**Tilbury CLLD ESF Project Grants: Call Specification**

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| **Accountable**  **body** | Thurrock Borough Council |
| **Contact details** | Tilbury CLLD project team:  [TilburyCLLD@Thurrock.gov.uk](mailto:TilburyCLLD@Thurrock.gov.uk) |
| **Fund** | European Social Fund |
| **Tilbury CLLD fund** | ESF Grant Funding: £1.5m (including 50% match) |
| **Call opens** | Date published |
| **Call closes** | Stage 1: Submission of Eligibility Questionnaire by 8 November 2020 (prospective bidders should submit this as soon as possible).  Stage 2: Submission of full application by 22 November 2020 |

1. **Introduction**

The COVID pandemic has had a significant impact on the economy. It is still too early to understand the full impact, however it is clear that there has been a severe contraction in the economy, that the numbers of people looking for work have increased significantly and that certain more vulnerable groups – like care leavers – are at higher risk. Some businesses – particularly those in the hardest hit sectors – are closing or struggling to survive. Despite this, Thurrock is now looking towards economic recovery, the building of resilience and a return to growth.

Tilbury experiences higher levels of deprivation and worklessness than many other parts of Thurrock and the wider South East. If Tilbury is to benefit from the jobs and prosperity created by businesses in the area, it is important that local people have the skills and abilities to be able to successfully apply for and then keep the jobs available. The Tilbury Community Led Local Development (CLLD) Programme has been awarded funding to help fund new projects and activities that will help local people access the jobs on offer. Funding can be used to fund training courses but can also be used to help people overcome barriers to employment and gain new skills through volunteering and other activities. This funding is available until March 2022, with DWP confirmation awaited that this will be extended to December 2022.

We want all local people to have the necessary skills, qualifications, experience and confidence to enter the jobs market in Tilbury and beyond. To support these aims Tilbury CLLD is looking for delivery organisations to help them meet these aspirations. To understand more about the people and issues within Tilbury and the aims of the programme please read The Community-Led Local Development Strategy [HERE](https://www.thurrock.gov.uk/sites/default/files/assets/documents/tilbury-clld-strategy-v01.pdf).

1. **Grants**

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| **ESF Project Grants** |
| **Where do organisations have to be based?**  Organisations can be based anywhere in the UK but as a community-led local development programme we encourage local applications. All beneficiaries supported by the projects must be resident in the Tilbury CLLD area (See LSOA and Postcode list).  Higher scores will also be given to projects with a high proportion of individuals that will be supported in the CLLD areas of highest deprivation (20% most deprived LSOAs).  **What is funded?**  **This ESF funding focuses on getting unemployed and inactive people into work or training. The Tilbury CLLD strategy looks to fund delivery organisations who can support all, or some, of the following aims:**   * Employment readiness and skills support delivered in Tilbury aimed at individuals facing specific barriers to employment or training * Bespoke training, mentoring and work readiness activity delivered in Tilbury to support individuals who face multiple and complex barriers to employment or training * Building local capacity to deliver personal advocacy and local service brokerage to address physical and mental health, social care, substance abuse, chaotic lifestyle issues as barriers into work * Further promotion of and outreach through existing services * Outreach and capacity building to enable residents to volunteer and take other forms of civic action that will enable them to gain job-relevant skills and experience   **What outputs and results have to be achieved?**  As an ESF funded programme all grant funded projects must support the delivery of a range of outputs and results. The **programme level targets** are:   | **Outputs/Results** | **Programme target** | | --- | --- | | **CO01 –** Participants that are unemployed, including long term unemployed | 790 | | **CO03 –** Participants that areinactive | 407 | | **CO4 -** Participants that are over 50 years of age | 207 | | **CO5 –** Participants that are from ethnic minorities | 156 | | **CO16 –** Participants that have disabilities | 156 | | **CR02 –** Unemployed participants in education/training on leaving (the project) | 487 | | **R1 –** Unemployed participants in employment including self-employment on leaving | 147 | | **R2 –** Inactive participants into employment or job search on leaving | 119 |   All applicants for grant funding will need to confirm which group(s) they will be supporting and the numbers of beneficiaries they will be able to assist. |

Projects approved in Rounds 1, 2 and 3 include:

* Intensive, general careers advice and guidance, including a youth outreach element
* Community-based employment and skills support delivered from an established local venue/provider
* Engagement with residents through sports and physical activity
* Vocational taster sessions leading to short courses in key sectors.
* Engagement with residents through the creative arts
* Support for people with mental health problems.

