



**LONDON COUNCILS
EUROPEAN SOCIAL FUND
COMMUNITY EMPLOYMENT PROGRAMME
2014-2020
London Borough of Tower Hamlets**

**Application Prospectus
1 October 2018**

Deadline for applications: 12 noon, 9 November 2018

Project Start Date from: February 2019

Please note that any additional guidance or clarification on any points in this prospectus will be posted on the [London Councils website](http://www.londoncouncils.gov.uk) at the end of each week until **2 November 2018**. It is important that you check the website to make sure that you do not miss any additional guidance.

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Foreword by the Mayor of Tower Hamlets

Tower Hamlets ESF Community Employment 2014-2020

Foreword

I am pleased to launch round 2 of the 2014-2020 ESF Community Employment Programme, which is co-financed by Tower Hamlets Council and the European Social Fund.

The full programme provides a total funding package of £1.35 million in grants over a 3 rounds, with £400,000 of funding available in round 2. The programme will support the work already being delivered in the borough by funding a range of local voluntary and community sector organisations.

Organisations will be able to apply for up to £20,000 in this round for individual projects which help residents improve their skills, access training and move closer to the job market.

Tower Hamlets has one of the fastest growing economies in the country, and as Mayor I am keen no one is left behind. Currently there are some 20,000 people who are claiming an out of work benefit, who have been out of work for more than a year or who are economically inactive.

Tailored programmes, led by local voluntary and community organisations can provide vital, focused support for these individuals.

The east end has long been a place of innovation and I look forward to seeing what can be achieved through this programme and wish you every success in your application.

[John Biggs](#)

Executive Mayor of Tower Hamlets

Introduction

Welcome to the prospectus for the London Councils European Social Fund (ESF) Community Employment Programme 2014-2020.

London Councils' ESF Borough programme is part of the European Structural and Investment Funds Growth Strategy¹ for England in 2014-2020.

The European Structural Investment Funds

The European Structural and Investment Funds (ESIFs) are the European Union's main funding programmes for supporting growth and jobs across EU member states. They form a small but important part of the UK government's overall growth activity.

In England, for 2014 to 2020 the programmes consist of the European Regional Development Fund (ERDF), European Social Fund (ESF) and part of the European Agricultural Fund for Rural Development (EAFRD). These have been brought together into a single Growth programme with individual operational programmes aligned to maximise support for jobs and growth.

The Growth Programme is delivered across England's 39 Local Enterprise Partnership (LEP) areas, each of which has an ESIF Strategy to support local delivery. The £6 billion funds within the Growth Programme have been notionally distributed to LEP areas. ERDF can fund activity such as support to SMEs, ICT, Low Carbon and research and innovation. ESF supports employment, skills and social inclusion.

The London 2014-2020 ESIF Strategy² sets out the key areas for ESF investment in London and aligns to the London Enterprise Panel's (LEP's) three skills and employment themes: promoting sustainable employment and progression outcomes, ensuring individuals and employers are better informed to drive the skills and employment system and engaging with London's businesses to help drive growth in the Capital.

ESF in London is managed by the Greater London Authority's (GLA) European Programmes Management Unit (EPMU) which has been designated by government as an Intermediate Body for ESF and ERDF.

The LEP, through the GLA, London Councils and other local partners, has developed a range of ESF provision to meet local needs. There are five ESF Co-Financing Organisations for 2014-20 in London. They are:

- Greater London Authority (GLA)
- Education and Skills Funding Agency (ESFA)
- Department for Work and Pensions (DWP)
- Big Lottery
- Her Majesty's Prison and Probation Service (HMPPS)

¹ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461596/ESF_Operational_Programme_2014_-_2020_V.01.pdf

² <https://lep.london/publication/european-funding-strategy-2014-20>

ESF Investment Priorities

The 2014-2020 ESF Programme has two main Priority Axis, each with a number of Investment Priorities:

Priority Axis 1 – Inclusive Labour Markets

- Priority 1.1 **Access to Employment for Job-Seekers and Inactive People** - Improving the employability and skills of the unemployed and economically inactive people
- Priority 1.2 **Sustainable Integration of Young People** - 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 **Youth Employment Initiative** - This will focus on helping young people, particularly those not in education, employment or training (NEET) to participate in the labour market and learning in areas eligible for the Youth Employment Initiative
- Priority 1.4 **Active Inclusion** - To address the root causes of poverty which creates barriers to work so more people move closer or into employment

The London Councils' ESF Community Employment Programme

Priority 1.4 – Active Inclusion

The Community Employment Programme is embedded and delivered at the heart of the community by voluntary and community sector (VCS) organisations that have access to and are best positioned to meet the needs of local residents in partnership with the London Borough of Tower Hamlets.

The London Councils ESF Community Employment Programme will address the root causes of poverty and barriers to work so more people move closer or into employment.

The programme aims to fund projects which promote the employability of excluded individuals in the community. Projects should equip individuals with the personal and occupational skills they need to access and compete effectively in the labour market.

The Programme will engage, support and deliver innovative, individually tailored programmes with end to end support to meet the needs of their residents and add value to mainstream provision.

The London Councils Community Employment Programme will target residents who are long-term unemployed (25 per cent) and economically inactive (75 per cent).

London has significant levels of child poverty. 700,000 children living in London are living in poverty, 37 per cent of all children in the capital. While poverty rates are higher for everyone in London than nationally, this gap is larger for children than for any other group³. London Councils is keen to fund projects under this ESF programme that also contribute to reducing child poverty in London by raising family income and skills.

This Prospectus sets out the criteria and conditions for applying for this grant funding.

³ Child Poverty Action Group. <http://www.cpag.org.uk/campaigns/child-poverty-london/keyfacts>

PROJECT SPECIFICATION

1. Project Specification

Introduction to the London Borough of Tower Hamlets

Background/Context

In 2018 the *Tower Hamlets Plan: our borough, our plan 2018-2023* was published. The plan has been implemented to tackle inequality by building a strong, inclusive and fair borough by focussing on four key themes:

- Better health and wellbeing
- A better deal for children and young people
- Strong, resilient and safe communities
- Good jobs and employment.

