



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:	Supporting employers to promote career opportunities in key sectors in Cheshire and Warrington – OC03S18P1119
LEP Area:	Cheshire and Warrington
Call Opens:	12th June 2018
Call Closes:	4th September 2018
Document Submission	Completed Full 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 Ministry of Housing, Communities and Local 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 one 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 a Full 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:

Cheshire and Warrington is a highly successful economy. Its economic output is greater than that of the core cities. There are world leading businesses, in world leading sectors, such as Astra Zeneca, Bentley Motors, Unilever and Jungheinrich. However, challenges lie ahead. As well as ensuring that there will be sufficient highly skilled and adaptive people to fill the 120,000 new jobs that are forecast by 2040, there will also be replacement demand from over 230,000 jobs by 2025. This replacement demand is the highest driver of future labour requirements in Cheshire and Warrington – particularly for manufacturing (35% of the workforce are 50+), public administration (33% of the workforce are 50+) and transport and communication (27% of the workforce are 50+). This replacement demand alone suggests a deficit of up to 60,000 graduates. The forecast growth and replacement

demand for labour will be a major challenge with a current population growth rate of 4.2% (barely half the national rate) and with only 160,000 young people aged 5 to 18 years old in Cheshire and Warrington schools.

Cheshire and Warrington is already a net importer of workers from surrounding areas with around 126,000 people commuting into Cheshire and Warrington every day. This issue is set to become more pronounced. This is because whilst Cheshire and Warrington has relatively high numbers of workers with degree level qualifications, many of these individuals are older workers. The proportion of people aged 20-39 with degree level qualifications increased by only 1.5% between 2004 and 2012 compared to 9.6% in the UK.

Detailed information can be found in the Cheshire and Warrington Strategic Economic Plan <http://www.871candwep.co.uk/strategic-economic-plan/>

These labour market pressures are exacerbated by a clear mismatch between the skills employers need and the skills individuals choose to acquire. This is because not enough people get the information they need to make informed decisions about the subjects to study and the careers to follow. This is particularly true for Science, Technology, Engineering and Mathematics (STEM) and Digital skills. In Cheshire and Warrington nearly 25% of the economy is based around manufacturing compared with 10% nationally. Manufacturing and the other key sectors identified in the Strategic Economic Plan are heavily dependent on attracting individuals who have a sound foundation of STEM and digital related qualifications, as well as a range of the employability skills that all employers need (team working, resilience, problem solving, etc.).

Details of the Cheshire and Warrington Employment and Skills Plan can be found at www.871candwep.co.uk/resources/skills-education-plan/

Details of the local ESIF Strategy can be found at: <http://www.871candwep.co.uk/investment-programmes/european-structural-and-investment-funds/>

This call is for activities under ESF Investment Priority 2.2. The target group for this call is –

Small and Medium Enterprises

Local Priorities:

Unless individuals have regular contacts with local employers and sufficient knowledge about job and progression opportunities they will not understand the world of work and will make ill-informed decisions about the qualifications and skills they need to acquire. This is not just an issue about students and training and careers guidance professionals. Employers have a critical role to provide the inspiration and information about job and career opportunities, new technologies and business developments and the skills and education needed in the world of work.

Research for the Strategic Economic Plan, published in 2017, showed that 99% of the 36,000 businesses in Cheshire and Warrington are SMEs, with 89% employing

under 10 people. Unlike large companies, the majority of the employer base lacks the capacity, knowledge and incentives, to engage with education and training institutions. They need practical and coherent routes to engage with these bodies and the future workforce in order to provide labour market intelligence and the meaningful interactions with employers needed to create job ready young people.

Source data is published here:

<http://www.871candwep.co.uk/content/uploads/2017/07/Appendix-Revised-March-2017-compact.pdf>

The focus of this Call is therefore to provide support and co-ordination linking local employers with schools and young people to provide meaningful and inspirational experiences of the world of work, and to ensure that young people can make informed education and career choices.

This project will put employers at the heart of inspiring and informing young people and individuals seeking work or wanting to progress about future opportunities available. The Employers' Skills and Education Board in Cheshire and Warrington has identified this as their top priority. Employers will need to work with schools and organisations that work with young people outside school to provide the inspiration and information about job opportunities, new technologies, business developments and local skills shortages to young people, their teachers, parents and other professionals that work with young people (including training and careers guidance professionals). These individuals will then make informed decisions about the subjects that need to be studied and the skills that need to be acquired in order to access career opportunities, particularly in Cheshire and Warrington's key occupational sectors.

Project applicants will need to demonstrate that employers are at the heart of their approach and that employers will lead the strategic governance and local operational priorities of the project. Specifically, it is expected that the project will work with the Local Enterprise Partnership (LEP) to establish an employer led board to provide strategic guidance to the project, and also establish between 5-10 local employer-led operational Steering Groups to ensure local responsiveness.

