



European Union
European Social Fund
Investing in jobs and skills

Local Authority ESF Co-financing Consortium

Tendering Guidance Notes

July 2010

Completing the Tender Forms

TENDER FORM

Section 1-4

Covered in the ITT document itself; including conditions, criterion & specification.

Section 5 - Business Information

Please ensure that all the boxes are completed in full. Select your organisation type from the drop down box.

Section 6 – Essential Requirements

PART A

All sections must be completed in full. The questions in this section are qualifying questions and will be assessed by a pass or fail. Any fails secured within this section will mean that the tender will not be scored or evaluated by the appraisal team.

PART B

All sections must be completed. Question 1 in this section asks questions regarding insurance cover. Please be aware that should your organisation not have the specified minimum liability levels at time of application this will not affect your score. It will however, be essential for your organisation to have the correct level of insurance in place by time of contract award.

Question 2 asks questions around the financial stability of your organisation and will be assessed by our financial management team to be either acceptable or unacceptable. If found to be unacceptable the tender will not be scored or evaluated by the appraisal team.

Section 7 – Project Details

Please ensure that all the boxes are completed in full.

Section 8 - References

Please provide the details of 3 organisations that you have supplied the proposed or similar services to within the last 3 years in order that they may be contacted to collect references. The score of your references will make up 5% of the overall score for the application.

Section 9 – Method

This section gives you the opportunity to demonstrate that your tender is clearly focused on delivering the activity specified in the tender specification. The lead organisation may tender to deliver all or part of the activity described in the tender specification. However, all activity detailed in the tender specification should be covered through a single tender. Partnership delivery organisations should be listed and detail of the areas they will cover and letters of support must be included. A good response to the questions will address all the bullet points listed, with responses

strongly relating to the tender specification. This section makes up 75% of the overall score for the application.

SECTION 9 - METHOD (QUALITY ASSESSED 75%)

PART A: KEY CRITERION - FIT WITH TENDER SPECIFICATION & ABILITY OF ORGANISATION

Question 1: Activity	Space allocated for response
Applicants will clearly describe the activity to be delivered and the methods that will used.	1,000 Words Approx
Please:	
<ul style="list-style-type: none"> describe the aims and objectives of the proposed activity 	
<ul style="list-style-type: none"> explain how the proposed activity addresses the requirements described in the tender specification 	
<ul style="list-style-type: none"> state how the activity will be delivered 	

Question 2: Target Group	Space allocated for response
Target groups will be clearly identified and / or must fall under one or more of the eligible groups specified in the tender specification.	1,000 Words Approx
Please:	
<ul style="list-style-type: none"> describe the target group (people or organisations) that will be assisted 	
<ul style="list-style-type: none"> state the number of people and / or organisations that will be assisted 	
<ul style="list-style-type: none"> identify the needs of the target group and the difficulties / barriers that they face 	
<ul style="list-style-type: none"> show how the activities described in your tender will address the needs and the difficulties / barriers you have identified 	

Question 3: Outputs	Space allocated for response
<p>Outputs will be clearly defined and will directly relate to contract costs indicated in the tender specification. Outputs may be either 'hard' or 'soft' – further guidance on these is given at Annex 1.</p> <p>Please:</p> <ul style="list-style-type: none"> quantify and describe the outputs that will be delivered explain the basis for your projections 	<p>500 Words Approx</p>

Question 4: Geographical Targeting	Space allocated for response
<p>The geographical area/s targeted will be clearly defined and relate to any priority areas defined in the tender specification</p> <p>Please:</p> <ul style="list-style-type: none"> clearly define the target area e.g. county, boroughs, districts, wards etc. explain why you have chosen to cover this area, if this is either more specific or more general than the target area/s in the tender specification 	<p>500 Words Approx</p>

Question 5: Partnership Working	Space allocated for response
<p>Please identify those other organisations that will play a key role in the delivery of your proposed activities</p> <p>Please:</p> <ul style="list-style-type: none"> give the name of each organisation in the table in Q.5 describe the role that will be played by each organisation and the expertise or experience that qualifies them for this role provide letters of support from these organisations, using the form supplied at Annex 2 	<p>In space provided.</p>

