



Department  
for Work &  
Pensions



European Union  
European  
Social Fund

## 2014 to 2020 European Structural and Investment Funds Growth Programme

### Call for Proposals – Online Applications European Social Fund

#### Priority Axis 1: Inclusive Labour Markets

<b>Managing Authority</b>	Department for Work and Pensions (DWP)
<b>ESI Fund</b>	European Social Fund
<b>Priority Axis:</b>	Priority Axis 1: Inclusive Labour Markets
<b>Investment Priority:</b>	1.1: Access to Employment for Jobseekers and Inactive People.
<b>Call Reference:</b>	Get On - OC28S19P1419
<b>LEP Area:</b>	Sheffield City Region
<b>Call Opens:</b>	20 May 2019
<b>Call Closes:</b>	Midnight – 12 August 2019
<b>Application Process:</b>	<p>Applications for funding must be completed and submitted using the ECLAIMS IT system.</p> <p>Applications submitted via any other method will not be accepted.</p> <p>Please <u>do not</u> use ECLAIMS to access or apply against <u>ERDF</u> calls published on GOV.UK – the online application process is only applicable to specified ESF open calls.</p>

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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 that are contracted by the end of 2020. Whatever the outcome of the EU negotiations, this guarantee will stand. This ensures that UK organisations, such as charities, businesses and universities, will continue to receive funding over a project's lifetime if they successfully bid into EU-funded programmes before the end of 2020, even in the event of a no-deal. Details of the guarantee can be found at the following [website link](#).

All contracted ESF projects must be completed by the end of the programme period in 2023. Each application for ESF will be required to demonstrate that it delivers good value for money and domestic strategic priorities.

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 1 of the Operational Programme: Inclusive Labour Markets** and **Investment Priority: 1.1 Access to Employment for Jobseekers and Inactive People** 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 DWP. Further information is given in sections 4 to 10.

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 increase participation in the labour market and thereby improve social inclusion and mobility. It will support activities through:

**Investment priority: 1.1** - Access to employment for job seekers and inactive people, including the long term unemployed and people far from the labour market, also through local employment initiatives and support for labour mobility

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 improve the employability of long-term unemployed people, so that they can compete effectively in the labour market.	This specific objective is focused on those who are long-term unemployed and who are less likely to move back into work than people who have been unemployed for less time. The additional support from this investment priority will help long-term unemployed people to tackle their barriers to work and move into sustainable employment. The main result target focuses on moving participants into employment (including self-employment) on leaving. There will be a quantified result target set for this result indicator in each category of region.
To provide individuals from groups which face particular labour market disadvantage with additional support so that they can compete effectively in the labour market.	This objective is focused on those who are unemployed but have more than one major barrier to progressing into employment (including self-employment) and sustaining employment. This client group will be more challenging to help and will often require intensive ongoing support to address complex barriers, which will be reflected in the targets. Support will be tailored to individual needs. Participants will include individuals who are over 50, lone parents, disabled or have health problems,

	<p>from ethnic minorities or who lack basic skills. The main result targets focus on moving participants into employment or into education/training or getting them involved in active job search. Output targets will ensure we are reaching appropriate numbers of participants from these groups.</p>
<p>To encourage inactive people to participate in the labour market and to improve their employability.</p>	<p>This objective is focused on individuals who are distant from the labour market and who need additional support to give them the skills and/or confidence to enable them to move towards employment (including self-employment). Participants will include individuals who are lone parents, disabled or who have health problems, are over 50 or who are from ethnic minorities. The priority will be on those who are receiving inactive benefits. The main result that will be achieved is that inactive participants will engage more in the labour market. A specific output target will ensure we are targeting inactive people, and we have result targets to measure movement into work and increases in activity.</p>
<p>To address the basic skills needs of unemployed and inactive people so that they can compete effectively in the labour market.</p>	<p>This objective is focused on individuals who lack the basic skills required by employers, such as IT, literacy and numeracy. Participants will have the opportunity to gain basic skills relevant to labour market needs or to enable them to progress towards gaining further skills. The main result will be that those without basic skills will be helped to gain them. This will enable them to play a fuller part in the labour market. There is an output target for participants without basic skills and a result target for participants gaining basic skills.</p>
<p>To provide support for women at a disadvantage in the labour market, and particularly those who are currently inactive, to contribute to our efforts to reduce the gender employment gap.</p>	<p>The additional support from this investment priority will help more unemployed and inactive women to complete effectively in the labour market. It will be focused on engaging and providing additional support to women who have barriers to entering the labour market, including language, skills, age and caring responsibilities. Participants could include older women wishing to return to work after caring for children, lone parents or women from ethnic minorities who have never worked. The main result that will be achieved is that more participants will be in sustainable employment (including self-employment) or engaged in active job search on leaving. There is a stretching output target for female participation and a result target for participants with childcare needs receiving childcare support.</p>

