

# Lump Sum Digital Interventions Call ESF Online Full Application Guidance

The Full Application must be completed by you using the ECLAIMS IT system and must be submitted to the Managing Authority<sup>1</sup> by the call deadline.

The ECLAIMS system can only be accessed from within the UK.

## **ECLAIMS User Access**

In order to submit a Full Application via ECLAIMS, you must have **Applicant User Access** permissions.

Even if you already have access to the ECLAIMS IT system for your other ESF Projects, this may not include Applicant User Access permissions.

To obtain Applicant User Access permissions, please request an '**ECLAIMS External Access Form**' by emailing:

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

You will need to request an External Access Form for each person in your organisation who requires ECLAIMS access. Please make it clear in your email which current, published ESF call you are intending to apply against.

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<sup>1</sup> Throughout this document, unless indicated otherwise, the phrase "Managing Authority" will mean the London Intermediate Body (the Greater London Authority) and the European Social Fund Managing Authority (Department for Work & Pensions)

It is your responsibility to ensure you request and activate your ECLAIMS access in sufficient time.

We strongly advise that you obtain and activate your ECLAIMS Applicant User Access as soon as you are aware you intend to apply against a current, published ESF call and at least 2 weeks prior to the advertised call closure date.

### **ECLAIMS Technical Support**

If you encounter any technical difficulties completing or submitting your Full Application via the ECLAIMS IT system, please send an email to the address: [E.CLAIMSSUPPORT@DWP.GOV.UK](mailto:E.CLAIMSSUPPORT@DWP.GOV.UK)

The technical support operating hours are **Monday to Friday, from 8am to 6pm.**

**Please ensure the subject/title of your email clearly states the reference number and closing date of the published ESF call you are aiming to apply against.**

Again, it is your responsibility to ensure you seek any technical advice in sufficient time to submit your Full Application before the published call closure date.

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

Please do not use the ECLAIMS IT system to access or apply against ERDF calls – the online application process is available ESF funding only.

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## 1. Introduction

Please ensure that you read this Full Application Guidance carefully when creating and submitting a new Full Application in the ECLAIMS IT system.

Please note your application will be appraised using the Full Application guidance detailed in this document, which is specific for Priority Axis 4. It is essential that you follow this guidance document to ensure you only provide answers to the relevant sections and questions.

Through this call the Managing Authority is seeking 'Lump Sum' based ESF projects to deliver interventions, as additional bolt-on activity to existing projects. This can also include additional activity to projects which are currently being assessed by the ESF Managing Authority. However, it must be noted that, as a 'Lump Sum' project, if an organisation anticipates buying 500 tablets or laptops in their application, but only purchases 450, it would not be able to draw down the funding. **You must ensure that you accurately forecast the amount you will purchase in advance of completing your application.**

This guidance consists of ECLAIMS user guidance elements as well as additional guidance explaining compliance and or minimum requirements for your Full Application. Screenshots have been included where possible, with the exception of screens which require narrative, text box responses only. In the latter cases, the specific questions you need to answer are listed in this guidance to help you formulate your text box responses.

Following receipt of your application, the Managing Authority will use the Full Application information in the ECLAIMS IT system to carry out its full appraisal, with the aim of determining whether the application meets the relevant criteria to be considered for funding. Applicants should note that all elements of the Strategic Fit and Core Selection Criteria must be met in order to proceed to a Funding Agreement.

Once you have submitted an application via ECLAIMS, you can view the current status of that application and any other ESF online applications you have in train via your ECLAIMS homepage. If you have any questions or concerns about the progress of your application, please email [ESF.2014-2020@DWP.GOV.UK](mailto:ESF.2014-2020@DWP.GOV.UK).

You are required to verify the accuracy of the information provided in your Full Application and you are expected to undertake appropriate investigation to establish the accuracy of its representations, including obtaining any legal advice you need to ensure compliance with State Aid, Procurement and any other similar requirements.

When completing your Full Application in the ECLAIMS IT System, unless the question specifically requires personal details, please refer to job titles and organisation names rather than the actual names of individuals when describing project delivery arrangements and responsibilities.

Further information to help you complete your application, including on State Aid law, Procurement, Anti-Fraud and Publicity requirements, can be found on the [GOV.UK](https://www.gov.uk) website.

Applicants should refer to the Eligibility Rules specific to Priority Axis 4 COVID-19 response which are published alongside this Call.

## **2. Full Application Purpose**

The Full Application captures information on the rationale, activities, cost and compliance of a Project(s). It is the key component of the appraisal process for the award ESF funding and is used as a tool to appraise and evaluate proposed delivery and for monitoring actual delivery.

The content of the Full Application should be factual and informative and focussed, with minimal opinions and generalisations expressed. The length of the completed Full Application may depend on the scale and complexity of a Project; applications should be focussed and avoid temptation to pad out information or provide irrelevant information which actually detracts from the nature of what is being proposed.

**Please note:** The published Operational Programme does not yet contain the updated information regarding Priority Axis 4. Applicants should therefore refer to the published Call specification which contains the specific objectives under this Investment Priority.

## Top Tips

Ensure you read this Guidance document thoroughly.

- Set aside plenty of time to familiarise yourself with the key documents
- When completing your Full Application form, put yourself in the position of the reader: Explain things clearly and in layperson's terms: remember that the reader may not be familiar with your organisation
- Avoid acronyms
- Do not use 'buzz' words that the reader may not understand
- Be focussed and realistic

## 3. Supporting Documents Format

Please ensure the File Description includes a version number starting with 'v1.0' for the original, submitted version. Please also include the uploading date in the format DDMMYYYY in the File Description.

If you are asked to provide a revised version of any document by the Appraiser during the appraisal process, please then amend the version number for the revised version accordingly to make it clear which is the most recent version e.g. 'v2.0'.

**NOTE:** The ECLAIMS IT system will accept most MS Word formats, PDF formats and excel documents in xlsx format.

However, the ECLAIMS IT system does not accept documents which contain macros.

## 4. Accessing ECLAIMS

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

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

After submitting your ECLAIMS External Access Form, you will receive an email from a company called Datamart which will contain your log in details.

When using ECLAIMS for the first time, please follow the instructions within the email to change your password and access the ECLAIMS IT system.

Once you have done this, you will only then need to use your username and your own chosen password to access the ECLAIMS IT system on any subsequent occasions.

**NOTE:** If you have trouble loading a screen in ECLAIMS, please try refreshing the page or going back a step and trying again before contacting Technical Support.

## 5. How to start your ESF Full Application in ECLAIMS

**NOTE:** The ECLAIMS IT system will not allow multiple users to input Full Application information for the same ESF Project. The person who starts the Full Application process in the ECLAIMS IT system for your ESF Project will need to be the person who then completes and submits the Full Application.

If there are exceptional, unforeseen circumstances where you need your Full Application access to be moved to a different user, you should send an email as quickly as possible to:

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

Please note, any change of users will not be instant so it is imperative that you raise your query as soon as you can under these circumstances.

In order to input and submit a Full Application in the ECLAIMS IT system against an open, published ESF call specification, you will need to find the relevant call in the ECLAIMS IT system.

When you log into the ECLAIMS IT system, the first page you see will be your organisation's homepage. At the top of that page you will see the following information:

**New Applications:**

To start a new application you will be asked to select the call to which your organisation wishes to apply. You can create, edit and save the draft application as many times as you need before submitting it for assessment.

[View the call list prior to making application](#)

Clicking on '**View the call list prior to making application**' link will take you to a screen which lists all of the current, open ERDF and ESF calls for funding.

**CRITICAL NOTE:** The list of calls in the ECLAIMS screen will include both ESF and ERDF calls.

Please **only** use this list to apply for a specific ESF call which is a current 'open' call, published on the [GOV.UK Funding Finder](#).

Please **do not** use the ECLAIMS IT system to access or apply against ERDF calls the online application process is only available ESF funding only.

As long as you are intending to apply against a current, ESF call which is 'open' on the [GOV.UK Funding Finder](#), you can type the call reference number into the search field on this page, or **cut and paste the relevant call reference number from the Funding Finder screen** into the search field on the screen this will then filter the list to show the specific call you are interested in.

From this screen, clicking on the name of the call will then take you to a new screen, showing the detailed information for this call. If you are content that you are on the correct page, for the correct call and if the call is still open for applications, scrolling down to the bottom of the call details page, you will see a **green 'Apply Now' button**.

If this button is not displayed, this means the call is closed and you cannot therefore submit an application.

Clicking on the **'Apply Now' button** will take you to the 'Application Index' screen.

