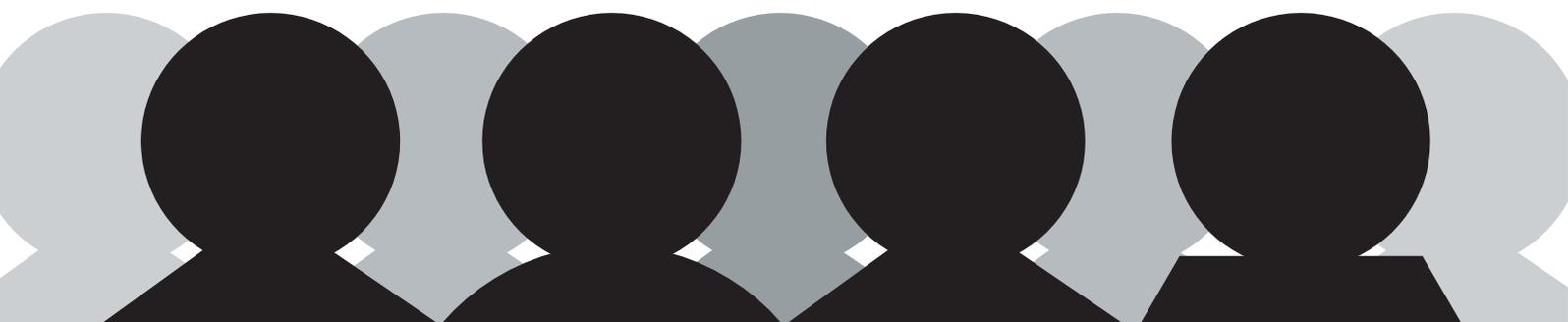


MAYOR OF LONDON



GLA ESF 2014-2020 CO-FINANCING PROGRAMME

QUESTIONS AND ANSWERS

CLIW and GBOT Projects – 11 Nov to 14 Dec 2016



European Union
European
Social Fund

This document is a 'live' document that will record all of the questions submitted during the open tendering period for the GLA's "Care Leavers Into Work" and "Getting Back On Track" ESF projects, and the responses to the submitted questions.

Please read the questions and responses prior to submitting a new question. Responses will not be provided for questions that are repeated.

This document will be the only document published in relation to the "Care Leavers Into Work" and "Getting Back On Track" ESF projects, and will be updated and published each Friday until the period for Q&A comes to an end on 16 December 2016. The Prospectus indicates a deadline for weekly submissions of questions as 16:00 hours on the Wednesday of each week, and questions submitted by the deadline will be responded to in this publication. However, where a question is submitted after the deadline but prior to publication the GLA will endeavour to include a response, rather than waiting a full week. To confirm the reasoning for this; (i) the publication will be available to all applicants at the same time, so no organisation will be disadvantaged, and (ii) the questions will be answered at the earliest possible publication date in order to assist all applicants and give them the maximum amount of time to consider responses. If further clarification is required that prevents the GLA from providing a response by the Friday following a Wednesday submission, the GLA reserves the right to publish an updated version of this document prior to the next publication deadline. The final date for the submission of questions is 14 December 2016.

Individual questions will not be responded to directly, but will appear in this published document so that all potential applicants receive a response at the same time to ensure that no advantage is given to any one bidder.

Questions will be printed in full, although the GLA reserves the right to amend wording to improve clarity if necessary, and to split questions which include more than one request into multiple questions. Questions will include a date on which they were submitted, but will be published in an anonymized format.

Where questions relate to a specific project, they will be published under that project heading below.

Where questions are generic or can be considered as generic, they will be published under the "Generic Questions" heading below.

The GLA reserves the right to publish questions that are asked about a specific project, but which can be considered as generic, under the "Generic Questions" heading below.

You are strongly advised to read both the generic questions and answers and those for the project for which you are applying before you submit your application.

Generic questions and answers will be republished in the Q&A document for any future opportunities funded via the GLA ESF 2014-2020 programme, although the GLA reserves the right to make amendments to responses if circumstances change or additional information is made available.

Generic Questions

**Q1. Please confirm the minimum number of basic qualifications that are needed to be delivered.
(15 November 2016)**

A1. The GLA has not set a minimum number of Basic Skills qualifications that are required to be achieved. Applicants should use their knowledge and experience to assess the likely cohort and suggest a volume that they believe is appropriate, and then explain the justification for their proposed volume in the application form.

**Q2. Please provide guidance on whether any qualifications are out of scope for this programme.
(15 November 2016)**

A2. ESF activity should not duplicate or undermine national policy, including policy on Grants and Loans. ESF funding should not be used to replace Government funding.

ESF funding can be used to support the delivery of qualifications, but it is important that it complements and does not duplicate existing policies and provision. It should not displace the investment that Government and employers make in training and ESF cannot be used to subsidise training/qualifications that would otherwise be funded by business or Government.

However, in exceptional circumstances there may be a case for allowing such an investment to take place, e.g. where a local specific need and/or market failure has been demonstrated and where it falls within the ESF priority objectives. Any case submitted for consideration will have to be referred to the ESF Managing Authority which will assess each case on its individual merits but exemptions are expected to be very limited.

