



Education & Skills
Funding Agency



European Union
European
Social Fund

Paddington Development Trust - Employment

EQUIP

West London and Central London

Guidance for Applicants



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1. Introduction

Welcome to the guidance for the West and Central London Community Grants programme, known as the EQUIP, which is funded by the ESFA and ESF 2014-2020 programme. More information about the London ESF 2014-20 programme can be found at https://lep.london/content_page/european-social-fund

2. Background to the Funding: The European Structural Investment Funds

ESF in London is managed by the Greater London Authority who act as the Intermediate Body for ESF under the strategic direction of the Mayor and the London Economic Action Partnership (LEAP).

The LEAP produced a detailed European Structural and Investment Fund (ESIF) Strategy in 2014 (refreshed in 2016) detailing how ESF should support the capital's Jobs and Growth aims. The LEAP has been allocated approx. £529m for the delivery of the ESIF Strategy for London 2014-20. <https://lep.london/publication/european-funding-strategy-2014-20>.

ESF in London is also underpinned by the strategic priorities outlined in the Skills for Londoners Strategy as well as the Mayor's other strategies, including the Economic Development Strategy and the Equality, Diversity and Inclusion Strategy.

Many Londoners do not have access to the opportunities that this global capital city provides. London still has above average unemployment rates; the highest proportion of people in poverty of any UK region exacerbated by the high costs of living; high numbers of Londoners are in low pay, with little chance to progress to better-paid, more secure work; there is continued and persistent gender, race and disability pay gaps; and a high number of Londoners lack basic skills in literacy, English language, numeracy and digital skills.

The Mayor set out his ambitions to improve social integration as well as equality, diversity and inclusion in London. His Skills for Londoners Strategy aims to empower all Londoners to access the education and skills to participate in society and progress in education and in work. For communities, equipping Londoners with essential skills makes it possible for people from all backgrounds to contribute and live interconnected lives. Not only is adult education and training fundamental to ensuring all members of society are able to secure and progress in work, but it also has an impact on social and wellbeing outcomes that can be felt across the city.

EQUIP aims to supply grants to selected small charities and other small organisations so that they can carry out work that helps local residents get into work or training or just to become more employable through gaining new confidence or knowledge about the opportunities that are available. It's very important that potential applicants **read this guidance carefully** if they



intend to make a submission for funding to ensure they include the most relevant information about their organisation.

EQUIP is managed by Paddington Development Trust (Managing Agent) and forms part of a 6m ESF London-wide Community Grants programme. Paddington Development Trust will act as a Grant Co-ordinating body to implement and administer the EQUIP programme in West and Central London.

- West London: A total of £1,225,572 of funding is available
- Central London: A total of £2,149,734 of funding is available

Activity is expected to start from 1 August 2022 and must be completed by **31 January 2023** with the final date for participant starts being 1 December 2022. This will be the final round of EQUIP due to the remaining programme underspend and as such can only fund twenty projects in this round across West London and Central London.

The programme will provide grants from £5,000 to £20,000.



3. Key aims of EQUIP

EQUIP will:

- work with frontline voluntary and community sector organisations of any size (these kinds of organisation are also often referred to as third sector, not for profit, organisations). The grants are also designed for other kinds of small organisations who can do employment and skills work. 'Small' in this context means organisations employing fewer than 49 FTE staff;
- help selected organisations support people including those with multiple and complex barriers to move closer to or into the labour market.

4. Project description and overview of requirements

The programme aims to support those furthest from the labour market, targeting economically inactive and unemployed people. Priority groups for the programme include:

- A. Parents and mothers
- B. Carers
- C. Disabled people**
- D. Older people 50+**
- E. BAME groups, particularly those groups with low labour market participation**
- F. Migrants and refugees
- G. Homeless
- H. Ex-offenders
- I. Women**

(those in bold are particularly targeted by this funding).

In addition, organisations offering EQUIP programmes need to be delivering their services exclusively from boroughs that fall into the appropriate LOT area (either West or Central, but not a mixture), regardless of the home borough of the individual participant benefitting from the service. It is worth noting that there are parallel Community Grants programmes in other parts of London. See contact information on the PDT website).

