



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:	Youth Pledge for Employers in the New Anglia LEP Area (OC24S18P1218)
LEP Area:	New Anglia
Call Opens:	21st November 2018
Call Closes:	13th February 2019
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 assessment at 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 single-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:

New Anglia has a relatively low-skilled, low wage economy when compared to some other areas of the UK. Many businesses face skills shortages and a skills ‘pipeline’ that needs to be developed for emerging sectors to source employees locally. Businesses often cite a lack of locally available and appropriate skills as one of their biggest barriers to growth.

More businesses are needed to help close skills gaps - only 31 percent of employers offer training which leads to nationally recognised qualifications, and 46 percent would like to provide more training than they currently do¹, working with employers to find ways to combat skills shortages and bring local businesses closer to local

¹ UKCES Employer Skills Survey 2015

education and training provision is one of the top priorities of the New Anglia LEP in its Strategic Economic Plan.

Overall employment levels proved resilient during the recession and have since recovered to an unprecedented rate, with both Norfolk (76.6%) and Suffolk (76.7%) above the UK average for people in employment (73.8%)². However, due to some aspects of the recovery including a disproportionate growth in lower-quality and lower-paying employment, actual growth of output and income has recovered much more slowly. The LEP estimates that this 'productivity gap' costs the region around £7.2bn.

Although overall unemployment levels are relatively low in New Anglia, the numbers of young people who are NEET is too high and is especially prevalent in the pockets of social and economic deprivation that exist in both counties, specifically in Ipswich (12.5% of 16-24 year olds are unemployed), Norwich (14.1%), King's Lynn (22%) and Great Yarmouth (5.3%) For the East of England region this figure is 10.4%³.

Qualification attainment by young people in New Anglia is lower than the national average, only 33% of 16-24 year olds hold at least a Level 3 qualification and only 12.9% hold qualifications at degree or equivalent level and above, whereas for the whole of the United Kingdom those figures sit at 37.2% and 13.8% respectively. 7.6% of all 16-24 year olds in New Anglia are described as having no qualifications at all.⁴ A skilled and flexible local workforce is also pivotal to increasing productivity and unlocking the significant growth potential of Norfolk and Suffolk.

From apprenticeships and work experience to mentoring and advising, Suffolk and Norfolk businesses play an essential role in enhancing the aspiration levels and life and work prospects of young people across the East.

To recognise this contribution, New Anglia LEP, working with Suffolk and Norfolk County Councils and the Department for Work and Pensions, has created a Youth Pledge (<http://www.newanglia.co.uk/skills/>) which aims to ensure that all young people (aged 16-24) in New Anglia can access the support they need to sustain their engagement in education, training and work and progress their careers.

The Youth Pledge principles are already being partly delivered in various ways across Suffolk with examples of delivery in Greater Ipswich and Lowestoft through the "MyGo" centres (running the Youth Employment Service – another plank of the Youth Pledge), and other examples such as Talent Match being delivered by Community Action Suffolk. In Norfolk there is a strong and developing neighbourhood- and community-based range of youth support delivery including Talent Match and Norwich for Jobs alongside other services currently available for young people.

The New Anglia Skills Manifesto (<http://www.newanglia.co.uk/skills/>) highlights the need for employers to contribute to the Youth Pledge by inspiring young people about industry, providing work experience, internships and apprenticeships or embedding youth friendly recruitment practices.

² Data taken from Nomis, 7th November 2016

³ ONS statistics, NEET 16-24 year olds May 2016

⁴ Annual Population Survey 2015

The Youth Pledge also links to an associated Youth Pledge Mark Marque which will be awarded to businesses who are committed to support the future workforce. The aim behind the Youth Pledge and Youth Pledge Marque is to better align skills with enterprise and in turn grow the economy in the New Anglia LEP Area.

The New Anglia Youth Pledge has a set of 7 guiding principles, one of which focuses on the Youth Pledge marque:

“A pipeline of job opportunities will be established and employer engagement will be achieved through the Youth Pledge Marque. The Youth Pledge Marque will be awarded to employers who either increase the number of apprenticeship positions within their organisation, add to the number of work placements offered on a yearly basis or employ an Enterprise Adviser.”

<http://www.newanglia.co.uk/new-anglia-youth-pledge-marque/>

In addition the New Anglia ESIF strategy includes an ambitious skills programme in support of the Skills Manifesto that will help to address the current under supply of people with the right level and type of skills in the workforce and tackle the high levels of youth unemployment. This approach will:

- Place employers and the needs of the economy at the centre of decision making
- Combine the strengths of a national and local approach
- Focus on both the supply and demand side of the skills system
- Stimulate significantly increased employer investment in skills
- Achieve better value for money from public investment
- Secure a long term solution to tackling youth unemployment and disengagement

However, this support alone will not result in young people moving into education, training or work if there are not sufficient local opportunities available for them to access. Employers have an essential role to play in furthering the prospects of young people.

