



**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**

### **Youth Employment Initiative (YEI)**

<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>Call Reference:</b>	<b>OC08S15P 0036</b>
<b>LEP Area:</b>	<b>Derby, Derbyshire, Nottingham and Nottinghamshire (Nottingham City only)</b>
<b>Call Opens:</b>	<b>24 March 2015</b>
<b>Call Closes:</b>	<b>22 May 2015</b>

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# 1. Call Context

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

European Structural and Investment Funds are managed by the Department for 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 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: 1.3 Sustainable integration into the labour market of young people (YEI)** as set out in the Operational Programme.

All applications will need to be eligible under the Operational Programme. The latest draft is available for applicants to read. Although we do not expect much change, it is not yet finally agreed. Before funding agreements are signed, the Managing Authority will need to check eligibility against the agreed Operational Programme.

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

All ESF applicants will need to be aware of the requirement to collect and report data on all participants as per Annex 1 (see Appendix A) and additionally Annex 2 (see Appendix B) of the ESF regulation specifically for Youth Employment Initiative (YEI). 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

The operational programme identifies the need to address high levels of youth unemployment in specific areas of England through:

**Investment priority 1.3** Sustainable integration into the labour market of young people (YEI), 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.

**Specific objectives:** (1) *To support the rise in the participation age by providing additional traineeship and apprenticeship opportunities in YEI areas;* (2) *To engage marginalised 15-18 year olds in YEI areas and support them to re-engage with education or training;* (3) *To address the basic skills needs of young NEETS in YEI areas so that they can compete effectively in the labour market;* (4) *To provide additional work experience and pre-employment training opportunities to unemployed 18-24 year olds in YEI areas and* (5) *To support young lone parents in YEI areas to overcome the barriers they face in participating in the labour market (including childcare).*

Tackling youth unemployment is a priority for the Government.

Most young people continue in education or training when they leave school, and make a successful transition to either further or higher education or employment. But there is still a group who either 'drop out' or struggle to make the transition to the labour market at age 18-19. As a result, the proportion of young people NEET in England rises sharply at age 18. 4.0% are NEET at age 16, 6.1% at age 17, and 12.5% at age 18<sup>1</sup>

The YEI will support additional and more intensive provision that meets the needs of individuals and local labour markets. It will not support activities that duplicate or replace existing provision.

## 1.2 Local Development Need

The D2N2 Strategic Economic Plan (SEP) sets out proposals for raising growth rates in the D2N2 area, creating increased prosperity and higher levels of employment. Three of the D2N2 Skills for Growth Strategy objectives are particularly relevant to the Youth Engagement Initiative:

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<sup>1</sup> DfE, *Statistical First Release 18/2014*, Participation in education, training and employment, age 16 to 18

1. Develop sector growth agreements to make explicit ownership and shared responsibilities for investment, ICT, labour market intelligence and impact measures.
2. Improve business leadership, management skills and training needs analysis to help increase productivity and performance.
3. Promote and develop apprenticeships and traineeships to achieve higher level skills and improve social mobility.
4. Foster enterprise and the characteristics of entrepreneurial behaviour, career adaptability and resilience.
5. Raise the visibility of and access to career insights and specialist careers support for young people and adults to raise aspirations, participation, retention and achievement in learning and work.
6. Promote graduate recruitment and facilitate graduate retention in the region.

Within the D2N2 LEP area, Nottingham has a significantly higher rate of youth unemployment. **The activity to be funded through this call is limited to residents of Nottingham City only.**

Table 1 - Proportion of JSA claimants in each LA area that are aged between 16 and 24.

Date	Derby	Derbyshire	Nottingham	Nottinghamshire
	%	%	%	%
Jul 2013-Jun 2014	16.8	11.5	27.6	18.9

Source: Annual Population Survey, NOMIS.

In January 2015, 2,010 16-24 year old Nottingham City residents were claiming JSA with an average of 200 new individuals making claims each month (i.e. JSA on-flow). As of May 2014, 1,265 16-24 year olds were claiming Employment and Support Allowance. A further 623 16-18 year olds were NEET or Not Known (January 2015).

