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(A2) ESF Equal Opportunities Specialist Project Leader Award Guidance

Note: to be used in conjunction with (A2) ESF Equal Opportunities Specialist Project Leader Award Application Form. The national awards apply to the 2014-2020 England ESF programme.

1. General Entry Criteria

In order to apply for an award, projects must sign the declaration on the application form that they meet the following general entry level criteria:

The applicant organisation must not be facing prosecution for breaches of equality or environmental legislation or have been prosecuted since the start of the 2014-2020 programme.

The applicant must not be subject to investigation from audit authorities for fraudulent or improper use of public funds, including ESF.

The applicant must not be a previous ESF Leader Award winner.

The applicant must be in receipt of ESF / match funding under the 2014-2020 England ESF programme at the time they apply for an award.

The applicant must be a provider or sub-contractor that is currently being funded under the ESF programme in England or was funded by the SFA in the academic year 2015/16 (August 2015 to July 2016).

The applicant must answer all the relevant questions on the form, and supply the evidence required.

The applicant must agree on the application form to allow any evidence or examples provided to be used for publicity and for sharing good practice – which could include use in training materials (materials will be ‘anonymised’ if used for training purposes).

Applications will need to be signed by the project manager.

Applications can be made in hard copy or by e-mail – faxes are not accepted.

Award winning projects must agree to take part in official ESF publicity that arises from the awards – this could include participation in an awards event or a conference and photos of project managers, staff and participants.

The closing date for nominations is **16 September 2016**

2. Completing the Application Form

Instruction	Why is this question being asked?
<p>Q1. Applicant organisation details</p> <p>Enter the name and job title of the applicant organisation's officer who has authorised the application plus the contact details etc. of the organisation as indicated.</p>	<p>To obtain appropriate contact details of applicant organisation.</p> <p>To check that a named senior / responsible person within the organisation has authorised the application.</p>
<p>Q2. Organisation Type</p> <p>Enter the type of organisation as indicated plus contract details. (i.e. CFO / non-CFO provider / subcontractor)</p> <p>If the applicant is a Co-financing Organisation (CFO) provider (i.e. contracted directly to a CFO such as DWP, Skills Funding Agency, NOMS etc.) then you should also complete section 3.</p> <p>If applicant is a sub-contractor to a CFO provider, section 4 must be completed to show that the CFO provider has given authority for the application.</p>	<p>To identify the applicant organisation</p> <p>To help ensure that correct clearance procedure is followed for CFO providers and subcontractor applicants where this is applicable.</p>
<p>Q.3 The Co-financing organisation (CFO) details should be completed by either:</p> <p>a CFO provider who is an award applicant in their own right;</p> <p>or</p> <p>a CFO provider's subcontractor applying for the award and who has liaised with their CFO provider to obtain the necessary details of the CFO to which the provider is contracted.</p>	<p>ESF CFO providers are contracted to CFOs such as DWP or Skills Funding Agency. The CFO provider who is contracted to the CFO may, in turn, sub-contract some provision to smaller, or 'niche' sub-contractors. Clearance for short-listed nominations will be sought from CFOs (for CFO provider applications) and from CFO providers <u>and</u> CFOs for sub-contractor nominations that have been short listed.</p>
<p>5. Please provide a brief description of the aim of your organisation in the context of ESF and the key target group(s) you are trying to help, highlighting the key aspects of any specialist support. You plan to deliver or are delivering (Max 500 words)</p>	<p>To help assessors understand the context of the project for the assessors</p>
<p>6. Please describe how your organisation has acquired the knowledge and expertise to help your project's target group(s). (Max 500 words)</p>	<p>This information will be used by assessors for scoring / assessment</p>
<p>7. Please highlight your good practice in designing and / or delivering support to the target group(s) explaining key design elements and/ or activities <u>such as</u>: recruitment, counselling, outreach arrangements, assessing soft skills and distance travelled, holistic support, care arrangements, etc. we appreciate that some projects may be in the early stages of delivery – if so, please explain the innovative or 'good practice' aspects of the project's</p>	<p>This information will be used by assessors for scoring / assessment</p>

<p>design)</p>	
<p>8. Adding value – please explain how your project / organisation has added value (or plans to add value - to ESF by: (Max 500 words in total)</p> <p>a) filling a gap in local and national provision;</p> <p>b) adding value to the existing services e.g. by helping disadvantaged people, access ‘mainstream’ provision;</p> <p>c) providing more intensive support to help achieve results more quickly;</p> <p>d) providing innovative and effective support;</p> <p>e) other ways of adding value not identified above.</p>	<p>This information will be used by assessors for scoring / assessment</p>
<p>9. Achieving results – what impact has the project had so far in terms of getting people back to work, achieving qualifications, and learning new skills or basic skills.</p> <p>Please quantify answers where appropriate. Projects may wish to explain the level of disadvantage of the participants being helped as well as how long the project has been running to put the results into context. (Max 500 words</p>	<p>This information will be used by assessors for scoring / assessment</p>
<p>10. Is there anything else you want to tell us about your project which is likely to be of interest to other practitioners or policy makers? (Max 500 words)</p>	<p>This information will be used by assessors for scoring / assessment</p>