



ESF Community Grants Funding Application Guide 2019-2021

This Guide is for organisations across Coventry & Warwickshire and West Yorkshire to help you:

- ✓ **Decide if an ESF Community Grant is right for your organisation**
- ✓ **Understand if an ESF Community Grant can fund your idea, and**
- ✓ **Navigate the application process successfully**

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Introduction to ESF Community Grants

ESF Community Grants, funded by the European Social Fund, is a programme that aims to support small and voluntary organisations with grants of £5,000 - £20,000 for local initiatives that will move unemployed people towards employment, training or education.

The programme opens in April 2019, and is scheduled to close to applications in October 2020.

ESF Community Grants are funded by the European Social Fund (ESF) and the Education and Skills Funding Agency, and are being managed by Groundwork in Coventry & Warwickshire and West Yorkshire.

Grants will support a range of activities aimed at moving individuals towards the labour market by improving their access to local employment and skills provision. They will provide support to underrepresented communities and individuals, especially those from deprived communities, to access employment, including self-employment, or further learning and training.

Successful projects will run for up to 6 months, and will be required to collect and record specific information on the people they are working with, and the costs they are incurring.

About the Fund

ESF Community Grants is funded by the European Social Fund as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England, and co-financed by the Education and Skills Funding Agency (ESFA). The Department for Work and Pensions (and in London the intermediate body Greater London Authority) is the Managing Authority for the England European Social Fund programme. Established by the European Union, the European Social Fund helps local areas stimulate their economic development by investing in projects which will support skills development, employment and job creation, social inclusion and local community regenerations. For more information visit <https://www.gov.uk/european-growth-funding>

Who can apply for an ESF Community Grant?

Applications can be made by Third Sector organisations, or by small organisations with fewer than 49 staff and a turnover of less than £10m Euros (currently £8.6m).

Your organisation must be able to deliver your proposed project within Coventry & Warwickshire, or West Yorkshire (Bradford, Calderdale, Kirklees, Leeds and Wakefield).

Community Grants may be available in other areas of the country. Please refer to your local authority or local enterprise partnership for details.

We expect that organisations interested in applying for grants will have already engaged with individuals facing barriers which hinder their access to mainstream provision, and have access to an existing pool of eligible participants, including from priority groups.

Organisations can only be in receipt of one ESF Community Grants application at one time. Successful applicants are free to reapply for a second round of funding, however please note that new applicants will be prioritised.

What activities can be funded?

Community Grants can fund a wide range of activities for adults 18 years and older across Coventry & Warwickshire and 16 years and older across West Yorkshire. **All participants must be unemployed or economically active.** Got a project that is tried and tested, but needs a new lease of life? Great! Perhaps you've got an innovative idea, but you just need a boost to get it off the ground? Perfect!

To give you an idea of the types of projects we can fund, we've listed a handful of ideas below. This is by no means an exhaustive list, so please don't feel restricted by it.

- Tuesday Morning Coffee, Cake and Creativity Workshops for over 50s to build confidence and social connections
- Get to know your local university / college / employer sessions - horizon-expanding trips for local single parents
- English Café – opportunity for newly arrived adults to meet other members of their community, increasing their language skills and making friends
- Saturday Skills – 6 weekly sessions for adults with mild to moderate learning differences to build workplace skills such as communication and team working
- Wellbeing workshops - support for carers to manage stress and anxiety, to access support and begin exploring life outside of their caring role

Please note that whilst we can fund innovative ideas, we can't fund development and research activities.

Before you apply

Before you apply you should check that you know what is already being delivered locally to avoid duplication. When we assess your application we will check that your project will either bring something new to your area, or add value to what is already being delivered.

You should check to see what is being funded in your area – the following funds and organisations might be a useful first port of call:

- Careers Enterprise Company
- Community Led Local Development Fund
- Department for Work and Pensions
- Education and Skills Funding Agency
- Local Authorities
- Mayoral Combined Authority
- National Careers Service
- The National Lottery Community Fund
- Voluntary and Third Sector support organisations

Priority Groups

We particularly want to fund projects that include support for people who are unemployed or economically inactive and:

- are over 50 years of age
- have disabilities
- are from ethnic minorities
- are women
- have been unemployed for more than 6 months

If your project supports people outside of these priority groups that isn't a problem! Please just be aware that during the assessment process priority will be given to those projects that include some participants from priority groups.

What costs can the grant cover?

As an ESF funded project, Community Grants are subject to a defined set of regulations which must be adhered to. It is important for organisations who are applying for funding to understand that a grant cannot fund ineligible activities, and that grant recipients will need to provide:

- Evidence of the eligibility of participants (including employment status and eligibility for ESF funds)
- Evidence of the activities undertaken using the grant
- Monitoring information, including information about individual participants and the activities they are involved in

- Evidence of expenditure both during and on completion of their project activities.

You can find more information on how to set up your budget in [Appendix 1](#), Q34.

