

November 2002/50

Core funding/operations

Consultation

Responses should be submitted by
e-mail by Friday 31 January 2003

This document seeks views on whether the Council should apply for European Social Fund (ESF) funding for 2003 to 2006, on behalf of the English higher education sector. The ESF may provide funding for widening participation initiatives, match-funded from at least two HEFCE sources: the widening participation allocation, and the Partnerships for Progression (P4P) initiative.

ESF grants to support widening participation in HE

Proposals for 2003-06

**European Social Fund grants to support widening participation in HE
Proposals for 2003 to 2006**

To	Heads of HEFCE-funded higher education institutions Heads of HEFCE-funded further education colleges Business planning leads for Partnerships for Progression
Of interest to those responsible for	Widening participation, Funding
Reference	2002/50
Publication date	November 2002
Enquiries to	e-mail esfconsultation@hefce.ac.uk

Executive summary

Purpose

1. This document seeks views on whether the Council should apply for European Social Fund (ESF) funding for 2003 to 2006, on behalf of English higher education institutions and directly HEFCE-funded further education colleges. The ESF may provide funding for widening participation initiatives, match-funded from at least two HEFCE sources: the widening participation allocation, and the Partnerships for Progression (P4P) initiative (see HEFCE 2002/49).

Key points

2. Many institutions already receive funds from the ESF through the national and the regional routes. There is now an opportunity for us to bid on behalf of the sector to draw down additional funds from the central route in 2003 to 2006. These funds would relate to Objective 3, which we believe has a good fit with many of the priorities of widening participation.

3. The ESF provides up to 45 per cent of the total project costs, and the remaining 55 per cent must come from other sources as matched funding. Some of the funds may be used to offset directly related administration costs.

4. All proposals must meet the criteria for ESF funded projects, and comply with rules and regulations on the use of Objective 3 funding. Systems for monitoring ESF projects are more onerous than the usual HEFCE monitoring systems, and would apply to the ESF funding and any HEFCE contribution.

5. We are asking higher education institutions (HEIs), directly HEFCE-funded further education colleges (FECs) and business planning leads of P4P partnerships to state whether they would like to apply for ESF funds, and if so, what activities they would like to use ESF funding for. We also seek views on the risks associated with ESF funding.

6. Our Board will consider the responses to the consultation in February 2003. We expect to issue an invitation for expressions of interest in the fund only if a number of conditions are met. These are: the responses to the consultation should be positive, the identified risks should be

adequately mitigated, and the Government's spending review settlement is sufficient both to support planned spend and to make the burdensome accountability required worthwhile. If these conditions are not met we will not issue an invitation, and will not apply on behalf of the sector for ESF funding.

7. If the conditions are met, the invitation to express interest will be sent to all HEIs, directly-funded FECs and business planning leads for P4P, whether or not they responded positively to the consultation. Once we had received these expressions of interest, we would then deliver a consolidated bid to the HEFCE Board for agreement, and then to the ESF Division on behalf of the sector, for ESF central funding in May 2003. If the bid was successful, funding could then flow from August 2003 to July 2006.

Action required

8. We invite responses to the following questions, using the template provided at Annex A:
- a. Having considered the advantages and disadvantages, do you consider that there is an overall benefit in accessing additional ESF monies to support institutional widening participation strategies and P4P business plans?
 - b. If you consider that there is an overall benefit, what risks to your institution or partnership do you see in applying for ESF funding, and how could these be mitigated? What arrangements should we put in place to support the scheme?
 - c. If you consider that there is an overall benefit, what activities would you consider submitting an expression of interest for? What benefit would be delivered? Roughly what amount of funding would you seek to match? (Please state the source of the matched funding – HEFCE widening participation allocation; P4P funding; and/or other HEFCE funding).
 - d. Does your institution or partnership already access ESF funding for widening participation activity? If so, what is the source of matched funding you currently use, across which years?
 - e. Funds may not be used to support beneficiaries resident in an Objective 1 region (Merseyside, South Yorkshire and Cornwall). Should we provide funds for work with beneficiaries in Objective 1 areas, given that this would need to be top-sliced from the HEFCE widening participation funds as a whole?
9. Please note that we are not at this point seeking formal expressions of interest or detailed information about projects for which ESF funding is sought.
10. Responses should be sent to the Council by **1700 on Friday 31 January 2003**. Please send to: esfconsultation@hefce.ac.uk