The employment rate for Tower Hamlets continues to fall. In 2017, Tower Hamlets employment rate was 65 per cent. The overall UK figure for employment for 2017 was 74 per cent and for London, 73 per cent*.

Tower Hamlets has some of the lowest rates of employment in the country amongst women and some minority ethnic groups. There is an increase in older peoples economic activity with the over 50's as a key group and we know that unemployment due to ill health, especially mental ill health, is a huge issue and a significant challenge for the partnership. There are a large number of Tower Hamlets residents who do not have the up to date skills required by employers, have not worked for some time and are a long way from being 'job-ready' or being able to compete.

Working with borough leaders from organisations and community groups representing Tower Hamlets: the council, the NHS, education institutions, the police and fire service, housing associations and representatives from the business community, faith leaders and community groups (Tower Hamlets Partnership), one of the cross-cutting priorities is to increase employment, ensuring that education and skills training are available to support Tower Hamlets residents.

The Tower Hamlets Plan is available via the following link:
https://www.towerhamlets.gov.uk/Documents/Strategy-and-performance/Tower_Hamlets_Plan_2018_23_FINAL.pdf

London Councils is keen to fund projects under this ESF programme that also contribute to reducing child poverty in London by raising family income and adult skills. London has significant levels of child poverty. 700,000 children living in London are living in poverty, 37 per cent of all children in the capital. While poverty rates are higher for everyone in London than nationally, this gap is larger for children than for any other group⁴.

* Annual Population Survey from the Office for National Statistics, April 2016-March 2017

⁴ Child Poverty Action Group. <http://www.cpag.org.uk/campaigns/child-poverty-london/keyfacts>

2. Tower Hamlets ESF Community Employment

Project description and overview of requirements

The Tower Hamlets ESF Community Employment Programme will address the root causes of poverty which create barriers to work, so more people move closer to or into employment.

The Community Employment Programme will be embedded and delivered at the heart of the community by voluntary and community sector (VCS) organisations that have access to and are best positioned to meet the needs of local residents in partnership with the London Borough of Tower Hamlets.

The programme aims to fund projects which promote the employability of excluded individuals in the community. Projects should equip individuals with the personal and occupational skills they need to access and compete effectively in the labour market.

The London Councils ESF Community Employment Programme will work under ESF Priority 1.4, to support people furthest away from the labour market, with awards:

- of small grants of £20,000
- given to small non-governmental or VCS organisations in Tower Hamlets (eligibility criteria apply)
- for projects which help long-term unemployed and economically inactive people move into or closer to the labour market in line with the Tower Hamlets Employment Strategy
- for projects that will run for a maximum of nine months of delivery, with a further three months to close the project
- for projects that contribute to the [2014-20 London European Structural & Investment Funds \(ESIF\) Strategy for London](#).

Community Employment 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 activity. Grants will strengthen the ability of small third sector organisations to deliver employment and skills activities to disadvantaged people.

The Programme will engage, support and deliver innovative, individually tailored programmes with end to end support to meet the needs of local residents and add value to mainstream provision.

This prospectus sets out the criteria and conditions for applying under this round of funding.

3. Project Priorities

The project will target and engage specific priority groups. 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 one or more of the following priority groups that are resident in the London Borough of Tower Hamlets:

- a. Women, in particular Somali and Bangladeshi women and those who are economically inactive due to parental and/or caring responsibilities
- b. People with health issues, particularly mental health issues
- c. People with a disability, a learning disability, or learning difficulty
- d. Lone parents, particularly those living in temporary accommodation
- e. Residents who are 50+ years old
- f. Ex-offenders
- g. Lone fathers
- h. Unemployed or economically inactive Tower Hamlets residents negatively impacted by the benefits cap⁵

It is the aim of the Tower Hamlets ESF Community Employment Programme for each round to include a mixture of activity supporting a broad range of participants from the priority groups. The appraisal and award process will reflect this aim.

4. Programme Activities and Outcomes

All projects funded through the Tower Hamlets Community Employment Programme must have a focus on employability and deliver an innovative and individually tailored approach to employment support which responds to the specific needs of residents.

Your project activities must help unemployed or economically inactive people who are at particular disadvantage in the labour market move towards employment.

The focus of this funding opportunity will be to support out-of-work Tower Hamlets residents aged 25 and over who are either long term unemployed or economically inactive to move towards obtaining relevant training/qualifications or securing employment opportunities.

A successful project would aim to deliver against the outputs and results set out in this project specification.

⁵ <https://www.equalityhumanrights.com/sites/default/files/research-report-111-cumulative-impact-assessment-evidence-review.pdf>

The project should:

- deliver an innovative and individually tailored approach to support which responds to the specific needs of Tower Hamlets residents who are long-term unemployed or economically inactive
- have interactive and creative methods to engage unemployed Tower Hamlets residents from across different parts of the borough
- deliver end-to-end support to residents, for example:
 - initial assessment
 - action planning
 - advice and career counselling
 - accredited, certificated and non-accredited training
 - support to raise levels of basic skills
 - pathways onto other provision or support for continued progression
 - work experience/voluntary work opportunities
 - job search assistance and other support necessary to secure employment
 - provide in work support once participants are in employment
- focus on skills and roles that local employers identify as a priority and where there is expected to be ongoing demand, to maximise chances of sustainable employment for participants
- improve the employability and skills of long term unemployed and economically inactive Tower Hamlets residents
- support the boroughs Employment Strategy.

Providers must have:

- experience of delivering innovative employment support in Tower Hamlets, or similar local authority areas
- an excellent understanding of key service provision in the borough - the provider must consider how they will establish links with suitable teams, and how this project will contribute and complement existing borough services
- a good understanding of the Council's and Jobcentre Plus' employment initiatives and its outcomes
- familiarity with and a willingness to assist in delivering the Council's key strategic objectives and performance indicators around employment

- access to premises to deliver the service, with the flexibility of being able to deliver from suitable co-locations.

