



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:	Smart Specialisation OC05S18P1253
LEP Area:	Cornwall and Isles of Scilly
Call Opens:	19 th December 2018
Call Closes:	13 th March 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.

The Government has confirmed that it will guarantee funding for ESF projects signed before the UK's departure from the EU, even when these projects continue after the UK has left the EU.

Funding for projects will be honoured by the government, if they meet good value for money and are in line with domestic strategic priorities. Each government department will take responsibility for the allocation of money to projects in line with these conditions and the wider rules on public spending. The full detail of the announcement can be found at the following [website link](#).

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 appraisal of each Full Application.

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 proposal sets out the requirements for any applicants to consider before applying. Applications against this call will be appraised 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 Priorities:

Creating the skilled workforce needed to increase economic growth and improve productivity is a priority for Cornwall and the Isles of Scilly (C&IoS). There is a need to further invest in our businesses to support the development of the skills base of the workforce in order to close the gap with national average skills levels, improve productivity and raise income levels through inclusive growth. This is particularly relevant to the economic vision for C&IoS especially in respect to creating enhanced local capacity and capability to develop responsive skills provision in response to business need as set out in the ITI Strategy.

There are 23,145 businesses registered for VAT and/or PAYE in C&IoS. When incorporating those enterprises that fall beneath the VAT registration level, there are an estimated 58,000 to 64,000 businesses in C&IoS. These SMEs and micros are key drivers of the local economy as they make up 99.9% of the total number of businesses (source: ONS, UK Business counts; ONS Census data and BIS estimates).

- GDP stands at 75% of the EU average and 69% of the UK average (Eurostat)
- C&IoS has the lowest levels of productivity, measured by GVA per hour, of any area in the UK: £24.80 per hour, 80% of the UK average (ONS, Sub-regional productivity)
- The percentage of people with both lower and higher level qualifications need to be increased in order to address skills gaps and to ensure that companies have the ability to grow and become more productive
- 29.4% of the working age population in C&IoS have higher level skills (NVQ4+) which is significantly lower than the 36.9% UK average (Nomis, Annual Population Survey 2015)

There is some geographical variation in this across the locality. For example, the implication is more significant for Cornwall on its own. The specific issue for the Isles of Scilly is that they have a higher level of skills in their workforce, but suffer from under-utilisation of those skills, due to the lack of economic opportunity on the Islands.

A detailed C&IoS Evidence Base is available providing the baseline for the above statistics. This has formed the basis for the C&IoS Employment and Skills Strategy and the C&IoS ITI Strategy.

C&IoS a new Employer Led Approach

The 2014-2020 ESF programme provides an opportunity to develop a new approach in C&IoS to employer led skills and training needs: an approach that seeks to increase engagement, take up and delivery.

This holistic Employer led Programme approach will utilise Priority Axis 2 of the 2014-2020 ESF Operational Programme and directly engage employers to identify and address their skills needs; to be more involved in designing, delivering and enhancing the labour market relevance of education and training systems for their workforce.

Central to delivery of this new employer led approach is the development of a Skills Access Hub (the subject of a previous ESF Call and which is closely aligned to the C&IoS Growth Hub). It will seek to provide an independent mechanism for engaging with employers, identifying their individual and collective skills needs as well as helping to co-ordinate demand and signposting to delivery providers. Such delivery includes both existing national and local provision as well as other provision supported under other IP2.1/2.2 activity. Responses to this Call should, as a minimum, be closely aligned to the C&IoS Skills Access Hub as well as recognise the activity being developed in other IP2.2 projects (see Growth Programme web site www.cornwallislesofscillygrowthprogramme.org.uk)

Call Outline

This Call seeks applications that will deliver an employer led approach to develop, trial and deliver the skills requirements of C&IoS businesses involved in the Smart Specialisation sectors ie agri-tech, digital economy, e-health and e-wellbeing, marine technology, space and aerospace. The Smart Specialisation Skills Framework (Feb 2016) is available for consultation at [Smart Specialisation Skills Framework](#).

The focus of any proposed project must relate to 'business needs' that are 'employer identified' with the beneficiary businesses being those involved in the project.

The focus of this call is directly aligned to the needs of local businesses. There are a number of complementary ESF and ERDF Calls and projects either currently operating or about to begin. For example: -

- ESF IP2.1 call – Specialist Skills for the Future Economy covering agri-tech, digital economy, e-health and e-wellbeing, marine technology, space and aerospace. IP2.1 Calls involve the delivery of qualifications for individuals in employment or recently made redundant. Applicants should however ensure their offer aligns with and adds value to these existing contracts but does not duplicate or overlap with them.
- ESF IP2.2 Projects such as Developing Skills for Business which includes SMART specialisation sector activity and the West Cornwall focused Digitising the Economy through Skills investment.
- ERDF PA1 Funded Research and Innovation projects as well as a range of projects supporting the Low Carbon Economy and Environment that specifically target businesses.
- These can be found on the website www.cornwallislesofscillygrowthprogramme.org.uk

Consideration should be given to:

- supporting collaborative projects, placements, or other activities with relevant SMEs that enable employees 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.