Question 6: Experience and Track Record	Space allocated for response
Please describe any previous experience of delivering the type of activities proposed in the tender and / or of working with the people or companies that you propose to assist	500 Words Approx
Please:	
<ul style="list-style-type: none"> • describe your previous experience • demonstrate how successful you have been in the past (including quantified indicators of success) 	

Question 7: Fit with Existing or Planned Initiatives	Space allocated for response
Please identify any partnerships, strategies, plans and / or provision that relates to the people and / or organisations that you intend to assist	500 Words Approx
Please:	
<ul style="list-style-type: none"> • describe the consultation undertaken and state which organisations were involved • state the outcomes of consultation • explain how your project complements or enhances existing or planned provision aimed at the people and / or organisations that you intend to assist 	

B: KEY CRITERION - INVOLVEMENT OF PARTICIPANTS

This section gives you the opportunity to demonstrate that your proposed activities fit with other strategies, plans and provision that relate to the people and / or organisations that you intend to assist, and that you have secured the commitment of other organisations on which successful delivery will depend.

A good response to the questions will fully address all the bullet points listed.

Question 8: Participant Involvement	Space allocated for response
Please show the extent and nature of participant involvement in the project.	500 Words Approx
Please:	
<ul style="list-style-type: none"> describe how you have involved the participants in the design and development of the proposed activity so far 	
<ul style="list-style-type: none"> explain how you will involve the participants in the implementation, management, review and evaluation of the proposed activity 	

PART C: KEY CRITERION - CAPACITY TO DELIVER

This section gives you the opportunity to demonstrate that you have the capacity to deliver the activities proposed in your tender. A good response to the questions will fully address all the bullet points listed.

Question 9: Management of Resources	Space allocated for response
Please describe the resources that you will devote to the proposed activities and how these will be deployed	1,000 Words Approx
Please consider:	
<ul style="list-style-type: none"> operational and financial management 	
<ul style="list-style-type: none"> staffing 	
<ul style="list-style-type: none"> premises and equipment 	
<ul style="list-style-type: none"> quality 	
<ul style="list-style-type: none"> management information systems (See Annex 5 for CFO MI requirements) 	
<ul style="list-style-type: none"> monitoring and evaluation 	

Question 10: Health and Safety	Space allocated for response
Please demonstrate how you will apply Health and Safety in the delivery of your proposed activities.	500 Words Approx
Please:	
<ul style="list-style-type: none"> • briefly summarise your Health and Safety policies 	
<ul style="list-style-type: none"> • explain how your Health and Safety policies <i>will be applied in practice to the people and organisations that you intend to assist</i> 	
<ul style="list-style-type: none"> • explain the arrangements that you will make for providing on-going staff training 	

Question 11: Equality & Diversity	Space allocated for response
Please demonstrate how you will apply Equality & Diversity in the delivery of your proposed activities (see Annex 6 for examples of points to consider)	500 Words Approx
Please:	
<ul style="list-style-type: none"> • briefly summarise your Equality & Diversity policy 	
<ul style="list-style-type: none"> • explain how your Equality & Diversity policy <i>will be applied in practice to the people and organisations that you intend to assist</i> 	
<ul style="list-style-type: none"> • explain the arrangements that you will make for providing on-going staff training 	

Question 12: Information Communication Technology (ICT)	Space allocated for response
Please explain how ICT will be used in the management and delivery of the proposed activities.	500 Words Approx
Please:	
<ul style="list-style-type: none"> • explain how you plan to use ICT in the management of the proposed activities, including how you will capture the required Management Information (MI) (see Annex 5) 	
<ul style="list-style-type: none"> • demonstrate how you will ensure that effective support arrangements are in place that meet the needs of the people / organisations that you intend to assist 	

