



**Department
for Work &
Pensions**



European Union
European
Social Fund

2014 to 2020 European Structural and Investment Funds Growth Programme

Call for Proposals European Social Fund

Priority Axis 2: Skills for Growth

Managing Authority	Department for Work and Pensions (DWP)
ESI Fund	European Social Fund
Priority Axis:	Priority Axis 2 : Skills for Growth
Investment Priority	2.1: Enhancing equal access to lifelong learning
Call Reference:	OC22S15P0263
LEP Area:	Liverpool City Region
Call Opens:	14 December 2015
Call Closes:	15 February 2016

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

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

This call is issued by the Department for Work and Pensions (DWP) to commission ESF Funded projects that will support the **Priority Axis 2 of the Operational Programme: Skills for Growth** and **Investment Priority: 2.1 Enhancing equal access to lifelong learning** as set out in the Operational Programme.

All applications will need to be eligible under the European Social Fund Operational Programme for England 2014 to 2020. The [ESF Operational Programme](#) is available for applicants to read. Before funding agreements are signed, the Managing Authority will need to check eligibility against the agreed ESF Operational Programme.

This call for proposal sets out the requirements for any applicants to consider before applying. Applications against this call will be assessed as part of two stage appraisal process and successful applicants will enter into a funding agreement with the DWP. Further information is given in sections 4 to 10.

All ESF applicants will need to be aware of the requirement to collect and report data on all participants as per Annex 1 (see Appendix A). This will be as well as the requirement of reporting on output and result indicators referred to in section 3 of the call for proposal.

1.1 National Context

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

This priority axis aims to support skills for growth. It will support activities through:

Investment priority: 2.1 Enhancing equal access to lifelong learning for all age groups in formal, non-formal and informal settings, upgrading the knowledge, skills and competences of the workforce, and promoting flexible learning pathways including through career guidance and validation of acquired competences.

Specific Objective	Results that the Member States seek to achieve with Union support
To increase the skills levels of employed people from the existing level to the next level up, to encourage progression in employment.	The additional support from this investment priority will help employed people to progress at work through achieving higher skills, and it will drive growth in their organisation by improving productivity. We have set result targets for participants gaining qualifications or units – separate targets for level 2 and level 3.
To increase the number of people with technical and job specific skills, particularly at level 3 and above and into higher and advanced level apprenticeships, to support business growth.	The main result will be achieved is that more participants will have gained a qualification or a unit of qualification. This investment priority will also support business growth through the development of a more highly skilled workforce. We have set a result target for participants gaining qualifications or units at level 3 or above.
To increase the skills levels of employed women to encourage progression in employment help address the gender employment and wage gap.	The additional support from this investment priority will support women in raising the level of their skills, helping them to progress in employment or self-employment and achieve higher earnings. There is a result target about progression in work. This investment priority will also contribute to supporting business growth through the development of a more highly skilled workforce.

ESF will be used to tackle the need to improve skills in England at all levels including basic, intermediate and higher levels according to the needs of the local area, to drive and support productivity and growth. ESF can be used to support skills at any level, but it is important that it complements and does not duplicate existing policies and provision. It should not displace the investment that employers and individuals make in training and ESF will not subsidise training that would otherwise be funded by business.

The 2013 OECD PIACC survey of adult skills showed England ranked 11th in literacy and 17th in numeracy out of 24 countries. The skills of the youngest adults compare badly; for 16-24 year olds England ranks 22nd in literacy and 21st in numeracy.¹ In 2012, 9.5% of 16-64 year olds in England had no qualifications² - a key barrier to entering and progressing at work. These skills are also often required to up-skill or re-skill those in the labour market, who are made redundant or are at risk of redundancy.

Full qualifications at level 3 and above are generally provided for in mainstream policy by grants and loans for individuals. It is not appropriate for ESF to be used to replace Government funded loans and grants, to meet the requirement that ESF should not be used to replace Government funding. However, in exceptional circumstances there may be a case for allowing such an investment to take place, e.g. where a local specific need and/or market failure has been demonstrated and where it falls within the ESF priority objectives. Any case submitted for consideration will be assessed on its individual merits but exemptions are expected to be very limited.

ESF funding must be targeted where there is clear justification for intervention financed by public expenditure. Targeting should take account of the existing mainstream funding of skills and how ESF can effectively support and provide additionally to significant levels of public funding in this area.