Applicants are advised that any proposed activity needs to:

- demonstrate and evidence how they will work with employers to identify their skills needs.
- ensure and be able to demonstrate the additionality and innovative (new or new to C&IoS) nature of developed programme content and delivery solutions.
- ensure that where relevant the programme content is trialled within the beneficiary businesses and supports flexible learning and delivery models (e.g. delivery on employer sites, business cluster approach, evening, online learning platforms and modules).
- demonstrate how they have consulted with Council of the Isles of Scilly's Learning and Development team as well as islands based employer groups and consequently demonstrate how they will overcome logistical and financial challenges in order to deliver high quality opportunities to a) small cohorts on the Isles of Scilly and/or b) ensure funding is available so that individuals can access opportunities on the mainland. If you are not proposing to deliver on the Isles of Scilly please provide reasons why.
- describe in their application the governance arrangements they would seek to put in place with the Skills Access Hub and explain how these would work.
- Ensure clear linkages and alignment with ERDF funded programmes aimed at supporting businesses e.g. Growth Hub, as well as other ESF and mainstream funded programmes aimed at delivering development and skills based programmes. These might include both current and emerging projects.

Any applicant should address how they would be responsive to changing business needs over the course of any project.

Projects will need to establish an employer led approach where the focus of delivery is on 'business needs' within the range of the Smart Specialisation Skills Framework document. Deliverables should be grounded in these identified needs.

Strategic Fit

Strategic Priority: Growth for Business

Objective 4: *Increase workforce productivity through skills and career development programmes*

Strategic Priority: Future Economy

Objective 2: *To invest in activities with growth potential that support Cornwall and the Isles of Scilly's transition to becoming a 'green and marine' region*

Applicants are invited to exceed the cross cutting theme requirements outlined in the ESF Operational Programme by referencing the Inclusion Strategy and Cornwall's Environmental Growth Strategy for Cornwall and the Isles of Scilly.

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.

Details of the local ESIF Strategy can be found at: [C&IoS ITI Strategy](#)

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 Cornwall and Isles of Scilly Local Enterprise Partnership Area European Structural and Investment Funds Strategy.

This call aims to address the identified shortfalls listed in section 1.2 Local Development Need above.

2. Call Requirements

All applications are competitive.

Indicative Fund Allocation:	Indicatively, through this call the Managing Authority expects to allocate approximately £1,800,000 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 £450,000 . Applications requesting an ESF amount below the 'Minimum Application Level' will be rejected.

Duration of project approvals	<p>Projects must be completed no later than 3 years and 6 months after the proposed project start date; however the Managing Authority reserves the right to vary the maximum duration in exceptional circumstances.</p> <p>All ESF Projects must be completed by 31st December 2023. Project costs cannot be incurred beyond this date.</p> <p>[NOTE: Delivery of activities and associated costs can be incurred up to and including 31st December 2023, with the full and final claim expected no later than February 2024]</p>
Geographical Scope	All interventions should be focused on activity within the Cornwall and Isles of Scilly Local Enterprise Partnership area.
Specific call requirements	This is a call for ESF activity.
Call Deadlines	For this specific call, applications will be appraised 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 ESF funding where a project complements other activity or provides niche activity to target groups within the ESF 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. 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. <p>Activities which are not specifically applicable should be removed.</p>

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%

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)	187
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.

Outputs and Results Rationale

Applicants must explain in detail in their Full Application how they have estimated each of the outputs and results for their project, demonstrating clearly how each of the proposed outputs and results directly link to their specific project activities and objectives.

Applicants must also explain their approach for forecasting each deliverable; including the specific base-lining/research they have undertaken to ensure their projected profiles are realistic and achievable and any assumptions they have made which impact on their forecasts.

Where an applicant is proposing one or more output or result figures below the expected minimum target value for this call, an explanation must also be provided by the applicant in their Full Application.

ESF Outputs and Results Indicator Definitions Guidance is available on GOV.UK [here](#).

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 Cornwall and Isles of Scilly 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.

European Structural Investment Funds (ESIF) are governed by European regulations and national rules. Applicants are advised to familiarise themselves with the relevant documentation listed in the 'Document Checklist' 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 80% (depending on category of region). This means ESF can contribute up to 80% of the total eligible project costs, subject to State Aid regulations. The remaining 20% 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](#).

