



## **LONDON COUNCILS 2007-13 ESF CO-FINANCING PROGRAMME**

### **LONDON BOROUGH OF ENFIELD COMMUNITY GRANTS FUNDING PROSPECTUS NOVEMBER 2014**

**Deadline for tenders: 12 noon, 6<sup>th</sup> January 2015**

**Round 3 Project Start Date from: 16<sup>th</sup> February 2015**

Please note that any additional guidance or clarification on any points in this prospectus will be posted on the Community Grants website at the end of each week from 17<sup>th</sup> November 2014. It is important that you check the website to make sure that you do not miss any additional guidance.

<http://www.londoncouncils.gov.uk/services/grants/esf/community/default.htm>



**MAYOR OF LONDON**



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# Introduction

Welcome to London Councils 2011-13 European Social Fund (ESF) Co-Financing Programme. London Councils has taken over responsibility for co-financing Community Grants in London under the 2011-13 phase of the ESF programme.

Match funding under this new round of Community Grants is being provided by a number of London boroughs and grants under this prospectus are funded by the European Social Fund and the London Borough of Enfield<sup>1</sup>.

This programme is part of the 2007-2013 London European Social Fund (ESF) Programme, which since 2007, has been under the strategic direction of the Mayor of London and is administered on his behalf by the European Programmes Management Unit (EPMU), within the Greater London Authority (GLA)<sup>2</sup>.

The London ESF Regional Framework for 2011-13<sup>3</sup> was developed by EPMU with guidance from the Mayor's Office, and sets the strategic direction for ESF in London. Activities are aligned with national and regional skills and employment priorities including the Mayor of London's Economic Development Strategy<sup>4</sup>.

The Framework informs the plans of the five London Co-financing Organisations (CFOs), who are responsible for match funding and allocating ESF. In order of size, the CFOs are:

- Skills Funding Agency
- Department for Work and Pensions (DWP)
- London Councils
- National Offender Management Service (NOMS); and
- Greater London Authority (GLA)

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<sup>1</sup> Applicants should note that grants will be awarded under an Agreement with London Councils.

<sup>2</sup> On 1<sup>st</sup> July 2011 the European Programmes Management Unit transferred to the GLA when responsibility for administering European Structural Funds in London passed from the LDA to the GLA.

<sup>3</sup> <http://www.london.gov.uk/esf/regional-framework>

<sup>4</sup> [www.london.gov.uk/who-runs-london/mayor/publications/business-and-economy/eds](http://www.london.gov.uk/who-runs-london/mayor/publications/business-and-economy/eds)

The ESF programme has three core priorities and a further 6 sub-priorities:

***Priority 1: Extending Employment Opportunities***

- Priority 1.1 Improving the employability and skills of the unemployed and economically inactive people
- Priority 1.2 Employment and Skills activities targeted at young people who are not in education, employment or training (NEET) or at risk of becoming NEET
- Priority 1.3 **Community Grants** programme for those groups furthest from the labour market

***Priority 2: Creating a Skilled and Adaptable Workforce***

- Priority 2.1 Increasing the Number of Employees with Improved Skills for Life
- Priority 2.2 Increasing the Number of Employees with Improved level 2 skills
- Priority 2.3 Increasing the Number of Employees with Improved level 3/ 4 skills

***Priority 3: Technical Assistance***

For more information about the ESF programme in London and to view the London ESF Regional Framework for 2011-13, please visit [www.london.gov.uk/esf](http://www.london.gov.uk/esf)

## **What is a Community Grant?**

The London Councils ESF Community Grants Programme will work under ESF Priority 1.3, to support people furthest away from the labour market. Community Grants are:

- small grants (up to £12,500)
- given to small non-governmental or community and voluntary organisations in Enfield (eligibility criteria apply)
- for projects which help unemployed and economically inactive people move into or closer to the labour market
- for projects that contribute to the London ESF Regional Framework 2011-13.

ESF Community Grants will enable small third sector organisations that would not otherwise be able to access ESF, to access small grants through simplified application arrangements. Grants will focus on progression towards the labour market but will not duplicate provision that is available through mainstream ESF activity. Grants will strengthen the ability of small third sector organisations to deliver employment and skills activities to disadvantaged people.

This focus is in line with the aims of ESF, which was set up to improve employment opportunities in the European Union and so help raise standards of living. It aims to help people fulfil their potential by giving them better skills and better job prospects.

Since 2000, the ESF has been a key part of the EU's Lisbon strategy for growth and jobs. It supports the EU's goal of increasing employment by giving unemployed and disadvantaged people the training and support they need to enter jobs. By focusing on those most in need of help, it contributes to policies to reduce inequality and build a fairer society. ESF also equips the workforce with the skills needed by business in a competitive global economy (<http://www.dwp.gov.uk/esf/about-esf/>).

Under the current round, London Councils welcomes applications from organisations that can deliver outcomes and show links with other programmes. Projects should be innovative and add value to mainstream provision.

This guidance sets out the criteria and conditions for applying for funding for the London Councils ESF Community Grants Programme.

## 1. Eligibility criteria

This programme will only fund organisations that are/have:

- **Not for Profit:** The programme cannot fund organisations that make a profit. However, the programme can fund social enterprises and other organisations that generate surpluses, as long as the organisation's governing documents show that the surplus is reinvested to support the aims of the organisation. This must be reflected in the accounts you gives us.
- **Constituted before 31 December 2013:** Organisations funded through the programme must have a constitution or governing document that is signed and dated, and defines how the organisation will operate. A governing document can be a formal constitution or a memorandum or articles of association.
- **A bank account in the organisation's name that requires two signatories:** This information is needed in order to check that there are sufficient financial controls in place.
- **Income of less than £73,000 in the previous financial year:** This level has been set, as it is the VAT limit for small organisations.
- **Financially solvent:** Organisations' most recent accounts must show a positive net worth position, as organisations funded by through the programme must not have liabilities that are greater than their current assets.
- **Constituted to work in the London Borough of Enfield and your organisation should be based within the borough:** Services also need to be provided to people of the Borough and **all training should be provided within the Borough.**

### Notes:

**London Councils and London Borough of Enfield will not assess funding proposals from any organisation that does not meet the conditions listed above.**

**Only one application per organisation can be submitted.**

## 2. Participant target groups

The aim of this funding round is to move unemployed and economically inactive individuals into or closer to the labour market, through a range of support. It is expected that 60% of participants supported by projects will be economically inactive and the remainder must be unemployed.

People who are economically inactive are:

- of working age (16 and over);
- not employed;
- not self-employed;
- not ACTIVELY seeking work (e.g. not currently on the Work Programme, likely to be mandated on to the Work Programme or currently receiving targeted support from any mainstream ESF Co-Financing programmes) or unavailable to start work (they may have some aspiration to work but are not doing anything about it because of some barrier, real or imagined).

These individuals may be at particular risk of social exclusion as they are not covered by usual mainstream provision. This focus is in line with the Community Grants approach to fund activities that promote social and economic inclusion. **All providers will need to demonstrate that projects contribute to the priority of targeting the unemployed and economically inactive.**

It is recognised that some individuals will not be able to move directly into employment at the end of the project but, where employment is a realistic target for participants, this is the preferred outcome. Where this is not possible, projects should demonstrate that participants have made **measurable** progress towards employment. Providers will need to demonstrate that their projects will provide participants who are not employed by the end of the project with pathways onto other provision or support for continued progression.

The following section sets out the information on the types of participants this programme will target. In order to submit an application under this programme, you must first decide which target group(s) your organisation will support.

