

**North East Economic Inactivity Trailblazer  
(2025/26)**

**Open Call Application Guidance: Priority Two**

**June 2025**

## **Open call application guidance**

### **1. Introduction**

This guidance note accompanies the specification for Economic Inactivity Trailblazer projects. It is intended to support applicants to understand the aims of the funding, the application process, and how proposals will be assessed.

### **2. Purpose of the call for projects**

The North East Combined Authority is inviting applications from organisations for provision related to our Economic Inactivity Trailblazer priority two. We are interested in innovative proposals that focus on providing economically inactive residents with support to move towards work and into work, while gaining a better understanding of what works well or less well, for this cohort, in the North East labour market.

This document relates to the three open calls as part of the Trailblazer priority two. Priority two has six strands of activity, as follows:

- 2.1 Supported placements for young people
- 2.2 Supported placements for neurodiverse residents
- 2.3 Support to individuals within primary care
- 2.4 Support for social housing tenants
- 2.5 Support for women
- 2.6 Support for employers

The Combined Authority is seeking to commission projects that align with the Trailblazer priorities. Further information on the Economic Inactivity Trailblazer is included in the specification documents for each priority. Please see the relevant specification documents on The North East Combined Authority website, under 'Get Involved - Funding Opportunities'.

### **3. Who can apply**

Applications are welcomed from all types of organisations. Applicants must be able to demonstrate:

- A track record of delivering similar services
- Financial and organisational capacity to deliver the project
- Ability to meet the minimum requirements set out in the specification
- The ability to mobilise within the timeframes required.

Partnership applications are welcome, provided that there is a clearly defined lead organisation.

#### 4. Specification summary

A detailed specification is provided separately. In summary, successful projects will be expected to:

- Deliver tailored support to the relevant economically inactive groups, and employers, in each of the priority areas
- Embed inclusive and person-centred approaches
- Achieve the defined outputs and outcomes
- Contribute to developing the evidence base and sharing learning
- Work in partnership with local stakeholders, referral agencies and other providers.

#### 5. Funding available

The total **indicative** budgets available through the priority two call for projects is as follows:

<b>Call one</b>	2.1 Supported placement programmes - Young Adults	£950,000
	2.2 Supported placement programmes - Neurodiverse	£875,000
<b>Call two</b>	2.3 Support to individuals within primary care	£500,000
	2.4 Support for social housing tenants	£875,000
<b>Call three</b>	2.5 Support for women	£925,000
	2.6 Support for employers from key sectors	£875,000

The Combined Authority anticipates awarding funding to around 15 to 20 projects, with the indicative minimum and maximum award per project outlined below:

Priority	Minimum	Maximum	Number of projects
2.1 Young adults	£300,000	£950,000	Up to 3
2.2 Neurodiverse residents	£450,000	£875,000	1 or 2
2.3 Individuals within primary care	£100,000	£250,000	Up to 5
2.4 Social housing tenants	£200,000	£300,000	3 to 4
2.5 Women	£100,000	£175,000	5 to 8
2.6 Employers	£100,000	£300,000	Up to 5

Funding is available from July 2025 to 31 March 2026. Projects must be fully delivered, and all expenditure claimed, by the end of this period.

## 6. Timescales for applications

Applications must be submitted by the deadlines specified below:

		Open call published	Close of open call
Call one	2.1 Supported placements - Young Adults	Monday 2 June	Noon Friday 20 June
	2.2 Supported placements - Neurodiverse	Monday 2 June	Noon Friday 20 June
Call two	2.3 Support to individuals within primary care	Tuesday 10 June	Noon Friday 27 June
	2.4 Support for social housing tenants	Tuesday 10 June	Noon Friday 27 June
Call three	2.5 Support for women	Friday 20 June	Noon Monday 14 July
	2.6 Support for employers	Friday 20 June	Noon Monday 14 July

Late applications will not be considered.

## 7. Application process

Applicants must submit the following documents:

- Completed application form
- Project budget and outputs using the template provided
- Supporting documents:
  - most recent set of audited financial accounts.

**Clarification questions:** Questions or clarification requests can be submitted to [El.Trailblazer@northeast-ca.gov.uk](mailto:El.Trailblazer@northeast-ca.gov.uk) including “*Question - Trailblazer priority x.x*” in the subject line.

