

From:
To:

Cc:
Subject: CLLD - outputs - tips on justifications
Date: 23 September 2022 08:23:58

Dear All,

Thank you for your responses to my email and your commitment!

I thought I'd clarify what we mean by **good quality and detailed justifications**.

Justifications don't need to be long but they need to contain enough details to show that your organisation knows the specifics of each person's situation. There are some examples in the files that I sent you yesterday.

To clarify things further, please:

- **avoid using generic sentences** e.g. *Due to the nature of this person's life, it was not possible to obtain evidence.*
- **avoid copying and pasting the same sentences** on justifications for different people

Please see below some further examples of what you could say on justifications:

Steps taken:

Reasons for accepting this:

Hope this helps.



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From:

Sent: 22 September 2022 14:51

To:

Subject: CLLD - outputs - we need evidence by 30 Sep!!!

Importance: High

Dear ESF projects,

Hope you're all fine and had a good rest in the summer.

I don't know how it happened but suddenly we only have 3 months of CLLD delivery left and this is the final push to get it across the finish line...

[REDACTED]
Our [REDACTED]

[REDACTED]. Just to clarify

[REDACTED] – this is in relation to the CLLD (ESF) as a whole and not in relation to individual local projects.

We will need to fully explain:

- What challenges we have faced (including the impact of COVID-19)
- What mitigation/measures we have put in place and whether this was successful
- What plans we have in place for the future to improve performance to project activity end date
- Any other detail we feel relevant

[REDACTED] also confirmed that any underperformance that is over the [REDACTED]

So this is our last chance to show [REDACTED] what we have collectively achieved and make a case for no ESF grant reduction.

The last figures that we submitted to [REDACTED] (for Apr-Jun2022) showed that we have [REDACTED]

[REDACTED] new

participants.

Therefore, a huge ask from us:

- Please upload everything you can onto Evolutive by Friday next week (30th Sep) – please prioritise this work! This is absolutely essential if we want to reduce the risk of DWP closing our CLLD programme early and/or clawing back ESF from us...
- In relation to 'historic' participants with gaps in evidence:
 - Upload whatever you have for them to fill the gaps – please remember that the main thing is having the participant's signature on the registration form – if you've got it, all the other gaps can be dealt with by using a (good quality and detailed) justification.
 - If you're waiting for some pieces of evidence from your participants but you're not going to receive them by 30th Sep – please use the justification form instead.

Remember to certify copies of evidence.

- In relation your new / recent participants:
 - Upload their signed registration forms straight away.
 - If you don't yet have all the evidence for them, upload what you have and use (good quality and detailed) justification for the gap.
 - Remember to certify copies of evidence.
- Please email [REDACTED] and I to let us know what you've done on Evolutive so that we can check things straight away.
- If you need to prioritise – please prioritise outputs (participant registrations) over results (education/training or employment on exit from your project)
- As a reminder, I'm attaching templates of forms and guidance we have designed to help you justify gaps in a compliant manner – please note your justifications need to be detailed and specific, generic statements won't wash with [REDACTED] ...

Also – it would be fantastic if you could send me your thoughts (by 30th Sep on:

- the main challenges that you have faced – including Covid-related and post-Covid – and what you've done to address them (e.g. changes to delivery models, methods of engagement and recruitment etc)
- how you think the landscape has changed post-pandemic
- is it "back to normal" (=back to pre-pandemic) or are people still reluctant to engage with your services?
- are the numbers of people engaging with your organisation lower, the same or higher than pre-pandemic? And why?

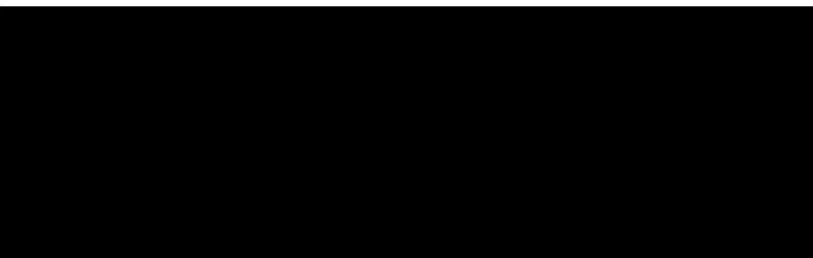
It doesn't have to be anything long, scientific and you don't need to give me data – I'm after your thoughts and observations so that I can strengthen our response to D [REDACTED]

number 1 priority – as my experience of working with [REDACTED] is that numbers speak louder than words with them.

We desperately need every single participant and we really need you to prioritise this work over the coming week. Hope this is ok.

Any questions, please let me know.

Cheers,
[REDACTED]





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Newcastle has been shortlisted to host **Eurovision 2023**

We are Newcastle, we stand united with the people of Ukraine, we are ready to celebrate **#EUROVISION2023**



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