**ESFA Community Training Grants FAQ’s**

**Q: What help can I get with the application form?**

A: We recommend that you thoroughly read through the information on the website, the Community Training Grants Prospectus, the Guidance For Applying, and the Application Questions, all of which can be found on the ESFA Community Training Grants page. The Guidance For Applying is particularly relevant to the Application Form, and so we recommend referring to them throughout completing your application. Also, if in doubt, we recommend providing more detail rather than less.

If you still have any queries that are not answered through the above means, please contact us through the email or phone number provided on the webpage.

**Q: What is the deadline for the grant scheme?**

A: This is a rolling grant scheme with applications being accepted until the end of 2020. Applicants must keep in mind that all projects must commence before December 2020 in order to be eligible for this fund.

**Q: When would I hear about my application?**

A: Panel meetings are every two months, and so when your application is submitted is dependent on which panel meeting your application will be reviewed under. It is estimated that it can take up to 4-5 months to get back about your application.

**Q: I filled out the survey monkey form but haven’t heard anything – where can I find more information?**

A: All the information about the scheme can be found here, and the information relevant to your LEP area is towards the bottom of the page:

<https://www.groundwork.org.uk/Sites/london/pages/category/esfa-community-training-grants>

**Q: Our turnover is £XXX - can we apply for the scheme?**

A: If you are not a third sector organisation, you must have an annual turnover of less than 10€ million Euros. You can check against a currency converter here:

<https://www.xe.com/currencyconverter/convert/?Amount=0&From=GBP&To=EUR>

You will also need to have 49 or fewer full-time employees to qualify. Third sector organisations can also apply, and there is no turnover or employee restrictions for those.

**Q: Our charity/organisation is based outside of the LEP area. Can we still apply?**

A: Yes you can. Your *project* has to be based within the LEP area, however your organisation can be based outside. You will just need to make sure that all paperwork during the project shows that the project is taking place within the LEP area for clarity.

If you are looking to base your project in a London borough which is not within our ESFA scheme however, you might be able to apply through the Paddington Development Trust. More information can be found here:

<https://www.pdt.org.uk/community-grants>

**Q: Can we apply more than once?**

A: Yes you can. However we may prioritise applicant organisations who have not already been funded. We would suggest not submitting multiple applications to the same panel as it is unlikely more than one would be funded unless there is a robust reason for doing so. We would also be unlikely to make an additional award until any previous grant has been successfully completed.

We will also accept only one application per project – we will not fund applications where elements of the same project have been put into separate applications to try to secure a greater amount of funding.

**Q: Our planned project is an extension of existing projects/activities – can we apply with this project?**

A: Yes you can. Projects that are extensions of existing activities are acceptable, however, we would like to see that there is an outline of how the project is meeting a need within the particular area it is planned to be delivered in. If there are any differences between the existing programme and the planned project, please make sure this is detailed in the application.

**Q: Is it a requirement that our project meets all of the priority groups of the scheme generally, as well as the priorities for our LEP area?**

A: No. While it is important you demonstrate that through your project you are targeting a group, or utilising a specific approach that is listed as a priority within the prospectus, you do not need to cover all of the priorities. We will accept projects that take a more narrow approach to targeting the intended beneficiaries of the scheme, focusing on one or two of the priorities listed.

**Q: When does our project have to be completed by?**

A: At present all projects must be complete by no later than the 31st of July 2021. Please note that you must plan to finish delivery of your project prior to this date as all monitoring and compliance requirements must be signed off before this date.

Please also note that projects must commence before 31st of December 2020 and no participant enrolments onto your project will be accepted beyond this date.

**Q: Is there a minimum number of hours that we must work with each participant for?**

A: It is a requirement that you engage with each participant for a minimum of five hours, however, we encourage you to aim to work with participants for a greater amount of time than this.

Please note that you may include virtual or phone support towards the engagement hours with your participants.