Please note that any answers to questions that are not commercially sensitive, will be published on the Combined Authority website as part of a question and answers document and will be reviewed and updated frequently. Please note questions and answers will not be answered directly or to individuals.

**Submissions:** Applications must be submitted electronically to [El.Trailblazer@northeast-ca.gov.uk](mailto:El.Trailblazer@northeast-ca.gov.uk) including the words “*Submission: Trailblazer priority x.x*” in the subject line.

Any application that is not fully completed or is submitted after the submission date and time will be disregarded by the assessment panel.

Applications must be completed in full and in English. Your application must be submitted in Microsoft Word and be signed and dated where required.

Late applications will not be considered. The North East Combined Authority reserves the right to reject any application that does not comply with these instructions.

If your application is successful following the assessment process outlined below, you will be required to enter into a Grant Agreement with The North East Combined Authority.

## **8. Assessment process**

The assessment of Applications is undertaken in stages, as follows:

- **Stage 1:** Evaluation of the response to the eligibility criteria in the application form. Applicants will either Pass or Fail at Stage 1.
- **Stage 2:** Due diligence assessment - Before applications are presented to the assessment panel, the North East Combined Authority will conduct a detailed review to ensure all necessary checks are completed.
  - **Financial documentation:** Applicants must provide their most recent set of audited financial accounts.
  - **Clarifications:** If needed, additional information or clarifications may be requested at this stage.
- **Stage 3:** Applications will be evaluated by the assessment panel using the criteria and designated weightings set out below in the scoring methodology. The assessment panel will individually score responses to the questions and then come together to moderate and produce a single score for each Applicant’s response to each question.
- **Stage 4:** Where clarifications are needed, applicants will either be emailed clarification questions or invited to attend an interview. Lead organisations may be invited to attend an in-person interview with the assessment panel on either
  - Call 1 and 2 – 9,11,12<sup>th</sup> July
  - Call 3 – 31<sup>st</sup> July

In the event, that clarifications are required, clarifications will not be scored, but the results will be used to amend application evaluation scores in relation to relevant parts

of an application. Clarifications will not be requested where average panel scores are zero.

Where there are similar areas of clarification across multiple project submissions, all applicants will be contacted and asked the same question to ensure transparency and equality of opportunity.

The Combined Authority reserves the right to make an award decision without holding any interviews with Applicants.

- **Stage 5:** The assessment panel will then submit a recommendation for a final decision to the Combined Authority. The panel's recommendations will be subject to final approval by the Combined Authority. There are no grounds for appealing final decisions. It is anticipated that applicants will be notified of decisions in July 2025.

### Application questions

The following questions will be scored:

<b>Question 1.2 – project description</b>  1500 words	Please provide an overview of your project, with reference to how the project addresses the requirements of the specification.  Please include details of the delivery model, interventions and activities, how you will identify and engage participants, and details of employers that will be involved.
<b>Question 3.1 – understanding and experience</b>  1250 words	Please outline your understanding of the participant group, community and geography and how your project delivery will be tailored to this.  Please describe the specific geographic area you will deliver your project in, and why this is appropriate for this specification.  Outline the experience and track record you have of delivering similar projects.
<b>Question 3.2 – partnership working</b>  1000 words	Please outline how you will engage partners and integrate services to generate referrals, to provide support to participants and employers.  How will you ensure alignment and integration with, rather than duplication of, existing projects and programmes?
<b>Question 3.6 – social value</b>  500 words	Please describe how your project will deliver social value and how you will measure and report on the social value you create.  How will your project create a positive impact on the resilience, capacity and functionality of the health and work ecosystem in the North East?

<b>Question 4.3 – management and mobilisation</b>  1250 words	Please include details of how you will <b>mobilise</b> the project within the timeframe and manage the delivery. It is critical that projects can mobilise quickly and complete all delivery by 31 March 2026.  Please demonstrate how you have the capacity and capability to deliver <b>within the timeframes</b> .  What is your approach to <b>learning what works</b> ?
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Scores will be weighted in accordance with the weightings allocated to each question, as stated in the table below. The responses to the questions not listed below are for information and will not be scored. Costs and outputs will be assessed as part of a value for money assessment.