To help you make sure you're setting off on the right footing, we've listed what can and can't be funded below:

| Yes! We can fund these costs | Sorry! These costs are not eligible |
|--|---|
| <ul style="list-style-type: none"> • Staff costs (where not already funded through other sources). • Running costs of the project, e.g., stationery, room hire, marketing etc. You will need to show how you have calculated these costs. • Skills training and other course costs. • Administration costs directly associated with the project. Please ensure you allocate appropriate resource to complete the claim and monitoring reports for your project. • Clearly justified capital purchases under £1000 i.e., small capital items in line with ESF guidance (a computer, monitor, keyboard, printer and software counts as one item). • Costs directly associated with the participants' involvement in the project, e.g., travel costs, childcare, subsistence while taking part in project activities. | <ul style="list-style-type: none"> • Core costs of running your organisation other than those directly associated with delivery of the project. • Any costs not directly associated with the running of your project. • Any costs that have been incurred before the start date on your contract if your application is successful. • Any costs that cannot be fully evidenced back to your organisation's nominated bank account or that do not meet the evidence requirements, e.g., invoices not made out to your organisation or cash payments not previously agreed. • Any bank charges or legal fees. • Items which only benefit individuals, e.g., bursaries, prizes or individual kit and equipment that is not shared. • Activities promoting religious beliefs or political activities. • Activities that the state has a legal obligation to provide, e.g., education. • Fundraising activities for your organisation or any other group or activity. • Contingency costs. • Participant wages • Costs for courses which exceed the rate paid by the ESFA, without clear evidence of the project adding significant value to the provision of these courses. |

What if you've not run ESF projects before?

Don't worry! Groundwork has experience of managing ESF projects and will be able to support organisations to provide the required information and to ensure that only eligible activities are funded.

Before you apply however, it is worth considering the following questions:

- Do we have staff who are able to work with participants to collect detailed and accurate information on their personal circumstances?
- Do we have staff who are able to carry out accurate and timely data entry into online databases?
- Do we have the capability in our organisation to accurately monitor and keep evidence of our spending?

If the answer to any of these questions is 'no', an ESF grant may feel like an up-hill struggle! If you are committed to building your organisation's capacity however, then this needn't be a barrier.

We will provide clear guidance and templates for successful organisations to enable them to provide the necessary project monitoring data and evidence. In addition, applicants and grantees will be able to access support from local Groundwork staff with specialisms in grant funding and community / employment

projects to help them to successfully engage in the programme. We refer to these staff as '**Groundwork Enablers**'.

Our Enablers have knowledge of the ESF Community Grants programme, and your local area. They are there to help raise awareness of the programme, support organisations to make applications, and support projects that need a helping hand.

Making an Application

Your Organisation – Requirements and Standards

As part of the application process, we will ask you to tell us about your how your organisation is structured, how you manage finances, and how you ensure that you meet legal and ESF requirements. The following table sets out the key areas you will need to provide assurances about, or evidence for, and when you will need to provide the evidence.

If you don't have any of these in place, let us know! We may be able to point you in the direction of some useful resources, or provide some support for you to get the appropriate evidence in place.

| Evidence to be provided | When you'll need to provide the evidence: | | |
|--|---|--------------------|----------|
| | with Application | before Grant Award | at Audit |
| Legal Structure A legal structure that is appropriate to the size and nature of the organisation, set out in a constitution or memorandum/articles of association that clearly outlines the aims and rules governing the organisation. | ✓ | n/a | ✓ |
| Accounts & Financial Management Accounting records which are appropriate to the size and nature of your organisation | ✓ | n/a | ✓ |
| Equal Opportunities Adoption and implementation of an equal opportunities statement or policy that reflects current legislation, including the Race Relations (Amendment) Act 2000, Sex Discrimination Act 1975, Disability Discrimination Act 1995, Equality Act 2010 and the Human Rights Act 1998 and provide appropriate training for trustees, staff and volunteers. | x | ✓ | ✓ |
| Employment Organisations must comply with all employment law including legislation on stakeholder pensions (if appropriate). Demonstrate good practice in personnel matters by having clear policies and procedures | x | x | ✓ |
| Insurance Organisations must ensure that appropriate insurance certification and licences are in place. For example, public liability, professional indemnity (where appropriate) and employer's liability. | x | ✓ | ✓ |
| Data Protection Policy & Procedures All organisations are expected to comply with the Data Protection Act 2018 and where personal records are kept, personal services, advice and counselling are being provided, and organisations will be expected to have a written policy of confidentiality. | x | ✓ | ✓ |
| Health & Safety Policy & Procedures Organisations who receive financial investment or in-kind support must meet legal requirements under current Health and Safety regulations. In particular statutory obligations covering employees, volunteers and members of the public and buildings. For example, carrying out risk assessments and having fire certificates where appropriate. | x | ✓ | ✓ |

| | | | |
|---|---|---|---|
| Safeguarding Policy & Procedures Organisations which provide services that involve access to, or having contact with, children up to the age of 18 years or vulnerable adults are required to meet the statutory requirements under the Protection of Children Act 1989 and any other relevant legislation. You must have policies and procedures in place which protect children and vulnerable adults against abuse and have a named Designated Safeguarding Officer in place. You should ensure your staff are recruited and employed in line with Safer Recruitment Practices and receive appropriate training in safeguarding. | x | ✓ | ✓ |
|---|---|---|---|

What type of accounts do you need?

Bank Account

Your bank account **must** have **two** signatories. This should be fairly straightforward to set up via your bank. You can apply for a grant without having two signatories in place, but if successful you will not be able to draw down any funding until your account requires two signatories.

Accounting Records

The type of accounts we need will depend on the type of organisation you are:

- A new organisation may only be able to provide a basic document showing projected income and expenditure. This is appropriate for a new organisation and shows planning. It should demonstrate how you expect the organisation and the project to grow over the next year. Please note that you must submit the accounts for the main applicant organisation. If you are a new organisation, please provide your projected income. We cannot accept the accounts of one of your partners in lieu of this.
- From an organisation with income less than £25,000 we would expect to receive a basic document highlighting income and expenditure and any balance sheet items.
- From an organisation with income over £25,000, but less than £1 million we would expect to receive accounts that have been reviewed by an appropriately qualified person (this is not deemed an audit). We would expect this to be a slimmed down version, but still similar to the accounts that a large organisation produces. Audited accounts will be needed if total assets (before liabilities) exceed £3.26 million and the organisation's gross income is more than £250,000.
- From an organisation with income over £1 million we would expect to receive externally audited accounts. This is likely to be a reasonable-sized document with a detailed Trustee or Directors report and notes to accounts.

