

**Community-led Employment Support call for projects – Application Guidance**

This call, as part of our UK Shared Prosperity Fund delivery, will be to provide community-led employment support. Alongside the Frequently Asked Questions, this document should provide you with guidance in completing your application. If you have any other queries, please contact: UKSPF@liverpoolcityregion-ca.gov.uk

The information provided to us will be used to appraise your application and undertake due diligence. Information not supplied or missing will impact on the scoring of your application making it less likely you will be successful.

The information you submit will also form part of the funding agreement we will put in place so please ensure information supplied is honest, transparent, realistic and achievable.

The application process for this call will comprise:

* An Application Form with supporting documentation

**Timeline**

The timeline for the call is as follows:

|  |  |
| --- | --- |
| Launch of call | 13/11/23 |
| Application submission window | 13/11/23 – 12/01/24 |
| Deadline for applications | 5pm, 12/01/24 |
| Panel assessment | Mid-Jan |
| Award | Mid-Late Jan 2024 |
| Contracting | 22/01/24 – end Feb |
| Delivery to commence | April 24 |

* **Application Form**

The application form will give you the opportunity to provide information on what you would spend the funding on, the expected outcomes of the project etc.

The window for submission of applications is**: 13/11/2023 – 5pm 12/01/2024.**

Once applications are received these will be scored against the below criteria and assessed by a panel. The panel will agree the successful bidder and you will be informed of the outcome. The panel decision is final and there is no right of appeal.

1. **Deliverability** – able to deliver project outcomes on time (before the spend deadline of March 2025) and to budget. Scoring against deliverability includes but is not limited to:
	1. Geographical spread of delivery. The targets per Local Authority borough area are outlined below.
	2. Evidence of consortia and/or partnership working
	3. Track record of delivery of similar projects and programmes and/or the skills to deliver against this funding.
	4. Organisational readiness which includes available and adequate resources, ability to meet audit, compliance and reporting requirements.
	5. Demonstrable evidence of robust processes around finance, risk management and governance must be demonstrated.
	6. Ability to deliver the following outputs and outcomes:
* Support economically inactive people to engage with a key worker to access support services.
* People are helped into employment (including self-employment)
* People are in education or training, following support

We would expect evidence for the above to include:

* Indicative credible milestones and timelines.
* Resource plan submitted.
* Regularly reviewed and updated Risk Register outlining the main risks associated with the project and proposed mitigations.
* Case studies or other evidence that demonstrates a track record of delivery of similar projects.

As noted above, bids must also demonstrate an ability to meet a geographical spread of delivery as outlined below:

|  |  |
| --- | --- |
|  | % |
| Liverpool City Region | 100% |
| Halton | 7.87% |
| Knowsley | 10.14% |
| Liverpool | 33.17% |
| Sefton | 16.79% |
| St Helens | 12.19% |
| Wirral | 19.84% |

1. **Strategic Alignment –** able to demonstrate project meets the needs outlined in the call documents and provide support for economically inactive people to access support services and, ultimately, employment. Bids must evidence that outcomes are fit for purpose and the proposal elicits the right outcomes and a demonstrable ability to track and secure impact. Alignment with local and national funding priorities are identifiable and notable. There must be explicitly stated and clear evidence that the project complements and aligns with ongoing work such as the Liverpool City Region Ways to Work programme (and others) and does not duplicate existing provision. Bids must outline how the project will build relationships with existing support provision. Outputs, outcomes and impact are noted in a logic model. Proposals must demonstrate how the organisations named in the bid will contribute to the Community Wealth Building ambitions of Liverpool City Region as set out in the Plan for Prosperity. For more information, please see LCRCA’s Plan for Prosperity: [Plan for Prosperity | Liverpool City Region Combined Authority (liverpoolcityregion-ca.gov.uk)](https://www.liverpoolcityregion-ca.gov.uk/growing-our-economy/plan-for-prosperity/)
2. **Finance –** Need for funding clearly articulated. Evidence of match funding demonstrated (if relevant). Realistic and robust budget and spend profile submitted as part of application.
3. **Value for Money** – Value for money and good value demonstrated in relation to the outputs expected to be met in relation to the overall project costs and public funding contribution.
4. **Commitment to Social Value –** proposal outlines how organisations named in the bid demonstrate a commitment to social value and highlights specific social value outcomes and additionality to be delivered with evidence submitted. Proposals should outline how organisations named in the bid and the proposal itself aligns with LCRCA’s Fair Employment Charter (or, similar comparable charters). For more information, please see LCRCA’s Fair Employment Charter: [Fair Employment Charter | Liverpool City Region Combined Authority (liverpoolcityregion-ca.gov.uk)](https://www.liverpoolcityregion-ca.gov.uk/fair-employment-charter)

