

'APPLICATIONS GUIDE (Last Updated February 2007) - Glossary and Annexes'

Contents for this page:

- Annex 1 - List of Secretariats (Last updated April 2006)
- Annex 2 - NVQ level descriptions and equivalents
- Annex 3 - List of counties covered by region
- Glossary
- Relationship with other guidance

Annex 1 - List of Secretariats (Last updated April 2006)



[Document showing all changes to this page](#)

Yorkshire and the Humber

Government Office for Yorkshire and the Humber
25 Queen Street
Leeds
LS1 2TW
Contact: Phil Arundel
Phone: 0113 233 8364
Fax: 0113 233 8301
e-mail: parundel.goyh@go-regions.gsi.gov.uk

South Yorkshire

Government Office for Yorkshire and the Humber
Silkson House
Pioneer Close
Manvers Way
Wath Upon Dearne
Rotherham
S63 7JZ

Obj 1 contact: Karen Black
Phone: 0170 976 3644
Fax: 0170 976 3679
e-mail : kblack.goyh@go-regions.gsi.gov.uk

North West

Government Office for the North West
European Programme Executive
City Tower
Piccadilly Plaza
Manchester
M1 4BE
Shay O'Rourke
Phone 0161 952 4448
e-mail: shay.orourke@gonw.gsi.gov.uk
Contact: Geoff Johnson
Phone: 0161 952 4383
e-mail: geoff.johnson@gonw.gsi.gov.uk

West Midlands

Government Office for the West Midlands
5 St Philip's Place
Colemore Row
Birmingham
B3 2PW
Contact: Ajmea Thind
Phone: 0121 212 5329
Fax: 0121 212 5185
e-mail: athind.gowm@go-regions.gsi.gov.uk

East Midlands

Government Office for the East Midlands
The Belgrave Centre
Stanley Place
Talbot Street
Nottingham
NG1 5GG

Objective 2

Contacts: Melanie Phythian
Phone: 0115 971 2620
email melanie.phythian@goem.gsi.gov.uk

Objective 3

Jayne Muir
Phone: 0115 971 2609
e-mail: jayne.muir@goem.gsi.gov.uk
Sandra Cockell
Phone : 0115 971 2610
e-mail: sandra.cockell@goem.gsi.gov.uk

Merseyside

Government Office for the North West
Cunard Building
Pier Head
Water Street
Liverpool
L3 1QB
Contact: Phil Upton Obj. 1
Phone: 0151 224 6408
Fax: 0151 224 6472
e-mail: pupton.gonw@go-regions.gsi.gov.uk

North East

Government Office for the North East
Citygate
Gallowgate
Newcastle upon Tyne
NE1 4WH

Contacts: John Downs Obj. 3

Phone: 0191 202 3834

Fax: 0191 202 3940

e-mail: john.downs@gone.gsi.gov.uk

Malcolm Craggs Obj. 2

Phone: 0191 202 3859

Fax: 0191 202 3940

e-mail: malcolm.craggs@gone.gsi.gov.uk

South West

Government Office for the South West
Mast House
Shepherd's Wharf
24 Sutton Road
Plymouth
PL4 0HJ

Obj 3 contact: Jill Styring

Phone: 0175 263 5104

Email: jill.styring@gosw.gsi.gov.uk

Obj 2 contact: Jennie Milligan

Phone; 0175 263 5122

e-mail: jenny.miiligan@gosw.gsi.gov.uk

Obj 1 contact: Janet Woolley

Phone:0175 263 5022

e-mail: janet.woolley@gosw.gsi.gov.uk

London

Government Office for London
Riverwalk House
157-161 Millbank
London
SW1P 4RR

Obj 2 contact: Norman Cook

Phone: 020 7217 3007

Fax 020 7217 3478

e-mail: norman.cook@gol.gsi.gov.uk

Obj 3 contact: Steve Hill

Phone 020 7217 3261

e-mail: steve.hill@gol.gsi.gov.uk

Gibraltar

European Social Fund Unit (Gib)
Suite 631
Europort
Contact: Charles Collinson
Phone: 00350 52052
Fax: 00350 71406
email: eudtigib@gibnynex.gi

Eastern

Government Office for the East
Eastbrook
Shaftesbury Road
Cambridge
CB2 2DF

Obj 3 contact: Andrew Hitter
Phone: 01223 372703
Fax: 01223 346792
e-mail: andrew.hitter@goeast.gsi.gov.uk

Obj 2 Contact: Andy Edwards
Phone 01223 372705
Fax 01223 346792
e-mail: andrew.edwards@goeast.gsi.gov.uk