Background

11. The European Social Fund (ESF) is one of the four European Structural Funds established to strengthen the economic and social cohesion of the European Union. Institutions are eligible to apply for ESF grants to support initiatives which fit the aims of Objective 3. These are to:

- tackle long-term unemployment
- help young people and those at risk from not being able to find work
- improve training, education and counselling for lifelong learning
- encourage entrepreneurship and adaptability in the workforce
- promote equal opportunities and improve the role of women in the workforce.

12. These fit well with the aims of widening participation in higher education, which is a high priority for us and for the Government.

13. The ESF provides up to 45 per cent of the total project costs, and the remaining 55 per cent must be provided from other sources. Recipients can use some of the funds to offset directly related administration costs.

14. ESF monies are usually allocated for projects of up to two years via three routes: regional, national and central. Many HEIs already receive ESF funds through regional routes (via Government Offices), and through national routes (via Higher Education ESF Services Ltd, based at Liverpool John Moores University).

15. There is now an opportunity for us to bid on behalf of the sector to draw down funds from the central route. Central ESF funding could match some or all of the HEFCE funds provided through two routes: the widening participation allocation (also known as the 'postcode premium'), and the Partnerships for Progression (P4P) initiative (see HEFCE 2002/49). Funding is available for activity for a period of three years from 2003 to 2006. This is in addition to funding currently administered by Higher Education ESF Services Ltd, which was the subject of a bidding exercise during September and October 2002.

16. Through this consultation, we are seeking the views of institutions and lead business planners of P4P partnerships on whether we should apply to access central ESF funding on behalf of the HE sector. We would encourage P4P business planners to discuss this consultation with the institutions in their partnership, and if possible to present a response on behalf of the partnership at regional or sub-regional levels. These views should be provided using the form in Annex A.

Eligible activities

17. We have identified appropriate measures from ESF Objective 3 which we believe reflect the aims and objectives of widening participation within higher education. Work in these areas is likely to be eligible for ESF funding.

- a. Active labour market policies – measure 1.2.

To improve the employability of the unemployed, particularly the long-term unemployed, returners, those inactive in the labour market and young people through targeted intervention to enhance vocational and other key skills and removing external barriers to labour market entry.

- b. Equal opportunities for all and promoting social inclusion – measure 2.2.

To develop local and area-based responses to assist individuals with multiple disadvantage in the labour market who face the risk of exclusion.

To provide help to improve the employability and remove barriers to labour market entry for those groups disadvantaged in the labour market.

c. Lifelong learning – measure 3.1.

Promoting wider access and participation in lifelong learning (especially for those groups least likely to take part in lifelong learning activities and lacking key skills).

d. Lifelong learning - measure 3.2.

Improving the employability of those in work through lifelong learning provision which develops their skills and helps them meet the changing needs of employers, such as in the fields of IT, management and the environment.

18. Further details on broad target groups and widening participation activities are given in Annex B.

Added value

19. All ESF projects must provide added value, as defined by the criteria in the 2000 ESF Project Guidelines. Any applications would need to meet at least one of the following added-value criteria:

- a. Will ESF support lead to additional, positive outcomes that can be measured, and will there be clear links between these and the additional funding?
- b. Will ESF support help to create new permanent jobs or self-employment, or will it provide other activities eligible for ESF funding that would not have been available without it?
- c. Will ESF support allow institutions/partnerships to maintain existing activity that would otherwise be cut back or allow institutions/partnerships to bring forward activities or not postpone them?
- d. Do institutions/partnerships intend to invest entirely in new or creative activity that would not be developed using existing resources?
- e. Does the ESF funding increase the number of people targeted by the originally intended activity?

