



Department  
for Work &  
Pensions

SUPPORTED BY  
**MAYOR OF LONDON**



## 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>	Greater London Authority (GLA)
<b>ESI Fund</b>	European Social Fund
<b>Priority Axis:</b>	Priority Axis 2: Skills for Growth
<b>Investment Priority:</b>	2.1: Enhancing equal access to lifelong learning; and 2.2 Improving the Labour Market Relevance of Education and Training Systems
<b>Call Reference:</b>	Learning and Skills in London, Priority 2 (OC23S19P1313)
<b>LEP Area:</b>	London
<b>Call Opens:</b>	28 February 2019
<b>Call Closes:</b>	23:59 on 09 May 2019
<b>Document Submission:</b>	Completed Full Applications must be submitted to ✉: <a href="mailto:esifcalls@london.gov.uk">esifcalls@london.gov.uk</a>

# Contents

1. Call Context
  - 1.1 National Context
  - 1.2 Local Development Need
  - 1.3 Scope of Activity
2. Call Requirements
3. Required Deliverables
4. General Information
  - 4.1 Compliance and Eligibility
  - 4.2 Intervention Rate & Match Funding
  - 4.3 Applicants
  - 4.4 Cross Cutting Themes
  - 4.5 State Aid
  - 4.6 Funding Agreement
  - 4.7 Procurement
  - 4.8 Retrospection
5. Application Process & Prioritisation Methodology
6. Support
7. Key Documents
8. Document Checklist
9. Document Submission
10. Timescales
11. Appendix A – Common output indicators

# 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 Greater London Authority who is the Intermediate Body in London for the ESF Programme. Applications for projects which cover London will be dealt with by the GLA, and information will be shared with the Department for Work and Pensions (DWP) for the purpose of carrying out the functions of the Managing Authority. The Managing Authority seeks to commission ESF Funded projects that will support the **Priority Axis 2 of the Operational Programme: Skills for Growth**, including **Investment Priority: 2.1 Enhancing equal access to lifelong learning and Investment Priority: 2.2 Improving the Labour Market Relevance of Education and Training Systems**, as set out in the Operational Programme.

All applications will need to be eligible under the European Social Fund Operational Programme for England 2014 to 2020. The [ESF Operational Programme](#) is available for applicants to read.

This call for proposal sets out the requirements for any applicants to consider before applying. Applications against this call will be appraised as part of a single-stage appraisal process and successful applicants will enter into a funding agreement with the GLA 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 (see Appendix A). This will be as well as the requirement of reporting on output and result indicators referred to in section 3 of the call for proposal.

## 1.1 National Context

This priority axis aims to support skills for growth. This Call will support activities through:

**Investment priority: 2.1** - Enhancing equal access to lifelong learning for all age groups in formal, non-formal and informal settings, upgrading the knowledge, skills and competences of the workforce, and promoting flexible learning pathways including through career guidance and validation of acquired competences; and

**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 Investment Priorities 2.1 and 2.2 are set out in the Operational Programme. Details of the specific objectives have been reproduced below.

### Investment Priority 2.1

Specific Objective	Results that the Member States seek to achieve with Union support
To address the basic skills needs of employed people, particularly in SMEs and micro businesses.	The additional support from this investment priority will help employed people to gain basic skills. It will also improve the capacity of SMEs and micro businesses and support business growth. We have set an output target for the number of participants without basic skills and

	a result target for participants gaining basic skills.
To increase the skills levels of employed people from the existing level to the next level up, to encourage progression in employment.	The additional support from this investment priority will help employed people to progress at work through achieving higher skills, and it will drive growth in their organisation by improving productivity. We have set result targets for participants gaining qualifications or units – separate targets for level 2 and level 3.
To increase the number of people with technical and job specific skills, particularly at level 3 and above and into higher and advanced level apprenticeships, to support business growth.	The main result that will be achieved is that more participants will have gained a qualification or a unit of qualification. This investment priority will also support business growth through the development of a more highly skilled workforce. We have set a result target for participants gaining qualifications or units at level 3 or above.
To increase the skills levels of employed women to encourage progression in employment and help address the gender employment and wage gap.	The additional support from this investment priority will support women in raising the level of their skills, helping them to progress in employment or self-employment and achieve higher earnings. There is a result target about progression in work. This investment priority will also contribute to supporting business growth through the development of a more highly skilled workforce.