## 1.2 Local Development Need

Projects must deliver activity which directly contributes to the objectives of Priority Axis 1, Investment Priority 1.1 of the Operational Programme, and which meets the **local development need** expressed in the text and table below.

The Sheffield City Region is seeking to ensure young people and adults are equipped with the skills and support they will need to secure and sustain employment and thereby contribute to, and benefit from, economic growth.

This will be enabled through the effective delivery of employment support and skills provision that is designed specifically to respond quickly and effectively to changing business needs through addressing the complex local needs of locally targeted communities. The SCR programme seeks to effectively tackle the entrenched issues of economic exclusion, lack of aspiration and multiple disadvantages these communities face.

Applicants are encouraged to facilitate employment and skills opportunities for young people, disadvantaged communities and the long term workless that take account of individual circumstances, health, barriers, social and psychological aspects affecting behaviour and motivation.

### Local Priorities:

The Sheffield City Region has a diverse economy comprising a dynamic core city, important towns and market towns, and a significant rural economy. The City Region encompasses more than 1.8 million people (over 1.1 million aged 16-64) and approximately 700,000 jobs. 76.6% of people are in employment. It has strengths in advanced manufacturing, creative, digital, logistics, tech, retail and business services.

The digital sector in the City Region is growing. We aim to build on the Region's strengths to create 'a connected City Region, where digital technology and innovation drive economic growth and better outcomes for all'.

This requires building digital capability for all. This means attracting and retaining talent, increasing (and enhancing) the digital skills pipeline and ensuring that the digital curriculum (at all levels) is relevant to rapidly changing business needs. It also means combating the factors that keep people and some businesses excluded from the digital economy and from the benefits of participating in an increasingly digitised world.

Analysis of key indicators demonstrates:

- GVA per employee is 25% below the national average and mean earnings are 17% below the national average.
- Despite lower skills levels than average for England, underemployment is high (12% of all employees and occurs in 41% of businesses), this includes the graduates from our universities in addition to the wider labour market.
- Employers invest less in training than average, for example, 38% of establishments have not trained anyone in their workforce in the last 12 months.

- A shortfall of 66,000 jobs in higher skilled occupations relative to the size of the employment base.

Productivity in the SCR is circa 75% of the national average. One of the key determinants of low productivity is high proportion of the workforce in low skilled occupations and the low proportions of the workforce in higher skills occupations in each sector.

Certain population groups remain disengaged from the labour market (e.g. ethnic minorities and female participation is lower in some areas within SCR). The proportion of refugees who were employed at 8 months after received the right to work was 34% and 49% at 21 months (Home Office, 2010). This remained well below the UK average of 80 per cent employment at the time. More than one-half of new refugees in employment felt that they were overqualified for their jobs. Population forecasts reveal there is a significant number of areas experiencing a decrease in population, particularly in areas peripheral to urban areas. The proportion of young professionals is low and concentrated in very small areas in urban centres. The population is also predicted to age resulting in significant replacement demand in the region, particularly in some of our more technical sector such as engineering/manufacturing and construction.