How to apply

Once you have read this guide in full, and have decided an ESF Community Grant is for you, the next step is to complete our Eligibility Checker.

STEP 1: The Eligibility Checker

You can find this online here: <https://www.surveymonkey.co.uk/r/CGChecker>

The Eligibility Checker is a short survey which will help you to understand if your organisation and your proposed project are eligible for funding. Completing the Checker successfully is not a guarantee that your project can or will be funded, but it will let you know whether it's possible to proceed with an application.

When you have completed the Eligibility Checker successfully it will give you a link to the application form. If you don't want to proceed with the application straight away, please save a copy of this link to avoid you having to go through the Checker again.

STEP 2: Completing the Application Form

You've passed the Eligibility Checker? Great! The next step is to complete your full application form.

The form is designed to tell us the key things we need to know about your project in order to decide whether we can fund it. You can find some **hints and tips** in [Appendix 1](#) below.

You will need to complete the application form online via our Grants Management Portal, called **GIFTS**. You can download a Word version of the form from our [website](#) to help you prepare your answers if that is helpful to you.

Please note that GIFTS works best on Internet Explorer, and we strongly recommend that you use this browser to complete your application. The application will not work fully on Google Chrome or Safari. We also advise accessing GIFTS from a laptop or desktop computer rather than a mobile device.

The first time you visit GIFTS you will be asked to create a profile, and will be given a set of login details. These will allow you to log in and out of GIFTS, save your progress (you don't need to complete the application in one go!) and submit your application to us. Should your application be successful, you'll also use these details to manage your grant.

You'll also be asked to upload two documents as evidence before you submit your application:

- Your organisation's Constitution, Memorandum of Association or Articles of Association
- Your most recent audited accounts

STEP 3: Submitting the Application Form

Once you're happy the form is complete, and you have uploaded your supporting documents, click the 'Review' button. This will highlight in red any mandatory fields that have not been completed, and will allow you to go back and enter the required information. Finally, click the 'Submit' button and your application will be sent to Groundwork UK for assessment.

The final closing date for the submission of applications is 17th September 2020.

Groundwork encourages applications all year round. However, you may wish to consider the following dates to assist you with your planning.

Coventry & Warwickshire

| Panel | Applications received by... | ...will be assessed by the Grant Panel on: | Briefing for successful applicants |
|-------|---------------------------------|--|------------------------------------|
| 1 | 5 th May 2019 | 20 th May 2019 | 4 th June 2019 |
| 2 | 7 th July 2019 | 22 nd July 2019 | 31 st July 2019 |
| 3 | 23 rd September 2019 | 21 st October 2019 | 31 st October 2019 |
| 4 | 23 rd December 2019 | 20 th January 2020 | 31 st January 2020 |
| 5 | 23 rd March 2020 | 20 th April 2020 | 1 st May 2020 |
| 6 | 22 nd June 2020 | 20 th July 2020 | 31 st July 2020 |
| 7 | 21 st September 2020 | 19 th October 2020 | 30 th October 2020 |

West Yorkshire

| Panel | Applications received by... | ...will be assessed by the Grant Panel on: | Briefing for successful applicants |
|-------|---------------------------------|--|------------------------------------|
| 1 | 28 th April 2019 | 16 th May 2019 | 30 th May 2019 |
| 2 | 30 th June 2019 | 18 th July 2019 | 30 th July 2019 |
| 3 | 19 th September 2019 | 17 th October 2019 | 30 th October 2019 |
| 4 | 19 th December 2019 | 16 th January 2020 | 30 th January 2020 |

| | | | |
|---|---------------------------------|-------------------------------|-------------------------------|
| 5 | 19th March 2020 | 16 th April 2020 | 30 th April 2020 |
| 6 | 18 th June 2020 | 16 th July 2020 | 30 th July 2020 |
| 7 | 17 th September 2020 | 15 th October 2020 | 29 th October 2020 |

What happens next?

This section explains what happens once you have submitted your application.

Assessing your application

Once we have received your application and supporting documents, it will be assessed by one of our experienced Grant Officers.

They will check your application against the eligibility criteria, and make an assessment on how your application demonstrates:

- How well your project fits with local priorities, needs and other provision
- How you are going to recruit participants, and support them to progress and achieve
- That you are experienced in working with your target participants, and capable of managing projects and European funding

Please see [Appendix 2](#) for the criteria which will be used to score applications.

How we decide which projects to fund

Following an assessment of your application, the Grant Officer will produce a report, and make a recommendation as to whether your project is suitable for funding.

A proportion of applications are then moderated to make sure our assessments are consistent and fair.

If a project idea and budget are eligible for funding, and the application is scored as “satisfactory”, then it is considered good enough to be considered by the Grants Panel.

Each Grants Panel has an allocation of funding to be distributed. This allows us to ensure that we are able to fund and support projects throughout the grant period.

Projects are put forward for consideration by the Panel starting from the highest scoring application downwards until the funding set aside for that panel is fully allocated. There is a small margin of flexibility on this, but it is unlikely that the allocation will be exceeded by more than 10%. This means that, where the volume of applications is high, your project may be scored as satisfactory and suitable for funding, but may not be successful in securing funding.