Question	Word limit	Weighting
Question 1.2 project description	1500 words	30%
Question 3.1 understanding and experience	1250 words	20%
Question 3.2 partnership working	1000 words	20%
Question 3.6 social value	500 words	10%
Question 4.3 management, monitoring and mobilisation	1250 words	20%

You **must complete all sections** of the Application. Any responses that are longer than the word limits will not be assessed beyond the stated word limit.

If any section is not completed or averages a zero score the assessment panel will cease assessing and dismiss the application as not meeting the minimum threshold.

#### Assessment question scoring methodology

The Applicants' responses to each of the questions will be evaluated and given a score from 0 (zero) to 5 (five) in accordance with the scoring criteria, set out below.

All applications will be assessed against the following criteria:

Score	Interpretation
0 Unacceptable	The response does not meet the requirement, does not comply or there is insufficient information provided to demonstrate that the applicant has the ability, understanding, experience, skills, resource and quality measures required to deliver the project. Little or no evidence is provided to support the response.
1 Serious reservations	The response satisfies the requirement with major reservations. There are considerable reservations of the applicant's relevant ability, understanding, experience, skills, resource and quality measures required to deliver the project.
2 Minor reservations	The response satisfies the requirement with minor reservations. There are some minor reservations of the applicant's relevant ability, understanding, experience, skills, resource and quality measures

	required to deliver the project, with little or no evidence to support the response.
3 Acceptable	The response satisfies the requirement. There is a demonstration by the applicant of the relevant ability, understanding, experience, skills, resource and quality measures required to deliver the project, with evidence to support the response.
4 Good	The response satisfies the requirement with minor additional benefits. The applicant demonstrates the relevant ability, understanding, experience, skills, resource and quality measure required to deliver the project.
5 Excellent	The response identifies factors that will offer potential added value, with evidence to support the response.

The North East Combined Authority reserves the right to reject any Application that is not fully completed.

## **9. Allocating funding**

The highest ranked Applicant(s) will be considered for the award of a grant agreement, subject to the appropriate coverage of project outcomes, geographical location, target groups and successfully passing the due diligence process and having capability and capacity to deliver within the timeframe.

From the initial submissions received, if the North East Combined Authority do not have sufficient coverage of project outputs and outcomes, geographical location and target groups then the Combined Authority will enter into negotiations with bidders to discuss their initial submission and ensure that there is sufficient coverage of project outcomes, geographical location and target groups. This will be done on a ranking basis.

The Combined Authority will use the overall final evaluation score to prioritise allocations. Overall scores will be ranked from highest to lowest and grant agreements will be awarded on this basis until it is no longer possible to award any more agreements within the indicative total funding value. The North East Combined Authority reserve the right not to allocate the full indicative funding value or to allocate more or less to each priority area.

Where two or more Applicants have identical scores and the Combined Authority budget will not allow for all Applicants to be awarded grant agreements, the unit price (cost per participant) will be used to shortlist / select projects. This will be done by priority and on a ranking basis, with the lowest unit cost ranked first.



## 10. Timescales for delivery

Projects should have the ability to start delivery by:

<b>Call one</b>	2.1 Supported placement programmes - Young Adults	July 2025
	2.2 Supported placement programmes - Neurodiverse	July 2025
<b>Call two</b>	2.3 Support to individuals within primary care	August 2025
	2.4 Support for social housing tenants	August 2025
<b>Call three</b>	2.5 Support for women	August 2025
	2.6 Support for employers from key sectors	August 2025

All activity and spend must be complete, and outputs and outcomes achieved, by 31st March 2026.

## 11. Geographic area of delivery

### Delivery area and eligibility

- **Delivery location:** All services and programs must operate within the North East Combined Authority (North East CA) area.
- **Resident requirement:** Participants must live within a local authority area in the North East region.
- **Employer location:** Employers may be based outside the North East, provided their location falls within a reasonable commuting distance for residents.
- **Scope of delivery:** The North East Combined Authority reserves the right to determine the geographical areas for service delivery based on feasibility and strategic priorities. While all delivery must be within the North East CA area, services may not be offered across all seven local authority areas.