As a minimum, it is expected that the project should deliver:-

- Employer involvement in activities that show-case career pathways and progression opportunities, for example through careers events and fairs.
- Inspiring activities delivered by employers, including tasters, work experience, mentoring, meet the employer sessions, for young people, their parents, youth professionals, teachers and training and career guidance professionals, focusing on priority sectors and highlighting new technologies.
- Employer co-delivery of essential work skills (i.e. communication, creativity, innovation and enterprise, critical thinking, team work, problem solving, resilience and character) of young people in both schools and colleges, focusing on priority sectors.

- Supporting SMEs to offer skills development outside the 'normal' environment for young people in school years 11 to 13 in transition from school to T-levels and Apprenticeships. Specifically, by offering team building, residential experience, independent living and community social action, the project will demonstrate the embedding of transferable skills whilst improving young people's confidence and self-esteem.
- The development of a network of employer-based Enterprise Advisers to act as the link between local employers, schools, colleges and other education and training providers, and to add value to, but not duplicate, Careers and Enterprise Company activity.
- Support for employers to develop and offer work experience, apprenticeship and job opportunities, particularly recognising the forthcoming need for T-level students to do 3 months' work experience.
- Employers working with schools, colleges, youth professionals and other education and skills providers to support the design and delivery of the curriculum.
- Coordinating activities and simplifying the offers by encouraging collaboration between different organisations and ensuring information about activities, offers and associated resources are easily accessible.

As well as monitoring the engagement and involvement of employers, baselines will be established and SMART targets agreed in the following key areas where a real shift in performance is needed.

- Number of employers, particularly SMEs, in priority sectors involved in the project.
- Number of schools and colleges involved in the project.
- Levels of satisfaction of people who work with the project, including employers, young people, parents, teachers and youth professionals.
- Levels of satisfaction of local providers who currently work with young people, employers and/or schools, voluntary organisations that work with young people outside school, and colleges - have they benefitted from a more coherent offer?
- An increase in the number of schools achieving the Gatsby benchmark.
- More curriculum being developed and delivered in collaboration with groups of employers.

Details of the local ESIF Strategy can be found at:

<http://www.871candwep.co.uk/investment-programmes/european-structural-and-investment-funds/>

1.3 Scope of activity

This call invites Full 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 Cheshire and Warrington 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>Indicative Fund Allocation:</p>	<p>Indicatively, through this call the Managing Authority expects to allocate approximately £1,165,000 ESF.</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>Applications are encouraged from consortia or other similar types of partnership arrangements. In each such case the application must be submitted by a lead organisation on behalf of the partnership/consortia and the lead applicant must have the financial capacity to meet the required Due Diligence criteria.</p>
<p>Minimum application level</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 £500,000 of European Social Funding to any single project.</p> <p>Applications requesting an ESF amount below the ‘Minimum Application Level’ will be rejected</p> <p>It is important to ensure a range of activity is supported as detailed in the call and also the need for coherence. Therefore the MA favours a small number of projects being delivered.</p>
<p>Duration of project approvals</p>	<p>Projects should be for a maximum of three years, however the Managing Authority reserves the right to vary the maximum duration in exceptional circumstances.</p>
<p>Geographical Scope</p>	<p>All interventions should be focused on activity within the Cheshire and Warrington Local Enterprise Partnership area.</p>

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 Operational Programme.
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 Full 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	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	<p>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> <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.

Results Table

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%

Outputs Table

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)	100
O1	Total number of participants	There is no target value for this call however applicants will be expected to provide a total number of participants the project is aiming to support in both the application and associated Indicators Annex.

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 Cheshire and Warrington 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 Full 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 a Full 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% (depending on category of region). 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 Full 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 Full 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.¹ 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.

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."

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.

5. Application Process & Prioritisation Methodology

Guidance is available on the [European Growth Funding](#) website pages. Applications will be subject to a Gateway Assessment undertaken by the Managing Authority under the following criteria:

- Applicant eligibility

- Activity and expenditure eligibility
- 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 and control
- Deliverability
- Procurement / tendering
- 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 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 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 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 applications must be sent to the email address provided in Section 9 – Document submission.

7. Key Documents

- Full Application Form
- Full Application Form Guidance
- LEP area's ESIF strategy
- National ESF Eligibility Rules.
- [Annex for ESF IP 2.2](#)

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.

Full Stage:

- fully completed Full Application (Section 2.7 and 2.8 are not applicable as this is a “one stage” application process);
- 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);
- [Annex for ESF IP 2.2](#);
- 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 Applications must be submitted to

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

10. Timescales

Launch of Call advertised on GOV.UK	12th June 2018
Deadline for submission of Application	4th September 2018

Application forms not received by the deadline will not be assessed. 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 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)