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**Moray Council – European Structural Funds –Challenge Fund Form**

**Poverty and Social Inclusion Strategy.**

**Closing Date 27 August 2021 17:00**

**PLEASE COMPLETE:**

* **THE CHALLENGE FUND FORM BELOW**
* **THE ATTACHED FINANCE SPREADSHEET**
* **THE ATTACHED TARGETS SPREADSHEET**

**BACKGROUND INFORMATION**

1. **SUMMARY**

Moray Council is issuing a call for a Challenge Fund to take forward projects in the Moray area for a Poverty & Social Inclusion strategy. Up to £500,000 of European Social Funds are available for this purpose.

There is an opportunity for organisations to use some of that funding for projects which fit the criteria and fit with local Moray strategies and other national priorities. Operations are to end by 31 March 2023.

As part of the Brexit deal, The UK Government agreed to honour allocated European funding. This has allowed the Scottish Government to commit these funds to Moray Council until 31 March 2023.

The European funding available will cover **80% of the eligible costs.** You must provide the other 20% match funding. At the point of starting a contract, you must be able to confirm in writing that you have secured the match funding.

Your project should benefit people who are living in the following types of households in Moray: low income; workless; and/or lone parent.

Applications will be scored by representatives of Moray Council and the Fairer Moray Forum.

The aim of the funding is to take forward the Poverty & Social Inclusion aspects of the Moray 2026 10 year plan and the relevant criteria of the European Social Fund Operational Programme. Your project must contribute to the output targets (see the targets annexe for details).

1. **Timetable**

Completed Challenge Fund forms should be emailed to [alan.macbeth@moray.gov.uk](mailto:alan.macbeth@moray.gov.uk) by Friday 27 August **2021 17:00** at the latest. Following that, the approximate timetable is as follows.

|  |  |
| --- | --- |
| **Task** | **Approximate Timescale** |
| Moray Council to inform applicants whether successful (applications to be scored as per section (f) below) | Mid-September |
| Earliest possible start dates for projects – actual start dates to be confirmed in a contract between Council and organisation. | 1 October 2021 |
| Projects must be complete. | 31 March 2023 |

1. **Finance**

You must complete and submit the attached spreadsheet showing your eligible costs and funding for your project. The minimum total cost of your project should be **£25,000.**There are two options for the types of costs you can claim.

1. Staff salaries (including NI and pension) plus 15% oncosts.
2. Or Staff Salaries (including NI and pension) plus 40% oncosts.

The oncosts would be to cover any other associated costs with the project. If you select the “staff plus 40%” cost method then you must detail what you expect the “plus 40%” to contain (e.g. hire of room, participant travel costs etc...).

Note that staff must spend **100%** of their time on this European funded project and you must be able to evidence this (by a job description and contract and/or assignment letter).

1. **Targets/outputs**

You must complete the targets spreadsheet showing what the outcomes and results of your project will be. You must use the categories provided in the blank spreadsheet.

Please note that the Scottish Government may impose fines on Moray Council for the non-achievement of targets and this may affect your organisation.

1. **Criteria**
2. The minimum eligible cost for your project should be £25,000.
3. Any staff expenses claimed on your project must be for staff who spend 100% of their time on this European funded project.
4. Your organisations must be either a public body or a registered charity.
5. Your organisation must be able to provide a source of match funding of 20% and that match funding must not be other European funding and must not be “in-kind” funding.
6. Your project must contain at least one output and one result from the list of targets as detailed in the attached targets spreadsheet.
7. Your project must fit with the [Moray 10 year plan](http://www.yourmoray.org.uk/downloads/file118306.pdf) document, in particular the parts of that document which relate to poverty and social inclusion.
8. You project must fit with the [European Social Fund Operational Programme](https://www.gov.scot/publications/esif-operational-programmes-2014-2020/) as follows (at least one criteria of the three to be met):
9. Increase the financial capacity of the most disadvantaged.
10. Increase the number of disadvantaged participants from workless, lone parent and low income households with positive employment or training outcomes.
11. Enable disadvantaged communities to develop long-term solutions to increase active inclusion and reduce poverty.
12. We will prioritise the following two types of project:
13. Advice to participants who have issues with debt and/or finance and/or benefits. Note that each participant must be from one of the following three household types: workless; lone parent; or low income.
14. Projects which increase the number of childcare places available in Moray.
15. As well as the priority types of projects shown in section 8 above we would also welcome the following types of activity (although these projects may be subject to ratification by the Scottish Government):  
     Childcare and Social Care:

