

# Funding Guidelines

Federal Ministry of Labour and Social Affairs

Publication of the Funding Guidelines

## “Federal ESF Integration Directive”

of 21 October 2014

### 1. Purpose of the Grants

Against the backdrop of positive developments on the German labour market over the last few years, the prospect of finding work or an apprenticeship has also improved for people who have difficulties in accessing work or training for individual or structural reasons. However, at the moment this group benefits less from the positive developments on the labour market than the German average. Often there are multiple reasons for why members of this group fail to begin employment or an apprenticeship. These include long-term unemployment, a lack of or few skills learned at school or during training, poor language skills, health issues, a precarious financial situation or problematic living conditions. Often several of these difficulties coincide. Youth and young adults, in particular, if left to fend for themselves, often fail to enter the labour market or to start an apprenticeship. This is especially true of migrants.

People without a secure residence status who do have secondary access to the labour market, also face specific difficulties in accessing work or training. This includes asylum seekers, tolerated persons and refugees with a residence permit who are referred to as “asylum seekers and refugees” in this Directive. Even if the legal prerequisites for access to the labour market are in place, statutory services such as basic income support for jobseekers and/or employment promotion *de facto* do not reach this target group comprehensively.



With this in mind and with the help of the Federal ESF Integration Directive, the Federal Government gives grants to projects dedicated to gradually and sustainably integrating the following groups of people into the labour and apprenticeship market or to projects that are designed to help people (re)-enter school to acquire a school-leaving certificate:

- youth and young adults aged 18 to 35
  - who face difficulties in accessing work or training for several individual or structural reasons, such as long-term unemployment, deficient school performance/vocational skills, or a migration background and
  - who cannot or can no longer be successfully reached with the integration benefits provided by the job centres (Social Code Book II) or the employment agencies (Social Code Book III).
- persons without a secure residence status who do have secondary access to the labour market (asylum seekers and refugees).

Project operators carrying out projects in cooperation networks with the active involvement of companies or public administration institutions and of job centres or employment agencies are eligible for receiving grants.

- The involvement of companies or public administration institutions in the projects is designed to facilitate the access of participants to concrete jobs or apprenticeships on an individual basis.
- Another goal of involving companies or public administration institutions in the projects can be to bring about sustainable structural improvements when it comes to the access of persons with particular difficulties such as long-term unemployment, deficient school performance/vocational skills, a migration background or lack of a secure residence status (asylum seekers and refugees) to employment or vocational training.
- Involving local employment services (job centres or employment agencies) in the projects is designed to optimize the individual integration processes of the participants by enhancing the impact of the placements efforts of the job centres and the employment agencies and the related integration benefits in accordance with Social Code Book II or Social Code Book III by linking them in a targeted

manner with the measures covered by this Directive. As far as substance is concerned, measures covered by this Directive have to differ from benefits under Social Code Book II or Social Code Book III; they may not simply replace these benefits and may not circumvent the standardized, legal prerequisites for receiving them.

- In addition, the involvement of local employment services in the projects is designed to ensure that the supported projects meet the demands of the regional labour markets and are embedded in the regional labour market strategies, especially so as to avoid supporting isolated solutions and so as to ensure the sustainable success of the projects during the period following their financial support in accordance with this Directive.

Cooperation networks can take the form of project networks and other partners may join them. The following definitions apply:

- In cooperation network the concrete involvement of companies or public administration institutions and of job centres and employment agencies is based on written letters of intent that have to be submitted along with the application (see Chapter 5 “Prerequisites for Receiving Grants”).
- As soon as a cooperation network passes part of the grants on to sub-projects in accordance with Number 12 of the administrative regulation on section 44 of the Federal Budget Code, it is considered a project network for the purpose of this Directive (see chapter 4 on the “Recipients of Grants”).

The goal is to get other partners besides companies or public administration institutions and job centres or employment agencies to join the cooperation networks and project networks, if this makes it easier to reach the goals laid down in this Directive. This seems especially likely for the priority area “Integration of Asylum Seekers and Refugees”(see chapter 3.3).