**Your project should target the unemployed who fall into one or more of the following target groups:**

- Those with parental and/or carer responsibilities (lone parents being a key group)
- Those with health problems (including people with mental health issues and those on incapacity benefit)
- Disabled people



- Those from black, Asian and minority ethnic (BAME) groups (including white minority ethnic groups),
- Low income, single earner households with children where one parent is not working
- Offenders and ex-offenders
- Those affected by the changes to welfare benefits system

**Note:**

**Your application will not receive higher priority if you target more than one of these groups.**

**The funding for this round is limited and we expect it to be extremely competitive. Please ensure that your organisation meets the criteria listed and is able to deliver the activities. Speculative applications that do not meet the criteria will be a waste of your organisation's and assessors' time.**

**Participants should not currently be receiving targeted support from any other mainstream ESF Co-financing programme.**

**The amount of funding available is £40,000 and London Councils and London Borough of Enfield would like to award eight grants under this round of funding. Organisations may apply for a maximum grant of £5,000<sup>5</sup>.**

**Other unemployed people who are eligible for this programme, but receive lower priority are, homeless people, alcohol and substance misusers, those with no or very low-level qualifications, recent migrants and refugees and asylum seekers. Asylum seekers are eligible only for basic skills training and associated advice.**

**Further information about eligible support is available at:**

**[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/315174/mannual-1-v13-apr-2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/315174/mannual-1-v13-apr-2014.pdf)**

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<sup>5</sup> Please note that only one application per organisation can be submitted in this round.

### **3. Project activities and outcomes**

All projects funded through the London Councils and London Borough of Enfield programme must help unemployed or economically inactive people who are at particular disadvantage in the labour market move towards employment. London Borough of Enfield will prioritise projects which cover one or more of the following:

Provide access to first level support, including developing pre-employment soft skills and tackling barriers to work e.g.:

- access to ESOL classes
- promoting access to financial inclusion and capability services allowing participants to plan finances, seek out information and advice and have a basic understanding of financial concepts, leading them to be able to make good financial decisions;
- volunteering programmes, mentoring and support;
- health barriers to accessing employment including physical disability and mental health issues.

**Please note that all the above services must take place in community locations that are accessible to a diverse community.**

London Borough of Enfield will also prioritise projects that:

- support small community organisations to participate in local networks that build skills and employment capacity by facilitating collaboration and awareness of the services offered by the mainstream employment and skills providers
- work in collaboration with Enfield Jobsnet which provides help with CVs, interview techniques and finding employment and other local programmes to support participant progression to employment training or access to wider support services for participants not currently engaged in mainstream provision. Organisations will be expected to develop employment support tailored to the needs of their participants e.g. update and develop CVs, interview skills, personalised plans, advice sessions.
- Programmes that can engage and support those affected by the changes in the welfare benefits system to access sustainable work and training opportunities
- Help support those families and individuals who are affected by the changes to the welfare benefits system

### **3.1. *Expected project outputs and results***

London Councils and London Borough of Enfield expect funded projects to deliver a range of outputs and results. The tables below set out the outputs, results and evidence it would expect the average project to deliver and keep. Please note that you may apply to deliver more or fewer outputs and results than listed below. However, if numbers are different you should provide a full explanation of the reasons why in your tender, otherwise you may be marked down.

<b>Output / result</b>	<b>Expected average number</b>
Participant starts	7
Participants into further jobsearch training or employment	6
Skills support training	6
Employment support training	6

Definitions and evidence required <b>Output / Outcome</b>	<b>Clarification / Detail</b>	<b>Evidence required</b>
<b>Participant starts</b>	Participant is signed on to the project and checks carried out to ensure eligibility e.g. resident of Enfield	<ul style="list-style-type: none"> <li>Completed Participant Enrolment Form</li> <li>Evidence of eligibility checks (Declaration by project staff that they have seen national Insurance number or passport). Participant's individual action plan</li> </ul>
<b>Individuals receiving skills support training</b>	<p>Borough residents receiving any type of skills training (accredited or unaccredited for a minimum of 6 hours).</p> <p><b>Example training skills support: ESOL, literacy support, ICT skills</b></p>	<ul style="list-style-type: none"> <li>Completed Participant Enrolment Form</li> <li>Completed Participant Evidence Form</li> <li>Attendance Register showing dates and times training given</li> <li>Training materials/syllabus must be available for inspection</li> <li>Confirmation of accreditation / examination if applicable</li> </ul>
<b>Individuals receiving employment support training</b>	<p>Borough residents receiving any type of employment support (minimum of 6 hours).</p> <p><b>Examples of employment support: work readiness training, employment advice, jobsearch, mentoring</b></p>	<ul style="list-style-type: none"> <li>Completed Participant Enrolment Form</li> <li>Completed Participant Evidence Form</li> <li>Attendance Register showing dates and times training given</li> <li>Training materials/syllabus must be available for inspection</li> </ul>
<p><b>Individuals into employment, further jobsearch or training or any other destination.</b></p> <p>Further jobsearch activity or training:</p> <ul style="list-style-type: none"> <li>can include formal academic or vocational education and less formal skills development training (including soft outcomes);</li> <li>can be in full-time work-based learning (including apprenticeships, Entry to Employment and NVQ learning (however it is more likely that a work-entry result will be claimed);</li> </ul>	<p>Borough residents into employment.</p> <p><b>The ESF definition of employed are participants who are in employment within 13 weeks of leaving the project and in a job that lasts for 8 hours or more per week. This includes employees and self-employed people.</b></p>	<ul style="list-style-type: none"> <li>Completed Participant Enrolment Form</li> <li>Completed Participant Evidence Form</li> </ul>

### **3.2. Examples of previously funded activities**

The main purpose of Community Grants is to help people who are unemployed and face significant difficulties in gaining employment move nearer to the labour market. This can cover a wide range of actions. Some people, for example, lack the confidence to start a training course which would give them the skills for employment and taking part in your project could help them to build that confidence and sign up for training.

The following are examples of types of actions that can be funded: they are examples only and a wide range of local actions to meet local needs is sought in project applications.

*A group of young people belonging to a club want to re-decorate their premises. The club uses part of the grant to hire skilled decorators who work with members of the club as volunteers. The project helps the club members, who are unemployed, to learn decorating skills, to follow a work pattern and increase their motivation to enter a more formal training course. The grant could cover the cost of decorating materials and overalls for the volunteers.*

*A small community group wants to produce a newsletter for people living in the area. It uses unemployed volunteers to help at every stage of the production and they then distribute the newsletters around the area - involving them in all the stages of production, providing training, helping them to strengthen their communication and organisational skills, and through a successful project improving their confidence and motivation.*

*Basic skills training, including ESOL supported by ICT, delivered locally in practical ways, on a small scale, particularly targeting those who do not yet have the confidence or motivation to attend more formal training courses. Such training should support employment aims or progression to a training course. This could include ESOL training with basic ICT with a tutor from a local college delivering the training in community premises where the trainees are based.*

In the past, projects have provided voluntary work experience with appropriate training and development in a small organisation to help build self-confidence, work routines and skills. Projects have also used music, theatre arts, crafts, etc. to engage people in activity which will provide motivation, personal development and skills to support progression in a range of ways. Other examples have included a small food co-operative, dressmaking, interpreting, and a community café on a local estate.

## 4. Project duration

Projects should run for a maximum of nine months of delivery with a further three months to close the project. There is no minimum time limit for projects. However, your delivery should last long enough to enable you to achieve the types and number of outputs and results listed above.

We expect the delivery period for this round of funding to commence on the 16th February 2015 and end on the 16<sup>th</sup> August 2015. Due to the time it takes to get projects into grant, we would ask you to use the table below as a guide for planning your project start date. This will help us to ensure that we can get projects into grant as smoothly as possible and will help to avoid disappointment.

<b>Latest start date for 6 month projects</b>	<b>Latest start date for 4 month projects</b>	<b>Latest start date for 1-3 month projects</b>
February 2015	April 2015	May 2015

If there are particular reasons that this timetable cannot be used by your organisation, please state them clearly in your application form and we will try and accommodate you.

We would also advise that those considering project durations of the shortest time spans give particular regard to the ability to deliver results in that timeframe.

## 5. Project finance

### 5.1. *How much can you apply for*

The maximum grant available under the London Borough of Enfield Community Grants programme is £5,000 and this must cover all the costs of the project. It is anticipated that a maximum of **eight grants will be awarded under this round.**

You should work out your costs carefully – you will need to make estimates but you should only ask for what you need. Check the expenditure figures you have included in your project budget carefully – those that add up to more than £5,000 will automatically be assessed as ineligible.

