Construction
- Visitor economy

The Digital sector in C2C region is estimated at £3.7bn GVA in 2014 representing 7.6% of the region's economy. While it has grown significantly from 18.6% between 2010-2014, this growth is slightly lower than the South East at 19.9%. The CDIT industry is split between Digital and IT worth 81% and Creative worth 19% in Coast to Capital region¹. The highest concentration is geographically located in the Brighton & Hove area.

Our research shows that SMEs are reporting that it is hard to fill vacancies in CDIT with 16% versus 23% in the wider economy. In addition, training is lower in that CDIT sector with 18% versus 25% in the wider economy. Finally looking at employment forecasts for the future, employment is expected to rise 16% in the CDIT sector by 2022 (compared to 5% in wider economy)².

The demand for level 4+ qualifications is expected to rise by 10% by 2022 and the key skills gaps are in advanced IT and software skills, notably in automation, 3D printing, graphic design, big data analytics, cyber security, and programming³.

Within SMEs across all industries 23% are estimated not to have basic digital skills. Overall 34% of SMEs have no or limited digital skills, 43% have basic digital skills, using some e-commerce tools and online banking, and 23% have high levels of digital skills, investing in digital infrastructure and digital security⁴. This shows even within those SMEs that have digital proficiency, less than a quarter have advanced digital skills.

The main reasons for not doing more to boost digital engagement were that SMEs felt they could do no more (27%), 25% felt it was not relevant to their business, 20% felt they did not have the time to set it up, and 17% felt they do not have the relevant skills or staff to set up digital infrastructure⁵. Digital skills will be required across all industries and occupations, but there is evidence that this is not fully understood.

¹ The Creative, Digital and IT Sector Report – Coast to Capital 2015

² UKCES - Working Futures 2012

³ DCMS - Digital Skills Report 2016

⁴ Lloyds Bank UK Business Digital Index 2015

⁵ Lloyds Bank UK Business Digital Index 2015

Local Priorities:

Coast to Capital LEP and Enterprise M3 run a pilot called Digital High Street Programme funded by BIZ in 2014 targeted exclusively to the retail sector with excellent results and take-up.

Today, to support the growth of our priority sectors, our Coast 2 Capital ESIF strategy focuses on the technology of the future namely: the connected digital economy, bioscience, electronics and environmental and renewable technologies. Digital skills are the common issue reported by our local SMEs as hindering rapid growth. SMEs are not necessarily aware of all the possibilities that an appropriate digital marketing strategy can achieve for them neither do they often do they have access to the right digital skills internally. This project specification is to set a scheme to work with a number of employer groupings or Skills Clusters, based around our priority sectors to address the Digital Skills that they need to generate increase productivity and innovation. The Digital Skills of the workforce are pivotal for industry to remain competitive but also to sustain the growth of our priority sectors and high employment sectors.

The scheme for this ESF-funded direct call will include elements for:

- Developing a training programme to prepare SMEs from Coast 2 Capital for the Digital World. The training programme could be conceived around different modules from awareness sessions run across the C2C region, targeting key priority sectors/clusters and geographical hot spots to more practical modules with demonstrations and on-the-job support to help business to understand the power of Digital High Street skills. The training programme could be a combination of 1 to 1 and 1 to many interventions.
- Running a series of SMEs business events that aim to raise awareness and empower companies in key areas of digital technology including social media, content and digital marketing, cloud accounting, search engine optimisation (SEO), data analytics and other
- Responding to evidenced demand of SME employers' needs, assisting individuals to gain competencies that can be used to improve their individual digital skills; Up-skilling employees in the work place with new digital skills to meet the demand raised from the business led training programme, with referrals provided to the winner of the 2.1 Digital Skills for the Employed in Coast 2 Capital area
- Encouraging more women to acquire Digital Skills that will help address gender inequalities in terms of employment / wages.
- Monitoring the results of the Digital training programme at SMEs/cluster level. It is anticipated that breakdown will show the intervention by age of businesses (0-3 years/4-9years/10+ years), size of companies, type of business sector as well digital activities implemented.