According to UKCES Employer Skills Survey 2017, the number of companies reporting having skills gaps is 16%, higher than the average in England of 13%, with 6% reporting they are struggling to fill vacancies and 31% are hard to fill. This is in addition to lower than national averages for the number of residents qualified to Level 3 and above (51.6% compared to 56.9) and above average figures for the number with no qualifications (8.9%, 8.0% Great Britain average).

The digital sector in the City Region is growing. SCR aims to build on the Region's strengths to create 'a connected City Region, where digital technology and innovation drive economic growth and better outcomes for all'. Almost 90% of new jobs require digital skills to some degree, with 72% of employers stating that they are unwilling to interview candidates who do not have basic IT skills (House of Commons Science and Technology Committee, 2016). SCR needs to ensure that all our residents have the digital skills to access suitable jobs for them. In 2018, 10% of the adult UK population who are described as 'internet non-users (ONS, 2018)

SCR, its nine local authorities, universities, colleges, and health partners have a complex set of provision, local organisation networks and governance in place of relevance to skills and employments that this support will need to link into and align provision to be effective in our area. 6 Local Integration Boards have been established to strengthen and align skills and employment provision we expect this programme to work in an integrated way with existing provision and through those boards.

*Strategic economic plan 2015-2025:* <https://sheffieldcityregion.org.uk/wp-content/uploads/2018/01/Strategic-Economic-Plan-2015-2025.pdf>

## **In their application providers should demonstrate:**

- Strong knowledge of the SCR local labour market and the needs of SCR employers.
- An excellent understanding of the benefits to businesses of investing in the development of their unemployed workforce.
- Experience of working with people who are unemployed and face multiple obstacles to work and those who are in low paid work, those working few hours and those under-employed.
- How activities complement existing provision, particularly existing ESF projects, thereby adding value.
- How you will integrate and collaborate with the 6 SCR Local integration board/s to support the local agenda. Explicitly how you will undertake to working collaboratively and signpost to other local providers to minimise fragmentation in delivery and identify the best overall solution for participants.
- Which target group(s) will be covered by their project;
- Demonstrate excellent partnerships and referral mechanisms with other skills, training and specialist provider.

All activities must complement existing provision, thereby adding value. Providers will work with the Local integration board/s to support the local agenda and feedback on progress.

To create a more balanced, integrated and less confusing provision to end users, all projects funded through this Call would be expected to explicitly undertake to working collaboratively with other local providers to minimise fragmentation in delivery and identify the best overall solution for participants. Providers will be aware of local provision that will be most suitable and signpost/refer appropriately.

## **Call Outline**

This call will focus and skill residents to meet the current and future needs and opportunities for work in new and emerging sectors within the SCR. By developing a skilled and adaptable workforce, this theme will help to improve productivity, innovation, enterprise and competitiveness. It will particularly help participants to develop the skills needed by business in a knowledge-based economy.

The Managing Authority proposes that 3 strands are issued within this call with the specific objective of reducing adult unemployment and economic inactivity. Bidders can submit applications to deliver one, two or all of them.

These projects will have differentiation from existing ESF projects as they have a clear geographic focus to intensify the support for those unemployed and inactive adults residing in areas experiencing economic and market failure and, consequently, high levels of social and economic exclusion. Applicants should clearly state a rationale supporting the targeting of the geographies included in their submission.



It is anticipated that there will be a key focus on disadvantaged individuals living in disadvantaged areas and a clear portfolio of individually tailored provision delivered in community settings where appropriate.

Priority groups for this call are:

- Not employed career changers (specifically those over 50 and women and carers returning to work)
- Unemployed /inactive refugees and migrants to integrate them into the labour market
- The unemployed or inactive residents in disadvantaged groups and those who are not currently receiving support, particularly Roma and Traveller communities
- Care leavers
- Ex offenders (provider/s will be expected to work alongside and add value to existing HMPPS provision)
- Lone Parents
- Economically inactive women, particularly of ethnic minorities including those with child or elder care responsibilities and who often face multiple disadvantages
- Unemployed people with disabilities, particularly people with a mild learning disability or learning difficulty

Applicants may propose in their submission additional target groups where need is evidenced. Applicants must ensure that all proposed groups are eligible for support under this call.