Projects may cover some of the North East area, as follows:

- **Supported placement programmes for young adults** - we anticipate funding up to three projects.
- **Supported placement programmes for people with a neurodiverse condition** - we anticipate funding one or two projects.

- **Support to individuals within primary care**- we anticipate funding up to 5 projects that might be locally based, hyper local or focused on a particular health condition or disability.
- **Support for social housing tenants** - we anticipate funding 3 or 4 projects, focused on specific communities.
- **Support for women** - we anticipate funding between 5 and 8 projects that might be delivered on a local or hyper-local basis, or, if on a wider scale may be delivered to a community of interest.
- **Support for employers from key sectors** - we anticipate funding up to 5 projects that test different approaches to supporting employers. Key sectors are identified in the Local Growth Plan and include:
  - Offshore wind and energy transition
  - Advanced manufacturing including electric vehicles
  - Creative industries and content
  - Life sciences, pharmaceuticals and process industries
  - Tech, digital and AI
  - Defence, security and space.

## 12. Participant eligibility

To be eligible for this activity all participants must be **economically inactive** AND able to prove the **right to work** in the UK. To ensure the participant meets these criteria, the participant must provide appropriate evidence.

### **Economically inactive**

Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work).

Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either “legacy” benefits or those within specific conditionality regimes in Universal Credit (UC). The former includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes (or equivalent).

There is no minimum time period of economic inactivity.

### **Right to work**

For further details regarding the ‘right to work’ in the UK please see the links below. This guidance explains what employers must do to prevent illegal working in the UK by carrying out right to work checks on people before employing them to make sure they are allowed to work.

<https://www.gov.uk/legal-right-work-uk>

<https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>

<https://www.citizensadvice.org.uk/work/right-to-work-in-the-uk/check-how-to-prove-your-right-to-work-in-the-uk/>

Asylum seekers are eligible to receive support if they:

- have lived in the UK for 6 months or longer while their claim is being considered by the Home Office, and no decision on their claim has been made, or
- are receiving local authority support under section 23C or section 23CA of the Children Act 1989 or the Care Act 2014 An individual who has been refused asylum will be eligible if:
- they have appealed against a decision made by the UK government against granting refugee status and no decision has been made within 6 months of lodging the appeal, or
- they are granted support for themselves under section 4 of the Immigration and Asylum Act 1999, or
- are receiving local authority support for themselves under section 23C or section 23CA of the Children Act 1989.

### **13. Outputs, outcomes and learning**

Output and outcome measurements are a key tool to measure the impact of the Trailblazer programme. Trailblazer outputs and outcomes definitions have been provided to support applicants to set appropriate output and outcome targets and provide verification and evidence.

Applicants should ensure appropriate systems and processes are in place to:

- Collate claim documentation and supporting evidence
- Compile data for statistical analysis or evaluation
- Track progress against contracted output targets

When designing projects, applicants must consider which outputs and outcomes are relevant to the type of activity delivered. Applicants must understand the resources needed to manage and collate the outputs and outcomes and have systems and processes that capture project outputs and outcomes in place at commencement.

The outputs and outcomes associated with this programme are detailed in **Appendix 1**.

Applicants should read the output and outcome definitions including the applicable units of measurement carefully and complete the tables with the outputs and outcomes that will be delivered.

Approval of contracted outcomes and outputs will be agreed between the North East Combined Authority and successful applicants and will remain subject to the publication of further guidance.

Beyond the standard outputs and outcomes, your project may also offer additional benefits. Including additional benefits in your application also contributes to the added value of the proposed project.

## Learning

A key aim of the Trailblazer is to ‘test and learn’ and trial new approaches. Therefore, the Combined Authority require providers to generate learning and evidence, gather data and support the evaluation and learning from the Trailblazer.

The specification for each priority contains specific areas of learning and suggested research questions.

## 14. Monitoring and evaluation

Successful projects will be required to:

- Submit quarterly progress and financial reports
- Submit Monthly Participant Monitoring Information
- Collect and report data on participant outputs and outcomes
- Participate in evaluation activities commissioned by the Combined Authority
- Gather data and learning on the funded project and share this with the Combined Authority, to build the evidence base in the North East.
- Contribute to learning events with the Combined Authority and other providers.