Based on these current cohort sizes and anticipated JSA on-flow rates, it is estimated that in the three year period covered by the YEI programme over 10,000 individuals aged between 15 and 24 will be NEET or unemployed and therefore eligible to receive support from YEI funded interventions. Many of these young people will reside in the City wards identified by the Indices of Deprivation (2010 Census) as amongst the most deprived in England, including Aspley, Bulwell and Bilborough (all ranked in the bottom 250 wards).

## Issues

**Gang membership and violent crime** -Despite significant recent reductions Nottinghamshire still has above average levels of crime, being ranked 30th (out of 41) in terms of offences per 1,000 population, 6.4% (4,466 offences) above the national average<sup>2</sup>.. Local experience demonstrates that a key factor in getting young people to exit this life style (crime, anti-social behaviour and the misuse of drugs) is access to employment. Many of these young people find it difficult to secure and sustain longer term employment, having no belief that it is within their reach.

**Lone parents** – 1,570 16 – 24 year olds in Nottingham are claiming income support, making up 22% of all IS claimants. The proportion is higher in particular wards within Nottingham City, particularly Bulwell (29%), Basford (28%), Aspley (26%) and Bestwood (25%). At 16 – 18, teenage mothers are more likely to be NEET than the rest of the cohort – 66% of teenage mothers are currently NEET (around 30 young people).

**Care leavers** – at 16 – 18, young people leaving care are more likely to be NEET than the rest of the cohort – 46% of care leavers are currently NEET (around 45 young people).

**Young carers** – 14% of residents receiving Carers Allowance are aged 16 – 29, significantly higher than the national average of 11%.

Through YEI, additional support can be provided for 25 – 29 year olds, tackling the additional disadvantages of a group excluded from the majority of existing youth programmes. Within Nottingham characteristics of this group include:

- For 20.2% their highest qualification is Level 1 (higher than England rate of 16.8). Of this group, 10% (3600 residents) have no qualifications (source: Annual Population Survey).
- 1.7% of the age group (420 residents) have been claiming JSA for over 1 year (significantly higher than GB rate of 0.6%) (source: claimant count).

Local partners including Nottinghamshire Police and the Youth Offending Team identify that there are limited employment opportunities for young people without work experience or who have issues that make them less desirable candidates e.g. criminal records. In addition to those young people who are claiming benefits, there are a number of young people who do not claim Jobseeker's Allowance, and are outside of the support and system to engage. This group is hard to quantify as they are outside of the system, but police estimates indicate around 400 young people known to them who are linked to gangs and violent crime. There is real need to

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<sup>2</sup>Performance data to December 2012, not including Surrey (data not available) and City of London (not comparable)

bridge the gap between the considerable available provision and these young people who are outside of the system.

Across Nottingham City there is considerable existing mainstream local provision to support young people between 16 and 24, including

Step into Work – This 3 year programme which began in April 2014 and is due to end in April 2017 will engage 3,000 18-24 year olds who are long term unemployed (13-39 weeks) and progress 2,100 (70%) into learning and skills development and 1,200 (40%) into employment at a cost of £3m. The support focuses on Nottingham City residents and interventions are delivered in the community by local community providers.

Youth Contract – ending March 2015, for 16 and 17 year olds

Talent Match – for 18 – 24 year olds, targeting young people who are furthest from the jobs market, including those who are completely outside of the benefits, work and training system and facing severe barriers to gaining the skills they need to get into work, funding available until 2017.

Work Programme – [young people aged 18 – 29 become eligible for Work Programme support at varying times in their benefit claim. Work Programme in Nottingham City is delivered by A4E and Ingeus, with new referrals from JCP until March 2017](#)

Jobcentre Plus support

Full time education

Adult skills budget provision for unemployed

YEI funding in Nottingham City should be used to build upon forthcoming SFA and DWP programmes, existing Nottingham City Council provision, mainstream school and FE offer to tackle those who are furthest away and experiencing more complex barriers to employment. It should also be used to create further opportunities for those who will struggle to access existing support through a series of incentive programmes.

Therefore this call aims to address these shortfalls and is seeking applications which include but need not be limited to the following activities:

1. Enhance and add value to existing community-based engagement to employment pathways in Nottingham City, including extending the current Step into Work offer to unemployed people aged between 25 and 29. From April 2017, 18 to 24 year olds would become eligible for support. These pathways should include community engagement, mentoring, work readiness activity, training and support with transition to employment. Specific provision

will be required for groups with additional needs, e.g. people with learning disabilities and tailored to meet specific needs e.g. mentoring for BME groups.