Applicants should demonstrate:

- a clear understanding of the needs of their priority group
- how planned provision is appropriate to meet employers' needs
- how they will ensure they will deliver the target numbers and results
- that participant progression is integral to the design of the project
- a commitment to signposting participants through knowledge of specific, relevant, local progression pathways
- a commitment to signposting individuals who do not meet the project criteria to alternative support
- experience of providing successful employment projects or delivering capacity building advice.

Geographical targeting

Participants of this project must be residents of Tower Hamlets or have an evidenced connection to the borough (for example, lone parents in temporary accommodation paid for by Tower Hamlets Council).

5. Target Groups

The London Councils ESF Community Employment Programme 2014-2020 will support long-term unemployed and economically inactive individuals furthest from the labour market into or closer to employment, through a range of support.

Participants must be aged 25 years or over and must be representative of the specific target groups outlined below.

ESF Target Groups	%
Economically Inactive	75%
Long-term Unemployed	25%
Women	51%
Older People (50 years and over)	18%
Ethnic Minorities	60%
Disabled (self-declared)	22%
Lone Parents	16%

Your project will be expected to enrol participants from these target groups, and should meet the percentages as shown in the table above (*Note: one individual may be in one or many of the target groups*). Applicants will need to consider the appropriate level of

childcare/care support that will be needed. London Councils expects all projects to provide childcare/care support for participants as required in order to enable them to access support provided on the London Councils ESF programme.

There are a number of different ESF projects being delivered in the borough and therefore providers will be required to share information with the council's Integrated Employment Service, [WorkPath](#). Providers will be required to join the [WorkPath](#) Partnership as it is imperative that cross-partner working is maintained and opportunities are maximised for Tower Hamlets' residents. As a [WorkPath](#) Partner you will have access to vacancies and opportunities generated across the Partnership as well as access to advice and support offered by the [WorkPath](#) Service in the delivery of your project.

6. Employment Status Eligibility

Individuals identified as unemployed or economically inactive may be at particular risk of social exclusion. The Community Employment approach is to fund activities that promote social and economic inclusion and all providers will need to demonstrate that projects contribute to the priority of targeting the unemployed and economically inactive.

It is recognised that some residents 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. Each project should identify what percentage of participants will move into employment. Projects should also demonstrate how all other participants will 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 an action plan going forward and pathways onto other provision or support for continued progression. Providers must also demonstrate a commitment to signposting participants through knowledge of specific, relevant, local progression routes.

<i>Economically inactive</i>	<p>"Inactive" are persons not in employment when joining your project, have not been seeking work within the last 4 weeks before commencing on your project and/or are unable to start work within the next 2 weeks of joining your project. Economically inactive is not defined by the benefits a participant is claiming. A person may be economically inactive if they:</p> <ul style="list-style-type: none"> • Are not working and not available to start work immediately • Are out of work, but are not available to start tomorrow should a job become available • Are aged over 25
<i>Long-term unemployed</i>	<ul style="list-style-type: none"> • Persons who are available for and actively seeking work • Aged over 25 and unemployed continuously for 12+ months
<i>Eligibility requirements</i>	Please refer to the London Councils ESF Programme 2014-2020 Eligibility Guidance for further information on the Community Employment programme eligibility and evidence requirements

7. Funding Requirements – Applicant Eligibility

Only one application per organisation can be submitted for each round.

The London Councils ESF Community Employment Programme and the London Borough of Tower Hamlets Community Grants Programme will not assess funding proposals from any organisation that does not meet the conditions listed below. This programme will only fund organisations that are/have:

<i>Not for Profit</i>	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 give us.
<i>Constituted before 1st August 2016</i>	Organisations funded by London Councils 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, a memorandum or articles of association.
<i>A bank account</i>	A bank account and debit card in the organisation's name that requires two signatories. This information is needed to check that there are sufficient financial controls in place.
<i>Financially solvent</i>	Organisations' most recent accounts and bank statements must show a positive net worth position, as organisations funded through the programme must not have liabilities that are greater than their current assets.
<i>Constituted to work in the Borough</i>	Your organisation should be constituted to work in the London Borough of Tower Hamlets and be based within the borough. Services also need to be provided to residents of the borough.
<i>Income</i>	Have income of less than £150,000 in the 2017-2018 financial year. OR Income of less than £250,000 if you are an organisation that works exclusively with people with a disability.
<i>Premises agreements</i>	Organisations based in or using Tower Hamlets Council buildings must have an appropriate property arrangement in place for the duration of their project.
<i>Debtor</i>	Organisations that are a debtor to Tower Hamlets Council will not be eligible for funding.

8. Expected Project Outputs and Results

The Tower Hamlets Community Grants Programme expects funded projects to deliver a range of outputs and results. The table below sets out the average expected outputs and results for a grant of £20,000.

Please note that you may apply to deliver more or fewer outputs and results than those listed below. However, if numbers are different you should provide a full explanation of the reasons why in your application, otherwise you may be marked down.

Key Facts - Round 2

- A maximum of twenty (20) projects will be funded to deliver the programme
- The minimum funding available per project is £20,000
- Project Delivery will be for 9 months - February 2019 to October 2019
- Maximum of three (3) months project closure - October to December 2019

Outputs for payment	£20,000
Number of <u>long-term unemployed</u> participants enrolled onto the project	4
Number of <u>economically inactive</u> participants enrolled onto the project	12
Minimum total number of participants enrolled	16
Number of participants receiving 6+ hours of support (IAG, job-search, mentoring, training, 1-2-1)	16
Number of participants supported towards achieving a Level 2 (or below*) qualification	10
Results	
Number of participants progressing into further education or training** within 4 weeks of leaving the project	6
Number of <u>long-term unemployed</u> participants in employment within 4 weeks of leaving the project	1
Number of <u>economically inactive</u> participants in employment/job search within 4 weeks of leaving the project	5
Number of participants in sustained employment for 26 weeks (6M)	1
Funding available	£20,000

* Including basic skills qualifications in literacy (English), numeracy (Maths) or English as a second language (where English is not the participants 'mother tongue') at entry level or above

** Persons who have received ESF support and who are newly engaged in education (lifelong learning, formal education) or training activities (off-the-job/in-the-job training, vocational training, etc.) immediately upon leaving

9. Round 2 Application Schedule

Please find below the schedule for the 2nd round.

