



**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**

|                             |  |
|-----------------------------|--|
| <b>Managing Authority</b>   | <b>Department for Work and Pensions (DWP)</b>  |
| <b>ESI Fund</b>             | <b>European Social Fund</b>  |
| <b>Priority Axis:</b>       | <b>Priority Axis 2 : Skills for Growth</b>   |
| <b>Investment Priority:</b> | <b>2.2: Improving the labour market relevance of education and training systems.</b>   |
| <b>Call Reference:</b>      | <b>Shaping Future Skills Provision in the HotSW<br/>OC16S18P1153</b>   |
| <b>LEP Area:</b>            | <b>Heart of the South West (HotSW)</b>   |
| <b>Call Opens:</b>          | <b>16 August 2018</b>  |
| <b>Call Closes:</b>         | <b>8 November 2018</b>   |
| <b>Document Submission</b>  | <b>Completed Outline Applications must be submitted to ✉: <a href="mailto:2014-2020.ESFAPPLICATIONS@DWP.GSI.GOV.UK">2014-2020.ESFAPPLICATIONS@DWP.GSI.GOV.UK</a></b> |

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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 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:

This call is relevant to the following priority areas within the Heart of the South West [ESIF](#) Strategy:

1) Maximising Innovation through Transformational Opportunity and Smart Specialisation.

Support training providers to work with the business community to tailor appropriate delivery options and improve intelligence led provision within transformational sectors.

2) Enterprise and SME Competitiveness

- Improving Workforce Skills - Improving delivery options and intelligence around skills support for those yet to achieve a suitable qualification,

particularly in sectors of high employment demand and those with an opportunity to increase productivity overall.

- Leadership and Management Skills - Improving the responsiveness and suitability of leadership and management training for both new and existing businesses.

### 3) Digital

Intermediate and higher level digital skills - Supporting providers to both map the requirement for intermediate and higher level digital skills across the HotSW area, and tailor provision and delivery options for digital skills in response.

As set out through its [Strategic Investment Plan](#), the Heart of the South West's LEP has a clear ambition to enhance its overall contribution to national productivity and address its underlying economic weaknesses over the next decade.

Central to this approach (and as identified within the HotSW's [Productivity Strategy](#)) is ensuring that the area's workforce and their skills are fit for purpose, with appropriate training capacity available and tailored to both fuel ongoing growth across the HotSW priority sectors and meet the needs of the emerging economy. For their part, training providers have a crucial role to play in achieving this objective, delivering relevant capacity to business partners, but also capturing and translating what works through their close linkages with the business community and individual sectors into new provision.

However, whilst evidence suggests that strong linkages do exist between individual firms and providers within the area, with 58% of businesses reporting having accessed formal training in the past twelve months in 2016, training was of mixed relevance with 15% of businesses of those funding training activity reporting that the training failed to meet their needs. More widely, those 35% of business who did not undertake any training activity in the year reported that it was either because they were too busy, provision was too expensive or simply as commissioning was inappropriately complex. This included significant numbers in both the SME community and involved within the HoSW's transformational sectors

Given the importance of continual improvement and upskilling to the HotSW's future ambitions for the economy therefore, there is a strong rationale for additional support for tailoring and intelligence led commissioning within national businesses/ opportunities have the right skills and training, at the right time and in the right place, is crucial if the LEP's long term ambitions are to be met.

### Local Priorities:

As highlighted within the HotSW Productivity Strategy, strategic employer engagement is considered crucial understanding the current, near future and future skills needs of the area's industrial base, which in turn will drive forward the area's 'Golden opportunities'.

This call therefore focuses upon ensuring that the design and fit of skills and training activity within the HotSW is fit for purpose. It seeks to enhance the labour market relevance of skills provision within the area, with a focus upon:

- Enhanced engagement between Employers and Providers: Improving the mechanisms through which skills demand can be anticipated, curriculum developed or adapted; and the establishment and development of work based and other new learning systems.
- Improving intelligence on core sectors and transformational opportunities, refining local skills provision: Supporting the development of intelligence gathering tools and other capacity to capture and assimilate skills demand information.
- Exploration and provision of new delivery models and approaches: Supporting individual or small consortia of providers to bring forward new approaches and curriculum areas to meet business demand, particularly within areas of transformational opportunity.

Whilst this call is not limited to specific sectors, applicants should note the following sectors have been identified by the Heart of the South West in either the HotSW SIP or Productivity Strategy as having particular importance or growth potential for the area:

- Advanced Manufacturing and Engineering (incorporating Marine, Nuclear and Aerospace)
- Agri-Tech (including Food and Drink);
- Digital Technologies
- Electronics (including Photonics)
- Environmental Future;
- High Value Tourism; and
- Construction

When working with the above sectors, it is assumed that projects could seek to take activity forward with individual businesses or across a wider supply chain, dependent on the relevance and activity.

Applicants are therefore encouraged to consider how proposals could support delivery of Heart of the South West's ambitions for these sectors, as expressed through its primary strategy documents.

Applications are encouraged from small 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.

In developing projects, applicants are encouraged to fully consider how proposals will add value to existing mainstream and ESF funded support. Applicants will be expected to demonstrate how proposals respond to current and emerging shortages and opportunities in the Heart of the South West, as well as make best use of existing provision to avoid duplication or overprovision within individual areas or disciplines.