The successful bidder(s) will be asked to deliver the scheme in close synergy with the winner of the 2.1 Digital Skills for the Employed issued at the same time,

especially regarding referrals between both projects. The needs of individual employees should be referred to this accompanying project 2.1 Digital Skills for the Employed in responding to the evidenced demand of SME employers;

Some of the outcome expected will be:

- Broker opportunities with local SMES and employers in targeted priority and growth sectors to support existing employees as well new staff to access additional qualifications in digital skills through the form of NVQs, work experience, internships etc.
- Training and support for employers to give them the understanding and need to recruit and upskill their staff with new Digital skills.
- Increase employability and digital skills in C2C region
- Foster an aspirational, digital and enterprising culture in SMEs

Key outputs:

- Engage with a minimum of 500 SMEs in the C2C priority sectors and high employment sectors. At least 30% of these SMEs should be SMEs with high growth potential*.
- To engage SMEs, projects would ideally look to run in close association with the Coast 2 Capital Business Navigator Growth Hub, Chamber of Commerce, Federation for Small Business (FSB) and other relevant networks in the area to avoid any duplication of activity on a local level
- Number of SMEs supported through the Digital Training Programme : 500

**Definition of SMEs with high growth potential:*

- SMEs with 10 or more employees with the potential to increase turnover or employment by an annual average rate of 20% over three years.

- SMEs with fewer than 10 employees that over 3 years have the potential to increase employment by at least 7 employees or annual turnover by £0.75m.

- Start-ups with potential to achieve turnover of £1m within 3 years of starting trading, or to have at least 10 employees within three years

Details of the local ESIF Strategy for Coast 2 Capital can be found at:

http://www.coast2capital.org.uk/storage/downloads/esif_strategy-1475574393.pdf

1.3 Scope of activity

This call invites Outline Applications which support the delivery of Priority Axis 2, **Investment Priority 2.2 Improving the labour market relevance of education and training systems** of the European Social Fund Operational Programme and responds to the local development need set out in the Coast to Capital 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.

Indicative Fund Allocation:	Indicatively, through this call the Managing Authority expects to allocate approximately £500,000 ESF . 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.
Minimum application level	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 £50,000 (or figure can be higher but not less than £50k) of European Social Funding to any single project.
Duration of project approvals	Projects should be for a maximum of three years, however the Managing Authority reserves the right to vary the maximum duration in exceptional circumstances.
Geographical Scope	All interventions should be focused on activity within the Coast to Capital Local Enterprise Partnership area.
Specific call requirements	This call for ESF investment has been issued with complementary call (in the coast to Capital LEP area ONLY) under ESF Investment Priority 2.1. Priority will be given to applicants that submit linked proposals across the priorities. See 'Local Priorities' section for further information.
Call Deadlines	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.
Application selection	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.
Applicant proposals	These can only contain activities which are eligible for ESF.

Eligible match funding	Applicants will need to have eligible match funding for the balance of costs, which must be from a source other than the European Union. At outline application stage the applicant will need to provide information to demonstrate that the operation is likely to have the required level of match funding in place at the point of formal approval.
Operational completion	Operations must be completed no later than 7 th January 2021
Procurement	All procurement must be undertaken in line with EU regulations.
State Aid law	Applicants must demonstrate compliance with State Aid law.
Audit/ Compliance	All expenditure and activities will be subject to rigorous audit and non-compliance may lead to financial penalty.
Calls listing multiple activity	The applicant is required to list each activity they plan to deliver, supported by a clear breakdown of costs. Expected outputs and results per activity should be provided.

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](#).

Investment Priority	2.2 Improving the labour market relevance of education and training systems
Specific Objectives	To promote improvements in the labour market relevance of skills provision through active engagement with relevant institutions and employers, particularly SMEs and micro businesses.
Indicative Actions	ESF will not support activities that duplicate or replace existing support within national programmes, but may be used to support additional activities, including provision co-designed with local partners.