ESF will not substitute for investment in training that would otherwise be funded by employers or individuals, or is a statutory requirement. The specific need for intervention in each local area is set out in LEP area European Structural and Investment Funds strategies. Examples of activities that will be supported within this investment priority are set out below:

Support for progression in work

- support for part-time workers, most of whom are female, who want to upskill in order to access jobs/careers which offer longer working hours.
- training to support the career progression of women including to leadership and management roles, especially in SMEs;
- support for intermediate, technical and advanced vocational provision for career progression;
- funding development costs and contributing to delivery costs of vocational short courses designed to help low skilled employees to progress to higher value employment (particularly where this targets groups under-represented in higher skill roles).

Tackling disadvantage

- funding outreach activity, including taster courses to disadvantaged individuals to help improve take up and retention. This might include the cost of participation in summer schools or work-based access courses;
- funding development of new outreach activity, including taster or access courses, particularly where this is being co-designed with intermediaries or representatives of target groups and/or involves innovative approaches;
- funding development of new methods of delivering learning to reach remote learners (including e-learning and local delivery in non-traditional venues) where this does not duplicate mainstream activity;
- financial/bursary support targeted at disadvantaged individuals, specifically for course related costs demonstrated as being a barrier to accessing learning (but not tuition fees, or costs covered by Government grants and loan schemes or learning/learner support packages);
- support for the most disadvantaged recipients of advanced skills provision by funding additional learning support for under-represented groups where this activity can be demonstrated to enhance retention and attainment;
- increase participation where there are current or predicted skills shortages, particularly to address the needs of SMEs with growth potential or to target under-represented groups;
- funding costs of specific modules (additional to the core credit-bearing element of higher education programmes) designed to prepare under-
- graduates and graduates for employment or self-employment;
- funding specific activity (development or delivery) targeted at increasing the employability of particular groups which have lower employment rates and face particular barriers to gaining employment (e.g., those with a disability).

Support for wider career choices

- additional advice and guidance with a focus on improving understanding of employment opportunities in the local labour market, e.g. providing more targeted advice to women that helps them make important career choices;
- initiatives to promote participation by women in science, technology, engineering and mathematics (STEM) provision.

Intermediate and advanced (higher level) skills

- support for intermediate, technical and advanced skills for specific industries and sectors identified as driving growth in local economies in support of other relevant thematic objectives;
- skills and training packages in response to redundancies (including earlier support to companies, as well as when redundancy occurs);
- skills support, especially for low paid workers to help them learn new low carbon skills, including retrofitting for the low carbon sectors;
- funding development costs and contributing to delivery costs of vocational short courses designed to enable progress onto advanced courses or access

- good quality employment;
- supporting activity to develop self-employment or entrepreneurial skills to start and grow a business or social enterprise;
- develop skills to meet future needs (for example, in relation to new technology, construction or production methods or responding to restructuring/diversification).

Where appropriate, training may complement activities delivered within the thematic objectives relating to innovation, low carbon, climate change, ICT and SME competitiveness, especially where improving intermediate, technical and advanced skills can contribute to these thematic objectives.

1.2 Local Development Need

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

Creating the skills needed to increase economic growth and improve productivity presents a significant challenge to the Liverpool City Region. While there have been improvements in skills levels in recent years, these have not happened quickly enough to close the performance gap with national rates.

Liverpool's starting point is that Liverpool City Region partners, through robust research, have a good understanding of the character, design and structure of the indigenous business base and are therefore better able to implement national policy in a way that responds to local needs. Liverpool's aim is to better target resources to deliver growth and prosperity based on higher wages, more jobs and stronger productivity. Liverpool want the freedom and flexibility to determine the level and type of resource that is invested in their priorities, to enable greater specialisation where needed and to support a more highly skilled and appropriately qualified workforce.

From Liverpool's research with local employers it is known that creating high quality professional and technical routes to employment is a priority if Liverpool is to increase the number of residents with NVQ Level 3 technical skills aligned to the local growth sectors. But just to "catch up" with the national average, the Liverpool City Region needs an additional 74,000 working age residents with NVQ Level 3 skills and almost 80,000 additional residents with Level 4 plus skills.

