**Call Specification**

**Call 7: Main Projects (ESF): Employability Services**

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| Accountable Body | Folkestone & Hythe District Council |
| Fund | European Social Fund (ESF) |
| Priority Axis: | *European Social Fund*Priority Axis 1 – Inclusive Labour MarketsInvestment Priority 1.5: Community Led Local Development |
| Call Reference: | Call 7: Main Projects (ESF) Employability Services |
| Folkestone Community Works CLLD Programme Indicative Fund Allocation: | ESF £400,000 |
| Call Opens | Monday 23rd March 2020 |
| Deadline for Expressions of Interest & Eligibility Questionnaire | Friday 22nd May 2020 |
| Call closes for Full Applications  | Submission date for Full Application**5pm, Friday 4th September 2020** |
| Estimated earliest delivery start date | 1st December 2020 |
| Delivery deadline | 30th June 2022 |

Grant applicants are advised to read the Folkestone Community Works Grant Manual that is available to download from [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com) the website. This explains what applicants must do to apply for a grant, how grant applications are assessed and how to meet the terms of a Grant Funding Agreement if an application is successful.

1. **Introduction**

The Folkestone Community Works Community Led Local Development (CLLD) Programme aims to improve social and economic community cohesion in east, central harbour areas of Folkestone through funding projects that:

* Support unemployed and economically inactive residents on their journey back into the workforce
* Encourage residents to be entrepreneurial
* Support local businesses and start-ups to grow
* Strengthen the local economic base to provide new job opportunities

The map below shows the eligible area for funding. The red line is the outer boundary of the eligible area from which SMEs, potential entrepreneurs and start-up businesses can be supported through programme funding. The pink shaded area has particularly priority and projects supporting those in this area will be given greater weight in the project assessment stage.



Folkestone Community Works (FCW) CLLD Programme is managed by Folkestone & Hythe District Council. This Programme is happening because the council was successful in its bid for European funds. This means FCW operates under the umbrella of European Structural and Investment Funds regulations.

There are two funding streams, European Social Fund (ESF) and European Regional Development Fund (ERDF). Each of these funding streams have their own eligibility criteria and guidance.

The funding is being used to support projects which align with the objectives and priorities of the FCW CLLD Strategy. The Strategy document is available to download from the [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com) website.

The Strategy has three operational objectives and eight actions to address the key issues in the designated Folkestone Community Works CLLD area:

**Objective 1 - Enhancing work-readiness and well-being**

Action 1.1: Work experience and job preparation for young people

Action 1.2: Getting people back into work

Action 1.3: Promoting emotional and physical well-being

Action 1.4: Promoting financial wellbeing

**Objective 2 - Promoting local business and social enterprise**

Action 2.5: Promotion of social enterprise

Action 2.6: Support for business start-ups

Action 2.7: DIY Space /incubation

**Objective 3 - Integrated delivery mechanism for the strategy**

Action 3. 8: Setting up and operating the Community Hub

The funding is being allocated through calls for projects.

The ESF funding is being awarded to delivery organisations who will deliver services that engage with economically inactive and unemployed residents in the FCW CLLD area and will support these participants on their journey back into the workforce. This support will result in employment, enrolment into training or education and in the case of the economically inactive to actively job search.

The ERDF funding stream aims to strengthen the local economic base to provide new job opportunities. Funding is being awarded to delivery organisations who will deliver business support to local businesses and start-ups, encourage residents to be entrepreneurial, and create employability/ enterprise/community hub to support the delivery of the FCW Programme. In addition, the Council is administrating a SME Business Grant Scheme for businesses located in the FCW CLLD area.

**This Call is aiming to allocate ESF funding to projects that will deliver any of the Actions under Objective 1:** Enhancing work-readiness and well-being.

