



European Union

European
Social Fund

2014-2020 ESF Programme

Action Note

Reference Number:	030/19
Date Issued:	25 February 2019
Review date:	31 December 2019

Action note heading

ESF E-Claims Applicant Guidance: **ESF Dual Forecast and Submission Form – 2019 Version**

Who

All ESF beneficiary organisations, European Social Fund Division and Greater London Authority

What

This action note is to notify CFOs and Grant Recipients that the [ESF Dual Forecast and Submission form](#) has been updated to make it suitable for use with 2019 claims.

ESF Projects should use this new version of the form for all claims from Q1 2019 onwards.

As always, ESF Projects should ensure that their 'Actual' and 'Contracted' figures in each tab within the form are as accurate as possible as this information will contribute to the Managing Authority's consideration of performance for each project.

If a project is submitting a claim relating to 2018 or earlier, the previous version of the form should be used. This version is only applicable to claims for Q1 2019 onwards.

Finally, please note that the ESF Managing Authority is currently undertaking a review of this product, this may result in a re-design and/or replacement product at a future point. The outcome of this review and any resulting changes will be communicated separately to Grant Recipients.

Cleared

Janet Downes