Question 13: Environmental Management & Sustainability	Space allocated for response
<p>Please describe the impact that your proposed activities will have on one or more of the following:</p> <ul style="list-style-type: none"> • effective protection of the environment, • prudent use of natural resources • social progress which recognises the needs of everyone • maintenance of high and stable levels of economic growth and employment <p>Please consider:</p>	<p>1,000 Words Approx</p>
<ul style="list-style-type: none"> • reducing the consumption of non-renewable resources, through using less, re-using, repairing, and re-cycling, and <i>how you will monitor this impact throughout the lifespan of the project.</i> 	
<ul style="list-style-type: none"> • the social impact of the proposed activities on the community e.g. reduction of unemployment, substance misuse, crime etc. 	
<ul style="list-style-type: none"> • the extent to which the proposed activities will increase retention, enhance outcomes and improve access to further opportunities 	

PART D: KEY CRITERION - FEASIBILITY

This section gives you the opportunity to demonstrate that your proposed activities can be realistically delivered within the constraints under which you will be operating and, if appropriate, to emphasise the innovative nature of your tender. A good response to the questions will fully address all the bullet points listed.

Question 14: Promotion and Recruitment	Space allocated for response
<p>Please describe how your proposed activities will be promoted and what steps you will take to ensure that recruitment results in maximum take up of opportunities by the targeted individuals / organisations:</p> <p>Please:</p>	<p>1,000 Words Approx</p>
<ul style="list-style-type: none"> • explain how you will promote your proposed activities to secure the interest of the people / organisations you intend to assist 	
<ul style="list-style-type: none"> • describe the recruitment process you will implement showing that it is relevant to the needs of the people / organisations to be assisted and takes account of the difficulties / barriers that they face 	

<ul style="list-style-type: none"> describe the contingency arrangements that you will implement should the level of recruitment be lower than expected 	
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Question 15: Outputs, Outcomes and Milestones	Space allocated for response
<p>The timing of the achievement of outputs, outcomes and milestones will need to be clearly shown on the spreadsheets provided. Volumes of outputs or outcomes will also be shown. A separate spreadsheet is provided for the 2011, 2012 and 2013 calendar years. Please see Annex 1 for further information.</p> <p>Please note that:</p>	Annual tables provided
<ul style="list-style-type: none"> 'outputs' are specific results defined in the ESF Co-financing Prospectus. This should be accompanied with the descriptions of the evidence you intend to provide e.g. Starter Forms 	
<ul style="list-style-type: none"> 'outcomes' are results specific to the proposed activities, which are additional to those specified in the Prospectus. This should be accompanied with the description of the evidence you intend to provide e.g. Individual Learning Records, attendance registers, copies of qualification certificates etc. 	
<ul style="list-style-type: none"> 'milestones' mark the completion of key phases in the delivery of a project; they help in measuring progress and specific milestones identified in the tender specification will initiate payment of funds. This should be accompanied with the description of the evidence you intend to provide e.g. Marketing produced, steering group meeting minutes etc 	
<ul style="list-style-type: none"> all outputs, outcomes and milestones will be specific, measurable, achievable, realistic and timebound 	
<ul style="list-style-type: none"> if appropriate, please explain how 'soft' outcomes will be measured (see Annex 1) 	Qu.15a

Question 16: Feasibility of Proposed Activity	Space allocated for response
<p>Please use this as an opportunity to emphasise how your proposal fits with the service requirements described in the tender specification and highlight the key attributes, together with any innovative or imaginative elements.</p> <p>Please:</p>	<p>500 Words Approx</p>
<ul style="list-style-type: none"> • demonstrate that the activity is consistent with that described in the tender specification and highlight what you consider to be the key attributes. 	
<ul style="list-style-type: none"> • describe any innovative / imaginative elements of your proposal and explain why they should be considered in this way. 	

SECTION 10 - COSTS (20%)

PART A: KEY CRITERION - VALUE FOR MONEY

This section gives you the opportunity to demonstrate that your proposed activities offer good value for money. A good response to the questions will fully address all the bullet points listed. This section makes up 20% of the overall score for the application.

