



Department  
for Work &  
Pensions



**European Union**  
European  
Social Fund

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

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

#### **Priority Axis 5: Promoting the Socio-economic Integration of Third Country Nationals - Flexible Assistance for Territories - Cohesion's Action for Refugees in Europe (FAST-CARE).**

<b>Managing Authority</b>	<b>Department for Work and Pensions (DWP)</b>
<b>ESI Fund</b>	<b>European Social Fund</b>
<b>Priority Axis:</b>	<b>Priority Axis 5: Integration of Third Country Nationals</b>
<b>Investment Priority</b>	<b>5.1 – Support for the facilitation of the reception, welcoming and integration of people fleeing the war in Ukraine</b>
<b>Call Reference:</b>	<b>FAST-CARE OC50S23X1846</b>
<b>LEP Area:</b>	<b>All LEP areas</b>
<b>Call Opens:</b>	<b>23 March 2023</b>
<b>Call Closes:</b>	<b>23:59 15 May 2023</b>
<b>Application Process</b>	<b>Applications for funding must be completed and submitted using the ECLAIMS IT system.</b>  <b>Applications submitted via any other method will not be accepted.</b>  <b>Please note: the ECLAIMS system can only be accessed from within the UK.</b>

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# 1. Call Context

The 2014 to 2020 European Structural and Investment Funds (ESIF) bring the European Regional Development Fund (ERDF), European Social Fund (ESF) and part of the European Agricultural Fund for Rural Development (EAFRD) together into a single European Union (EU) Structural Investment Funds (ESIF) Growth Programme for England supporting the key growth priorities of innovation, research and development, support for Small and Medium Enterprises (SME), low carbon, skills, employment, and social inclusion.

European Structural and Investment Funds are managed by the Department for Levelling Up, Housing and Communities (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” (MA) 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 Priority Axis 5 of the Operational Programme: ‘Promoting the Socio-economic Integration of Third Country Nationals (FAST-CARE) - as a result of the military aggression by the Russian Federation; and Investment Priority: 5.1 Support for the facilitation of the reception, welcoming and integration of people fleeing the war in Ukraine. This Priority Axis and Investment Priority exist to enable delivery of the support set out in this Call to assist with the migratory challenges as a result of the military aggression in Ukraine.

All applications will need to be eligible under the European Social Fund Operational Programme for England 2014 to 2020. The published Operational Programme does not yet contain the updated information regarding Priority Axis 5. Applicants should therefore refer to the supporting documents that form part of this Call specification, please see section 4.1 for further information.

Information on the process needed to submit applications in response to this Call can be found in the FAST-CARE on-line Full Application Guidance which is also published alongside this Call.

This Call sets out the requirements for applicants to consider before applying. Applications against this call will be appraised as part of a single-stage appraisal process and successful applicants will enter into a Funding Agreement with the DWP

or for the London area, a Memorandum of Understanding (MoU) with the Greater London Authority. Further information is given in sections 4 to 10.

## **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 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**

#### **Priority Axis 5**

This aims to address the migratory challenges resulting from the military aggression by the Russian Federation in Ukraine and to support the socio-economic integration of third country nationals. It will help to facilitate the reception, relief and welcome of people fleeing the war in Ukraine.

#### **Background**

In June 2022, as part of its response to the Russian war of aggression against Ukraine, the European Commission adopted the FAST-CARE package. This builds on the Commission's Cohesion's Action for Refugees in Europe (CARE) package allowing Member States and regions to provide emergency support to people fleeing from Russia's invasion of Ukraine.

FAST-CARE makes provision for Member States, regional and local authorities and partners to address the consequences of Russia's aggression against Ukraine, including the arrival across Europe of around 8 million refugees<sup>1</sup> from Ukraine. It aims to provide additional, flexible support where it is most needed, for those welcoming and integrating displaced people – including Member States, local authorities, and civil society organisations. FAST-CARE basic needs and support measures apply to adults and to children under 18 years of age.

The Managing Authority has considered the provisions available through FAST-CARE in the context of the objectives and implementation of the existing Operational Programme; and the unexpected challenges arising from the invasion, at a time when we have been engaged in the recovery of the UK economy and society after the COVID-19 pandemic.

This Priority Axis aims to promote the socio-economic integration of third country nationals fleeing the war in Ukraine, with an ESF Co-Financing rate of 100%. The operations are dedicated to addressing migratory challenges as a result of the military aggression by the Russian Federation.

