

Welcome to the LSC Lancashire ESF Contractors' Information Centre.



EUROPEAN UNION
European Social Fund

A bit about us!

Throughout the region a large part of the European Social Fund (ESF) is co-ordinated by the Learning and Skills Council Lancashire. LSC Lancashire is one of 47 offices of the national LSC responsible for a £6.4 billion annual budget which funds post-16 education and training through a network of further education colleges and learning providers.

We hope you will find it useful and would be grateful to receive any comments or suggestions you may have. Our ESF dedicated contact details are:

Tel: 01772 443040

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A bit about ESF!

The European Social Fund (ESF) is an important source of funding for projects that develop employability and human resources. In particular:

- active labour market policies
- equal opportunities for all
- lifelong learning
- adaptability and entrepreneurship
- improving the role of women in the market.

If you would like to know more about the European Social Fund and Co-Financing you can access the regional Government Office web site: www.go-nw.gov.uk

A bit about this ESF contractors' information centre!

There are many obligations on organisations who run projects funded by ESF. These should not be viewed as onerous conditions of obtaining funding, but as an aid to getting the maximum for the beneficiary and from the project, to raising the profile and bringing awareness to the general public of the enormous benefits ESF can bring to the region.

The purpose of this information centre is to promote information about the obligations involved in running an ESF co-financed project with LSC Lancashire. We hope the site will prove useful for those organisations considering entering into a contract and help those that have already done so to comply with their obligations – a 'post contract' electronic handbook.



Steve Palmer
Executive Director

What's new?

Contracts page

information on 3 different types of contract – 6th January 2006.

Forms

[Bank Details Form](#)

[Beneficiary Eligibility Declaration \(SP024\)](#)

[Case Study Proforma \(SP020\)](#)

[Event Proforma \(SP021\)](#)

[Implementation Plan Template \(SP025\)](#)

[Individual Learner Record*](#)

[LSC Health & Safety Questionnaire](#)

[Monitoring Visit Checklist - Feedback Report \(SP042\)](#)

[Organisation Chart \(SP023\)](#)

[PFA Report Response Form Annex D](#)

[Plaque Order Form \(SP022\)](#)

[Project Evaluation Report Stencil \(SP082\)](#)

[Short Record*](#)

[State Aid - Decision Tree \(SP010\)](#)

[State Aid - Letter to Contractor \(SP018\)](#)

[Company Eligibility Statement and State Aid Declaration \(SP017\)](#)

To download any of the above documents you must remain on-line.

*To access this information, please enter the national LSC web site:

www.lsc.gov.uk/national/partners/data.

Select 'Data Collections' from the drop down list on the left hand side of the page and 'Individualised learner Records' from the drop down list on the right hand side of the page. Then select go. Click on the relevant year to view the information.

Guidance

[Audit Guidance \(SP032\)](#)

[Contract Payments \(SP031\)](#)

[Frequently Asked Questions](#)

[Implementation Plan \(SP078\)](#)

[Management Information Guidance \(SP037\)](#)

[Policy for Withholding Payment \(SP029\)](#)

[Project Evaluation Guidance \(SP080\)](#)

[Project Monitoring and Significant Changes](#)

[Publicity Policy](#)

To download any of the above documents you must remain on-line.

Related Documents

LSC Lancashire Documents

[Data Returns - Getting the Most Out of Provider On Line \(POL\)](#)

[Data Returns - Guidance re Setting the Correct Funding Stream \(SP041\)](#)

[ESF/LSC Lancashire Data Collection - Key Dates Table \(SP040\)](#)

[Postcode Finder - Lancashire](#)

External Documents

[ESF Guidance 2005](#)

[Guide to Measuring Soft Outcomes & Distance Travelled](#)

[Data Collections Provider On-line User Guide](#)

To download any of the above documents you must remain on-line.

Contracts

- [1. Financial Memorandum - ESF Funding Agreement for Use with FE Colleges.](#)
- [2. Contract for Services \(Education and Training Provision\) - ESF Funding Agreement for Use with Non-Public Sector Providers, External Institutions, Directly Funded Ufi Hubs](#)
- [3. Conditions of Funding \(Grant\) - ESF Funding Agreement for Use with Local Authorities, Government Depts.](#)
- [4. Appendix 2, 3 and 4 \(for all ESF Contracts\)](#)

To download any of the above documents you must remain on-line.

Useful Web Links

- www.go-nw.gov.uk
- www.esf.gov.uk
- www.nwnetwork.org.uk

Information Change History

The following changes have been made to the information contained in the ESF Contractors' Information Centre.

Forms Section

Revised Case Study Proforma (SP020) 6th June 2005

Revised Beneficiary Eligibility Declaration (SP024) pages 1 and 2 - 5th April 2004

New document - Statement of Company Eligibility/State Aid Letter (SP017/12) replacing State Aid Letter to the Beneficiary (SP011) and Statement of Company Eligibility (SP017) - 19th August 2004

Revised Beneficiary Eligibility Declaration (SPO24) - 17th May 2005

Monitoring Visit Checklist - Feedback Report (SP042) - 6th June 2005

Guidance Section

Revised Publicity Policy pages 4, 5 and 9 - 5th April 2004

Revised Project Evaluation Guidance page 4 - 5th April 2004

New document - Frequently Asked Questions - 5th April 2004

New document - Creating a CMR Return - 29th June 2004

New document - Policy for Withholding Payment (SP029) - 31st January 2005

Revised Contract Payments (SP031) - 18th April 2005

Revised Management Information Guidance (SPO37) - 17th May 2005

Revised Audit Guidance (SPO32) - 6th June 2005

Related Documents Section

Revised Data Collection - Key Dates Table - new section CMR Collection Window - 5th April 2004

Revised Data Returns - Guidance re Setting the Correct Funding Streams (SPO41) - 17th May 2005

Revised Data Collection - Key Dates Table (SPO40) - 17th May 2005

New Document - Data Collections Provider Online User Guide - 17th May 2005

Updated ESF Guidance 2005 - 17th May 2005

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This document is available in other formats upon request.

This information centre contains links to external internet web sites. Please note that the LSC has no control over the contents of these web sites and as such cannot accept responsibility for them.

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