### 5.2. *How will your grant be paid?*

The programme will operate a three stage payment model. Organisations will receive payments in three instalments (see below)

50% Paid up front to grant recipients on signing of contract

25% Paid when grant recipients can demonstrate actual spend of 50% of the total grant amount

25% Paid at the end of the project on the final submission of actual expenditure reports

### **5.3. What can the grants pay for?**

Whatever you include in your budget must be essential to the project. Costs must be based on actual eligible expenditure which can cover staff, participant and other costs.

All costs must be eligible under ESF.<sup>6</sup>

Examples of ESF eligible costs and relevant cost headings are listed below:

#### **5.3.1. Staff Costs**

- Administrative staff
- Book keeping
- Business counselling
- Counselling and guidance
- Project manager
- Project officer
- Office manager
- Outreach staff
- Project co-ordinator
- Staff recruitment
- Staff training
- Staff travel and subsistence
- Trainer
- Tutor
- Volunteers expenses
- Work experience co-ordinator

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<sup>6</sup> Further guidance can be found at: <https://www.gov.uk/government/publications/esf-2007-to-2013-guidance-manuals>

If a staff member is working full time on ESF activity the organisation should claim actual salary costs for the time they are employed on the project. If a staff member only spends a proportion of their time working on the project, claims should be based on actual salary costs relating to time spent on the ESF project. Timesheets must be kept and the following calculations should be used to calculate the hourly rate:

- work out how many hours they work in a year. This is 52 weeks multiplied by the number of days they work per week (e.g. 5 days), less the number of days of annual and public holidays they are entitled to, multiplied by the number of hours they work each day; and
- Divide their annual salary by the number of hours worked as above to establish their hourly rate.
- Claims for ESF should then be based on the number of hours worked on ESF multiplied by the hourly rate.

It is expected that external trainers will be used to deliver project activities. The costs of training in connection with ESF activity can be claimed, although it is expected that all organisations who submit an application are in a position to deliver the project. Staff training costs can be claimed only if an individual has specific needs for training that could not have been identified before the project began. This needs to relate to the acquiring of specialist knowledge.

### **5.3.2. Participant Costs**

- Childcare
- Subsistence
- Training allowances
- Travel costs

You will be asked to provide details of all the costs relating to items that you will provide to participants. For example, this may include childcare, travel costs, allowances, refreshments, equipment that they may need for training (e.g. protective clothing), and so on. All entries should be itemised and calculations shown to explain the costs.

For example:

<b>Item</b>	<b>Calculation</b>	<b>Amount</b>
Childcare/carers allowance	£50 per wk x 7 people x 5 weeks	£1,750
Travel	10 people x £3 x 3 per wk x 5 weeks	£450



### 5.3.3. Other Costs

- Advertising and promotion
- Beneficiary equipment and clothing
- Cleaning
- Consultancy
- Copier rental
- Depreciation of owned buildings
- Depreciation of owned equipment
- Equipment (small items up to £1,000)
- Exam fees
- Fax
- Insurance
- Operating equipment lease
- Postage
- Professional fees and costs
- Rent
- Room hire
- Service charges
- Stationary and office supplies
- Telephones
- Utilities

Indirect costs, which are shared organisational costs, that cannot be connected directly to project activity and which are difficult to attribute to the project may be claimed but **cannot account for more than 20% of the direct costs of a project.**

Indirect costs are defined as:

- central/support staff and personnel costs where the ESF element of their duties cannot be extracted from general duties and put on timesheets – e.g. reception, central finance
- equipment (no single item can cost £1,000) and premises costs where these are not used wholly for ESF activity
- telephone and postage costs
- electricity, gas and water
- insurance

If you expect to incur any indirect costs the preferred methodology for their estimation is the ratio of ESF staff time against total available staff time (see table 1 below).

Table 1.

<b>Indirect Cost</b>	<b>Basis if estimating yearly cost</b>
<b>Utilities £288.90</b>	<b>Annual expected cost £9,000 – 3 quarters = £6,750. ESF staff time/Total available staff time is 780/1820 = 4.28%</b>
<b>Accommodation £1,284</b>	<b>Annual expected cost £40k – 3 quarters = £30k ESF staff time/Total available staff time is 780/1820 = 4.28%</b>

If successful in your application, programme officers will ask you to provide your method of calculation for other costs, please therefore keep a full record of this.

#### **5.4. What can the grant not pay for?**

The grant cannot be spent on items of expenditure that are not eligible under ESF regulations. It should not be used to pay for any costs that are not related to your project. Nor should it be spent on staff costs for people that are on your management committee or board. There are also a number of things that ESF rules will not allow us to pay for. These are listed below:

##### **5.4.1. Ineligible costs**

- Purchase of furniture, vehicles and equipment (other than small items of equipment )
- Purchase of second hand equipment;
- Bank debit charges;
- Legal fees;
- Fines, financial penalties and expenses arising from litigation;
- Purchase of land
- Purchase of real estate (i.e. buildings after construction and the land on which they are built);
- Expenditure relating to venture capital, loan and guarantee funds.
- Any expenditure that does not clearly relate to the project
- Any expenditure which is not supported by evidence

#### **5.5. Evidence & Record Keeping**

While delivering your project, you must keep evidence of all project expenditure you claim for and how your costs were calculated – this evidence will be required for you to claim your project funding. Projects will be funded on the basis of actual costs and

all funded organisations are required to maintain records of actual grant expenditure to ensure a full audit trail. Therefore, all funded organisations need to keep copies of all invoices, timesheet, receipts, copies of cheques and bank statements pertaining to their project, as evidence of expenditure. **NB failure to do this will result in non-payment of your second or third stage of payment or monies being reclaimed. A final payment of 25% is made in arrears, upon successful submission of all monitoring reports and financial evidence.**

You will be issued with further guidance on record and evidence keeping if your project application is successful. However, please note that all successful projects will be required to keep all records until 31 December 2022 at the earliest.

## **6. Added value**

London Councils and London Borough of Enfield will support projects that could not be delivered without its funding and which bring additional benefits to local provision and individuals. This is called 'added value'.

Your project may provide added value because it increases the number of people who receive the support they need to move towards work, or because it allows you to do more for people than would otherwise be permitted by other funding streams. Alternatively this funding may allow you to continue existing activity which would otherwise be cut back or it may allow you to develop new activities or to fill a gap in provision.

Your tender should make very clear what additional activity, outputs or achievements you will deliver with your project. The outputs and results listed in your tender should relate solely to those that will be generated by the funding requested in the application.

## **7. Cross cutting themes**

All projects funded through the programme will be expected to contribute to the cross cutting themes of the London ESF programme; equality and diversity, sustainable development and health. The sections below provide information about each of the cross cutting themes and how organisations can integrate them into project delivery.

### **7.1. *Equality and diversity***

Equality and diversity best practice focuses on securing the equality of all groups in society and seeking to alleviate the disadvantages that are experienced by them. For Community Grants, applicants can target those specific groups of participants listed in the priority target groups in this guidance and through doing so can address such imbalance by ensuring that projects are opened up to the wider community and those groups who have been traditionally underrepresented in the labour market.

Commitment to equality and diversity should be demonstrated in all aspects from project planning and implementation through to monitoring and evaluation.

You need to tell us how your project will raise awareness of and implement equal opportunities with participants and project staff. Tell us the practical ways that you will do this that are related to your project and its activities.

Further guidance is available from:

<http://www.dwp.gov.uk/esf/resources/gender-equality-and-equal/>

We recommend downloading the Equal Opportunities Guidance in Developing and Delivering Projects that can be found on the above webpage.

## **7.2. Sustainable development**

Sustainable Development is a process that seeks to ensure a better quality of life for everyone, now and for generations to come. It does this by integrating social, environmental and economic considerations equally into delivery.

The social element is related to addressing social exclusion, widening participation and removing barriers to work. The environmental element deals with environmental management: in areas such as energy, water, waste and recycling; along with environmental protection and enhancement. The economic element includes looking at addressing skills requirements and providing training to increase employability.