## 2. Legal Basis

The financial support for the programme from the European Social Fund is based on

- Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006 and
- Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006.

Any delegated regulations or other implementing acts connected to structural funding that were passed or will be passed complete the legal basis.

In addition, the operational programme of the Federal Government for the European Social Fund (ESF) for the funding period 2014 - 2020 (CCI: 2014DE05SFOP002) also serves as a legal basis. Support under this Directive comes under the intervention category of Article 3 (1b) of regulation (EU) No 1304/2013 “promoting social inclusion, combating poverty and any discrimination” i) “Active inclusion, including with a view to promoting equal opportunities and active participation, and improving employability”.

In accordance with this Directive, in accordance with sections 23 and 44 of the Federal Budget Code and in accordance with the General Administrative Provisions on sections 23 and 44 of the Federal Budget Act, the Federal Government grants funds aimed at reaching the goals of this Directive in the framework of project support. The applicants do not have a legal claim on receiving grants. The donor of the grants reaches a decision based on his duly exercised discretion and in the framework of the available budgetary funds.

### 3. Object of Financial Support

The Federal ESF Integration Directive promote projects in three priority areas:

- **Integration Instead of Exclusion (IsA)**
  - Tailored, participant-focused measures aimed at gradually and sustainably integrating youth and young adults aged 18 – 35 into work or training, or aimed at helping them to (re)-enter school to acquire a school leaving certificate, as various individual or structural factors, such as long-term unemployment, deficient school performance/vocational skills or a migration background, make it difficult for them to access employment or vocational training, and who cannot or can no longer be successfully reached with integration benefits under German Social Code Books II or III.
  - The tailored, participant-focused measures can be supplemented by measures for companies or public administration institutions aimed at bringing about structural improvements with regard to the access of the above categories of persons to employment or vocational training.
  
- **Integration Through Exchange (IdA)**
  - Participant-focused transnational mobility measures aimed at integrating youth and young adults aged 18 – 35 into work or training, or aimed at helping them to (re)-enter school to acquire a school leaving certificate, as various individual or structural factors, such as long-term unemployment, deficient school performance/vocational skills or a migration background, make it difficult for them to access employment or vocational training, and who cannot or can no longer be successfully reached with integration benefits under German Social Code Books II or III.
  
- **Integration of Asylum Seekers and Refugees (IvAF)**
  - Tailored, participant-focused measures aimed at integrating asylum seekers and refugees who do have secondary access to the labour market

into employment or training, or aimed at helping them to (re)-enter school to acquire a school-leaving certificate.

- The tailored, participant-focused measures can be supplemented by measures for companies or public administration institutions and for other bodies working with asylum seekers and refugees with the aim of making structural improvements with regard to the access of the above categories of persons to employment or vocational training.

### **3.1. Integration Instead of Exclusion (IsA)**

The priority area “Integration instead of Exclusion” promotes tailored measures for participants aimed at reaching and activating them so they can be gradually and sustainably integrated into work or training. Measures aimed at (re)-entering school to acquire a school-leaving certificate are also eligible for receiving funds. Tailored, participant-focused measures in the framework of the priority area IsA are to enhance the impact of placement efforts by job centres or employment agencies as well as the impact of integration benefits under German Social Code Books II or III, which flow from these efforts. Especially in the case of young people who have difficulties in accessing employment or training for various individual and structural reasons, it is often necessary to combine different strategies in order to successfully integrate them into work or training.

By involving job centres or employment agencies in the projects, it is possible to implement innovative ideas combining integration benefits under German Social Code Books II or III and project components of the priority area “Integration Instead of Exclusion”. As far as substance is concerned, the tailored, participant-focused measures under this Directive have to differ from benefits under German Social Code Books II or III; they may not simply replace these benefits, and they may not circumvent the standardized, legal prerequisites for receiving them.

Companies or public administration institutions involved in the projects are to contribute to facilitating the access of the participants to a concrete job or apprenticeship.



While the goal and the structure of the project work in the priority area IsA are prescribed, it is up to the applicants to develop the specific projects (bottom-up approach) to ensure that this Directive allows for innovative concepts of local actors.

