



**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 1: Inclusive Labour Markets**

<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 1 : Inclusive Labour Markets</b>
<b>Investment Priority:</b>	<b>1.4: Active Inclusion</b>
<b>Call Reference:</b>	<b>Socially Inclusive Self Employment – (OC28S16P 0353)</b>
<b>LEP Area:</b>	<b>SHEFFIELD CITY REGION</b>
<b>Call Opens:</b>	21 April 2016
<b>Call Closes:</b>	16 June 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 1 of the Operational Programme: Inclusive Labour Markets** and **Investment Priority: 1.4 Active Inclusion** as set out in the Operational Programme.

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

This call for proposal sets out the requirements for any applicants to consider before applying. Applications against this call will be assessed as part of a 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

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

**Investment Priority: 1.4** - Active inclusion, including with a view to promoting equal opportunities and active participation, and improving employability.

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

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

Specific Objective	Results that the Member States seek to achieve with Union support
<p>To support people with multiple and complex barriers to participation to address these underlying issues and to move closer to or into the labour market.</p>	<p>The additional support for this investment priority will help people who are distant from the labour market and require intensive support in addressing their multiple, profound and complex barriers to participation in the labour market.</p> <p>The main result will be that people address their complex needs and therefore are better able to engage in labour market activity. There are output targets for disadvantaged sub-groups and result targets for movement into work and increased labour market activity.</p>
<p>To engage marginalised individuals and support them to re-engage with education, training, or in employment.</p>	<p>The additional support from this investment priority will help participants to move into employment, education or training. They will have a range of barriers and will be distant from the labour market or education/training. They will require intensive, tailored support.</p> <p>The main result that will be achieved is that more participants will be in education, training or employment upon leaving.</p>

## 1.2 Local Development Need

Projects must deliver activity which directly contributes to the objectives of Priority Axis 1, Investment Priority 1.4 of the Operational Programme, and which meets the **local development need** expressed in the text and table below.

### Call outline

Through this call the ESF Managing Authority is seeking support for people furthest from the labour market and non-traditional entrepreneurs to help them enter self-employment in the Sheffield City Region LEP Area. People to be supported include:-

- Single parents and carers
- ex-offenders
- people from workless households
- primary carers and care leavers
- women from black and ethnic minority (BME) communities
- victims of domestic abuse
- social housing tenants
- people with English as a Second Language (ESOL)
- people with a history of substance/alcohol abuse;
- Communities living in Lower Level Super Output Areas (LSOAs) with the highest level of indices of multiple deprivation;
- Those individuals entering self-employment due to structural changes in employment sectors;
- Young people under 30, particularly those with personal barriers or from deprived neighbourhoods.

The EU's Community of Practice on Inclusive Entrepreneurship (COPIE) <http://www.cop-ie.eu/> states that "Many people across Europe are falling through a gap between entrepreneurship and employment policies. On the one hand, many of those responsible for economic and business development feel that entrepreneurship is primarily the reserve of the more educated and technologically advanced members of society. On the other hand, those concerned with social inclusion and employment policy often feel that the way to combat exclusion is through employment".

Sheffield City Region has seen increasing self-employment but, at the same time, self-employed individual's hours and wages have decreased in recent years.

In addition, analysis of Sheffield City Region business start-up rates shows that although the percentage of start-ups, as a proportion of the total business base is similar to the national average, when business start-ups are compared per 10,000 population there is a clear start up deficit which has widened in recent years (from 78% of the national average in 2004 to 65% in 2011).

Sheffield has the second highest percentage of self-employed among all UK core cities, and this pattern is reflected in other districts. Although self-employment is on the rise, recent Sheffield City Region research indicates some of this is due to the unsettled and insecure labour market. Those who are newly self-employed tend to be lower-skilled and earn significantly less. There is a need to balance this with support for inclusive entrepreneurship.

For people already experiencing exclusion and lack of access to secure employment and other services, this situation further compounds exclusion and makes it more difficult to secure a stable living by “Working for themselves”. This indicates that the people least likely to be able to take advantage of this shift in the labour market environment are those most in need of support - the low-skilled, vulnerable and hard to reach.

### **Local priorities**

This activity aims to ensure that those individuals furthest from the labour market, in the Sheffield City Region LEP Area are able to contribute to Sheffield City Region self-employment and business growth ambitions.

The ESF Managing Authority is seeking projects which will support individuals in developing their own sustainable businesses, whilst also supporting them in overcoming their own personal barriers.

#### **i. Indicative activities**

- a) Engagement of those who are currently unemployed or inactive in the labour market, including through referrals from Jobcentre Plus, European Regional Development Fund (ERDF) projects and other relevant local provision;
- b) Intensive, bespoke one to one, pre-self-employment support to participants to overcome their barriers and prepare them to access and utilise existing mainstream and planned provision through Jobcentre Plus, ERDF and other relevant local provision;
- c) Undertake a gateway assessment focused on the individual’s background and characteristics to identify both enablers and barriers - such as skills, attributes, abilities - addressing holistic factors to support the individual’s move to successful self-employment.
- d) Assess feasibility of self-employment ambition and level of business skill competence;
- e) Provide intensive key-worker mentoring and formulate an action plan with a personalised programme of support with access to workshops on self-

employment basics and rapid brokerage and referral to mainstream and ERDF/Growth Hub support as appropriate.