## Application Index

|                                       |             |                      |
|---------------------------------------|-------------|----------------------|
| <b>Applicant</b>                      | NOT STARTED | <a href="#">edit</a> |
| <b>Project</b>                        | NOT STARTED | <a href="#">edit</a> |
| <b>Strategy</b>                       | NOT STARTED | <a href="#">edit</a> |
| <b>Financial</b>                      | NOT STARTED | <a href="#">edit</a> |
| <b>Deliverables</b>                   | NOT STARTED | <a href="#">edit</a> |
| <b>Control</b>                        | NOT STARTED | <a href="#">edit</a> |
| <b>Compliance</b>                     | NOT STARTED | <a href="#">edit</a> |
| <b>Supporting documents checklist</b> | NOT STARTED | <a href="#">edit</a> |
| <b>Submission</b>                     | NOT STARTED | <a href="#">edit</a> |

[Submit Application](#)   [Save Draft](#)

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**Call reference**  
OC01S00C0158

**Application Type**  
Full

**Created**

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**Your dashboard**  
[Existing applications](#)

You can then click on each **'edit' link** to work through each of the Full Application sections, completing all required information before submission to the ESF Managing Authority.

**NOTE:** You can work through these sections in the order they are listed, or work on the sections in your own preferred order. However, you should not submit your Full Application until you are satisfied that all screens have been fully and accurately completed for your project.

We recommend that you use the 'save' function regularly. This will not only reduce the risk of losing information if you time out, it will also allow you to exit your partial Full Application and return to complete it at a later date, if you need to build up your information in increments and or work on refining one or more elements of your application before submission.

Any fields marked with a red asterisk in an ECLAIMS screen are mandatory. If not completed, you will get an error message and you will not be able to submit your Full Application until you have completed any missing information.

Over and above this, there are also other elements of the Full Application which are mandatory, despite not having a red asterisk. The guidance sections below make it clear which sections of the Full Application must be completed.

## 5.1 Applicant Details Screen

The information in this screen is needed in all cases, in particular the contact details for your organisation. Without valid, relevant contact information there may be delays in appraising your Full Application.

This screen asks for the main information about your organisation, as the lead applicant for ESF funding including location and contact details. Please provide as much information as possible.

Selecting '**edit**' against the 'Applicant Details' line in the 'Applicant Index' screen will first take you to a narrative 'Introduction' screen.

Please read this Introduction narrative before proceeding.

Scrolling down this page, you will then see a question asking Have you submitted any linked/complimentary applications against another call?

Please answer “**No**” to this question using the relevant radio button.

Then **select ‘Save and Continue’** and this will take you to the main Applicant Details screen. The top of this screen asks for details about your organisation. This includes a question regarding is the organisation a small or medium enterprise.

**NOTE:** When considering whether your organisation is a Small or Medium Sized Enterprise, for private sector applicants, the main factors in determining the size of the organisation are number of employees and turnover. Where the company is part of a group, you may need to consider the staff numbers and turnover for the whole group.

A full definition of Small and Medium size Enterprises can be found at the following link: [http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index\\_en.htm](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm)

The next part of the screen asks for your organisation’s address then the final section asks for Contact Details.

Once you have completed all of the sections, please **select ‘Save and Continue’**.

**Please note it is mandatory to complete all fields in the Applicant section.**

## 5.2 Delivery Partners Screen

**The sections within this screen should be completed if you have Delivery Partners.**

Click on **'Add Another' link** on the Delivery Partner screen to add the details of any further Delivery Partner organisations.

As you add each Delivery Partner, you will see them being added to a list at the top of the Delivery Partner screen.

If you are successful in obtaining ESF funding, you will then use the reference number allocated to each Delivery Partner in your ESF financial claims for any ESF costs incurred by that partner.

Once you have added details for all of your Delivery Partners, **select 'Save and Continue'** button at the bottom of the screen. This will take you to the 'Project' section of the Full Application.

Alternatively, you can **select 'Save and Return to Index'** if you want to work on a different section of the Full Application.



**NOTE:** You should only record details of Delivery Partners in this screen. Details of any Sub-Contractors should be recorded in the 'Compliance – Procurement' section of your Full Application. Details of any Strategic Partners should be recorded in the 'Control – Governance' section of your Full Application.

**Delivery Partner Definition:**

A Delivery partner is an organisation with responsibility for delivering elements of the Project(s)'s activity for a share of the Project(s)'s outputs and results. They will also follow all ESF audit and compliance requirements which the lead partner will verify; this includes checking invoices, timesheets, outputs and results evidence.

Delivery partners receive ESF via the lead partner (i.e. you). A legally binding agreement such as a Service Level Agreement is required between the lead partner and the Delivery partner. The Service Level Agreement details the requirements and liabilities of the Delivery partner and should reflect the terms of the lead applicant's Funding Agreement. Delivery partners can come from the public, voluntary or private sector. Sometimes the lead partner will assemble a number of partners to form a consortium. However, there will always be one lead partner who will sign the Funding Agreement with the Managing Authority and hold ultimate accountability and responsibility for the Operation(s).

The lead partner does not normally 'sub-contract' (i.e. procure) a Delivery Partner as you are in a partnership arrangement to deliver the ESF Project(s) together. Only the Grant Recipient or a Delivery partner can defray expenditure on a ESF Grant.

### 5.3 Project – Key Details Screen

**This screen must be completed in all cases.**

This screen allows you to record key headline information about your project.

The top part of the screen asks for:

- your ESF Project name;
- For ERDF please enter 0.00
- the total amount of ESF you are requesting for your project. The project is 100% ESF funded, so please enter the total project cost here
- YEI value should be recorded as £0.00
- your Total ESF Project value should mirror the amount of ESF funding you are requesting

You will also need to select the LEP Areas your project will be covering. Please select 'National' from the drop-down list for the national call, or 'London' for the London-specific call.

**NOTE:** You must insert a '0' figure in the ERDF field in all cases. You must also record a '0' figure in the YEI field.

If you do not record these '0' figures, you may not be able to record the Total Project Value figure for your ESF Project in this screen and/or you may get an error message which prevents your application from being submitted.

The next part of this screen asks for the key delivery dates for your ESF Project. Remember that all activity needs be completed by 31<sup>st</sup> December 2020. Please use the calendar icon to populate dates; do not manually input.



**NOTE:**

**Project Name:**

Your '**Project Name**' must be the actual name you are going to use for your project if you are awarded ESF Funding, as this name will appear on your ESF Funding Agreement.

If you are intending to operate ESF Projects with the same or similar names, you will need to ensure your Project Name has at least one unique feature to help you and the ESF Managing Authority to differentiate between them at a glance e.g. a geographical suffix, numerical suffix or Investment Priority suffix.

**Project Dates:**

The start date and financial completion dates you record in this screen will be used by the ECLAIMS IT system to automatically generate the relevant, quarterly profile fields for your project costs & funding and project deliverables in the subsequent ECLAIMS screens for these elements, so it is important that the dates in this screen are accurate and correct.

**Proposed Start Date (Must be completed for ESF)** This should be the date on which you expect to start incurring project-related costs. This should be realistic - i.e. needs to take into account the steps needed to start your project and the fact that your application will be subject to appraisal before a Funding Agreement can be considered.



**Proposed Financial Completion Date (Must be completed for ESF)** This is the date by which you expect all expenditure on the project to have been incurred and defrayed (i.e. left your bank account). Please ensure the date does not exceed 31/12/2020.

**Proposed Practical Completion Date (Must be completed for ESF)** To ensure the ECLAIMS system will allow correct recording of your expenditure, output and result profiles later on in your Application the date you record here must be identical to your Proposed Financial Completion Date. Please ensure the date does not exceed 31/12/2020.

**Proposed Activity End Date (Must be completed for ESF)** This is the date on which your project will stop delivering activities to Participants/SMEs. This may be an earlier date than your Financial Completion Date, to give you time to collate any costs relating to those activities ready for submission of your final funding claim to the Managing Authority. Please ensure the date does not exceed 31/12/2020.

Once you have completed all of the details in the Project – Key Details screen, **select ‘Save and Continue’**.

## 5.4 Project Business Case Screen

**This screen must be completed in all cases.**

This screen is self explanatory containing a single, narrative free text box where you need to describe your project as briefly as possible. There is no word limit, but you are encouraged to keep your response focused and relevant.

**NOTE:** In this screen you should **briefly** describe how the project will be delivered. You should avoid overly technical terminology. Your response should be understood by a non-expert. In all cases please refer to organisation names (and job titles if necessary) rather than the actual names of individuals when describing project delivery arrangements and responsibilities.

The fields within this screen will accept text only.

You should provide a brief description of how your proposed, specific activities clearly link to the outputs and results you intend to achieve i.e. demonstrate a clear intervention logic.

Once you have completed your narrative in the Project Business Case screen, **select 'Save and Continue'**.

## 5.5 Project Schedule Screen

This screen does not require completion.

Select **'Save and Continue'** button at the bottom of the screen. This will take you to the 'Strategic Fit' section of the Full Application.

Alternatively, you can select **'Save and Return to Index'** if you want to work on a different section of the Full Application.

## 5.6 Strategy Strategic Fit Screen

This screen must be completed in **all** cases.

This screen comprises of 4 narrative free text boxes where you are asked to provide a response against each of the following 4 key questions in the relevant free text box:

**Question 1.** How does the project address the strategic domestic priorities, needs and opportunities set out in the Call specification at national, local and sub national level?

