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MAYOR OF LONDON



2014 to 2020 European Structural and Investment Funds Growth Programme

Call for Proposals – Online Applications European Social Fund

Priority Axis 1: Inclusive Labour Markets

Managing Authority	Greater London Authority (GLA)
ESI Fund	European Social Fund
Priority Axis:	Priority Axis 1: Inclusive Labour Markets
Investment Priorities:	1.1: Access to Employment for Jobseekers and Inactive People; 1.2: Sustainable Integration of Young People into the Labour Market; and 1.4: Active Inclusion
Call Reference:	London ESF Priority 1 Call 2021-23 – OC23S21P1831
LEP Area:	London
Call Opens:	15 March 2021
Call Closes:	23:59 – 4 June 2021
Application Process:	<p>Applications for funding must be completed and submitted using the ECLAIMS IT system.</p> <p>Applications submitted via any other method will not be accepted.</p> <p>Please <u>do not</u> use ECLAIMS to access or apply against <u>ERDF</u> calls published on GOV.UK – the online application process is only applicable to specified ESF open calls.</p> <p>Please note: the ECLAIMS system can only be accessed from within the UK.</p>

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1. Call Context

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

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

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

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

This call is issued by the Greater London Authority (GLA) to commission ESF Funded projects that will support **Priority Axis 1 of the Operational Programme: Inclusive Labour Markets, including:**

- **Investment Priority: 1.1 Access to Employment for Jobseekers and Inactive People;**
- **Investment Priority: 1.2 Sustainable Integration of Young People into the Labour Market;**
- **Investment Priority: 1.4 Active Inclusion**

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

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

Applications against this call will be usually be appraised as part of a single-stage appraisal process and successful applicants will enter into a funding agreement with the GLA. Further information is given in sections 4 to 10.

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

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

UK Withdrawal Agreement

Under the Withdrawal Agreement, the UK will continue to participate in programmes funded under the current 2014-2020 Multiannual Financial Framework (MFF) until their closure in 2023-24.

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

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

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

Investment priority 1.2 Sustainable integration into the labour market of young people (ESF), in particular those not in employment, education or training, including young people at risk of social exclusion and young people from marginalised communities, including through the implementation of the Youth Guarantee;

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 each of the Investment Priorities are set out in the Operational Programme. Details of the specific objectives have been reproduced in the tables below.

Investment priority: 1.1

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

can compete effectively in the labour market.	market needs or to enable them to progress towards gaining further skills. The main result will be that those without basic skills will be helped to gain them. This will enable them to play a fuller part in the labour market. There is an output target for participants without basic skills and a result target for participants gaining basic skills.
To provide support for women at a disadvantage in the labour market, and particularly those who are currently inactive, to contribute to our efforts to reduce the gender employment gap.	The additional support from this investment priority will help more unemployed and inactive women to complete effectively in the labour market. It will be focused on engaging and providing additional support to women who have barriers to entering the labour market, including language, skills, age and caring responsibilities. Participants could include older women wishing to return to work after caring for children, lone parents or women from ethnic minorities who have never worked. The main result that will be achieved is that more participants will be in sustainable employment (including self-employment) or engaged in active job search on leaving. There is a stretching output target for female participation and a result target for participants with childcare needs receiving childcare support.

Investment Priority 1.2

Specific Objective	Results that the Member States seek to achieve with Union support
To support the rise in the participation age by providing additional traineeship and apprenticeship opportunities	The additional support from this investment priority will help more young people enter traineeships and apprenticeships (in areas that do not qualify for the Youth Employment Initiative up to 2018) It will improve the quality of what is offered to individuals by improving recruitment and assessment and engagement with employers. By helping more young participants aged 15 to 24, male and female, who were NEET or at risk of NEET, to take up traineeships or apprenticeships, we will improve movements into work.
To engage marginalised 15-18 year olds and support them to re-engage with education or training	The additional support from this investment priority will help to find and engage young people who are disconnected from mainstream activity in areas that do not qualify for the Youth Employment Initiative. Participants could, for example, be members of gangs, care leavers, young lone parents, ex-offenders or young people with learning difficulties. They are likely to require more intensive and tailored interventions. The main

	result that will be achieved is that more participants will be engaged with education or training on leaving, and this will be measured by the result target.
To address the basic skills needs of young NEETS so that they can compete effectively in the labour market;	The additional support from this investment priority will help young NEETs to acquire the basic skills necessary to enable them to progress into an apprenticeship, traineeship or other employment. The main result that will be achieved is that more participants will have gained basic skills. There is an output target for participants without basic skills and a result target for participants gaining basic skills.
To provide additional work experience and pre-employment training opportunities to unemployed 18-24 year olds	The additional support from this investment priority will help unemployed 18-24 year olds to transition into training or sustainable employment (or self-employment). The main result that will be achieved is that more participants will enter traineeships, apprenticeships or sustainable employment (including self-employment) on leaving.
To support young lone parents to overcome the barriers they face in participating in the labour market (including childcare).	The additional support from this investment priority will help young lone parents to move closer to and into sustainable employment (including self-employment). Support will include assistance with childcare when this has not been covered by public provision, such as Universal Credit. It will also help participants to overcome other barriers, such as low basic skills or lack of confidence. The main result that will be achieved is that more participants will move into sustainable employment (including self-employment). There is an output target for the number of lone parents.

Investment Priority 1.4

Specific Objective	Results that the Member States seek to achieve with Union support
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>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</p>

	and result targets for movement into work and increased labour market activity.
To engage marginalised individuals and support them to re-engage with education, training, or in employment.	<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 Priorities 1.1, 1.2 and 1.4) of the Operational Programme, and which meets the **local development need** expressed in the text and table below.