Question 17: Cost of Activity	Space allocated for response
<p>Please itemise the units of activity that trigger contracted payments as described in the tender specification on the table provided (see Annex 3 for example)</p> <p>Please</p>	<p>Table and Qu.17a if appropriate</p>
<ul style="list-style-type: none"> • ensure that the forecasts are realistic and calculated correctly and (see Annex 4) broken down by <u>calendar</u> year 	
<ul style="list-style-type: none"> • ensure that participant contract costs match those detailed in the tender specification and that other costs are based on milestones in activity, delivery or achievement. Where unit costs have been calculated for items outside that which is detailed within the tender specification, details of those costs must be inputted in Q17a 	
<ul style="list-style-type: none"> • ensure that the balance of participant and other costs are consistent with a high quality programme which meets the needs of the target participant, including appropriate support measures. 	

Question 17a: Analysis of Costs	Space allocated for response
Please describe the specific activities that trigger contracted payments and justification around these costs	Table and Qu.17a
Please <ul style="list-style-type: none"> ensure that the forecasts provided in the table are shown to be realistic, measurable and achievable within the timescales indicated in the tender specification. 	
<ul style="list-style-type: none"> provide calculations for any specific activity costs you have included that are not prescribed within the tender specification, and justify why these costs have been included 	
<ul style="list-style-type: none"> identify the milestones and percentages that will trigger payments of the participant contract costs prescribed within the tender specification, and justify reasoning behind those milestones. 	
<ul style="list-style-type: none"> identify the milestones and percentages that will be applied to any other specific activity costs that are not prescribed within the tender specification, and justify reasoning behind those milestones 	

SECTION 11 – ADDITIONAL QUESTIONS (NOT SCORED)

This section is not scored but will provide information to ensure strategic fit and avoid duplication of activity.

This section requires you to give details of any other ESF co-financing tenders you intend to submit and also give details of any current and/or pending contracts that you hold with any CFO. It also gives you the opportunity to add any other important information that you wish to include.

Question 18: Tender Submissions	Space allocated for response
<p>Give details of any other ESF co-financing tenders you intend to submit. This should include both tenders you are submitting to this CFO and any that you are submitting to other CFOs, regardless of their location.</p> <p>Please include the name of the CFO, the name of the proposal, the CFO tender reference number (if known) and the total value of the tender.</p>	500 Words Approx

Question 19: Any Other Information	Space allocated for response
Please use this space to add any other relevant information that you wish to include.	500 Words Approx

Section 8 – References

Please provide bank details as required

Section 13 – Collusive Tendering Certificate

Declaration must be signed electronically. The scanned image of your signature can be pasted into document.

Section 14 – Form of Tender declaration

This section must be completed, signed electronically & dated. The scanned image of your signature can be pasted into document.

Section 15 – Articles of Agreement

This section only requires completing if and when the contract is undertaken with the tenderer.

Activities cannot be started without the written approval from the CFO handling the tender.

ANNEX 1

Guide to Outputs, Outcomes and Distance Travelled

Outputs and outcomes should be realistic and be clearly linked to the CFOs strategic aims and activities. **Outputs** are specific results defined in the CFO Prospectus tender specification. **Outcomes** are results specific to the project, which are not specifically mentioned in the CFO tender specification.

Outputs and Outcomes can be both 'hard' and 'soft'. Consideration should be given as to how these outputs and outcomes will be measured and evidenced, especially with regard to 'soft' outputs and outcomes, which often require bench marking via some form of initial assessment and some end of project evaluation.

There is often a degree of confusion as to what is meant by the terms 'hard', 'soft' and 'distance travelled':

- Hard Outputs and Outcomes are specific, quantitative results that can be measured either directly or tangibly. (E.g. the number of beneficiaries getting jobs or qualifications.)
- Soft Outputs and Outcomes come from training, support or guidance activities, which unlike hard outcomes, cannot be measured directly or tangibly. Soft outputs and outcomes may include achievements relating to interpersonal skills, social skills, Organisational skills, analytical skills and personal skills.
- The term 'distance travelled' refers to the progress that a beneficiary makes towards employability or harder outcomes, as a result of the project intervention. A consideration of distance travelled is very important when measuring beneficiaries' achievements.