It is expected there will be a demonstrably strong focus on businesses preparing for Industry 4.0 and strong alignment to the [Strategic Economic Plan](#) priorities.

As a minimum it is expected all 3 strands should include:

- Tailored packages of support linked to the geographic and individual needs of the participants;
- Interventions such as pre-employment activity and pre-apprenticeship activity;
- Activity that brings together employers and educators to develop and deliver attracting talent packages;
- Development of skills conversion pathways, with a mix of formal and “permit to work” (e.g. CSCS Cards) qualifications, to re-attract talent currently economically disadvantaged.
- Signposting to other funded provision for example funded support for training (e.g. Further education/Higher Education loans), accredited and non-accredited training to help individuals improve their skills and support for literacy including ESOL and financial literacy.

There are 3 strands within this call, applicants can apply for individual, multiple or all strands.

The 3 strands within this call are:

### **Strand 1 - Getting Into**

**The LEP are looking for innovative interventions to identify, broker and support meaningful work experience to unemployed and inactive residents** with a strong alignment to current and future vacancies in the growth sectors including pre-employment training. Work experience should provide the necessary skills and knowledge required to access job vacancies and be delivered on a basis of client and employer feedback to retain quality standards. Good practice features should include:

- Tailoring placements to individual needs and circumstances – career aspirations, clear objectives from the placement to overcome obstacles to work.
- The placement is supported, supervised and mentored.
- Expectations are managed, the person knows what they will contribute, whether there are any job opportunities or not and how the project might be able to help the person to build their CV.
- The person is treated as an active member of staff, but the placement is not used to fill a vacancy.
- The person is introduced to the structure of working life; they are helped to learn and to develop a range of transferable skills, personal qualities and competencies which will contribute towards their employability.
- The person is encouraged to relate their experiences and skills to the workplace and supported in making a more informed decision about their future. They receive open and honest feedback about what went well and what areas need to be improved and, if possible, advice on how to do this.

### **Strand 2 Getting On**

**The Managing Authority and LEP wish to commission a service specifically supporting employment transition. It is anticipated that this strand will:**

- re-attract unemployed people who have previously worked in growth sectors and allow them to re-refresh skills for the current labour market, for example, digital skills to support industry 4.0, growth in energy market and advanced manufacturing.
- identify and support individuals who have worked in declining sectors with transferable skills, knowledge and experience relevant to opportunity in growth businesses.

This service will feature:

- Innovative approaches to re-engaging individuals likely to access this programme of support and sustain their involvement with the programme
- Strong employer engagement ensuring a clear pipeline to current and future vacancies
- Support tailored to individual needs and circumstances

## Strand 3 Getting Started

**This strand provides a programme of support to promote self-employment and enterprise as a credible route out of worklessness for people living areas of disadvantage in the City Region.**

It will provide intensive early support to help shape commercial ideas as a pre-cursor to Launchpad and other support available for Self-Employment involving pre-enterprise training, pre-start up enterprise trials and training. The project will build upon existing good practice and seek to build an entrepreneurial culture amongst under-represented groups, such as women, members of certain BME groups, and people with disabilities. Provide support for female entrepreneurs, particularly in communities where self-employment is a cultural alternative to paid employment; Provision will:

- Offer a portfolio of advice, guidance, IT access and skills training for self – employment;
- Provide seamless, end-to-end, tailored business support solutions across the business life-cycle to help potential entrepreneurs to develop their business ideas, products and services and to signpost them to small scale start-up and early stage business survival finance;
- Offer integrated mentoring, coaching and intensive business support which can enable potential entrepreneurs to develop the core business competencies required to develop and grow sustainable private sector businesses and social enterprises;
- Provide access to environments where enterprise networks are developed and connect entrepreneurs across SCRLEP for mutual support and sharing of best practices.

Applicants are encouraged to engage with **local ESIF Technical Assistance** support to assist with the development of their Application(s). Technical Assistance support is available in Sheffield City Region through the ESIF Technical Assistance programme managed by Doncaster Metropolitan Borough Council.