Where projects fall into this category, we will provide feedback to the applicant to allow them to strengthen their application and submit it for consideration at the next panel.

Projects scored as “weak” will not be considered for funding. Feedback will be provided to the applicant, and support from an Enabler may be offered to help you improve your application if you wish to resubmit.

The Grants Panel

The Grants Panel is made up of key local stakeholders and our Grant Assessment team, and meets approximately every 3 months.

Making sure our decisions are fair

We don't publish the names of our Panel members to make sure individuals aren't lobbied by projects for support. We also make sure our Grants Panel sign up to a set of rules to make sure that the advice and guidance they provide is objective and fair, and focussed on what's best for the region. If a member of the Panel has an existing connection to a project, they will be not be permitted to take part in the discussion on that project, and will not be able to influence the final award decision.

The Panel will review reports on individual applications, and will support Groundwork to finalise our decision on which projects to fund. The Panel will help us to make sure our projects are meeting the needs of local communities across Coventry & Warwickshire and West Yorkshire.

Decisions and feedback

You will receive a decision on your application within 2 weeks of the Grants Panel. This will be sent to you by email from mail@grantapplication.com. Please save this email address to your contacts list to ensure that the decision does not get directed to your Junk Mail.

Our decisions will fall into one of the following 3 categories:

1. Approved
2. Conditionally approved
3. Project cannot be funded

Understanding the decision

The table below explains the decision categories:

| | |
|---------------------------------|---|
| Approved | Congratulations! Your application scored well, and has been approved and – subject to due diligence – we can fund your project |
| Approved with conditions | Congratulations – your application scored well and we would like to fund your project! There are one or more areas we need you to clarify first however, so we will ask you to respond to these before we confirm your grant. |
| Project cannot be funded | Unfortunately your project cannot be funded at this time. We will give all projects an overview of why this is. Where a project appears eligible, but the application isn't strong enough we may encourage applicants to apply again, or in exceptional circumstances allocate the organisation some time with a local Enabler. |

Approved applications

Congratulations - we're excited to be able to fund your project! Your decision letter will contain instructions on what steps you need to take to be able to accept the grant offer. This will include:

- **Due Diligence** – you will be asked to complete a Due Diligence exercise, which will check that your organisation meets minimum requirements, and that you have the right policies and procedures in place to make your project a success. You will need to complete this information on GIFTS, and upload supporting documentation where requested.
- **Attending a Briefing for New Grant Recipients** – you'll need to attend a briefing before we can release your funding. This will set you up with all the information you need to know in order to make the most of your grant!

Accepting the Grant

Once you have completed your Due Diligence and uploaded your evidence, you will need to accept the offer of grant.

Our Grants Officers will then assess your Due Diligence information and evidence. Where all required information has been received, we will be able to confirm your grant and release your first grant payment. Where there is missing information, we will request that you submit further information before we release your payment.

My project cannot be funded - can I appeal the decision?

We want to fund as many projects as possible! We will always try to support eligible and impactful projects, and will only not fund an application with good reason.

The decision cannot be appealed, but organisations are encouraged to review the feedback they receive. The feedback will endeavour to outline any areas of concern or weakness in the application, and will indicate whether the project should consider resubmitting their application.

If we have not suggested you should resubmit, that does not necessarily mean that you can't submit another project idea. If you want to talk this through please get in touch at ESF.Grants@groundwork.org.uk.

Expectations of Successful Projects

As an ESF and ESFA funded programme, there are a number of requirements of grant recipients which are designed to ensure that projects are spending funds appropriately, and that the funding is making a positive impact on participants.

Your project will be required to keep evidence showing:

- That the people you work with are eligible to receive European funding
- The work you've been doing with your participants
- How your participants are making progress, and what they do when they leave your project
- How you have spent the grant funding
- How you have made sure that participants know that the project has been support by the European Social Fund.

We know for those not used to ESF funding that this can feel daunting! To help projects make sure they have the right evidence in place, and are only collecting what is needed we will give all successful projects a set of user-friendly templates to use with project participants, and a guide to the evidence you need to collect to show what you have spent.

Briefings for new grant recipients

Before we release your first payment, you'll need to attend a briefing for all new projects. At the briefing we'll talk you through the requirements of the funding to make sure you feel confident you can get it right. The timetable for these briefings will be available on our website.

You'll also get to meet our Enablers and other local projects, and hopefully make some useful links with colleagues across the region.

Monitoring your grant

Throughout the grant period, successful projects will be required to submit regular data and information to Groundwork. We'll use this to check that you are on track, to report to the Grant Fund managers (the Education and Skills Funding Agency), and to track the wider impact and reach of the grant projects we have funded.

Projects will need to be able to:

- Submit data on their participants by a deadline *every month*
- Complete a report half way through their project
- Complete a final grant and budget report, and submit it along with evidence of expenditure and a case study

Participant Information

It is a condition of all ESF Community Grants that your project collects and submits information on participants to Groundwork on a monthly basis.

Projects will send this data to us by uploading scanned copies of participant forms to GIFTS – very much in the same way you will have uploaded copies of your accounts during the application process.

Projects will need to make sure they have access to a **multi-page scanner** or digital camera (and the ability to collate the images into one document) , as they will be asked to upload copies of participant paperwork.

