

FAST-CARE 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 Authority¹ by the call deadline.

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

ECLAIMS User Access

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

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.

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

¹ 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 and Pensions)



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

Please ensure the subject or 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 European Regional Development Fund (ERDF) calls – the online application process is available for 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 5. 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 to retroactively financially support measures facilitating the reception, welcoming and integration of people fleeing the war in Ukraine. Please refer to the guidance specific to FAST-CARE including the FAST-CARE Eligibility Rules.

This guidance consists of ECLAIMS user guidance elements and additional guidance. These explain the compliance and minimum requirements for your Full Application. Screenshots have been included where possible, apart from screens which require narrative, text box responses only. 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 Core Selection Criteria must be met to proceed to a Funding Agreement.

Once you have submitted an application via ECLAIMS, you can view the status of that application and any other ESF online applications you have in progress 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

You are required to verify the accuracy of the information provided in your Full Application. You are also 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 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 can be found at <https://www.gov.uk/government/collections/european-social-fund-documents-and-guidance> to help you complete your application, including guidance on:

- on State Aid law
- Anti-Fraud requirements

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 of 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, 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 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 5. Applicants should therefore refer to:

- the published Call Specification which contains the specific objectives under this Priority Axis, including Investment Priority 5.1
- the published FAST-CARE Eligibility Rules
- the published FAST-CARE call Question and Answer document

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 lay person'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 for example, 'v2.0'.

NOTE: The ECLAIMS IT system will accept most Microsoft:

- word documents in .doc, or .docx formats
- excel documents in .xlsx format

It also accepts files in PDF formats.

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 is not available, Firefox or Microsoft Edge.

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

To submit a Full Application via ECLAIMS, an individual in the lead applicant organisation must have Applicant User Access permissions. Even if that organisation or individual already has 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

An External Access Form will need to be completed and returned for each person who requires ECLAIMS access. Applicants should make it clear in their email which current, published ESF call they are intending to apply against.

You will receive a return email from a company called Datamart which will contain your log in details.

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

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

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](#)

Image 1

Clicking on '**View the call list prior to making application**' link will take you to a screen which will detail the current, open ESF FAST-CARE call for funding.

From this screen, click on the name of the call '**FAST-CARE OC50S23X1846**' which 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, scroll down to the bottom of the call details page, you will see an **‘Apply Now’** button.

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

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

Application Index

Applicant	NOT STARTED	Call reference OC20S22P1845 Application Type Full Created Your dashboard Existing applications
Project	NOT STARTED	
Strategy	NOT STARTED	
Financial	NOT STARTED	
Deliverables	NOT STARTED	
Control	NOT STARTED	
Compliance	NOT STARTED	
Supporting documents checklist	NOT STARTED	
Submission	NOT STARTED	
Submit Application	Save Draft	

Image 2

You can then click on each heading 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, but it will also allow you to exit your partially completed Full Application and return to it later. This may be useful if you need to build up your information in increments 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.

Please note it is mandatory to complete all fields in the Applicant section. 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 'Applicant' 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' 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 'is the organisation a small or medium enterprise?'. Please answer 'No' using the relevant radio button.

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 the sections, please select 'Save and Continue'.

5.2 Delivery Partners Screen

The Delivery Partner section is not relevant for FAST-CARE projects.

For the question – 'Will the project involve delivery partners?' Please select 'No'

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.

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 as this is not applicable to ERDF
- 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. The maximum amount that can be applied for per upper tier local authority is available on Appendix 1. This is based on the FAST-CARE Eligibility Rules published with this call
- 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 note the MA is aware that some LEP boundaries have changed, however for ESF reporting purposes, the LEP area will need to correspond to the LEP listed in Appendix 1 column F, for your local authority.

Please select the relevant Lead Applicant LEP, as per Appendix 1 column F, from the drop-down list.

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, or you may get an error message which prevents your application from being submitted, or both.

The next part of this screen asks for the key delivery dates for your ESF Project. Remember that all activity needs to be undertaken between **24 February 2022 and 31 August 2022**. 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 for example, a geographical suffix, numerical 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 and 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)

As this Application covers a wholly Retroactive period, the **Start Date** should be entered no earlier than 24 February 2022.

Proposed Financial Completion Date (Must be completed for ESF)

As this Application covers a wholly Retroactive period, the Financial Completion Date should be entered as 31 August 2022.