You will need to tell us the ways in which your project will contribute to sustainable development by looking in more detail at each of the three elements of this theme and relating your actions to your proposed project activity.

Further guidance is available from:

<http://www.dwp.gov.uk/esf/resources/sustainable-development/#q5>

We recommend downloading the relevant documents that are listed in the above webpage which give further information on the three elements of sustainable development.

## **7.3. Health**

The London ESF Regional Framework has health as a cross-cutting theme and co-financing organisations (CFOs) are responsible for incorporating and promoting this theme within their programmes. All ESF funded providers must also ensure that health is integrated within the scope and provision of their projects.

The aim of the health theme is to support ESF providers to maximise health outcomes for their participants in practical ways. Health and work are inextricably linked; skills and good jobs can reduce health inequalities and improve the health of all Londoners.

There is now clear evidence that:

- good health should improve an individual's chances of finding and staying in work and of enjoying the consequent financial and social advantages;
- work has an inherently beneficial impact on an individual's state of health. Work is known to be good for mental health and to aid recovery even for those with the most severe of conditions; and

- unemployment is known to be detrimental for mental health. The longer people are out of work the harder they find it to return and the greater the impact on their health and well-being'.<sup>7</sup>

A health performance management framework (PMF) and accompanying guidance has been developed to support London's ESF providers to incorporate and report on progress with this theme.

The PMF is specifically designed to enable ESF providers to:

- identify how their projects are impacting on health and well-being at the planning and early delivery stage;
- identify actions that they could take to improve the potential positive impacts and make arrangements to reduce any unintended negative impacts;
- identify deliverables that can be monitored throughout the lifetime of the project to measure impacts on health and well-being; and
- provide a means of measuring the impact of their project on health and well-being.

Providers will be expected to complete the PMF within the first 3 months of starting delivery of their project and send it to their CFO contract manager to check for review. Contract managers will monitor providers against their self-assessment annually to identify progress and discuss further development.

The PMF, guidance and appendices are available from the Health CCT webpage on the GLA's website: <http://www.london.gov.uk/esf/cross-cutting-themes/health>

## 8. Publicity

ESF and London Borough of Enfield Community Grants funding carries requirements for all funded projects to:

- ensure that potential and actual participants, project partners, and employers, are aware of the source of support;
- publicise project successes;
- display an ESF plaque, and
- Participate as far as is practicable in London and national ESF publicity initiatives, including providing information for public directories of projects.

The 2007-2013 ESF logo must also be displayed on:

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<sup>7</sup> National Mental Health Development Unit (2010) Employment and mental health, Briefing two. London: Dept. of Health

- Websites, e-communications, correspondence and literature used by the public and participants;
- ESF programme documents such as application forms;
- Advertisements, press released and other media targeted materials.

Further guidance and the 2007-2013 ESF logo can be downloaded from <https://www.gov.uk/government/publications/european-social-fund-publicity-toolkit/esf-publicity-toolkit>

## 9. Submitting your online tender form

There are certain conditions for this funding that are outlined in the following sections.

### 9.1. *Before you begin writing your application*

- **Check you are eligible** - there is no point spending hours on the form if you are not eligible for a London Councils grant. (See Section 1 for details)
- **Check your deadline.** The deadline for submitting the tender is **12 noon, 6<sup>th</sup> January 2015**. Once the deadline has passed it is no longer possible to submit an application for funding. Leave yourself enough time to complete, review, amend, upload and submit your online form before the deadline. Deadline days are often busy and you may not be able to reach a member of London Councils staff if you have any technical queries with submitting the form.
- Read this document and the **programme requirements** carefully. All applicants must be able to demonstrate they meet all the requirements of the programme. If anything is unclear, consult one of our advisors (please see Section 12). If your organisation applied previously for London Councils and London Borough of Enfield ESF Community Grants funding, you are welcome to reapply in this round.

Clear guidelines have been set on the type of project to be funded. If you have any queries on ESF rules or need technical support with filling in your application, please contact London Councils. Please note, London Councils staff cannot give you advice on your project idea. All contacts are listed in Section 12.

### 9.2. *Things to remember about your online form*

Once you have created a log-in to our form, you can [save your on-line application](#) at any point and come back to it later.

Once you have saved your on-line application you can open and change the form from any computer.

### 9.3. *Help: If you need further assistance/ information.*

- Firstly read this guidance section.

- Secondly refer to the FAQs (these will be updated regularly) <http://www.londoncouncils.gov.uk/services/grants/esf/community/docs.htm>
- Thirdly if you still have not been able to find an answer then please email us. [karen.ferguson@londoncouncils.gov.uk](mailto:karen.ferguson@londoncouncils.gov.uk). Your question and our response will be posted on the FAQs page. Please send your questions before 19th December 2014 as we may be unable to answer questions after that date.

## 9.4. **Completing your online application form**

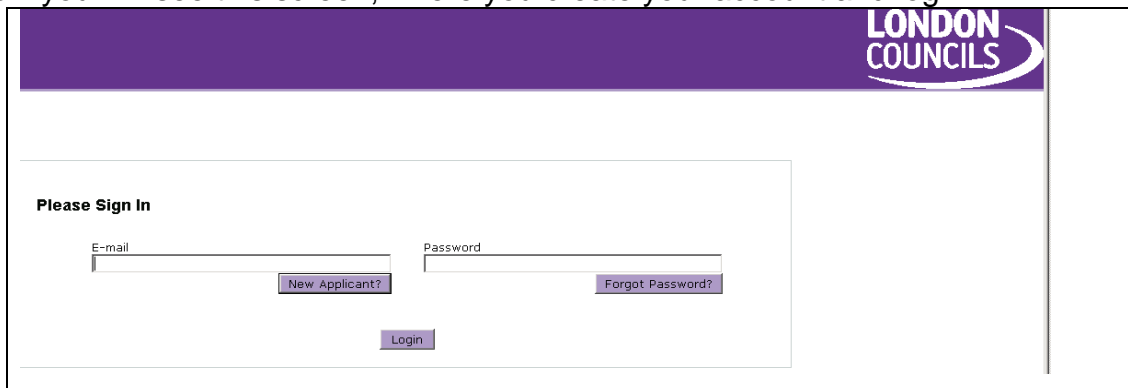
### 9.4.1. Step one: Create an account login and access the online form

Click on the following link

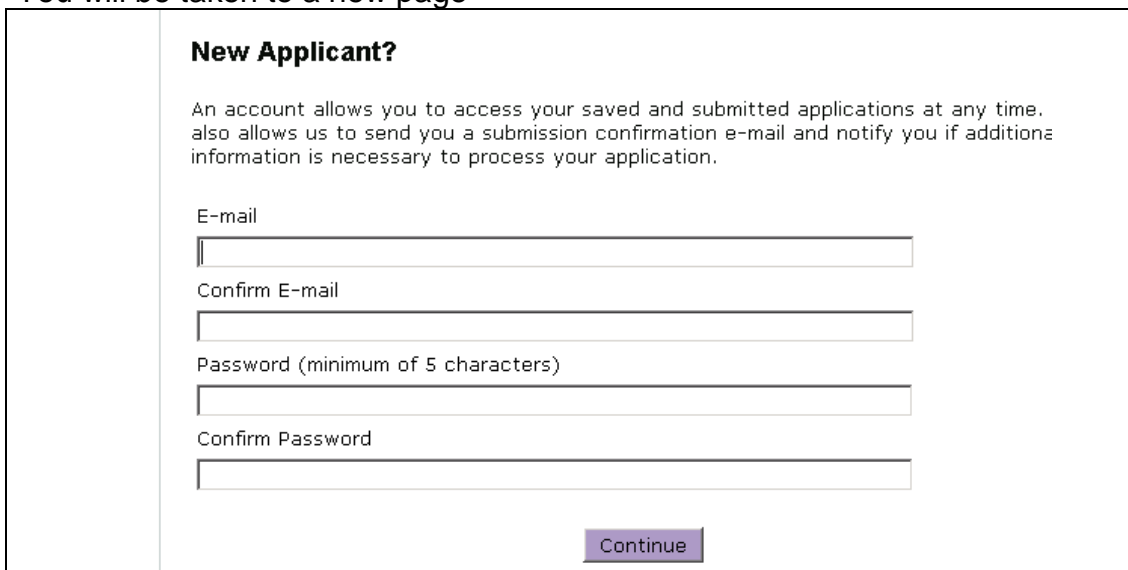
[https://www.GrantRequest.com/SID\\_668?SA=SNA&FID=35063](https://www.GrantRequest.com/SID_668?SA=SNA&FID=35063)

to create a login and access a new form, (or copy and paste into your internet address bar).