## Investment Priority 2.2

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

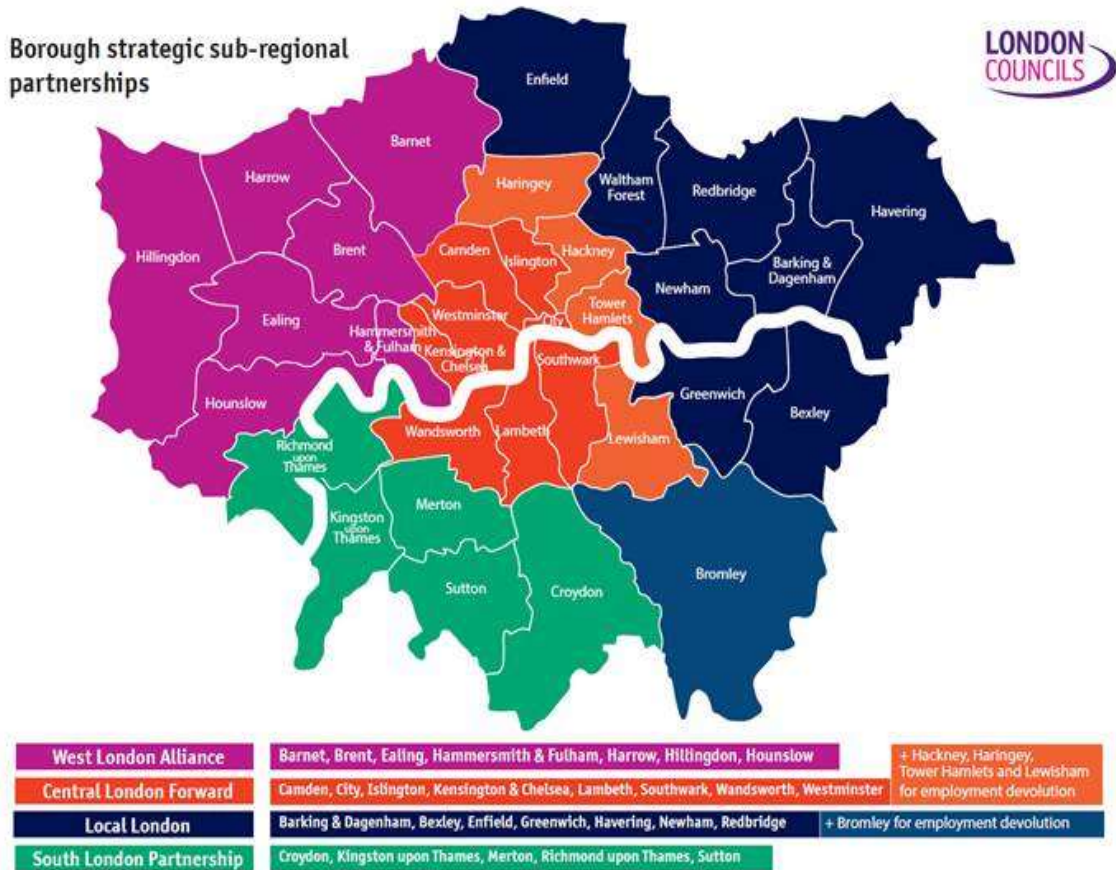
Projects must deliver activity which directly contributes to the objectives of Priority Axis 2, Investment Priority 2.1, and/or Investment Priority 2.2 of the Operational Programme, and which meets the **local development need** expressed in the text and table below.

