

# ESF CO-FINANCING 2004-08 NORTH EAST REGION

## GUIDANCE NOTES FOR THE COMPLETION OF THE APPLICATION FORM

The following guidance notes are designed to help ESF Co-Financing organisation applicants structure their applications to meet the priorities identified for North East Region, as detailed in the Co-Financing organisation Prospectus.

All sections must be completed. Do not leave a section blank. Where stated, some sections have a maximum space permitted – the Application form will restrict the space available and you should type your answers in a minimum font size of 11 using a non-italic font.

Applicants should note that the assessment criteria are based on the enclosed tendering evaluation guidance which is used alongside the tender specification.

All applicants are advised to arrange for a third party to read their completed application. It is essential that the application form clearly explains what your intentions are – remember the assessors will only have the information you provide on the form.

You do not have to wait for the closing date to submit your application. Please forward your application as soon as it is ready.

We **cannot** accept applications by email, you should **submit two, signed applications, one bound and one unbound** in an envelope. Please use the **address label sheet provided**; this should be secured to the front of your envelope.

Please allow adequate time for your application to reach the relevant Co-Financing Organisation as the closing date and time will be strictly adhered to.

## Section 1 – Applicant Contact Details

Main Contact and position within the organisation:	The name of the person who wrote the tender or will manage the project and their position in the organisation. This should be the person best able to answer technical queries on the tender.
Contact Address	Enter the Contact Address for the person named above
Registered Address	Enter your registered business address
What is your legal Status	Limited Company or Registered Charity etc
Is this a partnership, consortium or sole delivery project?	Please enter as appropriate A partnership/consortium project – a number of organisations with a lead organisation A sole delivery project – project carried out by a single organisation Why is this delivery suitable for your project and your target groups? Please give a brief description. What benefits will working in partnership bring to your project? If your project is a sole delivery project please explain why this is appropriate and what expertise you have to enable you to deliver the project effectively and achieve the outcomes.
Who is involved in the project and what is their purpose?	Please complete the table if your project is a partnership/consortium one. Please give a brief description of the partners' roles.
Other ESF Activity	Please give details of the relevant Co-financing organisation or Government Office if you are submitting other tenders/alternative bids. The Co-financing organisations and Government Offices will be sharing information so failure to declare other tenders/bids will result in disqualification.

## Section 2 – Project Summary

Lead Organisation/Accountable Body	If you are submitting a tender proposal you must be legally constituted – as a charity, company, not-for-profit organisation, etc. If you are the lead, then your organisation is responsible for the quality of provision and the performance of the other partners.
Main Delivery Organisation	(If different from above).
Project Title	Self Explanatory
ESF Measure	Enter the ESF Measure that your bid covers
Which Project Number does your proposal address?	e.g. 121
Total Project Costs	Quote the figure as stated in Section 6 Project Costs.
Unit Cost (Price per Beneficiary)	Enter the project cost per beneficiary
Project Start/End Date	Must fall between 1 <sup>st</sup> May 2007 and 30 <sup>th</sup> June 2008
Project Summary	A brief description of your project with all the main points using a maximum of 50 words.
Current Jobcentre Plus/LSC Contract Holder	Yes/No. If yes supply Contract Ref Number, Contract Title and Geographical Coverage.

## Section 3 - Delivery

Answer all questions fully.

### Section 3a – Delivery Plan

Describe the project, how it will be delivered and describe how the project is relevant to the tender specification. The project objectives need to be SMART (Specific, Measurable, Achievable, Realistic,

Timebound) giving an overview of the outputs, outcomes and milestones that need to be realistic and achievable.

Project objectives must relate directly to the specification.

Implementation Plan – Please provide a plan that details the key milestones for the implementation of the project. These milestones should be timebound. You should identify any potential barriers to successful implementation and delivery and provide contingency plans showing how you will overcome these barriers.

Hard Outcomes – Please specify the number and type of Hard Outcomes that will be achieved as a result of your project. Examples of quantifiable Hard Outcomes include: Learners Recruited, Achievement of Qualifications, Progression into Employment/Self-Employment or Further Education. **It is vital that this section is completed**

Soft Outcomes - Please specify the number and type of Soft Outcomes that will be achieved as a result of your project. Examples of quantifiable Soft Outcomes include: Workshops, Training Courses held, People benefiting indirectly, evaluation reports and distance travelled.

#### **Section 4a - Management**

Answer all questions fully.

#### **Section 4b – Sustainability**

What will happen at the end of your project to the beneficiaries? Are there any progression routes so they can move on to further training or employment? Do you intend your project to become part of the mainstream provision and if so, how do you expect this to happen and what will you do to take this forward?

#### **Section 4c – Track Record**

We will need to establish the track record that your organisation has in terms of successful work in this area of provision or an explanation that your organisation has the capacity to deliver the project.

Give details of any projects (not just ESF funded) that you have delivered during the last three years. The Co-financing Organisations reserve the right to check the details. If the tender is for a partnership or a consortium proposal, the lead organisation will be responsible for the other partners.