Now you will see this screen, where you create your account and login.



- Click on 'New Applicant'
- You will be taken to a new page





- **Enter your email address.** The email address must work as we will be using this to contact you about your application and you need it to access a form that you have already started.
- **Verify your email address** (by typing it again)
- **Create a password.** It must be at least five letters long - for example -'Lychee'.
- **Verify password** (by typing it again)
- Click on the button marked '**continue**' and you will move straight into the **online form**.

**You must remember your email address and password as you will need it every time you log into your account.**

**You can save and close your form, by clicking on 'save and finish later' now and at any time and return to the form by accessing your account.**

**To return to your account (where you can access forms already started) click on:**

[https://www.GrantRequest.com/SID\\_668?SA=AM](https://www.GrantRequest.com/SID_668?SA=AM)

### **9.4.2. Step two: Complete the online form**

This part of the guidance covers:

- technical help for using the online form
- help with answering the questions.

#### *9.4.2.1. Technical help for using the online form*

The information below will take you through how to use the online form to answer the questions.

For most of the form you are asked to simply type your answers into a box next to the question.

Sometimes you are required to tick a box or select from options and we will explain exactly what you need to do.

### **Mandatory fields**



You must answer all questions marked with a purple diamond. If you do not answer these questions you will not be able to submit your application.

## Spell check



Where you see a red tick you can click on it to perform a spell check.

## Word limit

There is a word limit to some questions. Where this is the case the counter will show you how many words are left from the total allowed.

### 9.4.2.2. How to save, print and return to your form

## Saving your work

Once you are into the question part of the form you can save what you've done and come back to it at any point by pressing the '**save and finish later**' button.

Save & Finish Later

Next

**We strongly advise you to save your form as you go along. If you have not saved and your computer crashes you will lose all your work.**

Once you have saved your work you will be taken to this screen (below). Simply click on your proposal and carry on working.

Applications						
Show In Progress Applications						
Application Name	Project Title	Requested	ID	Last Updated	Action	
<a href="#">Grant Application for 2013-15</a>			31002	09/09/2012		
<a href="#">Grant Application for 2013-15</a>			31003	09/09/2012		
<a href="#">Grant Application for 2013-15</a>			31005	09/09/2012		
<a href="#">Grant Application for 2013-15</a>			31011	10/09/2012		
<a href="#">Grant Application for 2013-15</a>			31013	10/09/2012		

## To return to your form

Click on the following link. [https://www.GrantRequest.com/SID\\_668?SA=AM](https://www.GrantRequest.com/SID_668?SA=AM)

Log into your account using the email and password you created at [the log in stage](#). You will see the screen above. To go back to your un-submitted application

make sure the drop down menu states '**In Progress Applications**' click onto the link to go back to your form.

If you have submitted your form you can still view it as a link under the '**Submitted Applications**' in the drop down menu.

## To print

Click Save and finish, come back to your form. Click on button '**printer friendly version**' to print.

Printer Friendly Version


Please note you always need to **click 'save' before printing** your application so that your most up to date version prints out.

Do not send us your printed version; simply use it to check your work. **London Councils can only accept online applications** (unless in exceptional circumstances in which a group has written in advance (by 28th November 2014) to seek permission).

### 9.4.2.3. *Completing the form – questions*

The form starts with introductory text covering the assessment of applications.

Please read this carefully.

Introduction		Printer Friendly Version
 Required before final submission		
<b>The London Councils ESF Co-financing Programme</b> <b>London Borough of Enfield Community Grants Application Form 2014-15</b>		
Community Grants in London are funded by the European Social Fund (ESF) and The London Borough of Enfield		
<b>Deadline for tenders: 12 noon, 6<sup>th</sup> January 2015</b>		
<b>Please note we cannot accept any applications after the deadline. Therefore, we strongly suggest you submit your application at least one hour before the deadline on the 6th January 2015. If you have any technical difficulties please contact Karen Ferguson on 020 7934 9954.</b>		

The information below will give you guidance on the information required to answer each question.

### Documents you will need

- The first page of the form tells you exactly which documents you will need to upload at the end of the form.
- There are 10 required documents you need to upload.
- Please see information regarding what is required and how to upload a document.

Please note that London Councils may share information that you provide to us with the London Borough of Enfield and other partners as part of our assessment.

**The following documents need to be completed and attached before submitting this online form:**

- A copy of your completed application form (Annex 1)
- A copy of your completed budget (Annex 2)
- A copy of your completed bank details form (Annex 3).
- A signed and dated copy of your Constitution (adopted by the eligible date).
- Financial accounts for the last two years
- A copy of your equal opportunities policy.
- A copy of your health and safety policy.
- A copy of your employer's liability insurance
- A copy of your public and third party liability insurance

Please note that all funding is subject to availability of resources.

Save & Finish Later Next

## Organisation details

Type in:

- Your organisation's name
- Your organisation's address
- In which local authority area is your organisation located? Select this from the drop-down box. Please note that only organisations based in Enfield are eligible.
- What is the legal status of your organisation? Please tick all that apply. If you are in doubt about your organisation's eligibility please read Section 1 of this document.
- Type in your registered charity number (where applicable)
- Type in your company registration number (where applicable)
- Type in your company VAT number (where applicable)

❖ What is the legal status of your organisation? (please tick all that apply)

- ☐ Formal Partnership
- ☐ Charitable Trust
- ☐ Incorporated Association
- ☐ Company Limited by guarantee
- ☐ Friendly/Industrial Providential Society
- ☐ Other
- ☐ Registered charity
- ☐ Registered Housing Association
- ☐ Unincorporated Association

If you have selected 'Other' please state your legal status in the field below

Charity number (if applicable)

Company Registration Number (if applicable)

VAT Number (where applicable)

### Contact Person

Please provide us with the name of the person we can contact for further information and to inform them of the outcome of the funding proposal.

**Who should we contact when we want to tell you whether your application has been successful?**

**Type in:**

- Contact person's prefix (e.g. Mr, Mrs, Dr)
- Contact person's first name
- Contact person's surname
- Contact person's job title
- Organisation's phone numbers
- Contact person's e-mail address

**Contact Person**

Please provide us with the name of the person we can contact for further information and to inform them of the outcome of the funding proposal.

Prefix (Mr, Mrs etc)

<Select One> ▼

First Name

Surname

Title - job title (director, chief executive) or role in the organisation (chair, treasurer)

Daytime Phone Number

Mobile Phone Number

E-mail Address

### How do you describe your organisation?

Please provide a short description of your organisation. Please include:

- Organisation's mission statement/vision;
- Organisation's business objectives;
- Current scale and nature of activities (e.g. number of staff, annual turnover).

**How do you describe your organisation?** This answer is not scored.

Please provide a short description of your organisation. Please include:

- Organisation's mission statement/vision;
- Organisation's business objectives;
- Current scale and nature of activities (e.g. number of staff, annual turnover).

Why is this question being asked?

We want to know something about the background and rationale of your organisation, and would like to give you the opportunity to present this information in your own words. This information may be used in London Councils or any of the funders' publications.

Click on the red tick next to a question to perform a spell check.

✦ Write a description of your organisation below.



Word count 0 of 50

**You also need to complete Section 1 of Annex 1 – Application form with further details on your organisation.**

### Your proposed service

- Type in the name of your project
- Type in your project's start and end dates
- Provide a brief summary of the aims of the project and the activities and outcomes you will deliver in meeting the aims of the commission. The summary can't be longer than 50 words. A counter under the box helps you to see how many words you have used.