Local Priorities:

- ESF in London is managed by the Greater London Authority, under the strategic direction of the Mayor and London Economic Action Partnership (LEAP).
- In 2014 LEAP was allocated approx. £692m for the delivery of the ESIF Strategy for London 2014-20¹. ESF in London is also underpinned by the strategic priorities outlined in the Skills for Londoners Strategy as well as the Mayor's other strategies, including the Economic Development Strategy² and the Equality, Diversity and Inclusion Strategy³.
- As a city London is facing the most challenging period in recent history. The economic, social and health impact of coronavirus (COVID-19) cannot be overstated. We need to: restore confidence in the city, minimise the impact on London's most vulnerable communities and rebuild the city's economy and society
- Under this 4th ESF funding round, the GLA and LEAP are seeking to allocate approximately £39m ESF (to be spent by December 2023) to help tackle the unprecedented challenges London is facing as a result of the COVID-19 pandemic.
- Funding is available to support projects under both Priority 1 and Priority 2 of the ESF 2014-20 Programme. A second Call for projects under Priority 2 is being launched in parallel with this Priority 1 Call⁴.

¹ <https://lep.london/european-structural-investment-funds>

² <https://www.london.gov.uk/what-we-do/business-and-economy/economic-development-strategy>

³ <https://www.london.gov.uk/what-we-do/communities/mayors-strategy-equality-diversity-inclusion>

⁴ £39m ESF is the amount indicatively available across both Calls.

- The spread of COVID-19 and the actions to contain it have already had a significant impact on London's economy. While the scale of that impact is yet to be fully understood, early indicators suggest that the London labour market has been particularly affected compared to the UK as a whole.
- For the quarter ending November 2020⁵, the unemployment rate in London saw a record rise to 6.9%, compared to 5% nationally, while the employment rate continued to fall, reaching a rate of 75.1%. However, the economic inactivity rate is currently at its lowest level since March 2020 at 19.3%. GLA Economic Labour Market Update (January 2021) notes that the Bank of England recently identified an increase in the flow of workers moving from inactivity to unemployment as those who were made redundant over the summer began searching for jobs, which may explain the drop.
- A greater proportion of Londoners across all age groups are claiming unemployment related benefits compared with the UK⁶. Experimental Claimant Count⁷ estimates show that the number of unemployment related claims in London has increased by 164% (307,000) since March 2020, which is higher than the increase across the UK (106%). Note that in response to the pandemic the government has increased eligibility for unemployment related benefits.
- The number of jobs in London recorded their largest quarterly fall on record (since 1996) in June 2020, contributing to an overall fall of 229,000 workforce jobs from March to September 2020⁸. The greatest falls in percentage terms were registered in the Arts & Entertainment, Accommodation & Food and Construction Sectors.
- Online job vacancies in London fell dramatically between March and August 2020 across most occupations and sectors (and especially for hospitality, leisure and sales related roles). Despite some signs of recovery, many sectors have also been impacted by the further lockdowns and restrictions introduced at the end of 2020.
- A recent study by the Resolution Foundation⁹ found that there was little sign that workers are reallocating to sectors of the economy less-affected by the impact of the pandemic, noting that people who previously worked in hospitality, leisure, or non-food retail are most likely to be looking for a new job in one of those same sectors or administrative positions.
- Significant inequalities in labour market participation continue to exist between Londoners across a range of characteristics¹⁰ as highlighted below, making the impact of the pandemic even more acute for these groups.

⁵ Data from the ONS Labour Force Survey for the quarter ending November 2020

⁶ GLA Economic Labour Market Update – January 2021

⁷ Experimental estimates of the Claimant Count including Jobseeker's Allowance and out of work Universal Credit claimants

⁸ GLA Economics Covid-19 Labour Market Round-Up, Dec 20

⁹ <https://www.resolutionfoundation.org/publications/jobs-jobs-jobs/>

¹⁰ GLA Economics Covid-19 Labour Market Round-Up, Dec 20

- Young people have been disproportionately impacted by the pandemic. The GLA Economics (GLAE) COVID-19 Labour Market Round-up (Dec 20) highlighted that 16-24 year olds continue to be the age group hardest hit across employment, unemployment, and inactivity rates. The employment rate for 16-24 year olds fell to 37%, a drop of 7 percentage points (pp) on the year, while the 16-24 unemployment rate declined by 5.7 pp on the year, to 25.1%. There was also an increase in the inactivity rate for 16-24 year olds to 50.6%.
- Analysis by the Economic observatory¹¹ at UK level, highlights the serious risk of 'youth scarring,' pointing to evidence that periods of prolonged unemployment early in life may be associated with a higher probability of later periods of unemployment, lower wages and worse mental and physical health.
- There are also significant differences in unemployment rates between different ethnic groups, with 12.2% of Black Londoners unemployed in the quarter to September 2020, compared to 5.4% and 5.6% respectively for their White and Asian counterparts.
- The unemployment rate for disabled people was 9.3% for the 3 months to September 20 and the employment rate just 49.9%. This compares to 5.8% and 79.6% respectively for non-disabled people. The HR Review¹² pointed out recent research by Accenture on outcomes for people with disabilities. Over one in four (27%) people with disabilities are facing redundancy. This figure rises to almost 40 per cent (37 per cent) for employees who have a disability which significantly affects their ability to carry out daily activities.
- The GLA Economics Round-up also highlighted analysis by the Institute of Employment Studies¹³, which looked at the impact of COVID-19 on single parents, noting that nearly half (46%) of single parents worked in routine occupations compared to coupled parents (26%). Routine jobs in retail, hotels and restaurants have been particularly impacted by cuts to hours and job losses as a result of the pandemic. Single parents are more likely to have been furloughed (30%) compared to couple parents (21%) reflecting both single parents caring responsibilities but also that they are more likely to work in lockdown sectors that will experience further job losses.
- A report by the Resolution Foundation¹⁴ (Oct 2020) noted that while more than half of those furloughed during lockdown had returned to work by September, 9% of those previously furloughed had lost their jobs. This rate was highest for 18-24-year-olds, Black, Asian and minority ethnic workers, and the low paid. The employment effects of the crisis have borne down particularly hard on London, as well as those in the most deprived areas of the country.
- The levels of NEET and young people whose status is not known to their local authority appears to have remained relatively stable during the pandemic. Figures

