

2014 to 2020 European Structural and Investment Funds Growth Programme

Call for Proposals – Online Applications European Social Fund

Priority Axis 1: Inclusive Labour Markets

Managing Authority	Department for Work and Pensions (DWP)
ESI Fund	European Social Fund
Priority Axis:	Priority Axis 1: Inclusive Labour Markets
Investment Priority:	1.1: Access to Employment for Jobseekers and Inactive People.
Call Reference:	Enhanced Local Flexibility for the unemployed – Phase 4 - OC20S21P1811
LEP Area:	Leeds City Region
Call Opens:	24 February 2021
Call Closes:	Midnight – 19 April 2021
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 <u>do not</u> use ECLAIMS to access or apply against <u>ERDF</u> calls published on GOV.UK – the online application process is only applicable to specified ESF open calls.</p> <p>Please note: the ECLAIMS system can only be accessed from within the UK.</p>

Contents

1. Call Context
 - 1.1 National Context
 - 1.2 Local Development Need
 - 1.3 Scope of Activity
2. Call Requirements
3. Required Deliverables
4. General Information
 - 4.1 Compliance and Eligibility
 - 4.2 Intervention Rate & Match Funding
 - 4.3 Applicants
 - 4.4 Cross Cutting Themes
 - 4.5 State Aid
 - 4.6 Funding Agreement
 - 4.7 Procurement
 - 4.8 Retrospection
 - 4.9 Duplication of Provision
5. Application Process & Prioritisation Methodology
6. Technical Support
7. Key Reference Documents
8. Full Application – Supporting Document Checklist
9. Full Application Submission
10. Accessing ECLAIMS
11. Timescales
12. Appendix A – Common output indicators

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.

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

European Structural and Investment Funds are managed by the Ministry of Housing, Communities and Local Government (ERDF), Department for Work and Pensions (ESF) and the Department for Environment Food and Rural Affairs (EAFRD). In London, the Greater London Authority acts as an Intermediate Body for the European Regional Development Fund and European Social Fund programmes. Unless stated otherwise, the term “Managing Authority” will apply to all these organisations. These Departments are the Managing Authorities for each Fund. The Managing Authorities work closely with local partners who provide:

- Practical advice and information to the Managing Authorities to assist in the preparation of local plans that contribute towards Operational Programme priorities and targets;
- Local intelligence to the Managing Authorities in the development of project calls (decided by the Managing Authorities) that reflect Operational Programme and local development needs as well as match funding opportunities;
- Advice on local economic growth conditions and opportunities within the context of Operational Programmes and the local ESIF Strategy to aid the Managing Authority’s appraisal of each Full Application.

This call is issued by the Department for Work and Pensions (DWP) to commission ESF Funded projects that will support the **Priority Axis 1 of the Operational Programme: Inclusive Labour Markets and Investment Priority: 1.1 Access to Employment for Jobseekers and Inactive People** as set out in the Operational Programme.

All applications will need to be eligible under the European Social Fund Operational Programme for England 2014 to 2020. The [ESF Operational Programme](#) is available for applicants to read.

This call for proposal sets out the requirements for any applicants to consider before applying.

Applications against this call will be usually 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.

However, if an existing ESF Grant Recipient submits an application to extend their existing ESF Project via this open call and, if the cumulative value of all Full Applications received against it is below the call value, the ESF Managing Authority may choose to consider and assess that application via the Project Change Request route.

The decision on whether or not to use the Project Change Request route is a Managing Authority decision and will only be considered once the call is closed. To determine whether the Project Change Request route may be appropriate, the Managing Authority will take into account:

- Existing project performance against financial, output and result targets;
- The existing Grant Recipient track record within the ESF Programme;
- Completeness, robustness and detail of the information provided in the Full Application Form and supporting documents which would inform the Project Change Request assessment;
- Scale and complexity of any proposed changes between their existing ESF Project and their new Full Application proposal;
- Eligibility and availability of match-funding for the new/extended project delivery period.

This list is not exhaustive and, if there are any concerns about the delivery and/or management of the existing project, then the Full Application will be subject to the standard Full Appraisal process.

The same Project Change Request route may also be considered by the Managing Authority where the cumulative value of applications against an open call exceeds the overall call value, but the ESF Managing Authority then exercises their right to “increase the indicative allocation, or support more or fewer projects subject to the volume and quality of proposals received” as set out in this call specification or in cases where there is only one applicant against this call and that applicant is already delivering the same type of ESF Project in the same LEP Area under the same Investment Priority.