There are currently a large number of employers in the City Region using the Apprenticeship programme as an effective means of building capacity in their workforce, with 16,530 Apprentices starting in 2013/14. However, Liverpool knows that the pace of engagement and take up of the new trailblazer Apprenticeships and Degree Apprenticeships needs to be improved, in keeping with the Government's future policy direction. While a number of these new Apprenticeship standards are in line with Liverpool's priorities in the sector based Skills for Growth Agreements (for example Actuarial skills, Network Engineering, Manufacturing Engineering) and will be boosted by those in development relating to Maritime, Digital Industries and Automotive skills, much more needs to be done locally to build the capacity of

employers and providers to take up these opportunities and in doing so meet latent demand. Liverpool's sector based Skills for Growth Agreements clearly articulate local businesses' current and future skills needs and these cover the growth sectors: SuperPort, Low Carbon, Advanced Manufacturing, Life Sciences and Digital and Creative.

The overall approach to the use of European funds is set out in the [Liverpool City Region European Structural and Investment Fund Strategy](#) which applicants should make themselves familiar with. The priorities for Skills are set out in the Skills for Growth Agreements, Skills for Growth Reports and Skills Priorities Statement which should be reflected in the responses to this call. Applicants should also refer to the [Liverpool City Region Innovation Plan and Strategic Economic Plan](#).

Call outline

The Liverpool City Region is made up of the boroughs of: - Knowlsey, Liverpool, Sefton, St Helen's, Wirral (Transition Region) and Halton (More Developed Region).

Liverpool City Region wishes to receive calls for proposals around the following areas of work to utilise up to £4.2m European Social Fund, to be funded **£3.7m from Investment Priority 2.1** and £0.5m from Investment Priority 2.2. (A further call for IP 2.2 is linked to this proposal.)

Promoting access to Higher Education

The numbers of young people from the City Region accessing Higher Education remains lower than national rates (53% vs. 56%), despite having a range of outstanding Higher Education Institutions in their localities. There is support locally for further promotional and taster activities, particularly around shortage areas and narrowing gender gaps, which can further encourage young people to reach their potential and businesses receive the skills that they require to support improvements in growth and productivity. The City Region would like to fund additional outreach activity, particularly focused on disadvantaged individuals, which may include taster or access courses.

Higher level skills

There is an increasing demand from many businesses in the growth sectors for more higher level skills, and many of these are at the cutting edge of knowledge and technological development. In addition to the Call under IP 2.2 (relating to curriculum development) - the City Region wishes to invite proposals to improve the skills of the workforce in line with the eligibility requirements of the ESF Operational Programme and which meet the specified growth needs of businesses across the City Region.

Details of the local ESIF Strategy can be found at [can be found here](#)

1.3 Scope of activity

This call invites Outline Applications which support the delivery of Priority Axis 2, Investment **Priority 2.1 Enhancing equal access to lifelong learning** of the European Social Fund Operational Programme and responds to the local development need set out in the Liverpool City Region Local Enterprise Partnership Area European Structural and Investment Funds Strategy.

This call aims to address the identified shortfalls listed in section 1.2 Local Development Need above.

2. Call Requirements

All applications are competitive.

Indicative Fund Allocation:	Indicatively, through this call the Managing Authority expects to allocate approximately £3.7m ESF in total 90% - £3,330,000 allocated to the Transition Region 10%- £370,000 allocated to the More Developed Region 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.
Minimum application level	European Social Fund investment is intended to make a significant impact on local growth. Applications are expected to demonstrate appropriate scale and impact. The Managing Authority does not intend to allocate less than £250,000 of European Social Funding to any single project. The minimum project size both ESF & match funding, is dependant on the intervention rate determined by category of region; 60% Transition Region & 50% More Developed Region. As Liverpool City Region LEP area spans two categories of region, Transition and More Developed applicants will need to provide separate financial and indicator tables with the appropriate intervention rates for each category of region.
Duration of project approvals	Projects should be for a maximum of three years; however the Managing Authority reserves the right to vary the

	maximum duration in exceptional circumstances.
Geographical Scope	All interventions are confined to activity and beneficiaries within the Liverpool City Region Local Enterprise Partnership area.
Specific call requirements	This call for ESF investment has been issued with a complementary call under ESF Investment Priority 2.2 and the European Regional Development Programme. Priority will be given to applicants that submit linked proposals across the two funds. See 'Local Priorities' section for further information.
Call Deadlines	For this specific call, applications will be assessed following closure of the call.
Application selection	All applications will be scored in line with the ESF scoring criteria, but the MA reserve the right to invite projects to full application stage where they complement other activity or provide niche activity to target groups within the OP.
Applicant proposals	These can only contain activities which are eligible for ESF
Eligible match funding	Applicants will need to have eligible match funding for the balance of costs, which must be from a source other than the European Union. For all outline applications proof of match funding will need to be supplied as part of the assessment.
Operational completion	Operations must be completed no later than 31 st December 2019.
Procurement	All procurement must be undertaken in line with EU regulations.
State Aid law	Applicants must demonstrate compliance with State Aid law
Audit/ Compliance	All expenditure and activities will be subject to rigorous audit and non-compliance may lead to financial penalty.