Application criteria

20. We would assess all proposals to ensure they meet the selection criteria, which are set out in Annex C.

21. A number of restrictions should be borne in mind:

- a. We may only fund HEIs (or FECs with whom we have an established funding relationship). HEIs or directly-funded FECs who are working with partner organisations must act as the lead organisation. This means accepting ongoing responsibility for the claims and monitoring of the projects.
- b. All HEFCE monies used to match ESF funds must be 'clean' (in other words, they cannot have been used to match any other grants from the European Structural Funds). In

particular, proposals from regional partnerships should not match funding or duplicate work put forward by institutions.

c. Projects which are submitted under ESF measures 2.2 and 3.1 may only target students from age 13 upwards. If proposals are being developed for pre-13 activity, these will need to be submitted under different measures or separated from ESF funded projects for matched funding purposes.

d. Funds may not be used to support beneficiaries resident in an Objective 1 region (Merseyside, South Yorkshire and Cornwall).¹ Institutions may access Objective 1 funding, rather than Objective 3 funding, to support beneficiaries in these regions. We will keep under review whether these regions are disadvantaged by their ineligibility for Objective 3 funds. We are consulting on whether we would need to provide additional funding for this, which would need to be top-sliced from the HEFCE widening participation funds as a whole (see Annex A Question e). Further details on Objective 1 funding are available by contacting Regional Government Offices or by looking at www.esf.gov.uk.

e. ESF funds may be used for revenue-based projects only. No capital items can be included. However, depreciation of fixed assets can be offset.

f. We appreciate that regional partnerships are currently in the process of putting together their business plans for P4P. We do not expect these business plans to contain details of activities which could be funded from the ESF. If the consultation responses are positive, and we do decide to issue a call for expressions of interest, we would welcome expressions of interest from P4P regional partnerships. If any application to the DfES ESF Division were successful, we would expect business plans to be revised to take account of the activities which would be funded through the ESF.

Monitoring and auditing

22. Systems would need to be established in line with ESF Project Guidelines for the claims, monitoring, auditing and ongoing support to institutions and regional partnerships running ESF funded projects. The ESF monitoring and auditing systems are much more rigorous than the usual HEFCE monitoring systems, and would apply to both the ESF funding and the HEFCE matched funding. For example:

a. Detailed financial and beneficiary records would need to be kept for each project approved. Projects would be funded using the traditional ESF funding methodology of direct/actual costs. This means that all eligible expenditure would need to be recorded and shown to be part of the project costs, including direct salary costs with staff timesheets, beneficiary costs such as childcare and travel allowances, publicity, printing, stationery and other small items.

b. Monitoring records would need to be kept and identifiable for each beneficiary of a project. They would need to include background information such as student application details, timesheets showing attendance, and outcomes such as qualifications and/or subsequent employment.

¹ According to the European Commission, 'the address of the person assisted or the address of the workplace, in the case of support to small or medium enterprises and their staff, must be in the English Objective 3 area [that is, any English region except Merseyside, South Yorkshire and Cornwall]'

- c. Claims would need to be submitted quarterly.
- d. All project leads would need to have an annual statement signed by an external auditor for each project.
- e. If institutions were considering sub-contracting partners to deliver the project, they would need to follow guidance provided by the ESF Division. This states that only two levels of sub-contracting are allowed. As the HEFCE would be formally the applicant and the institution would be the contractors, each institution could only have one level of sub-contracting. Issues such as accountability and responsibilities of the contractor and sub-contractor would need to be clearly set out in a contractual agreement with all relevant parties.

23. We would enter into a formal contractual relationship with individual institutions (or lead institutions in the case of P4P partnerships) for all successful projects. If a project failed audit or underspent, it would be required to repay all or part of the ESF grant to the Council.