The templates provided by Groundwork UK will also ensure that projects are able to evidence:

- that participants are eligible for funding from the Community Grants Programme (i.e. that the participant is legally resident in the UK, able to take paid employment in a European Member State, aged 16 years or older (for projects in West Yorkshire) or 18 years and older (for projects in Coventry & Warwickshire), and that activity take place in England)
- that an initial assessment, including Information, Advice and Guidance (IAG) has taken place and that has informed an individual plan for each participant.
- that an induction has taken place and it includes a narrative outlining the contribution from ESF
- that all information required by the ESFA has been collected
- that a plan is in place for each participant which details all learning activities, outcome of initial assessment etc.
- that, if relevant, the organisation is registered with an appropriate awarding body where accredited learning is being delivered
- that attendance records are kept, and progress reviews are taking place at regular intervals

How we use this information

Groundwork will check and collate the data you submit on a monthly basis.

We will use it to check your progress against the recruitment profile and results projection you submitted in your application. Projects which do not meet or make good progress against their milestones and targets may have a portion of their grant withheld or clawed back. We will always try to support struggling projects to get back on track however – projects should let us know straight away if there are any issues. We may be able to offer you some support through one of our Enablers, buddy you with another grant recipient, or offer you a short extension.

Groundwork is required to submit the data on a monthly basis to the Education and Skills Funding Agency, who managed the overall grant fund. They will use this to check that the grant fund is making an impact on participants, and reaching the communities who need it the most.

Audits

As part of our commitment to making sure ESF funds are spent appropriately, Groundwork will audit around 5% of all the grants we fund. Projects will need to be aware of this, and be able to give access to evidence on short notice. If your project is selected for audit we'll give you a week's notice. Audits will take place at the project premises, and make take up to a day.

Marketing and publicity

The European Social Fund takes publicity and branding very seriously, and sets out minimum requirements which each project must meet. Successful applicants will be provided with the relevant logos and detailed guidance for producing marketing and publicity materials. We'll also cover this in the briefing for new grant recipients.

Getting in touch

If once reading through the application guidance you have any further questions, please contact us at ESF.Grants@groundwork.org.uk or on 0121 236 8565.

Appendices

Appendix 1: Notes on completing the application form

This section gives specific guidance for each section of the application form. Applicants should read this thoroughly before submitting their application.

ABOUT YOUR ORGANISATION

| | |
|---------------|---|
| Q1-8 | Please provide full details of your organisation and the name of your project. |
| Q9-10 | Please provide contact details for two people who can be contacted to discuss the application if there is a query. |
| Q11 | Please provide details of any partner organisations involved in the delivery of your project. |
| Q12-13 | <p>Please upload a letter of recommendation from a key stakeholder or referee and provide details of further referees</p> <p>If you specifically reference that you will be working with an organisation to generate your referrals, or host your delivery (for example, if you are delivering your project on a school premises), please include letters of support from those organisations.</p> <p>Your referees must be from outside of your organisation, and not a Trustee or Board member.</p> <p>Please note that we may request additional letters of support or references.</p> |

YOUR PROJECT DETAILS

| | |
|---------------|--|
| Q14-15 | <p>Please tick which local authority area/s your project will be delivered in. If you are not sure, you can check by entering your delivery area postcodes here https://www.nomisweb.co.uk/reports/localarea.</p> <p>Please provide the full address and postcode of your main delivery location.</p> |
| Q16 | <p>Please describe where your project will be delivered (i.e. from your premises, from hired venues etc.), including information on the communities and wards you will be working in, and any additional delivery locations.</p> <p>Word count: 150 maximum.</p> |
| Q17 | Your grant request must be between £5,000 and £20,000. |
| Q18-19 | <p>Please enter the anticipated start and finish dates of your project.</p> <p>Your project should be approximately 6 months long. Whilst we can be flexible on project</p> |

| | |
|-------------------------|---|
| | <p>length within a couple of months more or less than this, we are unlikely to fund a 12 month project unless there is an extremely strong reason to do so.</p> <p>We will prioritise applications from applicants who have not yet received any funding through ESF Community Grants 2019-2021; however projects who have received funding previously, or are currently funded can submit a second application for consideration once they have submitted their interim report. The second application must start <u>after</u> the current funding finishes.</p> |
| Q20, 20a and 20b | <p>Q20 - Please describe in detail what you want to do with the grant.</p> <p>Be as <u>specific as possible</u> about what it is you are hoping to achieve and how this will be done.</p> <p>Please <u>do not</u> tell us about the need for your project in this section.</p> <p>You may wish to try condensing your project into a series of concise but detail-rich bullet points that tell us:</p> <ul style="list-style-type: none"> • Exactly what the individual activities you intend to deliver are • How many hours each week each participant will engage for, and for how long • What barriers your participants will be facing, and how your project will address each one • How the activities will benefit the participant – what will they get out of engaging with your project? <p>Projects funded by Community Grants can deliver a wide range of activities including but not limited to:</p> <ul style="list-style-type: none"> • First contact engagement activities, e.g. activities that benefit Participants who are not normally in contact with official organisations such as DWP, FE Colleges. • Projects to improve confidence, motivation and social integration such as sport, gardening, music, art and other creative activities. • Developing local networks and groups to support people to get a job or access learning e.g. Job Clubs or Learning Champion type activity. • Softer skills development e.g. assertiveness, anger management and motivation. • Innovative approaches to attract under-represented Participant groups into learning. <p>Q20a – please tell us how frequently a participant will engage with your project (i.e. daily, weekly)</p> <p>Q20b – please tell us the average duration of engagement expected for each participant (e.g. the total number of weeks or months they will work with you), and the total number of contact hours you expect between the participant and your project.</p> <p>Word count: 500 maximum.</p> |
| Q21 | <p>If you will be delivering regulated learning, please list the learning aim reference numbers, which can be obtained here:</p> <p>https://hub.fasst.org.uk/Learning%20Aims/Pages/default.aspx</p> |