Projects are particularly welcome that would support:

* Young people (under 25 years) on their journey into the workforce
* Promote financial well-being to assist the unemployed or economically inactive in work.
1. **Scope of the call**

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| Call for Projects | This call is for projects to support the delivery of services that will help assist economically inactive and unemployed residents in the FCW under **Objective 1: Enhancing work-readiness and well-being**.The Call is seeking projects to deliver one or more of the following employability support services to residents in the FCW area:* Support unemployed residents who are available for work and actively seeking work in the FCW area into either:
* employment including self-employment, or
* into training or education if they were not in education or training on joining your project
* Support economically inactive who want to enter/re-enter the workforce into either
* active job search, or
* employment including self-employment, or
* training or education if they were not in education or training on joining your project
* Promote financial well-being for the unemployed and/or economically inactive

Projects should seek to:1. Meet the local demand for employability support services that provides quality, approachable, accessible and flexible services that address Objective 1 as identified in the Programme Strategy and within this Call
2. Focus on unemployed and/or economically inactive residents in the eligible area
3. Address the one or more of the Actions identified in Objective 1
4. Present an appropriate, effective and efficient means of delivering the relevant specific Outputs and Results as identified within this call.
5. Adds value to and does not duplicate existing provision.
6. Demonstrate innovation/new ways to delivery employability services in the area. Funding cannot be used for continuation of existing services or to replace existing funding for services.
7. Represent value for money with the cost per output comparable to other projects and for the FCW programme.
8. Deliver the required Outputs and Results for Objective 1.
9. Represent value for money with the cost per output and result comparable to other projects and for the FCW programme.
10. Have the required minimum 50% match funding for the requested ESF contribution and that the specific match funding stream does not contain any EU funds matched at source by the organization. For example, ESF funds allocated to organisations for other projects cannot be used as match funding for this programme.
11. Have well developed local networks with clear ways to engage with the local businesses, social enterprises, start-ups and potential entrepreneurs.
12. Do not lead to a deterioration or loss of environmental assets or resource.
13. Be delivered by appropriate organisations, where the organisation or lead organisation (in the case of projects that involve more than one organisation) has in place:
* an appropriate equality and diversity policy and implementation plan
* an appropriate sustainable development policy and implementation plan
* appropriate systems for meeting the monitoring requirements for ERDF funded projects.

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| **Work Package 1** | **Objective 1: Enhancing work-readiness and well-being** |
| Actions | 1.1: Work experience and job preparation for young people1.2: Getting people back into work1.3: Promoting emotional and physical well-being1.4: Promoting financial wellbeing |
| Funding allocation |  Objective 1: Enhancing work readiness and well-being

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| --- | --- | --- | --- |
|  | Total | ESF Revenue | Match funding |
| Action 1.1: Work experience and job preparation for young people | £650,000 | £325,000 | £325,000 |
| Action 1.2: Getting people back into work |
| Action 1.3: Promoting emotional and physical well-being |
| Action 1.4: Promoting financial wellbeing | £150,000 | £75,000 | £75,000 |

ESF revenue funding is available for projects that deliver employability support services that achieve ESF Outputs and Results.The match funding needs to be from non-EU sources. |
| Funding available  | There is a minimum threshold for the size of ESF grant requested for individual projects of £50,000 i.e. the minimum total project cost with matching funding is £100,000. There is no maximum threshold. Preference will be given to projects of scale and impact though small innovative projects will be considered. |
| GeographicalScope | All the unemployed and economically inactive participants/clients of funded projects must be resident within the FCW area shown in the map above when they join the project. Of these 60% of the participants/clients need to be within the pink areas (20% decile) of the map. |
| Target Groups | * Any resident within the FCW area who is unemployed or economically inactive who has the right to work in the UK and wants to join the workforce.

This includes:* Young people including NEETs
* Migrants and other marginalised groups who have a right to work in the UK
* Long term unemployed, particularly aged 35-50 and benefit claimants
* Carers who want to return to the workforce
* People with mental, physical or emotional difficulties wanting to join the labour force.