24. Annex D provides an example of a monitoring form for projects. This is for illustration only and may change.

Proposed timetable

25. Our Board will consider the responses to the consultation in February 2003. Following this meeting, we will issue a request for expressions of interest in the fund if the responses to the consultation are positive, the identified risks are adequately mitigated, and the Government's spending review settlement is sufficient both to support planned spend and to make the burdensome accountability required worthwhile. Both HEIs, FECs and regional P4P partnerships would be invited to submit expressions of interest, using the form provided at Annex E.

26. Once we had received these expressions of interest, we would then deliver a consolidated bid to the ESF Division on behalf of the sector for ESF central funding. This would be based on any project applications provided by institutions and regional partnerships. If the bid was successful, funding could then flow from August 2003 to July 2006.

Table 1 Proposed timetable

Stage	Date
Consultation deadline	31 January 2003
Consideration of responses by HEFCE Board	25 February 2003
(If appropriate) Call for expressions of interest	end February/ early March 2003
Expressions of interest returned to the HEFCE	30 April 2003
(If appropriate) Themed central application submitted to DfES by HEFCE	May 2003
(If appropriate) Approval of application by DfES	June 2003
(If appropriate) Approval letters sent to successful applicants by HEFCE	July 2003

Action required

27. We are inviting views on the approach set out in this consultation document using the template provided at Annex A.

28. Responses should be sent by e-mail to esfconsultation@hefce.ac.uk by 1700 on **Friday 31 January 2003**.

29. In the interests of openness and transparency, we will make a summary of the consultation responses publicly available. Respondents' names and addresses will not be published.

Further information

30. Further background information regarding ESF and Objective 3 is on the web at www.esf.gov.uk.

Annex B European Social Fund measures

Active labour market policies - measure 1.2

To improve the chances of work of the unemployed, returners and young people of working age through targeted involvement to improve vocational and other key skills and remove external barriers to entering the labour market.

Broad target groups:

- long-term unemployed people
- people who lack appropriate skills to return to work, or have no or outdated qualifications
- older people
- young people (16+) leaving care
- people living in rural communities
- people who have previously worked in declining industries.

Widening participation themes:

- raising aspirations and motivation to enter HE
- raising achievement and strengthening progression routes into HE.

Potential projects:

- providing support through combined approaches, including providing vocational, social and key skills
- retaining students and supporting transition into the labour market
- support ethnic minority/disabled students in their HE experience and assistance into the labour market.

Ineligible projects:

- projects targeted at pre-16 groups.

Equal opportunities for all and promoting social inclusion – measure 2.2

To provide help to improve chances of employment and remove barriers to entering the labour market for those groups disadvantaged in the labour market

To develop local responses to help individuals with many disadvantages in the labour market who face the risk of not being given opportunities.

Broad target groups:

- disabled people
- people from ethnic minority groups
- older people
- those with caring responsibilities
- those with mental health difficulties
- people who need help to develop personal effectiveness to counter chronically low self-esteem and lack of motivation
- people with substance abuse, alcohol and drug problems
- teenagers with children
- refugees
- the homeless and rough sleepers
- people coming to the end of or who have completed a custodial sentence
- people for whom English is a second language
- lone parents and partners of unemployed people, and households where no one is earning
- people living in rural communities
- 13-17 year-olds who have opted out of the educational system.

Widening participation themes:

- raising aspirations and motivation to enter HE among school and FE students from age 13, and particularly those from lower socio-economic groups
- raising the achievements of students from age 13, through actions which complement the school reforms already in hand, so that they gain the academic or vocational qualifications and learning skills that will enable them to enter HE
- strengthening progression routes via NVQ level 3 from schools and FE providers into HE.

Potential projects:

- retaining students and helping transition into the labour market
- providing integrated packages of support to assist students to take advantage of labour-market opportunities.

Ineligible projects:

- training projects for employed people.