ESF cannot be used to duplicate existing activities or activities that do not address market failure. ESF can only be used to achieve additional activity or bring forward activity more quickly. Applicants must be able to demonstrate that proposals are additional to activity that would have occurred anyway or enables activity to be brought forward and delivered more quickly than otherwise would be the case in response to opportunity or demand.

3. Deliverables required under this Call:

Applications will be expected to achieve Programme Deliverables by contributing to the following Investment Priority. The definitions of which can be accessed at the [ESF Operational Programme](#).

Investment Priority	2.1: ENHANCING EQUAL ACCESS TO LIFELONG LEARNING
Specific Objectives	Enhancing equal access to lifelong learning for all age groups in formal, non-formal and informal settings, upgrading the knowledge, skills and competences of the workforce, and promoting flexible learning pathways including through career guidance and validation of acquired competences
Indicative Actions	<p>Targeting should take account of the existing mainstream funding of skills and how ESF can effectively support and provide additionally to significant levels of public funding in this area.</p> <p>Under this investment priority indicative actions to be supported by the European Social Fund may include:</p> <ul style="list-style-type: none"> • skills shortages or needs in particular sectors or local areas which are not currently being addressed by employers or individuals; • leadership and management training in small and medium size enterprises (up to 250 employees); • training and support for people at all levels, in particular addressing the needs of disadvantaged groups in and out of the workplace; • access to learning; information about learning and skills; • brokerage of opportunities between learners and employers.

ID	Result Indicator	Target value for this call
R7	Participants gaining level 3 or above or a unit of a level 3 or above qualification	8%
R8	Employed females gaining improved labour market status	35%

ID	Output Indicator	Total target value for this call	Men target value	Women target value
O1	Participants	2,500	1,250	1,250
O4	Participants over 50 years of age	500	-	-
O5	Participants from ethnic minorities	176	-	-
ESF - CO16	Participants with disabilities	235	-	-
ESF - CO14	Participants who live in a single adult household with dependent children	176	-	-

Applicants will be required to demonstrate how they will achieve the deliverables within their proposal along with any methodology that will be used to record achievement. Applicants will also need to ensure robust systems are in place, and be able to describe them, to capture and record the targets and to report quantitative and qualitative performance across the Liverpool City Region LEP area. All operations will be required to collect data and report progress against the deliverables with each claim. Where an operation underperforms against their deliverables they may be subject to a performance penalty.

There must be a fully evidenced audit trail for all contracted deliverables.

4. General Information

Essential information to support the drafting of an application and delivery of a successful ESF funded project is available at the [European Growth Funding](#) website pages.

4.1 Compliance and Eligibility

When developing an application, Applicants should refer to [guidance](#) on eligible Applicants, activities and costs. These are for guidance only and Applicants should take their own specialist advice if in doubt. It is the responsibility of the Applicant to ensure that the rules and guidance are adhered to both at application stage and following approval.

ESIFs are governed by European regulations and national rules. Applicants are advised to familiarise themselves with the relevant documentation listed in the 'key documents' section prior to submitting an Outline application. If successful, Applicants will enter into the standard Funding Agreement and must abide by the standard terms and conditions contained therein. Applicants are therefore strongly advised to read these terms and conditions to ensure that they would be able to

enter into such an agreement prior to responding to the call. Once a Funding Agreement has been issued it should be signed and returned within a short timescale.

4.2 Intervention Rate & Match Funding

ESF is funding used where no other funding can be obtained (the funder of last resort) and the maximum ESF intervention rate for the operation is 60%. This means ESF can contribute up to 60% of the total eligible project costs, subject to State Aid regulations. The remaining 40% or more must come from other eligible sources. For all outline applications proof of match funding will need to be supplied as part of the assessment.

ESF is not paid in advance and expenditure must be defrayed prior to the submission of any claims. Applicants may be asked to demonstrate how they are able to cash flow the operation.