Contact details:

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Strategy and Performance Unit, Doncaster Council

Phone 01302 735447

Address Floor 1, Civic Office, Waterdale, Doncaster, DN1 3BU

Email [stacey.chaplin @doncaster.gov.uk](mailto:stacey.chaplin@doncaster.gov.uk)

Website [www.doncaster.gov.uk](http://www.doncaster.gov.uk)

## Consortia/Partnership Applications

Applications are encouraged from consortia or other similar types of partnership arrangements. In each such case the application must be completed and submitted in the ECLAIMS IT system by the lead organisation on behalf of the partnership/consortia. The lead applicant must have the financial capacity to meet the required Due Diligence criteria and, if ESF funding is awarded, this organisation

will then become the lead Grant Recipient, accountable for delivery of the overall ESF Project.

Details of the local ESIF Strategy can be found at: *ESIF Strategy refresh*: <https://sheffieldcityregion.org.uk/wp-content/uploads/2018/01/SCR-ESIF-REFRESH-Feb-2016-Final-v3-1.pdf>.

### 1.3 Scope of activity

This call invites Full Applications which support the delivery of Priority Axis 1, **Investment Priority: 1.1 Access to employment for jobseekers and inactive people** of the European Social Fund Operational Programme and responds to the local development need set out in the Sheffield City Region 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.

<p><b>Indicative Fund Allocation:</b></p>	<p>Indicatively, through this call the Managing Authority expects to allocate approximately <b>£2,107,829 ESF</b></p> <p><b>If applicable:</b></p> <p><b>Approximately 88% - £1,867,337 allocated to the Transition Region</b></p> <p><b>Approximately 12%- £240,492 allocated to the More Developed Region</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.</p> <p>The Managing Authority does not intend to allocate less than <b>£150,000 to projects in the More Developed area of ESF to any single project.</b></p> <p>For the Transition Area the Managing Authority is seeking and will give preference to applications over <b>£466,835</b>. However in exceptional cases we will consider applications of not less than <b>£200,000</b>.</p>

	<p>Applications requesting an ESF amount below the 'Minimum Application Level' will be rejected.</p> <p>The minimum project size for both ESF &amp; match funding, is dependent on the intervention rate determined by Category of Region (CoR) 60% Transition Region &amp; 50% More Developed Region.</p> <p>As Sheffield City Region LEP area spans two CoR – Transition and More Developed applicants will need to make it clear in their online Full Application how much of their requested project funding applies to each CoR and ensure that output and result figures are recorded for both CoR.</p>
<b>Duration of project approvals</b>	<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>NOTE: Delivery of activities and associated costs can be incurred up to and including 31<sup>st</sup> December 2023, with the full and final claim expected no later than February 2024.</p>
<b>Geographical Scope</b>	<p>All interventions should be focused on activity and beneficiaries within the Sheffield City Region Local Enterprise Partnership area.</p>
<b>Specific call requirements</b>	<p>This is a call for ESF activity.</p>
<b>Call Deadlines</b>	<p>For this specific call, applications will be appraised following closure of the call. Applications submitted to the Managing Authority via the ECLAIMS IT system after midnight on the published call close date will not be considered.</p> <p><b>If the you encounter any technical difficulties completing or submitting your Full Application via ECLAIMS, please send an email to <a href="mailto:E.CLAIMSSUPPORT@DWP.GOV.UK">E.CLAIMSSUPPORT@DWP.GOV.UK</a> .</b></p> <p><b>Technical support is available Monday to Friday, from 8am to 6pm.</b></p> <p>It is your responsibility to submit your application in good time to allow time to resolve any technical issues. Except in the unlikely event that there is a general failure of the</p>