	<p>Examples of activities that may be supported include:</p> <ul style="list-style-type: none"> • support for collaborative projects, placements, internships or other activities with SMEs that enable students and graduates to gain industry-relevant experience and skills; • building capacity in SMEs to provide project/placement/ internship opportunities and enhance the contribution of advanced skills to SME growth, including programmes to specifically engage the most disadvantaged groups or those who face particular local disadvantages in utilising advanced skills; • brokering opportunities to encourage and increase work experience, work placements, traineeships, apprenticeships, and graduate placements particularly through wider employer engagement and involving supply chains; • promoting apprenticeships (especially at advanced levels in manufacturing and other priority sectors) by developing a supportive environment for employer engagement; • developing better links with business to equip students with the skills to start and grow a business to meet local business needs.
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ID	Result Indicator	Minimum Target value for this call
R9	Small and Medium Enterprises successfully completing projects (which increase employer engagement; and/or the number of people progressing into or within skills provision)	75%

ID	Output Indicator	Minimum Target value for this call
CO23	Number of supported micro, Small and Medium-sized Enterprises (including cooperative enterprises, enterprises of the social economy)	500

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 Coast to Capital 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.

In addition applicants applying for ESF funds under I.P 2.2 will be expected to complete a short annex, along with the standard application Outline Application form. This is to ensure that full consideration is being given to the 'Value for Money' (VFM). The [Annex for ESF IP 2.2](#) funding calls can be located on the European Growth Funding website pages.

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%. This means ESF can contribute up to 50% of the total eligible project costs, subject to State Aid regulations. The remaining 50% or more must come from other eligible sources. For all outline applications, the applicant will need to provide information to demonstrate that the operation is likely to have the required level of match funding in place at the point of formal approval.

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.⁶ 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 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.

4.6 Funding Agreement

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."

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.

4.7 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.

4.8 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.

There is no appeal process for applicants whose Applications are rejected at Outline Application stage, Full Application stage or for failing to satisfy the MA's Financial Due Diligence checks.

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

No applications are to be sent to this email address. Completed Outline applications must be sent to the email address provided in Section 9 – Document submission.

7. Key Documents

- Outline Application Form;
- Outline Application Form Guidance;
- LEP area's ESIF strategy; and
- National ESF Eligibility Rules.

8. Document Checklist

The assessment will be undertaken on the basis of documentation received at the point of closure of the call. Applicants should provide the following documentation.

Outline Stage:

- fully completed Outline Application;
- financial tables (if the application is against more than one Category of Region, a financial table for each Category of Region);
- Outputs, Results and Indicators tables (if the application is against more than one Category of Region, a Outputs, Results and Indicators table for each Category of Region); and

To enable the Managing Authority to complete the required Financial Due Diligence checks (if private or voluntary and community sector), applicant to provide:

- three years financial accounts
- Proof of existence - Certificate of Incorporation, Charities Registration , VAT Registration Certificate or alternate form of incorporation documentation;
- Proof of trading - Financial Accounts/Statements for the most recent two years of trading including, as a minimum, Profit and Loss Account and Balance Sheets;
- Completed Financial Viability and Risk Assessment Applicant Template (for applications requesting annualised funding of greater than £1m)

Failure to provide the above documentation could result in the application being rejected.

9. Document Submission

Completed Outline Applications must be submitted to

✉: 2014-2020.ESFAPPLICATIONS@DWP.GSI.GOV.UK

10. Timescales

Launch of Call advertised on gov.uk.	21 st April 2017
Deadline for submission of Outline Application	7 th July 2017

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 indicators for ESF investments

Common output indicators for entities are:

number of projects fully or partially implemented by social partners or non-governmental organisations
number of projects dedicated at sustainable participation and progress of women in employment
number of projects targeting public administrations or public services at national, regional or local level
number of supported micro, Small and Medium-sized Enterprises (including cooperative enterprises, enterprises of the social economy)