



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 2: Skills for Growth

Managing Authority	Department for Work and Pensions (DWP)
ESI Fund	European Social Fund
Priority Axis:	Priority Axis 2: Skills for Growth
Investment Priority	2.1: Enhancing equal access to lifelong learning
Call Reference:	Migrant Workers Programme & Ethnic Minority Support Programme – OC20S19P1494
LEP Area:	Leeds City Region
Call Opens:	20 August 2019
Call Closes:	Midnight – 12 November 2019
Application Process	<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 do not use ECLAIMS to access or apply against ERDF calls published on GOV.UK – the online application process is only applicable to specified ESF open calls.</p> <p>Please note: the ECLAIMS system can only be accessed from within the UK.</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 2 of the Operational Programme: Skills for Growth** and **Investment Priority: 2.1 Enhancing equal access to lifelong learning** 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 support skills for growth. It 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

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 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	The additional support from this investment priority will support women in raising the level of their skills, helping them to progress in

help address the gender employment and wage gap.	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.
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Local Development Need

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

Local Priorities:

Leeds City Region is the biggest city region economy in the country, with an annual output of £69.6bn representing 5% of the English total. It hosts 119,000 businesses, 3 million residents and a workforce of 1.4m. Nine Higher Education institutions and 14 Further Education Colleges are based in the City Region, which is home to a student population of around 230,000.

Despite the City Region’s undoubted economic strengths and assets, it is not realising its full potential. The decline of heavy industry has left a legacy of pockets of serious deprivation and an economy that is less productive than those in many other parts of the country.

The revised vision for the City Region is to be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone. This revised vision places a greater emphasis on “good growth”, where a radical uplift in growth, productivity and business success goes hand in hand with quality jobs that connect all people and places to opportunity and improved quality of life.

Achieving the vision will mean that the Leeds City Region economy becomes stronger, more dynamic and resilient, and will be on course to consistently improve performance compared to national averages and international competitors over time.

The original Leeds City Region Strategic Economic Plan (SEP) was agreed in 2014, and has been updated to reflect the new focus on good growth and to account for economic change since the initial publication. The following thematic priorities were set out in the revised SEP:

PRIORITY 1: Growing Businesses

PRIORITY 2: Skilled People, Better Jobs

PRIORITY 3: Clean Energy and Environmental Resilience

PRIORITY 4: Infrastructure for Growth

Challenges and opportunities in Leeds City Region:

Whilst the preference is to award one contract for both areas of activity/programmes – applications are welcome from applicants who may only wish to support just one area of activity from the programmes listed below:

- 1) Migrant Workers Programme
- 2) Ethnic Minorities Support Programme

1) Migrant Workers Programme – approximately £2m ESF funding

This call seeks proposals to support the existing Leeds City Region workforce to provide skills development for those **employed migrants**, to up-skill them and support business productivity.

There is provision for unemployed migrants in the Leeds City Region as part of the ESF Building Better Opportunities programme. However there is a need to also support employed migrants to stay in and progress in work.

Migrant workers form a significant part of the local workforce but are largely confined to lower skilled jobs, which often do not make full use of their skills. Maximising the potential of these workers by addressing barriers to their progression would contribute to the productivity of local firms as well as supporting the progression of individual migrant workers.

Based on figures from the Annual Population Survey, for the period January to December 2017, 153,000 people in employment in Yorkshire and the Humber are EU migrants (6% of the total) with a further 156,000 originating from non-EU countries.

The occupational groups with the highest level of employment among EU migrants are classified as lower-skilled elementary occupations. For example, EU migrants account for more than 40% of workers in process plant roles (such as packers, bottlers etc). They also have a high prevalence in storage occupations, service roles (such as kitchen assistants and bar staff) and cleaning occupations. Semi-skilled operative occupations also have a significant level of EU migrant employment. Only around a quarter of EU migrant workers in Yorkshire and the Humber are employed in higher skilled management, professional and associate professional occupations, much lower than the UK average of 35%.

One of the key barriers that constrains migrant workers from making the most of the wider range of vocational skills that they hold is a deficit of English language skills. This is a particular barrier in customer-facing sectors like retail and social care, in which effective communication skills are essential.