Dates highlighted in red below are dates that applicants will need to be available should their application be successful.

The dates outlined below also relate to a week.

Application and Scoring	Start	End
Borough Launch	01/10/2018	
Workshop (Programme and eligibility) (10am-1pm)	25/10/2018	
Deadline for applications	12 noon 9 November 2018	
Initial diligence checks	12/11/2018	13/11/2018
Applications scored by London Councils	14/11/2018	23/11/2018
Applications scored by Tower Hamlets Council	14/11/2018	23/11/2018
Internal panel meeting	28/11/2018	
External appraisal panel meeting		29/11/2018
Notifications sent to applicants		30/11/2018
Right to Reply	3/12/2018	14/12/2018
Due diligence checks	3/12/2018	14/12/2018
Right to Reply panel review	17/12/2018	
Funding Agreements and Delivery	Start	End
Pre Agreement meeting with provider	18- 24 December 2018	
Pre Agreement meeting actions due date	14-17 January 2019	
Eligibility, Output, Activity, Result and claim/Workshop	18 January 2019	
Funding Agreement sent to the Provider	21 January 2019	
Funding Agreement signed by provider and two copies returned to London Councils	28 January 2019	
Advance payment to provider processed	29 January 2019	
Project delivery commences	01 February 2019	

10. Added value

London Councils and ESF wish to support projects that could not be delivered without its funding and which bring additional benefits to local provision and individuals.

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.

Subject to the eligibility criteria in Section 3, organisations which receive a grant from any London Councils or ESF grants programme are welcome to apply for funding under this programme. However, your application should make very clear what additional activity, outputs or achievements you will deliver through this project. Organisations which have previously received a London Councils grant should note that, unlike other grants, the programme cannot fund general organisational costs, only those which relate solely to the cost of the ESF funded project.

ESF Employment Support Programmes

Where possible applicants are expected to work with other London ESF Programmes' providers, some of which are managed by organisations such as:

- Greater London Authority (GLA)
- Education and Skills Funding Agency (ESFA)
- Department for Work and Pensions (DWP)
- Big Lottery
- Her Majesty's Prison and Probation Service (HMPPS)

Details of their provisions can be found at:

https://lep.london/content_page/european-social-fund

<https://www.biglotteryfund.org.uk/global-content/programmes/england/building-better-opportunities/london>

You must ensure there is no duplication of participants or activities with the above ESF programmes in London.

11. Partnership working

London Councils wishes to support effective partnership working in project delivery. We strongly advise delivery organisations to work with partners where complementary expertise is required to deliver a full package of support. For example, where specialist training outside of the provider's core competencies is required, we would prefer that this provision be outsourced to an experienced specialist provider, rather than providers attempting to establish a new training resource.

You are also expected to form partnerships with other organisations to recruit people from all target groups. You will be scored accordingly, so please take time to secure agreements with other providers – failure to include detail on how all target groups will be recruited and assisted may mean your application could fail.

We expect that providers will have established, or be in the final stages of establishing, partnerships prior to submitting their application. All providers intending to work in formal partnership (i.e. where the Applicant, as lead partner, will be paying other partners) must submit partnership agreements with their application which formalise roles and responsibilities within the partnership.

As a minimum, a partnership agreement should contain sections on:

- Who the sub-partners are
- Roles and responsibilities of each sub-partner
- The timescale for delivery
- Equal opportunities (that the partner must ensure equality of opportunity in line with the lead partner's equal opportunities policy and London Councils and ESF requirements)
- Sustainable development
- Monitoring and reporting arrangements (including what information the partner is required to keep, how often they are expected to report and deadlines for reporting to the lead partner)
- Risks/mitigation/contingency plans/non-delivery penalties/dispute resolution
- Audit (that the project will be subject to audit)
- Management of the partnership (e.g. steering group/partnership meetings)
- Due diligence checks of partner organisations (including are they solvent/eligible for London Councils funding)
- Termination arrangements
- Finance and payments (including how much money will be paid to the sub-partner organisation by the lead organisation and what the money will cover)
- Data and record keeping requirements (in line with ESF rules on document retention)

- Publicity, branding and marketing requirements, in line with ESF rules on branding and publicity.

This type of agreement ensures that project delivery by project sub-partners takes place as agreed and ensures that each sub-partner is clear about what it needs to achieve as part of the project.

12. Cross Cutting Themes

London Councils' ESF Programme 2014–2020 will focus on the ESF Investment Priority 1.4 – Active Inclusion to address the root causes of poverty which create barriers to work so more people move closer or into employment

There are also two Cross Cutting Themes that must be addressed in each funded project: Sustainable Development and Equal Opportunities and Non-Discrimination.

Sustainable development

The Sustainable Development principle of social, economic and environmental organisational responsibilities builds on the approach adopted in the 2007-2013 ESF programme and lessons learned during that programme. These sustainable developments were defined as developments which provided:

- skills that businesses demand and require – now and in the future (support for the economy by expanding the labour market);
- opportunities to allow everyone to fulfil their potential (support for social justice); and
- environmental protection and enhancement through the delivery of projects (support for the environment).

The objectives for ESF Programme 2014-2020 will be pursued in line with the Sustainable Development principle, including the aim of preserving, protecting and improving the quality of the environment as well as the need to prepare for expected changes to the environment and climate.