¹¹ <https://www.economicsobservatory.com/data-young-people-bear-brunt-covid-19-job-losses>

¹² https://www.hrreview.co.uk/hr-news/working-mothers-twice-as-likely-to-lose-or-quit-jobs-than-working-fathers-during-covid/128939?utm_source=rss&utm_medium=rss&utm_campaign=working-mothers-twice-as-likely-to-lose-or-quit-jobs-than-working-fathers-during-

¹³ <https://www.employment-studies.co.uk/resource/caring-without-sharing>

¹⁴ <https://www.resolutionfoundation.org/publications/jobs-jobs-jobs/>

produced by London Councils using data from NCCIS show the proportion of young people who are aged 16 and 17 who were not in education, employment or training (NEET) in London during the period March to August 2020 has been relatively stable. At a London level the proportion of young people who were NEET in March 2020 was 1.9% (2.8% in England) and 2.2% in August 2020 (3.4% in England). When combining numbers of young people NEET with those whose status was 'not known', the combined rate was 3.7% in March 2020 (5.1% in England) and 4.9% in August 2020 (10.4% in England)¹⁵. There are however significant differences between London boroughs with rates of young people NEET in some boroughs being 4 times those in others.

- A report by Impetus¹⁶ in partnership with London Councils looked at NEET rates, higher education, and apprenticeships in London and found that while young people from poorer backgrounds do better at school and are more likely to get into higher education than those in other parts of the country, there appears to be a 'youth jobs gap' between rich and poor children in London. It found that young people in London from disadvantaged backgrounds are still facing barriers that prevent them from succeeding and are less likely to transition from school or college into work, even when they have good qualifications. The report also found that there are vast differences in young people's outcomes from borough to borough, suggesting a much more localised and targeted response is needed in London to tackle these issues.

The London Recovery Programme

- COVID-19 has had a major impact on the capital. London's economy and businesses have been severely hit, as well as its local communities. The London Recovery Board (the Board) and the London Recovery Taskforce, convened by the Mayor of London in summer 2020, are leading London's response to COVID-19.
- The development of a new mission-orientated strategy and action plan is now being taken forward as part of the London Recovery Programme, on which the Board leads. It has identified a grand challenge to restore confidence in the city, minimise the impact on communities and build back better the city's economy and society.
- The Board has adopted a Mission-based approach to meeting this challenge. The Missions are designed to be bold, ambitious yet realistic and flexible enough so that they can gather wide support for delivery and adjust to emerging evidence and issues.
- The London Recovery Programme is made up of 9 Missions to meet London's grand challenge. The GLA and LEAP encourage applicants to familiarise themselves with the 9 Missions and consider ways in which their proposals can support the mission priorities and aims.

¹⁵ the period August to December in any year is usually difficult to trace young people in this age range as they move between educational settings or into work.

¹⁶ https://impetus.org.uk/assets/publications/Research-Briefing-8-Report_AW_online-FINAL.pdf

- **A Green New Deal** – Tackle the climate and ecological emergencies and improve air quality by doubling the size of London’s green economy by 2030 to accelerate job creation for all.
 - **A Robust Safety Net** – By 2025, every Londoner is able to access the support they need to prevent financial hardship.
 - **High Streets for All** – Deliver enhanced public spaces and exciting new uses for underused high street buildings in every Borough by 2025, working with London’s diverse communities.
 - **A New Deal for Young People** – By 2024 all young people in need are entitled to a personal mentor and all young Londoners have access to quality local youth activities.
 - **Helping Londoners into Good Work** – Support Londoners into good jobs with a focus on sectors key to London’s recovery.
 - **Mental Health and Wellbeing** – By 2025 London will have a quarter of a million wellbeing ambassadors, supporting Londoners where they live, work and play.
 - **Digital Access for All** – Every Londoner to have access to good connectivity, basic digital skills and the device or support they need to be online by 2025.
 - **Healthy Food, Healthy Weight** – By 2025 every Londoner lives in a healthy food neighbourhood.
 - **Building Strong Communities** – By 2025, all Londoners will have access to a community hub ensuring they can volunteer, get support and build strong community networks.
- More information about each of the recovery missions can be found here <https://www.london.gov.uk/coronavirus/londons-recovery-coronavirus-crisis/recovery-context>
 - ESF can play a key role in the delivery of the **Helping Londoners into Good Work** and **A New Deal for Young People** Missions, in particular. Applicants will need to set out how their projects will support the priorities and emerging actions of these two Missions. Some of the key areas of focus that projects should consider are set out below.

Helping Londoners into Good Work Mission.

- There are four key strands of activity under this Mission:
 - Supporting Londoners hardest hit by the pandemic into good work, while ensuring that Londoners with the most complex needs are not left behind.
 - Coordinating skills, careers and employment support so there is ‘no wrong door’ for Londoners seeking assistance.
 - Establishing sector specific London 'Academies' to support Londoners to gain relevant skills and move into good work in sectors key to London’s recovery.
 - Close working with employers and job creation initiatives to promote good work.

