

2014 to 2020 European Structural and Investment Funds Growth Programme

Call for Proposals European Social Fund

Priority Axis 1: Inclusive Labour Markets

Managing Authority	Department for Work and Pensions (DWP)
ESI Fund	European Social Fund
Priority Axis:	Priority Axis 1 : Inclusive Labour Markets
Investment Priority:	1.4 Active Inclusion
Call Reference:	Berkshire Community Grants Programme – Call reference OC35S18P1099
LEP Area:	Thames Valley Berkshire
Call Opens:	21/05/2018
Call Closes:	13/08/2018
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 1 of the Operational Programme: Inclusive Labour Markets** and **Investment Priority: 1.4 Active Inclusion** 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 proposal 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.

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 increase participation in the labour market and thereby improve social inclusion and mobility. It will support activities through:

Investment Priority: 1.4 - Active inclusion, including with a view to promoting equal opportunities and active participation, and improving employability

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
<p>To support people with multiple and complex barriers to participation to address these underlying issues and to move closer to or into the labour market.</p>	<p>The additional support for this investment priority will help people who are distant from the labour market and require intensive support in addressing their multiple, profound and complex barriers to participation in the labour market.</p> <p>The main result will be that people address their complex needs and therefore are better able to engage in labour market activity. There are output targets for disadvantaged sub-groups and result targets for movement into work and increased labour market activity.</p>
<p>To engage marginalised individuals and support them to re-engage with education, training, or in employment.</p>	<p>The additional support from this investment priority will help participants to move into employment, education or training. They will have a range of barriers and will be distant from the labour market or education/training. They will require intensive, tailored support.</p> <p>The main result that will be achieved is that more participants will be in education, training or employment upon leaving.</p>

1.2 Local Development Need

Projects must deliver activity which directly contributes to the objectives of Priority Axis 1, Investment Priority 1.4 of the Operational Programme, and which meets the **local development need** expressed in the text and table below.

Call outline

Thames Valley Berkshire LEP recognises that there are communities in Berkshire that have exceptional needs.

The English Indices of Deprivation (IMD) measure relative deprivation in small areas in England called lower-layer super output areas (LSOAs).

Overall, the IMD 2015 ranks Thames Valley Berkshire as the 5th least deprived of the 38 LEP areas. However, this masks pockets of deprivation within the sub-region. Slough is the most deprived local authority area within Berkshire (79th out of 326 local authorities). It is identified as being particularly deprived in relation to crime (ranked 14th), income deprivation facing older people (ranked 27th) and access to housing and services (ranked 30th). Reading is also more deprived than average (ranked 143rd). At the other end of the spectrum, Wokingham is ranked the 2nd least deprived local authority of all LEP areas.

Berkshire has 16 LSOAs that are amongst the 20% most deprived local areas in the country, the majority of which are in Reading and Slough. These areas are listed in Table 2, along with the ward and local authority area in which they sit.

Table 2. Most deprived areas within Berkshire - IMD 2015

LSOA	Ward sits within	Local Authority area	Rank (out of 32,844)	Decile of deprivation
Reading 018E	Whitley	Reading	2,947	10% most deprived
Reading 017B	Church	Reading	3,041	10% most deprived
Reading 017F	Whitley	Reading	3,767	20% most deprived
Reading 017A	Church	Reading	3,882	20% most deprived
Reading 009A	Norcot	Reading	4,063	20% most deprived
Slough 001A	Britwell and Northborough	Slough	4,090	20% most deprived
West Berkshire 020B	Greenham	West Berkshire	4,476	20% most deprived
Slough 007C	Elliman	Slough	4,572	20% most deprived
Slough 001B	Britwell and Northborough	Slough	4,586	20% most deprived
Reading 006E	Norcot	Reading	4,892	20% most deprived
Reading 015B	Southcote	Reading	4,916	20% most deprived
Reading 016D	Redlands	Reading	5,894	20% most deprived

Slough 009B	Chalvey	Slough	6,080	20% most deprived
Reading 017D	Whitley	Reading	6,087	20% most deprived
Reading 004B	Caversham	Reading	6,305	20% most deprived
Slough 014B	Colnbrook with Poyle	Slough	6,498	20% most deprived

Source: ONS, 2015

Localised solutions need to be implemented to address worklessness and exclusion for the residents within these neighbourhoods.

Across TVB there are approximately 26,500 workless households¹ equating to 10% of the total. 5%² of households with dependent children are workless households (11,300 in total). Source: Annual Population Survey 2016

There is a need for positive interventions to ensure all those furthest from the labour market can access the employment opportunities being created in the local economy.

