



ESFA Community Training Grants: Guidance

Introduction

The focus of the ESFA Community grant scheme will be to fund projects which support participants who are over 16 years of age, eligible to work in the UK and either unemployed or economically inactive. Successful community projects are expected to be able to help move individuals into work, or closer to employment, by providing vocational training, advice, guidance and information.

The ESFA Community grant look to support a wide range of activities, which can include but is not limited to such as:

- Activities that benefit Participants who are not normally in contact with official organisations for example but not exclusively DWP, FE Colleges, for example by arranging events or training in places that Participants feel comfortable to visit.
- 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.

Please ensure you have read the Guidance Notes fully. Your application may be rejected if you do not provide all the information required for us to make an assessment. Your application form will be assessed, and if your organisation and project are eligible for funding it will be shortlisted to be reviewed at a Grants Panel meeting, where a panel of individuals will decide whether to fund your project. Applications are reviewed by the Grant Panel every two months, with the dates of upcoming meetings published on our webpages (see hyperlinks below).

Please provide us with sufficient information to establish if your project is eligible for grant funding. You will need to have any additional documents in an electronic format (e.g. Word file, pdf, jpeg,) available to upload in the correct section in the Application form as you will not be able to submit your Application form unless it is complete. **You must submit your organisation's governance document with this application.**

You can find out more about the ESFA Community Training Grants by visiting the following website:

- **London North and East** - <https://www.groundwork.org.uk/london-grants/esfa-grants-london/>
- **Swindon & Wiltshire** - <https://www.groundwork.org.uk/esfa-grants-swindon-wiltshire/>
- **Thames Valley Berkshire** - <https://www.groundwork.org.uk/esfa-grants-thames-valley/>
- **Dorset** - <https://www.groundwork.org.uk/esfa-grants-dorset/>

For further help on filling out this form, please contact Groundwork on 0207 239 1390 or CommunityTrainingGrants@groundwork.org.uk

Section 1 – About Your Organisation:



1. Organisation Name:

Please state the name of the organisation wishing to apply here.

2. Main Contact (this should be the person who is responsible for this Application and answering any questions that we may have)

The main contact should be the primary contact for the ESFA Community Training Grants scheme and should be able to provide further information if required. You will need to have an email address and a telephone number in case we need to contact you about your application.

Please let us know if your main contact has any communication needs.

3. Secondary Contact (required)

If we can't get in touch with the main contact, we will need a second person we can contact who represents the group.

Please let us know if your alternative contact has any communication needs.

You should also make sure that the name, surname and email address for the alternative contact is not the same as the main contact.

4. Organisational Website Address/Facebook/Twitter (if your organisation has those)

Please provide us with any website/social media accounts that the organisation may have, if this is applicable.

5. Type of Organisation (please tick one from the options below)

To be eligible to apply for ESFA Community Grants, you must be a small organisation/third sector organisation and therefore have the relevant governing documents. Please get in touch if you require any further guidance with this.

6. Does your organisation have a Constitution, Memorandum of Association or Articles of Association? [Y/N] Please submit a copy with your application. (upload box)

Please provide us with the constitutional document for your organisation. This may be terms of reference, a constitution or company documents such as memorandum or articles of association.

7. Does your organisation have a bank account in the organisation's name that requires two signatories? [Y/N]

If your bid is successful, we'll need details of the bank account to pay your grant money into.

If your organisation has a bank account, we'll need the names of at least two unrelated signatories.



8. If not please explain how you will have this in place ready to start your proposed project.

You will need to have a bank account set up in order to receive funds for your project. If you do not have this we will need to know how you will set this up, what steps you have taken so far to do so and when you expect to be able to accept funds. We will prioritise organisations which already have bank accounts established. If you do not have one at this time you may wish to set this up prior to applying.