Proposed Practical Completion Date (Must be completed for ESF)

As this Application covers a wholly Retroactive period, the Proposed Practical Completion Date should be entered as 31 August 2022.

Proposed Activity End Date (Must be completed for ESF)

As this Application covers a wholly Retroactive period, the Proposed Activity End Date should be entered as 31 August 2022.

Once you have completed all 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.

As this is a Retroactive Application, **please detail in no more than 200 words** how your project addressed the migratory challenges resulting from the military

aggression by the Russian Federation in Ukraine and supported the socio-economic integration of third country nationals during the period **24 February 2022 and 31 August 2022** and helped to facilitate the reception, welcome and integration of people fleeing the war in Ukraine.

In addition

If this application is being submitted on behalf of a consortium, the lead applicant must list the all the upper tier local authorities that form the consortium.

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 comprises of 4 narrative free text boxes where you are asked to provide a response. For FAST-CARE projects, please answer as per below.

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?'.
Please answer 'not required for this call'.

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 5.1.
Please answer in maximum 100 words.

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 does not duplicate existing provision, and does not conflict with national policy

Also tell us how you will link with ESF participants in other projects.’
Please answer ‘not required for this call’.

Once you have recorded the responses to each question, select ‘Save and Continue’.

5.7 Strategy Cross Cutting Themes Screen

Projects are not required to complete the Cross Cutting Themes screen.
Please answer ‘not required for this call’.

Once you have recorded the responses to each question, select ‘Save and Continue’.

5.8 Strategy Justification Screen

Projects are not required to complete the Justification screen.
For all three questions, please answer ‘not required for this call.’

Select ‘Save and Continue’.

5.9 Strategy Evidence Screen

Projects are not required to complete the Evidence screen.
Please answer ‘not required for this call’.

Select ‘Save and Continue’.

5.10 Financial (General) Screen

Please advise whether the project will be adopting any of the available ESIF simplified cost options for indirect costs and if so, which one?
Please answer ‘not required for this call’.

Does the project budget include any VAT you cannot recover from HMRC (recoverable VAT)? Note we may need confirmation of this by way of a letter from the applicant's finance department. Select ‘No’

Projects are only required to complete the Costs and Funding section in the Financial (General) screen.

‘Costs and Funding – for each line item (not cost category), provide the justification for its inclusion for example relevance to the project and the assumptions and research undertaken to come to the figures. For salary costs,

please indicate any job roles not 100% funded by the project and provide evidence of the hourly rate using the simplified cost methodology'.
Please answer 'not required for this call'.

'Who is providing your match funding and is it confirmed? If not, when will it be confirmed?'
Please answer 'not required for this call'.

'Will the project generate income?'
Please select 'No'

'If the project covers more than one Local Enterprise Partnership area or more than one Category of region, explain how the costs have been shared between areas.'

Please refer to Appendix 1 for details

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 need to record the financial information about your project by Cost Category, overall split of ESF and match funding, Category of Region (CoR), LEP Area (as per Appendix 1), 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.

It is strongly recommended that you take time to document and thoroughly check all 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 for example, £1000, the ECLAIMS IT system should populate these decimal places for you, displaying £1000.00. However, this is not always consistently the case consistently, so please check.

Financial Project Costs

Applicants are required to enter the total value of their project as an 'Other Direct Cost'.

Do not enter any other Cost Category.

When you first access the 'Financial Project Costs' screen, you will be asked to enter your project cost profiles.

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 quarterly profile field for Quarters 1, 2 and 3 2022. Quarter 1 and 2 should be recorded as '0.00'. **All expenditure should be recorded in the Quarter 3 2022 box.**

The quarterly profiles available 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 August 2022.

Summary Table

Cost Category	2022	Total
ESF - other direct costs	100,000.00	100,000.00
Subtotal Capital	0.00	0.00
Subtotal Revenue	0.00	0.00
Total	100,000.00	100,000.00

Image 3

Please **check this table** to ensure all 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 5 Investment Priority 5.1, LEP area and the Category of Region. Where a consortium covers more than one LEP area, input the LEP of the lead applicant.

Please note the MA is aware that some LEP boundaries have changed, however, for ESF reporting purposes the LEP area will need to correspond to the LEP listed in Appendix 1 for your local authority.

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 5, Investment Priority 5.1, and Category of Region you have just selected:

- ESF funding (see note below)
- Private Match Funding (which is £0.00 for this application)
- Public Match Funding (which is £0.00 for this application)

Please note where there is more than one Category of Region, this needs to be repeated, inputting the correct amount for each Category of Region.