Your project should be clearly distinguished from those funded under Rounds 1, 2 and 3 to ensure it adds value to the programme as a whole. You should discuss your idea with the programme team and/or submit your Expression of Interest at the earliest opportunity.

Following the projects approved under these earlier rounds of the programme the LAG is keen to prioritise proposals that:

* help unemployed participants into education/training (CR02).

This is in order that the LAG can deliver the outcomes required by the Managing Authority.

1. **Project match funding requirements**

There is a requirement for each delivery organisation to provide a minimum of 50% match funding for an ESF grant. Sources of **eligible** match funding include:

* Bank loan or overdraft facility for the project delivery organisation
* Company/organisation own funds
* Own funds (including owners/directors loan)
* Personal funds from company/organisation
* Private investor/new share capital/new equity investors
* Volunteer time
* Funding from a third party provided it has not already been matched with European funding

## Ineligible match funding includes:

* Costs already incurred
* Loans or overdraft facilities which have been committed to over previous expenditure and potential future profits
* Company/organisation own funds which include any ESF or other EU funding received to deliver other projects

1. **The grant application process and deadlines**

**You will find other useful documents on the** [**Stronger Together**](http://www.strongertogether.org.uk/Grants_for_organisations_25385.aspx) **website, such as how we will assess the application and CLLD sustainability and equality and diversity policies.**

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| **Activity** | **Submission Deadline** | **Result confirmed** |
| Deadline for Eligibility Questionnaire | 8 November 2020  *(but should be submitted at the earliest opportunity)* | Provisional approval within 5 working days |
| Deadline for full grant application | 22 November 2020 | 7 December 2020 |
| **Approved Grants** | | |
| Contracting with Thurrock Council | Generally, within four weeks of grant approval | |
| Project Start | Within four months of project approval | |
| Quarterly claims | To be agreed in funding agreement | The Council will normally pay grant claims within 30 working days of all evidence being approved |
| Final claim - all evidence to be provided for the claim to be accepted | Claim submitted within three months of the project activity end date and no later than the 31 March 2022. | The Council will normally pay grant claims within 30 working days of all evidence being approved. |

All applications will be reviewed by the Tilbury Local Action Group (LAG) and they will decide on one of the following results:

**Approved:** The project is successful and can go up to the contracting stage,

**Approved with training/conditions:** The project is successful subject to meeting minor conditions or undergoing training. These can be agreed by the Programme Manager.

**Reject and revise**: In its current form, the project does not sufficiently meet the requirements for approval. The applicant is encouraged to revise and resubmit a revised application for submission to a future LAG meeting.

**Rejected:** The project does not meet the priorities and outputs of the Tilbury CLLD programme and should not be resubmitted in this form.

Information about the application process is provided in greater detail in the Tilbury CLLD ESF Grant Manual.

1. **Contract and grant payments**

For successful projects the business will enter into a legally binding grant funding agreement with Thurrock Council (as the accountable body for the Tilbury CLLD Programme).

Each project claim will be paid in accordance with the details set out in the grant funding agreement where:

* The grant claim is for eligible expenditure and is in arrears.
* The payment of the grant is only for actual costs incurred, with required evidence submitted to substantiate the claim.
* A bank statement showing an itemised transaction list, with relevant project expenditure clearly highlighted.

For each individual transaction, 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
* properly certified final invoices
* receipt of goods
* payment details (from finance system)
* remittance advice
* bank statements showing payment
* any other evidence of defrayal for expenditures related to the match funding and the grant

The Council will normally pay grant claims within 10 working days of all evidence being approved. We suggest that grant applicants submit quarterly claims.

For detailed information on the Contract and Grant payments please refer to the Tilbury CLLD ESF Grant Manual.