#### **Section 4d – Equality**

Outline your beneficiary recruitment process and how you will ensure equality throughout the delivery stages of your project. What systems will be integrated into all aspects of planning and delivery of your project?

#### **Section 4e – Quality**

List any standards your organisation hold or are working towards. If you do not have any of these standards, please explain how you intend to ensure quality/work towards these standards?

#### **Section 5 – Target Groups**

We appreciate that this information will be your “best estimate” at the time you submit the tender. You should however, ensure that you can comfortably accommodate the targets outlined in the specification against which you are tendering within your estimates as, if successful, you will be contracting on this basis.

Research projects should indicate the likely breakdown of the sample, if appropriate to the specification, and should also indicate the target “immediate beneficiaries” (e.g. businesses, sectors). Quantitative and qualitative information on how the project addresses the targets required by the specification should be outlined in section 2 Project Objectives.

Please complete the Beneficiary Target tables listed. These must fit the tender specification. Figures may be estimates for tender purposes but must fit the tender specification that you are responding to. For example, under some specifications you can only assist employed people. If this is the case, ALL beneficiaries should be employed.

All beneficiaries must be eligible and fit the tender specification.

‘Disability’ is as defined in the Disability Discrimination Act and is being used by some CFOs to target activity.

### **Training for the public sector**

ESF is **not** usually available for training individuals for permanent jobs in the public sector as the Commission believe that training of public sector employees should be supported by the Member State.

However there are some exceptions. These include:

- Training people to allow them to enter the public sector;
- If the public sector contracts out work to private companies, the contracted company is not considered part of the public sector so training activity will be eligible;
- Support for public sector workers who have either been given or are threatened with redundancy which requires them to carry out vocational training to fit them for a new post;
- Lifelong learning for public sector workers employed in traditionally low skilled work who need career development in their current post;
- Training Jobcentre Plus staff working on modernising or providing activity which is additional to normal Jobcentre Plus activity;
- Funding teachers for activity beyond the standard support available to help the teachers meet the needs of stated ESF client groups.

For ESF purposes the following are considered to be part of the public sector:

- Central Government
- Local Authorities
- The Armed Forces
- NHS Trusts
- GP Fund-holders
- Grant Maintained Schools

### **Section 6 – Project Costs**

See the Example on the following page for guidance.

Please note that ESF is not a Capital Programme. Therefore any expenditure for items of equipment must be kept to the absolute minimum and relevant to the project. No single item can cost more than £1,000. It is important to remember that when you buy IT equipment you cannot claim separately for each component part, such as the monitor, keyboard, printer and so on. ESF considers a computer to be a complete set-up. Applicants should be aware that costs relating to capital items will be examined during the appraisal process and high levels of capital may jeopardise approval.

Your budget should only include costs that are directly related to the delivery of this project. Notional or college based costs will not be accepted.

You should provide as much breakdown as possible of your proposed budget items (including the purpose), so that it is clear that all costs are eligible, based on actual rates and relate directly to the delivery or management of the project. You should take care to point out any additional costs incurred through managing a partnership project.

You should include as a minimum Costs broken down by Staff Costs, Beneficiary Costs and Other Costs.

FULL DESCRIPTION/ITEM & PURPOSE	COST (£)
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<b>Staff Costs:</b>	
Project management:( 25% of full time equivalent)	5186
Project administration: 102 hrs @ £8 per hour	816
Steering group	200
60 tutor hours @ £22 per hour	1320
60 tutor hours @ £12 per hour	1320
120 tutor hours @ £30 per hour	2640
40 tutor hours @ £22 per hour	880
One day courses @£132 per day	264
<b>Total</b>	<b>12426</b>

<b>Beneficiary Costs:</b>	
Childcare costs at average £100 x 25 beneficiaries	2500
Travel costs at average of £85 x 25 beneficiaries	2125
Taxi for 5 disabled students	2700
<b>Total</b>	<b>7325</b>

<b>Other Costs</b>		
Advertising	1 newspaper advertisement	500
Consumables	Stationery	250
	Phone/fax	100
	Language support screening	100
	Software	150
Books	Certificate in play work: 25 @ £20.16	504
	IPP <a href="#">25@£3.84</a>	96
	Play work 25 @ 2.40	60
Registrations	60 City & Guilds Registrations @ £23 each	1380
	60 Certificates @ £6. Each	360
Venue Costs	Outreach Rental@ 2 days @150 per day	300
	<b>Total</b>	<b>3120</b>

VAT (if applicable)	N/a	Please state the source and give details of other funding/revenue.
<b>TOTAL COSTS</b>	22871	
<b>Less Other funding</b>	N/a	
<b>Less any revenue</b>	N/a	

TOTAL PROJECT COSTS

22871

## **Section 7 – Declaration**

Please read the Declaration carefully. It should be signed by a senior member of the organisation e.g Chief executive/Principal

## **Appendix 1 – Letters of Support**

Where your bid includes work placements or other working with partner organisations please supply letters of support from these organisations.