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.

UK Withdrawal Agreement

Under the Withdrawal Agreement, the UK will continue to participate in programmes funded under the current 2014-2020 Multiannual Financial Framework (MFF) until their closure.

This means that the vast majority of programmes will continue to receive EU funding across the programme’s lifetime. In many cases, funding will continue until after 2020 and the end of the transition period. In addition, UK organisations can continue to bid for new grant funding under the current MFF.

More information on the continued UK participation in EU Programmes can be found at the following [website link](#).

1.1 National Context

This priority axis aims to increase participation in the labour market and thereby improve social inclusion and mobility. It will support activities through:

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

ESF will not fund activity that duplicates or cuts across national policy on grants and loans for tuition for skills activities. Exemptions to this principle will be considered only where a local specific need and/or market failure has been demonstrated and where the activity falls within the scope of the Operational Programme.

Full details of what can and cannot be supported under this Investment Priority are set out in the Operational Programme. Details of the specific objectives have been reproduced below.

Specific Objective	Results that the Member States seek to achieve with Union support
To improve the employability of long-term unemployed people, so that they can compete effectively in the labour market.	This specific objective is focused on those who are long-term unemployed and who are less likely to move back into work than people who have been unemployed for less time. The additional support from this investment priority will help long-term unemployed people to tackle their barriers to work and move into sustainable employment. The main result target focuses on moving participants into employment (including self-employment) on leaving. There will be a quantified result target set for this result indicator in each category of region.
To provide individuals from groups which face particular labour market disadvantage with additional support so that they can compete effectively in the labour market.	This objective is focused on those who are unemployed but have more than one major barrier to progressing into employment (including self-employment) and sustaining employment. This client group will be more challenging to help and will often require intensive ongoing support to address complex barriers, which will be reflected in the targets. Support will be tailored to individual needs. Participants will include individuals who are over 50, lone parents, disabled or have health problems, from ethnic minorities or who lack basic skills. The main result targets focus on moving participants into employment or into education/training or getting them involved in active job search. Output targets will ensure we are reaching appropriate numbers of participants from these groups.

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

1.2 Local Development Need

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

Local Priorities:

Local Economic Context

Leeds City Region is the biggest city region economy in the country, with an annual output of £73.6bn¹ representing 5% of the English total. It hosts 130,000 businesses, 3 million residents and a workforce of 1.4m². Nine Higher Education institutions and 14 Further Education Colleges are based in the City Region.

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 LEP's 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 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

In spite of strong improvement in the labour market in recent years West Yorkshire still has a significant level of joblessness.

The level of claimant unemployment in the City Region has almost doubled since the start of the COVID-19 crisis and there is significant potential for this to increase further.

The COVID-19 crisis has led to a huge increase in the number of people who are claimant unemployed in Leeds City Region. In November 2020, the number of claimants in the local area was 118,385; this is almost double the figure recorded for March 2020 (a 92% increase). At district level the percentage increase ranges from 79% in Kirklees (along with the other West Yorkshire districts Kirklees had a high level of unemployment going into the crisis) to 167% in Craven.

Count of claimant unemployed March to November 2020

local authority: district / unitary	March 2020	November 2020	Change	% change
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ESF Call Template – Online Applications

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Bradford	17,090	31,085	13,995	82%
Calderdale	4,725	9,050	4,325	92%
Kirklees	10,225	18,335	8,110	79%
Leeds	18,120	35,450	17,330	96%
Wakefield	6,920	12,785	5,865	85%
Leeds City Region	61,625	118,385	56,760	92%

Source: Claimant Count, Office for National Statistics

The claimant unemployment rate (claimants as a proportion of working age population) in Leeds City Region stands at 6.6%. This is slightly higher than the national average but some districts within the City Region have much higher rates; for example, Bradford's rate of 9.4% is among the highest in the country.

The groups targeted by this Call were already disadvantaged in the labour market before the COVID-19 crisis hit, in particular those with a disability, ethnic minorities, lone parents and those aged over 50. These groups are also among the worst-affected by the crisis and that disparities could widen further without further support.

The groups targeted by the Call proposal are substantial in size in the City Region and face significant labour market issues that the Call will seek to address.