A New Deal for Young People

- The aim of this mission is that by 2024 all young people in need are entitled to a personal mentor and all young Londoners have access to quality local youth activities.
- Many young Londoners face barriers to realising their potential. They need support in developing their confidence, their social skills, boosting their mental health, and improving their educational and employment prospects.
- On top of this, many of London's young people have experienced increased mental illness, stress, and trauma as a result of the pandemic. Their educational, training, and employment experiences and prospects, have been negatively affected too.
- The mission recognises the value of youth work, mentoring, and encouraging positive relationships between youth practitioners and young people in need. Youth practitioners have a big influence on maintaining positive mental health for young people, as well as their physical health and safety. Their essential work has been all too often undervalued in the past. London's youth practitioners will be central to delivering this mission.
- Where projects are working with young people not in education, employment or training (NEET) or at risk of NEET, we would expect mentoring to be a key feature of the provision. In particular, we would like to see projects where trusted individuals provide personal mentoring and tailored support that focuses on young people facing the greatest barriers to realising their potential. This could include a range of social skills, mental health support, educational and employment skills or a combination of all.
- Supporting young people at key transition points from age 16 to 20¹⁷ should also be a key priority for projects working under Investment Priority 1.2.

Call Outline

- Through this call, the GLA and LEAP are seeking projects that can help tackle London's employment and skills challenges and support London's recovery from COVID-19. As noted above, we are keen that applicants look at ways in which their activities can align with the Recovery Missions, in particular, the **Helping Londoners into Good Work Mission** and the **New Deal for Young People Mission**.
- Projects which support the skills priorities of the Green New Deal and Digital Access for All recovery missions are also encouraged, for example, projects that provide training and upskilling for people to move into Green jobs and projects that support the delivery of both basic digital skills and sector specific digital skills.
- Some groups – including lone parents, people living with disabilities and health conditions, care leavers, older Londoners, young people and homeless people

¹⁷ This recognises that many young people take 3-years to complete Key Stage 3.

and some BAME groups – remain under-represented in the workforce and are often more likely to be worse-off than other Londoners. There are also a high number of Londoners without basic skills in literacy, English language, numeracy and digital skills. Applications focusing on these groups will be particularly welcomed.

- Projects should use a variety of outreach strategies in order to engage participants and should not just rely on engagement through Jobcentres or other traditional routes.
- Projects should also provide flexible support that is tailored to the needs of individual participants. Where projects are working with participants who are further away from the labour market and/or have multiple barriers to engagement, longer term and more intensive support should be offered.
- The GLA and LEAP are committed to supporting Londoners into good quality employment or education and training outcomes that can be sustained for at least 6 months. Contact should be maintained with individuals once they have progressed into employment, education or training and, where possible¹⁸, outcomes should be tracked for six months. Where required, additional support should be provided to participants to help them to sustain their progression.
- Applicants may apply for funding for projects that cover one or more of the three Investment Priorities (IP1.1, 1.2 and 1.4). Where applications cover more than one Investment Priority, applicants must clearly set out which activities fall under which Investment Priority.
- The majority of ESF provision in London is being delivered through Co-Financing Organisations (CFOs) including the GLA, National Lottery Community Fund (NLCF), the Education and Skills Funding Agency (ESFA), DWP and the four borough Sub-Regional Partnerships¹⁹ (SRPs). It is essential that projects complement and add value to existing ESF and mainstream skills and employment provision being delivered in London. This includes the Work & Health Programme, which is part-funded by ESF; and provision funded by the Adult Education Budget.
- Applicants must clearly set out how their proposed project both complements and avoids duplicating existing and planned provision. This will be a key consideration in the scoring of applications, particularly in relation to strategic fit and value for money. Details of existing and planned ESF provision in London can be found on the LEAP website https://lep.london/content_page/european-social-fund.
- We recognise that the impact of COVID-19 may make project delivery more challenging at this time. In response to this a number of easements have been introduced by the national Managing Authority to support providers during this

¹⁸ We understand that this may not be possible in the latter stages of project delivery.

¹⁹ The Sub-Regional Partnerships are Central London Forward, Local London, South London Partnership and West London Alliance.

period. More information can be found in the COVID-19 response Q&A published by the Managing Authority on GOV.UK.²⁰

- Projects will be funded on the basis of actual costs. A number of simplifications have been introduced since the start of the ESF programme to simplify project administration. For example, where staff will spend a set amount of time working on the ESF project (e.g. 40%) and this does not fluctuate month by month, direct staff costs may be calculated using the fixed percentage methodology. Under this methodology, a flat percentage (e.g. 40%) of the member of staff's actual gross employment costs per month can be claimed and there is no requirement for defrayal evidence or timesheets to be provided.
- Full details of all simplified cost options available to ESF projects applying under this Call can be found at <https://www.gov.uk/government/publications/european-social-fund-programme-guidance/simplified-cost-options>
- To improve the planning and coordination of ESF activity in London, four sub-regional contract geographies have been agreed with London boroughs, as illustrated in the map below. The GLA and LEAP encourage applications for projects that cover one or more of the agreed sub-regional geographic areas in their entirety.