## Local Priorities:

- ESF in London is managed by the Greater London Authority who are the Intermediate Body for ESF in London, under the strategic direction of the Mayor and the London Economic Action Partnership (LEAP).
- The LEAP produced a detailed European Structural and Investment Fund (ESIF) Strategy in 2014 (refreshed in 2016) detailing how ESF should support the capital's Jobs and Growth aims. The LEAP has been allocated approx. £692m for the delivery of the ESIF Strategy for London 2014-20 (<https://lep.london/publication/european-funding-strategy-2014-20>). It is working with the ESF Co-Financing Organisations to ensure a comprehensive package of ESF provision is in place for the second half of the ESF 2014-20 programme to tackle London's challenges
- ESF in London is also underpinned by the strategic priorities outlined in the Skills for Londoners Strategy as well as the Mayor's other strategies, including the Economic Development Strategy <https://www.london.gov.uk/what-we-do/business-and-economy/economic-development-strategy> and the Equality, Diversity and Inclusion Strategy <https://www.london.gov.uk/what-we-do/communities/mayors-strategy-equality-diversity-inclusion>.
- Many Londoners do not have access to the opportunities that this global capital city provides. London still has above average unemployment rates; the highest proportion of people in poverty of any UK region exacerbated by the high costs of living; high numbers of Londoners are in low pay, with little chance to progress to better-paid, more secure work; there is continued and persistent gender, race and disability pay gaps; and a high number of Londoners without basic skills in literacy, English language, numeracy and digital skills
- Some groups – including mothers and carers, people living with disabilities and health conditions, care leavers, older Londoners, homeless people and some BAME groups – remain under-represented in the workforce and are often more likely to be worse-off than other Londoners. Applications, focusing on these groups, will be particularly welcomed.
- The Mayor set out his ambitions to improve social integration as well as equality, diversity and inclusion in London. His Skills for Londoners Strategy aims to empower all Londoners to access the education and skills to participate in society and progress in education and in work. For communities, equipping Londoners with essential skills makes it possible for people from all backgrounds to contribute and live interconnected lives. Not only is adult education and training fundamental to ensuring all members of society are able to secure and progress in work, but it also has an impact on social and wellbeing outcomes that can be felt across the city.

## Call Outline

- The majority of ESF provision in London is being delivered through Co-Financing Organisations (CFOs), who are responsible for providing the match funding for the ESF provision that they procure and manage. The CFOs in London include the GLA, Big Lottery Fund, the Education and Skills Funding Agency (ESFA), DWP and the four borough Sub-Regional Partnerships (SRPs). The LEAP has worked closely with all of the CFOs to develop a substantial package of ESF provision, responsive to local needs, which is being delivered across London. Details of existing and planned ESF provision in London can be found on the LEAP website [https://lep.london/content\\_page/european-social-fund](https://lep.london/content_page/european-social-fund).
- Through this call, the Managing Authority is seeking projects that help tackle London's employment and skills challenges. It is essential that projects complement and add value to existing ESF provision in London, including the Work & Health Programme, which is part-funded by ESF, and provision funded by the Adult Education Budget, which in London is being devolved to the Mayor from 1 August 2019.
- Providers must set out clearly in their applications how their proposed project both complements and avoids duplicating existing and planned ESF provision. This will be a key consideration in the scoring of applications, particularly in relation to strategic fit and value for money.
- Applicants may apply for funding for projects that cover both Investment Priority 2.1 and Investment Priority (IP) 2.2 or only one of these Investment Priorities. Applicants must clearly articulate what activity falls under each IP within their application.
- To improve the planning and coordination of ESF activity in London, four sub-regional contract geographies have been agreed with London boroughs; these are:



- The LEAP encourages applications for projects that cover one or more of the agreed sub-regional geographic areas in their entirety.

## 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.

### 1.3 Scope of activity

This call invites Full Applications which support the delivery of Priority Axis 2, **Investment Priority 2.1 Enhancing equal access to lifelong learning** and/or **Investment Priority 2.2 Improving the labour market relevance of education and training systems** of the European Social Fund Operational Programme and respond to the local development need set out in the London Local Enterprise Partnership Area European Structural and Investment Funds Strategy.

Details of the local ESIF Strategy can be found at: <https://lep.london/file/2016-04-25-final-esif-strategy.pdf>



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

## 2. Call Requirements

All applications are competitive.

<p><b>Indicative Fund Allocation:</b></p>	<p>Indicatively, through this call the Managing Authority expects to allocate up to <b>£19.5m ESF, comprising of approximately £17.8m under Investment Priority 2.1 and approximately £1.7m under Investment Priority 2.2.</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>
<p><b>Minimum application level</b></p>	<p>European Social Fund investment is intended to make a significant impact on local growth. Applications are expected to demonstrate appropriate scale and impact. The Managing Authority does not intend to allocate less than <b>£500,000 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>As the call spans two Investment Priorities, applicants will need to provide <b>separate financial and indicator tables per Investment Priority.</b></p>
<p><b>Duration of project</b></p>	<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 31<sup>st</sup> December 2023. Project costs cannot be incurred beyond this date.</p>
<p><b>Geographical Scope</b></p>	<p>All interventions should be focused on activity and beneficiaries within the <b>London</b> Local Enterprise Partnership area.</p>
<p><b>Specific call requirements</b></p>	<p>This is a call for ESF activity.</p>

<b>Call Deadlines</b>	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.
<b>Application selection</b>	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.
<b>Applicant proposals</b>	These can only contain activities which are eligible for ESF.
<b>Eligible match funding</b>	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.
<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.
<b>Calls listing multiple activity</b>	The applicant is required to list each activity they plan to deliver, supported by a clear breakdown of costs. Expected outputs and results per activity should be provided for each Investment Priority using the London version of the ESF Indicators annex.