Central London Lot:

- | | | |
|------------------|------------------------|-----------------|
| • Camden | • Kensington & Chelsea | • Tower Hamlets |
| • City of London | • Lambeth | • Wandsworth |
| • Hackney | • Lewisham | • Westminster |
| • Haringey | • Southwark | |
| • Islington | | |

West London Lot:

- Barnet
- Brent
- Ealing
- Harrow
- Hammersmith and Fulham
- Hillingdon
- Hounslow

Eligibility criteria for participants/learners

Musts:

- 16 Years Plus
- Have evidence of right-to-live and right-to-work in the UK
- Not be in education
- Not be on furlough scheme, low wage or zero-hour contract.

Can be one of the following:

- On Universal Credit but not currently working or earning money from work
- Unemployed (someone who is ready to work immediately)
- Economically Inactive (someone who has a barrier restricting them from working within two weeks of being offered employment (e.g. childcare, caring responsibilities, work limiting health conditions etc)).

Types of activities that can be funded to help unemployed people

(limited but not restricted to)

- outreach and engagement;
- motivational activities;
- skills and training support;
- IAG;
- support to remove barriers – e.g. childcare;
- support to address poor digital skills;
- signposting referrals to other agencies;
- employability support;
- volunteering and work placements;
- action research
- job brokerage.



5. The kinds of organisations that can apply

Projects must be delivered by the Recipient Organisation within the Lot Area (the boroughs listed). Applications must be uniquely for either West London or Central London – activities cannot be mixed together across LOTS in one application, although it is possible to apply for separate projects in the two separate Lots. Organisations will be community based, third sector organisations (any size) and small, non-third sector, organisations who can do employment and training work ('small' means employing fewer than 49 FTE staff). They can be, but do not have to be, charities. They cannot be sole traders. Organisations need to be properly constituted. Small organisations will need to have an annual turnover equal to or under EUR 10 million or balance sheet equal to or below EUR 10 million.

Projects funded by EQUIP West London or EQUIP Central London can deliver a wide range of activities including but not limited to:

- First contact engagement activities, e.g. activities that benefit participants who are not normally in contact with official organisations for example DWP, FE Colleges, for example by arranging events or training in places that participants feel comfortable to visit.
- Projects to improve confidence, motivation and social integration such as sport, gardening, music, art and other creative activities ideally linked in some form to employability.
- Developing local networks and groups to support people to get a job or access learning e.g. Job Clubs or Learning Champion type activity.
- Softer skills development e.g. assertiveness, anger management and motivation.
- Innovative approaches to attract under-represented participant groups into learning.

6. How your application will be assessed

When PDT receives applications within the specified timeframes (see website for current bidding period dates), it will first carry out a basic due diligence exercise on the background information you have given about your organisation. Assuming this is satisfactory, the bid then goes to two people on one of our Appraisal Panels who mark it separately (blind marking). They then present their judgements, with the marks given, to the wider Assessment Group who will decide whether it is a pass (in some cases with conditions) or a fail.

Members of the Assessment Groups come from a range of backgrounds and boroughs including Councils, CVS, volunteers, employment experts and advisers. If a member of a group has previous knowledge or connection with the applicant, they must declare an interest and sit out of the discussion.



Decisions made at the Appraisal Panel then go on for ratification at the Oversight Board. This body has the responsibility for ensuring decision making has been fair and also investigating appeals if there are any. Once the application is finally agreed by the Oversight Board, the first payments to successful applications can be made.

The process above has been designed to be fair, to exclude partiality and to be transparent.

7. How to complete the application form

The following section provides you with guidance on completing the application form. Please answer carefully as statements will be checked. It is not always necessary to say 'yes' to all the questions in the following list if your organisation does not fit these criteria, just answer honestly.