Revenue	
	Percentage
	(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	

Image 4

NOTE:

You need to select the Priority Axis 5, Investment Priority 5.1, LEP area (as per Appendix 1) and enter the Category of Region.

This project will only have one Investment Priority 5.1

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.

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.

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

For FAST-CARE projects, please answer Questions 2 and 3 as described below.

For questions 1, 4, 5, 6 and 7 please answer ‘not required for this call’

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 required 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 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.’

This needs to include the systems in place to ensure you have the evidence to demonstrate to audit and verification the length of time for each Refugee in the UK and the number of weeks appropriate to the claim.

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.’

Please describe the management systems in place and evidence that aligns with the DELTA system to confirm numbers of refugees claimed. As this is a Flat Rate Cost payment project, we will not be asking for evidence of costs incurred.

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?’

Please answer ‘not required for this call’

Question 5: ‘Please set out your organisation’s financial policy which describes processes, roles and schemes of delegation.’

Please answer ‘not required for this call’

‘Please confirm that you have submitted a very detailed, granular budget breakdown’. **Do not select either radio button.**



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.’

Please answer ‘not required for this call’

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.’

Please answer ‘not required for this call’

Document Retention:

Please describe how your ESF Project will meet ESF requirements regarding document retention dates, storage and data backup arrangements.

It is important to note that 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](#).

5.15 Deliverables 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.

Narrative Responses:

In response to the narrative question 1 in this screen use the following standard wording:

‘Data published by DLUHC on GOV.UK as the final version of eligible refugee numbers for the period 24 February 2022 to 31 August 2022 has been used to calculate the volume of outputs for this project.’

Applicants should ensure the number of refugees being claimed for, and declared to DLUHC, remains correct. Where applicants believe these numbers are no longer correct, then the numbers of refugee arrivals being claimed for should be revised down to reflect the correct position, **in this instance the standard wording above should be replaced with a justification for the reduced figures.**

You must demonstrate that you have used the figures for new registrations declared to DLUHC via the DELTA system, for the period 24 February 2022 to 31 August 2022 inclusive, (where Tariff Payments were made), to calculate your project costs (as per Appendix 1).

Applicants will also need to retain the source for data declared to DELTA.

In response to the narrative question 2 in this screen, please answer 'not required for this call'

Radio Buttons:

(ESF only) Will your project be fully or partially implemented by social partners or non-governmental organisations? **Do not select a radio button.**

(ESF only) Is your project dedicated to the sustainable participation and progress of women in employment? **Do not select a radio button.**

Once you have completed both the narrative sections of this screen, you should then move onto recording your outputs for your project in this same screen. The outputs numbers must align with the DELTA system in Appendix 1 or where you believe these numbers are no longer correct, then the numbers of refugee arrivals being claimed for should be revised down to reflect the correct position and justification provided.

As this is a Retroactive project, you will need to enter '0' for Quarter 1 and Quarter 2 2022. You need to enter the total outputs in Quarter 3 2022.

Recording your 'Output' target profiles:

For each individual Output category, you will need to:

- select the correct Priority Axis 5 from the drop-down menu
- select the correct Investment Priority 5.1 from the drop-down menu for Type, select 'Output'
- for Indicator, select your Output category CPR01 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
- select the correct Category of Region for the Output being recorded
- select the correct LEP area, as per Appendix 1, from the drop-down menu
- select the year 2022

- input the total number of Refugees in Quarter 3 2022 (please note ECLAIMS will not accept a part year therefore you will need to input zeros for Quarter 1 and 2 2022)

If 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

* Investment priority

* Type
 Result Output

* Indicator

* Category of region
 More Developed
 Transitional
 Less Developed

* LEP

Image 5

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 the Outputs you have just recorded.

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

Please Note: Results are not applicable to FAST-CARE projects

Once you are satisfied that all your Outputs 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 has the appropriate capacity to meet the requirements of ESF.

All the responses in this screen are narrative, free text box responses. For FAST-CARE projects please provide a narrative response to questions 1, 9 and 10.

Questions 2 to 8 please answer 'not required for this call'

Question 1: 'Fully describe the project and control systems that will be established for the project, demonstrating that the project has the appropriate capacity to meet the requirements of European Structural & Investment Funds. Note: you should only provide a brief summary.'
Please complete this section.

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.’

Please complete this section.