Ethnic minorities

The Leeds City Region has a sizeable ethnic minority population, at around 265,000 or 15% of the total working age population, compared with a national average of 16%. But this proportion is much higher in some of the districts within the City Region, at 32% in Bradford and 18% in Kirklees.

Around half (47%) of the ethnic minority population of working age in the City Region is classified as Pakistani / Bangladeshi, with 14% Indian, 13% Black or Black British, 8% mixed ethnic group, with the remaining 18% falling into other ethnic groups.

This population is heavily concentrated in three districts: Bradford (40% of total), Leeds (28%) and Kirklees (18%). Therefore, these three districts account for 86% of the total ethnic minority population of the City Region.

The City Region faces a challenge of continuing ethnic minority disadvantage in the labour market compared with the White British majority group. There is a 17 percentage point gap between the employment rate of white people (77%) and people from ethnic minorities (60%). This employment rate gap is much wider than the 11 percentage point gap seen at national level (78% versus 67%). Leeds City Region has the sixth lowest ethnic minority employment rate of the 38 LEP areas. The unemployment rate (aged 16+) for ethnic minority groups in Leeds City Region is more than twice that of whites, at 8% versus 3%. In absolute terms 15,000 people from an ethnic minority group are unemployed. Closing the local employment rate gap to match the level for the white group would mean an additional 45,000 people from ethnic minorities in jobs across the City Region.

An important contributor to the size of the local employment rate gap is the particularly low employment rate of the largest Bangladeshi and Pakistani ethnic group, whose rate is only 55% (giving a 22-point gap with the white group).

The employment rate gap is much wider for females. The female employment rate for ethnic minorities is only 49% compared with a rate of 73% for white females, giving a gap of 24 percentage points (compared with an equivalent gap for males of only 9 points). And the gap is more pronounced for Bangladeshi and Pakistani women, whose employment rate currently stands at 39%.

Those aged over 50

The employment rate deficit for the over-50s is relatively modest in the City Region, although the number of unemployed / inactive people in this group is substantial and expected to grow.

There are approximately 534,000 people aged 50-64 in the Leeds City Region, 30% of the total population of working age. This proportion reflects the national average (31%) but conceals differences at district level. In Bradford, a smaller proportion (26 %) of the population falls into this age band whereas in Harrogate the figure rises to 43%.

The likelihood of being active in the labour market is 12 percentage points lower for those aged 50-64 than for people aged 35-49. The employment rate gap is also 12 points with people aged 35-49. There are around 10,000 people aged 50-64 who are unemployed in Leeds City Region.

Disabled people

Disabled people are a sizeable group and are much less likely to be in the labour market or in employment. More than a fifth (23%) of the working age population in the Leeds City Region have a disability (403,200 people).

Only 57% of disabled people in the City Region are in a job. The likelihood of being in employment for this group is 22 percentage points lower than for people without a disability (57% versus 79%). Around 159,000 disabled people of working age are economically inactive and 12,000 unemployed (on the ILO definition) in the City Region, compared with 232,000 disabled people in employment.

The data indicates that the employment rate for disabled people also varies at district level, although it should be noted that there are wide confidence intervals associated with the estimates at this spatial level. Wakefield (51%) and Bradford (52%) have particularly low rates while the North Yorkshire districts tend to have higher employment rates for this group.

The national picture for disabled people is similar to the City Region, with the national employment rate one point lower at 56%. The disability employment rate gap (the difference between the rate for disabled people and the overall employment rate) is narrower for Leeds City Region compared with nationally at 22 points and 27 points respectively.

The labour market position of disabled people has improved in recent years. The employment rate for disabled people in the City Region improved by 10 percentage points between 2013/14 and 2019/20 (increasing from 47% to 57%) and the

employment rate gap fell by 7 percentage points, exceeding the national figure of 4 points.

Inactivity

In addition to the unemployed there are 390,000 people in Leeds City who are economically inactive, 23% of the working age population. Of these, 70,000 (18%) say they would like a job (source: Annual Population Survey, July 2019 – June 2020).

There are 92,000 working age people from an ethnic minority and 137,000 people aged 50-64 who are economically inactive in Leeds City Region. Both groups have high rates of inactivity: 35% for people from an ethnic minority (versus 21% for whites) and 26% for people aged 50-64 (versus 15% for people aged 25-49) (source: Annual Population Survey, July 2019 – June 2020).