4.3 Applicants

Applicants must be legally constituted at the point of signing a Funding Agreement, and be able to enter into a legally binding Funding Agreement. The Applicant will be the organisation that, if the application is successful, enters into a contract for ESF and therefore carries the liability for ensuring that the terms of the ESF Funding Agreement are met by them and to all delivery partners. If there is more than one organisation applying for the funds, a lead organisation must be selected to become the Applicant. It is this organisation that carries the responsibility and liability for carrying out a compliant project.

The Managing Authority will consider the Applicant's track record, both positive and negative. If the Applicant has been involved in the delivery of previous European grants and any irregularities with this (these) grant(s) have been identified, the Managing Authority will look into these and expect to see how and what steps have been taken to ensure that these have been addressed to mitigate the risk of further irregularities in the future. It is acknowledged that some organisations will be new to ESIF funding and will not have a track record.

4.4 Cross Cutting Themes

All applications received under this Call should demonstrate how the Cross Cutting Themes have been addressed in the project design and development. Cross cutting themes for ESF are 'gender equality and equal opportunities' and 'sustainable development'.

For ESF, the project applicants will be required to deliver their services in-line with the Public Sector Equality Duty (as defined in the Equality Act 2010). All projects must have a gender and equal opportunities policy and implementation plan which will be submitted at full application stage and in-line with Managing Authority guidance. Project applicants will also be required to answer a number of ESF-specific equality questions which will be set out in both the full application form and the related guidance.

For ESF, all projects will also be required to submit a sustainable development policy and implementation plan (in-line with guidance produced by the Managing Authority).

The ESF programme particularly welcomes projects that have an environmental focus that can meet the strategic fit at local and programme level whilst also adding value by:

- supporting environmental sustainability; and/ or
- complementing the environmental thematic objectives of other programmes such as ERDF; and/or
- using the environment as a resource to help motivate disadvantaged people

Further information is available in the [ESF Operational Programme](#)

4.5 State Aid & Revenue Generation

Applicants are required, in the Outline Application, to provide a view on how their proposal complies with State Aid law. Applicants must ensure that projects comply with the law on State Aid.¹ Grant funding to any economic undertaking which is state aid can only be awarded if it is compatible aid, in that it complies with the terms of a notified scheme or is covered by the De Minimis Regulation. Guidance for grant recipients, explaining more about State Aid, is available; it is important that Applicants take responsibility for understanding the importance of the State Aid rules and securing their full compliance with them throughout the project, if it is selected into the Programme.

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

Where the Applicant does not perceive that there is any State Aid, it should state whether or not it considers Articles 61 and 65(8) of regulation 1303/2013 to apply. This revenue should be taken into account in calculating eligible expenditure. Article 61 refers to monitoring revenues generated after completion of the project, and Article 65(8) how to deal with differences in the forecast and actual revenues at the end of the operation. The details of this will be tested at the full application stage.

4.6 Funding Agreement

The Funding Agreement is a standard, non-negotiable and legally binding document. Any successful Applicant will be subject to the terms and conditions contained within this agreement. Applicants are strongly advised to seek their own advice to ensure

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

that they would be able to enter into and abide by the terms of the Funding Agreement.

Failure to meet any of the conditions of the agreement or the commitments within the application will result in claw back of funding.

Applicants should be aware that additional provisions and securities may be included within the Funding Agreement to protect the investment. These will be further discussed if relevant following the Full Application stage.

4.7 Procurement

All costs delivered by the Grant Recipient (the applicant) and/or delivery partners must be delivered on an actual cost basis. Other costs must be procured in line with EU regulations. The most common error identified during audit has been failure to comply with relevant procurement regulations and crucially to maintain a full audit trail to prove that they have complied with the relevant regulation. Robust and transparent procurement is required to ensure that Grant Recipients:

- consider value for money;
- maximise efficient use of public money; and
- maintain competitiveness and fairness across the European Union.

It is recommended that applicants seek their own legal advice pertaining to their procurement and requirements to publicise any tendering opportunities.

The Managing Authority is not able to give legal advice on procurement. It is the responsibility of the applicant to ensure the project is compliant in this respect.

4.8 Retrospection

There will be no retrospection for applications made against this call, other than in line with the general policy on retrospection which allows costs to be potentially eligible between outline and full application stage, but only where the full application is approved.