**Question 2.** How does the project deliver the objectives of the relevant priority axis set out in the Operational Programme? Please refer to the Call specification document for the specific objectives for Investment Priority 4.1.

**Question 3.** Describe the medium to long-term results/impacts the project will deliver. Please answer **"not required for this call"**

**Question 4.** Please identify any organisations offering the same or similar activity. Explain how the proposed project adds value to and doesn't duplicate existing provision, and does not conflict with national policy? Also tell us how you will link with ESF participants in other projects

Once you have recorded full, detailed and relevant responses to each question, **select 'Save and Continue'**

**NOTE:** Projects that do not fit with the Call Specification and/or the ESF Operational Programme will not be supported.

In this screen you should explain as fully as possible how your Project aligns with the domestic strategic priorities and local growth priorities as set out in the call specification.

You should also explain how your project represents an appropriate means of delivering the objectives set out in the ESF Operational Programme as referred to in the Call Specification Document.

You will need to ensure appropriate levels of security and controls are included on the device and should also be evidenced. You need to demonstrate the following:

Devices need to provide:

- Access to the internet and online services;
- Email account set up and access.

In addition, Projects will need to ensure appropriate levels of security and control are included on the device and should also be evidenced. This includes:

- Access controls such as the ability to limit administrator access;
- Software installation restrictions;
- Anti-virus / anti-phishing / anti-ransomware controls;

- Internet filtering to limit access to inappropriate websites;
- Device tracking;
- The facility to remotely wipe the device of data if required.

## **5.7 Strategy Cross Cutting Themes Screen**

**Projects are not required to complete Cross Cutting Themes screen.**

Please answer **“not required for this call”**

## **5.8 Strategy Justification Screen**

Projects are not required to complete Justification screen.

Please answer **“not required for this call”**

Select **‘Save and Continue’**

## **5.9 Strategy Evidence Screen**

Projects are not required to complete Evidence screen.

Please answer **“not required for this call”**

Select **‘Save and Continue’**

## 5.10 Financial (General) Screen

Projects are only required to complete the Costs and Funding section in the Financial (General) screen. Your draft budget narrative should be included in this box.

Please answer “**not required for this call**” in all other boxes on this screen.

Select ‘**Save and Continue**’

## 5.11 Financial Project Costs Screen

**This screen must be completed in all cases.**

**NOTE:** Please be aware that the ECLAIMS IT system has automatic validation built in, comparing the ESF and match funding information you record in the following 3 screens:

- Financial Project Costs
- Financial Costs and Funding Allocation
- Financial Funding Sources

Across these 3 screens you will record the financial information about your project by Cost Category, overall split of ESF and match funding, Category of Region (CoR), LEP Area, Investment Priority and individual match funding source.

**Please note you will not be required to provide Match Funding under this Call as the project is 100% funded by ESF.**

**National Call:**

For the LEP area please select 'National'. You should also apportion the amount of ESF across the three CoRs using the percentages below:

Apportionment for Category of Regions

- Less Developed: 4.75%
- Transition: 23.47%
- More Developed: 71.78%

**London Call:**

For the LEP area please select 'London'. All ESF should be entered under 'More Developed'.

**Please note you will not be required to provide Match Funding under this Call as the project is 100% funded by ESF.**

It is strongly recommended that you take time to document and thoroughly check all of your financial information across these parameters to ensure you have consistent figures across the board to avoid error messages and validation issues which will prevent submission of your Full Application in the ECLAIMS IT system.

We also **strongly recommend** that you record your financial information in these screens as early as possible, so that, if you encounter any validation issues or error messages, you have sufficient time to address these and or seek technical support.

**Decimal Places:**

The quarterly figure recorded must have 2 decimal places, even if these are zeros.

If you record a whole number e.g. £1000, the ECLAIMS IT system should populate these decimal places for you, displaying £1000.00. However, this is not always the case consistently.

### **Draft Budget**

Applicants should produce a **draft budget** which details their project costs, and this information should be used to populate the Financial Project Costs on E-Claims. Your draft budget must only include the following:

- Direct Staff Costs: Delivering set-up support to ESF participants
- Other Direct Costs: The cost of devices
- Other Direct Costs: The cost of data
- **Total: Direct Staff Costs & Other Direct Costs. This overall figure should be recorded onto E-Claims as 'ESF Other Direct Costs'. DO NOT enter any other Cost Category.**

Please see the example below (For illustrative purposes only)

#### **Project Draft Budget**

- **Direct Staff Costs: £2,000.00**
- **Other Direct Costs (Devices): £68,000.00**
- **Other Direct Costs (Data): £30,000.00**

- **Total: £100,000.00 (This figure of £100,000.00 should be recorded onto E-Claims as ESF Other Direct Costs). DO NOT enter any other Cost Category.**

You do not need to upload a separate draft budget spreadsheet. Please record your draft budget under the Costs and Funding Section on E-Claims.

Please see the screenshots below, which details how to record the **Other Direct Costs** as a Cost Category.

When you first access the ‘Financial Project Costs’ screen, you will see the following:

Add, view, edit or delete cost records for this project here. When first adding costs, you must break these down for each year in the period between the project start date and its financial end.

**Details**

\* Cost category

Please select:

[Add Another Cost Category](#)

**Summary Table**

| Cost Category           | Total |
|-------------------------|-------|
|                         | 0.00  |
| <b>Subtotal Capital</b> | 0.00  |
| <b>Subtotal Revenue</b> | 0.00  |
| <b>Total</b>            | 0.00  |

To input your project cost profiles, you will need to first **select a Cost Category** from the drop down list. **You should enter ‘ESF Other Direct Costs’ only.**

Selecting the 'ESF Other Direct Costs' category from the drop down list will then generate a quarter profile field for Quarter 3 and or Quarter 4 2020. **All expenditure should be recorded in the Quarter 4 2020 box.**

These will be based on the Project Start Date and Project Financial Completion Date you recorded in the 'Project Details' screen earlier in your Full Application. Your activity end date and Financial completion date must be no later than 31<sup>st</sup> December 2020.

### **Flat Rate Indirect Costs (FRIC) Additional Questions**

FRIC is not appropriate for this Call. The "Flat Rate Indirect Costs Included?" box should NOT be selected. The 'Rate to be applied' should not be completed. Neither should the 'value of direct costs that are eligible for flat rate indirect costs' or the 'supporting rationale' section.

At the bottom of the screen, you will then see a summary table where the ECLAIMS IT system has populated the figures based on your quarterly profiles.

### **Summary Table**

| <b>Cost Category</b>     | <b>2020</b> | <b>Total</b> |
|--------------------------|-------------|--------------|
| ESF - other direct costs | 100,000.00  | 100,000.00   |
| <b>Subtotal Capital</b>  | 0.00        | 0.00         |
| <b>Subtotal Revenue</b>  | 0.00        | 0.00         |
| <b>Total</b>             | 100,000.00  | 100,000.00   |

Please **check this table** to ensure all of your project figures are correct before **selecting 'Save and Continue'** to move to the next screen.

## **5.12 Financial Costs and Funding Allocation Screen**

This screen must be completed in **all** cases.

In the first part of this screen, you need to select the Priority Axis 4, Investment Priority 4.1, LEP area and enter all three Category of Regions.

In the next set of fields on this screen, you should then record the amount of ESF funding, Private Match Funding and Public Match Funding for your project under the Priority Axis, Investment Priority and Category of Region you have just selected.

**The Public Match-Funding and Private Match Funding should be entered as £0.00, as projects will be 100% funded by ESF.**

**For the National call**, available to all ESF participants; all projects, regardless of where they operate, you should use the following percentages to apportion their draft budget, across the Categories of Region.

### Apportionment for Category of Regions

- Less Developed: 4.75%
- Transition: 23.47%
- More Developed: 71.78%

Following the example detailed above you would enter the breakdown below: -

- Total Project Value: £100,000.00 as detailed in your draft budget

- Less Developed: £4,750.00
- Transition: £23,470.00
- More Developed: £71,780.00

**For example, if you normally operate across Cornwall & Isles of Scilly, you would still have to apportion your project costs using all three percentages detailed above.**

**For the London call, all costs should be entered under ‘More Developed’.**

| Revenue                        |                      | Percentage   |
|--------------------------------|----------------------|--|
|                                |                      | <input type="button" value="(Show all decimal places)"/> |
| * ESF funding (£GBP)           |                      |  |
| £                              | <input type="text"/> |  |
| * Public match funding (£GBP)  |                      |  |
| £                              | <input type="text"/> |  |
| * Private match funding (£GBP) |                      |  |
| £                              | <input type="text"/> |  |
| Total Revenue funding - (£GBP) |                      | 100%   |
| 0.00                           |                      |  |



**NOTE:** If your project is covering more than one Investment Priority and/or more than one Category of Region, click on the blue '**Add Another Priority Axis**' link located immediately under the 'Revenue' boxes in this screen to generate an extra set of fields.

Repeat this 'Add Another Priority Axis' action until you have recorded information for each Investment Priority and/or Category of Region for your ESF Project.