It is important to recognise that soft outcomes and distance travelled, and the use of systems designed to capture information on them, should be an integral part of your project. Monitoring soft outcomes and a consideration of distance travelled by beneficiaries should therefore be an intrinsic element of your project evaluation.

ANNEX 2

Letter of Support

Name of Organisation
providing the Letter of
Support

Address
(Including postcode)

Name of lead contact

Telephone No (inc code)

Fax No (inc code)

Mobile (where applicable)

E-mail Address

Project Name

What specific
contributions will you
make to the direct
delivery & recruitment of
participants in this
project?

Describe any other
contributions you may
make to this project

I confirm that we have been consulted on this application and fully support the project.

Signed

Name
(BLOCK CAPITALS)

Position in Organisation

Dated

ANNEX 3

Example of Project Cost Format

Participant Costs	Cost (£)			Total Payments
	2011	2012	2013	

Nature of Cost	Cost Calculation	£	£	£	£
<i>22x Advanced Apprenticeships</i>	<i>22x £2,883</i>	<i>28,830</i>	<i>20,181</i>	<i>14,415</i>	63,426
<i>5x Full Apprenticeships</i>	<i>5x £2,883</i>	<i>5,766</i>	<i>5,766</i>	<i>2,883</i>	14,415
<i>6x SMEs Supported</i>	<i>6x £1,000</i>	<i>2,000</i>	<i>2,000</i>	<i>2,000</i>	6,000

Other Costs	Cost (£)			Total Payments
	2011	2012	2013	

Nature of Cost	Cost Calculation	£	£	£	£
<i>6x Marketing Docs produced</i>	<i>6x £500</i>	<i>1,500</i>	<i>1,500</i>	<i>0</i>	3,000
<i>Mgmt Fee for 27x Participants</i>	<i>27x £300</i>	<i>3,600</i>	<i>2,700</i>	<i>1,800</i>	8,100

Total Participant Costs	<i>36,596</i>	<i>27,947</i>	<i>19,298</i>	83,841
Total Other Costs	<i>5,100</i>	<i>4,200</i>	<i>1,800</i>	11,100

TOTAL PROJECT COSTS	£94,941
TOTAL PARTICIPANTS	27
TOTAL SMEs (if applicable)	6

The costs above are for illustration purposes only

See over page for glossary of terms

Completing the Project Costs Table (Glossary of terms)

Cost (£) - all costs need to be broken down by calendar year. You should round costs up / down to the nearest whole pound.

Participant Costs – a participant is someone taking part in an ESF-funded project. Employers, employees and organisations may also be participants where the project is funded under a measure aimed at helping organisations.

Participant costs should be those prescribed within the tender specification based on, wherever possible, nationally agreed contract payment rates.

Other Costs – These include running costs directly linked to the project, for example learning materials and advertising. 'Contract-cost' methodology should be applied to these costs. Description of what actual costs have been included within each contract cost element must be given in Q18a, and justification for these costs should be clearly provided. All costs included within each contract element must be eligible for ESF support. (see Annex 4)

Total Project Costs – This figure is the total of all project related expenditure. It is the sum of, Total Participant costs and all Other costs.

Further guidance on eligible expenditure is available at Annex 4.

ANNEX 4

ESF Eligible Items of Expenditure

The following is a summary of guidance on ESF eligible expenditure issued by the Department for Education and Skills. Further information is available in the guide 'The European Social Fund in Great Britain'.

As a general rule, co-financed ESF can support all revenue costs relating to the delivery of your proposal as long as they are eligible.

There are some costs, which are **NOT** eligible. The list is not exhaustive. These are:

- **Loan and current account interest;**
- **Other financial charges;**
- **Consultancy fees for activities such as filling in applications, or management fees or commissions;**
- **Staff time spent filling in applications;**
- **Buying equipment or buildings (threshold currently £1,000);**
- **Costs of finance leases;**
- **Charging again for equipment or buildings which have previously attracted EU funding;**
- **Any expenditure that does not clearly relate to the project; and**
- **Any expenditure, which is not supported by written sources.**

The following gives some examples of eligible and ineligible expenditure.