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>2.1 Enhancing equal access to lifelong learning</b>
<b>Specific Objectives</b>	Enhancing equal access to lifelong learning for all age groups in formal, non-formal and informal settings, upgrading the knowledge, skills and competences of the workforce, and promoting flexible learning pathways including through career guidance and validation of acquired competences
<b>Indicative Actions</b>	ESF will not support activities that duplicate or replace existing support within national programmes; but may be used to support

	<p>additional activities or target groups, including provision co-designed with local partners.</p> <p>Examples of activities that may be supported include:</p> <ul style="list-style-type: none"> <li>• skills shortages or needs in particular sectors or local areas which are not currently being addressed by employers or individuals;</li> <li>• leadership and management training in Small and Medium size Enterprises (up to 250 employees);</li> <li>• training and support for people at all levels, in particular addressing the needs of disadvantaged groups in and out of the workplace;</li> <li>• access to learning; information about learning and skills; brokerage of opportunities between learners and employers.</li> </ul>
--	---

<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> <li>• brokering opportunities to encourage and increase work experience, work placements, traineeships, apprenticeships, and graduate placements particularly</li> </ul>

	<p>through wider employer engagement and involving supply chains;</p> <ul style="list-style-type: none"> <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>
--	---

<b>Priority 2.1 ID</b>	<b>Result Indicator</b>	<b>Minimum Target value for this call</b>
R3	Participants gaining basic skills	11%
R6	Participants gaining level 2 or below or a unit of a level 2 or below qualification (excluding basic skills)	25%
R7	Participants gaining level 3 or above or a unit of a level 3 or above qualification	8%
R8	Employed females gaining improved labour market status	35%

<b>Priority 2.2 ID</b>	<b>Result Indicator</b>	<b>Minimum Target value for this call</b>
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%

## Investment priority 2.1

ID	Output Indicator	Total Minimum target value for this call	Men minimum target value	Women minimum target value
O1	Participants	16,303)	8,635	7,668
O4	Participants over 50 years of age	4,309	-	-
O5	Participants from ethnic minorities	15,418	-	-
ESF - CO16	Participants with disabilities	4023	-	-
ESF - CO14	Participants who live in a single adult household with dependent children	900	-	-
O6	Participants without basic skills	7,015	-	-

## Investment Priority 2.2

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)	431
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 London LEP area. All operations will be required to collect data and report progress against the deliverables with each claim. Where an operation underperforms against their deliverables they may be subject to a performance penalty.

There must be a fully evidenced audit trail for all contracted deliverables.

## 4. General Information

Essential information to support the drafting of an application and delivery of a successful ESF funded project is available at the [European Growth Funding](#) website pages.

### 4.1 Compliance and Eligibility

When developing an application, Applicants should refer to [guidance](#) on eligible Applicants, activities and costs. These are for guidance only and Applicants should take their own specialist advice if in doubt. It is the responsibility of the Applicant to ensure that the rules and guidance are adhered to both at application stage and following approval.

European Structural Investment Funds (ESIF) are governed by European regulations and national rules. Applicants are advised to familiarise themselves with the relevant documentation listed in the '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 50%. This means ESF can contribute up to 50% of the total eligible project costs, subject to State Aid regulations. The remaining 50% or more must come from other eligible sources. For

all 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.<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.

## 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

---

<sup>1</sup> 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."



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 this Application process, the effective date for incurring eligible ESF expenditure will be the day after the 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; and
- The fit with the ESF OP and the call.

Proposals that pass the Gateway Assessment will move into the Core Assessment which consists of the following:

- Strategic fit;
- Value for money;
- Management & control;
- Deliverability;
- Procurement / tendering; and
- State Aid compliance.

The Managing Authority will seek advice from partners when considering applications to ensure its 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 Greater London 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 technical issues with accessing this guidance, please contact:

✉: [esf.2014-2020@dwp.gsi.gov.uk](mailto: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.