Full details of monitoring requirements will be set out in the funding agreement.

## 15. Partnership and collaboration

Partnership approaches are encouraged where they can add value, improve reach or provide specialist expertise.

A **lead applicant** is the primary organisation or individual responsible for overseeing and managing a project. They serve as the main point of contact, ensuring the successful execution of the initiative. Key responsibilities typically include:

- **Project coordination:** Leading the planning, delivery, and reporting of the project.
- **Financial accountability:** Managing funding, budgets, and ensuring proper expenditure.
- **Stakeholder engagement:** Communicating with delivery partners, funders, and relevant authorities.
- **Compliance and governance:** Ensuring the project meets all required guidelines and regulations.

Delivery partners are defined as organisations that support the lead applicant to deliver the project and incur expenditure on behalf of the project.

In partnership applications:

- A lead organisation must be identified
- Roles and responsibilities must be clearly defined

- Financial arrangements and data sharing processes must be agreed between partners.

All delivery partner costs should be included in the project budget, and it is expected that delivery partner expenditure will be claimed at cost, in line with agreed processes.

It is the responsibility of the lead applicant to verify costs and outputs of delivery partners. Lead applicants are expected to enter into partnership agreements with delivery partners that pass down the terms and conditions of the North East Combined Authority Grant Funding Agreement.

## **16. Contracting and due diligence**

Following selection, the Combined Authority will issue a funding agreement outlining the terms and conditions of the grant.

Before any funding is released, successful applicants will be required to:

- Provide evidence of insurance, safeguarding policies and governance
- Complete financial due diligence checks
- Confirm compliance with data protection regulations (UK GDPR)

## **17. Expenditure and eligible costs**

The North East Combined Authority requires a granular budget to be submitted as part of the application to demonstrate the applicant's methodologies for calculating project costs.

### **Eligible Expenditure Date**

- The official expenditure date will be confirmed following the internal approval process, ensuring all necessary checks are completed, this is anticipated from July 2025.

**Verification:** Project applicants must be able to provide an audit trail to evidence that expenditure has been incurred and defrayed (paid out of the bank account).

As part of the quarterly claims process, The North East Combined Authority will undertake a minimum sample check of 10% of expenditure, selecting a number of transactions from each claim. Recipients will be required to provide supporting evidence to verify expenditure.

Evidence will include but is not limited to:

- Invoices
- Payslips
- Screenshots of finance systems
- BACS statements
- Bank Statements

**Eligible costs** include direct delivery costs, staffing and reasonable project management costs, including:

**Direct costs** include:

- Direct staff costs which are essential for the delivery of the project.
- Premises costs and associated running costs which are exclusively used for the project.
- Equipment used exclusively for project purposes.
- Materials and consumables purchased solely for project activity.
- Other costs such as marketing, publicity, and evaluation where these can be clearly identified and directly attributable to the project.
- Procured goods/services/works (used exclusively by the project) essential for the delivery of project activity.
- Cost of staff travel and subsistence related to the delivery of the project.

**Indirect costs**

Any costs which do not fall within the direct staff costs category, or other direct costs categories, are indirect costs. Indirect costs, often referred to as 'overheads' are those costs which are linked to activity that supports the delivery of a project but cannot be easily attributed to the project in terms of the actual specific cost and cannot be evidenced by invoices or other transactions. Such costs include:

- Support from non-public facing staff, not engaged in activity directly related to the implementation and management of the project (i.e. HR, payroll support).
- Other costs which are not solely associated with the delivery of the project, such as the shared premises costs including rent, utilities, cleaning, IT maintenance or insurance.
- Costs of services, equipment or assets not exclusively used by the project.

**Calculating indirect costs:**

Indirect costs are calculated by applying the set flat rate 15% to direct eligible staff costs. Using the flat rate applicants only need list direct staff costs and other direct costs. There would be no need to identify, cost out or list indirect costs. They would be included in a cost schedule as:  
$$\text{Indirect costs (£)} = \text{Direct Staff Costs} \times \text{set indirect rate } 15\%$$

In such cases the actual indirect costs are not auditable at all – only the direct staff costs (used to calculate the indirect costs) and the other direct costs would be checked and verified.