In addition, many migrant workers hold relevant qualifications (for work in the social care sector, for example) but these have typically been obtained in their home country and are not widely recognised by UK employers. This means that they are not able to perform “qualified” roles in their chosen sector. (*Source: Green, A., Atfield, G., Staniewicz, T., Baldauf, B. and Adam, D. (2014) Determinants of the Composition of the Workforce in Low Skilled Sectors of the UK Economy: Social Care and Retail Sectors. Migration Advisory Committee, London).*

In addition, evidence from the existing Connecting Opportunities ESIF project in the Leeds City Region, which supports new migrants to develop their skills in order to find work and be part of the local community, shows that many migrant workers wish to develop their skills and progress their career but face particular barriers.

Examples include:

- Workers employed through an agency but want a more sustainable position
- Migrant workers who want the opportunity to improve their English language skills
- Workers whose shift patterns mean they are never available to attend ESOL or other classes.
- High skilled people in low skilled work struggling to get back into their area of expertise.

In addition, in some cases where migrants are employed through employment agencies, they can face additional issues or barriers to progression such as lack of sick or holiday pay. (Source: Migration Yorkshire (2017) Roma experiences as living and working in South Yorkshire

www.migrationyorkshire.org.uk/userfiles/file/projects/roma-syorks/syr-2-romaexperiences-2017.pdf)

Migrants often also work in entry level jobs, despite being qualified to a degree level but due to lack of English are unable to use their qualifications (Source: MAC report, 2014

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/333083/MAC-Migrants_in_low-skilled_work_Full_report_2014.pdf)

Call outline:

Through this call the Managing Authority is seeking project(s) to deliver a range of activities to support **Employed Migrants**.

All proposals are expected to deliver skills provision as part of the offer which offers both accredited and non-accredited skills training which is innovative, responsive to local skills needs. Provision will normally be accredited but where suitable accredited provision does not exist, bespoke packages may be delivered (applicants will need to evidence qualifications delivered are full or units of level 2 or 3, as identified on the learning aims hub, to meet required outputs).

Projects are sought to provide support for migrants who are employed and who:

- are on zero hour contracts or are at risk of potentially exploitative situations such as cash in hand work;
- are employed with minimal or irregular hours and who may wish to secure a more sustainable position;
- are looking for career progression either inside or outside of their current employment;
- may be constrained by work shift patterns to allow them to attend for example ESOL or other skills/training classes;
- are highly skilled people in low skilled work struggling to get back into their area of expertise;
- want support to improve their existing employment situation e.g personal support, employee relations support.

A successful provider should also endeavour to deliver in work support including workplace training and up-skilling as well as general in work support to help participants retain and sustain employment and build resilience.

In line with Investment Priority 2.1, activities undertaken by projects must primarily focus on support to individual participants.

Additional requirements:

Successful providers should:

- Demonstrate a strong track record of working with the target group(s), understanding their needs
- Demonstrate strong knowledge of the Leeds City Region labour market and the (current and future) needs of local business
- Collaboration with other providers already working with the target group to add value and not duplicate provision.
- Work in conjunction with other LEP and ESIF ESF programmes and activity to reduce the number of repeat approaches to participants
- Ensure the programme maximises mainstream provision and provides by working in partnership with other new and/or existing providers.
- Demonstrate excellent partnerships and referral mechanisms with other skills, training and specialist providers

Alignment:

All activities must complement and avoid duplication with other provision, thereby adding value. Successful candidates will be required to ensure that ESF provision will clearly add value and not duplicate any provision that can be arranged locally through existing mainstream institutions.

As part of avoiding duplication - as well as to create a more balanced, integrated and less confusing provision to end users, avoiding proliferation in the market place - 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.

2)Ethnic Minorities Support Programme – approximately £2m ESF funding

This call seeks proposals to support the existing Leeds City Region workforce to provide skills development for those **Black and Minority Ethnic (BME) Participants in work or graduates** to up-skill them and support business productivity.

The Leeds City Region has a sizeable ethnic minority population. The ethnic minority population of working age of the City Region is around 270,000 or 15% of the total working age population, compared with a national average of 16%. But the proportion is much higher in some of the districts within the Leeds City Region. As a whole, people from ethnic minority communities perform less well in the labour market. More than half (51%) of the ethnic minority population is classified as Pakistani / Bangladeshi, with 12% Indian, 12% Black or Black British, 9% mixed ethnic group, with the remaining 1 % falling into other ethnic groups. This pattern is distinctive compared with the national picture, within which only 2% of the ethnic minority population is Pakistani / Bangladeshi and the other groups account for higher proportions.