<b>Your proposed service</b>		Printer Friendly Version
<div style="display: flex; justify-content: space-between; align-items: flex-start;"><div style="width: 30%;"><p>❖ Required before final submission</p></div><div style="width: 65%;"><p><b>Click on the red tick next to a question to perform a spell check.</b></p></div></div>		
❖ What is the name of the proposed project?	<input style="width: 100%;" type="text"/>	
❖ Indicate your project's start date. <span style="color: red; font-size: small;">(No earlier than 16/02/2015)</span>	<div style="display: flex; align-items: center;"><input style="width: 150px;" type="text"/><div style="width: 20px; height: 20px; border: 1px solid #ccc; background: #eee; margin-left: 5px; display: flex; align-items: center; justify-content: center;"><div style="width: 10px; height: 10px; background: #ccc; margin: 0 2px;"></div><div style="width: 10px; height: 10px; background: #ccc; margin: 0 2px;"></div><div style="width: 10px; height: 10px; background: #ccc; margin: 0 2px;"></div></div></div>	
❖ Indicate your project's end date. <span style="color: red; font-size: small;">(No later than 16/08/2015)</span>	<div style="display: flex; align-items: center;"><input style="width: 150px;" type="text"/><div style="width: 20px; height: 20px; border: 1px solid #ccc; background: #eee; margin-left: 5px; display: flex; align-items: center; justify-content: center;"><div style="width: 10px; height: 10px; background: #ccc; margin: 0 2px;"></div><div style="width: 10px; height: 10px; background: #ccc; margin: 0 2px;"></div><div style="width: 10px; height: 10px; background: #ccc; margin: 0 2px;"></div></div></div>	
❖ Please provide a brief summary of the aims of the project and the activities and outcomes you will deliver in meeting the aims of the commission	<div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div> <div style="display: flex; justify-content: flex-end; align-items: center; margin-top: 5px;"><span style="color: #0070c0; font-size: 20px; margin-left: 10px;">✓</span></div>	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"><div>Word count 0 of 50</div></div>		

**You also need to complete Section 2 and 3 of Annex 1 – Application form with further details on your project.**



## Your finances

Indicate the total amount of funding the project is applying for. Please check to ensure that the amount you entered below matches the amount you have included in Annex 2 (budget). The project must not cost more than £5,000\* and the grant must cover the whole of the costs of your project.

The box for this question will only accept numbers - do NOT use the '£' sign or commas and full stops. Round any figures up to the nearest pound.

**You also need to complete Annex 2 – Project budget with further details of your project's budget. See section 6 of this document with further guidance on planning your budget and completing Annex 2.**

<b>Your finances</b>		Printer Friendly Version						
<div style="display: flex; justify-content: space-between;"><div>❖ Required before final submission</div></div> <p>How much are you requesting? <b>Please enter the total amount of funding your project is applying for below. Please check to ensure that the amount you entered below matches the amount you have included in Annex 2 (budget). The project must not cost more than £5,000* and the grant must cover the entire cost of your project.</b></p> <div style="display: flex; justify-content: space-between;"><div>❖ Request Amount</div><div style="border: 1px solid black; width: 150px; height: 20px;"></div></div> <p><b>*Organisations will receive payments in three instalments:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"><tbody><tr><td style="width: 10%; text-align: center;">50%</td><td>Paid up front to grant recipients on signing of contract</td></tr><tr><td style="text-align: center;">25%</td><td>Paid when grant recipients can demonstrate actual spend of 50% of their total grant</td></tr><tr><td style="text-align: center;">25%</td><td>Paid at the end of the project on the final submission of actual expenditure reports</td></tr></tbody></table> <p>We require all funded organisations to keep copies of all invoices, timesheets, receipts, petty cash records, copies of cheques and bank statements pertaining to their project, as evidence of expenditure. Failure to do this will result in non-payment of your second or third stage of payment and monies being repaid. <span style="color: red;">The final 25% of payment is made in arrears, upon successful submission of all monitoring reports and financial evidence.</span></p> <p>Please also complete Annex 2 with further details on your project's budget.</p>			50%	Paid up front to grant recipients on signing of contract	25%	Paid when grant recipients can demonstrate actual spend of 50% of their total grant	25%	Paid at the end of the project on the final submission of actual expenditure reports
50%	Paid up front to grant recipients on signing of contract							
25%	Paid when grant recipients can demonstrate actual spend of 50% of their total grant							
25%	Paid at the end of the project on the final submission of actual expenditure reports							

## Additional information

This is the final page of the form.

## Attachments

- You are now required to upload a number of attachments.

**Before you can attach the documents online you need electronic versions of your documents saved onto your computer.**

**Retain the original format and file extension for Annex 1-3.**

**If you don't have electronic copies of other documents to be uploaded (e.g. Constitution) then you can scan the paper copies and save them in a folder on your computer.**

**The maximum size for all attachments combined is 50MB. Files with .exe .com .vbs or .bat will not upload.**

- Uploading a document is similar to attaching a document to an email.
- To do this click on the 'browse' button next to the attachment you wish to upload.
- This will take you to documents on your pc/network. Search for the correct folder.
- Select the correct document and click 'open'.
- Now click on the button 'upload'.
- **If you do not click 'upload' your document will not be uploaded to the form.**
- If you have uploaded the wrong document simply click on 'remove'.

#### *Attachment 1: Annex 1 – Application form*

Use the template provided by London Councils. This can be downloaded from here:

<http://www.londoncouncils.gov.uk/services/grants/esf/community/docs.htm>

The application form comes with guidance on how to fill out each section and the type of information we expect to see contained in the answers to each question. Please read the guidance in the tender form carefully to ensure that you understand what is being asked of you.

When filling out Annex 1 - Application form, it is also important that you ensure:

- you use only the spaces provided: any text outside the boxes provided will not be considered, and any information simply copied from the Guidance will not be scored
- you do not alter the size of the boxes or the layout of the form and make sure you use Arial size 12 font.

Also, it is important to plan your project carefully before completing Annex 1 - Application form. We have provided some suggestions below of things you should consider:

- When estimating your expenditure make sure that you have thought of all the items. We cannot increase the size of the grant we award if you have forgotten something important
- The person scoring your application can only assess the information stated in your application. You must assume that they know nothing about your organisation, or the needs of your community, so be clear about what activities you are going to do and for whom. For those organisations that have

had a Community Grant in the past please remember that this information MAY NOT be known by the person scoring your application form

- When estimating the start date for your project, remember that you will not hear whether you have been awarded a grant until the end of January 2015, and payment will not take place until February 2015 at the earliest.
- Also, think carefully about when you will be able to recruit people for your project as well as how you will recruit them. Think too about when you will finish and whether this will be a good time for your participants to move on to other opportunities

## Attachment 2: Annex 2 – Project budget

Use the template provided by London Councils. This can be downloaded from here:

<http://www.londoncouncils.gov.uk/services/grants/esf/community/docs.htm>

### Completing Annex 2, page 1.

The illustration below shows Section 1 of Annex 2. Instructions for completing it follow.

#### Section 1 of Annex 2

London Borough of Enfield Round 3. Annex 2. Project budget – please complete the project budget below.

Project start and end dates:  to

Organisation name:

Project name:

Section 1 – Financial profile – this table will complete automatically when you complete the yellow, green and purple tables below.

Cost heading	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Total
Staff costs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Participant costs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other costs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total costs</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Participant profile – please complete the blank cells below. Please ensure that the number of early leavers and completers match.

Participants and outcomes	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Total
Starters								0
Completers								0
Early leavers								0
In Employment on leaving the project								0
Further job search or training								0

You must enter the start and end dates for your project, your organisation name and project name in the fields on top of the form. You do not need to complete the first table in the form (financial profile) as it will complete itself from the information you enter in the tables on section two and three. However, you do have to complete the second table (participant profile). In this table, we would like you to enter the number of participants that will be supported by your project and the outcomes they will achieve in each month. Please ensure that the information you provide here matches the information you provide in the application form.