- f) Sustained support and tracking including quality assured and trained mentor support for at least 6 months.

- ii. Geographic coverage

Applicants need to ensure their project will operate across the whole city region and be equally accessible to individuals living across the whole city region. Applicants will need to demonstrate how this will be achieved, bearing in mind the issues experienced by the target group.

- iii. Alignment

Applicants should consider participant progression pathways so that, where appropriate, participants can benefit from follow on provision delivered by the Sheffield City Region Growth Hub.

- iv. Additionality

Targeting should take account of the existing mainstream funding of employment and skills support and how ESF can effectively support and provide additionally to significant levels of public funding in this area. This can include targeting those communities in need of more intensive and tailored support or enhancing existing services with intensive holistic wrap around support to maximise the effectiveness and impact of these support services.

Details of the local ESIF Strategy can be found at:

<http://sheffieldcityregion.org.uk/wp-content/uploads/2013/05/SCR-ESIF-FINAL-1.pdf>

### **1.3 Scope of activity**

This call invites Outline Applications which support the delivery of Priority Axis 1, **Investment Priority: 1.4 Active Inclusion** of the European Social Fund Operational Programme and responds to the local development need set out in the Sheffield 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.

<p><b>Indicative Fund Allocation:</b></p>	<p>Indicatively, through this call the Managing Authority expects to allocate approximately <b>£1,000,000 ESF</b></p> <p><b>Approximately 80% - £800,000 allocated to the Transition Region</b></p> <p><b>Approximately 20%- £200,000 allocated to the More Developed Region</b></p> <p>The preference will be to select a single project to deliver the required services, however 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>Minimum 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. The Managing Authority does not intend to allocate less than <b>£200,000 of European Social Funding to any single project.</b></p> <p>The minimum project size both ESF &amp; match funding, is dependent on the intervention rate determined by category of region; 60% Transition Region &amp; 50% More Developed Region.</p> <p><b>As Sheffield 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.</b></p>
<p><b>Duration of project approvals</b></p>	<p>Projects should be for a maximum of three years; however the Managing Authority reserves the right to vary the maximum duration in exceptional circumstances.</p>
<p><b>Geographical Scope</b></p>	<p>All interventions should be focused on activity and beneficiaries within the Sheffield City Region Local Enterprise Partnership area.</p>
<p><b>Specific call requirements</b></p>	<p>This is a call for ESF activity.</p>
<p><b>Call Deadlines</b></p>	<p>For this specific call, applications will be assessed following closure of the call. Applications received after the published</p>

	call close date will not be considered.
<b>Application selection</b>	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.
<b>Applicant proposals</b>	These can only contain activities which are eligible for ESF
<b>Eligible match funding</b>	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.  The intervention rate in the Sheffield City Region LEP Area is 50% in the More Developed areas and 60% in the Transition areas, so 50% of match funding must be provided in the More Developed areas and 40% of match funding must be provided in the Transition areas.
<b>Operational completion</b>	Operations must be completed no later than 3 years from anticipated project start date.
<b>Procurement</b>	All procurement must be undertaken in line with EU regulations.
<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 rigorous audit and non-compliance may lead to financial penalty.
<b>Calls listing multiple activity</b>	The applicant is required to list each activity they plan to deliver, supported by a clear breakdown of costs. Expected outcomes and results per activity should be provided in the narrative of the Outline Application.

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

### 3. Deliverables required under this Call:

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

<b>Investment Priority</b>	<b>1.4 Active Inclusion.</b>
<b>Specific Objectives</b>	Active inclusion, including with a view to promoting equal opportunities and active participation, and improving employability