You need to select the Priority Axis 4, Investment Priority 4.1, LEP area and enter all three Category of Regions.

**System Validation Rules:**

The funding information you record in this screen should add up to the 'Total Project Value' figure you recorded earlier in your Full Application in the 'Project Key Details' screen.

The total overall funding for your ESF Project in this screen should also equal the total overall funding recorded for your ESF Project in the 'Financial Project Costs' screen where you have recorded your quarterly cost profiles.

Finally, the next screen will ask you to record your match funding information broken down by individual match funding source, including whether each source is private or public match. You must ensure that the individual, broken down figures on the next screen add up to the total public and total private match funding figures on this screen.

**Note: Although Match Funding is not relevant for this Call, you will still need to populate the Match Funding screens. Please see Section 5.13 (Financial Funding Sources Screen) below.**

If any of these validation checks are not met, you may see error messages in the ECLAIMS IT system asking you to check your figures.

You **will not** be able to submit your Full Application until all errors are resolved.

There are summary tables at the bottom of this screen where you can check your figures by Category of Region, by Investment Priority and by LEP Area before progressing any further.

Please check these tables are correct before **selecting 'Save and Continue'** to move to the next screen.

## **5.13 Financial Funding Sources Screen**

This screen must be completed in **all** cases.

**Although Match Funding is not relevant to this Call, this screen still requires populating.** Answer the questions as below:

**Funding type** From the drop down select 'Other'. By selecting 'other' an additional box called 'Other Funding' will appear. Please enter 'Other'.

**Funding Type** with the option of Public or Private radio buttons. Select 'Public'

For the **Name of Funding Source** enter 'Other'

For the **Capital or Revenue** radio buttons Select 'Revenue'

Enter £0.00 for the **Funding amount**.

**'Is this match funding in kind?' DO NOT SELECT EITHER RADIO BUTTON.**

**'Is this match funding confirmed?' DO NOT SELECT EITHER RADIO BUTTON.**

There are summary tables at the bottom of this screen where you can check your recorded match funding figures before progressing any further.

Please **check** these tables are correct before **selecting 'Save and Continue'** to move to the next screen.

## **5.14 Financial – Management Screen**

**This screen must be completed in all cases.**

This screen comprises of 7 narrative free text boxes where you are asked to provide a response against each of the following key questions

**Question 1:** Have you or will you incur any at risk costs since your notification letter which you intend to include in an ESF/ERDF grant claim? If so, how much and on what? Please answer **“Not Applicable for this Call”**

**Question 2:** Describe the financial management and control procedures for the project; including the process for compiling, authorising and ensuring only eligible and defrayed expenditure is included in European Structural & Investment Funds claims for payment. Please refer to job titles rather than the actual names of individuals when describing Financial Management and Control procedures and responsibilities.

**NOTE: It is essential to describe your mechanism for ensuring and recording participants on your project are already ESF participants.**

**Question 3:** Please describe the document management system for the project and how the audit trail will be maintained and accessible for the period required under the terms of the European Structural & Investment Funding Agreement, this includes retrieving original invoices and ensuring evidence of costs incurred is available.

**Question 4:** If applicable, how will you ensure that Delivery Partners/financial beneficiaries engaged in the delivery of the project will comply with the requirements relating to defrayal of expenditure?

**Question 5:** Please set out your organisation's financial policy which describes processes, roles and schemes of delegation. Please answer "**Not Applicable for this Call**"

**Question 6:** How will the project's cash flow be managed? ESIF is paid to Grant Recipients in arrears. Please explain how the project will manage its cash flow throughout the project lifetime

**Question 7:** Please explain how the accounting software and systems used will be capable of maintaining separate records for the project and producing detailed reports to demonstrate where the ESIF is being spent. If applicable, please describe how your partner's software/systems will manage project finances. Please answer '**Not required for this call**'

In this screen you should **provide brief responses to each question where required**, around the proposed financial management and control procedures you will put in place for the project.

This includes the process for compiling and authorising claims for payment and who will manage this process in your organisation. If your project will have Delivery Partners, you should also describe the processes you and they will follow to ensure full, effective Financial Management.

**Document Retention:**

Please describe how your ESF Project will meet ESF requirements regarding document retention dates, storage and data backup arrangements including, if applicable, for your Delivery Partners.

Documentation relating to a project must be retained after the project has completed in line with the [ESF Document Retention Guidance published on GOV.UK.](#)

**Cash flow:**

ESF is paid in arrears upon receipt of satisfactory claim for payment i.e. you will have had to incur costs before you are able to claim them and there are often queries around submitted claims (for example, ineligible expenditure or a lack of description of expenditure or lack of supporting evidence). In response to this question, explain how you will manage the cash flow of the Project to take account of ESF claim and payment processes and, if applicable, how your Delivery Partner(s) will manage their respective cash flow(s).

## 5.15 Deliverables Results and Outputs Screen

This screen **must** be completed in all cases.

In the first part of this screen you will need to answer four key questions. Two require narrative responses and two require selection of the available radio buttons as per the screenshots below.

In the lower part of the screen, you will then need to use the 'Add Another Deliverable' option to generate new fields per individual output category and individual result category for your project.

### **Narrative Responses:**

In response to the narrative questions in this screen, you should explain in detail how you have estimated the volume of each of your forecasted outputs and results for your project, demonstrating clearly how each of the proposed outputs and results directly links to your specific project activities and objectives.

You must also explain your approach for forecasting each deliverable; including the specific base-lining/research you have undertaken to ensure your projected profiles are realistic and achievable and any assumptions you have made which impact on your forecasts.

Please note that the CV30 Output Indicator relates to the financial amount of ESF Funding you are requesting and should be aligned with your draft budget.

For CV31, it is important that you accurately forecast the minimum number of participants who will be supported with the digital devices. Applicants will need to ensure that they meet this minimum target, therefore enabling them to draw down the full amount of the draft budget.

For example: If you have forecast 90 devices for 90 ESF participants, you **must** deliver 90 devices to 90 participants to draw down the full amount of the draft budget. However, it must be noted that, as a 'Lump Sum' project, if you anticipate buying 90 tablets or laptops in your application, but only purchase 89, you would not be able to draw down the funding, so you must ensure that you accurately forecast the amount you will purchase in advance of completing your application.

Please also note: If you forecast to deliver devices to 90 people, but in reality delivered 99 devices to 99 participants, you can only draw down funding per the amount stated in your draft budget.

ESF Lump Sum Digital Interventions Call MI Outputs and Results Guidance version 1 is published alongside this Call.

### **Radio Buttons:**

You should then select the relevant response, applicable to your ESF Project, against the questions:

(ESF only) Will your project be fully or partially implemented by social partners or non-governmental organisations?

(ESF only) Is your project dedicated to the sustainable participation and progress of women in employment?

Once you have completed both the narrative and 'radio button' sections of this screen, you should then move onto recording each individual set of output and result profiles for your project in this same screen.

If you are unsure which response applies to your project, you should consult the ESF Lump Sum Digital Interventions MI Outputs and Results guidance version 1 which is published alongside this Call.

### **Recording your 'Output' target profiles:**

Selecting the blue '**Add Another Deliverable**' link will bring up a set of fields which will allow you to record each individual set of output and result profiles one-by-one.

For the national call, available to all ESF participants; all projects, regardless of where they operate, should use the following percentages to apportion their Outputs and Results, across the Categories of Region.

#### Apportionment for Category of Regions

- Less Developed: 4.75%
- Transition: 23.47%
- More Developed: 71.78%

Please see the example below (For illustrative purposes only. This is based on the example in the Financial Section above): -

- If you have requested ESF of £100,000.00, you would enter the following values: -
  - CV30 (financial spend responding to C-19) - £4,750.00 (Less Developed)
  - CV30 (financial spend responding to C-19) - £23,470.00 (Transition)
  - CV30 (financial spend responding to C-19) - £71,780.00 (More Developed)
- If you have provided a forecast of 90 ESF participants, you would enter the following values: -
  - CV31 (people supported responding to C-19) – 4 participants (Less Developed)
  - CV31 (people supported responding to C-19) – 21 participants (Transition)
  - CV31 (people supported responding to C-19) – 65 participants (More Developed)
  - Please note that you will need to round up or down for the participant numbers for Indicator CV31. Do not use decimal places.

**For example, if you normally operate across Cornwall & Isles of Scilly, you would still have to apportion your project costs using all three percentages detailed above.**

For the London call, all deliverables should be entered under 'More Developed'.  
For each individual Output and Result category you will need to:

1. Select the correct Priority Axis from the drop down menu.
2. Select the correct Investment Priority from the drop-down menu.
3. For Type, select 'Output'
4. For Indicator, select your first Output category from the drop down menu, ensuring you select the Indicator with the correct Category of Region suffix if your Project will be delivering in more than one Category of Region;
5. Select the correct Category of Region for the Output being recorded;
6. Select the correct LEP area from the drop down menu.
7. Select the first year where you have Output figures to record;
8. Input the quarterly figures for that year from the Outputs tab (please note ECLAIMS will not accept a part year therefore you will need to input zeros for any quarterly fields where you do not expect to deliver any Outputs) Financial amounts for each category of region for indicator CV30 must align with your draft budget figures. When entering these figures onto ECLAIMS, **DO NOT USE COMMAS**. For example, ten thousand pounds and ninety nine pence should be entered as 10000.99
9. Select the first 'Add Another' button to add another year under this Output category;
10. Select the year from the dropdown menu;

To input the next deliverable, you will then need to **Select 'Add Another Deliverable'**. This will generate a new set of fields for your next Output/Result. You will then need to repeat 1 to 10 above.