YOUR PROJECT PARTICIPANTS

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| Q22-24 | <p>Q22 – Please tell us the number of participants who will be supported by your project.</p> <p>Projects that seek to engage at least some participants from one of the priority groups will be</p> |
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| | <p>prioritised by the Grants Panel.</p> <p>Q23 – please state how many participants you will work with from each age range.</p> <p>Q24 – please state how many participants you will work with from each of the stated priority groups.</p> |
| Q25 | Please describe how your participants will be recruited onto and retained once engaged on your project. |
| Q26 | <p>Please provide a monthly breakdown of when you intend to recruit participants.</p> <p><i>For example if you intend to recruit 12 participants in month 1, please enter 12 in month 1, and 0 in the other months:</i></p> <p style="margin-left: 40px;">Month 1: 12 Month 2: 0 Month 3: 0 Month 4: 0 Month 5: 0 Month 6: 0</p> <p>NB: If you find you cannot enter zeros into these boxes, please ensure that you are using Internet Explorer to complete your application.</p> <p>You are expected to have good progress against your profile by month 3 of delivery.</p> <p>Please be aware that your project will be monitored against this profile. Groundwork UK wants your project to succeed and will support you if your project falls behind. However we may withhold grant payments in the case of unsatisfactory performance. Further details of this will be provided in the Grants Handbook which will be provided for successful applicants.</p> |

PROJECT NEED AND AIMS

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| Q27 | <p>Please explain why your project is needed and what benefits it will bring to the local area.</p> <p>Use this question to show us that you understand the needs of the community you will be delivering in.</p> <p>Tell us:</p> <ul style="list-style-type: none"> • what needs the area has • how you know this • how your project will meet these needs <p>Projects must be delivered in areas facing economic and social deprivation. If you are using data, please make sure that it is recent and relevant, and that you tell us how that data has shaped your project.</p> <p>If you are referring to your Local Enterprise Partnership priorities, tell us how you have used them to shape your project, and how your project will help the LEP to achieve those priorities.</p> <p>Make sure you tell us about the other provision in the area, and how your project will interact with it. The panel will want to see that you are aware of what else is being delivered, and that you are clearly adding value to it, or filling a gap in provision.</p> <p>If you are already delivering similar provision, or have other ESF funding, please outline</p> |
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| | <p>how these projects will integrate, and the steps you will take to avoid double funding activity.</p> <p>If you are in <u>West Yorkshire</u>, please note that:</p> <ul style="list-style-type: none"> • Support offered must exclude that which can be funded through Community Led Local Development (CLLD) projects in consultation with the appropriate Local Action Group to avoid duplication and to use resources efficiently. • Support offered must add value to that which can be funded through Community Led Local Development (CLLD) fund. <p>If you are working in an area covered by a CLLD programme, please make sure you tell us why your project is not suitable for funding through that route, <u>and</u> how your project will add value to any projects currently being delivered through that fund.</p> <p>Word count: 500 maximum.</p> |
| Q28 | <p>Please provide the expected core results of your project. This should be both with reference to Progression to Employment including Self-Employment and Progression to Education or Training on Leaving.</p> <p>We expect projects to progress approximately 31% of their participants into employment and/or education or training.</p> <p>If possible, the <i>desired</i> split is as follows – please note however that this is not mandatory:</p> <ul style="list-style-type: none"> • 17% of participants to progress into employment • 14% of participants to progress into education or training <p>This reflects the overall aims of the grant fund.</p> |
| Q29 | <p>Please identify the aims of your project from the following list. If 'other', please provide details.</p> <ul style="list-style-type: none"> • Supporting participants in isolated rural areas • Supporting participants without access to transport • Supporting participants on long-term sick leave • Supporting participants who are carers • Supporting participants who are parents • Supporting participants to gain confidence • Supporting participants to develop new skills • Supporting participants to improve their health and wellbeing • Supporting participants to access support services for the first time • Supporting participants to access benefits for the first time • Supporting participants to engage in active job search • Supporting participants to gain a qualification • Other |

YOUR EXPERIENCE, RESOURCES AND PROJECT PLAN

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| Q30 | <p>We will use this question to assess whether your organisation and staff have the experience needed to run an ESF Community Grants project successfully.</p> <p>Please provide details of similar projects you have managed in the last two years, including number of participants supported, details of how it was funded and how you made the project a success.</p> <p>Word count: 400 maximum.</p> |
| Q31 | <p>We will use your answer to this question to assess whether your project team will be able to</p> |

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| | <p>manage the requirements of the fund successfully.</p> <p>As an ESF funded programme, your team will need to be able to manage regular and detailed reporting and evidence requirements.</p> <p>Please provide details of the staff team who will deliver this project, giving names where staff members are currently in post, and highlighting where recruitment may be required. Please ensure you also describe any prior experience your staff members have of managing ESF funds, delivering similar projects etc.</p> <p>Please tell us how you will ensure your project meets any quality standards you may have. If you do not have any, tell us how you will ensure your project is delivered to a high standard.</p> <p>Word count: 400 maximum.</p> |
| Q32 | <p>All projects have key risks associated to their delivery.</p> <p>We will use your answer to this question to assess whether your project team understand what can go wrong with your project, and to assess whether you have adequate plans in place to cope should this happen.</p> <p>Please outline the risks you have identified in delivering your project and what mitigation you will put in place to manage them.</p> <p>Word count: 250 maximum.</p> |
| Q33 | <p>We will use this question to assess whether your project team understand how to effectively plan and deliver a project.</p> <p>Please describe between 5 and 10 key milestones for your project, and the date you expect these to be complete. Please note that your project will be monitored against these milestones.</p> <p>Please ensure that your milestones are in date order, and represent key points in your project delivery.</p> |