London Council's ESF Community Employment Programme will also support the Social Responsibility aspect of the Principle by achieving progress that recognises the needs of everyone and assists participants towards social inclusion and independent living through employment.

Therefore, project providers must have sustainable development governance, policies and implementation plans that explain:

- a) their commitment to promoting sustainable development and complying with relevant EU and domestic environmental legislation; and
- b) how the commitment will be turned into action at project level.

During the life time of each ESF Community Employment Programme project, London Councils and the GLA will be assessing compliance to these policies and plans.

Projects will be monitored, and this will include basic checks such as ensuring that sustainable development policies and implementation plans are in place and that appropriate action is being taken to implement them.

Therefore, your application should demonstrate an understanding of the need for good environmental performance and management in keeping with the ethos and achievement of sustainable development in the UK. All projects will be required to consider impact in relation to; energy, water, waste, purchasing and transport.

You should also demonstrate how you will integrate relevant aspects of sustainable development into courses you run and/or use the environment as a medium for training delivery.

You are required to provide a copy of your sustainable development and/or environmental policy at the application stage. If your organisation does not have a sustainable development policy, please include a statement with your application explaining that the organisation does not yet have a sustainable development policy. Any organisation selected for London Councils ESF Community Employment Programme funding that does not yet have a sustainable development policy will be required to implement such a policy by the end of the first year of delivery.

Equal opportunities and non-discrimination

London Councils' ESF Community Employment Programme will also promote equal opportunities and non-discrimination. All delivery partners will be required to adhere to the principles and processes set out in EU and UK equality legislation.

The principles promote equality into the preparation, implementation, monitoring and evaluation of ESF funded activity:

- no exclusion on the grounds of protected characteristics
- projects are designed to meet the needs of all potential participants
- services are responsive to the needs of all communities and under-represented groups
- support is targeted towards under-represented communities where relevant
- responsiveness to, and inclusiveness of, under-represented groups in delivery and management.

The ESF 2014-20 programme builds on the lessons learned from the ESF 2007-13 programme, including the findings of an evaluation of the mainstreaming of gender equality and equal opportunities within the ESF in England in 2010⁶. The lessons

⁶ Evaluation of Gender Equality & Equal Opportunities within the European Social Fund by Carol McNaughton Nicholls, Martin Mitchell, Ashley Brown, Nulifer Rahim, Emma Drever and Cheryl Lloyd

learnt can be found in research published in 2011 that focussed on the engagement of women in ESF provision⁷ and an evidence report published in August 2013 on helping disabled people.

As a result, there is good practice guidance in promoting gender equality. It includes a checklist that will be used to help inform core criteria for project selection along with other equality-related criteria.

The principles of equal opportunities are embedded in London Councils' project selection arrangements, grant performance management and monitoring.

In support of the principles, the ESF Community Employment Programme will target groups such as long term unemployed people, inactive people, lone parents, disabled people, people from ethnic minorities, and older people, and we have set output targets to ensure that we help appropriate numbers from these groups. The strategy section makes clear that as the economy improves, our focus will increasingly be on those who face multiple disadvantages.

All ESF activities should be accessible to disabled people and responsive to their needs. The investment priorities on access to employment and active inclusion can support activities focused on improving the employability of disabled people and those with health conditions. Active inclusion will help those furthest from employment and who often experience other disadvantages.

People from ethnic minorities should be able to access ESF provision in all investment priorities. Interventions must be tailored to the needs of people from different ethnic minority groups in each locality, and where appropriate targeted on specific groups. There is a strong case for interventions targeted at groups with low employment and high inactivity rates in the access to employment and active inclusion investment priorities, e.g. women of Pakistani and Bangladeshi origin, especially in areas with high concentrations of people from ethnic minorities.

Activities in the access to employment, active inclusion and access to lifelong learning investment priorities will respond to the needs of older people. Specific activities will be delivered to help improve the participation of older women, depending on local needs.

Equality between men and women

Although female participation in the English labour market has increased, there is still a gender gap in employment of 11.7 per cent with a male employment rate of 81.6 per cent and a female rate of 69.9 per cent (for those aged 20-64). Part of the gap can be attributed to different levels of inactivity in the labour market (26.1 per cent for women and 13.5% per cent for men, aged 20-64 in England). Labour Force Survey (LFS) data show that, at a UK level, 25 per cent of economically inactive women would be interested in working.

⁷ Skills Funding Agency: Engaging unemployed women in ESF funded training: research by National Institute of Adult Continuing Education for the Skills Funding Agency. September 2011

The Office for National Statistics (ONS) report 'Women in the Labour Market' (2013) explained that the low ranking for female employment rates in London and Birmingham was linked to the diverse ethnic population with some women not in work due to looking after families. Looking at the most recent city data, Birmingham has the lowest employment rate for women (55.9 per cent for women aged 16-64). Help should be aimed at inactive women from ethnic minorities in England's cities, including those with caring responsibilities (child or elder care) and who are multiply disadvantaged.

The extension of the state pension age for women has increased the number of older women in the scope of unemployment. Since 2010 there are elder (over 50) women in work and more looking for work – employment is up 655,000 and unemployment up 14,000 (UK figures). Disadvantaged older women should be targeted for support if they wish to find work (or stay in work).

Some women want to work longer hours. There are 4.8 million females in England who work part-time and 1.5 million males. The majority work part-time because they want to – figures are not available for England but at a UK level, only 743,000 out of 6.07 million women (12.2 per cent) work part-time because they couldn't find a full-time job.