We would expect evidence for this to include:

* Confirmation that organisations named in the bid pay, or are committed to paying, staff the Real Living Wage by the end of the project.
* Membership of the Fair Employment Charter, alignment to the values outlined in the Charter or a demonstrable intention to join the Charter (or similar, comparable charters).
1. **Commitment to Net Zero** - proposal outlines how organisations named in the bid demonstrate a commitment to net zero and highlights specific actions taken at a project or organisational level to intend to minimise the environmental impact of the project with evidence submitted. For more information, please see LCRCA’s 5 Year Climate Action Plan: <https://api.liverpoolcityregion-ca.gov.uk/wp-content/uploads/2023/10/LCRCA-Five-Year-Climate-Action-Plan-2023-2028-Digital.pdf>
2. **Commitment to Equality, Diversity and Inclusion** – proposal demonstrates an understanding of the impact of project on those with protected characteristics. Impacts are noted, logged and mitigated (if appropriate) in a completed Equality Impact Assessment as evidence.

Information submitted on the lead applicant will be used to do due diligence checks.

* **Outputs and Outcomes**

The outputs and outcomes to be delivered via this call should be set out in line up with the LCR UKSPF Investment Plan to support economically inactive individuals. The intervention code this call lines up with is E33 and further details of what is eligible under the national programme can be found here: [UK Shared Prosperity Fund: interventions, outputs and indicators - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-interventions-outputs-and-indicators)

The key targets for this call are:

|  |  |
| --- | --- |
| Outputs | Economically inactive people engaged with a keyworker to access support services |
| Outcomes | People in employment, including self-employment following support |
| People in education or training, following support |

Further guidance on this can be found via the government website under Section 3 People and Skills, Intervention 33 [Interventions list for England - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-interventions-outputs-and-indicators/interventions-list-for-england)

Your application should clearly state and quantify how many of the above outputs and outcomes your project will aim to meet. As part of our Value for Money assessment, we will also review any additional outputs and outcomes you will aim to deliver.

Applicants should note that further definitions of the outputs and outcomes aligned to UKSPF can be found in the national government guidance [UK Shared Prosperity Fund: outputs and outcomes definitions (2) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-outputs-and-outcomes-definitions-2)-

* **Delivery – key principles**

Delivery timescales for this call will be 01 April 2024 – 31 March 2025 and your application should clearly outline how you plan to mobilise in advance of 1 April and deliver from April onwards.

Partnership working and applications from consortia are actively encouraged, and your application should clearly state how your project will complement and collaborate with existing provision and not duplicate programmes already running in the City Region.

It is anticipated that bids will be for delivery across the City Region (rather than covering 1 or 2 Local Authority areas) so it is important that your application demonstrates how delivery will be at a community-level but spread across the City Region. Targets will be set to ensure spread of delivery across the City Region.

* **Supporting documentation**

The following links and documents are linked for context and background, and it is hoped that these will be helpful reference points for your application:

* Plan for Prosperity: [Plan for Prosperity | Liverpool City Region Combined Authority (liverpoolcityregion-ca.gov.uk)](https://www.liverpoolcityregion-ca.gov.uk/growing-our-economy/plan-for-prosperity/)
* Social Value Framework: [Social Value Framework | Liverpool City Region Combined Authority (liverpoolcityregion-ca.gov.uk)](https://www.liverpoolcityregion-ca.gov.uk/governance/social-value-framework/)
* Fair Employment Charter: [Fair Employment Charter | Liverpool City Region Combined Authority (liverpoolcityregion-ca.gov.uk)](https://www.liverpoolcityregion-ca.gov.uk/fair-employment-charter)
* LCRCA 5 Year Climate Action Plan: <https://api.liverpoolcityregion-ca.gov.uk/wp-content/uploads/2023/10/LCRCA-Five-Year-Climate-Action-Plan-2023-2028-Digital.pdf>

Please note that the award decision made in accordance with the process set out above will be final with no standstill period or right to appeal.