The number of claimants is also significant across the various types of out of work benefits. A significant proportion have been claiming benefits for an extended period.

Jobseeker's Allowance

As of October 2020 there were 14,450 Jobseeker's Allowance (JSA) claimants in Leeds City Region (source: NOMIS). Of these, approximately 2,135 (15%) were from an ethnic minority, whilst 5,825 (40%) were aged 50 and over.

Around 40% of JSA claimants (5,810 in absolute terms) were classed as long-term unemployed (out of work for a year or more). 37% (of JSA claimants (5,810) had been out of work for more than two years.

The proportion of claimants aged 50 and over who were jobless for more than two years was similar to this overall average but almost two-thirds (63%) of ethnic minority JSA claimants had been out of work for two years or more.

Universal Credit

As of November 2020, there were 260,321 people claiming Universal Credit in Leeds City Region (an increase of 86% on March 2020), of which 104,089 were categorised as searching for work under the UC conditionality regime (an increase of 97% on March).

In addition, there were 15,406 people who were either planning for work (i.e. expected to work in the future, including lone parent / carer of child aged 1) or preparing for work (preparing for future even with limited capability for work at the present time or a child aged 2).

There were 20,442 people on Universal Credit aged 50+ who were searching for work in November 2020 (20% of total claimants in this category). This is double the figure recorded for this group in March 2020.

Figures from May 2020 (the latest available) indicate that 86,900 people are claiming Employment and Support Allowance (ESA) in the eligible parts of Leeds City Region.

- ESA claimants account for around 4.9% of the working age population in the City Region. The highest prevalence of ESA claimants is found in Wakefield

(6.8%) and Bradford (5.5%).

- Only 10% of ESA claimants fall within the Work Related Activity Group, with 4% in the Assessment Phase and the majority (83%) in the Support Group.
- 89% of ESA claimants have been on the benefit for 2 years or more and 63% for 5 years or more. The proportion on ESA for 2 years or more increases to 85% for claimants in the Support Group.
- 54% of claimants are aged 50 and over.
- 50% of claimants of ESA face mental and behavioural disorders. Other conditions affecting large numbers of claimants include diseases of the musculoskeletal system and connective tissue (12% of claimants), and diseases of the nervous system (8%).

(Source: Stat-Xplore, DWP)

In addition to ESA, as of May 2020, 1,530 people across the City Region were claiming Incapacity Benefit/ Severe Disablement Allowance (Source: Stat-Xplore, DWP).

Unemployed and inactive face added competition as a result of COVID-19

The occupational background of both the unemployed and inactive is strongly weighted towards lower-skilled occupations, principally elementary but also sales and customer service, plus caring roles and operative roles in the case of the inactive. This mismatch could be intensified as a result of COVID-19. For example, many of the people displaced from employment by the crisis work in sales / customer service (retail) and elementary roles (particularly in hospitality). This means added competition in the labour market for many of those who are already unemployed or inactive and a heightened need for support to get them into jobs.

The Employment and Skills Plan can be found at: https://www.the-lep.com/media/2274/leeds-city-region-employment-and-skills-plan-2016-2020-final_1.pdf

[The Leeds City Region Labour Market Analysis can be found here: https://www.the-lep.com/media/3311/labour-market-report-2019-final.pdf](https://www.the-lep.com/media/3311/labour-market-report-2019-final.pdf)

The West Yorkshire Economic Recovery Plan can be found here. <https://www.westyorks-ca.gov.uk/media/4380/west-yorkshire-combined-authority-economic-recovery-plan-summary.pdf>

Call Outline

Applicants need to ensure their project will operate across one or more of the following West Yorkshire local authority area geographies: **Bradford; Calderdale, Kirklees, Leeds and/or Wakefield.**

Applicants should list which of the local authority geographies they are proposing to cover and also explain how their service will be delivered in each of their proposed local authority areas. Attention should be paid to geographical areas where there is currently no existing provision, or where there are identified gaps in provision in

particular those, through previous rounds of ESF Local Flexibility for the Unemployed funding including provision from the following projects

- Employment Hub/Community Employment Hub – City of Bradford Metropolitan District Council and Leeds City Council
- Works Better – Kirklees Council
- Gateway to Employment/Step Up – Wakefield Council (covering Wakefield and Calderdale)

Target Groups

The Leeds City Region aims to create an employment and skills system which can benefit everyone in the City Region, raise skills at all levels, increase productivity, help more people to access and progress in work and improve health and quality of life for all. Ultimately, this will unlock significant economic growth opportunities in the area for local people whilst at the same time improving their health and raising living standards and contributing to the development of an integrated work and health system.