South East

Government Office for the South East
Bridge House
1 Walnut Tree Close
Guildford
GU1 4GA
Contact: Peter Kennedy
Phone: 0148 388 25453
e-mail: peter.kennedy@gose.gsi.gov.uk

DWP ESFD Moorfoot

ESF Division
Level N2
Moorfoot
Sheffield
National Projects and Centrally Funded Activity
Technical Assistance
Contact: Alison Tough
Phone: 0114 2677308
email: alison.tough@dfes.gsi.gov.uk

Annex 2 - NVQ level descriptions and equivalents

| NVQ Level | Academic qualification name | Vocational qualification name |
|-----------------|---|--|
| Non-NVQ Level 0 | RSA Word Power RSA Number Power CLAIT | |
| Level 1 | GCSE/SCE/O-level grades below C (or fewer than 5 at grades A-C) CSE grades below 1 1 AS level | BTEC/SCOTBTEC/SQA - First Certificate BEC/SCOTBEC - General Certificate/Diploma City & Guilds - Operative Awards CPVE - Year 1 (Technician) LCCI/RSA/PEI - Elementary/First Level RSA - Vocational Certificate Foundation GNVQ/GSVQ NVQ/SVQ Level 1 |
| Level 2 | 5 or more GCSE/SCE/O-level grades at A-C CSE grade 1 1 A level pass 2 or 3 AS levels | BTEC/SCOTVEC/SQA - First diploma BEC/SCOTBEC/BTEC/SCOTVEC/SQA General Certificate/Diploma with Credit City & Guilds - Higher Operative/craft LCCI - Certificate/ Second level PEI - Stage 2 Pitmans - Intermediate Level 2 Diploma Certificate RSA - Diploma Intermediate GNVQ/GSVQ NVQ/SVQ LEVEL 2 |
| Level 3 | 2 or more A level 4 or more AS levels | BEC/SCOTBEC BTEC/ SCOTVEC/SQA - National OND/ONC TEC/SCOTEC - Certificate/Diploma City & Guilds - Advanced Craft LCCI - Third Level Diploma Pitmans - Level 3 Advanced Higher Certificate RSA - Stage 3 Advanced Diploma Advanced GNVQ/GSVQ Access to Higher Education Courses Advanced awards in ESOL and foreign languages NVQ/SVQ Level 3 |
| Level 4 | Teaching qualifications (including PGCE) First degree | BEC/SCOTBEC/ BTEC/ SCOTVEC/SQA - HND/HNC TEC/SCOTEC - Higher Certificate/Diploma LCCI - Advanced level |

| | | |
|---------|--|---|
| | | RSA - Advanced Certificate/Higher Diploma Diploma in Higher Education Nursing (SRN) Certificate in Higher Education NVQ/SVQ Level 4 |
| Level 5 | Higher degree Graduate membership of professional institute | Continuing Education Diploma Other high level professional qualification (for example NVQ Level 5 in management) |

Annex 3 - List of counties covered by region

| Secretariats | Counties and Unitary Authorities |
|------------------------|---|
| North East | Cleveland, Durham, Northumberland, Tyne & Wear |
| North West | Cheshire, Cumbria, Gtr Manchester Lancashire, Merseyside |
| Yorkshire & The Humber | Humberside Lincolnshire (GOYH), (North Lincolnshire North Yorkshire, UA and North East South Yorkshire, Lincolnshire UA) West Yorkshire |
| East Midlands | Derbyshire Leicestershire, Lincolnshire (GOEM), Northamptonshire, Nottinghamshire, Rutland |
| West Midlands | Herefordshire, Shropshire, Staffordshire, Warwickshire, West Midlands, Worcestershire |
| Eastern | Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Suffolk |
| South West | Avon, Cornwall, Devon, Dorset, Gloucestershire, Isles of Scilly, Somerset, Wiltshire |
| South East | Berkshire, Buckinghamshire, East Sussex, Hampshire, Isle of Wight Kent, Surrey, West Sussex, Oxfordshire |
| London | London |
| Wales | Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthenshire, Ceredigion, Clwyd, Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport, Pembrokeshire, Powys, Rhondda Cynon Taff, Swansea, Torfaen, Vale of Glamorgan, Wrexham |
| Other | Gibraltar |

Glossary

Accountable body

The legally-constituted organisation responsible for the correct administration and delivery of the project. An organisation that has agreed to be the applicant for a partnership of organisations.

Added value

Added value is the amount of extra benefit in terms of outputs gained as a result of European funding for the project, over and above those benefits obtained from other funding sources.

Additionality

Confirmation by a Member State that they have not substituted ESF for domestic expenditure.

Advance payment

Payment made to the project applicant when it is confirmed the project has started.