London Councils and ESF funding within this Community Employment Programme will be used to help address these issues. Activities for ESF support should include innovative outreach and holistic support with a vocational focus. Providers must consider activities and support for at least one of these groups:

- Inactive women from ethnic minorities, including those with child or elder care responsibilities, and who are often multiply disadvantaged. Barriers include: childcare; lack of skills or work experience due to starting family at a young age; no opportunity to acquire skills before starting a family.
- Lone parents. Barriers include: inflexible jobs/employers (poor work/life balance), concerns about possible financial instability and lack of skills/recent skills. Examples of activities to be supported include job search skills, vocational training, remedial training and basic skills support.
- Disadvantaged older unemployed women. Barriers include age discrimination, low confidence and elder care responsibilities. Activities to be supported include job search training, skills refresher training and mentoring/confidence building.
- Women who are inactive but who would be interested in working. Barriers include lack of motivation and confidence, lack of skills, outdated skills and difficulties in travelling to work. Activities to be supported include confidence building support, job-search training, job-specific training, work experience and mentoring support.
- Women seeking career advancement and/or progressing from part-time to full-time work, or at least increasing their hours at work. Barriers include seasonal work, sectors with a high concentration of part-time work and age (younger people are more likely to be underemployed). Activities to be supported include upskilling/vocational qualifications and identifying progression routes. (Investment Priority 2.1)

Project applicants submitting applications will be required to explain how they will actively promote gender equality through the design and delivery of their projects. For example, a grant application for in-work training should require the applicant organisation to explain how it will ensure that female employees will have access to support, including those who may be working part-time and/or have childcare needs.

Providers targeting disadvantaged people and other groups are also required under the Equality Act 2010 to do so with a corresponding gender focus. This will include actively encouraging more women to take part in the programme, as well as making sure that the type and nature of support offered is appropriate and helps meet the needs of women, including disadvantaged women.

Programme providers will be expected to consider the needs of women in many key areas of design and delivery of their services, for example by:

- promoting gender equality throughout their recruitment process
- offering information, advice and guidance
- providing or procuring childcare/care support where this might be a barrier to participation
- ensuring that the structure and content of the activities delivered are suitable and appropriate for women and men
- ensuring that provision is accessible, flexible and gender-sensitive where necessary.

London Councils will ensure that there is regular monitoring of the participation rates for women and men. Results data will also be monitored and reported to the GLA's European Performance Management Unit (EPMU).

13. Monitoring and reporting on your project

London Councils has to report to the Managing Authority for ESF on the progress of the ESF programme each quarter as part of the procedure for claiming funds. These reports will include data on participants, on project activities and on total expenditure.

Successful applicants will therefore be required to submit monthly participant data (with appropriate evidence), quarterly performance reports and claims as outlined in Section 15. These reports will enable London Councils to meet the ESF and its own reporting requirements but will also form the basis for monitoring your project progress and achievements. Organisations will be given full advice in the pre-agreement phase on the information that must be recorded and reported and the implications for project procedures and systems.

Employability Performance Rating

ESF funded projects in London are also required to implement the Employability Performance Rating system. The Performance Rating is a comprehensive tool to benchmark the achievements of employability delivered by service providers in London. The rating system awards a rating of between four and zero stars against three key areas: Grant Performance, Quality and Grant Compliance.

Key Performance Area (KPA)	Weighting of the KPA	Indicators	Weighting of Indicator
Grant Performance	60%	<ul style="list-style-type: none"> • Delivery against grant targets • Delivery against grant diversity targets 	48% 12%
Quality	30%	<ul style="list-style-type: none"> • Conversion Factor • Self-assessment of quality • Participant Satisfaction 	12% 9% 9%
Grant Compliance	10%	<ul style="list-style-type: none"> • Grant compliance and provider pro-activity 	10%

The Performance Rating is collected from funded projects quarterly with results made public and published biannually on the London Datastore.

More information regarding the Employability Performance Rating requirements will be provided during the grant agreement process and the reporting systems will be provided to you. However, an overview of the requirements can be found here:

<https://data.london.gov.uk/dataset/employability-performance-rating-epr-annual-ratings>.

14. Project Finance

Organisations may apply for grants of £20,000. There will be £400,000 of funding available for this round and it is envisaged that up to 20 organisations will be funded.

You should work out your costs carefully – you may need to make estimates but you should ensure that these are as accurate as possible to ensure grants can be given to as many organisations as possible.

Check the expenditure figures you have included in your project budget carefully – those that add up to more than the requested funding will automatically be assessed as ineligible.

Payment arrangements

The programme will operate a staged payment model. Organisations will receive payments in three instalments:

•50%	Paid to grant recipients on signing a grant agreement
30%	Paid when grant recipients can demonstrate actual spend (defrayal) of 50% of the total grant amount
20%	Paid at the end of the project on the final submission of actual expenditure reports

* Subject to conditions of Grant.

Please note: London Councils is generally unable to recover any Value Added Tax (VAT) charged. Therefore, the maximum sum stated in the project specifications

listed above includes any VAT or other taxes charged. Under the provision of item 5A to group 6 of schedule 9 of the VAT Act 1994, the supply of education or vocational training funded by London Councils, and the supply by the person providing that education or training, of any goods or services essential to that provision, is an exempt supply for VAT purposes. In addition, the maximum sum stated in the project specification should include provision for direct costs to participants such as childcare, travel, subsistence, or participant incentives.

Direct and indirect costs

There is a distinction between direct and indirect costs:

Direct costs	Are costs which are directly related to activity supported by an ESF project e.g. salaries of staff directly engaged on ESF activity, participant costs such as allowances, childcare costs and other costs such as stationery and consumables.
Indirect costs	Costs that cannot be connected directly to project activity and which are difficult to attribute to the project e.g. shared organisational costs, telephone costs, gas, electricity and water. Indirect costs will be calculated at a flat rate of 15 per cent of direct staff costs for all projects as per your funding agreement.

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 rules. Please refer to the following [London Councils Eligible Expenditure guidance](#).

Staff Costs (Direct)

In this section of the application form you should provide details of all the costs that relate to staffing your project. List the job titles of the staff members involved and a short explanation of how the cost was calculated. If there are any other costs relating to staff (e.g. travel, subsistence etc.) you should include them in this section.