This Call seeks projects to build a locally integrated employment service that: tackles the deep seated barriers to work for all who need it; makes best use of available resources; reduces duplication by integrating national and local health, employment and other support services; and enables people to access sustainable work and progress.

Projects should target participants who are unemployed (either registered or not registered unemployed) with day one access. Given the Leeds City Region has a sizeable ethnic minority population, particularly high in some West Yorkshire Local Authority Districts applicants must demonstrate in their bids how provision will support the needs of this particular group as identified in the labour market analysis outlined above. Applicants must also address how they will support those over 50 and who are vulnerable to labour market changes.

Projects will be particularly welcome where they focus particularly on those target participants who are economically inactive (either registered or not registered unemployed) with day one access Unemployed and economically inactive people with (mental) health conditions and/or learning disabilities and/or difficulties must also be part of the client groups of this Call (NB participants can have diagnosed or undiagnosed conditions). Reducing the employment rate gap for people affected by health condition(s) or disability is one of the government's priorities as highlighted in the recent "Improving Lives: The Work, Health and Disability Green Paper" available

here: <https://www.gov.uk/government/consultations/work-health-and-disability-improvinglives>

Applicants should note that the DWP's Work and Health Programme (WHP) focuses on clients that fall in one of three key target groups:

- Those who have a health problem or disability and are likely to be helped into employment within the next 12 months.
- Those claiming JSA or Universal Credit All Work Requirements Group for over 2 years.
- Early access disadvantaged groups (carers, ex-carers, homeless, former Armed Forces, drug and alcohol dependants, care leavers and refugees).

Therefore, where targeting those with health issues provision must be additional and complementary activity to those people who are not able to access the Work and Health Programme, but still need support to get themselves back in to employment. In LCR this provision will provide additional capacity to meet the unmet demand this type of support especially for those individuals who are unlikely to find employment in the next 12 months.

Whilst recognising they are a particular hard to reach target group there is therefore a clear gap in provision across the City Region to provide the support required. Focus should therefore be given to the following groups;

- people from ethnic minorities
- those aged over 50 years
- lone parents
- those with a disability and/or a health condition
- individuals who are long term jobless for over 2 years
- Individuals inactive in the economy

In order to do this and to best meet the varied needs of those who have now found themselves unemployed as a result of the pandemic, or who have been unemployed for some time prior to Covid but who now face additional barriers and more competition in the labour market from those who may be more job ready, interventions must be flexible and responsive to address individual needs and should address some or all of the following;

- 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 – including an initial assessment to establish their level of capability, skills and aptitude and/or any specific barriers)
- Work related activities including work experience, volunteering, work tasters, work trials, sector based work academies, mock interviews, employer visits
- 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 self-employment, transferable skills, tailored employability support, advice on childcare, benefits of work, peer mentors/role models/inspirational leaders to share their experiences

- One to one and small group sessions delivered in community locations such as faith centres where cultural barriers to engagement are identified.
- 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
- Reducing employment barriers linked to social and economic isolation, including such barriers in rural areas, for example by addressing health and transport issues and increasing access to information and sources of advice on issues such as debt and money management.
- Providing additional support to people with mental health issues and long term health conditions on how they can manage their conditions, increase their independent living and start looking for jobs.
- Engagement with employers to change the perceptions of older workers/ageism/ethnic minorities, long term unemployed etc. – looking at innovative ways to combat discriminatory employment practices
- Vocational training to include nationally recognised certification in food hygiene, first aid, manual handling, health and safety, SIA, CSCS etc.
- Referrals to specialist provision including drug and alcohol support, housing, financial support, occupational health advice, understanding work in the UK, employability and language skills awareness of Access to Work provision etc.
- Support via Naric to obtain a “statement of Comparability” to detail how qualifications achieved in own country for ethnic minorities relate to UK qualifications and certificates
- Referral to basic skills for those illiterate in their own language
- In work support including workplace training and upskilling (for those supported in to work by the project intervention.)
- Opportunity for family participation to overcome cultural, societal and religious barriers
- Support for those who have been victims of modern day slavery/trafficking or subject to domestic violence who have now been removed from that situation.
- Digital skills training dependant on individual need and current level of English. To include using a computer, keyboard and mouse, modern online job searching and applications, updating and tailoring CV's to job applications and uploading CV's online, managing a Universal Credit account online (where registering or registered under employed), keeping safe online.
- Immediate or long term activities relating to health outcomes might include participants in one or more than one of the following categories:
 - Accessing healthy lifestyle services.
 - Receiving NHS health checks.
 - Receiving a healthy lifestyle brief intervention.
 - Receiving weight management / physical activity / smoking cessation / alcohol advice.
 - Completing a healthy lifestyle programme (all as the above).