PROJECT COSTS

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| Q34 | <p>This section should include a breakdown of how you plan to spend the money you have requested in question 15. Please provide a total value and a description of the expected expenditure for your project for each budget line, including how you have worked this out. Your costs should total the amount requested in question 15.</p> <p>Please provide your anticipated costs against the following headings:</p> <p>Staff costs</p> <ul style="list-style-type: none"> • Please tell us the total amount of funding you will spend on staffing costs. • Please note that wages for participants are <u>not</u> eligible. • Please include the hourly rates for each member of staff who will be working on the project, and the number of hours per week they will be dedicating to the project. • These costs should include contributions to National Insurance and pensions. <p>Overheads</p> <ul style="list-style-type: none"> • Please tell us how much of your budget will be contributing towards the overheads of running your organisation. • We would expect that for the purposes of this grant, that your overheads will not be |
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| | <p>more than 20% of your total staff costs. Where projects exceed this we may either ask you to revise your budget, or decline your application.</p> <ul style="list-style-type: none"> Overheads include costs related to rent and mortgage payments, utilities (electricity, gas), communications (mobile phone bills). If you are using your own premises to deliver your project, we expect that the costs of using your own rooms will be included within overheads. If you are using external premises to deliver this project that you are already paying for, we expect that these are included in your project overheads. <p>Participant and volunteer expenses</p> <ul style="list-style-type: none"> Please tell us how much of your budget you will reserve for participant and volunteer expenses. This includes travel and subsistence costs. Please do not include the costs of qualifications or courses in this budget line. <p>External venue and room hire</p> <ul style="list-style-type: none"> Please tell us about any new costs you expect to incur through hiring external venues to deliver your project. Please do <u>not</u> include costs for your own premises in this budget line – these should be included in project overheads. Please do <u>not</u> include costs for external venues you are already paying for in this budget line – these should be included in project overheads. You should include any hourly rates for premises, and the total number of hours you will be hiring the venue in the description. <p>Consumables, equipment and vehicle hire</p> <ul style="list-style-type: none"> Please tell us about any consumables, equipment and vehicle hire you expect to purchase as part of this project. Please only include costs for items that will <u>only be used on this ESF funded project</u>. We cannot fund items that will be used to support the delivery of other projects. Please only include new costs for vehicle hire required for the delivery of this project. Any existing vehicle hire costs should be covered in the overheads budget line. No item of equipment can exceed £1000. Where you are requesting funds to purchase capital items (such as laptops, furniture etc.), please ensure that you very clearly outline why these items are required for your project, and why any existing equipment you have will not be sufficient. Items you propose to purchase must represent value for money. In particular, where you are requesting the purchase of Apple products, please note that it is unlikely we will be able to fund these without very strong reasoning. <p>Marketing and publicity costs</p> <ul style="list-style-type: none"> Please tell us about any costs you will incur in promoting your project. We do not expect to see large costs in this budget line, as projects should be confident that they can recruit to their projects prior to submitting the application. <p>Other expenses</p> <ul style="list-style-type: none"> Please tell us about any other expenses not covered above. Please give full details in the comments box. Please include any costs for courses and accreditations in this budget line. |
| Q35 | <p>It is expected that projects will spend an average of £1,282.42 per participant. GIFTS will work this out for you based on the costs you have entered. Please click the “calculate” button on screen.</p> |

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| | <p>If your costs are above or below the average amount by more than 10%, please outline the reasons for this.</p> <p>Word count: 150 maximum.</p> |
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YOUR DATA

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| Q36-37 | Please refer to the application form |
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DECLARATION

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| Q38-40 | Please ensure you have checked your responses to the questions thoroughly and have uploaded any supporting documentation prior to submitting your application. |
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Appendix 2: Grant Assessment Framework

This section outlines the framework used to assess all grant applications. Applicants should consider this when completing their application.

Please note that whilst applications are scored for the purposes of shortlisting, scores will not be shared with applicants.

Overview

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| 1. Strategic fit | Max score 16 |
| 1a. Priority groups | Max score 4 |
| 1b. Need | Max score 8 |
| 1c. Local provision | Max score 4 |
| 2. Outcomes | Max score 16 |
| 2a. Core results | Max score 8 |
| 2b. Soft outcomes | Max score 4 |
| 2c. Recruitment plans | Max score 4 |
| 3. Delivery | Max score 16 |
| 3a. Delivery experience | Max score 8 |
| 3b. ESF management | Max score 4 |
| 3c. Risk | Max score 4 |
| TOTAL | Max score 48 |

| Total score | Application grade |
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| 40-48 | Excellent |
| 30-39 | Good |
| 20-29 | Satisfactory |
| 10-19 | Weak |
| 0-9 | Unsatisfactory |