2. Address gaps in existing provision in Nottingham City, by providing specialist intensive support to 16-24 year olds who are engaged with gangs, ex-offenders and those with mental health issues. This should complement existing mainstream 16 – 24 yr old employment support for disadvantaged and excluded young people so that they are able to access employment opportunities. Young people should receive additional support to include literacy, numeracy, ICT and employability provision, on-going mentoring and pastoral support. Where justified, projects can include wage subsidies.
3. Support those who need pre-traineeship assistance to prepare them for the next step and provide the additional support they need throughout their traineeship. This could include a 'supported traineeship' programme, including mentoring, pastoral support, financial assistance with travel, childcare and other costs. This should be ongoing throughout the Traineeship programme and work placement to support their transition into further education, training and employment. A financial incentive could be made available to employers who provide work placements.
4. Use self-employment as a route out of worklessness to enable 18 -29 year old Nottingham City residents to create their own businesses (including self-employment). Enterprise activities could include; help to generate ideas for new business opportunities; ongoing support and mentoring e.g. a business mentor; appropriate skills training; business start up, business planning and management skills development opportunities.
5. Promote the successful transition of young people from school into further learning and employment and support Nottingham City residents who are NEET.. Intensive partnership work should be in place with post 16 providers to prevent duplication of provision and to ensure NEET young people are tracked and supported in and between different providers/support agencies. Support in the form of ongoing advice and mentoring, should be given to participants when they secure employment
6. Address barriers to employment arising from limited access to transport, for example by providing specialist knowledge in sustainable transport solutions and promote these solutions to Nottingham City communities and individuals. Through community links and relationships services and activities should be promoted and delivered to 16-29 year olds. These activities should support job creation, improve skills and provide training opportunities which contribute to improving employability. Support may include individual personalised route/journey planning solutions, discounted travel offers, cycle skills and



maintenance training. The provision should have significant community engagement with support offered to young people in deprived communities.

7. Leverage additional resources to address the particular deprivation issues affecting 18 – 24 yr olds in the Nottingham North parliamentary constituency. Proposals could include additional and innovative approaches to pre-employment support including social finance initiatives to identify, track and monitor NEET young people; supported Traineeships; provide mentors/coaches to deliver a bespoke mentoring system which will focus on motivating and inspiring young people plus an individualised learning programme leading to supported access to local education and learning provision and into employment.
8. Help disadvantaged young people in Nottingham City access and benefit from the nationally recognised Apprenticeship programme by incentivising local employers (particularly SMEs and those in the Voluntary & Community Sector) to recruit and retain 16-24 year olds from priority and vulnerable groups in the City as apprentices. This incentive should align to the AGE grant and other local incentives to target disadvantaged groups.

Details of the local Derby, Derbyshire, Nottingham and Nottinghamshire ESIF Strategy can be found at

[http://www.d2n2lep.org/write/Documents/D2N2\\_ESIF\\_Strategy\\_May\\_2014\\_web.pdf](http://www.d2n2lep.org/write/Documents/D2N2_ESIF_Strategy_May_2014_web.pdf)

Note: Activities must support individuals. They cannot support structures or systems.

### 1.3 Scope of activity

This call aims to address the shortfalls above.

Under this investment priority European Social Fund will support the Operational Programme objective of:

- Sustainable integration into the labour market of young people (YEI)  
(Investment Priority 1.3)

## 2. Call Requirements

All applications are competitive.

- The total allocation for this call is €4.3m ESF and €4.3m YEI for investment priority 1.3. At current exchange rates this is equivalent to £3.2m from ESF and £3.2m from YEI. The available budget will be reassessed before funding agreements are signed in light of the prevailing exchange rate.