As a general rule, ESF can support the delivery of appropriate specification-relevant qualifications up to Level 2 for individuals who are aged 19 and above. The GLA are seeking further clarification regarding appropriate specification-relevant qualifications up to Level 2 for individuals who are aged below 19 and we will post an updated response as soon as this is received. Level 3 and above qualifications would generally be funded through fees unless they fall into the category of “exceptional circumstances”.

Participants who are assessed as requiring Basic Skills should either (i) access Basic Skills provision from any suitably accredited organisation outside of the project partnership, or (ii) have Basic Skills training provided for them by suitably accredited organisations within your project partnership. It should be possible for participants under the age of 19 to access free provision as there is a statutory obligation to provide this training. If the provision requires funding because it is not covered by the individual's

statutory entitlement, or if there is a cost associated with the delivery via the project partnership, the project should fund the delivery. As the project cost is assessed as a total package, you should consider the anticipated volumes of all participants who will require Basics Skills training, and make a judgement regarding the requirement for, and cost of, non-statutory delivery, and include this in your project costings. As the programme is paid by outputs and results, the payments made will be for the achievement of Basics Skills qualifications, rather than for the cost of delivery, as this cost will have been subsumed into the total project cost. Further information regarding verification of appropriate Basic Skills can be found in the “Achievement of Basic Skills Qualification” guidance information in the GLA’s ESF 2014 - 2020 Co-Financing Programme Evidence Handbook.

The ESF Operational Programme 2014-2020 V.01 provides further information. (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461596/ESF_Operational_Programme_2014_-_2020_V.01.pdf).

**Q3. What is the minimum turnover for bidding as lead for the <project title> tender?
(18 November 2016)**

A3. The GLA does not require a minimum turnover from organisations bidding as Lead Delivery Partners. The GLA’s Due Diligence process will look at a variety of areas, as described in the Prospectus, and they will collectively be considered prior to GLA Finance making a recommendation of whether to support an application. The GLA Finance recommendation will be risk based and may include suggested mitigations if risks are considered high but manageable. The GLA Finance recommendation will be considered alongside additional information requested within the application, and a decision will be made at moderation. Organisations should take a sensible approach when considering whether to apply as a Lead Delivery Partner, and should consider whether they have the financial stability and knowledge to manage a project of any particular value and complexity in terms of partnership.

**Q4. I have reviewed the due-diligence and it states that we must have evidence for £2m for employment and £10m for public insurance. Can you confirm this is correct as by law we need to have a minimum of £5m for employment insurance. We currently have £5m for public liability; can we state in the application that we will increase this to £10m if our application is successful?
(18 November 2016)**

A4. As a number of applications are expected for individual specifications, and as it is expected that the volume received will surpass the number of grants on offer, the GLA do not wish to increase the financial burden on any applicant who may not be offered a grant. Therefore, the GLA will accept confirmation that liability will be increased for either or both of Employer’s Liability Insurance and Public Liability Insurance at the GLA’s request in the event that the applicant is successful. If either or both of the required

Insurances are insufficient to meet the GLA's requirements indicated in the application form, please enclose a confirmation on Letterhead that verifies that if successful you will increase the cover at the GLA's request and prior to signing your Grant Agreement. As available grant values vary across the programme, the GLA will consider the actual liability cover that applicants would require per project during the Due Diligence stages, and if an increase is required the successful applicant will be informed of any required increase in the conditional offer letter. Applicants should note that the GLA will not enter into an agreement until such time as evidence can be produced to verify that the liability has been increased, if required.

**Q5. To aid greatly with preparing our responses could you possibly provide the approximate maximum character counts for each of the response boxes in Part C of the application form?
(24 November 2016)**

A5. No character limit has been published because the response boxes in Part C of the application form have been set up to be size-restricted so that all applicants have the same space for their response in the required font (Arial 10 point).

**Q6. We are interested in becoming involved in the delivery of your <project>, but we feel we might not be successful if we submit a bid as a Lead Partner and we are therefore considering joining a partnership. Can you provide any information about the organisations that you know are bidding to become Leads?
(25 November 2016)**

A6. Unfortunately the GLA will not know who intends to submit a bid as a Lead Delivery Partner until the deadline. However, we have put up an option for people to join our Mailing List on our website, and this asks whether people would like to be put on a Partnership Database.

If you would like to access our Mailing List, please fill your details in [here](#).

If you would like to view the Partnership Database, please download it [here](#).

**Q7. I have downloaded the Partnership Database from the ESF pages on the GLA website, but it is not clear whether an organisation wants to be a Lead Partner or a Sub-Partner. Can you let me know how I should find out?
(25 November 2016)**

A7. The early version of the Mailing List included a Yes/No option for this question, but it has now been updated. We will write to the organisations on the Partnership Database to let them know that they can update this information, and we will continue to republish an updated version of the Partnership Database on our website on a regular basis.

Q8. As part of Due Diligence bidders are required to provide financial regulations unless legally unable. Our finance department are uncomfortable about this as it is an internal document and feel our audited Annual Report should provide sufficient assurance, are there any alternatives to that particular document and will not providing it mean we fail the Due Diligence?

(25 November 2016)

As a follow on to my Financial Regulations question, would our Procurement Policy suffice?