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<sup>1</sup> [United Nations - UNHCR, the UN Refugee Agency – Operational Data Portal \(data correct at 21 February 2023\)](#)

The actions that can be supported by ESF **have an eligibility start date of 24 February 2022.**

The Priority Axis supports the following Investment Priority:

### **Investment Priority 5.1 Support for the facilitation of the reception, welcoming and integration of people fleeing the war in Ukraine**

The UK and its international partners are united in support for Ukraine. The UK government is providing a range of economic, humanitarian, and defensive military assistance to Ukraine.

In line with and subject to Government rules, from day one, Ukrainian nationals have the right to work and to access benefits and public services, including education and healthcare, on the same footing as UK nationals. This will continue to be the case for those who wish to remain in the UK, in line with UK government rules.

In the UK, as of 21 February 2023, 219,400 Ukraine Scheme visas had been issued to people through the Ukraine Family Scheme (66,100) and Ukraine Sponsorship (Homes for Ukraine) Scheme (153,300)<sup>2</sup>.

Since March 2022, the UK government has worked with councils and communities to help them build new lives in the UK.

This Investment Priority within the programme will financially support and facilitate, the reception, relief and welcome of people fleeing the war in Ukraine through measures such as, but not limited to:

- providing food, accommodation, transport, healthcare information and translation services
- welcome and support orientation measures such as accommodation, and accommodation and staff costs for running the facilities and integration activities
- healthcare, psychological care, community-based support, childcare, social housing, access to the labour market, education, and training

Within this Investment Priority, costs must relate to socio-economic integration support provided to third country nationals who have been displaced as a result of the Russian aggression in Ukraine and have accessed local services in England. Support for adults and children under 18 is eligible.

The specific objective to be supported under this Investment Priority is set out in the table below:

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<sup>2</sup> Transparency data published on GOV.UK: [Ukraine Family Scheme, Ukraine Sponsorship Scheme \(Homes for Ukraine\) and Ukraine Extension Scheme visa data. Data correct as at 21 February 2023](#)

Specific Objective	Results that the Member States seek to achieve with Union support
5.1 Support for the facilitation of the reception, welcoming and integration of people fleeing the war in Ukraine	<p>The additional financial support from this investment priority will support and facilitate measures such as, but not limited to:</p> <ul style="list-style-type: none"> <li>- short term first reception and immediate relief activities, such as providing food, basic material assistance, accommodation, transport, immediate healthcare, information, and translation services</li> <li>- welcome and orientation measures such as accommodation, and accommodation and staff costs for running the facilities and integration activities</li> <li>- healthcare, psychological care, community- based support, childcare, social housing, access to the labour market, education, and training</li> </ul>

## 1.2 Development Need

Projects must have delivered activity which directly contributes to the objectives of Priority Axis 5, Investment Priority 5.1 which meets the development need expressed in this Call.

Through this Call the Managing Authority is seeking applications from Upper Tier Local Authorities or other types of delivery partnership arrangements based on retroactive Local Authority costs incurred in the reception, welcoming and integration of third country nationals, in England **between 24 February 2022 to 31 August 2022**, as a result of the military aggression by the Russian Federation. For example, Local Co-Financing Organisations, Combined Authorities (CA) or Local Enterprise Partnerships could lead a consortia bid for several Upper Tier Local Authorities in a common geographic area i.e., LEP, county, combined etc. However, this Call is not limited to consortia bids. An Upper Tier Local Authority can apply for their local area.

This is not a standard ESF Call, and applicants are asked to note and take account of the following:

- the retroactive nature of the costs to be claimed

- payment will be made on a Flat Rate unit cost basis
- match funding is not applicable for this Call - Funding can be delivered using 100% ESF
- costs eligible for support can relate to adults and children under the age of 18
- the reduction of the administrative burden on beneficiaries (and Managing Authorities) in the context of addressing migratory challenges. No direct reporting of individual refugee to the ESF MA is required
- the Scoring Methodology detailed in the Scoring Framework is not applicable for this Call. To proceed to a Funding Agreement or an MoU, applicants must meet the Gateway Criteria and activity in line with this Call
- ESF granted under Priority Axis 5 is not directly awarded for the continued support of these individuals or supporting the needs of additional individuals who may flee Ukraine at a future date. Once paid, there are no special conditions or restrictions applied to how the ESF granted under this call is spent. The ESF MA may be in a position to provide additional funding for those who have arrived from September 2022 onwards. This will be confirmed at a later date