Guidance Format

Application Question
<i>Guidance/Why we're asking/Examples</i>

~Next page~



1) Details of Your Organisation

a) Name of your organisation
<i>Please enter the name of your organisation. This should be name as it would appear on a grant agreement.</i>
b) Name of Primary Contact
<i>Please provide the name of the primary contact who can be contacted about the application.</i>
c) Primary Telephone Number
<i>Please provide the telephone number of the primary contact</i>
d) Primary Email Address
<i>Please provide the email address of the primary contact. This will also be the email account of the signatory of this application. A confirmation email will be sent to this account to confirm submission of application. Make sure it is entered correctly.</i>
e) Name of Secondary Contact
<i>Please provide the name of the secondary contact who can be contacted about the application</i>
f) Secondary Telephone Number
<i>Please provide the telephone number of the secondary contact</i>
g) Secondary Email Address
<i>Please provide the email address of the secondary contact</i>
h) Organisation Address
<i>Please enter the main address of the organisation. This should be the address that would be named in a grant agreement.</i>
i) Which borough is your organisation based in?
<i>Please select which borough your organisation is based in; this should match your organisation address. If the organisation's address is based out of Greater London, select that option and a box will appear to specify where.</i>
j) Website address (if applicable)
<i>Please enter your full website address</i>
k) Legal status of your organisation
<i>Please enter the legal status of your organisation from the list.</i>
l) Company Registration Number/Charity number
<i>Please enter your organisation's charity number or registration number</i>
m) Which is the Lot Area for this project?
<i>Please select a lot area. A mixture of lots is not permitted.</i>
Please tick the boroughs in the Central/West Lot area in which you will deliver your project.
<i>Once selected the option to select as many boroughs your project will be delivering in.</i>
Please list the addresses(es) of these delivery location(s).
<i>Please enter the address(es) of the locations you intend to deliver your project. These must be in the boroughs selected above. All addresses must be in the same LOT area.</i>
n) Has your organisation received ESF or ERDF funding (previous or current)?



Please answer yes/no to confirm whether you are in receipt of or have previously received ESF or ERDF funding.

o) Have you made any previous EQUIP applications?

Please answer yes/no if you or your organisation has ever submitted an EQUIP application in the past.

p) Was one or all of your applications successful? (if yes to previous question)

Please answer yes/no if you or your organisation has awarded an EQUIP Community Grant.

q) Who is/was your GSO/T? (if yes to previous question)

Please select **ONLY** your GSO/T.

2) Initial Assessment questions

The Initial Assessment questions in the application form will provide confirmation that your organisation meets the eligibility criteria for the programme. Please ensure you answer correctly as the answers will need to be verified prior to the issuing of a Grant Agreement and initial funds being paid.

Please note if your organisation does not satisfy one or more of the questions, this does not necessarily mean your application will be rejected. PDT is committed to help organisations to build their capacity, although this is not a formal output of this programme. In certain cases, we will be able to discuss an application if it is rejected first time around.

These questions should be answered Yes/No.

a) Does your organisation have a Constitution, Memorandum of Association or Articles of Association?

This is important as it will establish the nature of the organisation which will deliver the activities.

b) Does your organisation have a bank account in the organisation's name?

ESF funds cannot be paid into personal bank accounts.

c) Does your organisation have a copy of its most recent signed accounts (audited accounts where required)?

This is to understand that your organisation is financially operational. We prefer you to have these.

**d) Does your organisation have the following policies:
an Equal Opportunities Policy? ; a Sustainable Development Policy?; a Health & Safety Policy?; A GDPR Policy?**

It is important to confirm that participants will be provided with services by organisations who comply with legislation and standards for all stakeholders including staff and users.

e) Do you commit to taking out the appropriate levels of insurance required to deliver the project?

As a service provider, assurance is needed to ensure that your organisation protects clients should they believe it to be negligent or caused them damage in any way.

f) Does your organisation have an annual turnover of less than 10m euros?

This is a requirement of the ESIF programme (and EQUIP).



g) Does your organisation consider itself to be; a small organisation or third sector organisation?

As part of the eligibility requirements for this project, small organisations must have 49 or less FTE staff. A sub question to follow clarifying size of organisation if small organisation is selected.

h) Do you currently do employment and training work?

This may be funded project work or voluntary or informal support work.

3) Project Information – Most of this section is scored.

When copying and pasting from a Word Processor (Microsoft Word, Google Docs, Pages etc), ensure additional symbols (e.g. bullet points) are in the word limit.

a) Name of your proposed project

Please provide the name of the proposed project.

b) Project Start Date

This must be 1 August 2022

c) Project End Date

This must be before 31 January 2023

d) Total EQUIP Funding being applied for.