### How to complete the staff and participant costs sections of Annex 2

You will be asked to provide details of all the costs which relate to staffing and participants of your project on section two of Annex 2. The illustration below shows how page two looks. Instructions for completing it are provided below.

[illegible]

1. Enter the name of the staff member in the column entitled *staff name* (column A);
2. Enter their title from the drop down list in the column entitled *role code*, (column B, rows 38 – 52);
3. Enter either the hourly or daily rate<sup>8</sup> (column C, rows 38 – 52) of the staff member;
4. Enter the number of hours or days (column D, rows 38 – 52).
5. You should now see a total figure in column E.
6. Split this total figure across the months of the programme (columns F – N), ensuring that the total figure in column O matches the total figure in column E.

NB If these figures do not match, the relevant cell in column O will appear red. If this happens, you should recalculate the breakdown of costs until the figures match.

<sup>8</sup> If you will pay staff on the basis of an hourly rate, enter the hourly rate and number of hours in columns C and D. If you will pay staff on the basis of a daily rate, enter the daily rate and the number of days in columns C and D.

If there are any other costs relating to staff (e.g. travel, subsistence, training etc.) you should include them in the section entitled *other staff costs*. If there are participant costs please include them in the section entitled *participant costs*

7. Choose the relevant cost heading (column A, rows 54 – 58 and rows 61 – 68);
8. Give a brief description of how you calculated your costs (columns B – C); this will enable assessors to clearly understand what is being funded. An example is provided in below:

#### Other staff costs and participant costs

53	Other staff costs	Description	Total
54	Staff travel		
55	Staff subsistence		
56	Staff training		
57	Staff recruitment		
58	Other staff/volunteering costs (specify)		
59	Total staff costs		£0.00
60	Participant costs	Description	Total
61	Participant travel		
62	Participant subsistence		
63	Participant incentive		
64	Care for dependents		
65	Training allowance		
66	Childcare		
67	Equipment/protective clothing		
68	Other (n.b. must be ESF eligible)		
69	Total participant costs		£0.00

9. You should then break down this total figure across the months of the programme (columns F – N), ensuring that the total figure in column O matches the total figure in column E.

NB If these figures do not match, the relevant cell in column O will appear red. If this happens, you should recalculate the breakdown of costs until the figures match.

## How to complete the other costs section of Annex 2

You will be asked to provide details of all the other costs which relate to your project on page three of the project budget. The illustration below shows how page three looks. Instructions for completing it are provided below.

### Other costs

Other costs	Description	Total	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Total
Advertising and promotion												£0.00
Cleaning												£0.00
Consultancy												£0.00
Copier rental												£0.00
Depreciation of owned buildings												£0.00
Depreciation of owned equipment												£0.00
Equipment (small items up to £1000)												£0.00
Exam fees												£0.00
Fax												£0.00
Insurance												£0.00
Operating equipment lease												£0.00
Participant clothing and equipment												£0.00
Postage												£0.00
Professional fees and costs												£0.00
Refreshments												£0.00
Rent												£0.00
Room hire												£0.00
Service charges												£0.00
Stationery and office supplies												£0.00
Telephones												£0.00
Utilities												£0.00
<b>Total other costs</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

Details of other costs relating to your project (e.g. rent, telephone, utilities etc.) should be included in the *other costs* section which can be found on page three of the project budget.

1. Choose the relevant cost heading (column A, rows 73 – 93)
2. Give a brief description of how you calculated your costs (columns B – E); this will enable assessors to clearly understand what is being funded.
3. You should then break down this total figure across the months of the programme (columns F – N), ensuring that the total figure in column O matches the total figure in column E.

**NB** If these figures do not match, the relevant cell in column O will appear red. If this happens, you should recalculate the breakdown of costs until the figures match.

### *Attachment 3: Annex 3 – Bank details form*

Use the template provided by London Councils. This can be downloaded from here:  
<http://www.londoncouncils.gov.uk/services/grants/esf/community/docs.htm>

London Councils requires this information to be able to make payments directly into your bank accounts. Further instructions can be found on page 2 of the form.

### *Attachment 4: A signed copy of your Memorandum & Articles/ Constitution*

Ensure that it is the most up to date and signed copy.

London Councils and the London Borough Enfield welcome applications from organisations that are relatively new. However, we must be sure that your organisation has some track record of delivery. Therefore, your organisation must have been constituted before 31st December 2013 in order to be eligible for this round of funding.

If you have revised your constitution since 31st December 2013 but were fully constituted before this, tell us the date of your original constitution and let us know the date of the revised constitution.

**Contents of the constitution** – The constitution must cover the following matters:

- Aims and objectives of the organisation
- What the organisation will do
- Membership rules and conditions
- Rules about meetings
- Rules about committee membership and officers of the organisation, rules for decision making
- Basic procedures and responsibilities for finance

We ask for this information because it helps us to ensure that organisations have a formal framework within which they operate. This is usually a sign that an organisation is well run and managed. We also use this information to check that your organisation has been set up to do the type of work you are applying to undertake. We recommend that you check your constitution before applying to ensure that your rules allow you to undertake this type of activity.

### *Attachments 5 and 6: Financial accounts for the last two years*

This information helps us to ensure that your organisation is financially sound and that there is independent scrutiny of your accounts. It helps us to manage risk.

Some organisations do not have independently certified accounts. Either because their turnover is below £10,000 or because their rules do not require this. If your organisation has not been running for two years, it is unlikely that you will be able to provide two years' worth of accounts. If any of these applies to your organisation, please provide a covering letter with your application explaining the circumstances.



Where this is the case, we will do extra financial checks on your organisation. This will include obtaining a bank status enquiry form from your bank. Some banks charge for this. If this applies to your organisation, please include the cost of obtaining a bank status enquiry form in the 'other costs' section of your project budget (see section seven below).

For organisations that were constituted before 31st December 2013 and that do not have annual accounts as they have not been existence for a year on the date of the application, we would require copies of recent bank statements to demonstrate that they have not had an income of more than £73,000 in the last financial year. A covering letter should also be provided explaining this.

#### *Attachment 7: Your equal opportunities policy*

Upload your most recent equalities (equal opportunities) Policy and objectives

This information helps us to ensure that your project has a set of practices in place that ensure that your staff, volunteers and participants have equality opportunity whilst in contact with your organisation.

Guidance on equal opportunities policies can be found by clicking the following link

<http://www.dwp.gov.uk/esf/resources/gender-equality-and-equal/>

#### *Attachment 8: Your health and safety policy*

Upload your most recent health and safety policy

This information helps us to ensure that your project has a set of practices in place that ensure that your staff, volunteers and participants are safe while using your services.

#### *Attachment 9: Your employer's liability insurance*

Upload your current employer's liability insurance certificate.

This information helps us to ensure that your organisation is insured against claims by employees.

If your organisation does not have employer's liability insurance, please provide a covering letter with your application explaining the circumstances and a commitment to ensuring this insurance is in place before the project starts.

Please note that if your application is successful we will require your organisation to obtain this insurance. Please ensure that you have planned for this cost in your project budget.

#### *Attachment 10: Your public and third party liability insurance*

Upload your current public and third party liability insurance certificate.

This information helps us to ensure that your organisation is insured against claims by the public and third parties, including service users.



If your organisation does not have public and third party liability insurance, please provide a covering letter with your application explaining the circumstances and including insurance quotes.

Please note that if your application is successful we will require your organisation to obtain this insurance. Please ensure that you have planned for this cost in your project budget.

### **Your organisation's agreement**

- Finally you must **select 'yes'** from the drop down menu if you agree that:
  - you have read and understood the information contained in the tendering prospectus
  - the proposed activity is within the objects of your organisation's constitution
  - your contact details will be passed to other grant giving bodies if requested.
  - this application has the support of your organisation's governing committee/board of trustees/senior management all the information you have supplied is accurate
  - the information you have supplied about the proposed service is a realistic indication of what your organisation could achieve

#### **IMPORTANT:**

You must select **'YES'** for your tender to be assessed.