Applicant

The legally-constituted organisation responsible for correctly administering and delivering the European funded project. The applicant will also be responsible for making grant repayments if the conditions for receiving ESF support are not met.

Application

The submission of a formal document by an individual or organisation applying for funding for a project.

Attributable

An action or item of expenditure that belongs to a project or activity.

Audit

An inspection of the systems and financial records of a project to confirm the accuracy, reliability and eligibility of funding claims.

Awarding body

The organisation providing certification of vocational courses, for example City and Guilds, BTEC and so on.

Beneficiary

The person or organisation receiving support from an ESF-funded project.

Benefits in kind

Non-financial support given to a project, for example, staff time working on a project. It must be possible to measure this support financially.

Budget allocation

The funds awarded to a project that are used for the purpose already set out in the project application.

Capacity building

The development of organisations so they can support other groups or individuals.

Caveat

A specific clause to make sure a particular activity is delivered.

Claim

A return completed by an organisation to show financial and non-financial information for a specific period. Also includes the claim for cash payable for the project.

Co-financing

The system by which ESF and domestic funding are brought together in a single funding system. Commission (EU) The European Union.

Community initiatives

Community initiatives are programmes started by the EC in areas where action at EC level rather than at national level is considered to be more appropriate. These programmes aim to solve specific problems caused by the decline of traditional industries or by implementing other EC policies.

Community Support Framework (CSF)

The chief programming document for Objective 3 for Great Britain, which outlines how Objective 3 will be spent in the period 2000 to 2006.

Completers

Beneficiaries who have finished on a project and will not return to the project.

Control

To check, verify and regulate elements of ESF project delivery, or to exert control over the policy of an organisation.

De minimis

A value below which a cost is not to be taken into consideration. For example, there is a de minimis level under which state aid to companies does not have to be reported to the European Commission.

Depreciation

The calculated loss in value of an asset due to age, wear and tear, deterioration, or obsolescence.

DfES

Department for Education and Skills.

DG Employment

Directorate General, with responsibility for policy development, evaluation and use of ESF.

DG Financial Control

Directorate General, responsible for effective and efficient control of the European Commission's resources.

Dossier

The term given to an application after it has been approved.

Dossier application form

The ESF form designed to summarise the projects contained in a dossier.

Dossier number

The Secretariat's reference number for the project.

Distance travelled

The progress made by a beneficiary towards either employment or other hard outcome as a result of the project.

DWP

Department for Work and Pensions.

Early leavers

People who leave the project before their expected leaving date and are not expected to return to the project.

EC

European Commission.

Eligibility

The conditions that must be met to become part of an ESF funded project. These conditions apply to people, costs and activities.

Eligible costs

Costs that are to be taken as allowable charges for an ESF-funded project.

Employability skills

The skills required to improve a beneficiary's chances of becoming employed, such as literacy training and specific vocational qualifications.

ESF

European Social Fund. Aims to improve the employment situation in the EU, by investing in people.

ESFD

The ESF Division - the part of DWP with overall responsibility for administering ESF.

European Court of Auditors

The taxpayers' representative, responsible for checking that the European Union spends its money according to its budgetary rules and regulations and for the purposes for which it was intended.

Expenditure

Amounts paid by an organisation for goods or services received or services rendered.

Final beneficiary

The EC's term for an applicant. Funding Money made available to a project.

Global grants

A simplified system allowing small non-government organisations easier access to ESF.

GNVQ

General National Vocational Qualification.

GO

Government Office.

GSE

General Statement of Expenditure - the document which confirms that public match funding was actually provided.

Ineligible costs

Costs that cannot be claimed against the project.

Interactive application form (IAF)

The electronic application form.

Interactive software

The software for the interactive application form.

Interim project report/project progress report

A periodic report by an applicant on the progress of a project. This report triggers interim payments.

Intermediate Labour Market (ILM)

Wage or salaried full or part-time jobs that are available only to unemployed people (or specific groups of unemployed people) for a limited time, and where the product of their work has either a direct social purpose, or is trading for a social purpose (for example, heating insulation projects) where the work or trading would not normally take place. (Source: Institute of Employment Research at Warwick 1998)).

Intervention

An action to focus on a specific goal, such as delivery of training to help with the employability of individuals.

Intervention rate

The percentage of expenditure provided by European funding, for example, up to 45% for ESF Objective 3.

Labour market information

Intelligence concerning local labour market conditions. In particular on employment levels, specific groups facing unemployment and employment opportunities.

Letter of intent

A letter from an organisation other than the applicant expressing its support for a project, either financially or through other means.

Main match funder

The principal provider of match funding to the project.

Match funding

Project expenditure financed by sources of eligible private or public funds other than European funding.