As your ESF Project will cover more than one Category of Region, **you will need to repeat these steps** separately for each set of Output profiles for each Category of Region.

**Result and output details**

\* Priority axis  
P1 - Inclusive Labour Markets

\* Investment priority  
Please select:

\* Type  
 Result  Output

\* Indicator  
Please select:

\* Category of region  
 More Developed  
 Transitional  
 Less Developed

\* LEP  
01 - Black Country

Finally, before leaving this page, you need to scroll down to the bottom of the page where you will see the summary tables for all of the Outputs and Results you have just recorded.

Please check the summary tables include all of the output and result categories you are intending to deliver against and that your figures for each category are correct before proceeding any further.

Once you are satisfied that all of your Outputs and Results have been recorded accurately, **select “Save and continue”**.

## 5.16 Control Governance Screen

**This screen must be completed in all cases.**

This screen is where you will need to briefly describe the project management and control systems that will be established for the project, demonstrating that the project (including any delivery partners) has the appropriate capacity to meet the requirements of ESF.

All of the responses in this screen are narrative, free text box responses.

Question 8 is only applicable if your ESF Project will have Delivery Partners and or Sub-Contractors. Please record Not applicable if this question is not relevant to your Project.

If your project will have Delivery Partners, please ensure your responses to all of the remaining questions in this screen explain the arrangements from both the lead applicant and delivery partner perspectives.

**Question 1:** Describe the project and control systems that will be established for the project, demonstrating that the project (including any delivery partners) has the appropriate capacity to meet the requirements of European Structural & Investment Funds. NOTE you should only provide a brief summary.

**Question 2:** Identify which posts are not 100% funded by the project. Please answer “**Not Required for this Call**”

**Question 3:** How is the team set up to manage and deliver the project? Please answer “**Not Required for this Call**”

**Question 4:** What resources, expertise, skills, responsibilities and experience do they have? Please answer “**Not Required for this Call**”

**Question 5:** Will existing staff be employed, or will new staff be openly recruited (if yes, how)? Please answer “**Not Required for this Call**”

**Question 6:** What are the reporting lines and accountabilities of individual posts? Please answer “**Not Required for this Call**”

**Question 7:** If this application form has been drafted by individuals who will not be involved in the delivery of the project, how will you ensure that the project delivery team understands the rationale and detail of the project? Please answer “**Not Required for this Call**”

**Question 8:** If applicable, how will you ensure that Delivery Partner(s) comply with the requirements of ESI funding? How will you monitor and manage the performance of Delivery Partner(s) and or sub-contractor(s)? Please answer “**Not Required for this Call**”

**Question 9:** For ESF Only Please also include an explanation on how your project will deal with suspected fraud, in line with published ESF Anti-Fraud guidance. This includes providing a statement on how you will deal with suspected fraud in your organisation and if appropriate, with your sub contractors. Please complete this section.

**Question 10:** Please describe how you will collate, calculate and verify deliverables to ensure that interventions are recorded and an audit trail is retained to prove their validity. Your answer should also explain how you intend to ensure the participant is aware of the fact that the equipment is on loan to them and can't be disposed of, together with the terms that will be in place to ensure the participant understands their responsibility for the loaned equipment.

**NOTE:**

**Anti-Fraud:** Please also include an explanation on how your project will deal with suspected fraud, in line with published [ESF Anti Fraud guidance](#). This includes providing a statement on how you will deal with suspected fraud in your organisation and if appropriate, with your sub-contractors.

**Supporting Documents:**

For all ESF Projects, the following documents **must** be uploaded in the 'Supporting Documents Checklist' section of your Full Application to accompany your responses:

- **Anti Fraud Statement** in line with ESF Anti Fraud Guidance requirements;
- A risk assessment to include mitigating actions to manage the risk of loss of equipment for participants and staff;
- A documented procedure for the allocation of the equipment to participants, verifying how their activity links to existing ESF provision and documents the expectations of how the equipment will be treated once it is handed out.

Once you are content you have provided full, detailed and relevant responses to each of the questions in this screen, **select 'Save and Continue'**.

## 5.17 Compliance National Eligibility Rules Screen

This screen **must** be completed in all cases.

This screen contains a single question:

**Question 1:** What checks will be carried out to ensure the business benefitting from the proposal or individuals engaged as part of the proposal are eligible and belong to the target group?

When providing your response, if your Project will have Delivery Partners and/or Sub Contractors please explain how you will ensure these organisations will undertake the relevant checks, in addition to explaining how your own organisation will ensure eligibility of individual participants (and that they are ESF participants in other ESF projects).

You should refer to the 'ESF Data Evidence Requirements' guidance and ESF National Eligibility Rules on [GOV.UK](https://www.gov.uk) to inform your response to this question.

Once you are content you have provided a full, detailed and relevant response to this question, **select 'Save and Continue'**.

## **5.18 Compliance General Compliance Screen**

This screen **must** be completed in all cases.

This screen contains a single question:

**Question 1:** Describe the controls put in place by the applicant to check that it is maintaining each of the compliance requirements during the delivery of the project.

This question is asking how you are going to ensuring ongoing compliance with State Aid, Procurement, Eligibility and other compliance related elements of your ESF Project throughout its lifetime.

When providing your response, if your Project will have Delivery Partners and/or Sub Contractors please explain how you will ensure these organisations maintain ongoing compliance, in addition to your own organisation.

Once you are content you have provided a full, detailed and relevant response to this question, **select 'Save and Continue'**.

**CRITICAL NOTE:** The following sections on Procurement and State Aid are technical and have historically been the cause of financial irregularity. As a result, you may want to seek independent advice to inform your responses.

If you do not take independent advice your responses should be consistent with the level of detail you would obtain from independent advice.

You can upload your independent advice as a supporting document in each case if you wish.

## 5.19 Compliance Procurement Screen

You **must** complete this screen and the associated ECLAIMS Procurement Register if you have already undertaken or plan to undertake procurement in connection with your ESF Project.

**NOTE:** If this screen is relevant to your ESF Project, it is recommended that you complete all of the narrative boxes and radio button questions in the main screen, before selecting the 'Edit Procurement Register' option.

The 'Edit Procurement Register' option takes you to a separate screen where you will need to record details of each individual existing or planned procurement exercise.

It is critical that you have read and understood the European Structural & Investment Funds requirements for procurement, as set out in the published [European Structural and Investment Funds National Procurement](#)

[Requirements](#) and that you/your Delivery Partner(s) can meet the relevant requirements.

Starting at the top of the main Procurement screen, you will need to confirm whether your organisation is a ‘Contracting Authority’ or not.

If you are not sure you should refer to the [ESIF National Procurement Requirements published on GOV.UK](#) and/or obtain independent advice to determine the correct status of your organisation.

### Compliance

#### Procurement

[← Back](#)

Is your organisation a “Contracting Authority” under the Public Contracts Regulations?

Yes

No

Don't know

Confirm that you have completed the Procurement register, listing all contracts that will be used to provide goods, works or services to the project and which have already been awarded prior to this application

Yes  No

[Edit Procurement Register](#)

Comments

The next 2 radio button questions on this screen are asking if you have completed the ECLAIMS Procurement Register the first question relates to recording details of **existing** procurement exercises where contracts have already been awarded. The second, similar question relates to recording details of **planned** procurement exercises you intend to undertake in future.

If there are no existing procurement exercises relevant to your project, **leave the radio buttons blank** and instead record **'N/A'** in the comments box for that question.

Likewise, if there are no future/planned procurement exercises relevant to your project, **leave those radio buttons blank** and instead record **'N/A'** in the comments box for that question.

**NOTE:** As soon as you select 'Yes' or 'No' under either of these radio button questions, the 'Edit Procurement Register' link will disappear and you will get an on-screen message saying "You will not be able to access your Procurement Register.....until your application is saved".

To clear this message and re-activate the 'Edit Procurement Register' link, **select the blue 'Save Draft' button**. This will save the current draft of your Full Application and re-instate the 'Edit Procurement Register' option.

Scrolling down the screen, the next narrative response asks to you:

Describe the system that will be put in place to:

Test that the contracts listed in procurement sub section can demonstrate compliance with procurement law

Plan the tender processes listed in procurement sub section to ensure that they comply with procurement law including:

- Advertising contract opportunities to the market; and
- Evaluating bids in an open transparent and non-discriminatory manner.

Ensure that all relevant documents are retained with a view to providing relevant information in the event of an audit or other investigation.