You should give a brief explanation of how you calculated your costs, to enable assessors to clearly understand what is being applied for. For example:

Item	Calculation	Amount
Trainer	5hrs per month x 9 months x £16 per hr	£720
Travel to outreach centre	1person x £3 x 2 per week x 34 weeks	£204

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

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. Trainers should be suitably qualified to deliver the training and evidence of the trainer's qualification(s) must be retained on project files. 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.

Participant costs (Direct)

In this section of the application form you should provide details of all the costs relating to items that you will provide to participants. For example, childcare, out of pocket travel costs, allowances, refreshments, equipment that participants 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:

Item	Calculation	Amount
Childcare/carer allowance	£50 per week x 7 people x 5 weeks	£1,750
Travel	10 people x £5 x 3 per week x 5 weeks	£750

London Councils expects all projects to provide child or dependent care for participants as required to enable them to access the programme.

- ✓ Childcare/care
- ✓ Subsistence
- ✓ Training allowance
- ✓ Travel costs

You will also be required to provide specific evidence and confirmation relating to participant costs as outlined in the London Councils Eligible Expenditure guidance.

Other costs (Indirect)

In this section of the application form you should provide details of any other costs of your project, which do not relate to staff or participants. This will include other direct and indirect costs of the project, for example, small items of equipment, exam fees, publicity materials, postage, photocopying etc. Indirect costs, which are shared organisational costs e.g. rent, utilities, that cannot be connected directly to project activity and which are difficult to attribute to the project may be claimed but must be apportioned appropriately. Indirect project costs cannot represent more than 15% of the proposed budget.

- ✓ Advertising and promotion
- ✓ Participant equipment and clothing
- ✓ Cleaning
- ✓ Consultancy
- ✓ Copier rental
- ✓ Depreciation of owned buildings
- ✓ Depreciation of owned equipment
- ✓ Small equipment (under £1,000)
- ✓ Exam fees
- ✓ Operating equipment lease
- ✓ Postage
- ✓ Professional fees and costs
- ✓ Rent and/or room hire
- ✓ Insurance
- ✓ Service charges
- ✓ Stationary and office supplies
- ✓ Telephones
- ✓ Utilities

Indirect costs or overheads, 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 15 per cent of the direct staff costs of a project.**

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 below).

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

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.

What the Community Employment grant will 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 (listed below) that ESF rules will not allow us to pay for.

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
- × Expenditure relating to venture capital, loan and guarantee funds
- × Redundancy costs
- × Any expenditure that does not clearly relate to the project
- × Any expenditure which is not supported by evidence.

Evidence and 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.

Under no circumstance should members of funded organisations use their own money to pay for project related items and then be reimbursed. This will be classed as ineligible expenditure.

When paying for items related to your project e.g. computers from a high street retailer, the copy of the cheque presented as evidence of payment should show that the payment was made to that retailer only by the grant funded organisation and no one else, or it will be classed as an ineligible 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 per cent 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 2030.

15. Assessment process

Assessment against criteria

The selection process will be open, objective and fair.

All applications submitted under the application round will be carefully assessed against the criteria set out in this application prospectus and the application form. Applications 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 as well as any training fees or other external consultancy.

Funds are limited and not all projects that 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 prospectus.

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 - the application form sets out the points available for each question.

Instructions on completing the application form are included with each question and should be read carefully before you complete your answer.

Applications will be subject to a minimum quality threshold on the application as a whole: there is a maximum of **100** points available and all projects must achieve at least a score of **51** in order to be considered for funding. Projects that score lower than **51** will not be funded, even if there is sufficient funding remaining.

Where the total value of grants requested by fundable organisations exceeds the available funding, priority will be given to organisations that score **75** points or more. The London Borough of Tower Hamlets reserves the right to offer smaller grants than requested by organisations that score between **51 and 75** points. This approach will be taken to ensure that the funding available is distributed to a wide range of eligible organisations.

Each application will be scored separately by two independent assessors, generally a representative from the borough and London Councils. The assessors scores will then be moderated to determine a final score.

Applications will also be assessed against a project's ability to promote equality and social inclusion as well as sustainable development (Section 12). Applications will be rated weak/average/strong. Where necessary these ratings will be used to decide between equal scoring applications.

Your application can only be assessed on the information stated in it. You must assume that the scorers know nothing about your organisation, or the needs of your community, so be clear about what activities you plan to deliver and for whom. There will be no cross referencing of answers so each answer should be completed fully, as responses for any one question cannot be secured from an answer included for any other question. **Please note to be considered for funding, your application must score above 50 per cent of the total available marks.**

Health Checks

As part of the assessment process, the London Borough of Tower Hamlets reserves the right to conduct health checks on organisations. This may include requests for further information or details about your organisation including but not limited to the following categories:

- Management, management structures, staffing and organisation
- Conflict of interest
- Public accountability
- Employment practices, office policies and procedures
- Funding arrangements
- Provision of services

If your organisation is selected you will be contacted by a member of the London Borough of Tower Hamlets Third Sector Team to arrange a mutually acceptable time to meet.

References

London Councils intends to request references for applicant organisations through its network of Borough grants officers, to verify whether the organisation has experience of working within the Borough and with the participant group relevant to this application.

If you do not consider that the relevant borough officer has sufficient knowledge of your organisation to provide this reference, please supply details of an alternative referee in the application form.

The internal panel

Following scoring, an internal panel will convene to review each project application and the proposed moderated scores. The panel is generally comprised of senior officers from London Councils' Grants and Community Services Division. Other officers may be invited to join the appraisal panel should the number of applications warrant this.

In addition to the moderated scores, the panel will consider further factors such as previous experience, value for money and the project's fit within London Councils' ESF Programme. This will ensure that projects funded under the ESF Programme collectively meet the whole range of target groups, and that there is a good mix of projects and a fair spread of projects geographically across London related to need. The panel will consider the geographic/borough coverage of the provision and coverage could be a deciding factor in awarding funding.