A 'Frequently asked Questions' page will be available at <https://lep.london/EU>.

## 7. Key Documents

- Full Application Form
- Full Application Form Guidance
- Financial Annex
- Indicator Annex (London version)
- Local Enterprise Partnership area's ESIF strategy; and
- National ESF Eligibility Rules.

## 8. Document Checklist

The appraisal 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. **Financial tables**
3. **Outputs, Results and Indicators tables** (London version)  
(if the application is against more than one Investment Priority, an Outputs, Results and Indicators Annex (London version) for each Investment Priority);
4. A **visual, high level customer journey** document e.g. flow chart;
5. **Confirmation of match funding** from each funder  
(Confirmation must be in place by the point of formal approval);
6. **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 of their time on the ESF Project – calculated using the 1720 hourly rate calculation set out in the [ESF Programme Guidance](#) on GOV.UK. This includes match-funded staff roles);

7. **Equality and Diversity Policy and Sustainability Policy**  
(The Applicant is responsible for ensuring that Delivery partners also hold relevant policies);
8. **Independent state aid advice** (if applicable);
9. **Job Descriptions and Organogram** (covering all staff, including any delivery partner and/or match-funded staff posts);
10. **Applicants procurement policy** (if applicable);
11. **Draft SLA with Delivery Partners** (if applicable)
12. **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);
13. **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

✉: [esifcalls@london.gov.uk](mailto:esifcalls@london.gov.uk)

## 10. Timescales

Launch of Call advertised on GOV.UK.	28 February 2019
Deadline for submission of Full Application	23:59 on 09 May 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 and result indicators for ESF investments

(1) Common output indicators for participants

"Participants" refers to persons benefiting directly from an ESF intervention who can be identified and asked for their characteristics, and for whom specific expenditure is earmarked. Other persons shall not be classified as participants. **All data shall be broken down by gender.**

The common output indicators for participants are:

unemployed, including long-term unemployed
long-term unemployed

inactive
Inactive, not in education or training
employed, including self-employed
below 25 years of age
above 54 years of age
above 54 years of age who are unemployed, including long-term unemployed, or inactive not in education or training
with primary (ISCED 1) or lower secondary education (ISCED 2)
with upper secondary (ISCED 3) or post-secondary education (ISCED 4)
with tertiary education (ISCED 5 to 8)
participants who live in jobless households
participants who live in jobless households with dependent children
participants who live in a single adult household with dependent children
ethnic minorities
Participants with disabilities
other disadvantaged
homeless or affected by housing exclusion
from rural areas

Common immediate result indicators for participants are:

inactive participants engaged in job searching upon leaving
participants in education/training upon leaving
participants gaining a qualification upon leaving
participants in employment, including self-employment, upon leaving
disadvantaged participants engaged in job searching, education/ training, gaining a qualification, in employment, including self-employment, upon leaving

Common longer-term result indicators for participants are:

participants in employment, including self-employment, six months after leaving
participants with an improved labour market situation six months after leaving
participants above 54 years of age in employment, including self-employment, six months after leaving
disadvantaged participants in employment, including self-employment, six months after leaving
London Specific Result: Participants progressing in work

## London Specific Result Indicator:

The LEAP and the GLA are committed to ensuring sustained employment outcomes for employed individuals in London. Employment retention and progression are key themes for the GLA and the LEAP. All projects funded through ESF in London under Investment Priority 2.1 are required to support participants to progress in work.

Participants progressing in work can experience a positive change in contract<sup>2</sup> or move into higher paid work paying at least the hourly London Living wage<sup>3</sup>.

Management Information (MI) on the number of participants achieving a progression in work outcome will be provided to the GLA's European Programmes Management Unit as part of the project's quarterly claim submission.

Applicants must ensure that they are using the **London version** of the ESF Indicators Annex table: the standard annex does not include the London-specific results. The London version of the ESF indicators Annex table can be found [here](#).

---

<sup>2</sup> A 'Positive change in contract' is defined as a Participant's employment contract changing from; a) a zero hours contract to a permanent contract or a temporary contract of at least six months' duration; or b) a temporary contract of less than six months' duration to a permanent contract or a new temporary contract of at least six months' duration.

<sup>3</sup> This result should be evidenced with an employer declaration or contract of employment detailing: total (pre-tax) hourly wage paid, or a payslip and declaration of hours worked.