	<p>system in the final hours, we will not normally extend the deadline for technical issues.</p> <p><b>If you do not already have ECLAIMS access, to avoid any unnecessary delays in submission of your Full Application, it is recommended that you submit new ECLAIMS access requests as early in the application process as possible by sending an email to <a href="mailto:E.CLAIMSSUPPORT@DWP.GOV.UK">E.CLAIMSSUPPORT@DWP.GOV.UK</a> .</b></p> <p>The Managing Authority reserves the right to reject applications which are incomplete or not submitted in a timely and compliant way.</p>
<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>	<p>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.</p> <p>For calls covering two Categories of Region the following needs to be included:</p> <p>The intervention rate in the Sheffield City Region LEP Area is 50% in the More Developed areas and 60% in the Transition areas, so 50% of match funding must be provided in the More Developed areas and 40% of match funding must be provided in the Transition areas.</p>
<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 (delete if not appropriate)</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.

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>1.1 Access to employment for jobseekers and inactive people</b>
<b>Specific Objectives</b>	To help those who are disadvantaged but still relatively close to the labour market to tackle their barriers to work, and enter and sustain employment.
<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 or target groups, including provision co-designed with local partners.</p> <p>Examples of actions which may be supported for all unemployed and inactive people include:</p> <ul style="list-style-type: none"> <li>• additional and innovative approaches to pre-employment training, to ensure individuals have the core work-related skills that employers require, including preparation for apprenticeships;</li> <li>• support for those who need pre-traineeship and pre Work Programme assistance, to prepare them for the next step.</li> <li>• training for those who need to upgrade their skills or learn new skills (including basic skills and English for non-speakers) to compete in the local labour market and adapt to changes in the economy;</li> <li>• helping people access or benefit from apprenticeships, including support for women to enter non-traditional sectors which addresses barriers to entry (e.g. construction);</li> <li>• providing access to transport where this is a barrier to taking up a job;</li> <li>• providing advice, guidance and support by plugging gaps in national provision where appropriate, in order to help people, make better informed choices, and in particular to take account of the jobs available in the local area;</li> <li>• specific careers advice for women, to help them make informed career choices;</li> <li>• using self-employment as a route out of worklessness, including providing advice and support for self-employment (an attractive option where an individual is struggling to find work with an employer, either because they lack experience or because they face discrimination).</li> </ul> <p>Activities which are not specifically applicable should be removed.</p>

## Results Table

**NOTE: When recording your quarterly profile figures for each Results in ECLAIMS, please ensure you select the Result with the correct, relevant Category of Region suffix i.e. L = Less Developed, T = Transition, MD = More Developed.**

<b>ID</b>	<b>Result Indicator</b>	<b>Minimum Target value for this call</b>
R1	Unemployed participants into employment (including self-employment) on leaving (T)	22% Transition
R1	Unemployed participants into employment (including self-employment) on leaving (MD)	22% More Developed
R2	Inactive participants into employment, or job search on leaving (T)	33% Transition
R2	Inactive participants into employment, or job search on leaving (MD)	33% More Developed
R3	Participants gaining basic skills (T)	4% Transition
R3	Participants gaining basic skills (MD)	4% More Developed
R4	Participants with childcare needs receiving childcare support (T)	36% Transition
R4	Participants with childcare needs receiving childcare support (MD)	36% More Developed
ESF-CR06	Participants in employment, including self-employment, 6 months after leaving (T)	34% Transition
ESF-CR06	Participants in employment, including self-employment, 6 months after leaving (MD)	34% More Developed



## Outputs Table

**NOTE: When recording your quarterly profile figures for each Output in ECLAIMS, please ensure you select the Output with the correct, relevant Category of Region suffix i.e. L = Less Developed, T = Transition, MD = More Developed.**

### Outputs - Sheffield City Region (More Developed Area)

<b>ID</b>	<b>More Developed Output Indicator</b>	<b>Total Minimum target value for this call</b>
O1	Participants	287- Number
O1	Participants (Male)	149 - Number
O1	Participants (Female)	138 - Number
ESF –CO01	Unemployed, including long-term unemployed	178 - Number
ESF – CO03	Inactive	109- Number
O4	Participants over 50 years of age	66- Number
O5	Participants from ethnic minorities	45 - Number
ESF - CO16	Participants with disabilities	93 - Number
O6	Participants without basic skills	66 - Number
ESF - CO14	Participants who live in a single adult household with dependent children	36 - Number