²⁰ <https://www.gov.uk/government/publications/european-structural-and-investment-funds-coronavirus-covid-19-response/european-social-fund-2014-to-2020-programme-questions-and-answers-on-covid-19-response>

Consortia/Partnership Applications

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

1.3 Scope of activity

This call invites Full Applications which support the delivery of Priority Axis 1, including: Investment Priority 1.1: Access to employment for jobseekers and inactive people; Investment Priority 1.2: Sustainable Integration of Young People into the Labour Market; and Investment Priority 1.4: Active Inclusion of the European Social Fund Operational Programme and responds to the local development need set out in the London 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>Indicative Fund Allocation:</p>	<p>Indicatively, through this call the Managing Authority expects to allocate approximately £27,000,000 ESF.</p> <p>The output and result volumes in the tables below in Section 3 (Required Deliverables) are based on the following indicative split of funding across the three Investment Priorities covered by this call:</p> <ul style="list-style-type: none"> • Investment Priority 1.1 - £9,000,000 • Investment Priority 1.2 - £9,000,000 • Investment Priority 1.4 - £9,000,000 <p>The Managing Authority reserves the right to decrease or increase the indicative allocation or support more or fewer projects subject to the volume and quality of proposals received. The managing authority may also decide to place some projects submitted through this call on a reserve list and invite them to proceed at a later date, subject to the availability of funding.</p> <p>Two calls for London are being launched simultaneously, one for Priority 1 and one for Priority 2. Approximately £39,000,000 ESF is available across both calls and the Managing Authority reserves the right to allocate funding flexibly across the two calls, increasing or decreasing the</p>
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	indicative allocations at Priority Axis level and/or Investment Priority level.
Minimum application level	<p>European Social Fund investment is intended to make a significant impact on local growth. Applications are expected to demonstrate appropriate scale and impact.</p> <p>The Managing Authority does not intend to allocate less than £500,000 of ESF to any single project.</p> <p>Applications requesting an ESF amount below the 'Minimum Application Level' will be rejected.</p>
Duration of project	<p>Projects must be financially completed (i.e. have a proposed Financial Completion Date) no later than 31st December 2023; however, the Managing Authority reserves the right to vary the maximum duration in exceptional circumstances</p> <p>All ESF Projects must complete delivery by 31st December 2023. Project costs cannot be incurred beyond this date.</p> <p>NOTE: Delivery of activities and associated costs can be incurred up to and including 31st December 2023, with the full and final claim expected no later than February 2024.</p>
Geographical Scope	All interventions should be focused on activity and beneficiaries within the London Local Enterprise Partnership area.
Specific call requirements	This is a call for ESF activity.
Call Deadlines	<p>For this specific call, applications will be appraised following closure of the call. Applications submitted to the Managing Authority via the ECLAIMS IT system after midnight on the published call close date will not be considered.</p> <p>If you encounter any technical difficulties completing or submitting your Full Application via ECLAIMS, please send an email to E.CLAIMSSUPPORT@DWP.GOV.UK .</p> <p>Technical support is available Monday to Friday, from 8am to 6pm.</p> <p>It is your responsibility to submit your application in good time to allow time to resolve any technical issues. Except in the unlikely event that there is a general failure of the system in the final hours, we will not normally extend the deadline for technical issues.</p>

	<p>If you do not already have ECLAIMS access, to avoid any unnecessary delays in submission of your Full Application, it is recommended that you submit new ECLAIMS access requests as early in the application process as possible by sending an email to E.CLAIMSSUPPORT@DWP.GOV.UK.</p> <p><u>Please note that requests received within 5 working days of the call closing date may not be processed in time.</u></p> <p>The Managing Authority reserves the right to reject applications which are incomplete or not submitted in a timely and compliant way.</p>
Application selection	<p>All applications will usually be scored in line with the ESF scoring criteria, but the MA reserve the right to offer ESF funding where a project complements other activity or provides niche activity to target groups within the ESF Operational Programme.</p> <p>However, the Managing Authority reserves the right to assess applications from existing Grant Recipients via the Project Change Request route where appropriate.</p>
Applicant proposals	<p>These can only contain activities which are eligible for ESF.</p>
Eligible match funding	<p>Applicants will need to have eligible match funding for the balance of costs, which must be from a source other than the European Union. The applicant will need to provide information to demonstrate that the operation is likely to have the required level of match funding in place at the point of formal approval.</p>
Procurement	<p>All procurement must be undertaken in line with EU regulations.</p>
State Aid law	<p>Applicants must demonstrate compliance with State Aid law.</p>
Audit/ Compliance	<p>All expenditure and activities will be subject to rigorous audit and non-compliance may lead to financial penalty.</p>
Calls listing multiple activity	<p>The applicant is required to list each activity they plan to deliver, supported by a clear breakdown of costs. Expected outputs and results per activity should be provided.</p>

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 one or more of the following Investment Priorities the following Investment Priorities. The definitions of which can be accessed at the [ESF Operational Programme](#).

Investment Priority	1.1 Access to employment for jobseekers and inactive people
Specific Objectives	To help those who are disadvantaged but still relatively close to the labour market to tackle their barriers to work, and enter and sustain employment.
Indicative Actions	<p>ESF will not support activities that duplicate or replace existing support within national programmes, but may be used to support additional activities or target groups, including provision co-designed with local partners.</p> <p>Examples of actions which may be supported for all unemployed and inactive people include:</p> <ul style="list-style-type: none"> • additional and innovative approaches to pre-employment training, to ensure individuals have the core work-related skills that employers require, including preparation for apprenticeships; • support for those who need pre-traineeship and pre Work Programme assistance, to prepare them for the next step. • training for those who need to upgrade their skills or learn new skills (including basic skills and English for non-speakers) to compete in the local labour market and adapt to changes in the economy; • helping people access or benefit from apprenticeships, including support for women to enter non-traditional sectors which addresses barriers to entry (e.g. construction); • providing access to transport where this is a barrier to taking up a job; • providing advice, guidance and support by plugging gaps in national provision where appropriate, in order to help people, make better informed choices, and in particular to take account of the jobs available in the local area; • specific careers advice for women, to help them make informed career choices; • using self-employment as a route out of worklessness, including providing advice and support for self-employment (an attractive option where an individual is struggling to find work with an employer, either because they lack experience or because they face discrimination).