### **Requirements**

We are not permitted to consider any additional information received after the application deadline so please make sure that you have included all the required information and attachments.

If you are aware that submitting an application may give rise to a potential conflict of interest please inform the London Councils. A conflict of interest maybe where you are related to a member or staff officer of London Councils or you have privileged information about London Councils that places you at an unfair advantage over other applicants in the application process

London Councils is subject to the requirements of the Freedom of Information Act 2000. You should be aware that the information you submit may be subject to a request for information from the public and London Councils may be required to provide information to external parties.

### **Data protection**

Part or all of the information you give us will be held on computer and used for statistical purposes. It will also be used for the administration of applications and awards. We may provide copies of the information in confidence to individuals or

organisations that are helping us assess applications or monitor funding. We may also be required to provide information contained in your application if we receive freedom of information request.

## Finishing the form

- Now you are at the end of the form you may:

Save & Finish Later

Review & Submit

- You may wish to save and finish later. You may wish to print a copy to proof read it and save it.
- When you are ready to submit – click on ‘review and submit’
- If you have left any mandatory fields blank, or submitted the wrong kind of information (for example text in a box that can only accept numbers) a list of errors will appear in red as below.

The screenshot shows a form with three steps: 1 Introduction, 2 Your organisation, and 3 Your proposed service. A red warning box with a triangle icon contains the text: "Please correct the problems indicated below." Below this, a list of errors is shown in red text:

- Which priority and strand are you seeking funding for? (Please use one form per strand) is a re
- Organisation Name is a required field.
- Street Address is a required field.
- City/County is a required field.
- Postcode is a required field.
- Website Address is a required field.
- Which local authority area is your organisation located in? is a required field.
- Please describe the management structures of the project and describe the governing body is

- The red warning sign and red text will then appear next to any field that you need to amend.

The screenshot shows a form titled "Your organisation" with the following fields and error messages:

- ❖ Which priority and strand are you seeking funding for? (Please use one form per strand)  
⚠ This is a required field.  
<Select One>
- ❖ Required before final submission
- ❖ Organisation Name  
⚠ This is a required field.
- ❖ Street Address  
⚠ This is a required field.

- IMPORTANT:** Once you have amended the fields, click on the button marked ‘update’ or the changes will not be saved.

Save & Finish Later

Update

- Once you have amended the fields and clicked 'update' a final version will appear for you to review.
- Once you are happy click on the button marked '**submit**'

Save & Finish Later

Submit

- You will be taken to your account page, where you will see the following message.

#### Applications

Thank You! Your application has been submitted.

#### Important information

You **must** click '**submit**' to send each application.

You will automatically be sent a confirmation email with a copy of your submitted form.

If you do not receive a confirmation email, you have not submitted your online form correctly.

Please check and submit again.

Once submitted you cannot amend your form but you can view it through your account.

## **10. Assessment process**

In order to be considered for funding, your organisation will be required to complete and submit a tender form and certain pieces of supporting information. This section sets out what information you will need to submit and how your project will be assessed. It also provides some tips to help your organisation with the process.

### **10.1. *Assessment against criteria***

All tenders submitted under this round will be carefully assessed against the criteria set out in this guidance and the tender form. Projects will also be assessed in terms of outputs, track record and value for money e.g. assessors will check your budget to see that you have given due consideration to staff numbers and participant costs. Funds are limited and not all projects which apply will receive funding. It is therefore important that you demonstrate in your project application how your project meets the criteria laid out in this guidance.

Once the assessor is satisfied that your project and organisation is eligible for support, the rest of your application will be scored by awarding points against each of the assessment questions. Instructions on completing the tender form are attached to each question in the application, and should be read carefully before you complete your answer. Each tender will be scored separately by two independent assessors. The tender form sets out the points available for each part of each question.

Applications will be subject to a minimum quality threshold on the application as a whole: there is a maximum of 50 points available and all projects must achieve at least a score of 25 in order to be considered for funding. Projects that score lower than 25 will not be funded, even if there is sufficient funding remaining.

### **10.2. *The appraisal panels***

Following scoring, an appraisal panel will be convened to assess each project on the criteria outlined above. The panel will comprise senior representatives from London Borough of Enfield, and London Councils. Other participants may be invited to join the appraisal panel should the number of applications warrant this. The appraisal panel will consider each project in score order, taking into account the further factors of value for money and the project's fit within the strategic framework set out under the co-financing plan<sup>9</sup>. The appraisal panel will also work to ensure that projects funded under the programme collectively target the whole range of target groups.

The recommendations from the appraisal panel will then be presented to an independent steering group which will include:

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<sup>9</sup> Further information on London Councils co-financing plan can be found at:  
[http://www.londoncouncils.gov.uk/London%20Councils/Doc01LCESFCFOPlan20112013%20\(2\).pdf](http://www.londoncouncils.gov.uk/London%20Councils/Doc01LCESFCFOPlan20112013%20(2).pdf)

- staff from the networks and partnership organisations that represent some or all of the target groups;
- A representative from a suitable general voluntary sector umbrella organisation;
- other co-financing organisations; and
- representatives of the GLA's European Programmes Management Unit, who are responsible for managing ESF in London

The steering group will take a strategic view of the projects submitted, including looking at the project activities against those specified within the prospectus, the outcomes and how you plan to achieve them and the extent to which projects contribute to the co-financing plan and the Regional ESF Framework. This process will ensure that the projects chosen meet the aims and objectives of the programme and of the London ESF Regional Framework. It will also help to ensure that there is no duplication of activities.

Following this panel meeting, results will be made available to applicants. All applicants will be given feedback about the reasons for the decision, if requested in writing within five days of the receipt of this request. This feedback will include a summary of the assessors' comments to help clarify the reasons for the decision. Unsuccessful applicants will be given the right of appeal under certain conditions.

### **10.3. Summary of key dates**

<b>Programme Launch</b>	<b>Closing Date</b>	<b>Application Assessment</b>	<b>Appraisal Panel</b>	<b>Steering Group</b>	<b>Announcement of Results</b>
26 <sup>th</sup> November 2014	6 <sup>th</sup> January 2015	9 <sup>th</sup> January 2015 – 16 <sup>th</sup> January 2015	22 <sup>nd</sup> January 2015	29 <sup>th</sup> January 2015	2 <sup>nd</sup> February 2015

## 11. Appeals

The selection process will be as open, objective and fair as possible but because the amount of funding available is limited, only a small number of projects can be supported. Applicants whose projects have not been selected for funding will have the right to appeal. There are two grounds for appeal following ESF practice.

For an appeal to be considered the applicant will need to make a case (by presenting convincing evidence in writing) that the scoring panel and/or appraisers had either:

- demonstrated bias against the proposed project; or
- made a decision that no reasonable person would make.

Due to the limited funding available, it is likely that a number of good projects will not be successful. Most disappointed applicants tend to think that their tender deserved a higher score. However a simple disagreement with the score will not suffice, nor will repetition of information already provided in the application. **No new information can be considered**, but clarification or further explanation of an answer could be relevant. An unsubstantiated allegation of bias or unreasonableness, or an appeal based on the fact that the project has been successful in the past will not be investigated further, and the appeal will fail. Your appeal therefore needs to be clear, state on what grounds it is based and then explain why this conclusion has been reached. Decisions reached after appeal will be final.

If London Councils and London Borough of Enfield agree to consider an appeal, the application will be re-scored independently (by people not involved in the original scoring) and re-appraised. This could result in an increase, a decrease or no change in the original total score. If the appeal is successful, and the project has received a score of 25 or more, London Councils and London Borough of Enfield will seek to enter into contract with the provider where possible.

## 12. Key Contacts

For technical advice on eligibility requirements, please contact the following London Councils member of staff.

Name	Organisation address	Contact details
<b>Karen Ferguson</b> Community Grants Programme Manager	ESF and Community Services 2nd Floor London Councils 59 1/2 Southwark Street London SE1 0AL	Tel: 020 7934 9954  e-mail: <a href="mailto:karen.ferguson@londoncouncils.gov.uk">karen.ferguson@londoncouncils.gov.uk</a>