(29 November 2016)

A8. In order to aid the Due Diligence process and obtain a clear understanding of an organisation's capacity, processes and risk regarding financial exposure, the GLA has requested a number of documents. The Prospectus allows a relaxation of the requested documentation provided there is a legal reason. In this instance we do not believe that there is a legal reason to withhold the documentation. Furthermore, it being an internal document gives us greater insight into the procedures and processes related to the financial areas of your business. Whilst we appreciate the offer to substitute the Financial Regulations documentation with your audited Annual Report and Procurement Policy, these documents will not provide the breadth of information that the Financial Regulations will provide. We therefore confirm that we will require the documentation and that if you fail to supply it your application will not be assessed and will not be considered for an award of funding.

The GLA will review the Due Diligence process and documentation requirements, and may amend this as future Specifications are published.

Q9. Please can you confirm whether or not someone could be on the SFA ESF Youth Programme at the same time they are on the GLA ESF Programme. Will there be the same opportunity to refer between Strands?

(25 November 2016)

A9. A participant may be on both the SFA and GLA ESF programmes at the same time, provided that the projects are delivering different outcomes or results. For example, if an activity identified during client assessment could be delivered via an SFA project, and would not be reported or claimed from both, the participant could access both streams of funding. Applicants should note however that care should be taken where the end result for the participant is the same on both programmes, as it would not be able to be reported to and claimed from both organisations, regardless of whether the activity was delivered by more than one organisation or not.

Q10. Out of interest, do you have a Veterans programme?

A10. *The GLA is working to develop a number of project specifications that meet the aims of its co-financing programme, and these will be published over time. All contacts registered on the GLA ESF Mailing List will be informed by email of specifications as they are released, and in advance of any launch events if they are planned. If you haven't yet signed up to the Mailing List, which can be found [here](#), we advise that you do so.*

Q11. The Payment Trigger Calculator asks how much additional funding bidders could absorb to deliver additional outcomes at the same unit price – is there an upper limit for funding available? (1 December 2016)

A11. *The question in the Payment Trigger Calculator is not related to current budget availability, but is intended to verify the value of project that an organisation could accommodate if additional budget did become available and the GLA wished to invest additional funding into this project.*

Q12. We are considering applying as a Consortium. We have reviewed the Prospectus but can't find a definition. Can you confirm how a Consortium would be defined for the GLA ESF programme? Would we need to have set up as a Consortium by the time we submit our bid? (8 December 2016)

A12. *To clarify, applications will be accepted from either:*

1. *a Sole Delivery Partner (one organisation who will have legal and financial responsibility for the project and who will deliver all of the activity); or*
2. *a Lead Partner with sub-partners/contractors (where the Lead organisation will have legal and financial responsibility for the project and the delivery of all of the project activity, but will use third parties to deliver various elements of the project and have their own contractual arrangements with third parties); or*
3. *a Consortium (a legally constituted organisation, e.g. a company, legal partnership or other like entity, established prior to the making of an application, by a group of individual organisations who come together to deliver a project or projects, where the Consortium will have legal and financial responsibility for the project and the delivery of all of the project activity). When making an application as a Consortium, the requested Due Diligence information must be submitted on, in addition to the applicant organisation, all proposed sub-partners, members and/or partners.*

**Q13. We are looking at the <project> application, and would like to know in more detail how the scoring mechanism works in practice. We have already referred to the information in the Application Form, as well as in the Prospectus on 'How GLA will score your application' but we would like clarity on how the scoring of each section of the application is going to work. So for example what is the maximum and lowest score for a question with say 6% weighting or 20% weighting? I also assume the scoring will work in the same manner for the <other GLA ESF projects>. I look forward to your feedback.
(8 December 2016)**

A13. The final section of the application (usually Part F) will indicate the values that each question will be scored from, (usually 0 to 3), and the percentage weighting for each question. Therefore, if a question is worth 6%, and score of 3 would mean that the application answer has contributed 6% to the overall score, with a 2 achieving 4%, a 1 achieving 2%, and a 0 achieving 0%. The question weighting therefore indicates the overall importance of the question.

**Q14. We're still having text formatting issues with the form. Our Arial 10 text becomes Calibri 11 when we paste into the application form document (version 2) in Word 2007-13. As most of our bid is now nearing completion, can we upload it in this format?
(9 December 2016)**

A14. The GLA requested that all applications are submitted in Arial 10 point in order to ensure that there was consistency across all submissions, so that individual applicants would not submit with a much smaller font size in order to increase the word count for their answer. As the document is protected, we are unsure how you can tell the font and size, as our version of word does not show the font or point size when in protected mode. However, we have tested the application by copying text created in an extreme font setting and pasting using a number of methods. Each attempt resulted in text being embedded in the application form in the document default setting, (Foundry Form Sans point 12, rather than Arial point 10). However, when copied out of the document and pasted into the source document, the text took on the default settings of the source document.

Therefore, having tested the application in both protected and unprotected modes, we would suggest that all copies of the application form, regardless of the font used by the applicant prior to pasting, will have the default font embedded, and we will therefore accept applications as they are submitted as all will be consistent.

Additionally, the GLA will review all applications to ensure that the font in the restricted sections is in Foundry Form Sans 12 point, and if any submitted application has a different font, we will amend the application to Foundry Form Sans 12 point to ensure that there is consistency across all applications.