You must demonstrate that you have used the figures for new registrations declared to DLUHC via the DELTA system, for the period 24 February 2022 – 31 August 2022, (where tariff payments were made), to calculate your project costs, or where you believe these numbers are no longer correct, then the numbers of refugee arrivals being claimed for should be revised down to reflect the correct position and justification provided.

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:

The Anti-Fraud Statement in line with ESF Anti-Fraud Guidance requirements document **must** be uploaded in the ‘Supporting Documents Checklist’ section of your Full Application to accompany your response.

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?’

Please briefly explain how you will make sure you are only claiming for eligible individuals. The specific eligibility rules are explained in the Priority Axis 5 – FAST-CARE Eligibility Rules guide.

Once you are content you have provided the 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.’

As this is a Retroactive claim, please answer ‘not required for this call’

Once you are content you have provided the response to this question, select ‘Save and Continue’.

5.19 Compliance Procurement Screen

Procurement is not applicable to the FAST-CARE projects

Completing the ECLAIMS Procurement Register: this is not required as procurement is not applicable to this project.

5.20 Compliance State Aid Screen

CRITICAL NOTE: The following sections on 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.

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, 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](#)

Image 6



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.

Image 7

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?

Image 8



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 current 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 do not 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 (a nominated scheme or exemption). The Managing Authority may wish to see independent verification of this position.

Once you have completed all 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?'

The project will need to ensure that all communication actions comply with the European Structural and Investment Fund Branding and Publicity requirements. This call is about retroactive financial support, rather than live delivery – and does not involve activities with participants. These factors impact on what publicity measures can be undertaken.

Some examples of publicity measures that can be taken by the lead organisation (and any partners) include but are not limited to the display of ESF posters, appropriate references to ESF support in any print and publications, media releases, and or electronic materials (such as website pages) that are

relevant to the support being provided by the project. See the [ESIF Branding and Publicity Requirements](#) - particularly section 3. See also the Question and Answer document published as part of this Call.

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.'

Please answer 'not required for this call'

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

5.22 Supporting Documents Checklist Screen

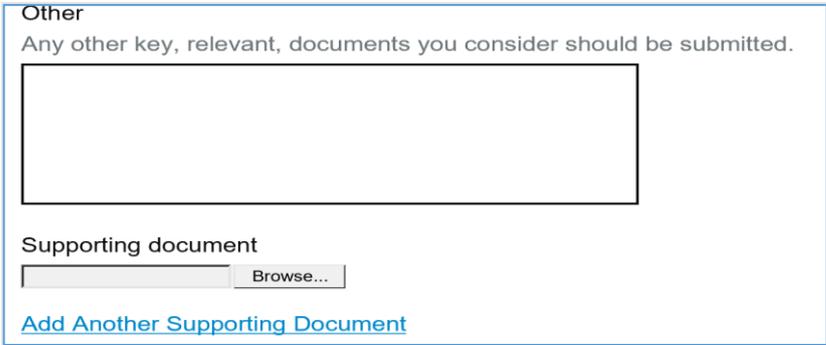
This screen **must** be completed in all cases.

- confirmation of match funding from each funder – Not Required
- granular breakdown of budget – Not Required
- if applicable, proof of irrecoverable VAT on eligible costs – Not Required
- applicant organisation's Equality & Diversity Policy - Not Required
- if applicable, independent State Aid advice - Complete as required
- job descriptions (JD) - Not Required
- Gantt Chart - Not Required
- organogram - Not Required
- applicant's procurement policy if available – Not Required

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
 Browse...

[Add Another Supporting Document](#)

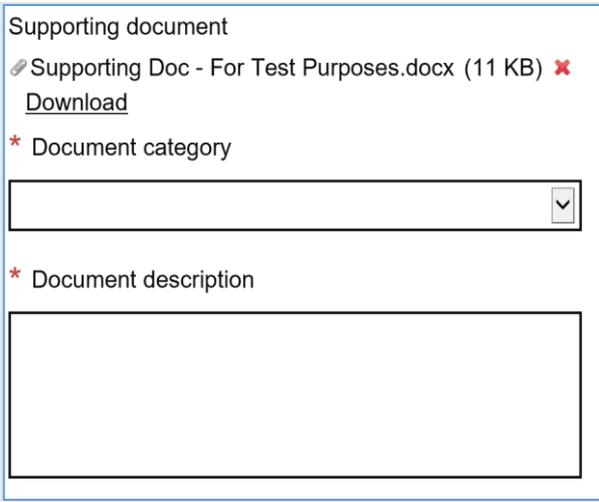
Image 9

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:



The screenshot shows a form titled "Supporting document". It contains the following elements: a file name "Supporting Doc - For Test Purposes.docx (11 KB)" with a red 'x' icon and a "Download" link; a field labeled "* Document category" with a drop-down menu; and a field labeled "* Document description" with a large text area.