It is recognised that in addition to neighbourhood-based approaches to tackle specific areas of entrenched worklessness, there is a need to support people in particular communities of interest (rather than geographically focused), who share common barriers to economic and social inclusion. We recognise that the needs of individuals within such communities can be diverse; that people may face multiple forms of disadvantage; and the role that community-of-interest and self-help-based projects run by communities of interest can play in promoting social inclusion.

Local priorities

Thames Valley Berkshire LEP supports the principal of grass-roots community led initiatives as a route to tackling social and economic exclusion; where communities and local partnerships design and deliver projects that they feel are needed - locally. To support and encourage local communities and communities-of-interest in creating projects - developed from the bottom up - that address exclusion Thames Valley Berkshire LEP wants to see a Berkshire Community Grants programme established. The programme will provide grants of up to £60,000 for small projects, led by citizens' groups, voluntary and third sector organisations that help people to acquire skills needed to progress towards employment. Projects may be focused on supporting people living in areas of deprivation and/or those who experience significant barriers in the labour market, including but not exclusively:

¹ stats for households that includes at least one person aged 16 to 64

² figures for England are 15% and 11% respectively

- people with disabilities or health conditions, including those with learning difficulties, mental health issues or drug and alcohol dependency problems;
- people aged 50 or over and seeking employment;
- people from ethnic minorities;
- women;
- lone parents
- people from neighbourhoods and estates where there are high levels of unemployment and deprivation.

Recent statistics for Thames Valley Berkshire³ demonstrate that there are still a significant number of inactive people (including those with mental health issues), who are not currently engaged in active job search activities within the LEP area – who would like to work - and the LEP is particularly keen to see projects that support these individuals.

Thames Valley Berkshire LEP recognises that many people participating in these projects will be some distance from the labour market and will need support to make small steps towards work in the first instance. We anticipate that projects will focus on achieving 'soft' outcomes, involving progression towards work (e.g. through volunteering and participating in community-based activities) rather than jobs or full qualifications. It is anticipated that in order to gain access to the hard to reach communities within Berkshire, the successful applicant will have demonstrated innovative and effective marketing and communications methods and expertise in community outreach work.

The funding will be used to support a range of activities, which for illustration may include:

- first contact engagement activities, e.g. arranging events in places that people feel comfortable to visit;
- involvement in community-based projects and volunteering;
- activities that improve confidence, motivation and social integration, such as sport and creative activities;
- developing local networks and groups to support people to get a job or access learning e.g. Jobs Club or Learning Champion type activity;
- softer skills development e.g. assertiveness, anger management and motivation;
- basic skills support; and
- job search assistance.

There are a number of other initiatives underway across Berkshire to support progression to and entry into the labour market. Applicants will need to demonstrate

³ Vital Signs for Berkshire 2017 – Berkshire Community Foundation

how the Berkshire Community Grants programme will complement the work being taken forward via these initiatives and where appropriate offer referral pathways to other programmes and initiatives, including other ESIF funded activity and national programmes.

The expectation is that the Managing Authority will award a single contract for Berkshire. Applicants may wish to bid individually, or as part of a consortium or partnership with a named lead accountable organisation. The programme of activity will be for up to three years. All applicants will need to demonstrate how they will work with existing local organisations, communities and groups to maximize the opportunities available through this small grants scheme.

Applicants will need to include detail on what criteria they will be applying for selecting the grant applications they will fund, as well as confirmation of the Management Information they will be collecting from the grant activity in relation to the outputs and results for this Priority Axis.

Details of the local ESIF Strategy can be found at:

[http://www.thamesvalleyberkshire.co.uk/getfile/Public%20Documents/Programmes/ESIF/Draft%20EU%20SIF%20Strategy%20Refresh%20April%202016%20FINAL-watermark%20\(1\).pdf?inline-view=true](http://www.thamesvalleyberkshire.co.uk/getfile/Public%20Documents/Programmes/ESIF/Draft%20EU%20SIF%20Strategy%20Refresh%20April%202016%20FINAL-watermark%20(1).pdf?inline-view=true)

1.3 Scope of activity

This Call invites Outline Applications which support the delivery of Priority Axis 1, **Investment Priority: 1.4 Active Inclusion** of the European Social Fund Operational Programme and responds to the local development need set out in the Thames Valley Berkshire 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 £1,040,229 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.
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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 £1,040,229 of European Social Funding to any single project. Applications requesting an ESF amount below the 'Minimum Application Level' will be rejected
Duration of project	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 and beneficiaries within the Thames Valley Berkshire Local Enterprise Partnership area.
Specific Call requirements	This is a Call for ESF activity.
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 3 years and 6 months after the proposed project start date.
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.