**Ineligible costs** include capital expenditure, debt repayment, and activities already funded by other sources. The following individual revenue costs are not eligible for support:

- Notional costs
- Payments for activity of a political or religious nature
- Payments for works or activities which the applicant, delivery partner or beneficiary has a statutory duty to undertake, or that are fully funded by other sources
- Provisions, e.g., money set aside to pay for future events
- Contingencies and contingent liabilities
- Dividends

- Interest or service charges arising on debt incurred
- Costs resulting from the deferral of payments to creditors
- Costs involved in winding up of a company
- Payments for litigation, unfair dismissal or other compensation
- Costs incurred by individuals in setting up and contributing to private pension schemes
- Compensation for loss of office
- Payments for gifts and donations
- Entertainment
- Statutory fines and penalties
- Criminal fines and damages
- Legal expenses in respect of litigation.

This list is not exclusive and any queries about the eligibility of costs not included in the list above should be addressed to The North East Combined Authority.

## **18. Payments**

The North East Combined Authority claims process operates quarterly in arrears with projects able to claim for actual expenditure on project activities on a quarterly basis after the money has been spent. Applicant organisations are required to cashflow project activity.

The North East Combined Authority shall withhold up to 10% of the project value until all necessary checks have been undertaken and the project can be satisfactorily closed.

If the project cannot be delivered on this payment basis, please contact the Combined Authority via the [ei.trailblazer@northeast-ca.gov.uk](mailto:ei.trailblazer@northeast-ca.gov.uk) mailbox to discuss alternative options.

Contact must be made during the development stage of your application.

Any alternatives are at the discretion of the North East Combined Authority are subject to due diligence and may be withdrawn at any time.

## **19. Equality, diversity and inclusion**

Applicants must demonstrate how they will promote equality, diversity and inclusion in their project delivery. This includes:

- Removing barriers to access
- Ensuring services are inclusive and culturally competent
- Monitoring participant demographics
- Meeting relevant legal and safeguarding responsibilities.



## **20. Social Value**

The Social Value delivered through your project will be evaluated as part of your response within your application. The Public Services (Social Value) Act places a requirement to consider how economic, environmental, and social well-being might be improved by what we're buying. Providers must consider Social Value in their proposals. Delivery against Social Value commitments will be monitored throughout delivery, alongside output and outcome performance.

## **21. Procurement**

All costs claimed by the lead applicant and/or named delivery partners must be on an actual cost incurred basis. Where the grant is to be used to procure third party contractors, all costs must be incurred in compliance with the following minimum standards:

- The lead applicant must ensure that the procurement of all contractors is transparent and demonstrates value for money.
- Where the lead applicant is a contracting authority, they must ensure that all procurement activity complies with Public Procurement Law.
- Where the lead applicant is not a contracting authority, they must comply with the minimum procurement procedures as set out below.
- All other applicable laws to the activity undertaken, including without limitation Modern Slavery Act 2015, IR35 (Intermediaries Legislation), Equality Act 2010, Subsidy Control Act 2022, etc; and
- Other compliance areas such as Fraud Risk Assessment and Due Diligence.

The procurement and appointment of all contractors to be funded by the proposed grant will be subject to audit and verification and any irregularity will result in a financial penalty of up to 100% of the grant paid.

Grant recipients should also consider and implement wherever possible:

- sustainability and green measures in procurement plans, aligned with the government's net zero strategy.
- innovative procurement, including the factoring in of social value into procurement.

## **22. Subsidy control**

As a public authority, The North East Combined Authority is required to comply with the Subsidy Control Act 2022 when awarding funding or other support.

Please note that, where a provisional decision is made to award support to your organisation, and The North East Combined Authority considers that support may involve a subsidy, you will then be required to provide further information regarding the subsidy position of the project.

Please note that any funding decisions by The North East Combined Authority will not be made until such times as a subsidy compliant route has been identified.

Any provisional decisions remain entirely conditional on the subsidy control position being satisfactorily resolved prior to any final decision by The North East Combined Authority to award any funding or support.