Participant costs

- Daily travel costs and the cost of travel, board and lodging for external courses
- Costs for caring for children or other dependants

Rent, leasing or depreciation of buildings

- If you use only part of a building for ESF purposes, you should work out the amount you charge to the ESF accordingly
- Only the depreciation on the actual cost of the property lease can be considered as eligible
- Depreciation should be calculated according to your organisation's accounting policy. If your accounting policy does not include depreciation of leased properties, use the accounting standards, which apply in Great Britain.

Hire and lease of equipment

- Where equipment is not used only by ESF beneficiaries, you should work out the amount you charge to the ESF accordingly
- The costs of operating leases are eligible, providing you can show that the costs of the lease are competitive and are similar to the rates charged in the market place. Under this type of lease, the equipment remains the property of the person who leases the equipment to you.
- The costs of leasing equipment under a finance lease are ***not eligible***. You should treat the item you leased as a fixed asset and depreciate it in line with your accounting policy.

Depreciation of equipment you own

- Depreciation of owned equipment is an eligible cost. The way you calculate depreciation must be in line with your organisation's accounting policy.
- If you receive capital grants towards the costs of fixed assets, you should take these grants from the costs of the fixed asset before you work out depreciation costs for ESF. Where you use deferred credits to offset depreciation costs, you must take the amount of the deferred credit from the depreciation costs for ESF purposes. Your accountant will be able to tell you if you use deferred credits.

VAT

- VAT is an eligible item of expenditure **only if your organisation cannot reclaim it**. The treatment of VAT will vary depending on your status. It is very important for you to decide your VAT status with your local Customs and Excise Office.

Consumables

- Consumables are an eligible item of expenditure.

Small items of equipment

- Small items of expenditure, of up to £1,000 each, are eligible. It is important to remember that when you buy IT equipment you cannot claim separately for each component part, such as the monitor, keyboard, printer and so on. Under ESF rules a computer is considered to be a complete set-up.

Bank Charges

- If you need to open a **separate** bank account for ESF, the costs of opening and administering the account are eligible. You cannot claim for debit interest charges or other purely financial expenses.

Adapting premises and minor repairs and maintenance

- These costs are eligible providing the adaptations and repairs or maintenance are minor. As a rough guide, any work costing over £750 cannot be considered as "minor". For example if you want to adapt your premises for easier access for people with disabilities, the work will not be eligible unless it is classed as minor.

ANNEX 5

Management Information Requirements

If your tender is successful in the selection process and you are subsequently awarded a contract, you will be required to provide electronic Management Information (MI) to the CFO on a regular basis. This will need to be provided with your quarterly financial claim and is subject to strict validation procedures. Any data in relation to a participant (organisation or person) that does not pass the validation criteria will be rejected and subsequently removed from both claim finances and outputs until amendments are made in order to validate that participant.

It is important for applicants to consider the full implications of providing regular MI, and to ensure that sufficient resources are included in the proposal.

Below is a list of the type of MI that you may be required to provide if your tender is successful; you need to ensure that you are able to collect this type of information. You will be required to collect much of the data on standard forms provided by the relevant Co-financing organisation.

Participant information

If the project involves supporting individuals, it is likely that you will need to obtain all the following information about individual participants when they start on the project:

General details

Name
Address
Postcode
National Insurance number (Work Based Training Only)
Date of Birth
Gender
Signature and Declaration
Date started on the project

Employment Status

Employed (Full Time or Part-time)
In full time education
Self-Employed
Unemployed (or not active in the labour market)

Employed Participant Details

In secure employment
Threatened with redundancy
Employed in a small or medium sized firm (*1-249 employees*)
Employed in a large firm (*250 employees or more*)

Unemployed Beneficiary Details

Length of unemployment (*less than 6 months; 6 to 11 months etc*)

Participant Background

Details of exclusion from the labour market (*homeless, lone parents etc*)

Participant Qualifications

Qualification level before starting on the project
(*No qualifications; NVQ 1 or equivalent etc*)

Equal Opportunities Monitoring

Ethnic background (*White-British; Mixed-White and Black Caribbean etc*)

Disability (*must indicate Yes or No*)

Company information

If the project involves supporting companies and their employees, it is likely you will be required to provide the following:

Company details

Less than 250 employees

250 or more employees

Company sector (*agriculture; transport and communication etc*)

Plus states aids declarations (De minimis etc...)