Successful applicants must also demonstrate how the new provision seeks to build and extend existing best practise. They must provide evidence that the provision is transformational (e.g. different to existing provision, enabling a demonstrable change

in performance and an offer not currently available to an individual), sustainable (e.g. able to be delivered and maintained throughout the lifetime of the project), and primarily aimed at those in employment or those with a demonstrable ability to return to employment if in a target group (e.g. women returners, older people). The applicant must also clearly demonstrate that ESF is required for the activity, including evidence that wider mainstream funding is unavailable.

Applicants should note that complementary calls have been issued alongside this current under Priority 2.1, Enhancing Equal Access to Lifelong Learning, and Priority 1.2, sustainable integration of young people. Applicants are encouraged, if appropriate, to consider opportunities for integration of activity.

Details of the local ESIF Strategy can be found at: [https://heartofswlep.co.uk/wp-content/uploads/2016/09/May-2016-HotSW-ESIF-Strategy\\_0.pdf](https://heartofswlep.co.uk/wp-content/uploads/2016/09/May-2016-HotSW-ESIF-Strategy_0.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 Heart of the South West 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.

|                                    |   |
|------------------------------------|---|
| <b>Indicative Fund Allocation:</b> | <p>Indicatively, through this call the Managing Authority expects to allocate approximately <b>£1,150,000 ESF</b>.</p> <p><b>If applicable:</b></p> <p><b>Approximately 87% - £1,000,000 allocated to the Transition Region</b></p> <p><b>Approximately 13%- £150,000 allocated to the More Developed Region</b></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> |
|------------------------------------|---|

|                                      |   |
|--------------------------------------|---|
| <b>Minimum application level</b>     | <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 <b>£200,000 to the Transitional region and £50,000 for the More Developed region of European Social Funding to any single project.</b></p> <p><b>Applications requesting an ESF amount below the 'Minimum Application Level' will be rejected</b></p> <p>The minimum project size both ESF &amp; match funding, is dependent on the intervention rate determined by category of region; 60% Transition Region &amp; 50% More Developed Region.</p> <p>As Heart of the South West LEP area spans two categories of region, Transition and More Developed applicants will need to provide separate financial and indicator tables with the appropriate intervention rates for each category of region.</p> |
| <b>Duration of project approvals</b> | Projects should be for a maximum of three years, however the Managing Authority reserves the right to vary the maximum duration in exceptional circumstances.   |
| <b>Geographical Scope</b>            | All interventions should be focused on activity within the Heart of the South West Local Enterprise Partnership area.   |
| <b>Specific call requirements</b>    | This is a call for ESF activity.  |
| <b>Call Deadlines</b>                | 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.  |
| <b>Application selection</b>         | 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.  |
| <b>Applicant proposals</b>           | These can only contain activities which are eligible for ESF.   |
| <b>Eligible match funding</b>        | <p>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.</p> <p>The intervention rate in the Heart of the South West LEP Area is 50% in the more developed areas and 60% in the</p>  |



|                               |   |
|-------------------------------|---|
|                               | transition areas, so 50% of match funding must be provided in the more developed areas and 40% of match funding must be provided in the transition areas. |
| <b>Operational completion</b> | Operations must be completed no later than 3 years and 6 months after the proposed project start date.  |
| <b>Procurement</b>            | All procurement must be undertaken in line with EU regulations.   |
| <b>State Aid law</b>          | Applicants must demonstrate compliance with State Aid law.  |
| <b>Audit/ Compliance</b>      | 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](#).

|                            |   |
|----------------------------|---|
| <b>Investment Priority</b> | <b>2.2 Improving the labour market relevance of education and training systems</b>  |
| <b>Specific Objectives</b> | To promote improvements in the labour market relevance of skills provision through active engagement with relevant institutions and employers, particularly SMEs and micro businesses.  |
| <b>Indicative Actions</b>  | <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"> <li>• support for collaborative projects, placements, internships or other activities with SMEs that enable students and graduates to gain industry-relevant experience and skills;</li> <li>• 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;</li> </ul> |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• brokering opportunities to encourage and increase work experience, work placements, traineeships, apprenticeships, and graduate placements particularly through wider employer engagement and involving supply chains;</li> <li>• promoting apprenticeships (especially at advanced levels in manufacturing and other priority sectors) by developing a supportive environment for employer engagement;</li> <li>• developing better links with business to equip students with the skills to start and grow a business to meet local business needs.</li> </ul> |
|--|---|

#### More Developed

| 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%                                |

#### Transition

| 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%                                |

## More Developed

| 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) | 16                                 |

| ID | Output Indicator             | Minimum Target value for this call   |
|----|------------------------------|--|
| 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. |

## Transition

| 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) | 115                                |

| ID | Output Indicator             | Minimum Target value for this call   |
|----|------------------------------|--|
| 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 Heart of the South West 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 60% in the Transitional area and 50% in the More Developed area. This means ESF can contribute up to 60% in the Transitional area and 50% in the More Developed area of the total eligible project costs, subject to State Aid regulations. The remaining 40% or

more in the Transitional Area and 50% or more in the More Developed area 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.<sup>1</sup> 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

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.

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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."

## 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
- 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 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@dwg.gsi.gov.uk](mailto:esf.2014-2020@dwg.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
- [Annex for ESF IP2.2 calls](#)
- Financial Annex
- Indicator Annex
- LEP area's ESIF strategy
- 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);
- [Annex for ESF IP2.2 calls](#)
- 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](mailto:2014-2020.ESFAPPLICATIONS@DWP.GSI.GOV.UK)

## 10. Timescales

|  |                               |
|--|-------------------------------|
| Launch of Call advertised on GOV.UK            | 16 <sup>th</sup> August 2018  |
| Deadline for submission of Outline Application | 8 <sup>th</sup> November 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 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) |