- Proposals can only contain activities which are eligible for ESF.
- Applications should be for a minimum of £50,000 ESF grant.
- 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 intention is to award multiple funding agreements.
- Operations must be completed no later than **31st July 2018**.
- Operations should be capable of providing coverage of Nottingham City area only.
- Eligibility - Young people who live in the Black Country and who are identified as Not in Education Employment or Training (NEET) between age 15-24. In addition, we expect the final Operational Programme to allow individuals aged 25-29 to be covered. Applications should cover the whole age range, but on the understanding that final confirmation of the eligible group will only follow once the Operational Programme is agreed.
- In line with the D2N2 LEP Commissioning Principles and Delivery Criteria , applicants must:
  - Confirm that all activities will be delivered in Nottingham City and that all participants will be 15-29 year old residents of Nottingham City, in addition to meeting all ESF eligibility criteria.
  - Where proposed activities are not City-wide, applicants must identify which specific wards they intend to deliver in.
  - demonstrate how their delivery model builds upon and adds value to existing 15-29 learning and support provision and employer engagement activity in Nottingham City. This must include evidence that the provision does not duplicate community programmes for 18 – 24 yr old NEETS/young unemployed.
  - Clearly articulate how they would deliver the proposed activities in Nottingham, providing details of delivery locations in Nottingham and resources available (at a ward level) including staffing
  - Provide evidence of their track record in supporting young people 15 – 29 years old towards and into work in Nottingham City
  - Track record of working with and in deprived communities within Nottingham City.
  - provide evidence they have an understanding of the existing provision at a community level within Nottingham City wards and demonstrate how the proposed activities would meet local and individual needs.
  - commit to sharing performance information with named local partners including Nottingham City Council and the D2N2 LEP.
  - Commit to meeting with existing delivery organisations in Nottingham including Nottingham City Council's Nottingham Jobs Hub to ensure strategic and operational integration of the proposed activities.

- Demonstrate existing relationships with referral partners working in Nottingham City for participants e.g. NEETs and/or their approach to their development and maintenance of these relationships.
- All procurement must be undertaken in line with EU regulations
- Applicants must demonstrate compliance with State Aid law; and
- All expenditure and activities will be subject to rigorous audit and non-compliance may lead to financial penalty.

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

### 3. Deliverables required under this Call:

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

ID	Result Indicator
CRO1	Unemployed participants who complete the YEI supported intervention
CRO2	Unemployed participants who receive an offer of employment, continued education, apprenticeship or traineeship upon leaving
CRO3	Unemployed participants who are in education/training, gaining a qualification, or in employment, including self-employment, upon leaving
CRO4	Long-term unemployed participants who complete the YEI supported intervention
CRO5	Long-term unemployed participants who receive an offer of employment, continued education, apprenticeship or traineeship upon leaving
CRO6	Long-term unemployed participants who are in education/training, gaining a qualification, or are in employment, including self-employment, upon leaving
CRO7	Inactive participants not in education or training who complete the YEI supported intervention
CRO8	Inactive participants not in education or training who receive an offer of employment, continued education, apprenticeship or traineeship upon leaving
CRO9	Inactive participants not in education or training who are in education/training, gaining a qualification, or are in employment, including self-employment, upon leaving

CR10	Participants in continued education, training programmes leading to a qualification, an apprenticeship or a traineeship six months after leaving
CR11	Participants in employment six months after leaving
CR12	Participants in self-employment six months after leaving

ID	Output Indicator
	Unemployed (including long term unemployed) participants
	Long-term unemployed participants
	Inactive participants not in education or training
	Participants from ethnic minorities
	Male Participants (below 25 years of age) who are unemployed OR inactive (not in education or training)
	Female Participants (below 25 years of age) who are unemployed OR inactive (not in education or training)
	Participants with disabilities or health problems.
	Participants who are lone parents

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 at ward level across Nottingham City only which falls within the LEP area of Derby, Derbyshire, Nottingham and Nottinghamshire.

All operations will be required to collect data and report progress against the deliverables with each claim. Where an operation underperforms against their deliverables they may be subject to a performance penalty.

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

## 4. General Information

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

### 4.1 Compliance and Eligibility

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

ESIFs are governed by European regulations and national rules. Applicants are advised to familiarise themselves with the relevant documentation listed in the 'key documents' section prior to submitting an Outline application. If successful, Applicants will enter into the standard Funding Agreement and must abide by the standard terms and conditions contained therein. Applicants are therefore strongly advised to read these terms and conditions to ensure that they would be able to enter into such an agreement prior to responding to the call. Once a Funding Agreement has been issued it should be signed and returned within a short timescale.