This population is heavily concentrated in three districts: Bradford (37% of total), Leeds (28%) and Kirklees (21%). Therefore, these three districts account for 85% of the total ethnic minority population of the City Region. The ethnic minority population accounts for 31%, 15% and 21% respectively of the total population in each of the three districts.

The districts of Bradford and Leeds have the fourth and fifth highest ethnic minority populations in the UK outside London. At LEP Area level, Leeds City Region has the third largest ethnic minority population outside London, behind Birmingham and Manchester.

Economic position:

There is a strong strategic rationale for addressing ethnic minority disadvantage in the labour market. People from ethnic minorities are:

- More likely to be poor and in persistent poverty.
- More likely to receive income related benefits and tax credits.
- More likely to live in areas of deprivation - especially Black, Pakistani and Bangladeshi people.

In Leeds City Region 51% of Pakistani and Bangladeshi people live in the 10% most deprived neighbourhoods nationally, based on the 2015 Index of Multiple Deprivation.

Labour market position:

The Leeds City Region faces a challenge of continuing ethnic minority disadvantage in the labour market compared with the White British majority group. In the Leeds City Region there is a 20 percentage point gap between the employment rate of White British people (77%) and people from ethnic minorities (57%). This employment rate gap is much wider than the 12 percentage point gap seen at national level (77% versus 65%). Leeds City Region has the fifth lowest ethnic minority employment rate of the 38 LEP areas. Closing the local employment rate gap to match the level for the white group would mean an additional 50,000 people from ethnic minorities in jobs across the City Region.

Rates of self-employment are higher for the ethnic minority population, at 14% compared with an overall average of 12%. The rate of self-employment is particularly high for the Pakistani / Bangladeshi group, at 20%.

Occupational mix:

There is also a need for support to enable ethnic minority workers to progress in the workplace and fulfil their potential. People from ethnic minority groups are more likely to be employed in lower paid, lower skilled occupations and less likely to be in better paid higher skilled and intermediate occupations. Eg. across Yorkshire and the Humber 13% of ethnic minority workers are employed in sales and customer service roles compared with 8% of White British workers; while only 12% are employed in professional occupations compared with 18% of White British workers.

Among low-paid workers ethnic minorities especially face multiple problems in achieving career progression. General difficulties include unequal access to

opportunities for development; unclear information about training opportunities; and stereotyping. Additional barriers for ethnic minority staff are low self-confidence and language skills, a lack of ethnic minority role models in leadership positions and a lack of organisational understanding of ethnic minority communities. This is resulting in persistent in-work poverty, and a disproportionate number of ethnic minorities in low-paid work.

<https://www.jrf.org.uk/report/work-poverty-ethnicity-and-workplace-cultures>

Black, Asian and minority ethnic (BAME) workers are a third more likely than white workers to be under-employed with fewer hours of employment than they would like, according to the Trades Union Congress. The report highlights that the higher under-employment rate for BAME workers risks being a waste of talent and highlights the need for employers to tackle discrimination in the workplace. The report used official figures to analyse how BAME workers were being affected by underemployment a measure of those in employment who work shorter hours than they would like. It highlights that in the first quarter of 2016, BAME workers had an under-employment rate of 15.3%, compared with 11.5% for white workers. The research shows that if BAME workers had the same rate as white workers, more than 110,000 would be lifted out of under-employment.

Projects are therefore sought to support BME individuals in employment and BME Graduates in the Leeds City Region, as set out in the Call Outline section below.

Call outline:

Through this call the Managing Authority is seeking project(s) to deliver activities to support the following;

Delivery of skills provision as part of the offer which offers both accredited and non-accredited skills training which is innovative, responsive to local skills needs. Provision will normally be accredited but where suitable accredited provision does not exist, bespoke packages may be delivered (applicants will need to evidence qualifications delivered are full or units of level 2 or 3, as identified on the learning aims hub, to meet required outputs).