Section 2 – About Your Project:

2.1 Project Details:

9. What LEP area is your project based in? (Tick boxes on multiple levels)

You must select the LEP area where your project will be delivered, and also the Local Authority for where your project will be delivered. If your project is being delivered in multiple areas then these must be within the same LEP area, and you should tick all Local Authority areas that apply. If your project takes place outside of these LEP areas then you will not be eligible to apply for ESFA Community Grants, but please see our webpage for details on other providers who are administering Community Grants funded through the ESFA and ESF.

10. Project Name:

We will need a project name. You can change it later for publicity purposes if you want to. Your project name should be relevant to your proposed activities and memorable.

11. Provide a summary of project (150 words)

This should be a short summary of what your project consists of. Please note that this wording will be submitted to our grant panel to aid their decision. You should aim to include information on the project activities, what its aims are and who you will engage with.

12. How much funding are you requesting from the ESFA Community Training Grant Programme? (between £5,000 and £20,000) (numbers only field)

Please note, the minimum amount you can apply for is £5,000 and the maximum is £20,000.

13. What is the main address of where your project will take place?

Please provide full address and postcode. Please note that this address must be within the LEP area stated previously.



14. Please list the full address of all other locations of where your project will take place

Please note that all these addresses must be within the LEP area stated previously.

15. Project Start Date:

The project start date should be at least three months after your application date, to allow for decisions to be made by the applications panel. This should be no later than August 31st 2022.

16. Project End Date:

Your project must be completed with all claim forms submitted by 28 February 2023. Your project will be deemed complete once you have submitted your final claim form, monitoring information and participant information which will be at least 28 days after all participants have completed the activities to be provided by your project.

17. Are you working with any other organisations on this project?

If yes – please tell us who they are, what discussions you have had with those partners and what role they will play.

2.2 – Project Need

18. Why is your project needed and what benefit will it bring to the area? We will need to see that consultation or research has been carried out which shows that this need exists. (referencing the LEP priorities for the area you will be delivering the activities in) (500 words)

Within this section you must explain the overall aims of the programme and refer to each of the priorities within your LEP area. We would also like for you to describe the consultation or research that you have carried out in understanding why your project is needed. We suggest that you frame the answer to this question in terms of the aims of your project, rather than focusing on what it is.

You may want to think about some of the following:

- What gap in provision is your project aiming to fill?
- Who is your target group and why is it important to engage with these particular participants?
- Have you consulted with your target group about the project idea and are they supportive of the programme?
- Could you provide further context to the activities/services you are planning to offer?

Please refer to the below LEP priorities specific to your area:



Swindon and Wiltshire:

- Enterprise support service to tackle financial exclusion.
- Establishing routes towards and into work with employers.
- Promoting inclusion through learning and volunteering.

London North and East

The programme aims to support those furthest from the labour market, targeting economically inactive.

Priority groups for the programme include:

1. Parents/mothers,
2. Carers,
3. Disabled people,
4. Older people 50+,
5. BAME groups, particularly those groups with low labour market participation,
6. Migrants and refugees,
7. Homeless,
8. Ex-offenders,

Activities should be tailored to Participants' needs but may include:

- Outreach and engagement activities
- Motivational activities
- Skills and training support (including referral to externally funded formal skills training)
- Information, Advice and Guidance
- Support to remove barriers to labour market participation or engagement in learning e.g. provision of childcare
- Support to address poor basic digital skills (managing information, communicating, transacting, creating and problem solving),
- Signposting and referral to specialist advice and support services
- Employability support
- Volunteering and Work placements
- Action research
- Job Brokerage

Dorset:

- Rural areas with poor access to training and employment
- Urban wards within Bournemouth, Poole and Christchurch with multiple deprivation and generations of entrenched unemployment.