Lifelong learning – measure 3.1

Promoting lifelong learning and encouraging groups who lack basic and key skills to take part.

Supporting the main policy developments in lifelong learning to improve the numbers taking part.

Broad target groups:

- people with low incomes, especially unskilled workers
- young people not undergoing training or education (either full time or through employment)
- young people who are, or may become, disaffected
- people less likely to think about or undertake further learning, such as older people, single parents and people with dependent children
- disabled people
- recently unemployed people.

Widening participation themes:

- raising aspirations and motivation to enter HE among school and FE students from age 13, and particularly those from lower socio-economic groups
- raising the achievements of students from age 13, through actions which complement the school reforms already in hand, so that they gain the academic or vocational qualifications and learning skills that will enable them to enter HE
- strengthening progression routes via NVQ level 3 from schools and FE providers into HE.

Potential projects:

- summer schools
- development of Partnership for Progression outreach activities
- mentoring.

Ineligible projects:

- projects aimed at children aged under 13.

Lifelong learning – measure 3.2

Improving employment skills through directing and supporting lifelong learning so that it reflects the changing needs of employers, such as in the fields of IT, management and the environment.

Broad target groups:

Employees in SMEs including:

- people with low incomes, especially unskilled workers
- people less likely to benefit from in-work training including unskilled and semi-skilled young people in work without training
- people less likely to think about or undertake further learning.

Widening participation themes:

- raising achievements and strengthening progression routes into HE through workplace learning.

Potential projects:

- distance learning projects
- management programmes.

Ineligible projects:

- projects with companies with more than 250 employees.

Annex C
Selection criteria

Criterion	Projects will be assessed against the extent to which they have:
<p>Need for the project</p> <p>Projects must describe in detail the target group of people to be assisted, and outline the barriers faced by the target group</p>	<ul style="list-style-type: none"> provided clear evidence of the need or demand for the project explained in relation to the target group why the project is important to the institution explained how the target group is important to the sector as a whole
<p>Ability to meet need</p> <p>Projects must describe in detail how the barriers identified above will be overcome</p>	<ul style="list-style-type: none"> detailed how the proposed project will use existing expertise within the institution identified any special facilities or support mechanisms that will be directly provided by this project (or exclusively for the project), other than those made available for the normal student population
<p>Links with mission</p>	<ul style="list-style-type: none"> explained how the project complies with the institution's corporate plan and mission statement
<p>Links with UK policies</p>	<ul style="list-style-type: none"> explained how the project will fit with other Government policies and/or the consultation themes
<p>Dissemination</p>	<ul style="list-style-type: none"> provided details of relevant dissemination activities separate from those of the HEFCE identified clear and appropriate channels for such dissemination
<p>Monitoring and evaluation</p>	<ul style="list-style-type: none"> outlined the strategy for monitoring and evaluating the progress of the project (including progress of beneficiaries)
<p>Publicity</p>	<ul style="list-style-type: none"> described the system for making beneficiaries aware of the financial contribution made by the ESF described the system for making the wider public aware of the financial contribution made by the ESF
<p>Innovation</p> <p>Applicants should detail any innovative aspects of their project, in terms of the method of delivery, content and/or dissemination</p>	<ul style="list-style-type: none"> shown that the innovation impacts upon, for example, the way in which beneficiaries are recruited or the way in which activity is to be delivered shown how the innovation impacts upon delivery demonstrated a clear commitment to disseminating the results of the innovative elements of the project
<p>Track record</p>	<ul style="list-style-type: none"> indicated the levels of success achieved in providing for similar groups in the past
<p>Outcomes</p>	<ul style="list-style-type: none"> indicated expected outcomes in terms of: <ul style="list-style-type: none"> completion rates number of qualifications to be awarded number of beneficiaries progressing to

	<p>further related training or</p> <ul style="list-style-type: none"> • number of beneficiaries expected to secure relevant employment
Partnership	<ul style="list-style-type: none"> • detailed any partnership arrangements in place for the delivery of this project • given details of the role of each partner in the project

Annex D

Sample monitoring form



Project title

Project reference	Date
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	Comment
Has the project started?	
Have partners/sub-contractors been selected?	
Have contracts been drawn up?	
Is the project achieving its targets?	
Where shortfalls have been identified, has action been taken to put things right?	
If relevant, have significant changes been reported?	