Project Information

During the course of the project and when the project finishes, you will need to provide detailed information on the assistance being provided and the outcomes achieved by participants:

Actions provided through the project

Nature of project assistance received

Number of participants benefiting from each type of assistance

Support measures for participants

Number of participants benefiting from each type of support

Support measures for people with disabilities

Number of people with disabilities benefiting from each type of support

Assistance given to participants in non-traditional areas for their sex

Specific provision

Number of trainers trained

Number of research or labour market analysis projects undertaken

Provision of capacity building activities

Training given to participants for different occupations

Number of Investors in People registrations or commitments

Participant outcomes

Participants finishing the project or leaving the project early

Details of full qualifications and units of qualifications achieved

Participants who are waiting to see if they have been awarded qualifications

Participants working towards a qualification

Average hours and number of weeks each beneficiary spent on the project.

Destination of beneficiaries when they leave the project (*Full-time employment; Voluntary work etc*)

Participant evaluation of the project

Participant end date on the project

ANNEX 6

Examples of Equality Considerations

Is information about training being disseminated so as to ensure disadvantaged groups are aware of the opportunities available?
Are there entry requirements to training schemes which in practice debar potential trainees from participating e.g. requirement to have a bank account: mono-lingual provision?
Is the training accessible to those who cannot easily travel from where they live?
Where public transport is inaccessible, infrequent and/or requires several transfers has the project addressed this?
Are parking concessions available for people with disabilities?
Are tuition hours co-ordinated with public transport timetables?
Do training delivery methods take account of accessibility issues – e.g. open learning packages or community based training?
Is IT support provided for those gaining access to learning from home or in community-based centres?
Can people with disabilities gain access to the training establishment?
Do the training premises have an accessible toilet for people with mobility difficulties?
Can people with disability participate in the training opportunities on offer? (E.g. is the reading material in an appropriate format, is there assistance for disabled people to hear?)
Is training available in a modular and/or part-time basis?
Is support given for trainees with childcare or caring responsibilities? Does the provision include out of school scheme, holiday play schemes or childcare for the under-fives?
Has all the information and guidance been equality proofed?
Do childcare support measures meet the cultural needs of black and ethnic minority groups: and does it take account of children and parents with special needs?
Is the activity reinforcing traditional stereotypes?
Will low take up by segments of the targeted population be investigated and appropriate remedial action taken?
Will failure rates be monitored to ascertain whether particular groups are disproportionately failing to achieve a positive outcome and remedial action taken?
Are there coherent links between the training provision and career guidance or planning?

ANNEX 7

Contacts for Further Information

CFO	Tel. No.	Contact Name, E-mail Address and Website Address	
Lincolnshire County Council Beech House Waterside South Lincoln LN5 7JH	01522 550631	Name	Andrew Brooks
		E-mail	andrew.brooks@lincolnshire.gov.uk
		Web-site	http://www.lincolnshire.gov.uk/ESF/Tenders

ANNEX 8

ESF Eligibility

It is important to ensure that your organisation and your proposed activities are eligible under ESF rules. We expect that ineligibility for ESF will rarely occur, providing tenders meet the specifications set out in the Co-financing Prospectus and the Tender Specification, as ESF rules were taken into account in their development. However, there are a few key points to consider before submitting a tender:

Definition of Small and Medium Sized Enterprises:

For ESF purposes an SME is defined as an enterprise which:

- employs fewer than 250 employees at the time the application is made, including part-time, seasonal and temporary staff;
- has either a balance sheet at their accounting date with assets, less liabilities, worth no more than €27million, or an annual turnover of not more than €40 million;
- is not more than one quarter owned by firms that do not qualify as SMEs under the above requirements.

