

Questions from potential applicants

The following questions have been submitted by organisations who are interested in applying for London Councils ESF funding. They have been arranged by topic to help you to find the answer. Questions and answers added in the week ending October 23rd have been written in blue.

Eligibility

1. Can a “for profit” organisation act as a delivery partner?

Yes, a for-profit organisation may act as delivery partner, as long the lead partner is formally constituted to be not-for-profit. Public sector organisations including colleges and NHS trusts may also act as delivery partners.

2. Would a registered social landlord be eligible to apply?

As long as the organisation’s constitution indicated that the eligibility criteria listed on page 6 of the prospectus are met, there is no reason a registered social landlord would be ineligible.

3. Our service is delivered from one site, to participants from more than one London borough. Does that make us ineligible?

It wouldn’t matter where the service was actually delivered, as long as your organisation was working with (and formally constituted to be able to work with) participants living in more than one borough.

4. Our organisation is constituted only to work with participants from one borough. If our partnership can work with participants from more than one borough, would we be eligible as a lead partner?

No, the lead partner would need to be formally constituted to be able to work with participants from more than one borough in order to be eligible.

5. Is the London Councils and ESF Employment Support funding open to Community Interest Companies?

As with answer 2, it would depend on what was written in the organisation’s constitution.

6. We would like to bid as a consortium of providers but the consortium itself does not have a constitution. Would one of the partners need to make the application on behalf of all the partners?

Yes, one partner would need to act as lead partner for the project.

7. What constitutes an “authorised signatory” for tenders?

The tender form would need to be signed by someone who was in a position to confirm the organisation’s intention to apply for funding and deliver the project, if successful. They would also need to be in a position to confirm the other details listed in Section E of the tender form.

Project tenders

1. Can my organisation apply under more than one specification?

Yes. Tenders should be presented separately, and each project must be able to be delivered in isolation as there can be no guarantee that more than one would be funded.

2. Can my organisation apply more than once under the same specification?

You can submit more than one tender under one specification – you should make sure that projects will be able to deliver effectively in the boroughs that you have chosen and must be able to demonstrate it appropriately.

3. How are the points for Part D allocated?

The five points that are available cover the whole of Part D (financial information)

4. Our delivery partner has the strongest track record in delivering services to our target group. Can we use the track record of this partner in section C5 or can this only relate to the lead partner?

We would expect to see that the lead partner has the appropriate level of experience to be able to manage the project effectively. The delivery experience that is cited should be from as many partners as possible to give the tender the best chance, but if the partner with the strongest experience isn't the lead partner, that isn't necessarily a problem.

Project delivery

1. Do projects have to relate to only one of the "participant groups" identified (such as disabled parents, homeless individuals, homeless families etc) or could a project cut across more than one target group?

The specifications (1.1.1 – 1.1.10) indicated within the prospectus show the number of projects to be funded – they relate to whole projects, so all participants on the project would need to be from the specified target group. Of course, some participants will fit into more than one target group, but primarily the project must ensure that the focus is on the specified group.

2. For specification 1.1.8 – Refugees, would participants need to have full refugee status? What about people whose paperwork is being processed?

It is expected that all participants on the programme, including those on projects funded under specification 1.1.8, have permission to work in the UK. Eligibility under this specification will be open to refugees who have permission to work in the UK.

3. Do the equalities targets listed in Section 4 of the prospectus need to apply to each project?

There will be projects who don't meet each of the programme-level targets. For example, projects working with older people are unlikely to meet the lone parent target. Accordingly, if there is a good reason why a project won't meet one of the equalities targets, they wouldn't automatically be discounted.

Outputs and results

1. Can my organisation pay the providers of work-experience placements?

Any organisation receiving money from your London Councils ESF project must be listed as a delivery partner. Payments made may cover only the cost of hosting the work placement. These costs must be included within the budget in your tender, broken into staff costs, participant costs and other costs in the usual way.

2. My organisation uses group learning sessions: can these count under the six hours of support?

No. The six hours must be one-to-one support. Six hours of support is a milestone: it is recognised that not all participants will require six hours of support before a successful progression is made, and in these cases a payment for a result can still be made (subject to eligibility). Similarly, where formal learning constitutes a part of the delivery model, not all participants will need six hours of one-to-one support in addition to classroom sessions. However, it is envisaged that in order to secure a successful progression, the majority of participants would benefit from at least six hours of one-to-one support, in addition to any formal learning.