### **23. Document Retention**

Project applicants need to ensure robust systems are in place to record and retain project records. This includes but is not limited to financial and procurement information, output and outcomes data, publicity and communication material and evidence of compliance with subsidy control.

Project applicants must retain all project related documentation for a period of seven financial years following the financial completion of the project. This would translate as a document retention period ending no earlier than March 2034.

Project applicants are advised not to destroy any project records without seeking permission of the Combined Authority first.

### **24. Submission checklist**

Please ensure your application includes:

- Completed application form
- Completed budget and output template
- Audited accounts

## Appendix 1 – Outputs and Outcomes – Indicator, Measure and Definition

Output Indicator	Unit of Measurement	Definition
Number of effective engagements between keyworkers and additional services	Number of engagements	<p>Number of engagements between keyworkers and additional services.</p> <p>Keyworkers are frontline staff supporting residents as part of the Trailblazer.</p> <p>Additional services include but are not limited to: local training in life, maths and digital skills, employment support, health support groups, counselling, mental health and advice services, financial support, specialised support, enrichment activities and housing support.</p> <p>Engagement means referrals.</p>
Number of economically inactive people supported to engage with the benefits system	Number of people	<p>Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work).</p> <p>Economically inactive people not previously on benefits who have received support to be in receipt of Job Seekers Allowance (JSA) or are in the Intensive Work Search Regime within Universal Credit (UC) or those within specific conditionality regimes in UC following that support.</p> <p>There is no length of time on inactivity required.</p>
Number of people supported to access basic skills courses	Number of people	<p>Number of people receiving support to attend courses aimed at improving their basic skills.</p> <p>- Basic skills include, but are not limited to: skills in English, Maths, Digital and ESOL (English to Speakers of Other Languages).</p>
Number of people supported to engage in life skills	Number of people	<p>Number of people supported to engage in life skills.</p> <p>Life skills support is additional support which improves confidence, resilience or motivation around the process of job searching and may include basic skills (English, Maths), digital skills, communication skills, presentation skills, activities which reduce social isolation or encourage appropriate employment related behaviours.</p>

Number of people supported to participate in education	Number of people	<p>People who have received support to engage in education (lifelong learning, formal education) or training activities (off-the-job/in-the-job training, vocational training, etc.).</p> <p>Education or training is a structured and agreed programme of:</p> <ul style="list-style-type: none"> <li>- Lifelong learning</li> <li>- Formal education</li> <li>- Educational and/or vocational training activities (this may include on the job and/or off the job vocational training or a combination of the approaches listed).</li> </ul> <p>Mandatory training (e.g. job-search related / CV writing) and other non-vocational / non-educational support such as confidence building, life-skills and personal effectiveness support cannot be considered as education or vocational training in this context (even though such activities may , of course, be useful and important support measures).</p>
Number of people taking part in work experience programmes	Number of people	<p>Number of people taking part in work experience programmes.</p> <p>Work experience programmes offer work experience placements with local employers for people aged 18-64 years.</p>
Number of enterprises receiving non-financial support	Number of enterprises	<p>Number of enterprises that have received non-financial support with the intention of improving performance.</p> <p>Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity</p> <p>Non-financial support means business advice, guidance, mentoring and training. This must involve some form of direct interaction with members of the enterprises, in other words it cannot be broadcasted advice.</p> <p>Improved performance means reductions in costs or increases in turnover/profit.</p> <p>Support may be ongoing.</p>
Number of people reached	Number of people	Number of people directly impacted by the Trailblazer intervention. The definition of direct impact will vary across interventions.

Outcome Indicator	Unit of Measurement	Definition
Number of people gaining qualifications, licences and skills	Number of people	The number of people gaining qualifications or licences (e.g. vocational licences).
Number of economically active individuals engaged in mainstream skills, education and training	Number of individuals	<p>Number of economically active individuals engaged in mainstream skills education and training as result of support.</p> <p>Economically active individuals are people aged 18 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because they are temporarily sick or on holiday).</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.)</li> <li>• Self-employed.</li> <li>• Family workers (unpaid).</li> <li>• People on government-supported training programmes, engaging in any form of work, work experience or work-related training.</li> </ul> <p>Education or training is defined as a structured and agreed programme of:</p> <ul style="list-style-type: none"> <li>• lifelong learning</li> <li>• formal education</li> <li>• educational and/or vocational training activities (this may include on the job and/or off the job vocational training or a combination of the approaches listed).</li> </ul> <p>Mandatory training (e.g., job-search related / CV writing) and other non-vocational / non-educational support such as confidence building, life-skills and personal effectiveness support cannot be considered as education or vocational training in this context (even though such activities may, of course, be useful and important support measures).</p>