**Q15. Please could you confirm whether an apprenticeship can be claimed as an employment outcome for GLA ESF co-financed projects?
(13 December 2016)**

A15. Participants who commence in a salaried apprenticeship will also have a contract of employment, and the preferred supplier will therefore be able to satisfy the evidence requirements for a claim for entry to employment for GLA ESF co-financed projects.

**Q16. We are applying as a Consortium with a Sole Lead Applicant (B), please confirm that Part B section IV (Other Documentation, page 15) only requires the documents from the Sole Lead Applicant.
(14 December 2016)**

A16. Please note that the (B) should read “a Lead Partner with sub-partners/contractors” and in this instance the ‘Consortium’ does not have to be legally constituted (see Q12 above). Therefore you are correct, an application from a Lead Partner with sub-partners/contractors only requires to documents for the Lead Applicant.

Questions relating to the “Care Leavers Into Work” project

**Q1. The Prospectus states that the project was published on 11 November 2016, but I wasn't notified until 14 November 2016. Can you confirm the published date and whether this will have an effect on the deadline for submission of the application and supporting documents?
(14 November 2016)**

A1. The GLA intended to publish on 11 November 2016. Unfortunately some documentation was not finalised in time to publish by this deadline, so the documentation was published on 14 November 2016. Organisations which had submitted their contact details to the GLA ESF Mailing List, as well as others who registered through attendance at the introductory event in June 2016, were informed by email on 14 November 2016. The GLA has allowed 6 working weeks for applications to be developed and submitted, and the deadline of 16:00 on 23 December 2016 therefore remains unchanged.

**Q2. I have downloaded the Application Form, but some of the questions cannot be read in full as they extend beyond the size of boxes in the form. How do I stop this from happening?
(14 November 2016)**

A2. This is due to a difference in the fonts used within the form as it was developed, and the fonts available to organisations downloading the document. The forms have therefore been revised so that all questions are now in Arial 10, and all written answer boxes are the same. This will allow additional narrative space for applicants, and will ensure that all questions can be read in their entirety. Please amend the amplification of the document using the 'Zoom' option in Word if it is difficult to read.

No amendments have been made to the questions contained in the application form, but the application forms have been updated to include '(Version 2)' in the second page following the publication date. In order to ensure that all applications are received in the same format, only 'Version 2' applications will be accepted by the GLA.

If you have already downloaded Version 1, please download Version 2 of the application forms and transfer any information into this revised document, then delete the original document to ensure that you do not submit the incorrect version by the deadline time and date.

**Q3. I have downloaded the Payment Trigger Calculator (PTC) and the totals in the final tab look like they may be calculating incorrectly. Can you check please?
(16 November 2016)**

A3. *We have reviewed the PTC and can confirm that cells O42, O59 and O76 in the Project Income tab were calculating the value of income generated, but were not offsetting any amounts that would be recovered from the advance. Although this would distort the amount of income that could be anticipated, this page is only used for information and would not impact on any of the information that would be required to be transferred into an applicant's application form. However, we have now amended the Project Income tab to calculate the income/advance payment-offset correctly, and true annual amounts are now being calculated in cells O42, O59 and O76. As this change does not affect the information required by the GLA in the application form, the GLA will accept either Version 1 or Version 2 PTC submissions. If applicants would like to use the PTC for planning purposes, Version 2 is now available to download from the 'GLA ESF Funding Opportunity: Care Leavers Into Work' page on the GLA website, (<https://www.london.gov.uk/what-we-do/funding/european-social-fund/gla-co-financing-organisation/current-funding-opportunities-3>).*

**Q4. What is the duration of the programme - is it 3 years to deliver?
(17 November 2016)**

A4. *The start and end dates are indicated in the Specification (Timescales, 1.11) and this is reflected in the Payment Trigger Calculator. Please be aware that the end date for delivery also includes the period required to deliver sustained outcomes, so this must also be factored into any profiling.*

**Q5. Is the target 70 per year or over the 3 years?
(17 November 2016)**

A5. *The project targets are outlined in the 'Project Objectives' and 'Project Outputs & Results' paragraphs of the Specification. Applicants should confirm the volume that they think they will be able to achieve with the available funding over the lifetime of the project and give a justification of this volume in their application.*

**Q6. We are considering putting in a bid for the 'Care Leavers into Work' GLA co-financed ESF project. Will there be a market warming event for this project?
(21 November 2016)**

A6. *The GLA held an initial introductory event for the "Care Leavers Into Work", "Getting Back On Track", "2Work" and "Veterans" projects on 27 June 2016. Links to the Presentation and the event Q&A can be found on the GLA's CFO Market Warming page on the GLA's website (<https://www.london.gov.uk/what-we-do/funding/european-social-fund/gla-co-financing-organisation/market-warming-events>). There are no plans to run further events for these projects. As of 25 November 2016 the "2Work" and "Veterans" project Specifications have not yet been published.*

**Q7. Would a single borough bid would be acceptable for this project, or is the GLA expecting that the successful applicant will be able to work across borough boundaries?
(21 November 2016)**

A7. Confirmation of Geographical targeting is given in the “Project Geography/Area of delivery” paragraph of the Specification (1.7).

**Q8. Please can you confirm if you are looking to make one grant for this funding stream available or, you will be considering smaller grants from multiple providers up to the total amount?
(22 November 2016)**

A8. The GLA is looking to make one grant award under each Specification that has been published.