<p><b>Indicative Actions</b></p>	<p>ESF will not support activities that duplicate or replace existing support within national programmes, but may be used to support additional activities or target groups, including provision co-designed with local partners</p> <p>Examples of activities that may be supported include:</p> <ul style="list-style-type: none"> <li>• basic skills and ESOL training, including additional support with basic skills in preparation for apprenticeships;</li> <li>• support for those who need pre-traineeship and pre-Work Programme assistance, to prepare them for the next step;</li> <li>• support complementing other skills provision, such as crosscutting and 21st century skills, including team working, effective communication, problem solving, critical thinking and self-direction;</li> <li>• money management support and advice and financial literacy programmes in order to address deep seated debt issues which make moving from benefit into work more challenging;</li> <li>• digital and internet literacy courses to aid job searching, access to benefits and progress in work;</li> <li>• volunteering and training opportunities (as a pathway back to work) for marginalised individuals / groups / communities to help them access jobs in low carbon sectors or land drainage flood risk management or work that supports property level protection against flooding;</li> <li>• local ‘Community Grant’ type activity to support small scale voluntary sector activity which can be crucial to reaching out to these groups;</li> <li>• first contact engagement activities (for example, arranging events in places that people feel comfortable to visit);</li> <li>• local networks and groups to support people to get a job or access learning (for example, Job Clubs or Learning Champion type activity) to provide people with a safe environment and peer support;</li> <li>• softer skills development (for example, assertiveness, anger management and motivation);</li> <li>• volunteering, which is recognised in general terms as a good way to re-engage those furthest from the labour market.</li> </ul> <p>The investment priority may also encourage Social Investment models (e.g. social impact bonds) by providing outcome funding that enables payment by results programmes to be established to support the Government’s agenda on Social Justice and encourage innovative delivery models within local communities. The focus would be on disadvantaged individuals and families, e.g. in areas such as employment, training, drug addiction and other issues which are usually part of the cycle of deprivation.</p> <p>To complement other thematic objectives, the investment priority</p>
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	may support activities that are designed to promote social inclusion whilst also tackling environmental issues such as environmental protection, waste recycling, energy efficiency, and renewable energy. These activities are relevant across all types of territory.
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### **Outputs - Sheffield City Region (Transition Area)**

<b>Output ID</b>	<b>Output Indicator</b>	<b>Total target value for this call</b>	<b>Men target value</b>	<b>Women target value</b>
O1	Participants	320	168	152
ESF – CO01	Unemployed, including long-term unemployed	170	-	-
ESF – CO03	Inactive	128	-	-
O4	Participants over 50 years of age	61	-	-
O5	Participants from ethnic minorities	26	-	-
ESF - CO16	Participants with disabilities	106	-	-

### **Results - Sheffield City Region (Transition Area)**

<b>Result ID</b>	<b>Result Indicator</b>	<b>Target value for this call</b>
ESF-CR06	Participants in employment, including self-employment, 6 months after leaving	22% Transition
R1	Unemployed participants into employment (including self-employment) on leaving	14% Transition
R2	Inactive participants into employment, or job search on leaving	27% Transition
R4	Participants with childcare needs receiving childcare support	36% Transition

### **Outputs - Sheffield City Region (More Developed Area)**

<b>Output ID</b>	<b>Output Indicator</b>	<b>Total target value for this call</b>	<b>Men target value</b>	<b>Women target value</b>
O1	Participants	80	42	38
ESF – CO01	Unemployed, including long-term unemployed	42	-	-
ESF – CO03	Inactive	32	-	-
O4	Participants over 50 years of age	15	-	-
O5	Participants from ethnic minorities	6	-	-
ESF - CO16	Participants with disabilities	26	-	-

### **Results - Sheffield City Region (More Developed Area)**

<b>Result ID</b>	<b>Result Indicator</b>	<b>Target value for this call</b>
ESF-CR06	Participants in employment, including self-employment, 6 months after leaving	22% More Developed
R1	Unemployed participants into employment (including self-employment) on leaving	14% More Developed
R2	Inactive participants into employment, or job search on leaving	27% More Developed
R4	Participants with childcare needs receiving childcare support	36% More Developed

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 Sheffield City Region LEP area. All operations will be required to collect data and report progress against the

deliverables with each claim. Where an operation underperforms against their deliverables they may be subject to a performance penalty.

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

## 4. General Information

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

### 4.1 Compliance and Eligibility

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

European Structural Investment Funds (ESIF) are governed by European regulations and national rules. Applicants are advised to familiarise themselves with the relevant documentation listed in the '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). The maximum ESF intervention rate for the operation is 60% in the Transition area and 50% in the More Developed area. This means ESF can contribute up to 60% of the total eligible project costs in the Transition area and 50% in the More Developed area, subject to State Aid regulations. The remaining 40% (Transition) or 50% (More Developed) 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.<sup>1</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.

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

#### **4.6 Funding Agreement**

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

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

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<sup>1</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."

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](mailto: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
- National 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 (one per Category of Region);
- Indicators Tables with proposed Outputs & Results (one per Category of Region); and
- three years financial accounts (if the applicant is a private or voluntary and community sector organisation).

## 9. Document Submission

Completed Outline Applications must be submitted to

✉: [2014-2020.ESFAPPLICATIONS@DWP.GSI.GOV.UK](mailto:2014-2020.ESFAPPLICATIONS@DWP.GSI.GOV.UK)

## 10. Timescales

Launch of Call advertised on gov.uk.	21 April 2016
Deadline for submission of Outline Application	16 June 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 – Common output indicators

## Appendix A – extract from Annex 1 of the ESF regulation

Common output and result indicators for ESF investments

(1) Common output indicators for participants

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

The common output indicators for participants are:

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

Common immediate result indicators for participants are:

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

Common longer-term result indicators for participants are:

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