Please provide further information on any contracts you have referred in procurement sub section in which there has been a single tender action, the use of a framework or dynamic purchasing system (in particular if this has not been set up by the applicant) or where the contract has been extended.

The final question on the main screen, before you access and edit the Procurement Register itself is:

Confirm that you have read and understood the European Structural & Investment Funds requirements for procurement, as set out in the published European Structural and Investment Funds National Procurement Requirements and that you/your Delivery Partner(s) can meet the relevant requirements.

### **Completing the ECLAIMS Procurement Register:**

Selecting 'Edit Procurement Register' from the main Procurement Screen will take you to a new screen where you can see and edit a list of the individual procurement exercises relevant to your ESF Project.

When you go into this screen for the first time, the list will be blank. You will need to use the '**Add New Record**' button to record each individual procurement exercise one-by one.

**Options Menu**  
[Manage Project](#)  
[Procurement Register](#)  
[Asset Register](#)  
[Full Application](#)  
[Project Documents](#)  
[Visit Queries](#)

## Procurement Register

Show  entries

| Procurement Record ID  | Status | Description | Name Of Supplier | Date Of Contract/ Purchase | Procurement Start Date | Total Value Of Contract | Procurement method | Last Updated |
|--|--------|-------------|------------------|----------------------------|------------------------|-------------------------|--------------------|--------------|
| We were unable to find any Procurement Register for this search. |        |             |                  |                            |                        |                         |                    |              |

Showing 0 to 0 of 0 entries  
[Add new record](#)

When you select 'Add New Record', the ECLAIMS IT system will then display a new set of specific fields where you can record the following information per individual procurement exercise:

- Status of procurement 'Completed', 'Planned' or 'Not applicable to project'
- Description of works, supplies or services procured or to be procured under the contract
- Name of supplier
- Reference Number *This should be any reference number you/your organisation use or intend to use for this procurement exercise.*
- Date of Contract/Purchase *(if already awarded)*
- Date the procurement process started/is expected to start *(if a planned/future procurement)*
- Has all project expenditure related to this procurement been claimed? Yes or No

- Supplies, services or works?
- Total value of contract (*if already awarded*)
- Will the contract only be used to provide works, supplies or services to the Project? Yes or No
- Anticipated value of works, supplies or services which will be provided to the project under the contract (*if a planned/future procurement*)
- Procurement Method (*a dropdown list, with the options Eligible Preferred Supplier, Formal Tender, Framework Direct Award, Framework Formal Tender, Framework Mini Competition, OJEU Notice, Other, Single Tender Action, Written Quote*)
- How and where/will has the contract be/been advertised?
- If complete, does your organisation hold all the relevant procurement documents? Yes or No

In addition, if the existing or future/planned procurement exercise being recorded is linked to a Procurement Framework, you also need to record the following information on this screen:

- Framework Title
- Framework Owner
- Framework Start
- Framework End
- Framework Value

Once you have completed all of the details for your first procurement exercise, **selecting 'Save'** will store this information in your Full Application screens and the ECLAIMS IT system will return you back to the Procurement Register list screen where your newly added procurement exercise will be visible.

### Procurement Register

Show  entries

| Procurement Record ID | Status    | Description           | Name Of Supplier      | Date Of Contract/ Purchase | Procurement Start Date | Total Value Of Contract | Procurement method | Last Updated                    |
|-----------------------|-----------|-----------------------|-----------------------|----------------------------|------------------------|-------------------------|--------------------|---------------------------------|
| 1                     | Completed | Procurement example 1 | Procurement example 1 | 01/01/2019                 |                        | 100000                  | Other              | 10/04/2019 <a href="#">Edit</a> |

Showing 1 to 1 of 1 entries 1

[Add new record](#)

If you have more existing, future or planned procurement exercises to add to the Procurement Register, use the **'Add New Record'** button again, complete the more detailed information for that procurement exercise and **select 'Save'** again.

Repeat these steps until you have recorded all of your existing and/or planned procurement exercises for your ESF Project.

**NOTE:** The first record you add will be automatically allocated Procurement Record ID '1' with each additional procurement following on sequentially.

It is advisable to select save between adding each new record to ensure no input is lost.

Once you have finished completing all the relevant information in the ECLAIMS Procurement Register you will need to navigate back to your main Full Applications screen in order to 'Resume' and continue completing any remaining Procurement information and/or continue completing the remaining sections of your Full Application.

**Once you have completed the Procurement you should confirm this in writing via email to the Managing Authority.**

To navigate back to your Full Application, scroll up to the black bar at the very top of the ECLAIMS Procurement Register screen and **select 'Applications'**.

**E-CLAIMS**  
[FAQ](#) [Contact Us](#) [Logout \(external4@DATAMARTPERF.LOCAL\)](#)  
**Applications**

This will take you back to your main ECLAIMS IT system homepage where you will see your Full Application listed in the 'My Tasks' section. Select 'Resume'.

**Welcome External 4**

**New Applications:**  
 To start a new application you will be asked to select the call to which your organisation wishes to apply. You can create, edit and save the draft application as many times as you need before submitting it for assessment.

[View the call list prior to making application](#)

**My tasks**

Show  entries

| Reference Number | Project Name          | Call         | Last Edited         | Status | Type                               |
|------------------|-----------------------|--------------|---------------------|--------|------------------------------------|
|                  | JD Applicant Guidance | OC01S00C0158 | 10/04/2019<br>14:51 | draft  | application <a href="#">Resume</a> |

You will then be back at the main 'Application Index' screen for your project where you can **select 'Edit'** against the 'Compliance' menu option.

You will then need to **select 'Save and Continue'** through the initial 'Compliance' screens you have already completed until you get to the Procurement screen if you still have final entries to record in this main screen or you can **select 'Save and Continue'** once more to move onto State Aid.

## 5.20 Compliance State Aid Screen

This screen **must** be completed in all cases.

The top section of this screen consists of 3 questions:

**Question 1:** Briefly describe the systems that will manage any State Aid requirements.

**Question 2:** Please list all the organisations (if known) which may benefit from the funding of the project. If they are not known, list the types of organisations that might benefit from the funding.

**Question 3:** For each potential beneficiary (including the applicant and any Delivery Partners) identify whether they meet the State Aid test. If you believe a potential beneficiary is outside the scope of State Aid, please provide the reasons. Applicants may wish to refer to the European Commission's "Notion of State Aid" guidance and the Department for Communities and Local Government's ERDF guidance on State Aid law.

State Aid has been interpreted by the European Commission to include any transfer of state resources that favour one or more organisations 'undertaking' a commercial activity as this could result in a competitive advantage that could not have occurred under normal market conditions.

You should work through the State Aid test for each level of funding.

In completing this section, you may find it helpful to refer to the published [European Social Fund 2014 to 2020 State Aid Guidance](#) on GOV.UK.

In the next part of the screen, if you have determined that one or more of your project beneficiaries will be regarded as being in receipt of State Aid, you need to then complete the next set of fields for each individual beneficiary or class of beneficiaries.

Use the '**Add Another Beneficiary**' button if you have more than one set of details to record.



For each beneficiary that the applicant regards as being in receipt of State Aid, identify which exemption(s) they will be using to provide the aid in accordance with State Aid law.

Name of beneficiary or class of beneficiaries

Name of exemption

Scheme reference number

[Add Another Beneficiary](#)

Where a project is funded under an exemption based on the General Block Exemption Regulations (651/2008), the Applicant is required to either (a) confirm that the project falls within the scope of Regulation 6(5) or (b) to submit a separate document to demonstrate incentive effect in line with Regulation 6(2) containing the following information:

- (a) the applicant undertaking's name and size
- (b) a brief description of the project, including start and end dates
- (c) the location of the project
- (d) a full list of the project costs used to determine the allowable level of funding
- (e) the form of the aid
- (f) the amount of public money needed for the project.

You can then move on to complete the remainder of this screen.

Where the Applicant intends to use exemption(s) to deliver the Project, the applicant confirms that they have read the terms of the scheme and meet all the relevant terms.

Yes  No

The Applicant confirms that they are not subject to an outstanding recovery order in respect of State Aid.

Yes  No

If you intend to use De Minimis, please outline what work has been undertaken to ensure that this is the most appropriate mechanism.

For projects which involve vouchers / grants, what system will be put in place to assess the eligibility of beneficiaries, activities, costs, and compliance with aid intensity levels prior to the intervention?

Describe the system in place for collecting and recording the required information for audits and returns?



**NOTE:** It is your legal responsibility to ensure that you comply with State Aid law. European Social Fund grant recipients must take responsibility for and manage State Aid issues connected with their ESF Project.

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.” 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.

State Aid errors can lead to ESF expenditure being deemed to be ineligible. It is vital that European Union State Aid Regulations are fully met at all stages of the project. ESF operates within an audit and verification score that places particular emphasis on compliance with European Union regulations.