<i>Actual expenditure</i>	
Staff costs (cumulative)	
Beneficiary costs (cumulative)	
Other costs (cumulative)	
Total gross costs (cumulative)	
Revenue (cumulative)	
Total net costs (cumulative)	

<i>Actual activities</i>	
Number of starters (cumulative)	
Number of completers (cumulative)	
Number of beneficiaries	
Number of early leavers (cumulative)	
Number of companies supported	

This interim claim should include all actual eligible expenditure incurred on the project by 30 March 2003.

In the box below, please comment on project progress to date. Please explain any variances, in terms of expenditure and activity, against the profile as set out in the contract.

I certify that:

- the expenditure declared is eligible for ESF purposes and has been spent on the project. I also confirm that the project activities/outputs stated are accurate.
- I undertake to repay on demand any or all European Social Fund money paid, if after investigation the project has not been carried out in accordance with the regulations or application.
- I understand that it is my responsibility to declare any significant changes to the project in accordance with the ESF Contract and Applicants Guidance.

Signed	Print name
 Position	

Annex E

Sample application form

Higher Education Funding Council for England ESF Objective 3 Central Projects



Introduction

1. This form is provided to enable institutions and regional P4P partnerships to see the kind of detail which would be required if they put together an expression of interest for central ESF funding through the HEFCE. **Please note that we do not expect to receive expressions of interest using this form at this stage.**
2. Wherever possible we have maintained consistency with the 'national' projects programme run by Higher Education ESF Services Ltd, in order to reduce the administrative burden.
3. Comprehensive guidance for all ESF applications is produced by the European Social Fund Division (ESFD). Applicants are strongly advised to obtain a copy of the ESFD guidance pack and best practice booklet, available from the ESFD web-site (www.esf.gov.uk). This includes more information about ESF rules, responsibilities, claims procedures, costings and monitoring.
4. Annex B identifies appropriate ESF Objective 3 measures that we believe reflect the aims and objectives of widening participation within higher education. Applications should identify and reflect these measures.
5. Projects may be of any duration, subject to the funded activity taking place between August 2003 and July 2006.

Application process

Application form

6. The application form captures only the information we need to submit an application to the ESFD. Successful applicants would have to provide additional financial and statistical information. The details provided in the initial application, with this additional information supplied, would form the basis of the contract between the HEFCE and the applicant institution or regional partnership. This would need to be signed by the head of the institution or their authorised representative.
7. Separate applications would need to be completed for projects according to the source of matched funding: P4P or the HEFCE widening participation allocation. The two matched funding streams should not be mixed in one application.

Eligibility checks

8. We have to ensure that any activity funded with ESF resources meets the eligibility criteria set out by ESFD. We would therefore check project applications against the following ESFD criteria:

- a. Added value.
- b. Levels of sub-contracting.
- c. Where appropriate, compliance with racial and sexual discrimination legislation.
- d. Employment status of beneficiaries.

9. Any applications that fail to meet the eligibility criteria would be rejected.

Selection criteria

10. Applications that passed the eligibility checks would be assessed against the selection criteria set out in Annex C. The outcomes would be reported to the HEFCE's Board for approval.



Sample application form

This application form is provided to enable institutions and regional P4P partnerships to see the kind of detail which would be required if they put together an expression of interest for Central ESF funding through HEFCE. Please note that we do not expect to receive expressions of interest at this stage.

