

## (B2) ESF Sustainable Development Specialist Project Leader Award Guidance

Note: to be used in conjunction with (B2) ESF Sustainable Development Specialist Project Leader Award Guidance. The national awards apply to the 2007-2013 England ESF programme.

### **General entry level criteria**

In order to apply for an award, projects must sign the declaration on the application form that they meet the following general entry level criteria:

The applicant organisation must not be facing prosecution for breaches of equality or environmental legislation or have been prosecuted since the start of the 2007-2013 programme.

The applicant must not be subject to investigation from audit authorities for fraudulent or improper use of public funds, including ESF.

The applicant must be in receipt of ESF / match funding under the 2007-2013 England ESF programme at the time they apply for an award.

The applicant must be a provider or sub-contractor that is currently being funded under the ESF programme in England or was funded in the academic year 2013/14 (August 2013 to July 2014).

The applicant must answer all the relevant questions on the form, and supply the evidence required.

The applicant must agree on the application form to allow any evidence or examples provided to be used for publicity and for sharing good practice – which could include use in training materials (materials will be ‘anonymised’ if used for training purposes).

Applications will need to be signed by the project manager.

Applications can be made in hard copy or on-line – faxes are not accepted.

Award winning projects must agree to take part in official ESF publicity that arises from the awards – this could include participation in an awards event or a conference and photos of project managers, staff and participants.

**The closing date for nominations is 18 September 2014 (extended from 22 August 2014)**

## Completing the Application Form Question

Instruction	Why is this question being asked?
<p><b>Q1. Applicant organisation details</b> Enter the name and job title of the applicant organisation's officer who has authorised the application plus the contact details etc. of the organisation as indicated.</p>	<p>To obtain appropriate contact details of applicant organisation. To check that a named senior / responsible person within the organisation has authorised the application.</p>
<p><b>Q2. Organisation Type</b> Enter the type of organisation as indicated plus contract details. If the applicant is a Co-financing Organisation (CFO) provider (i.e. contracted directly to a CFO such as DWP, Skills Funding Agency, NOMS etc.) then you should also complete section 3. If applicant is a sub-contractor to a CFO provider, section 4 must be completed to show that the CFO provider has given authority for the application.</p>	<p>To identify the applicant organisation and ensure that the application is matched to the correct region. To help ensure that correct clearance procedure is followed for CFO providers and subcontractor applicants.</p>
<p><b>Q.3 The Co-financing organisation (CFO) details should be completed by either:</b></p> <ul style="list-style-type: none"> <li>– a CFO provider who is an award applicant in their own right;</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>– a CFO provider's subcontractor applying for the award and who has liaised with their CFO provider to obtain the necessary details of the CFO to which the provider is contracted.</li> </ul>	<p>ESF CFO providers are contracted to CFOs such as DWP or Skills Funding Agency. The CFO provider who is contracted to the CFO may, in turn, sub-contract some provision to smaller, or 'niche' sub-contractors. Clearance for short-listed nominations will be sought from CFOs (for CFO provider applications) and from CFO providers and CFOs for sub-contractor nominations that have been short listed</p>