The participation in education and training age in England is 18 years old. This means that whilst 16 – 18 year olds may leave school before 18 they must be involved in education, employment and part time study or training and are therefore eligible for ESF support as they can undertake paid employment. |
| Examples of activity and potential interventions | **Action 1.1: Work experience and job preparation for young people entering the job market*** Work experience
* Preventing worklessness
* Advice, information and signposting
* Specific training ineligible for support through mainstream funding
* Job brokerage

**Action 1.2: Getting people back into work and job retention*** Work readiness and development services
* Training programmes ineligible for support through mainstream funding
* Volunteering and work experience
* Targeted interventions for hard to reach groups
* Services that help people into work by supporting their caring roles
* Job brokerage schemes

**Action 1.3: Emotional and physical well-being services to transition people into work*** Support to reduce/stop substance abuse
* Support for people with emotional/mental issues and helping them to access work
* Providing support for those caring for others to get back into paid work
* Health promotion

**Action 1.4: Promoting financial wellbeing*** Debt Crisis management
* Advice and signposting
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| Outputs and Results | ESF funding is to support unemployed and inactive participants on their journey into the workforce. The projects are monitored through Outputs and Results **which show a change** **in the situation of a participant upon leaving compared to the situation when entering the FCW programme**.Projects are required to focus on and deliver support which will deliver the following:**Outputs** (status of participants on date of joining the project):* Output **ESF CO01**: Unemployed, including long-term unemployed
* Output **ESF CO03**: Inactive

Subset of Output CO01 & CO03* Output **ESF O4**: Participants over 50 years of age
* Output **ESF CO15/O5**: Migrants, people with a foreign background, minorities (including marginalised communities such as the Roma/ participants from ethnic minorities
* Output ESF CO016: participants with disabilities.

**Results** (status of participant within 4 weeks of exiting the project)* **Result R1**: Unemployed participants into employment (including self-employment on leaving
* **Result R2**: Inactive participants into employment or job search upon leaving
* **Result CR02**: Participants in education/training upon leaving. *This relates to all inactive and unemployed participants, except participants who were already engaged in education/training when joining. It is measuring persons who have received ESF support and who are newly engaged in education or training activities.*

A participant can only be counted once as an Output and a Result across the whole FCW programme.ESF funding have strict definitions and evidence requirements for its outputs and results. A **key document** for understanding *ESF Outputs and Results is ESF 2014-2020 European Growth Programme, Output and Result Indicator Definitions Guidance for the European Social Fund August 2018 V2 published October 2018*.The ESF Outputs to be delivered by the Folkestone Community Works programme that relate to Objective 1 of the Programme Strategy are:

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| **ESF Outputs** | **FCW Programme** |
| **CO01**: Unemployed including long-term unemployed | 350 |
| **CO03**: Inactive | 650 |
| Subset of Outputs CO01 and CO03: |  |
| ***O4****: Participants over 50 years of age* | 100 |
| ***CO15/O5****: Migrants, people with a foreign background, minorities (including marginalised communities such as the Roma / Participants from ethnic minorities* | 75 |
| ***CO016****: Participants with disabilities* | 200 |

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| **ESF Results** | **FCW Programme** |
| **R1**: Unemployed participants into employment (including self-employment) on leaving  | 160 |
| **R2**: Inactive participants into employment or job search upon leaving  | 189 |
| **CR02**: Participants in education/training upon leaving | 200 |

In order to deliver value for money, projects will be expected to meet the benchmark total project cost per unit output as listed below. However, projects offering greater value for money than these benchmarks will be given greater weight in the assessment process.**Value for Money for this call**ESF funding per unit Output delivered: CO01 & CO03 average £975* CO01: Unemployed £900
* CO03: Inactive £975
* Target groups: CO16 disabled & CO15/O5: ethnic minority plus £50

ESF funding per unit Result delivered: R1 & R2 & CR02 average £1,775* R1: Unemployed participants into employment (including self-employment) on leaving £1,600
* R2: Inactive participants into employment or job search upon leaving £1,800
* CR02: Participants in education/training upon leaving £1,700
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1. **Project Funding Requirements**

The funding available in this Call is under ESF regulations and it is important you understand the eligibility rules of the funding. A key document is ESF Guidance: England European Social Fund Operational Programme 2014-20 Programme Guidance December 2016 V2 (published 15 December 2018) with regard to eligibility of expenditure which dictates what can and cannot be claimed for.

All expenditure (ESF & match funding) has to be accounted for and project costs are reimbursed after defrayal (i.e. paid back retrospectively after being spent). Volunteer time can be used as match funding for ESF projects. However, projects that do not rely heavily on volunteers will be given preference.