- Accessing Wellbeing Services.
 - Receiving brief advice for mild to moderate mental health conditions.
 - Receiving / completing treatment for mild to moderate mental health conditions.
 - Social prescribing.
- Support in transitioning from education to the world of work to better understand the needs of the local labour market especially for those young people who have learning difficulties.
 - 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/ensure well-being in work. (For those supported in to work by the project intervention.)
 - Brokering guaranteed job interviews for individual participants;
 - Well networked individuals who will use their business connections to facilitate specific introductions between disadvantaged jobseekers and employers;
 - Labour market information to identify local job opportunities, sectors recruiting, skills needs and up skilling/training opportunities

Provision should be: -

- Flexible and responsive to individual needs;
- Based on a broad partnership approach;
- Inclusive of a strong mentoring element.

This is not an exhaustive list. The Call would welcome applications from projects with additional innovative or creative proposals to help achieve the aims of this call.

Projects which are able to develop a model which uses this ESF provision as a clear progression route from the ESF Community Led Local Development and National Lottery Community Fund Programmes operating within the City Region are particularly welcome.

Alignment

All activities must complement and avoid duplication with other provision, thereby adding value to Department for Work and Pensions/National Lottery Community Fund, Education and Skills Funding Agency, local authority, National Careers Service and the new Careers Enterprise Company funded provision. 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.

Referrals through non-traditional routes, such as local health and wellbeing providers, integrating services with and within healthcare and other relevant settings, such as, but not limited to, GP surgeries are also encouraged. Partnership working with Jobcentre Plus (JCP) will also be a critical element of any delivery model to design and deliver activities to ensure they add value to the JCP core offer and develop referral routes onto the programme to ensure that JCP customers, particularly those not part of the WHP, have access to this project.

Note that 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. In particular, proposals must demonstrate how they will align with and engage the

Leeds City Region LEP Growth and Skills Service in the delivery of the programme. This will help avoid duplication - as well as help to create a more balanced, integrated and less confusing provision to end users and avoid proliferation in the market place.

Additional requirements:

Successful providers should:

- Demonstrate a strong track record of working with the target group, understanding their needs, reducing barriers to employment and supporting individuals with complex barriers into employment.
- Demonstrate strong knowledge of the Leeds City Region labour market and the (current and future) needs of local businesses, particularly in priority growth sectors and the impact of automation.
- 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 (including colleges, universities and private/VCS training providers, health professionals).

Consortia/Partnership Applications

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

Details of the local ESIF Strategy can be found at:

<http://www.thelep.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 1, **Investment Priority: 1.1 Access to employment for jobseekers and inactive people** of the European Social Fund Operational Programme and responds to the

local development need set out in the Leeds 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.

Indicative Fund Allocation:	<p>Indicatively, through this call the Managing Authority expects to allocate approximately £5m ESF</p> <p>The Managing Authority reserves the right to decrease or increase the indicative allocation, or support more or fewer projects subject to the volume and quality of proposals received. The managing authority may also decide to place some projects submitted through this call on a reserve list and invite them to proceed at a later date, subject to the availability of funding.</p>
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 £1,250,000 of ESF to any single project.</p> <p>Applications requesting an ESF amount below the 'Minimum Application Level' will be rejected.</p>
Duration of project	<p>Projects must be financially completed (i.e. have a proposed Financial Completion Date) no later than 31st December 2023; however, the Managing Authority reserves the right to vary the maximum duration in exceptional circumstances</p> <p>All ESF Projects must complete delivery 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	<p>All applications will usually 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.</p> <p>However, the Managing Authority reserves the right to assess applications from existing Grant Recipients via the Project Change Request route where appropriate, as set out in the 'Call Context' section of this specification.</p>
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	1.1 Access to employment for jobseekers and inactive people
Specific Objectives	To help those who are disadvantaged but still relatively close to the labour market to tackle their barriers to work, and enter and sustain employment.
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 actions which may be supported for all unemployed and inactive people include:</p> <ul style="list-style-type: none"> • additional and innovative approaches to pre-employment training, to ensure individuals have the core work-related skills that employers require, including preparation for apprenticeships;