Projects are sought to support employed BME participants and/or BME graduates to address ethnic minority disadvantage in the Leeds City Region labour market.

Interventions:

Activities undertaken by projects must primarily focus on support to individual participants. Activities must also be flexible and responsive to address individual needs and should address some or all of the following;

- Work with employers to look at discriminatory recruitment practices - progression opportunities can be limited because of informal workplace practices, including workplace favouritism, stereotyping (including type-casting in certain roles) and under-recognition of skills and experience.
- Personalised one to one support and learning programmes (to include mentoring, key worker/advocate model tailored support to meet individual need with a minimum of weekly contact).

- Support for SMEs in sectors where employment of people from BAME communities is particularly low, such as construction and engineering.
- Reducing cultural employment barriers linked to social and economic isolation, relevant to the particular individual ethnic groups.
- Flexible delivery to ensure equality and diversity and to meet the needs of the different groups i.e. age, gender, culture, religion.
- One to one intensive support to include careers information advice and guidance, including advice on transferable skills, tailored employability support, advice on childcare, peer mentors/role models/inspirational leaders to share their experiences .
- Conversational English, English language skills for the workplace including Health and Safety and workplace vocabulary.
- Changing mind-set, raising confidence, motivation, aspirations, self-worth, empowering participants to become independent outside of the family environment.
- Labour market information to identify local job opportunities, sectors recruiting, skills needs and up skilling/training opportunities.
- Support via Naric to obtain a “statement of Comparability” to detail how qualifications achieved in own country relate to UK qualifications and certificates
- In work support including workplace training and up-skilling as well as general in work support to help participants retain and sustain employment and build resilience.
- Opportunity for family participation to overcome cultural and religious barriers
- Address barriers to progression including childcare where this is a particular issue for this group, that there is sometimes reluctance to use formal childcare (including free provision). There are also sometimes cultural expectations that can make work more difficult. These women also experienced particular employer discrimination, for example, being asked about intentions regarding marriage and children.

In line with Investment Priority 2.1, activities undertaken by projects must primarily focus on support to individual participants.

Additional requirements:

Successful providers should:

- Demonstrate a strong track record of working with the target group(s), understanding their needs.
- Demonstrate strong knowledge of the Leeds City Region labour market and the (current and future) needs of local business.
- Collaboration with other providers already working with the target group to add value and not duplicate provision.
- Work in conjunction with other LEP and ESIF ESF programmes and activity to reduce the number of repeat approaches to participants.
- Ensure the programme maximises mainstream provision by working in partnership with other new and/or existing providers.
- Demonstrate excellent partnerships and referral mechanisms with other skills, training and specialist providers.

Alignment:

All activities must complement and avoid duplication with other provision, thereby adding value. Successful candidates will be required to ensure that ESF provision will clearly add value and not duplicate any provision that can be arranged locally through existing mainstream institutions.

As part of avoiding duplication - as well as to create a more balanced, integrated and less confusing provision to end users, avoiding proliferation in the market place - 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.

Consortium/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.

Leeds City Region Local ESIF Strategy

Details of the local ESIF Strategy can be found at: <http://www.the-lep.com/LEP/media/New/ESIF%20docs/Leeds-City-Region-ESIF-FINAL.pdf>

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** of the European Social Fund Operational Programme and responds to the local development need set out in the Leeds 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>Indicative Fund Allocation:</p>	<p>Indicatively, through this call the Managing Authority expects to allocate approximately £4m ESF.</p> <p>Approximately £2m ESF allocated to the Migrant Workers Support Programme.</p> <p>Approximately £2m ESF allocated to the Ethnic Minorities Support Programme.</p> <p>The Managing Authority reserves the right to decrease or increase the indicative allocation, or support more or</p>
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	fewer projects subject to the volume and quality of proposals received.
Minimum application level	<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 £500,000 of ESF to any single project delivering just one of the stated programmes. For those applications wishing to support both programmes of delivery the minimum application level should be £1m of ESF funding.</p> <p>Applications requesting an ESF amount below the 'Minimum Application Level' will be rejected.</p>
Duration of project approvals	<p>Projects must be completed no later than 3 years and 6 months after the proposed project start date; however, the Managing Authority reserves the right to vary the maximum duration in exceptional circumstances.</p> <p>All ESF Projects must be completed by 31st December 2023. Project costs cannot be incurred beyond this date.</p> <p>NOTE: Delivery of activities and associated costs can be incurred up to and including 31st December 2023, with the full and final claim expected no later than February 2024.</p>
Geographical Scope	All interventions should be focused on activity and beneficiaries within the Leeds City Region Local Enterprise Partnership area.
Specific call requirements	This is a call for ESF activity.
Call Deadlines	<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>If you encounter any technical difficulties completing or submitting your Full Application via ECLAIMS, please send an email to E.CLAIMSSUPPORT@DWP.GOV.UK .</p> <p>Technical support is available Monday to Friday, from 8am to 6pm.</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 system in the final hours, we will not normally extend the deadline for technical issues.</p>