Higher Education Funding Council for England ESF Objective 3 Central Projects

Section 1 Applicant

1.1 Name of institution

1.2 Full address

Postcode:

1.3 Name of Contact (in the event of queries)

1.4 Telephone

1.5 E-mail

1.6 Name of Head of Institution (or their authorised representative)

Section 2 Project

2.1 Measure (see Annex B)

2.2 Project name (Please keep names short and meaningful)

2.3 Please tick appropriate box to show source of matched funding. Separate application forms should be completed according to the source of matched funding.

Widening participation allocation

Partnerships for Progression

Other (please state)

2.4 Proposed start date (on or after 1 August 2003)

2.5 Proposed end date (on or before 31 July 2006)

2.6 Summary of project

Please provide a summary of the project (approximately 150 words). This information will give the assessors an overview of the project; it will not be used for selection. **The summary will be published if the project is approved.**

Applicants should include reference to the need being met, and a brief explanation of why that need is not yet being met.

Section 3 Eligibility

3.1 Explain how ESF support will provide added value.

Please see paragraph 19 for more detail.

3.2 Will any other organisation be involved in carrying out the project?

Institutions who are considering the use of sub-contractors should read the guidance produced by ESFD.

This states that only two levels of sub-contracting are allowed. Under the central projects initiative, the HEFCE is formally the applicant and institutions will be the contractors. Individual institutions will, therefore, only be permitted one level of sub-contracting.

3.3 Is the project restricted to a particular racial group?

If the project provides support for a single racial group, it must comply with race relations legislation. Applicants are advised to refer to the Race Relations Act 1976, which can be found on the Home Office web-site, www.homeoffice.gov.uk. To comply with the legislation, the proposal must meet the criteria of one of the following provisions – Sections 34, 35, 37 or 38. The application should explain how the project satisfies the relevant provision.

3.4 Is this project restricted to one sex?

If the project provides support to a single sex, it must comply with the sex discrimination legislation. Applicants are advised to refer to the Sex Discrimination Act 1975, which can be found on the HMSO web-site, www.hmso.gov.uk. In general the Act makes it unlawful to discriminate in favour of, or against, members of either sex in employment and related training. Section 47 of the Act enables any organisation or individual to provide discriminatory vocational training provided certain conditions are met. These are broadly:

- **either (sub-sections 1 and 2)** the training must help fit the trainees for particular work in which it reasonably appears to the body or person running the training that the relevant sex is under-represented, either nationally (sub-section 1), or in the particular area of the country where trainees are likely to take up work (sub-section 2)
- **or (sub-section 3)** the training must help fit for work people who are in special need of training because of the length of time they have been out of regular full-time employment discharging domestic or family duties.

Section 4 Project details

4.1 Project description

Please describe the project in no more than four sides of A4, in a font size of at least 12 point (the box below expands to fit). The description should address all the relevant selection criteria set out in Annex C, in the same order.

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4.2 What will the results of the project be?

Details of expected outputs and outcomes should be given here. This should include, for example, the achievement of relevant qualifications, further learning and/or increased levels of employment.

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Section 5 Beneficiaries

The figures in section 5 should be estimates of the numbers of people the project is expected to assist in each of the two years. Successful applicants will be required to provide more details at a later date (relating for instance to gender, age, and length of unemployment).

	2003-04	2004-05	2005-06	Total
5.1 For projects aimed at the unemployed, enter the number of people targeted by the activity				
5.2 For projects aimed at the employed, enter the number of people targeted by the activity				

Section 6 Financial details

Requirements have been kept to a minimum at this stage. Successful applications will need to provide a more detailed plan later.

6.1 Expenditure profile

Expenditure	2003-04 (£)	2004-05 (£)	2005-06 (£)	Total (£)
Staff costs				
Beneficiary costs				
Other costs				
Total				

6.2 Financial plan

	2003-04 (£)	2004-05 (£)	2005-06 (£)	Total (£)
Matched funding (select one source only for each application):				
<ul style="list-style-type: none"> • Partnerships for Progression funding • HEFCE widening participation allocation ('postcode premium') 				
Revenue: ESF funding				
Total				