State Aid:

Whilst the European Commission does not give a precise definition of state aid, in principle any form of aid to a commercial undertaking through state resources is incompatible with the Common Market if it distorts, or threatens to distort, competition within the European Union. Aid to individuals and most grants to public and not for profit organisations are not caught by state aid rules, unless they become involved in commercial activities or compete with commercial organisations. However, there may be state aid implications for elements of ESF activity when support is given to individuals in employment because their employers are receiving support towards the cost of training. It is the responsibility of the CFO to ensure that ESF co-financed activity complies with the state aid rules and, where these apply, it will be necessary for participating companies to make a contribution to the cost, which can be in the form of cash or 'in-kind' (e.g. employees' time). The amount of contribution depends on a range of factors, including the size and location of the company and the nature of the training offered. Further information on state aid in relation to ESF can be obtained from the Government Office for the East Midlands or http://www.goem.gov.uk/497296/docs/347293/347306/356464/stateaid_-_revised_March2007.pdf. Contributions from employers, if required, will be for the purposes of compliance with state aid rules only and will not be counted for match funding purposes. The CFO is responsible for ensuring that all match funding required is met.

Eligibility Rules for Asylum Seekers:

Until decisions on refugee status have been made, asylum seekers do not have access to the labour market and it is therefore important that their participation in ESF projects must not involve activities leading to access to the British labour market. However, they may benefit from pre-vocational activities that may enhance

their employability elsewhere in the world; or in Britain if their application for refugee status is approved.

Asylum seekers may participate in projects funded by ESF provided that provision is limited to pre-vocational activities (not vocational guidance). Allowable activities are:

- initial English for speakers of other languages, other basic skills (literacy, numeracy and IT) where they are not part of provision that leads to employment;
- orientation provision to raise awareness of the rights and responsibilities of asylum seekers and labour market needs; provision of information about further education and voluntary work in which they can participate; general advice about what awaits those given leave to remain in Britain (information about law, culture, housing, welfare, health, education and employment);
- involvement in voluntary activity within the asylum seeker community.

Glossary

Accountable body

An organisation that has agreed to be the applicant for a partnership of organisations (see 'Applicant' below).

Applicant

The legally constituted organisation responsible for correctly administering and delivering the European funded project. The applicant will also be responsible for making repayments if the conditions for receiving ESF support are not met.

Awarding body

The organisation providing certification of courses e.g. City and Guilds, Open College Network etc.

Co-financing

The system by which ESF and domestic funding are brought together in a single funding stream.

Distance travelled

The progress made by a beneficiary towards either employment or other outcome as a result of the project (see Annex 1).

Eligibility

The conditions that must be met to be an ESF project. These conditions apply to people, organisations, costs and activities.

Eligible costs

Costs that are to be taken as allowable charges for an ESF-funded project (see Annex 4).

ESOL English for Speakers of Other Languages

Expenditure

Amounts paid by an organisation for goods or services received.

IAG Initial Advice and Guidance

Ineligible costs

Costs that cannot be claimed against a project.

Measure

An individual element of activity specifically designed to focus on the priorities of the Commission's objectives e.g. measure 1.1 of the East Midlands Regional Development Plan, 'to provide advice and guidance and support to enable people to develop active and continuous job search strategies and prevent them from moving into long term unemployment'.

NVQ

National Vocational Qualification

Participant

The person or organisation receiving support from an ESF-funded project.

Prospectus

A document issued by an organisation describing the priorities for which funding is available

QCA Qualifications Curriculum Authority

Revenue

Income generated by an ESF project.

SME

Small and medium-sized enterprises (see definition in Prospectus)

Soft outcomes

A way of measuring the success of a project not concentrating solely on quantitative outcomes e.g. self motivation skills (see Annex 1).

Tender

The submission of a formal document by an individual or organisation to carry out work at a stated price (see 'Tender Specification').

Tender specification

A specific description of the requirements and outputs within a measure for which delivery is being sought.

Unemployed

Someone of working age who is without paid work (see Prospectus for definitions of short and long-term unemployment)