* Targeted support for specific groups i.e. lone parents, parents on a low income, young parents, parents supporting individuals/children with additional needs.
* Wraparound childcare services – crèche, breakfast clubs, after school care, unsocial hour’s childcare, cover during school holidays etc.
* Contribution to school meals (for children in P4 – 7) for a fixed term period after an individual enters employment.
* Extension of childcare provision to include fixed term period after an individual enters employment.
* Wraparound nursery care – to enable individuals to maximise government-supported nursery provision.
* Development of web-based tools i.e. to find childcare vacancies, calculate projected childcare costs etc.
* Development and promotion of the social care and childcare sectors including work experience and accreditation programmes.
* Supporting individuals to become registered childminders i.e. skills training, minor home adjustments.
* Investment in childcare facilities and training in rural areas.

Financial Inclusion:

* Targeted financial support to family’s i.e. door-to-door engagement.
* Early intervention financial education i.e. activities relating to money management, savings and awareness of avoiding debt.
* Targeted programme to raise awareness of financial products i.e. basic financial literacy, budget management and affordable credit provision.
* Encouraging young people to open savings accounts and encouraging regular saving.
* Provision of advice to reduce household energy bills.
* Development of web-based tools i.e. community hubs (providing opportunities for individuals to access the internet, volunteering etc).
* Promotion of Credit Union services.

1. **Scoring**

Your Challenge Fund application will be assessed by representatives of Moray Council and the Fairer Moray Forum on the basis of quality as follows:

* Any proposed match funding is “clean” i.e. non-European and non-Private – pass/fail
* At least £25,000 eligible costs – pass/fail
* Staff spending 100% of time on project – pass/fail
* Organisation is a registered charity or public body – pass/fail
* Your experience of successfully running similar projects – weighting 15%
* Your proposed project – weighting 25%
* Your projects fit with criteria 40%
* value for money 20%

You will be scored out of 5 for each category as follows:

|  |  |  |
| --- | --- | --- |
| Unanswered | Absolutely no response provided | 0 |
| Unsatisfactory | Fails to meet the required standard in most or all areas | 1 |
| Less than Acceptable | Fails to meet the required standards in some areas | 2 |
| Acceptable | Meets the required standard | 3 |
| High Standard | Exceeds the required standard in some areas | 4 |
| Outstanding | Exceeds the required standards in most or all areas | 5 |

Only organisations which score over 50% may beinvitedgo ahead with their project. The number of organisations invited to proceed will also depend on the availability of funding and Council staff resources.

1. **Further Information**

Please contact:

Alan MacBeth, Development Officer, Moray Council, Elgin, IV30 1BX.

[alan.macbeth@moray.gov.uk](mailto:alan.macbeth@moray.gov.uk)

Any questions that you have must be in writing. The questions and answers provided by the Council will be available for any other organisation to view. Please email [alan.macbeth@moray.gov.uk](mailto:alan.macbeth@moray.gov.uk) if you want to see questions/answers from other organisations and they will be emailed to you.

The last question should be emailed by 23 August 2021.

There are full details of the European funding on the Scottish Government’s website.

<https://www.gov.scot/policies/european-structural-funds/>

Note that the National Rules on Eligibility of Expenditure must be adhered to. These rules can be found here…

<https://www.gov.scot/publications/esif-eligibility-expenditure/>

Note that the main geographical focus of your project should be Moray and at least 85% of the participants in your project should be resident in Moray.

The [Document Retention rules](https://www.gov.scot/publications/esif-document-retention-guidance/) must also be followed.