There is a requirement for projects to provide a minimum of 50% match funding of the total project cost. For example, if the total project cost is £200,000, ESF grant funding would be a maximum of £100,000, with a minimum of £100,000 from match funding sources. Match funding must consist of a minimum of 10% cash funding (i.e. salaries costs, items)

There is a requirement for projects to provide a minimum of 50% match funding for ESF grant funding.

Sources of **Eligible** Match Funding include:

1. Company/Organisation own funds
2. Grants not including EU funding
3. Volunteer time (for work directly delivering the project activities. Participants cannot be volunteers)
4. Staff time that can be attributed to directly delivering the project activities
5. Eligible expenditure – see C1.0 Main Projects ESF Manual

## Ineligible match funding includes:

1. **Costs already incurred**
2. Match funding in kind except volunteer time on delivering the project
3. Company/Organisation own funds which include any ESF or ERDF funding received to deliver other projects
4. Ineligible costs - see C1.0 Main Projects ESF Manual

Evidence that the match funding has been secured will be required prior to the signing of the Grant Funding Agreement for all approved projects.

1. **Project Application Process**

The project application process comprises of:

1. **An Expression of Interest**

Project applicants are required to complete an Expression of Interest as part of the application process. This document is enclosed with the Call for Project pack and is also available in electronic form from the website [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com). This is to ensure the proposed project fits the Objective of the Strategy and the funding requirements. The ESF funding has eligibility criteria associated with match funding, direct and indirect project costs and outputs.

Please contact the Programme Management Team if you would like to discuss your project first.

**2. Eligibility Questionnaire**

Project applicants are required to complete an Eligibility Questionnaire (EQ) as part of the application process. This document is enclosed with the Call for Project pack and is also available in electronic form from the website.

The Eligibility Questionnaire needs to be submitted at the same time as the Expression of Interest submission date as this will determine whether the project applicant meets the funding eligibility criteria.

Please email the completed Expression of Interest and Eligibility Questionnaire to:

folkestonecommunityworks@folkestone-hythe.gov.uk

If the closing date has passed, please contact the Programme Management Team who can assist.

Please do not progress to the next stage until the Programme Management Team has reviewed and advised you on your Expression of Interest and Eligibility Questionnaire.

1. **The Full Application**

Project applicants that receive positive feedback from the Expression of Interest and Eligibility Questionnaire submission are required to complete the full application. This document is enclosed with the Call for Project pack and is also available in electronic form from the [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com) website.

To support applicants, we will be offering the following support prior to the submission deadline:

* Workshops:
	+ *Introduction to Folkestone Community Works Programme and ESF funding:* What the Programme is looking to achieve; ESF funding; Project application process and associated forms; Project financing; Project outputs; Cross Cutting themes requirements and Publicity requirements
	+ *Developing a Project Application*: Project budgeting, including for staff costs and other costs (direct and indirect); Evidence requirements for financial claims; Understanding ESF outputs and the evidence requirements for claims; Developing a sustainable development policy and plan for the project
* 1-2-1 support with an EU funding specialist when a draft application with budget is submitted

Workshops will be held at Folkestone & Hythe District Council, Civic Centre, Castle Hill Avenue, Folkestone, Kent CT20 2QY during July between 10:00 and 14:00hrs. Organisations who submit an Expression of Interest will be informed directly by email when the dates are confirmed with our EU funding specialist.

The project applicant is advised to start working on their application, including: determining what will be delivered and identifying budget lines and match funding sources as soon as possible, before attending at least one of the application workshops.

Each applicant are encouraged to submit a list of questions and their draft application form three days before attending a workshop, so that helpful 1-2-1 support can be provided.

The Programme Management Team are available to assist applicants throughout the whole application process.

**The submission date for the Full Application is 5pm, Friday 4th September 2020.**

After the submission of the Full Application, an appraisal of the application will be undertaken by the Project Appraiser within the Programme Management Team, with recommendations made to the Local Action Group who will consider and make decision recommendations to the Accountable Body.

1. **Project Selection**

Project applications will be assessed against the agreed criteria by the Project Assessor and a recommendation report will be prepared for the Local Action Group (LAG). The assessment criteria reflect the eligibility criteria set out in ESF National Eligibility Rules and these are set out in the Main Project Grant Manual.