Thames Valley Berkshire :



Education & Skills
Funding Agency



- Wards and Local Authorities with multiple deprivation, often hidden by low unemployment in the area as a whole.
- Communities of interest (rather than geographically focused), who share common barriers to economic and social inclusion

19. How will your project interact with other work being delivered locally with unemployed/economically inactive people? You should describe how you have ensured that your project will not overlap with any other provision from other organisations and describe how the project has additional value to what your or any other organisation currently provide. Also please describe how you will ensure that participants in your project have not previously been involved in a project that offered the same activities. [200 words]

It would be useful to know how your project plans to engage with organisations/other projects that are working locally with unemployed/economically inactive residents. This is to ensure that there is not double provision of services and the most appropriate provision of services is used for participants. We also want to hear about the organisations / employers / other projects that:

Might refer participants to your projects.

Might provide progression opportunities for your participants.

You must describe what work you have undertaken to ensure that your project does not overlap with the provision that already exists, and state how it is different if there are similar projects. You must also set out clearly here how you will perform checks to ensure that participants in your project have not previously or currently been involved in a project with the same activities. If you do not clearly set this out your applications is very likely to be rejected.

2.3 Project idea and activities

20. Please provide a detailed description of your project: (up to 500 words)

Please tell us in detail what the project is and what you want to do. Tell us the overall aim and how it will support unemployed/economically inactive groups to move closer or into education, training or employment.

You may want to think about some of the following:

- Describe your project idea and how it will engage people into education, training or employment
- What activities you will be doing – workshops, training, jobclubs etc.
- Who will lead the project and what is their experience managing similar projects before?
- Why is this project important for your local community?
- How the project meets the ESFA LEP priorities



Education & Skills
Funding Agency



- What are the main stages of the activity and when will they happen?
- Who is your target group and how will your project overcome barriers to attendance for these participants?
- How long will participants be engaged with your project, and how many hours of training will they undertake?

Tell us what qualifications you plan to deliver, at what level and what pattern of delivery: full time of X weeks, one day per week, evenings etc.

- If these are accredited, please tell us which award body you use (prior to grant award, you will be asked to provide proof of your award centre status).
- If these quals will not be accredited, please explain how many hrs your courses will last, how you will measure progress and accredit success.

21. Provide a timeline of key events that will take place during your project and how you have planned for them. This should include a) a list of key activities and the dates on which they will occur and b) a timeline setting out a participants journey through your project. Please note that there must be a minimum of 7 hours engagement with each participant, though we would usually expect to see engagement in excess of this. (300 words)

For the list of key activities which forms the first part of the answer to this question, you should state the event that is to take place, the date of when this event will happen and any further comments to describe the event and how you have planned for this to happen. You may wish to use bullet points. If you do not use dates then your application may be rejected.

For the second part of the answer to this question, we need to understand the journey of a participant through the project. This should be in terms of weeks of a participant's involvement.

A brief example of answers to this question are as follows (though we would expect to see much greater detail in an actual answer):

- 19 January 2020 – recruitment for participants starts with flyering
- 19 February 2020 – Induction sessions begin and run for two weeks
- 10 March 2020 – sewing and gardening sessions begin....

A participant's journey through the project is:

- Contact or referral
- Join induction session for two weeks (total 5 hours)
- Meeting at end of induction sessions to discuss whether gardening or sewing courses are most appropriate (30 minutes)
- Participant starts sewing or gardening courses.... (total of 7 hours)



22. Please describe the top three risks to your project, how you aim to mitigate against them and how they would affect the success of the project. (200 words)

This should set out the key risks which exist to successful delivery of your project, and the means by which you mean to avoid those risks affecting your project and ensure your aims are achieved.

23. Please explain which exact measures you have taken to account for COVID-19 in your project; please mention specifically how you may deal with circumstances such as changing government guidelines, local lockdowns and increased restrictions etc.