### 4.2 Intervention Rate & Match Funding

ESF is the funding is used where no other funding can be obtained (the funder of last resort) and the maximum ESF intervention rate for the operation is 66.66% (inclusive of the YEI allocation). This means ESF can contribute up to 66.66% of the total eligible project costs, subject to State Aid regulations. The remaining 33.34% 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>3</sup> Grant funding to any economic undertaking which is state aid can only be awarded if it is compatible aid, in that it complies with the terms of a notified scheme or is covered by the De Minimis Regulation. Guidance for grant recipients, explaining more about State Aid, is available; it is important that Applicants take responsibility for understanding the importance of the State Aid rules and securing their full compliance with them throughout the project, if it is selected into the Programme.

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

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:

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

- 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

For Youth Employment Initiative (YEI), in recognition of the tight deadlines for spending the money, we are prepared to consider cases for retrospection, potentially back to the first eligible date of September 2013. However, any spend must meet all the eligibility criteria, including the data collection requirements in the regulations, and will be very carefully scrutinised before being accepted. It is in our view very unlikely that any activity from 2013 or 2014 will be able to meet those requirements.

# 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 via LOGASnet (section 9 refers). Guidance is available on the [European Growth Funding](#) website pages. 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. <mailto:sarah.bowes@leeds.gov.uk> Key Documents

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

## 8. Document Checklist

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

Outline Stage:

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

## 9. Document Submission

Completed Outline Applications must be submitted via the [LOGASnet system](#).

Please note that Applicants will require a user ID and password in order to access the LOGASnet system. Details on how to register on the system can be found on the GOV.UK website [European Growth Funding](#) website pages. Please allow up to 10 days to receive your login details.

## 10. Timescales

Launch of Call advertised on gov.uk.	24 March 2015
Deadline for submission of Outline Application	22 May 2015

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. Formal Agreement of the ESF Operational Programme

The information and references in the call are based on the latest version of the [ESF Operational Programme](#) and are correct at the time of publishing. The Operational Programme may be subject to further amendment during its final negotiations with the European Commission, and subsequent calls will reflect any changes, to the extent that they may affect the terms of calls, that are made. In relation to the present call, the Managing Authority will take the possibility of relevant changes to the Programme into account when assessing outline and full applications, and where such changes occur will notify Applicants of any issues that arise, and propose a method of dealing with them.

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

### Common output and result indicators for ESF investments

#### (1) Common output indicators for participants

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

The common output indicators for participants are:

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

#### (2) Common output indicators for entities are:

number of projects fully or partially implemented by social partners or non-governmental organisations
number of projects dedicated at sustainable participation and progress of women in employment
number of projects targeting public administrations or public services at national, regional or local level
number of supported micro, small and medium-sized enterprises (including cooperative enterprises, enterprises of the social economy)

(3) 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

(4) 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

## Appendix B – extract from Annex 2 of the ESF regulation

### (1) Common immediate result indicators for participants

"Participants" refers to persons benefiting directly from a YEI intervention who can be identified and asked for their characteristics, and for whom specific expenditure is earmarked. **All data shall be broken down by gender.**

The immediate result indicators are:

Unemployed participants who complete the YEI supported intervention
Unemployed participants who receive an offer of employment, continued education, apprenticeship or traineeship upon leaving
Unemployed participants who are in education/training, gain a qualification, or are in employment, including self-employment, upon leaving
Long-term unemployed participants who complete the YEI supported intervention
Long-term unemployed participants who are in education/training, gain a qualification or are in employment, including self-employment, upon leaving
Inactive participants not in education or training who complete the YEI supported intervention
Inactive participants not in education or training who receive an offer of employment, continued education, apprenticeship or traineeship upon leaving
Inactive participants not in education or training who are in education/training, gain a qualification, or are in employment, including self-employment, upon leaving

### (2) Common longer-term result indicators for participants

The longer-term result indicators are:

Participants in continued education, training programme leading to a qualification, an apprenticeship or a traineeship six months after leaving
Participant in employment six months after leaving
Participants in self-employment six months after leaving

### Notes

There may be a number of additional indicators to report on which have yet to be agreed with the European Commission.

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