### Outputs - Sheffield City Region (Transition Area)

<b>ID</b>	<b>Transitional Output Indicator</b>	<b>Total Minimum target value for this call</b>
O1	Participants	1780 - Number
O1	Participants (Male)	911 - Number
O1	Participants (Female)	869 - Number
ESF –CO01	Unemployed, including long-term unemployed	1091 - Number
ESF – CO03	Inactive	689 - Number
O4	Participants over 50 years of age	427 - Number
O5	Participants from ethnic minorities	214 - Number
ESF - CO16	Participants with disabilities	555 - Number
O6	Participants without basic skills	390 - Number
ESF - CO14	Participants who live in a single adult household with dependent children	243 - Number

## 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. The related output and results figures need to be consistent e.g. there

should not be more 'Inactive Participant' forecast results than actual Inactive Participants recorded as taking part in the ESF Project in the forecasted output figures.

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 Sheffield City Region 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 8 of this call specification) prior to completing and submitting their Full Application in the ECLAIMS IT system. 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 60% (depending on category of region). This means ESF can contribute up to 60% for Transition and 50% for More Developed of the total eligible project costs, subject to State Aid regulations. The remaining 40% or more (Transition) or 50% or more (More Developed) 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 screens in the ECLAIMS IT system and the related ESF Online Full Application 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](#) and in ESF Action Note 019/18: [New Assessment Scoring Procedures for Equality and Sustainable Development in ESF](#).

#### **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

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<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."

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 information required in the ECLAIMS IT system (section 9 refers).

The ESF Online Full Application Guidance for Applicants, is available on the [European Growth Funding](#) website pages – this document includes step-by-step details of how to record your Full Application information in the ECLAIMS IT system, as well as guidance on the depth and content expectations.

Following the call closing date, applications will first 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 Operational Programme 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; 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 ESF Managing Authority.

## 6. Technical Support

All Full Applications for this call **must** be completed and submitted using only the ECLAIMS IT system. Applications submitted via any other method will not be accepted.

If you encounter any technical difficulties completing or submitting your Full Application via the ECLAIMS IT system, please send an email to:

[E.CLAIMSSUPPORT@DWP.GOV.UK](mailto:E.CLAIMSSUPPORT@DWP.GOV.UK)

**It is your responsibility to submit your application in good time to allow time to resolve any technical issues. Except in the unlikely event that there is a general failure of the system in the final hours, we will not normally extend the deadline for technical issues.**

**Technical support is available Monday to Friday, from 8am to 6pm.**

Please retain evidence of your request(s) for any Technical Support, in case there are any issues arising around this element of the application process which may need further investigation.

Please also note that, as this is a competitive call and to preserve impartiality, other than providing Technical Support, 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.

## 7. Key Reference Documents

When developing your Full Application, it is recommended that you refer to the following documents as a minimum:

- ESF Online Full Application Guidance;
- Local Enterprise Partnership area's ESIF strategy;
- National ESF Eligibility Rules;
- ESF Programme Guidance.

## 8. Full Application – Supporting Document Checklist

The appraisal will be undertaken on the basis of the Full Application information submitted by the applicant using the ECLAIMS IT system, together with any supporting documents uploaded into ECLAIMS IT system by the applicant at the point of closure of the call.

As a minimum, applicants should upload the following documentation into the ECLAIMS IT system alongside completion of the required Full Application screens/fields in ECLAIMS.

Failure to upload the requested documentation could result in the application being rejected.

The ESF Online Full Application Guidance explains how documents should be uploaded into ECLAIMS and Annex B of the same guidance explains the naming conventions to be used for each document.