Applicants are strongly encouraged to exceed the cross cutting theme requirements detailed in the Operational Programme. The ITI Board will seek to provide its support to projects that:

- demonstrate how the application will embed cross cutting themes good and best practices into the proposed project's activities
- make reference to the Inclusion Strategy and the Environmental Growth Strategy outlined in the Cornwall and Isles of Scilly Integrated Territorial Investment Strategy.

To support applicants, the Access to the Programme Team, funded by technical assistance, offer free specialist cross cutting themes support for applicants and can be contacted on accesstotheprogramme@cornwalldevelopmentcompany.co.uk

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.

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

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."

61 refers to monitoring revenues generated after completion of the project, and Article 65(8) how to deal with differences in the forecast and actual revenues at the end of the operation. The details of this will be tested at the full application stage.

4.6 Funding Agreement

The Funding Agreement is a standard, non-negotiable and legally binding document. Any successful Applicant will be subject to the terms and conditions contained within this agreement. Applicants are strongly advised to seek their own advice to ensure that they would be able to enter into and abide by the terms of the Funding Agreement.

Failure to meet any of the conditions of the agreement or the commitments within the application will result in claw back of funding.

Applicants should be aware that additional provisions and securities may be included within the Funding Agreement to protect the investment. These will be further discussed if relevant following the Full Application stage.

4.7 Procurement

All costs delivered by the Grant Recipient (the applicant) and/or delivery partners must be delivered on an actual cost basis. Other costs must be procured in line with EU regulations. The most common error identified during audit has been failure to comply with relevant procurement regulations and crucially to maintain a full audit trail to prove that they have complied with the relevant regulation. Robust and transparent procurement is required to ensure that Grant Recipients:

- consider value for money;
- maximise efficient use of public money; and
- maintain competitiveness and fairness across the European Union.

It is recommended that applicants seek their own legal advice pertaining to their procurement and requirements to publicise any tendering opportunities.

The Managing Authority is not able to give legal advice on procurement. It is the responsibility of the applicant to ensure the project is compliant in this respect.

4.8 Retrospection

There will be no retrospection for applications made against this call.

For organisations applying for ESF funds through the Single-Stage Application process, the effective date for incurring eligible ESF expenditure will be the day after the relevant open call closing date. Any expenditure incurred by an ESF Direct Bid project prior to this date is ineligible.

However, any expenditure incurred by an ESF applicant, up to and including the date on which an ESF Funding Agreement is fully executed, will be at the applicant's own risk.

5. Application Process & Prioritisation Methodology

The ESF application process is a single-stage process – Full Application only. Applicants must fully complete the Full Application Form (section 9 refers). 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 appraisal 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 appraisal 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. 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 prior to the call closing date. 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

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.

To support applicants, the Access to the Programme Team, funded by technical assistance, offer free specialist support for applicants and can be contacted on accesstotheprogramme@cornwalldevelopmentcompany.co.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 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.

1. Fully completed **Full Application Form** (Note that Sections 2.7 and 2.8 of the Full Application Form will not be applicable as this is a “one stage” application process);
2. Fully completed [Annex for ESF IP 2.2.](#);
3. **Financial tables** (if the application is against more than one Category of Region, a financial table for each Category of Region);
4. **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);
5. A **visual, high level customer journey** document e.g. flow chart;

6. **Confirmation of match funding** from each funder (confirmation must be in place by the point of formal approval);
7. **Detailed Granular budget breakdown** (All costs must be itemised, eligible, appropriate for the project and profiled across the project period. The granular budget should also include all hourly rate figures, per job role, for staff working part-time or part of their time on the ESF Project – calculated using the 1720 hour rate calculation set out in the [ESF Programme Guidance](#) on GOV.UK. This includes match-funded staff roles);
8. **Equality and Diversity Policy and Sustainability Policy** (Applicant is responsible for ensuring that Delivery partners also hold relevant policies);
9. **Independent state aid advice** (if applicable);
10. **Job Descriptions and Organogram** (covering all staff, including any delivery partner and/or match-funded staff posts);
11. **Applicants procurement policy** (if applicable);
12. **Draft SLA with Delivery Partners** (if applicable)
13. **Project level risk register** (this should cover areas such as financial risk, output risks, delivery risks etc. please ensure that the register covers how these risks will be managed and mitigated);
14. **Anti-Fraud Statement** (a statement on how you will deal with suspected fraud in your organisation and if appropriate, with your sub-contractors); 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 FVRA 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	19 th December 2018
Deadline for submission of Full Application	13 th March 2019

Full Application forms not received by the deadline will not be appraised.

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)