	<p>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 E.CLAIMSSUPPORT@DWP.GOV.UK .</p> <p>The Managing Authority reserves the right to reject applications which are incomplete or not submitted in a timely and compliant way.</p>
Application selection	All applications will be scored in line with the ESF scoring criteria, but the MA reserve the right to offer ESF funding where a project complements other activity or provides niche activity to target groups within the ESF Operational Programme.
Applicant proposals	These can only contain activities which are eligible for ESF.
Eligible match funding	Applicants will need to have eligible match funding for the balance of costs, which must be from a source other than the European Union. The applicant will need to provide information to demonstrate that the operation is likely to have the required level of match funding in place at the point of formal approval.
Procurement	All procurement must be undertaken in line with EU regulations.
State Aid law	Applicants must demonstrate compliance with State Aid law.
Audit/ Compliance	All expenditure and activities will be subject to rigorous audit and non-compliance may lead to financial penalty.
Calls listing multiple activity	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](#).

Investment Priority	2.1 Enhancing equal access to lifelong learning
Specific Objectives	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
Indicative Actions	<p>ESF will not support activities that duplicate or replace existing support within national programmes, but may be used to support additional activities 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"> • skills shortages or needs in particular sectors or local areas which are not currently being addressed by employers or individuals; • leadership and management training in Small and Medium size Enterprises (up to 250 employees); • training and support for people at all levels, in particular addressing the needs of disadvantaged groups in and out of the workplace; • access to learning; information about learning and skills; • brokerage of opportunities between learners and employers.

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, M = More Developed.

ID	Result Indicator	Minimum Target value for this call
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%

Outputs table – Migrant Workers Programme

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, M = More Developed.

ID	Output Indicator	Total Minimum target value for this call
O1	Participants	2128
O1	Participants (Male)	1100
O1	Participants (Female)	1028
O4	Participants over 50 years of age	425
O5	Participants from ethnic minorities	2128
ESF - CO16	Participants with disabilities	212
ESF - CO14	Participants who live in a single adult household with dependent children	383
O6	Participants without basic skills	300

Outputs table – Ethnic Minorities Support Programme

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, M = More Developed.

ID	Output Indicator	Total Minimum target value for this call
O1	Participants	2128
O1	Participants (Male)	1000
O1	Participants (Female)	1128
O4	Participants over 50 years of age	425
O5	Participants from ethnic minorities	2128
ESF - CO16	Participants with disabilities	212

ESF - CO14	Participants who live in a single adult household with dependent children	106
O6	Participants without basic skills	106

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 Leeds 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 50% (depending on category of region). 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 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.¹ Grant funding to any economic undertaking which is state aid can only be awarded if it is compatible aid, in that it complies with the terms of a notified scheme or is covered by the De Minimis Regulation. Guidance for grant recipients, explaining more about State Aid, is available; it is important that Applicants take responsibility for understanding the importance of the State Aid rules and securing their full compliance with them throughout the project, if it is selected into the Programme.

The Managing Authority is not able to give legal advice on State Aid. It is the responsibility of the Applicant to ensure that the operation is State Aid compliant.

Where the Applicant does not perceive that there is any State Aid, it should state whether or not it considers Articles 61 and 65(8) of regulation 1303/2013 to apply. This revenue should be taken into account in calculating eligible expenditure. Article 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

¹ 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 you Full Application information in ECLAIMS, 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

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 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 August 2019
Deadline for submission of Full Application via the ECLAIMS IT System	Midnight 12 November 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