Please provide the total funding being applied for. This should match the costs you have detailed in question 6.

e) Please provide a clear description of your project and detail the services it will provide to unemployed people. How will it help them move towards jobs or training? (MAXIMUM 400 words)

- *Please provide a short summary of your project and the activities you will deliver.*
- *Please see the list of eligible activities in part 6 of this guidance.*

This is a scored section and it is important that you provide a good level of detail about your activities. What will you and the participants do? How many people will be involved? How often do activities run? What are the purposes and results of the activities? Etc

f) In this section please describe the participants your project will reach. (MAXIMUM 150 words)

- *In part 4 of this guidance there is a list of target groups the project must target (these are taken from the ESFA specification).*
- *Please describe the participants you will work with. Why do these people need your activities?*
- *How well do you know them?*

This is a scored section

g) Describe, in practical terms, how you intend to attract participants to your project? (MAXIMUM 200 words)

- *Please provide a brief outline of how you intend to promote your project.*
- *All successful applicants will receive support in how to work with ESF publicity rules.*

This is a scored section



4) Track record

List two kinds of previous relevant work. (MAXIMUM 200 words)

- We are looking for evidence to confirm that your organisation has expertise and experience. This is a section that will be scored.
- Please provide details of two different experiences you feel are most relevant to support the work you propose in section 3c. This work may have been funded by external funding or EQUIP.

This is a scored section.

Please provide contact details of someone we can talk to about this previous work.

Your referee may be contacted at any stage of the application review process.

5) Project Monitoring

a) Please describe your experience of project monitoring such as recording outputs, uploading data and reporting back to funders on achievements, the evidence for them, money spent, what it was spent on etc (MAXIMUM 100 words)

- It is important to establish that your organisation has some experience in monitoring and quality assurance. Please provide a brief update of what experience your organisation has in this area.
- All successful applicants will receive support in monitoring and evidencing their work in line with ESF compliance.

6) Project Costs and Outputs - **Section 6 is a scored section**

It can be hard to estimate the future likely achievements for a project and applicants may feel tempted to 'predict big' in the hope of boosting their application's chances. However, it is much better to demonstrate to those appraising applications that you have a realistic sense of what can be achieved within the limits of the funding available.

What are the estimated total costs of the project? Please break them down into relevant budget headings.

- Please detail your budget headings and the estimate cost for each.
- Please ensure your total estimated value should cover the suggested budget headings: staff costs, other direct costs and participant costs.
- Please note, should your application be successful, further information regarding expected costs and outputs will be requested from you prior to the finalising your grant agreement.
- You are not expected to supply a very detailed budget at this stage.
- A judgement on whether the project demonstrates value for money will be made at appraisal stage. However, ***we are looking for VALUE and not just price.***

Example of a good budget breakdown. This can be tailored to include or it what your organisation/project requires



(Can include but not restricted to)

Staffing = £xxx.xx

Stationary = £xxx.xx

Overhead = £xxx.xx

External = £xxx.xx

Technology = £xxx.xx

Marketing = £xxx.xx

Beneficiary Costs = £xxx.xx

Training/Tutor Costs = £xxx.xx

What outputs will be achieved by the project?

Please estimate realistically.

Starts – Mandatory

Outputs can be jobs and/or training

- Starts – Number of people targeted to be registered.
- Jobs – Number of people you help into paid employment and exit off your project.
- Training – number of people you help into training AFTER leaving your project.
- A single participant cannot be claimed for a job and training at any time.
- Training outputs do not include the training completed while the person is on the project.
- Jobs and Training cannot be more than Starts

Example: Your EQUIP project is to delivery Functional Skills. Jack is a participant you enrolled, and he has completed Functional Skills and would like to progress into Entry Level IT, which your also organisation delivers outside of EQUIP. Therefore, the Functional Skills is considered activities on the project and IT would be the progression to training.

7) Signatory (to be completed by the Primary Contact named in Part 1)

<p>Name</p> <p>Signature</p> <p>Position</p> <p>Date</p>	<p><i>Please ensure this is completed by the Primary Contact</i></p>
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