## Call Outline

- the delivery of the actual activity is retroactive for the period **24 February 2022 to 31 August 2022 only**. Applicants to note that there will be the potential to claim further costs for the period 1 September 2022 to December 2023, but these costs are not being invited as part of this Call. Successful applicants may be invited to apply for further funding, this will be confirmed at a later date
- this Call is open to Upper Tier Local Authorities, Local Co-Financing Organisations, Combined Authorities or Local Enterprise Partnerships that could lead a consortia bid for several Upper Tier Local Authorities in a common geographic area i.e. LEP, county, combined etc. However, this Call is not limited to consortia bids. An Upper Tier Local Authority can apply for their local area for example, a City Council could submit an application for the City and separately a County Council could apply for the county area which includes the borough councils. Alternatively, a City Council and County Council may wish to form a consortium and bid on that basis
- Match Funding is not required. Funding can be delivered using 100% ESF
- eligible refugees will be those declared to the Department for Levelling Up, Housing and Communities (DLUHC) via the DELTA system as new registrations, during the period 24th February 2022 – 31 August 2022, where Tariff Payments were made. The ESF MA will use the published data to assess the application value for each Upper Tier Local Authority. Please see the information attached at Appendix 1
- payment for each refugee will be made at a Flat Rate Unit Cost of £84.00 per week
- for each person, this can cover support provided for any period they are residing in the UK from the date of registration with the Local Authority in their area, up to 19 weeks (133 days) afterwards. All costs claimed for funding must be claimed retroactively and fall within the period **24 February 2022 to 31 August 2022 only**

- the maximum number of refugees that each Upper Tier Local Authority Area can claim for is shown in Appendix 1
- applicants should ensure the number of refugees being claimed for, and declared to DHLUC, 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
- costs related to support for adults and children under the age of 18 are eligible
- each project will be required to submit one claim for retroactive costs for the entire period of **24 February 2022 to 31 August 2022** as set out in the Funding Agreement or MoU
- applications are invited from eligible organisations across England including London
- retroactive costs can be applied to the activities in the assistance and support of people fleeing the war in Ukraine as outlined in your application and as per examples below but is not limited to:
  - providing food, basic material assistance, accommodation, transport, immediate healthcare, information, and translation services
  - welcome and orientation measures such as accommodation, and accommodation and staff costs for running facilities and integration activities
  - healthcare, psychological care, community-based support, childcare, social housing, access to the labour market, education, and training

This list is not exhaustive.

## **Consortia/Partnership Applications**

The Managing Authority encourages applications from consortia or other similar types of partnership arrangements. For example, Local Co-Financing Organisations or Local Enterprise Partnerships could lead a consortia bid for several Upper Tier Local Authorities in a common geographic area i.e. LEP, county, combined etc. However, this Call is not limited to consortia bids. An Upper Tier Local Authority can apply for their local area. For example, Leicester City Council could submit an application for Leicester City and separately Leicestershire County Council could apply for the county area which includes the borough councils.

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

### **1.3 Scope of activity**

This Call invites Full Applications which support the delivery of Priority Axis 5, Investment Priority 5.1, Support for the facilitation of the reception, welcoming and integration of people fleeing the war in Ukraine and responds to the development need set out above.

This Call aims to address the identified shortfalls listed in section 1.2, Development Need, above. Applications are invited from Upper Tier Local Authorities, Local Co-Financing Organisations or Local Enterprise Partnerships that could lead a consortia bid (but is not limited to), for a number of Upper Tier Local Authorities, for retroactive financial support provided to third country nationals who have been displaced as a result of the Russian aggression in Ukraine and have accessed local services in England during the period **24 February 2022 to 31 August 2022**.

Retroactive financial support activity will include the support and facilitation of the reception, welcoming and integration of people fleeing the war in Ukraine such as but not limited to:

Providing food, basic material assistance, accommodation, transport, immediate healthcare, information, and translation services.

Welcome and support orientation measures such as accommodation, and accommodation and staff costs for running facilities and integration activities.

Healthcare, psychological care, community-based support, childcare, social housing, access to the labour market, education, and training.

Eligible refugees from Ukraine, are identified as those that have been declared to DLUHC via the DELTA system as new registrations, during the period 24th February 2022 to 31 August 2022, where Tariff Payments were made. Data for each Local Authority is provided at Appendix 1.