### Mandatory Supporting Documents

1. A **visual, high level customer journey** document e.g. flow chart;
2. **Confirmation of match funding** from each funder. Match-funding should be confirmed (with the exception of SME contributions) prior to the issuing of any Funding Agreement;
3. **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);
4. **Equality & Diversity Policy and Implementation Plan** this can be a single, combined document or 2 separate documents. (Applicant is responsible for ensuring that Delivery partners also hold relevant policies);

5. **Sustainability Policy and Implementation Plan** this can be a single, combined document or 2 separate documents. (Applicant is responsible for ensuring that Delivery partners also hold relevant policies);
6. **Job Descriptions** at least 1 per lead applicant and 1 per each Delivery Partner;
7. **Organogram** covering all staff, including any delivery partner and/or match-funded staff posts;
8. **Sample HR letter** as per the requirements set out in the [ESF National Eligibility Rules](#) on GOV.UK;
9. **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);
10. **Anti-Fraud Statement** (a statement on how you will deal with suspected fraud in your organisation and if appropriate, with your sub-contractors).

### Optional Supporting Documents

11. **Recruitment Policy** this can be a single, combined document or 2 separate documents. (Applicant is responsible for ensuring that Delivery partners also hold relevant policies);
12. **Sample Timesheet** applicable if you or your Delivery Partners have members of staff working part of their time on your ESF Project;
13. **Procurement policy** applicable if your ESF project is expecting to incur procurement costs from existing or future procurements and you are **not** intending to use the 40% Flat Rate Indirect Cost option;
14. **Retention Policy** this can be a single, combined document or 2 separate documents. (Applicant is responsible for ensuring that Delivery partners also hold relevant policies);
15. **Draft SLA with Delivery Partners** applicable if your ESF Project will have one or more Delivery Partners;
16. **Independent state aid advice** applicable only if you have obtained independent advice to support your quoted ESF project State Aid position;
17. **Proof of Irrecoverable VAT** applicable only if you have Irrecoverable VAT which is relevant to your ESF Project
18. **Due Diligence Financial Information** applicable if your organisation is a private or voluntary and community sector organisation or a Further Education College, you must upload:
  - Financial accounts for the most recent 3 years;
  - 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).

**NOTE:** The ECLAIMS IT system can accept most standard Office file formats such as MS Word documents and excel documents in the format xlsx.

However, documents which contain macros cannot be uploaded into the ECLAIMS IT system.



In addition, the ECLAIMS IT system cannot accept tables, graphics or other visuals in the narrative fields within the Full Application screens. If you wish to include this type of information as part of your Full Application, you will need to upload this information as part of a supporting document.

## 9. Full Application Submission

Completed Full Applications must be submitted to the ESF Managing Authority via the ECLAIMS IT system.

Although the ECLAIMS IT system is designed to be intuitive, it is strongly recommended that you closely follow the steps in the ESF Online Full Application Guidance, published on GOV.UK to give the best chance of you submitting a fully completed, compliant Full Application.

The Managing Authority reserves the right to reject applications which are incomplete or not submitted in a timely and compliant way.

## 10. Accessing ECLAIMS

If you do not already have access to the ECLAIMS IT system, please send an email to [E.CLAIMSSUPPORT@DWP.GOV.UK](mailto:E.CLAIMSSUPPORT@DWP.GOV.UK) as soon as possible.

You should complete a form for **each** individual person in your organisation who will be responsible for completing and/or submitting your Full Application.

Each new ECLAIMS user will then receive an email from an organisation called Datamart – this will contain their unique log-in details. The user will need to follow the instructions within the email to change their password in the first instance. They will then be able to access and use the ECLAIMS IT system.

**NOTE:** To avoid any unnecessary delays in submission of your Full Application, it is recommended that you submit new ECLAIMS IT system access requests as early in the application process as possible.

The ECLAIMS IT system is a web based application available through the following link. It is recommended that you use the Chrome browser to access the ECLAIMS IT system, or if this isn't available, Firefox.

<https://ECLAIMS.communities.gov.uk/esif-web/>

## 11. Timescales

Launch of Call advertised on GOV.UK.	20 May 2019
Deadline for submission of Full Application via the ECLAIMS IT System	Midnight 12 August 2019

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 will be notified on the [European Growth Funding](#) website pages.

## 12. 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