It is important that you plan appropriately for any changes in circumstances due to COVID-19, so that you are able to adapt your project if necessary. You should consider factors such as, but not exclusively: low participant uptake and retention due to changing circumstances, your participant cohort choosing to shield, participants facing multiple barriers due to remote delivery due to lack of access to technology. You should consider what additional measures are needed that are specific to the context of your project

24. Please describe the legacy of your project, and how you will ensure grant monies will have a lasting effect and be delivered sustainably. This must include how you will enable the progressions of participants at Question 29 below, including describing any links or networks with training bodies or employers to achieve them (up to 200 words).

Please tell us what difference you are hoping your project will make for participants and community you are delivering in for the future. The following may also help you answer this question:

- What will have changed in your community due to your project?
- Do you have any plans to continue with the project after the grant has been spent?
- How will you stay in touch with the people you have reached during the project and ensure that the participants will remain in employment, education and training?
- How will you share what you or your participants have learnt from being part of your project?
- What organisations have you discussed progressions of training or employment provision with?
- What networks will you use to ensure that progressions are successful?

2.4 Project Participants:

25. A. Please enter the total number of participants you plan to have engaged by the end of your project.

B. Please identify the target group who you wish to engage with and please explain how you have calculated these numbers (100 words)

C. Explain how you calculated participant numbers.

Please consider the following when planning the number of Participants that you wish to engage through your project:



Education & Skills
Funding Agency



- All participants must be enrolled prior to 31 August 2022 (this date is indicative and has yet to be confirmed by the ESFA, we therefore encourage you to plan participant recruitment and activity delivery as soon as possible).
- The minimum number of hours of engagement per participant is 7. You may include virtual and phone support as participant engagement.
- Your organisation's operational capacity, including completion of learner's report for each participant and management of eligibility evidence i.e. proof of unemployment or inactive status, proof of ID and proof of address. We would usually expect projects to have no more than 30 participants unless you can evidence sufficient capacity to work with more.

Please include the number of participants for each of the groups you wish to engage with, which are priorities across all LEP areas. You should also set out any other groups, and it is suggested that these should be linked to the LEP priorities for where you are applying to deliver your project.

It is useful to consider how the cohort that you are looking to work with is engaged with the labour market. This is important when planning your project as it will inform the approach you take to working with particular groups. For example, research suggests that Black, Asian and minority ethnic workers are over a third more likely than white workers to be in temporary or zero-hours work. Considering these factors in detail can be useful to help you create a project that is attentive to the needs of a particular group, as well as the barriers they may face.

The panel suggest that you look into the following factors with respect to the group you are going to work with:

- The scale of employment that the cohort is found to be engaged in (e.g. part-time, full-time, temporary, zero-hours, etc.)
- Employment/Unemployment rates (e.g. whether there is high unemployment or low employment levels among particular groups.)

In the second part of this question we require you to explain how you have calculated these numbers. Please provide any evidence or workings. (100 words)

26. If none of the above please provide further details (100 words)

Please explain who you will be engaging with and a reason for this target group. Again these should be linked to a LEP priority group for your area, or you should explain why you feel it is important to engage with this group in your community.

27. Please describe how you will meet the other participant priorities for your LEP area, as set out in the guidance. Please refer to the LEP priorities specific to your area, as noted in Q18. in the guidance notes. (300 words)

Here you should describe how you will meet the priorities set out above for the LEP area in which you will be delivering your project. You should explain how your project will help to reach those who the



LEP has identified as in need of support. Please note that these priorities will change from time to time, and will be updated above when they do.

28. Please describe how you will recruit participants, ensure they remain engaged throughout the project duration, why you have chosen to engage with those participants and describe why these methods are relevant to the target group you wish to engage with. You should also set out here whether you will receive any referrals (300 words)

Please explain how you plan to engage and retain participants with your activity. You may wish to think about:

- How you have identified the groups and participants to take part in your project.
- Why you have chosen to engage with the target group you have stated.
- How you will engage with hard to reach groups and participants.
- How you will ensure that participants are happy to share personal details and eligibility evidence for monitoring purposes.
- Once you have recruited participants, how will you work to ensure they finish the activities and remain engaged. If you are working with a hard to engage group, what measures will you take to overcome those barriers which might lead to drop outs.
- You need to set out clearly why you feel that the methods of recruitment that you have set out are relevant to the target group that you are aiming to work with.
- You should also include at this point whether you are going to be receiving any referrals from other organisations.