Match funding in kind

A cost included in a project return which the applicant has not met (for example, donated time or equipment). There must be an audit trail to the actual costs.

Measure

An individual element of activity specifically designed to focus on the priorities of the Commission's objectives, for example, Measure 1.1 of the West Midlands 1997-1999 SPD, 'Enabling communities by helping them acquire the skills to improve their economic situations'.

Monitoring committee

A committee to monitor programmes. Its members include GO staff and other partners.

NVQ

National Vocational Qualification.

Objective

The European Commission term for their aims to reduce economic and social differences between states.

Operational Programme (OP)

Document setting out how funding will be targeted. Similar to SPD.

Outcome or output

The result or product of a project. For example qualifications, businesses supported or progression to employment.

Primary audit evidence, prime information, prime data

This evidence that is of a key or fundamental nature, which can be used to confirm a particular transaction or activity. For example invoices, bank statements and signed declarations.

Priority

A set of specific aims within a programme which are to be tackled by the delivery of particular measures.

Private match funding

Financial support provided to a project by a private organisation. Certification of this funding is not required.

Profile

A forecast which triggers advance payment by timing project expenditure.

Project progress report/interim claim form

A periodic report by an applicant on the progress of a project. This report triggers interim payments.

Project

This is the approved activity for which funding was being sought under a Policy Field, Priority or Measure for an Objective. It is also the term given to an ESF application once it has been approved.

Project Closure Report (PCR)

The final return completed by an organisation to show financial and non-financial information for a specific project.

Public match funding

Financial support provided to a project by a publicly funded organisation.

Public Match Funding Certificate (PMFC)

A pre-designed form to be completed by organisations providing public match funding.

Regional Development Plan (RDP)

A document prepared by a Government Office which explains the strategy and priorities for the region.

Regional Committee

A group of nominated regional experts responsible for managing ESF Objectives. The committee is chaired by the Government Office Regional Director or a nominated deputy.

Regional guidance

The guidance provided by a Government Office on how it will deliver the plans included in its RDP/SPD.

Regional scoring criteria

Scoring criteria developed by some Secretariats to reward projects delivering specifically targeted actions which apply to their Region.

Revenue

Income generated by an ESF project.

Secretariat

The organisation responsible for administering the funds, normally a Government Office.

Significant change

Anything which changes the theme of the project or its outputs and costs from those set out in the application as a result of unforeseen external or internal factors (for example, changes of more than or less than 15% in any cost heading or in outputs). Such changes must be notified to and approved by the Secretariat.

Single Programming Documents (SPD)

Single Programming Documents are made up of a set of priorities and Measures aimed at the economic regeneration of particular areas over a number of years. They may include business support measures. SPDs are designed to implement medium-term plans previously agreed between the EC and the UK Government. Programmes are delivered by local and public authorities and other non-profit making organisations and are monitored by a committee.

SME

Small and medium-sized enterprises.

Social exclusion

Separating of a group, individual or sector from normal activities of society because of economic or social factors.

Soft outcomes

A way of measuring the success of a project not concentrating solely on quantitative outcomes (for example, self motivation skills).

Sub-contract

The delivery of elements of projects by organisations other than the applicant or a project partner.

Unemployed

Someone of working age who is without paid work.

VAT

The Verification and Audit team of the ESF Division.

Wage subsidy

A contribution towards a wage paid to a beneficiary.

Relationship with other guidance

The source documents are the regulations relating to European Structural funds and the European Social Fund in particular. The current regulations are as follows:

- Council Regulation (EC) No 1260/1999 - laying down general provisions on the Structural Funds.
- Regulation (EC) No 1784/1999 - on the European Social Fund.
- Commission Regulation (EC) No 1159/2000 - on information and publicity measures to be carried out by the Member States concerning assistance from the Structural Funds.
- Commission Regulation (EC) No 1685/2000 - laying down detailed rules for the implementation of Council Regulation (EC) No 1260/1999 as regards eligibility of expenditure of operations co-financed by the Structural Funds.
- Commission Regulation (EC) No 68/2001 - on the application of Articles 87 and 88 of the EC Treaty to training aid.
- Commission regulation (EC) No 438/2001 - laying down detailed rules for the implementation of Council Regulation (EC) No 1260/1999 as regards the management and control systems for assistance granted under the Structural Funds.
- Commission Regulation (EC) No 448/2001 - laying down detailed rules for the implementation of Council Regulation (EC) No 1260/1999 as regards the procedure for making financial corrections to assistance granted under the Structural Funds.
- Commission Regulation (EC) No 2204/2002 - on the application of Articles 87 and 88 of the EC Treaty to employment aid.