Individual Criteria

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| Criterion 1 – Strategic fit |
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| Q18, Q21, Q22 | 1a) The project will benefit the people that need it most | Unsatisfactory – The project will not benefit any priority groups | 0 |
| | | Weak - The project will engage some people from priority groups but it is hard to see how it will benefit them | 1 |
| | | Satisfactory – The project will engage a small number of people from priority groups | 2 |
| | | Good - The project will engage a good number of people from priority groups | 3 |
| | | Excellent – The project will meaningfully engage good numbers of people from priority groups and it is clear the project will benefit them | 4 |
| Q25 | 1b) There is a clear need for the project | Unsatisfactory – There is no evidence of why the project is needed | 0 |
| | | Weak – The application shows limited evidence of need but it is insufficient and unconvincing | 2 |
| | | Satisfactory – The application demonstrates need through reference to research and local strategies | 4 |
| | | Good – The application provides good evidence of need through research and consultation and fits local strategies | 6 |
| | | Excellent – The application provides strong evidence of need through research and consultation and has a clearly articulated strong fit with the LEP priorities | 8 |
| Q25 | 1c) The project will complement other local provision | Unsatisfactory – The project is likely to disrupt/duplicate existing provision, and/or does not refer to any other local provision. | 0 |
| | | Weak – The application does not satisfactorily demonstrate that it will complement existing provision, and/or does not satisfactorily address local gaps. | 1 |
| | | Satisfactory – The project will not disrupt or duplicate existing provision and/or satisfactorily demonstrates that it will address local gaps. | 2 |
| | | Good – The project will complement other provision and the applicant has clearly articulated how this will work, and/or the project demonstrates that it will address local gaps. | 3 |
| | | Excellent – The applicant has consulted fully with other relevant organisations and they have agreed mutually beneficial ways of working | 4 |
| Criterion 2 – Outcomes | | | |
| Q18, Q26. | 2a) The project has credible | Unsatisfactory – The project does not explicitly link the activity and progression towards employment, and will not deliver any results | 0 |

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| | plans to support participants to move closer to the labour market, and to deliver the core results of the programme | Weak - The project makes weak links between the activity and progression towards employment, and/or has identified some results but they lack credibility | 2 |
| Satisfactory – The project makes satisfactory links between the activity and progression towards employment, and/or is likely to deliver some progressions into employment and education but this will be challenging | | 4 | |
| Good - The project makes good links between the activity and progression towards employment, and/or has credible plans to deliver a good number of results for participants | | 6 | |
| Excellent – The project makes strong links between the activity and progression towards employment, and/or will deliver a good number of good quality results for participants and it is clear that project activities will lead to progression into employment or education | | 8 | |
| Q18, Q27 | 2b) Planned activities will deliver soft aims and outcomes | Unsatisfactory – It is not clear how the planned activities will develop participant’s ‘soft’ skills; the project will not deliver any ‘soft’ outcomes | 0 |
| | | Weak –The planned activities may develop some participant’s ‘soft’ skills, and/or project has identified some ‘soft’ outcomes but they lack credibility | 1 |
| | | Satisfactory –It is clear how the planned activities will develop participant’s ‘soft’ skills; the project is likely to deliver some ‘soft’ outcomes | 2 |
| | | Good – There are good links between the planned activities and ‘soft’ skills development; the project has credible plans to deliver a good number of ‘soft’ outcomes for participants | 3 |
| | | Excellent – There are excellent links between the planned activities and ‘soft’ skills development; the project will deliver a good number of good quality ‘soft’ outcomes for participants and it is clear that project activities will lead to relevant outcomes | 4 |
| Q23 | 2c) Recruitment plans are credible and well developed | Unsatisfactory – The application gives no consideration to how participants will be recruited | 0 |
| | | Weak – Plans for recruitment give cause for concern or lack credibility | 1 |
| | | Satisfactory – The project has reasonable plans for recruitment that should identify target beneficiaries | 2 |
| | | Good – The project has clear recruitment plans that are likely to engage the intended beneficiaries | 3 |
| | | Excellent – The project fully demonstrates how it will recruit the intended numbers of priority groups and sustain their engagement, and/or the project demonstrates fully that it will address local gaps. | 4 |
| Criterion 3 – Delivery | | | |
| Q28 | 3a) The | Unsatisfactory – The application demonstrates no relevant experience | 0 |

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| | applicant has sufficient experience to deliver the project well | Weak - The applicant has limited experience of similar projects but insufficient to inspire confidence | 2 |
| | | Satisfactory – The applicant has delivered similar projects in the past | 4 |
| | | Good - The applicant has a good level of delivering similar projects to a good standard | 6 |
| | | Excellent – The applicant has significant previous experience of delivering similar projects to a high standard, meeting all project outcomes | 8 |
| Q29 | 3b) The applicant has the ability to manage ESF funds appropriately | Unsatisfactory – The application gives major cause for concern that the applicant cannot manage ESF funds appropriately | 0 |
| | | Weak – The application does not provide enough information to inspire confidence | 1 |
| | | Satisfactory – The applicant has appropriate systems and resources but these are untested on ESF funds | 2 |
| | | Good – The applicant has appropriate systems and resources and has experience of managing ESF funds successfully | 3 |
| | | Excellent – The applicant has rigorous systems and resources and has significant experience of managing ESF funds successfully | 4 |
| Q30 | 3c) The applicant has an appropriate approach to risk | Unsatisfactory – The project has serious risks with no plans in place to mitigate these | 0 |
| | | Weak – The applicant has not considered all the risks and plans to mitigate risks are insufficient | 1 |
| | | Satisfactory – The applicant has identified the major risks and given some consideration to how these will be mitigated | 2 |
| | | Good – The applicant has fully outlined all the risks and has mitigation plans in place | 3 |
| | | Excellent – The applicant has fully outlined all the risks in detail and has thorough, clear mitigation plans in place | 4 |

Appendix 3: The Grant Process