5. Application Process & Prioritisation Methodology

There are two stages to the ESF application process; Outline Application and if successful, Full Application. Applicants must fully complete the Outline Application Form (section 9 refers). Guidance is available on the [European Growth Funding](#) website pages. Acceptance of an Outline Application to progress to full application stage does not in any way indicate or constitute an offer of European Social Fund grant. Applications will be subject to a Gateway Assessment undertaken by the Managing Authority under the following criteria:

- Applicant eligibility;
- Activity and expenditure eligibility; and
- The fit with the ESF OP and the call.

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

- Strategic fit;
- Value for money;
- Management & control;
- Deliverability;
- Procurement / tendering; and
- State Aid compliance.

The Managing Authority will seek advice from partners when considering applications to ensure its assessment is informed by local economic growth conditions and opportunities within the context of Operational Programmes and the local ESIF Strategy. This will include the relevant LEP Area ESIF Committee and other partners deemed relevant to the application.

The assessment and any prioritisation will be undertaken using only the information supplied as part of the application process. The Managing Authority cannot accept further detail outside this process.

Non-public sector Applicants who are successful at the Outline Application stage may be subject to due financial diligence checks by the Managing Authority, prior to submission of a Full Application. Applicants will be required to submit accounts, and to clarify financial or other organisational information. New Applicant organisations may be required to provide details of a guarantor.

6. Support

Please note that this is a competitive call and to preserve impartiality we are unable to enter into correspondence with applicants over their Outline application. Details of where guidance can be found are contained throughout this calls document. In exceptional circumstances, if there are issues with accessing this guidance, please contact:

✉: ESF.2014-2020@dwp.gsi.gov.uk

7. Key Documents

- Outline Application Form;
- Outline Application Form Guidance;
- Local Enterprise Partnership area's ESIF strategy; and
- ESF Eligibility Rules;

8. Document Checklist

Failure to provide the following documentation will result in the application being rejected.

Outline Stage:

- fully completed Outline Application;
- financial tables;
- Outputs, Results and Indicators tables; and
- three years financial accounts (if private or voluntary and community sector).

9. Document Submission

Completed Outline Applications must be submitted to✉: 2014-2020.ESFAPPLICATIONS@DWP.GSI.GOV.UK

10. Timescales

Launch of Call advertised on gov.uk.	14 December 2015
Deadline for submission of Outline Application	15 February 2016

Outline Application forms not received by the deadline will not be assessed. Outline Applications which are not fully completed will be excluded.

For this call applications will normally be required to **commence delivery/activity within three months** of the award of contract.

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

11. Appendix A – extract from Annex 1 of the ESF regulation

Common output and result indicators for ESF investments

(1) Common output indicators for participants

"Participants" refers to persons benefiting directly from an ESF intervention who can be identified and asked for their characteristics, and for whom specific expenditure is earmarked. Other persons shall not be classified as participants. **All data shall be broken down by gender.**

The common output indicators for participants are:

unemployed, including long-term unemployed
long-term unemployed
inactive
Inactive, not in education or training
employed, including self-employed
below 25 years of age
above 54 years of age
above 54 years of age who are unemployed, including long-term unemployed, or inactive not in education or training
with primary (ISCED 1) or lower secondary education (ISCED 2)
with upper secondary (ISCED 3) or post-secondary education (ISCED 4)
with tertiary education (ISCED 5 to 8)
participants who live in jobless households
participants who live in jobless households with dependent children
participants who live in a single adult household with dependent children
ethnic minorities
Participants with disabilities
other disadvantaged
homeless or affected by housing exclusion
from rural areas

(2) Common immediate result indicators for participants are:

inactive participants engaged in job searching upon leaving
participants in education/training upon leaving
participants gaining a qualification upon leaving
participants in employment, including self-employment, upon leaving
disadvantaged participants engaged in job searching, education/ training, gaining a qualification, in employment, including self-employment, upon leaving

(3) Common longer-term result indicators for participants are:

participants in employment, including self-employment, six months after leaving
participants with an improved labour market situation six months after leaving
participants above 54 years of age in employment, including self-employment, six months after leaving
disadvantaged participants in employment, including self-employment, six months after leaving

Notes

The data for longer-term result indicators shall be collected via a cohort/leavers survey commissioned by the ESF Managing Authority based on a representative sample of participants within each investment priority. Internal validity of the sample shall be ensured in such a way that the data can be generalised at the level of investment priority.