



Department
for Work &
Pensions



Date: 5 June 2018

Department for Work and Pensions
Finance Group
European Social Fund Division
Ground Floor
1 Hartshead Square
Sheffield
South Yorkshire
S1 2FD

Dear Kalvinder

SUBJECT TO CONTRACT

Project Name: PURE – Placing vulnerable Urban Residents into Employment and Training
Project Ref: 12S18P02593

I am pleased to inform you that, subject to the conditions set out below, on behalf of the Secretary of State the ESF England Programme Managing Authority, the Department for Work and Pensions has decided to approve an investment of £6,000,000 (six million pounds) ESF grant funding in the Project (“Funding”).

The proposed Funding is conditional upon you entering into a written and detailed funding agreement with the Secretary of State (“Funding Agreement”), prepared by the Secretary of State, and setting out the terms and conditions on which the Funding will be granted.

Please find enclosed (in duplicate) the proposed Funding Agreement in relation to the above Project. If you wish to proceed with this Project on the terms set out in the Funding Agreement please arrange for an authorised signatory to sign both the original and duplicate copy where indicated by the flags.

Please then return both copies of the Funding Agreement to the principal contact named in the Funding Agreement.

For the avoidance of doubt, notwithstanding the above, the Secretary of State shall not be required to enter into any Funding Agreement that is not in a form that they find acceptable, and nothing in this letter will constitute either a binding commitment on the Secretary of State to provide all or any part of the Funding or any representation that the Funding (or any part of it) will be provided by the Secretary of State.

Please find attached the Department's offered terms of funding. Please indicate your acceptance of these by signing and returning the document **within 30 days of the date of this letter**. The document should not be amended in any other way.

If you should fail to sign and return the Funding Agreement **within 30 days of the date of this letter**, we will deem that you no longer wish to proceed with the Project and the funding allocation provisionally approved for your Project will be re-allocated within the Programme.

No contract will be formed between you and the Secretary of State unless and until the Funding Agreement has (i) been executed by you and the Secretary of State and (ii) taken effect pursuant to its terms. Accordingly, any decision by you to take or to omit to take any action in reliance upon the contents of this letter prior to such execution and completion will be entirely at your own risk and expense.

Please find attached Annex I. This annex is to enable the ESF Evaluations team to complete necessary evaluation work following implementation of the Funding Agreement. When you return the signed Funding Agreement to the ESF Managing Authority, please complete this form and return the **form only** to esf.evaluations@dwp.gsi.gov.uk. This form only needs completing by those who will actually have participants and is therefore not applicable for TA only Funding Agreements.

Should you have any queries in relation to the above, please do not hesitate to contact me.

I wish you success with the delivery of your project.

Yours sincerely,

Niraj Patel

Department for Work and Pensions
Enc.



Department
for Work &
Pensions



Annex I - Details required for Data Transfer Approval Form

| | |
|--|--|
| Grant Recipient name: | |
| If name is longer than 15 letters, please specify a shortened version of the name which you will use in the file name: | <i>To avoid overly long file names, which may cause issues, please specify a shortened version of the name (no more than 15 letters) which you will use in the file name.</i> |
| | |
| Sender's name(s): | <i>This needs to be a specific person rather than role; can include details of multiple people if the data might be sent by different people in different quarters (please number each person, to link to contact details in box below).</i> |
| Sender's telephone number(s): | |
| Sender's email address: | |
| Sender's organisation and address including postcode: | |
| | |
| Name of the system the data originated: | <i>This will be the system on which you store contact details prior to transfer to DWP central contact details database (for example, 'excel spreadsheet containing contact details of ESF participants').</i> |
| | |
| Please check the information below – if you are unable to comply with the methods of transfer detailed below, or think you will exceed to listed volumes, please contact Leanne Dew (esf.evaluations@dwp.gsi.gov.uk) to discuss. | |

| | |
|---|---|
| Details required for scheduling purposes | |
| Main contact name: | <i>Only required if different from details of person sending data specified above</i> |
| Contact details for main contact listed above Tel: Email: | |
| Date provision will start: | MM/YYYY |
| Date first leavers expected: | MM/YYYY |
| Date provision expected to end: | MM/YYYY |
| Date last leavers expected: | MM/YYYY |
| Will you expect to have participants leaving provision in every calendar quarter? | Yes / No <i>Delete as required</i> |
| Number of records in the inbound data: | <i>Records will not exceed 3,000 participants (per quarter)</i> |

| | |
|------------------|---|
| Number of files: | <i>1 file per quarter usually (but may be more if needed to split into multiple files due to email attachment limits)</i> |
|------------------|---|

| | |
|-------------------------------------|------------------------------------|
| Format of the inbound data: | <i>.psv (pipe separated value)</i> |
| Data will be transferred to DWP by: | <i>SMIME/SEM Internet email</i> |