Number of economically inactive individuals engaging with benefits system following support	Number of people	<p>The number of economically inactive people not previously on benefits who have received support and are now in receipt of Job Seekers Allowance (JSA) or are in the Intensive Work Search Regime within Universal Credit (UC) or those within specific conditionality regimes in UC including “Planning for work” or “Preparing for work” following that support.</p> <p>There is no length of time on inactivity required.</p> <p>People count if they are 18+.</p>
Number of people engaged in job-searching following support	Number of people	<p>Economically inactive people who have received support and who are newly engaged in job searching activities following that support.</p> <p>Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work).</p> <p>Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either “legacy” benefits or those within specific conditionality regimes in Universal Credit. The former includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes.</p> <p>There is no length of time on inactivity required.</p> <p>People count if they are 18+.</p>
Number of people engaging with mainstream healthcare services	Number of people	Number of people undergoing any type of NHS treatment.

Number of people experiencing reduced structural barriers into employment and into skills provision	Number of people	The number of people who have been supported by Trailblazer funded activity to reduce barriers to employment and skills. These barriers can take a variety of forms and will interact with other characteristics of labour market disadvantage such as gender, age, health, disability and ethnicity to reduce their likelihood of labour market and skills engagement. While not exhaustive, types of commonly experienced barriers might include homelessness, being an ex-offender, being a care leaver or having substance dependency issues. Other types of barriers might relate to access to services such as care services including childcare, transport, digital and financial. Barriers may also relate to lack of interpersonal and employability skills such as confidence, motivation and behavioural issues.
Number of people familiarised with employers expectations, including, standards of behaviour in the workplace	Number of people	The number of people who have been supported by Trailblazer funded activity to be familiarised with or acquire improved awareness and understanding of behaviours and attitudes appropriate to employment and skills settings, including but not limited to, standards of workplace behaviour and conduct, working with others, health and safety, diversity and inclusion, etc. This can include pre-employment or skills activity as well as activity undertaken on joining such as formal inductions and training.
Number of people in education/training following support	Number of people	People who have received support and who are newly engaged in education (lifelong learning, formal education) or training activities (off-the-job/in-the-job training, vocational training, etc.) immediately upon leaving the project.
Number of people in employment, including self-employment, following support	Number of people	<p>The number of people who were previously unemployed or economically inactive, who have received support, and who have been in employment, including self-employment, for at least a 2 week of a four week period following that support. This includes those moving into the “Working with requirements” or the “Working enough i.e. no working requirements” regimes on Universal Credit system.</p> <p>Unemployed individuals, as defined by the International Labour Organisation (ILO) are those:</p> <ul style="list-style-type: none"> <li>• Without a job, have been actively seeking work in the past four weeks, and are available to start in the next two weeks.</li> <li>• Out of work, have found a job and are waiting to start it in the next two weeks.</li> <li>• Economically inactive people are those not in work and not actively seeking work.</li> </ul>

Number of people reporting increased employability through development of interpersonal skills funded by Trailblazer	Number of people	The number of people who have been supported by Trailblazer funded activity who have reported increased employability through the acquisition or improvement of interpersonal skills relevant to employment and skills settings, including but not limited to confidence, communication skills, working with others, time management, motivation to work or do training.
Number of people sustaining engagement with keyworker support and additional services	Number of people	<p>Number of people sustaining engagement with keyworker support and additional services.</p> <p>Keyworkers are frontline staff supporting residents as part of the Trailblazer intervention.</p> <p>Additional services include, for example, local training in life, maths and digital skills, employment support, health support groups, counselling, mental health and advice services, financial support, specialised support, enrichment activities and housing support.</p> <p>Sustaining engagement means continuous support 6 months after first contact with the keyworker or additional service.</p>