Investment Priority	1.2 Sustainable Integration Of Young People Into The Labour Market
Specific Objectives	Sustainable integration into the labour market of young people (ESF), in particular those not in employment, education or training, including young people at risk of social exclusion and young people from marginalised communities, including through the implementation of the Youth Guarantee
Indicative Actions	<p>ESF will not support activities that duplicate or replace existing support within national programmes, but may be used to support additional activities or target groups, including provision co-designed with local partners.</p> <p>Examples of actions for all young people who are NEET or at risk of becoming NEET include:</p> <ul style="list-style-type: none"> • literacy, numeracy, ICT and employability provision to ensure that individuals have the basic skills needed in all jobs and to help them prepare for apprenticeships and progress through other routes to gaining higher skills; • support which complements other skills provision, such as crosscutting and 21st century skills, including team working, effective communication, problem solving, critical thinking and self-direction; • training and vocational qualifications to equip young people for specific jobs; • support for young women to enter non-traditional sectors (e.g. construction) which addresses barriers to entry e.g. to apply for apprenticeships; • community and informal learning to engage young people who have struggled at school and encourage them to access more formal learning; • intermediate labour market activity to provide a structured and supportive environment where young people can gain work experience; • using self-employment as a route out of worklessness, including providing advice and support for self-employment.

Investment Priority	1.4 Active Inclusion.
Specific Objectives	Active inclusion, including with a view to promoting equal opportunities and active participation, and improving employability
Indicative Actions	<p>ESF will not support activities that duplicate or replace existing support within national programmes, but may be used to support additional activities or target groups, including provision co-designed with local partners.</p> <p>Examples of activities that may be supported include:</p>

- basic skills and ESOL training, including additional support with basic skills in preparation for apprenticeships;
- support for those who need pre-traineeship and pre-Work Programme assistance, to prepare them for the next step;
- support complementing other skills provision, such as crosscutting and 21st century skills, including team working, effective communication, problem solving, critical thinking and self-direction;
- 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;
- digital and internet literacy courses to aid job searching, access to benefits and progress in work;
- 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;
- local 'Community Grant' type activity to support small scale voluntary sector activity which can be crucial to reaching out to these groups;
- first contact engagement activities (for example, arranging events in places that people feel comfortable to visit);
- 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;
- softer skills development (for example, assertiveness, anger management and motivation);
- volunteering, which is recognised in general terms as a good way to re-engage those furthest from the labour market.

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.

To complement other thematic objectives, the investment priority 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.

Results Table – Priority 1.1

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

ID	Result Indicator	Minimum Target value for this call
R1	Unemployed participants into employment (including self-employment) on leaving (MD)	22%
R2	Inactive participants into employment, or job search on leaving (MD)	33%
R3	Participants gaining basic skills (MD)	4%
R4	Participants with childcare needs receiving childcare support (MD)	36%
ESF-CR06	Participants in employment, including self-employment, 6 months after leaving (MD)	34%

Outputs Table – Priority 1.1

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

ID	Output Indicator	Total Minimum target value for this call
O1	Participants	10,718
O1	Participants (Male)	5,563
O1	Participants (Female)	5155
ESF –CO01	Unemployed, including long-term unemployed	6,644
ESF – CO03	Inactive	3,538
O4	Participants over 50 years of age	1,458
O5	Participants from ethnic minorities	2,781
ESF - CO16	Participants with disabilities	1,962
O6	Participants without basic skills	1,519
ESF - CO14	Participants who live in a single adult household with dependent children	1,340

Results Table – Priority 1.2

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

ID	Result Indicator	Minimum Target value for this call
R3	Participants gaining basic skills	4%
R5	Participants (below 25 years of age) in employment, including self-employment, or education/ training upon leaving	43%
ESF-CR06	Participants in employment, including self-employment, 6 months after leaving	34%

Outputs Table – Priority 1.2

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

ID	Output Indicator	Total Minimum target value for this call
O2	Participants	10,513
O2	Participants (Male)	5,521
O2	Participants (Female)	4,992
ESF –CO01	Unemployed, including long-term unemployed	6,687
ESF – CO03	Inactive	3,301
O5	Participants from ethnic minorities	2,143
ESF - CO16	Participants with disabilities	987
O6	Participants without basic skills	1,327
ESF - CO14	Participants who live in a single adult household with dependent children	735

Results Table – Priority 1.4

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

ID	Result Indicator	Minimum Target value for this call
ESF-CR02	Participants in education or training on leaving	17%
ESF-CR06	Participants in employment, including self-employment, 6 months after leaving	22%
R1	Unemployed participants into employment (including self-employment) on leaving	14%
R2	Inactive participants into employment, or job search on leaving	27%
R4	Participants with childcare needs receiving childcare support	36%

Outputs Table – Priority 1.4

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

ID	Output Indicator	Total Minimum target value for this call
O1	Participants	5,589
O1	Participants (Male)	3,374
O1	Participants (Female)	2,215
ESF –CO01	Unemployed, including long-term unemployed	2,665
ESF – CO03	Inactive	2,644
O4	Participants over 50 years of age	588
O5	Participants from ethnic minorities	1,419
ESF - CO16	Participants with disabilities	886
07	Participants who are offenders or ex-offenders	n/a

Outputs and Results Rationale

Applicants must explain in detail in their Full Application how they have estimated each of the outputs and results for their project, demonstrating clearly how each of

the proposed outputs and results directly link to their specific project activities and objectives. The related output and results figures need to be consistent e.g. there should not be more 'Inactive Participant' forecast results than actual Inactive Participants recorded as taking part in the ESF Project in the forecasted output figures.

Applicants must also explain their approach for forecasting each deliverable; including the specific base-lining/research they have undertaken to ensure their projected profiles are realistic and achievable and any assumptions they have made which impact on their forecasts.

Where an applicant is proposing one or more output or result figures below the expected minimum target value for this call, an explanation must also be provided by the applicant in their Full Application.

ESF Outputs and Results Indicator Definitions Guidance is available on GOV.UK [here](#).

