

## **ESF Equal Opportunities Mainstreaming Leader Award (Policy and Plan) Guidance (Ref: A1 application form on web page)**

The national awards apply to the 2007-2013 England ESF programme.

### **1. GENERAL ENTRY 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 by e-mail – 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)**

<p><b>2. Completing the Application Form Question Instruction</b></p>	<p><b>Why is this question being asked?</b></p>
<p><b>Q1. Applicant organisation details</b>  <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.</b></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>  <b>Enter the type of organisation as indicated plus contract details</b>  <b>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.</b>  <b>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.</b></p>	<p>To identify the applicant organisation  To help ensure that correct clearance procedure is followed for CFO providers and subcontractor applicants.</p>