The LAG will make recommendations on whether a project should be funded to the Accountable Body, after a full discussion of the project at the LAG meeting. This process will operate in accordance with the LAG Terms of Reference available on the [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com) website. Project applicants may be invited to attend a LAG meeting to answer questions about the project and the LAG might chose to invite an expert or representative from the community to provide advice.

The recommendations made by the LAG will ideally be made by consensus, but if this is not possible then by a majority vote. For all decisions made by the LAG there is a requirement that any public sector members or any single interest group does not have more than 49% of the voting rights during decision-making.

All project applicants will be notified of the final decision within 10 working days, following the formal decision by the Accountable Body. The Accountable Body makes its decision through the Local Decision Panel consisting of the Council Leader, Cabinet lead member for District Economy and the Council’s Director of Place.

For projects that are not selected for funding, applicants will be given feedback and, where appropriate, will be encouraged to address any shortcomings and to re-apply for support.

The minutes of the LAG meeting will generally only record the decision made. Detailed discussions on projects will generally not be minuted, although this will be at the discretion of the Chair.

The Programme Management Team members from other South East LEP CLLD Programmes are used to independently assess large contract value projects, or where conflicts of interest are at such scale that an independent assessment is prudent. The requirement of independent assessment will be at the discretion of the LAG board and Accountable Body.

1. **Project Records and Monitoring Processes**

Once a project has been approved for grant funding, the lead Project Delivery Organisation will be required to enter into a legally binding Grant Funding Agreement with the programme’s Accountable Body, Folkestone & Hythe District Council. The standard template of the Grant Funding Agreement is available for downloading at [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com). This will be tailored for each individual project as appropriate.

All approved projects will be required to maintain detailed records as set out in the Grant Funding Agreement and required by ESIF regulations (see 8. Key Documents).

The lead Project Delivery Organisation will be required to produce each quarter:

* A detailed transaction report from their financial system showing payment amount, date, recipient and payment reference;
* A bank statement showing an itemized transaction list, with relevant project expenditure clearly highlighted;
* A progress report:
* An Output update with supporting evidence of delivery.

For each individual financial transaction made evidence will be required for all aspects of finance and procurement, including:

* + quotes/tender and other documentation complying with ESIF procurement requirements;
	+ copy of purchase orders, if applicable;
	+ final invoices;
	+ receipt of goods;
	+ payment details (from finance system);
	+ remittance advice;
	+ bank statements from the named bank account
	+ For salaried staff
	+ Contract of employment
	+ Payslips
	+ Timesheets (if not 100% employed on the project)
	+ Proof of payment: payroll transaction list/ bank statement

Outputs and Results will be claimed through the completion of the Claim form that includes participant Data Schema. For each individual output or result claimed evidence will be required. A key document is *ESF Data Evidence Requirements – Eligibility and results v4 published October 2019*

Over the course of the project delivery, members of the Programme Management Team will meet with the lead Project Delivery Organisation each quarter to discuss the quarterly financial claim and progress / output report and to review performance and activities and the system of record maintenance. Notes of these meetings will be recorded that will be kept by the Programme Management Team and made available to Grant holders.

1. **Project Grant Claim Process**

The lead Project Delivery Organisation will be required to utilise the electronic templates provided by the Folkestone & Hythe District Council for all records, including financial claims, and to submit this along with the required evidence to support each claim. The Project Grant Claim forms is available in electronic form on [www.folkestonecommunityworks.com](http://www.folkestonecommunityworks.com)

A project claim will be made by the lead Project Delivery Organisation according to the dates set out in the Grant Agreement with Folkestone & Hythe District Council.

The Council maintains the right to withhold the final 10% of the total ESIF funding until satisfactory project completion.