## 2. Call Requirements

<p><b>Indicative Fund Allocation:</b></p>	<p>Indicatively, through this Call the Managing Authority expects to notionally allocate remaining PA5 funds (up to £150m ESF) across all areas of England, to fund the provision:</p> <p>Less Developed: £1,659,840</p> <p>Transition: £19,481,280</p> <p>More Developed: £118,993,056 <i>Figures reflect remaining PA5 funds at Category of Region level</i></p> <p>The Managing Authority reserves the right to decrease or increase the indicative allocation or support more or fewer projects subject to the volume and quality of proposals received.</p>
<p><b>Application level</b></p>	<p>European Social Fund investment is intended to make a significant impact on local growth. Applications are expected to demonstrate appropriate scale and impact based on the number of people that have entered the Local Authority area as third country nationals fleeing the war in Ukraine.</p>

	<p>Eligible refugees will be those declared to DLUHC via the DELTA system as new registrations. Please see Appendix 1 for a breakdown of the maximum number of refugees that can be claimed by an Upper Tier Local Authority through this Call. Application values must not exceed the amount stated for each Upper Tier Local Authority in Appendix 1.</p>
<b>Duration of project</b>	<p>As set out in para. 1.3 above, the activity is retrospective for the period <b>24 February 2022 to 31 August 2022</b>.</p> <p>Applicants to note that there may be the potential to claim further costs from 1 September 2022, but these costs are not being invited as part of this Call. Successful applicants may be invited to apply for further funding, this will be confirmed at a later date.</p>
<b>Geographical Scope</b>	<p>All retroactive costs should be focused on activity within England only.</p>
<b>Specific Call requirements</b>	<p>This is a Call for ESF activity.</p>
<b>Call Deadlines</b>	<p>Applications submitted to the Managing Authority via the ECLAIMS IT system after 23:59 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: <a href="mailto:E.CLAIMSSUPPORT@DWP.GOV.UK">E.CLAIMSSUPPORT@DWP.GOV.UK</a></p> <p><b>Technical support is available Monday to Friday, from 8am to 6pm.</b></p> <p>It is your responsibility to submit your application in sufficient time to allow any technical issues to be resolved. Except in the unlikely event that there is a general failure of the system in the final hours, the ESF Managing Authority 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 <a href="mailto:E.CLAIMSSUPPORT@DWP.GOV.UK">E.CLAIMSSUPPORT@DWP.GOV.UK</a></p> <p>The Managing Authority reserves the right to reject applications which are incomplete or not submitted in a timely and compliant way.</p>

<b>Application selection</b>	<p>The Scoring Methodology and Framework will not be applicable under this Call.</p> <p>Applicants meeting the Gateway Criteria will proceed to the ESF Appraisal Stage, and if approved, to a Funding Agreement or an MoU.</p> <p>If applications fail to meet any of the Gateway Criteria or the Call specification, then applications cannot proceed to a Funding Agreement or an MoU. Applicants should note that all elements must be met.</p>
<b>Applicant proposals</b>	Only retroactive costs for the period <b>24 February 2022 to 31 August 2022 are eligible.</b>
<b>Eligible match funding</b>	<p>Match funding is not applicable for this Call.</p> <p>Funding can be delivered using 100% ESF.</p> <p>A Flat Rate Unit Cost of £84 per week per individual will be used. For each person, this can cover support provided for any period they are residing in the UK from the date of registration with the Local Authority in their area, up to 19 weeks (133 days) afterwards. All costs claimed for funding must be claimed retroactively and fall within the period 24 February 2022 to 31 August 2022 only.</p> <p>The Flat Rate Unit Cost is also applicable to children under the age of 18.</p>
<b>State Aid law</b>	Applicants must demonstrate compliance with State Aid law.
<b>Audit/ Compliance</b>	All expenditure and activities will be subject to audit and non-compliance may lead to financial penalty.

### 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:

<b>Investment Priority</b>	<b>Investment Priority: 5.1 Support for the facilitation of the reception, welcoming and integration of people fleeing the war in Ukraine</b>
<b>Specific Objective</b>	To assist local areas with the socio-economic integration of third country nationals and facilitate the reception and relief of people fleeing the war in Ukraine.
<b>Indicative Actions</b>	Activities to be supported, but not limited to:

	<ul style="list-style-type: none"> <li>• short term first reception and immediate relief activities, such as providing food, basic material assistance, accommodation, transport, immediate healthcare, information, and translation services</li> <li>• welcome and orientation measures such as accommodation, and accommodation and staff costs for running facilities and integration activities</li> <li>• healthcare, psychological care, community-based support, childcare, social housing, access to the labour market, education, and training</li> </ul>
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## Outputs Table

ID	Output Indicator	Target values for this Call
CPR01	Refugees Supported	Please refer to Appendix 1 for a breakdown of the maximum number of refugees that can be supported by Upper Tier Local Authorities through this Call.

## Outputs Rationale

Applicants must demonstrate in their Full Application that they have used the figures for new registrations declared to DLUHC via the DELTA system, for the 24 February 2022 to 31 August 2022, (where tariff payments were made), to calculate their project costs.

When submitting applications, applicants should ensure the number of refugees being claimed for, and declared to DHLUC, 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.