3. How does the flexible result pool work?

The idea behind the flexible result pool is that it would allow an amount of borough targeting, ensuring the funding is distributed fairly across London, whilst giving providers flexibility to deliver their services outside the strict remit of contracted targets. This will allow payments to be made to providers for results achieved by participants who don't live within the project's target boroughs or where the contract targets in a borough have already been reached. Payments can be made for participants gaining employment within six weeks of leaving, participants who sustain employment for six months after leaving or who progress to jobsearch or further learning activity.

The flexible result pool should not be considered as "extra" results to be delivered. When designing the specifications, London Councils reduced the number of borough-specific results to allow some money to be allocated flexibly. To receive the full amount of funding indicated within the specification, your project will need to achieve both the borough-specific results and results to the value of the flexible results pool.

Example:

A project plans to deliver under specification 1.1.5, model B:

Outputs and results for payment:			
Output/ result	Unit cost (£)	Number	
		Model A	Model B
Participant receiving 6+ hours of one-to-one support	1,250	96	96
Participant completing work placement	750		30
Participant gaining employment within six weeks of leaving the project	1,730	18	18
Participant in employment sustained for six months	1,730	12	12
Participant who progresses to jobsearch or further learning	865	50	50
Flexible results pool	25,950	1	1
Submission of an external final evaluation	6,000	1	1
Total project value (£)		247,100	269,600

The project will specify in question B3 the boroughs in which they will deliver:

- 96 x participants receiving 6+ hours of one-to-one support
- 30 x work placements
- 18 x employment within six weeks
- 12 x sustained employment
- 50 x progression to jobsearch or further learning

The project decides to split their project equally across the three boroughs in the West London 1 Strategic Monitoring Zone, so they write the following in table 3:

Borough	Number of participants				
	receiving 6+ hours of one-to-one support	completing work placement	gaining employment within six weeks of leaving the project	in employment sustained for six months	progressing to jobsearch activity or further learning
Ealing	32	10	6	4	17
Hillingdon	32	10	6	4	17
Hounslow	32	10	6	4	16
Total	96	30	18	12	50

To gain the full allocation of funding, the project will also have to deliver £25,950 worth of results, which can be from any borough. This could be any combination of results. There are three examples below to illustrate this:

Example 1:

Project delivers in all three boroughs exclusively and more participants progress into work (and sustain that work for six months) than specified.

Borough	Number of participants		
	gaining employment within six weeks of leaving the project	in employment sustained for six months	progressing to jobsearch activity or further learning
Ealing	7	7	17
Hillingdon	8	7	17
Hounslow	8	8	16
Total	23	22	50

Example 2:

Project delivers in all three boroughs and also enrolls some participants who live in Brent. 9 Brent participants go on to positive destinations (6 jobs, 1 sustained, plus 3 jobsearch or further learning). More Ealing participants achieve results than specified in the contract.

Borough	Number of participants		
	gaining employment within six weeks of leaving the project	in employment sustained for six months	progressing to jobsearch activity or further learning
Ealing	9	6	17
Hillingdon	7	4	17
Hounslow	6	4	16
Brent	6	1	4
Total	28	15	54

Your project budget should add up to the full amount of funding, including the flexible results pool.

- 4. Is it only results that can be claimed from the flexible results pool?**
Yes. Six hours of one-to-one support and work placements are not payable from this pool.
- 5. Can I claim from the flexible results pool before I have achieved all my targeted results?**
Yes.
- 6. Do I need to include the flexible results in the borough breakdown in the tender?**
No, in the borough breakdown in question B3 of the tender form, please show your preferred borough distribution for the numbers shown for each output and result in the table on the second page of the specification.
- 7. Can my organisation claim for employment within six weeks of leaving the project and a progression to jobsearch or further learning against the same participant?**
No.
- 8. Do we have to claim progression to jobsearch or further learning within six weeks of the participant leaving?**
This result can be claimed if the participant progresses to jobsearch or further learning activity at any time within six months of leaving the project.
- 9. Specification 1.1.7 doesn't have a Model A/ Model B split – are London Councils expecting work placements under this specification?**
No, work placements are not an element of this specification.