Applicants will also need to ensure robust systems are in place, and be able to describe them, to capture and record the targets and to report quantitative and qualitative performance across the London 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.

London Specific 'Sustained Employment' Result

Employment retention and progression are key themes for the GLA and LEAP. ESF participants should be supported into good quality employment or education and training outcomes that can be sustained for at least 6 months. Contact should be maintained with individuals once they have progressed into employment, education or training and, where possible²¹, outcomes should be tracked for six months. Where required, additional support should be provided to participants to help them to sustain their progression, for example if they lost their job or their training programme ends.

Applicants should include proposed target volumes for the London 'Sustained Employment' result in section 5.15 of their full application (in the narrative response) in ECLAIMS. Applicants should include a rationale in this section for the volume of results proposed.

Management Information (MI) on the number of participants achieving a 'Sustained Employment' result will need to be reported each quarter as part of the claim submission, in the project progress report on ECLAIMS.

²¹ We understand that this may not be possible in the latter stages of project delivery.
ESF Call Template – Online Applications
Version 5
Published: 15/03/2021

4. General Information

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

4.1 Compliance and Eligibility

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

European Structural Investment Funds (ESIF) are governed by European regulations and national rules. Applicants are advised to familiarise themselves with the relevant documentation listed in the 'Document Checklist' (Section 8 of this call specification) prior to completing and submitting their Full Application in the ECLAIMS IT system. If successful, Applicants will enter into the standard Funding Agreement and must abide by the standard terms and conditions contained therein. Applicants are therefore strongly advised to read these terms and conditions to ensure that they would be able to enter into such an agreement prior to responding to the call. Once a Funding Agreement has been issued it should be signed and returned within a short timescale.

4.2 Intervention Rate & Match Funding

ESF is funding used where no other funding can be obtained (the funder of last resort) and the maximum ESF intervention rate for the operation is 50%. This means ESF can contribute **up to** 50% of the total eligible project costs, subject to State Aid regulations. The remaining 50% or more must come from other eligible sources. For all full applications, the applicant will need to provide information to demonstrate that the operation is likely to have the required level of match funding in place at the point of formal approval.

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

4.3 Applicants

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

The Managing Authority will consider the Applicant's track record, both positive and negative. If the Applicant has been involved in the delivery of previous European grants and any irregularities with this (these) grant(s) have been identified, the

Managing Authority will look into these and expect to see how and what steps have been taken to ensure that these have been addressed to mitigate the risk of further irregularities in the future. It is acknowledged that some organisations will be new to ESIF funding and will not have a track record.

4.4 Cross Cutting Themes

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

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

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

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

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

Further information is available in the [ESF Operational Programme](#) and in ESF Action Note 019/18: [New Assessment Scoring Procedures for Equality and Sustainable Development in ESF](#).

4.5 State Aid & Revenue Generation

Applicants are required, in the Full Application, to provide a view on how their proposal complies with State Aid law. Applicants must ensure that projects comply with the law on State Aid.²² Grant funding to any economic undertaking which is state

²² Article 107(1) of the Treaty on the Functioning of the European Union provides that: "Save as otherwise provided in the Treaties, any aid granted by a Member State or through state resources in any form whatsoever which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods shall, in so far as it affects trade between Member States, be incompatible with the internal market."

aid can only be awarded if it is compatible aid, in that it complies with the terms of a notified scheme or is covered by the De Minimis Regulation.

Guidance for grant recipients, explaining more about State Aid, is available; it is important that Applicants take responsibility for understanding the importance of the State Aid rules and securing their full compliance with them throughout the project, if it is selected into the Programme.

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

4.6 Funding Agreement

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

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

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

4.7 Procurement

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

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

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

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

4.8 Retrospection

There will be no retrospection for applications made against this call.

For organisations applying for ESF funds through the Single-Stage Application process, the effective date for incurring eligible ESF expenditure will be the day after the relevant open call closing date. Any expenditure incurred by an ESF Direct Bid project prior to this date is ineligible.

However, any expenditure incurred by an ESF applicant, up to and including the date on which an ESF Funding Agreement is fully executed, will be at the applicant's own risk.

4.9 Duplication of Provision

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

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

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

5. Application Process & Prioritisation Methodology

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

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

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

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

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

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

- Strategic fit;
- Value for money;

- Management and control;
- Deliverability;
- Procurement / tendering; and
- State Aid compliance.

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

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

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

Non-public sector Applicants may be subject to due financial diligence checks. Applicants will be required to submit accounts, and to clarify financial or other organisational information. New Applicant organisations may be required to provide details of a guarantor.

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

6. Technical Support

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

If you encounter any technical difficulties completing or submitting your Full Application via the ECLAIMS IT system, please send an email to:
E.CLAIMSSUPPORT@DWP.GOV.UK

It is your responsibility to submit your application in good time to allow time to resolve any technical issues. Except in the unlikely event that there is a general failure of the system in the final hours, we will not normally extend the deadline for technical issues.

Technical support is available Monday to Friday, from 8am to 6pm.

Please retain evidence of your request(s) for any Technical Support, in case there are any issues arising around this element of the application process which may need further investigation.

Please also note that, as this is a competitive call and to preserve impartiality, other than providing Technical Support, we are unable to enter into correspondence with applicants over their Full Application prior to the call closing date. Details of where guidance can be found are contained throughout this calls document.

Call 'Q&A'

Applicants may submit general clarification questions about the call to esifcalls@london.gov.uk. Answers will be published on the LEAP website at <https://lep.london/EU> in a 'Questions and Answers' document. The document will be updated on a weekly basis while the call is open and applicants should check the document regularly for updates. The deadline for submission of questions is 28 May 2021, any questions submitted after this deadline will not be answered.