At Full Application stage, you should have a firm and fully developed case to make with regards to State Aid compliance. If you don't believe there to be any State Aid, it should be stated and fully justified here. The Managing Authority may ask to see independent verification of this position. If you are of the view that the Project constitutes State Aid, you should explain how you intend to deliver this through a lawful mechanism (i.e. a nominated scheme or exemption). The Managing Authority may wish to see independent verification of this position.

Once you have completed all of the relevant State Aid information for your ESF Project, **select ‘Save and Continue’**

## 5.21 Compliance Publicity Screen

This screen **must** be completed in all cases.

This screen has 2 questions, each requiring a narrative response:

**Question 1:** How will the project meet ESF publicity requirements?

**Question 2:** For projects with a retrospective start date, please provide confirmation and evidence to show how you have complied with these requirements to date

The Branding and Publicity requirements for the 2014 -2020 European Regional Development Fund and the European Social Fund are published on [GOV.UK](https://www.gov.uk).

You should explain how your project will comply with these publicity requirements with effect from the proposed start date of your project. If your project will have Delivery Partners and/or Sub-Contractors, you should also explain how you will ensure they will comply with these mandatory publicity requirements.

With reference to the published Branding and Publicity requirements above, the following core minimum requirements will need to be met for this ESF Lump Sum Digital Interventions Call:

- display of an A3 size ESF poster. See section 3.3 'Posters'. This provides details about content and location; and includes access to a poster template that can be completed/used.
- inserting the ESF logo on project documents. See section 3.4 'Print and Publications'. An indicative list of documents is provided. For projects approved through this Call there are likely to be relatively few documents and materials requiring an ESF logo.
- publishing some basic details about the project on a relevant website, making it clear that the activity is with the support of the European Social Fund – and ensuring the ESF logo is displayed. See section 3.5 'Electronic materials'.
- including the ESF logo on email signatures of staff being funded by the project. See section 3.5 'Electronic Materials'.

- formally notifying ESF participants, in writing, that the full value of the support they are receiving is funded by the European Social Fund – and including the ESF logo. See section 3.8 'Informing Beneficiaries/Participants of European Programme Funded Projects'.

In addition, some projects may potentially need to include the ESF logo/acknowledge ESF support in other communications – including newsletters, E-newsletters media releases or events. Details are provided in the published Branding and Publicity requirements.

Please note that access to ESF logos and poster templates related to the published Branding and Publicity requirements are accessible [here](#).

**NOTE:** Failure to comply with the Branding and Publicity requirements for the 2014 -2020 European Social Fund can result in financial penalty up to the total value of any ESF Funding awarded to your project.

Once you have completed your full, detailed and relevant responses to each of these questions, **select 'Save and Continue'**.

## 5.22 Supporting Documents Checklist Screen

This screen **must** be completed in all cases.

It is a mandatory requirement to upload your Anti Fraud Statement into the ECLAIMS IT system as part of your Full Application.

Some of the supporting documents have their own specific uploading area within the ECLAIMS Supporting Documents Checklist screen.

Any document which does not have its own, named section in this screen should be uploaded under the 'Other' section towards the bottom of the screen.

Other

Any other key, relevant, documents you consider should be submitted.

Supporting document

[Add Another Supporting Document](#)

In all cases to find, select and upload each document you need to **click** on the '**Browse**' button.

This will then bring up a browser window where you can navigate to the relevant document stored in your own or your organisation's electronic folder(s).

Once you have located the relevant document select it and then **click 'open'** in the same browser window.

This will trigger the ECLAIMS IT system to upload the relevant document and you should see the document displayed as follows:

Supporting document

 Supporting Doc - For Test Purposes.docx (11 KB) 

[Download](#)

\* Document category

\* Document description

You can then select the relevant Document Category from the drop-down list and also type in the Document description.

Once you have uploaded all of your supporting documents, **select 'Save and Continue'**.

This will take you to the final declaration screen.

If you still have outstanding actions to take in other areas of your Full Application before you are ready to submit it to the Managing Authority, **select 'Save and Return to Index'** option. This will take you back to the main 'Application Index' screen where you can access and work on any remaining elements of your Full Application prior to submitting it.

If, once you have uploaded all of your Supporting Documents, you are ready to submit your Full Application, you can instead **select 'Save and Continue'** this will then take you to the relevant declaration and submission screens.

## 6. Submit Your Application

You can only submit your Full Application to the ESF Managing Authority once all sections in the 'Application Index' screen is showing as 'Complete'.

If any areas of your Full Application are displaying as having 'Errors' or are showing as 'Incomplete' in the 'Application Index' screen, you will not be able to submit your application to the ESF Managing Authority.

Instead, you will need to access each of the sections with issues displayed and finish completing those sections and/or correct any remaining errors.

Before you submit your application, please ensure that your draft budget aligns with the financial information entered onto E-Claims. We would also recommend that you check that the financial information and deliverables have been split into the three Category of Regions, and you have apportioned the splits using the percentages detailed in this guidance and the Published Call.

Once the 'Application Index' screen is showing 'Complete' in all sections up to and including the 'Supporting Documents Checklist' section, you can click '**edit**' to access the '**Submission**' screens and take your final steps to submit your application to the Managing Authority.

The 'Submission' section of the Full Application has 2 pages. The first is the ESF General Data Protection Act and Freedom of Information Act declaration.

You **must** check the confirmation box in this screen in order to progress this application.

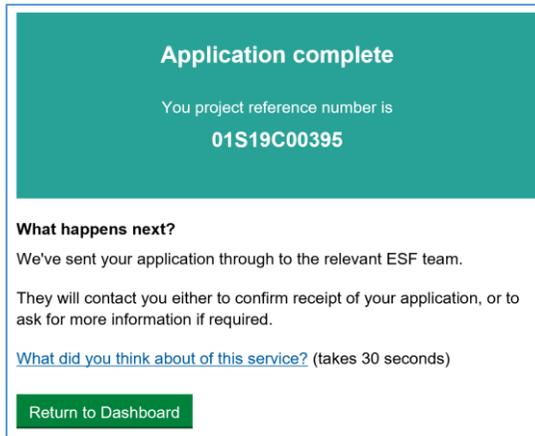
Once you have completed the confirmation box on this screen, **select 'Save and Continue'**. This will take you to the next and final declaration screen where you will need to confirm you are authorised to submit the Full Application on behalf of your organisation.

You **must** check the confirmation box in this screen in order to progress this application.

Once you have completed this confirmation box, you can **select the green ‘Submit Application’** box at the bottom of this screen.

If your Full Application has no outstanding omissions or errors, you will get a popup box asking if you are sure you want to submit your application.

Selecting **‘Yes’** will then complete the submission process and you will see a confirmation screen, explaining that your Full Application has been submitted to the Managing Authority and also providing you with your unique ECLAIMS IT system reference number for your ESF Project.



**Application complete**

You project reference number is  
**01S19C00395**

**What happens next?**  
We've sent your application through to the relevant ESF team.  
They will contact you either to confirm receipt of your application, or to ask for more information if required.

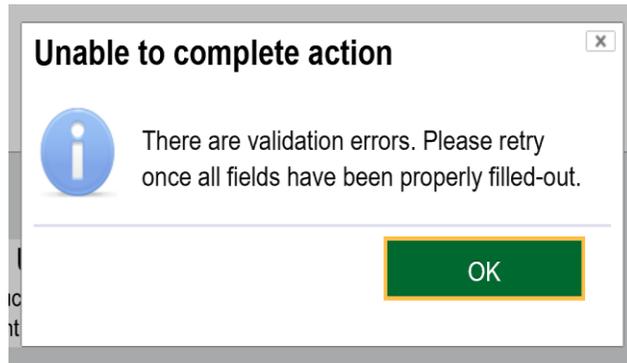
[What did you think about of this service? \(takes 30 seconds\)](#)

[Return to Dashboard](#)

You can then log out of the ECLAIMS IT system or return to your ECLAIMS dashboard homepage if you have other ESF Projects or Applications to work on.

### **Application Submission Error:**

If you get the popup message below when you select the green ‘Submit Application’ button, your application cannot be submitted as there are outstanding errors or omissions.



**Selecting 'OK'** at this point will clear the pop-up message and you will see you are back at the 'Application Index' screen.

You should then **select 'Save Draft'** and continue to work on correcting any remaining errors or omissions before attempting to submit your application once more.

**CRITICAL NOTE:** Once you have submitted your Full Application to the ESF Managing Authority in the ECLAIMS IT system, you can no longer amend any of the information in that application or submit any additional or revised supporting documents in advance of the appraisal starting, even if the related call is still open.

You **must** therefore ensure that all of your Full Application information is complete and accurate, as well as any supporting documents, **before** completing the submission steps in the ECLAIMS IT system.

## **7. Appraisal Process Gateway Assessment**

For each ESF Direct Bid Full Application received after the relevant call closure deadline, the ESF Managing Authority Appraiser will undertake an initial 'Gateway Assessment'.

The Gateway Assessment is a series of fundamental checks to ensure the application and project proposal is fit to progress into the Due Diligence and Full Appraisal stages.