**Q9. Can you help me to find out whether <organisation name> would be in a position to apply for this funding?
(22 November 2016)**

A9. The status required of organisations in order for them to be able to apply for this funding is set out in Section 5 of Prospectus.

**Q10. Is it absolutely essential to be operating under the Merlin Standards if we could apply as a Local Authority?
(22 November 2016)**

A10. Applicants do not have to have been awarded the Merlin Standard, but should follow its principles and be able to demonstrate how they will do this in their application.

**Q11. The specification at the outputs section (paragraph 1.8) states that of the <volume of> young people to be engaged, all of them will have a positive outcome (“Result: Minimum no. of participants sustaining employment, education and training for 26 weeks /out of 32 weeks”). Is that correct, and if yes, how do applicants account for people who have dropped out for reasons beyond anybody’s control? – i.e. ill health etc.?
(24 November 2016)**

A11. The information at paragraph 1.8 relates to the minimum number of sustained results that the GLA requires the successful applicant to deliver. No other volumes of participants at other stages throughout the delivery of the project are indicated.

**Q12. With regards to the Payment Model and the Anticipated Proportions of Funding for Trigger Payment Activities, what is classified as commencing on the project and what evidence will be needed to be provided to obtain the specification specific % of the project cost payment?
(24 November 2016)**

A12. "Commencing on the project" refers to participants who start on the project. Evidence requirements for payments of outcomes and results are shown in the Evidence Handbook, and where no specific evidence requirement is indicated in the Handbook for a particular characteristic, such as ethnicity or disability, self-declaration by a participant is acceptable. We will update the Evidence Handbook to list the characteristics that may be self-declared prior to entering into Grant with the Preferred Supplier. Please note, these may change for individual projects if the Sole Eligibility Criterion applies.

**Q13. In the CLIW specification it states "Please note that entry to education and training result payments can only be claimed for up to 10% of the number of young people commencing on the project. Entry to employment results can be claimed for up to 100% of the number of young people commencing on the project". Could you please clarify if I am correct in thinking that we could therefore have 4% move into education/training with the remaining 96% moving into employment?
(28 November 2016)**

A13. The maximum number of participants who can progress into education is 10% of the volume of starters. The remaining amount who progress into EET must progress into employment. Therefore 4% could move into education and 96% could move into employment. However, you should consider whether you think that 100% of starters progressing into EET is realistic, and you should justify your volumes/proportions in your application form.

**Q14. Please could you confirm whether we can submit multiple bids for each of the tenders, so x3 for CLIW?
(29 November 2016)**

A.14 For this specification, the GLA does not restrict the volume of applications that any one organisation can submit. However, as the GLA only intend to issue one grant, (see the answer to Q8 in this "Questions relating to the "Care Leavers Into Work" project" section), unless you intend to propose a number of different solutions, you may wish to combine your response into one application.

Q15. We had a clarification regarding the Care Leavers into Work due diligence documents as follows:

**OFSTED Clarification. Our most recent OFSTED report predates the delivery of accreditations relevant to this provision. Will you accept a copy of our SAR in the absence of an OFSTED inspection?
(29 November 2016)**

A15. Please include copies of your OFSTED report(s) and SAR(s) with your submission.

**Q16. 1.7 Risks: Are we supposed to restrict the risks to the top 5? – we cannot add extra rows
(1 December 2016)**

A16. Please only enter your top 5 risks into your application.

The GLA may revise this number for future ESF applications.

**Q17. 4.1 Project Team: We cannot insert our organigram(s) graphic as the form is text only – do you want this as text instead?
(1 December 2016)**

A17. Question 4.1 requests that you provide an organigram. Please attach this as an Annex to the application and submit it as PDF with your completed application form and supporting documentation.

**Q18. With regards to weighting, we can see that Section 2 (Value for Money) attracts 10% of the score and a performance offer could attract 60% of this. How will you protect against bidders providing unrealistic 'price-to-win' performance offers in order to maximise their scoring potential?
(1 December 2016)**

A18. Q2.1 of the application form requires applicants to provide an explanation of why the proposed volumes of outputs, results and conversion rates are realistic and achievable, and the evidence to support this. The GLA will take this into consideration when scoring, including reviewing proposed outcomes against those offered by the suite of applicants to identify any outlying offers, and comparing against similar project outcomes delivered by previous projects. For clarity, Q2.1 represents 6% of the overall score available in the application.

Q19. Please note that on the application form under section 4 it asks for 2 separate organograms to be inputted but the application does not allow for you to copy and paste into it or indeed create an organogram within the box provided.