## 4. General Information

Essential information to support the drafting of an application and delivery of a successful ESF funded project is published alongside this Call.

### 4.1 Compliance and Eligibility

When developing an application, Applicants should refer to the following documents published alongside this Call:

- FAST-CARE ESF Online Full Application Guidance
- Priority Axis 5 – Integration of Third Country Nationals Eligibility Rules
- FAST-CARE Call Question and Answer document
- Appendix 1 Upper Tier Local Authority ESF FAST-CARE Funding

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 further supporting information requirements (set out in 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 or a Memorandum of Understanding (MoU) 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 or an MoU has been issued it should be signed and returned within a short timescale.

## **4.2 Intervention Rate & Match Funding**

Intervention rate and match funding is not applicable to this Call. Funding will be delivered using 100% ESF.

## **4.3 Applicants**

Applicants must be legally constituted at the point of signing a Funding Agreement or an MoU and be able to enter into a legally binding Funding Agreement or an MoU. 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 or an MoU are met. The applicant organisation is responsible and liable for managing a compliant project, which will be detailed in the Funding Agreement or in the MoU.

The Managing Authority will consider the Applicant's record of accomplishments, 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 record of accomplishment.

## **4.4 State Aid & Revenue Generation**

Applicants are required, in the Full Application, to provide a view on how their proposal complies with State Aid law. Applicants must ensure that projects comply

with the law on State Aid.<sup>3</sup> Grant funding to any economic undertaking which is state aid can only be awarded if it is compatible aid, in that it complies with the terms of a notified scheme or is covered by the De Minimis Regulation. Guidance for grant recipients, explaining more about State Aid, is available; it is important that Applicants take responsibility for understanding the importance of the State Aid rules and securing their full compliance with them throughout the project, if it is selected into the Programme.

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

## **4.5 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.

### **4.5.1 Memorandum of Understanding (MoU)**

The standard terms and conditions will apply.

## **4.6 Retrospection**

Applications made against this Call are for retroactive expenditure only, for the period **24 February 2022 to 31 August 2022**.

Applicants to note that there may be the potential to claim further costs for the period from 1 September 2022.

These costs are not being invited as part of this Call. Successful applicants may be invited to apply for further funding this will be confirmed at a later date.

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<sup>3</sup> Article 107(1) of the Treaty on the Functioning of the European Union provides that: "Save as otherwise provided in the Treaties, any aid granted by a Member State or through state resources in any form whatsoever which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods shall, in so far as it affects trade between Member States, be incompatible with the internal market."

## 5. Application Process and 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 below refers).

Applicants should follow the Call guidance published alongside this Call. The guidance includes step-by-step details of how to record your Full Application information in ECLAIMS, as well as guidance on the depth and content expectations.

Following the Call closing date, applications will be subject to a Gateway Assessment undertaken by the Managing Authority under the following criteria:

- applicant eligibility
- expenditure eligibility
- the fit with the Call

Proposals that pass the Gateway Assessment will move into the appraisal stage which consists of the following:

- management and control
- deliverability
- compliance (State Aid and Publicity)

It is essential that applicants read the application guidance, and ensure submissions fully meet all aspects detailed in this published Call. All applicants will be notified whether their submission has been approved for funding.

If, following the appraisal process, an applicant is not satisfied with the ESF funding decision for their project, they can submit an appeal in writing to the ESF Managing Authority.

## 6. Technical Support

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

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

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

It is your responsibility to submit your application in sufficient time to allow any technical issues to be resolved. 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 in order 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.

## 7. Key Reference Documents

When developing your Full Application, it is recommended that you refer to all the applicant guidance provided specifically for this Call.

## 8. Further Supporting Information

The appraisal will be undertaken on the basis of the Full Application information submitted by the applicant using the ECLAIMS IT system. Applicants are also required to provide:

- an Anti-Fraud Statement (a statement on how you will deal with suspected fraud in your organisation and if appropriate, with your sub-contractors)

**NOTE:** The ECLAIMS IT system can accept most standard Office file formats such as Microsoft Word documents in the format .docx and Excel documents .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 applicant guidance published alongside this Call.

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

## 10. Accessing ECLAIMS

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

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

Each new ECLAIMS user will then receive an email from an organisation called Datamart – this will contain their unique log-in details. The user will need to follow the

instructions within the email to change their password in the first instance. They will then be able to access and use the ECLAIMS IT system.

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

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

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

## 11. Timescales

Launch of Call advertised on GOV.UK	23 March 2023
Deadline for submission of Full Application via the ECLAIMS IT System	23:59 15 May 2023

Any changes related to the deadline for the submission of the Full Application will be notified on the [European Growth Funding](#) website pages.