

Building Better Opportunities



Guide to delivering European funding

Section thirteen: Glossary of terms

About this guide

This is just one section in a series of fifteen guidance documents that make up the Guide to delivering European funding (the 'Guide'). Taken as a whole, this provides all of the guidelines, tools and templates needed to manage and monitor your project.

The version of the Guide replaces any and all guidance we have previously published in relation to this funding.

For the full contents visit our website [here](#)

How to contact us

- ✓ If you are a **lead organisation** involved in delivering a project, the best way to get in touch is through **your funding officer**.
- ✓ **Other organisations** should email us at esf@biglotteryfund.org.uk

We have a Building Better Opportunities support team in place who can help with understanding European Funding requirements. You should by now have a named contact to contact directly. If you are unsure who this is, please contact your funding officer.

Summary of changes

May 2017 - Lottery logo updated.

March 2017 - Delayed quarterly update, with updated logo.

September 2016 - Quarterly update, with use of National Insurance number for participant ID, updated Annex K, new Annex Q and revised annexes in Oct/Nov.

June 2016 - This version of the Guide incorporates appropriate comments gained from the consultation review in April 2016.

Any changes to the Guide will be:

- ✓ communicated on our website and on the inside page of each section
- ✓ emailed to current grant holders and highlighted in our programme e-bulletin.

➤ **Building Better Opportunities**

Also described as the “programme”, it brings together funding from the Big Lottery Fund and the European Social Fund to help tackle the poverty and social exclusion faced by the most disadvantaged people in England.

We will provide funding under ESF Thematic Objective 9 (promoting social inclusion and combating poverty), with a specific focus on addressing the root causes of poverty that create barriers to work, so that people who are most socially excluded move towards or into employment.

➤ **European Social Fund (ESF)**

One part of the European Structural and Investment Funds (ESIF) Growth Programme 2014 to 2020. This aims to improve local growth and create jobs by investing in innovation, business, skills and employment.

Our programme is just one strand in a range of funding opportunities that will be available across England through the ESIF Growth Programme. To find out more, go to the Government website www.gov.uk/european-growth-funding

➤ **Lead organisation**

The organisation that we award funding to. They will have legal responsibility for the grant and be financially accountable for money that is distributed to partners.

➤ **Local Enterprise Partnership (LEP)**

ESIF money is divided between 39 LEP areas across England. LEPs are partnerships, between local authorities, businesses and the community, set up to help determine economic priorities and lead economic growth and job creation within local areas.

➤ **LEP area ESIF sub-committee**

The body that has determined the priorities that projects funded locally must deliver. The project outlines respond to these priorities and we will report to the committees on the progress of each project in their area.

➤ **Managing Authority**

In England, the Department for Work and Pensions (DWP). It is responsible for administering the European Social Fund in England. They will monitor us and we will submit to them the information collected by individual projects during the course of their delivery. The Managing Authority may also visit projects and contact participants directly.

➤ **Outputs**

Collected when a participant first joins the project, recording things like employment status, age, education and household situation. For example, if the participant is long-term unemployed; below 25 years of age; without qualifications; in a single adult household.

➤ **Overspend**

This is where the actual costs for a period are higher than the related payment from us. In these situations, we’ll need to understand the reasons and whether there is a significant issue relating to the costs of the project.

➤ **Participant**

An individual who benefits directly from the project.

➤ **Payment schedule**

The payment schedule is used to map out expenditure over the lifetime of the project, broken down by quarter over each year of the delivery. The schedule will be updated as actual costs are reported to us.

➤ **Project outcome**

A description of the wider changes the project will bring about. They can occur at several levels, including individual, community or organisation-wide.

➤ **Project outline**

Describes a specific funding opportunity available through the programme and sets out what we want that project to achieve. We'll only fund one project per outline.

➤ **Project partners**

Partners will sign a partnership agreement with the lead organisation that sets out clear roles and responsibilities for delivering the project.

➤ **Results**

Results are the participant's achievements due to them being engaged on the project. They are recorded within four weeks after the last date the participant took part in an activity.

➤ **Targets**

Are made up of the outputs and results that are listed on the project outline. They must be achieved during the lifetime of the project.

➤ **Underspend**

This is where the actual costs in one quarter are lower than forecasted in the payment schedule. Where this is the case, we'll reduce the value of the next payment by this amount.