**Can I therefore do the organograms on a separate sheet and include or do you need to revisit the application document?
(9 December 2016)**

A19. *Please see the response to Q17 above.*

**Q20. Please could you confirm whether an apprenticeship can be claimed as an employment outcome for the GLA ESF co-financed project – Care Leavers into Work?
(12 December 2016)**

A20. *As this question will apply to all GLA ESF projects, we have responded in the Generic section. Please see Q15 and A15.*

**Q21. Our risk management approach is thorough however we note that there is no capacity to add further rows to the table in Q1.7. Are you therefore asking us to list the top 5 risks which wouldn't necessarily give you a robust response?
(14 December 2016)**

A21. *Please only list the five risks that you consider to be the most important/appropriate in your application. Once a preferred supplier has been selected, we will require with them to produce a more expansive Risk Register.*

**Q22. When answering question 1.7, the table provided does not give us enough space to describe how we mitigate risks. Would it be preferential for us to submit this table as an attachment rather than populate the table within the attachment to ensure you get a robust response?
(14 December 2016)**

A22. *Please use the table provided in the application form rather than submitting an attachment.*

**Q23. I am correct that 'Strategic Partners' should be named in the 'informal partners' section - can these boxes be expanded or are we limited to 6?
(14 December 2016)**

A23. *Any partner who will receive some form of payment for their involvement a project, they should be named in the 'formal partners section'. If their services are provided at no cost to the project they should be listed in the 'informal partners' section.*

**Q24. In the table on page 6 of the "Care Leavers Into Work" application it says that the application and accompanying documents need to be submitted by 16:00 on 23 December 2016, but in the narrative section on page 7, and in the Prospectus and Specification, it only states 23 December 2016. Can you confirm the deadline please?
(14 December 2016)**

A24. For the avoidance of doubt, as a specific (non-contradictory) date is stated in all three documents, and a specific time is stated in the application form, the information in the application form table on page 6 will take precedence.

Applicants should note that their application and all accompanying documentation must be submitted no later than 16:00 on 23 December 2016.

Questions relating to the “Getting Back On Track” project

**Q1. The Prospectus states that the project was published on 11 November 2016, but I wasn't notified until 14 November 2016. Can you confirm the published date and whether this will have an effect on the deadline for submission of the application and supporting documents?
(14 November 2016)**

A1. The GLA intended to publish on 11 November 2016. Unfortunately some documentation was not finalised in time to publish by this deadline, so the documentation was published on 14 November 2016. Organisations which had submitted their contact details to the GLA ESF Mailing List, as well as others who registered through attendance at the introductory event in June 2016, were informed by email on 14 November 2016. The GLA has allowed 6 working weeks for applications to be developed and submitted, and the deadline of 16:00 on 23 December 2016 therefore remains unchanged.

**Q2. I have downloaded the Application Form, but some of the questions cannot be read in full as they extend beyond the size of boxes in the form. How do I stop this from happening?
(14 November 2016)**

A2. This is due to a difference in the fonts used within the form as it was developed, and the fonts available to organisations downloading the document. The forms have therefore been revised so that all questions are now in Arial 10, and all written answer boxes are the same. This will allow additional narrative space for applicants, and will ensure that all questions can be read in their entirety. Please amend the amplification of the document using the 'Zoom' option in Word if it is difficult to read.

No amendments have been made to the questions contained in the application form, but the application forms have been updated to include '(Version 2)' in the second page following the publication date. In order to ensure that all applications are received in the same format, only 'Version 2' applications will be accepted by the GLA.

If you have already downloaded Version 1, please download Version 2 of the application forms and transfer any information into this revised document, then delete the original document to ensure that you do not submit the incorrect version by the deadline time and date.

**Q3. I have downloaded the Payment Trigger Calculator (PTC) and the totals in the final tab look like they may be calculating incorrectly. Can you check please?
(16 November 2016)**

A3. We have reviewed the PTC and can confirm that cells O42, O59 and O76 in the Project Income tab were calculating the value of income generated, but were not offsetting any amounts that would be recovered from the advance. Although this would distort the amount of income that could be anticipated, this page is only used for information and would not impact on any of the information that would be required to be transferred into an applicant's application form. However, we have now amended the Project Income tab to calculate the income/advance payment offset correctly, and true annual amounts are now being calculated in cells O42, O59 and O76. As this change does not affect the information required by the GLA in the application form, the GLA will accept either Version 1 or Version 2 PTC submissions. If applicants would like to use the PTC for planning purposes, Version 2 is now available to download from the 'GLA ESF Funding Opportunity: Getting Back On Track' page on the GLA website, (<https://www.london.gov.uk/what-we-do/funding/european-social-fund/gla-co-financing-organisation/current-funding-opportunities-1>).

**Q4. I wanted to find out if the targets (125) were for 3 years or 1 year?
(17 November 2016)**

A4. The project targets are outlined in the 'Project Objectives' and 'Project Outputs & Results' paragraphs of the Specification. Applicants should confirm the volume that they think they will be able to achieve with the available funding over the lifetime of the project and give a justification of this volume in their application.

**Q5. Is the delivery for 1 year or 3 years?
(17 November 2016)**

A5. The start and end dates are indicated in the Specification (Timescales, 1.11) and this is reflected in the Payment Trigger Calculator. Please be aware that the end date for delivery also includes the period required to deliver sustained outcomes, so this must also be factored into any profiling

**Q6. What is the minimum turnover for bidding as lead for the Getting Back On Track tender?
(18 November 2016)**

A6. As the Due Diligence process is replicated across all Specifications, this question has been amended and answered in the "Generic Questions" section.