29. How will you measure your participants' progress? Successful applicants will be provided with a standard distance travelled tool to capture participant progress towards 'softer' outcomes. Please detail any tools or methods you may use to monitor participant progress, and project success such as outcomes and outputs. [200 words]

Please note that these progressions must occur within 28 days of the participant completing their involvement with your project.

Please highlight any other methods you have used on previous projects to monitor/evaluate data.

30. What are the expected outcomes of your project, and how many participants do you expect to achieve them? Please explain how you have calculated these numbers.

Please select all outcomes that are relevant to your project. It is okay if you only select one outcome. The number of participants you expect to achieve the outcomes can change, however please be as accurate as possible.

2.5 – Resources and Experience



Education & Skills
Funding Agency



- 31. Please set out the resources you have to deliver your grant. You must include staffing, your experience of delivering the services you are planning to deliver in this grant and how this project will fit into the existing work of your organisation. (up to 300 words)**

Please list all staff roles you aim to recruit, and all existing staff members who will be working on the grant. This should include their role within the project and any relevant qualifications and experience they hold. Please explain how you have delivered similar projects in the past and whether these have been a success. We also need to understand how this project will fit in alongside your organisations wider work, and what links those involved in the project will have with others.

- 32. Please describe your experience and ability to record, collate and report monitoring data and evaluation on projects, and to meet ESF and ESFA funding requirements (up to 300 words)**

It is important to explain which systems you have in place or anything you plan to use within this project to monitor and evaluate project. ESF and ESFA funding requires that you collect Individual Learner information, including start information and eligibility evidence (i.e. proof of unemployment or economically inactive status, proof of ID and proof of address), progress and the outcome of their involvement in the project, and submit the same information to us for review. It also requires you to follow guidelines on logo use.

Section 3 – Finance Details:

- 33. How do you intend to spend your grant? Please ensure that you provide a detailed breakdown of how you have calculated the amount in the description section. For examples, please see the guidance.**

Please tell us what you will spend the grant funds on. We have grouped items together for you, however, please explain how this breaks down further within the description section.

Consider carefully staff costs for the delivery of project activities, as well as for the management of the project. It is advised to allocate sufficient time towards administrative tasks such as collating individual learner information and evidence i.e. proof of unemployment or inactive status, proof of ID and proof of address, maintaining financial records and completing monitoring reports and financial claims.

Please note that we will pay awarded monies in instalments:

- 20% of award upfront on completion of Due Diligence and signing of Funding Agreements;
- 50% on recruitment of 50% of your stated participant target; and
- 30% on completion of the project and completion of all participant learner information, including whether they have progressed into training, education or employment. This will be paid in arrears.



Both the 2nd and final payments are triggered upon the correct submission of individual learner information and evidence as well as a financial claim.

34. If your project will cost more to deliver than you are requesting, please explain the source of this money and whether it is secured, or is to be secured? (max 100 words)

If some of the money for your project is likely to come from other sources, please tell us where it will come from, and if this is confirmed or not. Please note that additional funding is not required for ESFA community training grants.

35. Will your project have any in-kind support? (for example, free room hire, volunteer labour, free resources – You should also refer to the guidance notes for further help): (max 200 words)

Please tell us about the non-cash support for your project. These can be things that you need for your project but don't have to pay for. For example, the free use of space in a local community centre or snacks provided for free by a local café. Please also tell us about anyone volunteering or providing their services free of charge. You can provide an estimate of the value of volunteer time by using an hourly rate.