	<ul style="list-style-type: none"> • support for those who need pre-traineeship and pre Work Programme assistance, to prepare them for the next step. • training for those who need to upgrade their skills or learn new skills (including basic skills and English for non-speakers) to compete in the local labour market and adapt to changes in the economy; • helping people access or benefit from apprenticeships, including support for women to enter non-traditional sectors which addresses barriers to entry (e.g. construction); • providing access to transport where this is a barrier to taking up a job; • providing advice, guidance and support by plugging gaps in national provision where appropriate, in order to help people, make better informed choices, and in particular to take account of the jobs available in the local area; • specific careers advice for women, to help them make informed career choices; • using self-employment as a route out of worklessness, including providing advice and support for self-employment (an attractive option where an individual is struggling to find work with an employer, either because they lack experience or because they face discrimination).
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Results Table –

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

ID	Result Indicator	Minimum Target value for this call
R1	Unemployed participants into employment (including self-employment) on leaving (MD)	20% More Developed
R2	Inactive participants into employment, or job search on leaving (MD)	33% More Developed
R3	Participants gaining basic skills (MD)	4% More Developed
R4	Participants with childcare needs receiving childcare support (MD)	36% More Developed
ESF-CR06	Participants in employment, including self-employment, 6 months after leaving (MD)	30% More Developed

Outputs table –

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

ID	Output Indicator	Total Minimum target value for this call
O1	Participants	5110
O1	Participants (Male)	2657
O1	Participants (Female)	2453
ESF –CO01	Unemployed, including long-term unemployed	3168
ESF – CO03	Inactive	1942
O4	Participants over 50 years of age	752
O5	Participants from ethnic minorities	745
ESF - CO16	Participants with disabilities	989
O6	Participants without basic skills	821
ESF - CO14	Participants who live in a single adult household with dependent children	639

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

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."

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 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.

4.9 Duplication of Provision

Applicants are required, in their Full Application, to “identify any organisations offering the same or similar activity” as their proposed project. Applicants are also asked to “explain how the proposed project adds value to and doesn't duplicate existing provision, and does not conflict with national policy”.

To help inform their response, applicants should access the ESF List of Beneficiaries published on GOV.UK - <https://www.gov.uk/government/publications/european-structural-and-investment-funds-useful-resources> and search for any other ESF funded projects operating under the same Investment Priority in the same geographical area(s) as their proposed ESF Project.

Where there is potential duplication and/or overlap, the applicant should ensure they explain how they will work with any other pre-existing ESF Projects to ensure their new project will add value and not conflict with existing provision.

5. Application Process & Prioritisation Methodology

The ESF application process is a single-stage process – Full Application only.

Applicants must fully complete the Full Application information required in the ECLAIMS IT system (section 9 refers).

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

Following the call closing date, applications will usually 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.

However, the Managing Authority reserves the right to assess applications from existing Grant Recipients via the Project Change Request route where appropriate, as set out in the 'Call Context' section of this specification.

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 call's 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;
- [ESF National Eligibility Rules and Programme Guidance](#);
- [ESF Programme Guidance on Simplified Cost Options](#).

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 [Simplified Cost Options 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 and Programme Guidance](#) 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);
11. **Due Diligence Financial Information.** 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).

Optional Supporting Documents

12. **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);
13. **Sample Timesheet** applicable if you or your Delivery Partners have members of staff working part of their time on your ESF Project;
14. **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;
15. **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);
16. **Draft SLA with Delivery Partners** applicable if your ESF Project will have one or more Delivery Partners;
17. **Independent state aid advice** applicable only if you have obtained independent advice to support your quoted ESF project State Aid position;
18. **Proof of Irrecoverable VAT** applicable only if you have Irrecoverable VAT which is relevant to your ESF Project

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.	24 February 2021
Deadline for submission of Full Application via the ECLAIMS IT System	Midnight 19 April 2021

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:

ESF Call Template – Online Applications

Version 5

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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