**Q7. We are considering putting in a bid for the ‘Getting Back on Track’ GLA co-financed ESF project. Will there be a market warming event for this project?
(21 November 2016)**

A7. The GLA held an initial introductory event for the “Care Leavers Into Work”, “Getting Back On Track”, “2Work” and “Veterans” projects on 27 June 2016. Links to the Presentation and the event Q&A can be found on the GLA’s CFO Market Warming page on the GLA’s website (<https://www.london.gov.uk/what-we-do/funding/european-social-fund/gla-co-financing-organisation/market-warming-events>). There are no plans to run further events for these projects. As of 25 November 2016 the “2Work” and “Veterans” project Specifications have not yet been published.

**Q8. Would a single borough bid would be acceptable for this project, or is the GLA expecting that the successful applicant will be able to work across borough boundaries?
(21 November 2016)**

A8. Confirmation of Geographical targeting is given in the “Geography and Learning Institutions” paragraph of the Specification (1.6).

**Q9. Please can you confirm if you are looking to make one grant for this funding stream available or, you will be considering smaller grants from multiple providers up to the total amount?
(22 November 2016)**

A9. The GLA is looking to make one grant award under each Specification that has been published.

**Q10. Can you help me to find out whether <organisation name> would be in a position to apply for this funding?
(22 November 2016)**

A10. The status required of organisations in order for them to be able to apply for this funding is set out in Section 5 of Prospectus.

**Q11. Is it absolutely essential to be operating under the Merlin Standards if we could apply as a Local Authority?
(22 November 2016)**

A11. Applicants do not have to have been awarded the Merlin Standard, but should follow its principles and be able to demonstrate how they will do this in their application.

**Q12. The specification at the outputs section (paragraph 1.8) states that of the <volume of> young people to be engaged, all of them will have a positive outcome (“Result: Minimum no. of participants sustaining employment, education and training for 26 weeks /out of 32 weeks”). Is that correct, and if yes, how do applicants account for people who have dropped out for reasons beyond anybody’s control? – i.e. ill health etc.?
(24 November 2016)**

A12. The information at paragraph 1.8 relates to the minimum number of sustained results that the GLA requires the successful applicant to deliver. No other volumes of participants at other stages throughout the delivery of the project are indicated.

**Q13. With regards to the Payment Model and the Anticipated Proportions of Funding for Trigger Payment Activities, what is classified as commencing on the project and what evidence will be needed to be provided to obtain the specification specific % of the project cost payment?
(24 November 2016)**

A13. “Commencing on the project” refers to participants who start on the project. Evidence requirements for payments of outcomes and results are shown in the Evidence Handbook, and where no specific evidence requirement is indicated in the Handbook for a particular characteristic, such as ethnicity or disability, self-declaration by a participant is acceptable. We will update the Evidence Handbook to list the characteristics that may be self-declared prior to entering into Grant with the Preferred Supplier. Please note, these may change for individual projects if the Sole Eligibility Criterion applies.

**Q14. Section 1.9.3 of the GBOT specification states, ‘Participants aged 16 and 17 should be supported into RPA compliant destinations. We expect the majority of those who achieve a sustained result for 26 weeks will be in employment, although we acknowledge the appropriate destination for a portion of the young people will be education and training.’ Can you please provide a percentage for ‘the majority’?
(28 November 2016)**

A14. The GLA have not published an anticipated figure for ‘the majority’ in the specification. We are looking for applicants to use their knowledge and experience in order to propose and justify an appropriate proportion in their application.

**Q15. With regards to the payment trigger calculator, can you confirm whether our submission will be marked down if our sustainment percentage is below a certain level? E.g. 400 starters for GBOT with 125 employment sustainment’s = 31%
(28 November 2016)**

A15. *The GLA has not published an anticipated conversion figure in the specification. Applicants should use their knowledge and experience in order to propose and justify an appropriate volume/proportion in their application. The answer given will allow the GLA to score this section of the application based on your justification of why the proportions are appropriate.*

**Q16. Please could you confirm whether we can submit multiple bids for each of the tenders, so x3 for GBOT?
(29 November 2016)**

Q16. *For this specification, the GLA does not restrict the volume of applications that any one organisation can submit. However, as the GLA only intend to issue one grant, (see the answer to Q9 in this “Questions relating to the ‘Getting Back On Track’ project” section), unless you intend to propose a number of different solutions, you may wish to combine your response into one application.*

Q17. We had a clarification regarding the Getting Back on Track due diligence documents as follows:

**OFSTED Clarification. Our most recent OFSTED report predates the delivery of accreditations relevant to this provision. Will you accept a copy of our SAR in the absence of an OFSTED inspection?
(29 November 2016)**

A17. *Please include copies of your OFSTED report(s) and SAR(s) with your submission.*

**Q18. Can an output for a participant be sustaining training for 26 out of 32 weeks or do they have to be in employment as well?
(30 November 2016)**

A18. *The intended result of the intervention is to progress participants into employment, education or training. Therefore a sustained education or training result could be reported if the participant was not in employment. Where a participant is in employment with training, the result should be indicated as employment in your application.*

**Q19. 1.7 Risks: Are we supposed to restrict the risks to the top 5? – we cannot add extra rows
(1 December 2016)**

A19. *Please only enter your top 5 risks into your application. The GLA may revise this number for future ESF applications.*

**Q20. 4.1 Project Team: We cannot insert our organigram(s) graphic as the form is text only – do you want this as text instead?
(1 December 2016)**

A20. *Question 4.1 requests that you provide an organigram. Please attach this as an Annex to the application and submit it as PDF with your completed application form and supporting documentation.*