The panel will recommend the successful applicant/s to an external panel.

The internal panel has the opportunity to review all applications; as a consequence plagiarism can be identified at this stage. Applications that are direct copies - or close to – will not proceed to grant award.

External panel

The external panel will provide the final judgement on applications. This panel is comprised of:

- a representative(s) from a suitable general voluntary sector umbrella organisation
- Tower Hamlets Council representative(s)
- representative(s) of the Intermediate Body for ESF in London (the GLA's European Programmes Management Unit); and
- officers from the internal panel.

The panel's judgement will be based on the information provided by the internal panel. This is to ensure that the projects chosen can meet ESF and London Councils' corporate aims and objectives. It will also help to ensure that there is no duplication of activities.

All applicants will be informed of their scores and will be provided with feedback on their application.

Right to Reply

Applicants will be given 10 working days to submit a Reply in respect of the decision made by the external panel. Please note we will only accept one Reply per application submitted. **New information relating to the application will not be considered.**

Due to the limited funding available, it is likely that several good proposals will not be successful. Most disappointed applicants think that their application deserved a

higher score. The Right to Reply process offers applicants the opportunity to request clarification or a further explanation of a score. A Reply based on the fact that the project has been successful in the past will not be investigated. London Councils ESF Officers will consider any responses received and will update the external panel accordingly.

The Pre-agreement meeting

The Pre-agreement meeting will take place between the provider, a London Councils ESF officer and a representative from the borough providing match funding. The meeting aims to outline the London Councils' project delivery process including:

- Roles and responsibilities between London Councils and your project
- Review working relationships with project sub-partners (include SLAs)
- Confirmation of the outputs and results your project will deliver
- Agreement of the Project Delivery Schedule
- Review Risk Register and intended actions to mitigate and manage risks
- Explain London Councils' ESF monitoring and payment arrangements
- Confirm evidence requirements for expenditure, outputs and results
- Confirm evaluation requirements
- Confirm publicity requirements
- Confirm Data Protection requirements

At the meeting, a list of actions for the provider will be drawn up. These actions must be completed before your organisation is issued with a funding agreement. These actions will include but are not limited to:

- Your project delivery schedule profile signed and submitted
- Your bank details template completed and stamped
- Your cash flow forecast completed
- Clarification of any outstanding due diligence issues or issues identified in your application
- Signed copies of the Service Level Agreements between you and your sub-partners submitted.

16. Publicity arrangements

ESF funding carries requirements to adhere to the ESF 2014-20 publicity guidance:

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

For example, London Councils and ESF logos should be present on all information and forms given to participants and included in all project publicity produced. Further guidance on publicity will be given to successful applicants.

All publicity materials developed to advertise or promote the project will need to be made available for inspection and approved prior to use.

For more detail on ESF publicity requirements, please visit

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/634288/ESIF_Branding_and_Publicity_Requirements.pdf

17. ESF Programme Guidance Documents

This section provides the latest information and guidance documents to help you understand how to develop and deliver ESF compliant projects. All providers should acquaint themselves with these guidance documents.

London Councils specific guidance

[London Councils ESF Eligibility Guidance V2.0 June 2017](#)

[London Councils Eligible Expenditure guidance](#)

The latest version of the National ESF guidance below can be found at the following site: <https://www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance>

Background Information on European Social Funds

[ESF Operational Programme for England 2014 to 2020](#)

The European Social Fund Operational Programme sets out the strategy and priorities for use of the Fund to support the Europe 2020 strategy for smart, sustainable and inclusive growth.

[ESIF Strategy](#)

This document outlines; London's key areas for ESF (and ERDF) investment against its Jobs and Growth Plan priorities.

Project Delivery Information

[European Social Fund programme guidance](#)

[European Social Fund data evidence requirements - eligibility and results guidance](#)

[European Social Fund guidance on document retention](#)

[Output and result indicator definitions guidance for the European Social Fund](#)

[National Eligibility rules for the 2014 to 2020 European Social Fund](#)

[Branding and publicity requirements for the 2014 to 2020 European Regional Development Fund and European Social Fund](#)

Procurement Requirements

This prospectus invites applications for ESF grants. It is not a procurement tender, however, providers under the prospectus may procure services and will therefore have to follow ESF procurement guidance:

[Procurement law compliance guidance note](#)

[Procurement aide memoire for applicants and grant recipients](#)

18. Contacts

For queries regarding the project specification and application process, please contact BY EMAIL ONLY:

Funding@londoncouncils.gov.uk.

Annex A

Gateway Questions		Yes/No
A	Does your organisation have a Constitution, Memorandum of Association or Articles of Association?	
B	Was your organisation constituted before 1 st August 2016?	
C	Does your organisation have a bank account in the organisation's name that requires two signatories?	
D	Does your organisation have a copy of its most recent signed accounts (audited accounts where required)?	
E	Are you organisationally a going concern?	
F	Is your organisation constituted to work in and based in the London Borough of Tower Hamlets?	
G	Did your organisation have an income of less than £150,000 in the 2017-2018 financial year OR Did your organisation work exclusively with people with a disability and have an income of less than £250,000 in the 2017-2018 financial year?	
H	If your organisation is based in or using Tower Hamlets Council buildings do you have an appropriate property arrangement in place for the duration of the project?	
I	Are you a debtor to Tower Hamlets Council?	
J	Does your organisation have an Equal Opportunities Policy?	
K	Does your organisation have a Sustainable Development Policy?	
L	Does your organisation have a Health & Safety Policy?	
M	Does your organisation have a Complaints Policy?	
N	Do you commit to taking out the appropriate levels of insurance required to deliver the project?	
O	Will you provide the specified services of the project to residents of the London Borough of Tower Hamlets where you are applying to deliver a project in and detailed in the specification?	
P	Can you provide evidence that your organisation has policies in place that adhere to the data protection act?	