A 'Frequently asked Questions' page will also be available at <https://lep.london/EU>

7. Key Reference Documents

When developing your Full Application, it is recommended that you refer to the following documents as a minimum:

- ESF Online Full Application Guidance;
- Local Enterprise Partnership area's ESIF strategy;
- [ESF National Eligibility Rules and Programme Guidance](#);
- [ESF Programme Guidance on Simplified Cost Options](#).

8. Full Application – Supporting Document Checklist

The appraisal will be undertaken on the basis of the Full Application information submitted by the applicant using the ECLAIMS IT system, together with any supporting documents uploaded into ECLAIMS IT system by the applicant at the point of closure of the call.

As a minimum, applicants should upload the following documentation into the ECLAIMS IT system alongside completion of the required Full Application screens/fields in ECLAIMS.

Failure to upload the requested documentation could result in the application being rejected.

The ESF Online Full Application Guidance explains how documents should be uploaded into ECLAIMS and Annex B of the same guidance explains the naming conventions to be used for each document.

Mandatory Supporting Documents

1. A **visual, high level customer journey** document e.g. flow chart;
2. **Confirmation of match funding** from each funder. Match-funding should be confirmed (with the exception of SME contributions) prior to the issuing of any Funding Agreement;
3. **Detailed Granular Budget breakdown** (All costs must be itemised, eligible, appropriate for the project and profiled across the project period. The granular budget should also include all hourly rate figures, per job role, for staff working part-time or part of their time on the ESF Project – calculated using the 1720 hour rate calculation set out in the [Simplified Cost Options Guidance](#) on GOV.UK. This includes match-funded staff roles);

4. **Equality & Diversity Policy and Implementation Plan** this can be a single, combined document or 2 separate documents. (Applicant is responsible for ensuring that Delivery partners also hold relevant policies);
5. **Sustainability Policy and Implementation Plan** this can be a single, combined document or 2 separate documents. (Applicant is responsible for ensuring that Delivery partners also hold relevant policies);
6. **Job Descriptions** at least 1 per lead applicant and 1 per each Delivery Partner;
7. **Organogram** covering all staff, including any delivery partner and/or match-funded staff posts;
8. **Sample HR letter** as per the requirements set out in the [ESF National Eligibility Rules and Programme Guidance](#) on GOV.UK;
9. **Project level risk register** (this should cover areas such as financial risk, output risks, delivery risks etc. please ensure that the register covers how these risks will be managed and mitigated);
10. **Anti-Fraud Statement** (a statement on how you will deal with suspected fraud in your organisation and if appropriate, with your sub-contractors);
11. **Due Diligence Financial Information.** If your organisation is a private or voluntary and community sector organisation or a Further Education College, you must upload:
 - Financial accounts for the most recent 3 years;
 - Proof of existence - Certificate of Incorporation, Charities Registration, VAT Registration Certificate or alternate form of incorporation documentation;
 - Proof of trading - Financial Accounts/Statements for the most recent two years of trading including, as a minimum, Profit and Loss Account and Balance Sheets;
 - Completed FVRA Applicant Template (for applications requesting annualised funding of greater than £1m).

Optional Supporting Documents

12. **Recruitment Policy** this can be a single, combined document or 2 separate documents. (Applicant is responsible for ensuring that Delivery partners also hold relevant policies);
13. **Sample Timesheet** applicable if you or your Delivery Partners have members of staff working part of their time on your ESF Project;
14. **Procurement policy** applicable if your ESF project is expecting to incur procurement costs from existing or future procurements and you are **not** intending to use the 40% Flat Rate Indirect Cost option;
15. **Retention Policy** this can be a single, combined document or 2 separate documents. (Applicant is responsible for ensuring that Delivery partners also hold relevant policies);
16. **Draft SLA with Delivery Partners** applicable if your ESF Project will have one or more Delivery Partners;
17. **Independent state aid advice** applicable only if you have obtained independent advice to support your quoted ESF project State Aid position;
18. **Proof of Irrecoverable VAT** applicable only if you have Irrecoverable VAT which is relevant to your ESF Project

NOTE: The ECLAIMS IT system can accept most standard Office file formats such as MS Word documents and excel documents in the format xlsx.

However, documents which contain macros cannot be uploaded into the ECLAIMS IT system.

In addition, the ECLAIMS IT system cannot accept tables, graphics or other visuals in the narrative fields within the Full Application screens. If you wish to include this type of information as part of your Full Application, you will need to upload this information as part of a supporting document.

9. Full Application Submission

Completed Full Applications must be submitted to the ESF Managing Authority via the ECLAIMS IT system.

Although the ECLAIMS IT system is designed to be intuitive, it is strongly recommended that you closely follow the steps in the [ESF Online Full Application Guidance](#), published on GOV.UK to give the best chance of you submitting a fully completed, compliant Full Application.

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

10. Accessing ECLAIMS

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

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

Each new ECLAIMS user will then receive an email from an organisation called Datamart – this will contain their unique log-in details. The user will need to follow the instructions within the email to change their password in the first instance. They will then be able to access and use the ECLAIMS IT system.

NOTE: To avoid any unnecessary delays in submission of your Full Application, it is recommended that you submit new ECLAIMS IT system access requests as early in the application process as possible. Requests submitted within 5 working days of the call closing date may not be processed in time.

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.	15 March 2021
Deadline for submission of Full Application via the ECLAIMS IT System	23:59 4 June 2021

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

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

12. Appendix A – Common output indicators

Appendix A – extract from Annex 1 of the ESF regulation

Common output and result indicators for ESF investments

(1) Common output indicators for participants

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

The common output indicators for participants are:

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

homeless or affected by housing exclusion
from rural areas

Common immediate result indicators for participants are:

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

Common longer-term result indicators for participants are:

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