**Q21. Should each organisation bidding for the programme commit to supporting 125 individual NEET young people for up to a total of £500,000 or can we bid for a lower amount and help fewer young people?
(8 December 2016)**

A21. *The GLA intend to issue one grant in order to deliver this programme (see Q9 above), and wish to secure an agreement to achieve a minimum level of 'results' as outlined in the specification. The GLA preference would be that if a potential deliverer can demonstrate that they can deliver more results for the available budget, they should indicate and justify this in their application. However the GLA do not wish to issue one grant for a lower budget that does not offer the minimum achievement of results requested.*

**Q22. We are looking at the Getting Back on Track application (Youth Innovation Fund), and would like to know in more detail how the scoring mechanism works in practice.
(8 December 2016)**

A22. *As this question will apply to all GLA ESF projects, we have responded in the Generic section. Please see Q13 and A13.*

**Q23. Please note that on the application form under section 4 it asks for 2 separate organograms to be inputted but the application does not allow for you to copy and paste into it or indeed create an organogram within the box provided.
Can I therefore do the organograms on a separate sheet and include or do you need to revisit the application document?
(9 December 2016)**

A23. *Please see the response to Q20 above.*

**Q24. Please could you confirm whether an apprenticeship can be claimed as an employment outcome for the GLA ESF co-financed project – Getting Back on Track?
(12 December 2016)**

A24. *As this question will apply to all GLA ESF projects, we have responded in the Generic section. Please see Q15 and A15.*

**Q25. If we target a particular borough and are working with a school that has pupils who become NEET but live in a neighbouring borough that we have not identified in our bid, will they be eligible to access our service?
(13 December 2016)**

A25. *The specification requires that participants are resident in London, so as the project will be scored on the information provided in the application, and as the activity will be subject to audit, the activity must reflect what is offered in the application. Therefore, if you intend to work with a school that has a catchment area that includes neighbouring boroughs it would be best to reflect the anticipated proportions of participants from various boroughs in your application and confirm that you intend to work with the pupils who attend a school/schools in a particular borough in the narrative in your application.*

Q26. Please note that the Partnership Declaration Form on your website for the Getting Back on Track programme has the name Care Leavers into Work on the front. Will it be ok to have our partners complete this version even though they are taking part in Getting Back on Track and not Care Leavers into Work? NB. The Care Leavers into Work has the correct Partnership Declaration Form listed as part of its documents. (13 December 2016)

A26. *Thank you for pointing this out. We can confirm that we will accept the Getting Back On Track partnership declarations on the Partnership Declaration Forms titled Care Leavers Into Work. Please ensure that when the forms are completed they clearly state Getting Back On Track in the Project Title box and P1.2/GBOT in the Grant Offer Code box and that the forms are saved in a zipped folder named using the naming convention indicated in paragraph 2.4 of the Getting Back On Track Prospectus.*

Q27. Where a young person has completed school/statutory education and has no confirmed destination for the forthcoming September, could they be included in this initiative? (14 December 2016)

A27. *The eligibility for this project is set out in section 1.7 of the specification (Project Scope & Eligibility) and states that a participant must be NEET and must have dropped out of their level 2/3 course at school or college within the preceding 6 months (evidence required to support this can be found in The Evidence Handbook).*

Q28. Our risk management approach is thorough however we note that there is no capacity to add further rows to the table in Q1.7. Are you therefore asking us to list the top 5 risks which wouldn't necessarily give you a robust response? (14 December 2016)

A28. *Please only list the five risks that you consider to be the most important/appropriate in your application. Once a preferred supplier has been selected, we will require with them to produce a more expansive Risk Register.*

**Q29. When answering question 1.7, the table provided does not give us enough space to describe how we mitigate risks. Would it be preferential for us to submit this table as an attachment rather than populate the table within the attachment to ensure you get a robust response?
(14 December 2016)**

A29. Please use the table provided in the application form rather than submitting an attachment.

**Q30. Can you please clarify the minimum requirement for sustainable outcomes - in the specification it states 125 and in the application form 'Funding Targets' Not scored - P16 it states (minimum 70)?
(14 December 2016)**

A30. Thank you for pointing this out. The applications were developed side by side and the sentence in "Funding Targets – Not Scored, (ii)" should have been deleted prior to publication. To clarify, the target indicated in the Specification (a minimum of 125) is the correct target.

**Q31. I am correct that 'Strategic Partners' should be named in the 'informal partners' section - can these boxes be expanded or are we limited to 6?
(14 December 2016)**

A31. Any partner who will receive some form of payment for their involvement a project, they should be named in the 'formal partners section'. If their services are provided at no cost to the project they should be listed in the 'informal partners' section.

**Q32. In the table on page 6 of the "Getting Back On Track" application it says that the application and accompanying documents need to be submitted by 16:00 on 23 December 2016, but in the narrative section on page 7, and in the Prospectus and Specification, it only states 23 December 2016. Can you confirm the deadline please?
(14 December 2016)**

A32. For the avoidance of doubt, as a specific (non-contradictory) date is stated in all three documents, and a specific time is stated in the application form, the information in the application form table on page 6 will take precedence.

Applicants should note that their application and all accompanying documentation must be submitted no later than 16:00 on 23 December 2016.