All project claims and supporting evidence must be submitted electronically to folkestonecommunityworks@folkestone-hythe.gov.uk

Each project claim will be paid in accordance with the details set out in the Grant Funding Agreement where:

1. The Council has received and reviewed the project claim and associated evidence for both ERDF and match funding expenditure and agreed the amount of the project claim. **The** **council will agree to reimburse 50% of the agreed amount of the project claim**.
2. The Council has received an invoice for the agreed grant, w amount from the lead Project Delivery Organisation.
3. The Grant Claim is for Eligible Expenditure and is in arrears (*Please note:* **eligible expenditure cannot be claimed until defrayal from the named bank account has occurred**).
4. The payment of the Grant is related to actual costs incurred with required evidence submitted to substantiate the claim. This evidence will include:
* properly certified invoices;
* quotes/tender documentation complying with ESIF requirements;
* bank statements showing payment;
* timesheets;
* payslips
* any other evidence of defrayal for expenditures related to the match funding and the grant.
1. The required evidence of receipt of the required match funding, as detailed in the Grant Agreement, is provided.
2. The agreed Outputs for the specified period, as set out in the Grant Funding Agreement, have been achieved and evidence provided to substantiate these.

The Council will normally pay a Grant Claim within 25 Working Days of receipt, but this is subject to the grant recipient satisfactorily meeting any request for further particulars about the Eligible Expenditure and achievement of Outputs in the Grant Claim.

Once the Grant Claim has been submitted by the lead Project Delivery Organisation, the claim will be checked for eligibility by the Programme Assistant and a 'double-check' will be made by the Programme Manager with support from the Finance Officer.

The Programme Assistant will then update project level budget monitoring tables that include both actual spend and budget forecasts to highlight potential over/under spend against the approved budget.

The final claim will then be submitted to F&HDC's Chief Economic Development Officer for sign-off before payment is made to the Project Delivery Organisation.

The Accountable Body, Folkestone & Hythe District Council (F&HDC), will complete regular financial claims to the ERDF Managing Authority, Ministry of Housing, Local Government and Communities. Preparation of these claims will be led by the Programme Manager and the Programme Assistant with significant support from F&HDC’s corporate Finance Team. The individual project claims will form an integral part of these claims and the Lead Project Delivery Organisations may be called upon to support the process. Expenditure rejected by the Managing Authority will be clawed back from the individual projects that are claiming the expenditure.

The Council's financial systems will be used to ensure that comprehensive and accurate data and records are maintained.

Third Sector Organisations - Voluntary Group and Charities

In the case of approved projects being delivered by Third Sector Organisations where the total project cost is below £400 000, an advance payment of 10% of the ESIF funding will be made.

For projects being delivered by third sector organisations where the total project cost is over £400 000, then an advance payment of 5% of the ESIF funding will be made.

These payments will be made after the signature of the Grant Funding Agreement.

The conditions for further grant payments will need to adhere to those set out above and the Council **will** withhold the final 10% of the total ESIF funding until satisfactory project completion, where an advance payment has been made.

1. **Key Documents need to check links and most update docs**

Below is a list of key programme documents, many of which are also listed in the Application Form Guidance Notes and can be also accessed via the website [Folkestone Community Works.com](https://folkestone.works/funding-and-support/folkestone-community-works/).

The recommendations made by the LAG will ideally be made by consensus, but if this is not possible then by a majority vote. For all decisions made by the LAG there is a requirement that any public sector members or any single interest group does not have more than 49% of the voting rights during decision-making.

All project applicants will be notified of the decision within 10 working days following the formal decision by the accountable body.

For projects that are not selected for funding, applicants will be given feedback and, where appropriate, will be encouraged to address any shortcomings and to re-apply for support.

The minutes of the LAG meeting will generally only record the decision made. Detailed discussions on projects will generally not be minuted, although this will be at the discretion of the Chair.

It is proposed that the programme management team members from other South East LEP CLLD programmes are used on each other’s programmes to independently assess large contract value projects, or where conflicts of interest are at such scale that an independent assessment is prudent. The requirement of independent assessment will be at the discretion of the LAG board and accountable body in each area.