Image 10

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

Once you have uploaded all 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 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 are 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 ECLAIMS.

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 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 to progress this application.

Once you have completed this confirmation box, you can select the '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 providing you with your unique ECLAIMS IT system generated project reference number.

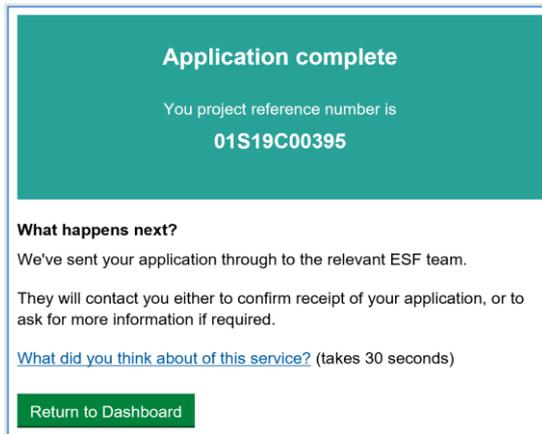


Image 11

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.

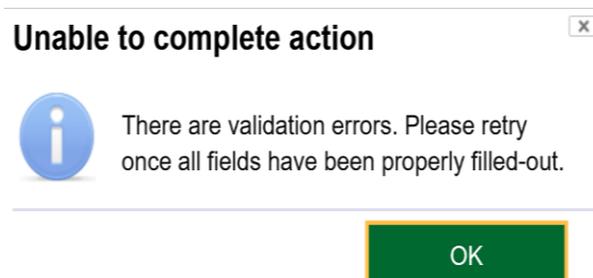


Image 12

Selecting 'OK' at this point will clear the pop-up message and ECLAIMS will navigate you back to 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 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 before 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 Full Appraisal stages.

This Gateway Assessment 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.

8. 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.

9. Funding Decision

We will notify you of the decision and the notification letter will be uploaded onto ECLAIMS.

10. Funding Agreement or Memorandum of Understanding 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 an ESF Funding Agreement or Memorandum of Understanding and a Funding Agreement or Memorandum of Understanding Acceptance document.

Your ESF Appraiser will prepare and upload to ECLAIMS the following documents for your project:

- a Funding Agreement or Memorandum of Understanding Cover Letter, explaining the actions you need to take
- an unsigned Funding Agreement or Memorandum of Understanding
- an associated unsigned ESF Funding Agreement or Memorandum of Understanding Acceptance document
- blank Bank Details Form

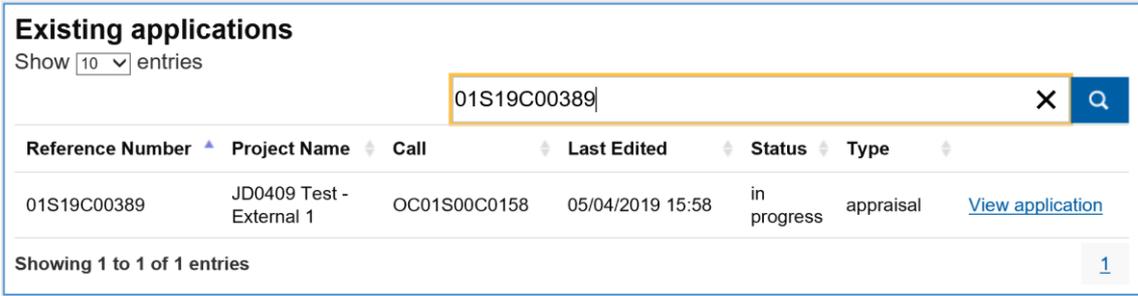
The ESF Appraiser will notify you via email when the unsigned documents are available in the ECLAIMS IT system and provide guidance to allow you to access and action the Funding Agreement or Memorandum of Understanding and associated Acceptance Document.

This is the final step in the Application to Funding Agreement or Memorandum of Understanding 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.

11. 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	View application

Showing 1 to 1 of 1 entries

Image 13

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 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 certain you no longer wish to continue in the application 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.