36. Please detail any public funding that you have received in the last two years, including source, purpose and amounts. (max 100 words)

This is to understand the support organisations have previously received, as we may use this information to prioritise our award of grants.

This is any public funding you've had in the past two years, including from regional/ national government, local authorities, and any organisations created by those. This includes money from charities or other organisations providing those funds on behalf of a public body. This allows us to understand what investment your organisation has received in the past two years. This does not include any benefits you receive.

If you're unsure whether any money you have received falls into this category please contact us.

37. Please provide the average cost per participant, and explain clearly how this shows value for money. You must demonstrate how this has been calculated, and the numbers of participants must correlate to the answers that are given at Questions 24 and 29 above, and relates to direct participants only. If the average this exceeds the average cost for the LEP area your project will be in (as set out in the guidance), you must provide robust justification for this which again shows value for money. (max 200 words)

The average cost per participant per LEP is:

- London North and East: £1282.42



- Swindon and Wiltshire: £1175.55
- Dorset: £1282.42
- Thames Valley Berkshire: £1226.66

If your description of the average cost per participant does not reflect the numbers of participants set out earlier in the application, or you do not provide a detailed explanation, your application may be rejected.

You may have a higher average cost, but we need very clear information and evidence for this the need for a higher average cost. This is to ensure the fund achieves the outcomes of progressions and engagement it is aiming for.

38. Please complete the following details from your most recent accounts: Total gross income, total expenditure, balance at year end, general reserves, designated reserves, restricted reserves, monies currently in Bank. If your application is accepted we will request a copy of your most recent audited accounts prior to confirming any in principle grant offer.

We need this information to understand the funds that you already hold and the financial position of your organisation. If you have any queries regarding this question please contact 0207 239 1390

Section 4 – Compliance

39. You understand that the funding is provided by the European Social Fund. (tick box for yes)

This is to confirm that you understand that the funding for the project comes from the European Social Fund.

40. Will you ensure that the correct ESFA and ESF logos are used on all paperwork and publicity materials, and ensure all project participants are made aware the project is ESF funded? (tick box for yes)

All ESFA and ESF logos should be prominent on the top of all marketing materials, in colour and without having to scroll down on any webpages to view. You will also need to ensure all project participants are aware of where the funding has come from. We will provide more detailed guidance and provide logos if you are successful in your application.



41. You understand that you will need to collect information from participants to report on the success of your project? (tick box for yes)

Applicants must be willing to collect data on their group or activity (attendee lists, training aims, participant demographic information, etc.) for ESFA Community Grants records and evaluation purposes.

42. Please set out all permissions you require to delivery your project, whether these are secured, in principle and who those permissions will be from. (100 words)

Some projects may require special permission or licenses. You may need landowner permission if your project takes place within a public space. For many activities you will need to look at Health and Safety procedures and Risk Assessments. If you are successful in applying for funding, we will ask for copies of permissions, policies and licenses before releasing any funds. Please give us details of any permissions or licenses that your project might need.

43. Please set out all policies you require for your project, including insurance, safeguarding, vulnerable people etc and whether these are agreed or in progress. (100 words)

Some projects will need insurances such as public liability insurance, please check with the venue to ensure all of the necessary policies and insurances are in place prior to delivering your project. If you're working with children or vulnerable persons you will require a safeguarding policy. If you're unsure if you require any specific permissions, we can give you further guidance via email or phone.

44. Please outline all procedures you have to ensure proper financial and contract management. (100 words)

To assess your application we need to know that the monies provided will be applied properly to the project and that you have the correct structures in place to manage the money to effectively complete the project. Please describe how you will ensure that this happens, including the process by which payments out may be made.

Section 5 – Privacy Information:

This Section just sets out information in relation to data use, such as GDPR, Freedom of Information and use of your contact details. Please read carefully and confirm that you agree with the statements made.

Section 6 - Declaration

The Declaration must be made by someone who has the authority from your organisation to do so, such as an officer or director.