This element of the Appraisal process is non iterative. In other words, it will be undertaken using only the information provided in the Full Application (including any supporting documentation). Appraisers cannot seek additional information from the applicant to inform this element of the appraisal process.

If your Full Application fails the Gateway Assessment, your application will be rejected and your project will not proceed any further in the appraisal process. You will be issued with a notification letter via the ECLAIMS IT system explaining the decision.

If your Full Application passes the Gateway Assessment, the Appraiser will then consider if Due Diligence checks are required.

## **8. Appraisal Process Due Diligence**

Due diligence checks will be undertaken on all private organisations submitting a Full Application for ESF, however Public Sector Organisations will not usually be subject to Due Diligence checks.

Universities and Further Education Colleges are classified as Non Profit Institutions Serving Households (NPISH). However, due to the low financial risk, Universities may be treated as public sector organisations and are not therefore subject to Due Diligence checks. Further Education Colleges are not considered the same so due diligence will be undertaken.

For those organisations where due diligence is appropriate, a check will be made against Companies House or Charities Commission.

If your Full Application fails the Due Diligence checks, your application will be rejected and your project will not proceed any further in the appraisal process. You will be issued with a notification letter via the ECLAIMS IT system explaining the decision.

If your Full Application passes the Due Diligence checks, the Appraiser will then move onto the remainder of the Full Appraisal process. Appraising your application against the ESIF Core Selection Criteria.

## **9. Appraisal Process**

Due to the limited timescales for this Call, the ESF Managing Authority will carry out an appraisal of your application based on the information you submit in your application. Only in limited circumstances will we seek additional clarity to address any concerns or risks with your application. It is therefore essential that applicants read the Application guidance, and ensure submissions fully meet all aspects detailed in the Published Call. All applicants will be notified whether their submission has been approved for funding.

## **10. Funding Decision**

If your Full Application is unsuccessful at any stage in the Appraisal process, including Gateway Assessment or Due Diligence stages, you will receive an email from the Appraiser confirming that a decision has been made on your Full Application.

The email will then ask to you access the ECLAIMS IT system to view the relevant notification letter.

## **11. Funding Agreement Action**

If you have received a letter confirming you have been successful in achieving an offer of ESF funding, the next step will be putting in place a ESF Funding Agreement and Funding Agreement Acceptance document.

Your ESF Appraiser will prepare a Funding Agreement and an associated ESF Funding Agreement Acceptance document for your project and will upload both into the ECLAIMS IT system for your action.

They will notify you via email when the unsigned Funding Agreement and associated ESF Funding Agreement Acceptance Document is available in the ECLAIMS IT system.

To access and action the Funding Agreement and associated ESF Funding Agreement Acceptance Document, you will need to follow the steps below.

If there is any action you need to take in between a funding decision being made and a Funding Agreement being prepared, your Appraiser will let you know via email.

Such actions are usually called 'Pre Funding Agreement Conditions' and, if set by your Appraiser, they will need to be addressed before a Funding Agreement can be put in place.

## **11.1 Accessing your ESF Funding Agreement and associated ESF Funding Agreement Acceptance Document in the ECLAIMS IT system**

Log on to the ECLAIMS IT system using your existing username, and then **scroll to the 'Projects'** section of your ECLAIMS homepage.

Your ESF Project will be in this section and will be showing a Status of 'Pipeline'. If you have a large number of existing ESIF projects, you may need to search for your specific project using the search function in this section. You can use your project name, or part or all of the ECLAIMS IT system unique reference number to do this.

## Welcome External 3

### New Applications:

To start a new application you will be asked to select the call to which your organisation wishes to apply. You can create, edit and save the draft application as many times as you need before submitting it for assessment.

[View the call list prior to making application](#)

### Projects

Show  entries

| Reference   | Project Name                | Status   | Last Edited      |                      |
|-------------|-----------------------------|----------|------------------|----------------------|
| 15S18P00302 | Jan 17 test project (Dan M) | pipeline | 30/01/2018 13:04 | <a href="#">View</a> |

Showing 1 to 1 of 1 entries 1

When you have identified the correct ESF Project, **click on the 'View' link**. This will take you to the main homepage for that specific project.

On this page, **scroll down 'Project Documents'** section and you should see the following documents in the list. Again, if you can't see these, you may need to use the search function in this section of the page to find each individual document:

- "Unsigned Funding Agreement Acceptance Document" (*date & version no*)
- "Funding Agreement" (*date & version no*)
- "Funding Agreement Cover Letter" (*date & version no*)
- "Blank Bank Details Form"

In each case, click 'view' next to the individual document. This will allow you to download each one and save them into your folders ready for the next action. Once you have saved each document you will need to:

- a) Read and follow the instructions in the Funding Agreement Cover Letter;
- b) Electronically sign the Funding Agreement Acceptance Document for your ESF project;
- c) Ensure you haven't pre dated the Funding Agreement Acceptance Document;
- d) Ensure you have signed the Funding Agreement Acceptance Document in the correct place;
- e) Ensure the ESF logo is in the top, right hand corner of the Funding Agreement on the front page;
- f) Email the signed copy of your signed Funding Agreement Acceptance Document and Associated Funding Agreement to [esfbankdetailscovid19.esfbankdetails-covid19@dwp.gsi.gov.uk](mailto:esfbankdetailscovid19.esfbankdetails-covid19@dwp.gsi.gov.uk)
- g) Retain the 'electronic signature' copy of the Funding Agreement Acceptance Document and Associated Funding Agreement for your own records and in case of future audit visits.

### **11.3 How to view your final, fully executed Funding Agreement in the ECLAIMS IT system**

On receipt of your email containing your Funding Agreement and the associated signed Funding Agreement Acceptance Document, the Managing Authority will sign and date a copy of the Funding Agreement Acceptance Document.

The Managing Authority will save, and upload a copy of the final executed Funding Agreement and associated Funding Agreement Acceptance Document into the ECLAIMS IT system and send you an email to confirm this final action has been taken.

If you want to access and/or save a copy of the fully executed Funding Agreement you can do this by navigating to the Project Documents page for your specific ESF Project.

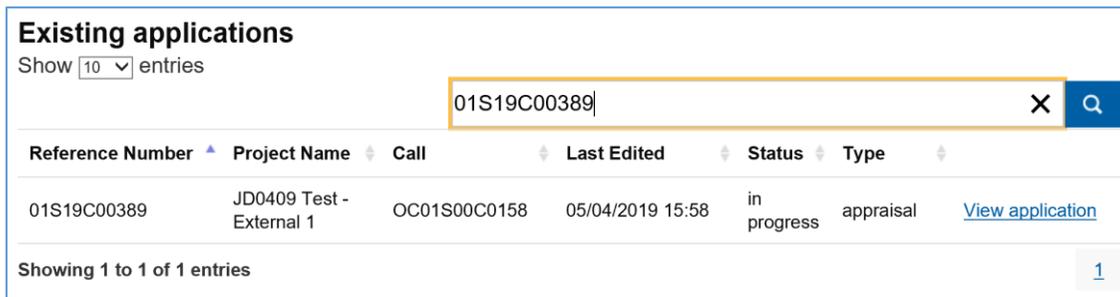
The final version will be visible and/or searchable with the name 'Signed Funding Agreement FINAL', with the relevant version control number documented.

This is the final step in the Application to Funding Agreement process. Your project will be handed over to an ESF Managing Authority Contract Manager who will be in touch with you separately about their role and next steps in managing your ESF Project.

## 12. Withdrawing a Full Application

You can **withdraw** your Full Application in the ECLAIMS IT system at any stage before a Funding Agreement is fully signed by yourself and the ESF Managing Authority.

To **withdraw your Full Application**, log into the ECLAIMS IT system and scroll down to the section called 'Existing Applications' on your homepage.



**Existing applications**  
Show 10 entries

01S19C00389

| Reference Number | Project Name             | Call         | Last Edited      | Status      | Type      |                                  |
|------------------|--------------------------|--------------|------------------|-------------|-----------|----------------------------------|
| 01S19C00389      | JD0409 Test - External 1 | OC01S00C0158 | 05/04/2019 15:58 | in progress | appraisal | <a href="#">View application</a> |

Showing 1 to 1 of 1 entries

Find the application you wish to withdraw, using the search field if needed to locate the correct one.

Once you have found the correct application, **select 'View Application'**. This will take you to a new, single screen which displays in full all of the details of your current application.

Scrolling down to the bottom of this screen, below the 'Declaration' section you will see a **'Withdraw application'** link. Click this to withdraw your application.

You will then get a pop-up message asking you to confirm you wish to withdraw your application and asking you to record a reason.

Select **submit** if you wish to withdraw your application. Otherwise select Cancel.

**NOTE:** Please ensure you only withdraw your application if you are absolutely sure you wish to no longer continue in the appraisal process.

Once your application is withdrawn, **this is irreversible.**

You should also send a separate email to your ESF Appraiser, letting them know of your decision to withdraw. They will then access the ECLAIMS IT system to ensure your withdrawal has been recorded correctly and will send you an acknowledgement via the ECLAIMS IT system.