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	1.4 Active Inclusion.
Specific Objectives	Active inclusion, including with a view to promoting equal opportunities and active participation, and improving employability
Indicative Actions	<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"> • basic skills and ESOL training, including additional support with basic skills in preparation for apprenticeships; • support for those who need pre-traineeship and pre-Work Programme assistance, to prepare them for the next step; • support complementing other skills provision, such as crosscutting and 21st century skills, including team working, effective communication, problem solving, critical thinking and self-direction; • money management support and advice and financial literacy programmes in order to address deep seated debt issues which make moving from benefit into work more challenging; • digital and internet literacy courses to aid job searching, access to benefits and progress in work; • volunteering and training opportunities (as a pathway back to work) for marginalised individuals / groups / communities to help them access jobs in low carbon sectors or land drainage flood risk management or work that supports property level protection against flooding; • local 'Community Grant' type activity to support small scale voluntary sector activity which can be crucial to reaching out to these groups; • first contact engagement activities (for example, arranging events in places that people feel comfortable to visit);

	<ul style="list-style-type: none"> • local networks and groups to support people to get a job or access learning (for example, Job Clubs or Learning Champion type activity) to provide people with a safe environment and peer support; • softer skills development (for example, assertiveness, anger management and motivation); • volunteering, which is recognised in general terms as a good way to re-engage those furthest from the labour market. <p>The investment priority may also encourage Social Investment models (e.g. social impact bonds) by providing outcome funding that enables payment by results programmes to be established to support the Government’s agenda on Social Justice and encourage innovative delivery models within local communities. The focus would be on disadvantaged individuals and families, e.g. in areas such as employment, training, drug addiction and other issues which are usually part of the cycle of deprivation.</p> <p>To complement other thematic objectives, the investment priority may support activities that are designed to promote social inclusion whilst also tackling environmental issues such as environmental protection, waste recycling, energy efficiency, and renewable energy. These activities are relevant across all types of territory.</p> <p>Activities which are not specifically applicable should be removed</p>
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Results Table –

ID	Result Indicator	Minimum Target value for this call
ESF-CR02	Participants in education or training on leaving	17% More Developed
ESF-CR06	Participants in employment, including self-employment, 6 months after leaving	22% More Developed
R1	Unemployed participants into employment (including self-employment) on leaving	14% More Developed
R2	Inactive participants into employment, or job search on leaving	27% More Developed
R4	Participants with childcare needs receiving childcare support	36% More Developed

Outputs table – as above. In addition – check that the figures provided by the LEP for each of the Outputs are correct with regards to the %age of allocation that Call is utilising for that IP against the IP target and also the unit cost. The targets and Value for money should be determined by working out the unit cost:-

- Identify the average unit cost for that particular IP (from our 2014-2020 unit cost paper).
- Add the fund allocation to the appropriate amount of match (by CoR) to determine the total cost of the operation/project.
- Divide the total cost by the average unit cost to determine how many participants this operation should support.
- The output targets should reflect the above calculations – however there may be a reason why the targets proposed could be higher or lower. Therefore a clear rationale will be required to support that reasoning.
- Any substantial over/under performance requires an explanatory note to the moderator e.g. if underperforming, how the additional outputs/results will be achieved.
- The information in the [individual LEP allocation folders](#) should be utilised when considering outputs/results that are required.

ID	Output Indicator	Total minimum target value for this call	Men minimum target value	Women minimum target value
O1	Participants	379	208	171
ESF –CO01	Unemployed, including long-term unemployed	200	-	-
ESF – CO03	Inactive	179	-	-
O4	Participants over 50 years of age	65	-	-
O5	Participants from ethnic minorities	80	-	-
ESF - CO16	Participants with disabilities	65	-	-

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 Thames Valley Berkshire 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.

European Structural Investment Funds (ESIF) 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.⁴ 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

⁴ 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.

4.6 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.

4.7 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

Delete as appropriate

- Outline Application Form
- Outline Application Form Guidance
- Financial Annex
- Indicator Annex
- Local Enterprise Partnership 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.

Delete as appropriate.

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);
- Visual representation of the customer journey is required (this could be a flow chart); 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 May 2018
Deadline for submission of Outline Application	13 August 2018

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