**9.Key Documents**

Below is a list of key programme documents, many of which are also listed in the Application Form Guidance Notes and can be also accessed via the [www.folkestonecommunity.works](http://www.folkestonecommunity.works) website

* Folkestone Community Led Local Development: Programme Strategy, August 2016. To access click [here](http://folkestone.works/wp-content/uploads/2016/11/Folkestone-CLLD-Strategy-November-2016.pdf)
* Output and result indicator definitions guidance for the European Social Fund; 2014 to 2020 European Growth Programme; August 2018 Version 2, published October 2018. To access click [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/506534/MI_definitions__Final_V1_20160210.pdf)
* ESF Data Evidence Requirements – Eligibility and results; 2014 to 2020 European Growth Programme; Version 4; Published October 2019. To access click [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835524/data_evidence_guidance.pdf)
* European Social Fund England Operational Programme 2014-20 published October 2018 To access click [here](file:///%5C%5Csdcnet%5Cfhdc%5Ccommunities%5Cregeneration%5CCLLD%5CPROGRAMME%20IMPLEMENTATION%5CDOCUMENTATION%5CMAIN%20PROJECTS%5CForms_Round%207%20ESF%20Employability%5CEU%20guidances%20%26%20other%20docs%20for%20call%207%5CESF_Operational_Programme_2014_2020_Oct%202018.pdf)
* [European Social Fund England Operational Programme 2014-20 Programme Guidance v2, Published 15 December 2016](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/578823/ESF_2014-2020_Programme_Guidance.pdf). To access click [here](file:///%5C%5Csdcnet%5Cfhdc%5Ccommunities%5Cregeneration%5CCLLD%5CPROGRAMME%20IMPLEMENTATION%5CDOCUMENTATION%5CMAIN%20PROJECTS%5CForms_Round%207%20ESF%20Employability%5CEU%20guidances%20%26%20other%20docs%20for%20call%207%5CESF%202014-2020%20Operational%20Programme%20Guidance%20vs2%20dec%202016.pdf)
* Volunteer Hourly rates use ONS Work Region Occupation SOC10(4) Table 15.6 hourly pay excluding overtime 2017 revised. Tab All. Use median rates. To access click [here](file:///%5C%5Csdcnet%5Cfhdc%5Ccommunities%5Cregeneration%5CCLLD%5CPROGRAMME%20IMPLEMENTATION%5CDOCUMENTATION%5CMAIN%20PROJECTS%5CForms_Round%207%20ESF%20Employability%5CEU%20guidances%20%26%20other%20docs%20for%20call%207%5CWork%20Region%20Occupation%20SOC10%20%284%29%20Table%2015.6a%20%20%20Hourly%20pay%20-%20Excluding%20overtime%202017.xls)
* National ESIF Procurement Requirements; 2014 to 2020 European Growth Programme; ESIF-GN-1-001, Version 6; published 16 August 2019. To access click [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/592852/ESIF-GN-1-001_ESIF_National_Procurement_Requirements_v5.pdf)
* National Eligibility Rules for 2014-2020 European Social Fund; Version 7; published 11 July 2017. To access click [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/626878/ESF_national_eligibility_rules.pdf)
* Procurement Aide Memoire for Applicants and Grant Recipients; 2014 to 2020 European Structural and Investment Funds Programme; ESIF-GN-1-007 Version 2 Date published 8 December 2016. To access click [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/591555/ESIF_Procurement__Aide_Memoire_for_Applicants_and_Grant_Recipients.pdf)
* State Aid: The Basics Guide; July 2015; Department of Business Innovation and Skills. To access click [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/443686/BIS-15-417-state-aid-the-basics-guide.pdf)
* The State Aid Manual; July 2015; Department of Business Innovation and Skills. To access click [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/607691/bis-15-148-state-aid-manual-update.pdf)
* ERDF and ESF Branding and Publicity Requirements; 2014 to 2020 European Growth Programme; ESIF-GN-1-005, Version 8 Date published 1 August 2019. To access click [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/634288/ESIF_Branding_and_Publicity_Requirements.pdf)
* Cross-Cutting Themes Guidance for ESF (Sustainable Development and Equality); 2014 to 2020 European Growth Programme; Version 3 Published 2 August 2018. To access click [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832417/ESF_Cross_Cutting_Themes_guidance.pdf).
1. **LIST OF ACRONYMS**

CLLD Community-Led Local Development

ESF European Social Fund

ERDF European Regional Development Fund

ESIF European Structural Investment Funds – this is a collective term for ESF and ERDF funding

SME Small Medium Enterprise. A business is defined as an SME if it has < 250 employees and a turnover under €50million. These ceilings apply to the figures for individual firms only. A firm that is part of a larger group may need to include staff headcount/turnover/balance sheet data from that group too. Access further information on the definition of an SME [here](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en).