**CHALLENGE FUND APPLICTION FORM**

**Moray – Poverty & Social Inclusion Strategy**

**Questions**

1. **Project Name**
2. **Organisation name**
3. **Main contact person**
4. **Contact details**
5. **Brief Overview of Proposed Activity (maximum 250 Words)**
6. **Justification for Project (max 800 words)**

*Describe the issues faced, supply evidence from relevant studies and explain how the project will address those issues. Describe how your project complements and helps to achieve local and national strategies including the Moray 10 Year Plan document. Describe how your project fits within the proscribed list of types of activities described in sections e7, e8 and e9 above.*

1. **Targets and Proposed Activity (max 400 words)**

*Please complete the attached spreadsheet showing the targets for your project and explain here how the targets were calculated and how you will monitor those targets. Explain how the targets are realistic and achievable.*

1. **Match Funding (max 400 words)**

*Explain how your match funding will be sourced and what date you expect to have received the match funding. Note that you must provide at least 20% match funding for this project. Note also that the match funding must not be other European funds and that “In-kind” match funding is not allowed.*

1. **Need for Grant (max 400 words)**

*Explain how other sources of funding have been explored and how ESF funding is needed in order for the project to proceed. Also explain the evidence of demand that there is for your project (in relation to the participants/organisations being targeted by your project).n*

1. **Added Value (max 400 words)**

*Explain what extra activity will be undertaken if you secure ESF funds. Will the project go ahead (perhaps at a smaller scale) if no ESF funds are secured? Explain the additional outputs, increased number of participants and overall improvements to the quality of activity. Also explain any innovative approaches that are to be taken and what specialist knowledge and/or skills you can bring to the project.*

1. **Horizontal theme – Sustainable Development (max 400 words)**

*Please explain how sustainable development will be incorporated into your project (over and above statutory duties). How will this be addressed and monitored? An example could be providing local learning opportunities to minimise travel.*

1. **Horizontal theme – Equal opportunities and non-discrimination (max 400 words)**Explain how this will be incorporated into your project (over and above statutory duties). How will this be addressed and monitored? An example could be providing tailored training opportunities to overcome barriers.
2. **Horizontal theme – Equality between men and women (max 400 words)**

Explain how this will be incorporated into your project (over and above statutory duties). How will this be addressed and monitored? An example could be using project publicity to address any relevant issues.

1. **Named Responsibility – Horizontal Themes**

*Name the person in your organisation who will be responsible for monitoring and overseeing each of the three horizontal themes as described by you above.*

1. **Management Structure (max 400 words)**

*Explain the management and delivery structure of your project. Explain the capacity and experience your organisation has to deliver and manage the project. Explain how and how often reporting will happen for this project. Also explain the management structure of your organisation.*

1. **Financial Compliance (max 400 words)**

*Explain the financial systems that you will have in place to monitor your project budgets.*

*Note that payment of European Structural Funds will take place quarterly and retrospectively.*

1. **Publicity (max 400 words)**

*Please explain how you will publicise the project and display the European Social Fund logo on all project materials.*

1. **Data Retention (max 400 words)**

*All paperwork and/or electronic files relating to this project must be kept for at least 15 years – and must be kept until formal notice is given that the paperwork is no longer needed. Please explain your process for retaining the data.*

1. **Budget (max 400 words)**

Please explain in detail why you have chosen to use the staff costs plus 15% method or the staff costs plus 40% method. This should also be detailed in the attached financial annexe. If you select the staff+40% model you must detail what you expect the extra 40% will be spent on.

1. **Previous Experience (max 400 words)**

Detail your organisation’s previous experience in running similar projects.

1. **Staffing (max 400 words)**

Please confirm that the staff working on this project will spend 100% of their time on this European funded project and explain how you will evidence this in terms of job descriptions, contracts and/or assignment letters.

**22 Adherence to rules (max 400 words)**

Explain how you understand that your organisation will have to comply with the National Rules and other relevant guidance.

**23 Your project (max 400words)**

*Clearly identify your client group and the gap in service you intend to address.*

1. **Details of supporting Documentation (max 400 words)**

*Please give a list of all supporting documentation referred to above. E.g. studies, strategies, labour market information*