Details of the local ESIF Strategy can be found at <https://newanglia.co.uk/wp-content/uploads/2017/11/New-Anglia-LEP-EU-Investment-Strategy-version-April-2016-FINAL-v2-20160413.pdf>

Call Outline:

Through this call the Managing Authority is seeking projects to work with SME employers to increase the quantity and quality of opportunities for young people in the New Anglia LEP Area. This includes apprenticeships, traineeships and work experience as well as provision to supplement support already available to help young people gain the capabilities necessary to take advantage of such opportunities.

Examples of activities include:-

- Proactively engaging with SME employers and working with them to identify ways in which they can increase employment and training opportunities for young people;
- encouraging and supporting SME employers to provide high quality work experience that can help open young peoples' eyes to future possibilities
- encouraging and supporting SME employers to build apprenticeship entry routes into their workforce plans ;
- encouraging and supporting SME employers to provide internships or embed youth friendly recruitment practices;
- providing support that makes it easy for SME employers to make pledges and deliver on these as part of the New Anglia Youth Pledge;
- enhance, supplement and work with, but not duplicate, current activity designed to assist SME employers to support young people such as services provided by Apprenticeships Norfolk and Suffolk;
- broker opportunities with local SME employers to take on young people who are NEET;
- help signpost young people to opportunities with SME employers that enable young people to get into and progress within their chosen career.

This call also seeks to encourage employers' engagement with the Youth Pledge, through increasing their provision of support for young people, taking steps to introduce new initiatives for young people in their business. As a consequence of their increased commitments to young people, SME organisations may then wish to apply for the Youth Pledge Marque, though this will be optional as the primary aim of this call is to increase employment opportunities for young people.

Applicants should explain how their project will build on and enhance activity already being delivered in the region to incentivise and encourage employers to create additional opportunities.

In addition, this call is one of two complementary calls under the European Social Fund seeking projects in the New Anglia LEP area. The complementary ESF call linked to this one focuses on supporting the delivery of the Youth Pledge to young people in New Anglia. Projects that seek to deliver integrated activity under both Investment Priorities will be of particular interest though this is not considered to be essential. Applicants should explain how they will aim to work with the successful applicant under the complimentary Investment Priority 1.2 call, to ensure young people are actively supported to access the opportunities offered by SME employers under this call.

Target Audience:

Activities should be focused on support to SME organisations as the primary target audience, however applicants should also provide information in their Indicator Annex on the total number of participants expected to benefit from the project as a consequence of the ESF project support to SME organisations. Performance of the ESF Project(s) will then include monitoring against the individual participant target (ESF Output Target O1) as well as the relevant SME Output and Result targets.

Consortia/Partnership Applications

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

LEP Area Assistance:

The New Anglia LEP Area has ESF Facilitators to support any applicant in developing their applications. They can be contacted by emailing Natasha Waller at Natasha.Waller@newanglia.co.uk

1.3 Scope of activity

This call invites 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 New Anglia 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 £500,000 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.
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 £150,000 of European Social Funding to any single project . Applications requesting an ESF amount below the 'Minimum Application Level' will be rejected
Duration of project approvals	Projects should be for a maximum of three years and six months in duration, however the Managing Authority reserves the right to vary the maximum duration in exceptional circumstances.

Geographical Scope	All interventions should be focused on activity within the New Anglia 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 offer funding to projects 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 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)	85
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 New Anglia 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 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.⁵ 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.

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.

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."

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.

5. Application Process & Prioritisation Methodology

There is one stage for the ESF application process - Full Application. Applicants must fully complete the Full Application Form (section 9 refers). Guidance is available on the [European Growth Funding](#) website pages. Acceptance of a Full Application 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 may be subject to due financial diligence checks by the Managing Authority. 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.

If, following the appraisal process, an applicant is not satisfied with the ESF funding decision for their project, they can submit an appeal in writing to the ESF Managing Authority.

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 full 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 full applications must be sent to the email address provided in Section 9 – Document submission.

7. Key Documents

- Full Application Form
- Full Application Form Guidance
- Financial Annex
- Indicator Annex
- LEP area's ESIF strategy
- National ESF Eligibility Rules
- [Annex for ESF IP2.2 Calls](#)

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 Application 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);
- 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 Full Applications must be submitted to

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

10. Timescales

Launch of Call advertised on GOV.UK	21 st November 2018
Deadline for submission of Full Application	13 th February 2019

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