



Education & Skills  
Funding Agency



## ESFA COMMUNITY TRAINING GRANTS – PROSPECTUS

### GROUNDWORK LONDON

Groundwork London is delivering Community Training Grants, which is funded by the European Social Fund (ESF) and the Education and Skills funding Agency (ESFA). The Community Training Grants aim to benefit those who are furthest away from the labour market, and start participants' progress back to employment. In addition to formal skills training this can also be activities which have softer benefits, such as work readiness, confidence or manager management.

#### Who can apply?

##### *Location*

Groundwork London is administering the grants in three Local Enterprise Partnership (LEP) areas across London and South of England. LEPs are voluntary partnerships between local authorities and businesses, set up to help determine local economic priorities and lead economic growth and job creation within the local area. Organisations must deliver in one of the LEP areas which Groundwork London is administering Community Training Grants, which are as follows (including the local authorities within those LEP areas):

- **Thames Valley Berkshire LEP:** West Berkshire, Reading, Bracknell, Wokingham, Slough, Windsor and Maidenhead
- **Dorset LEP:** Dorset, Bournemouth, Poole and Christchurch
- **London North and East LEP:** Barking & Dagenham, Bexley, Bromley, Enfield, Greenwich, Havering, Newham, Redbridge, Waltham Forest

##### *Type of organisation*

The Community Training Grants aim to support those organisations whose delivery is not of the size to apply directly for ESF funding. It aims to provide support to those smaller organisations that are grassroots and closest to those who face barriers to employment and training. Groundwork London as administrator will also work with those applicant organisations to help build their capacity at delivering. Third Sector Organisations (Charities, Community Interest Companies, Charitable Incorporate Organisations, Social Enterprises, Community Groups etc.) or Small Organisations (49 or less employees and a turnover of less than 10 million Euros) are eligible to apply, as long as they have a bank account.

##### *Type of participant*

Proposed projects must work with **people who are unemployed or economically inactive, over 16 and eligible to work in the United Kingdom**. The ESFA has also highlighted four priority groups that it wishes to engage with:

- Participants over 50 years of age;



Education & Skills  
Funding Agency



- Participants with disabilities;
- Participants from Ethnic Minorities; and
- Participants who are women.

Note that young people must be NEET (Not in Education, Employment or Training).

In addition to these programme wide priorities, the separate LEP areas have priorities:

- Thames Valley Berkshire: residents in areas of multiple deprivation and people in particular communities of interest (rather than geographically focused), who share common barriers to economic and social inclusion.
- Dorset: Those in rural areas and within isolated pockets in urban areas who face barriers to accessing the labour market.
- London North & East: parents/mothers, carers, BAME groups, migrants and refugees, homeless, ex-offenders

All projects must be completed by 28 February 2023. Please note that all participants must be enrolled on your project prior to 31 August 2022 (*this date is indicative and has yet to be confirmed by the ESFA, we therefore encourage you to proceed with participant recruitment and activity delivery as soon as possible*).

*Please note that these priorities may change over the course of the programme, and you should check for the most recent version of this prospectus document when making applications.*

### **How much can I apply for?**

Grants of £5,000 to £20,000 are available in all LEP areas administered by Groundwork London. We look for applicants to clearly explain how the grant funding will be used and how it will be used efficiently and effectively to deliver project outcomes.

In addition to explaining how funding will be used as above, you will also need to explain the cost per participant that you are proposing. There is an indicative maximum cost per participant for each of the LEP areas – you will need to provide very robust reasoning if you wish to exceed this. Those amounts are:

- Thames Valley Berkshire - £1226.67
- Dorset - £1282.42
- London North & East - £1282.42

### **What can I apply for?**

The range of costs and activities covered by the Community Training Grants is very wide. However this funding is for revenue, no capital costs can be funded. The basic rule is that it should move people closer to employment or training. You will be required to spend monies only on those items in your



Education & Skills  
Funding Agency



application budget, unless otherwise agreed. Particular consideration should be applied to staff costs relating to the administration of the grant.

There are targets that the programme as a whole needs to achieve, and your proposal will be considered against the number of participants and progressions into training and employment that your project will achieve (Please note that these progressions must occur within 28 days of the participant completing their involvement with your project). The following table sets out outcomes the programme must achieve prior to March 2023:

LEP area	Participants	Paid employment	Education
Thames Valley Berkshire	664	113	93
Dorset	893	152	125
London North & East	1239	211	173

### When would I receive the money?

If we make an offer of funding, this will be conditional on:

- Providing Due Diligence information, such as financial documents and bank account information.
- Providing any supplementary information that the Grant Panel might have requested.

Once we have received this and you have signed the Funding Agreement we will make payments in three stages:

- 40% of the award up front for the set up costs of your project;
- 40% on recruitment and upload of compliance information for 50% of your stated participants target; and
- 20% 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.

### What will I need to provide reporting/monitoring on?

Reporting and monitoring must be completed in line with the ESFA/ESF requirements in order to receive 2<sup>nd</sup> and final payments.

Examples of what you will be required to provide information on is as follows:

- How you have spent your grant;
- What successes and difficulties your project has had;
- How many people have participated;
- What activities were run.



We will also require you to provide information on individual participants through an online portal. We will provide you with further instructions on this portal if you are successful, but an outline of what we will require is:

- The participants personal details, including eligibility evidence;
- The progress and learning plan for the participant; and
- Details on the participants' completion of the activities.
- Proof of progression into education or employment for those that do so.

### **Is it worth applying in light of the COVID-19 situation?**

The ESFA Community Training Grants programme is committed to continue supporting those furthest away from the labour market. Projects funded through the Community Training Grants programme are not expected to start at least 3 months after the application deadline e.g. if you apply by 18<sup>th</sup> January 2021, your project will not start until at least the middle of April 2021. Within the application form, applicants are asked about how COVID-19 might impact the delivery of their project and consider contingency measures e.g. if movement/gathering restrictions still apply then, training can be delivered via webinars. Successful projects can submit a request to adapt their project. Any change to projects will have to be submitted to Groundwork London for review and approval before it is implemented, and Groundwork London can provide support in preparing any of these adaptations. Additionally requirements to collect supporting documents evidencing expenditure, enrolling participants and recording learning activity have been adapted to the current situation, allowing further flexibility, meaning that the programme is able to support projects during these unprecedented times and measures.

### **Can I apply multiple times?**

Yes you can, though we will aim to reach as many different target groups and grant recipients as possible so we may prioritise applications from 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 was a robust reason for doing so. We would also be unlikely to make an additional award until any previous grant had been successfully completed.

You should also ensure there is only one application per project – we will not fund applications where elements of the same project have been put into separate application to try and secure a greater amount of funding.

### **Who is providing the funding?**

The Education and Skills Funding Agency (ESFA) is accountable for funding education and skills for children, young people and adults.

The European Social Fund (ESF) invests in opportunities across the European Union, with a focus on improving employment and education.

ESFA and ESF are co-financing Community Training Grants to offer skills, training and employment opportunities for individuals who are unemployed or economically inactive.



**May 2021**