The following project components could for example be used in the framework of tailored, participant-focused measures:

- outreaching assistance to make the first contact as a pre-condition for further activities: external counselling centres to reduce the threshold for benefit recipients who no longer come to the job centres;
- company-focused activation: preparing the participants for low-threshold in-company training, preparing the company especially as far as treating persons with learning disabilities and young people with other disadvantages according to occupational education principles is concerned, coaching the participants during the company-focused activation stage;
- diploma-oriented (partial) vocational training for young people who have not completed vocational training: education coaches inform and counsel the participants regarding the opportunity of completing (partial) vocational training, skills assessment, coming up with ideas for how participants can finance their (partial) training, preparation of and coaching during (partial) vocational training;
- activation and (partial) vocational training to provide care for the elderly, especially for young people with a migrant background in an effort to strengthen intercultural awareness in the area of care for the elderly;
- activation and (partial) vocational training of young people convicted of a criminal offence who have been released from prison (transitional measures outside the penal system);
- (partial) vocational training required by individuals can be eligible for support (also if contracted out to third parties), if the standard assistance schemes do not offer similar services;
- placement in work or training: preparation of participants for working in a company, preparing the company especially as far as treating persons with learning



disabilities and young people with other disadvantages according to occupational education principles is concerned, coaching of the participants during their first weeks of training or employment to prevent them from quitting their vocational training/work;

- project components such as measures of outreaching assistance, company-focused activation, diploma-oriented (partial) vocational training and placement in work or training can be geared specifically towards the needs of migrants from other EU member states. In this regard, it is essential to ensure that the project staff has the necessary intercultural and language skills;
- it is possible to recognize the participant's travelling expenses as eligible for receiving funding, if the standard support schemes do not provide similar services, and if compelling reasons are given for why participants cannot bear the costs themselves.

In the priority are "Integration Instead of Exclusion" the support for tailored, participant-focused measures can be supplemented by the support for measures designed for companies or public administration institutions aimed at bringing about structural improvements with regard to the access of certain categories of persons, especially people with a migrant background, to work and training. Such measures can for example comprise the following points:

- increasing the share of young workers with a migrant background in companies or public administration institutions by developing and implementing culture-sensitive tools for the promotion of apprenticeships and culture-sensitive recruitment as well as by embedding diversity strategies and diversity management in the organizations' structures;
- Encouraging (migrant) companies to offer vocational training and employment and external training management (tailored support for SMEs while they are training young people).



### **3.2 Integration through Exchange (IdA)**

The priority area “Integration through Exchange” promotes transnational measures aimed at reaching and activating the participants in an effort to gradually and sustainably integrating them into work or training. Measures aimed at helping people to (re)-enter school to acquire a school-leaving certificate are also eligible for receiving grants.

By involving job centres or employment agencies in the projects, the transnational measures are designed to dovetail with the standard support schemes for integration (Social Code Books II and III), and they are designed to be used as a component of the participant's individual integration plans.

Companies or public administration institutions involved in the projects are to contribute to facilitating the access of the participants to a concrete job or apprenticeship place following their participation in the transnational measure.

The key component of the transnational measures is a (two to six months) supervised stay abroad with in-company training (supervised practical activities combined with application-oriented classes in a work-related context). It is part of a pedagogical concept geared towards the labour market that includes intensive, individualized pre-departure orientations and follow-up activities in Germany. During the follow-up period, coordinated cooperation (interface management) between job centres or employment agencies as well as between companies or institutions of public administration is to ensure the integration of the participants into work or vocational training. The goal is to follow-up on the stay abroad and to harness the results of this stay in an effort to immediately build on the skills and capacities gained abroad. This follow-up period is crucial, as it is essential to respond to the insights and the personal development of the participants early on and to sustainably harness them for seamless integration into the labour market.

Transnational measures are only eligible for financial support, if the German cooperation/project network joins forces with at least one receiving partner organisation in another European country.



In an effort to strengthen transnational cooperation in the framework of the European Social Fund, the German cooperation/project networks for their part are to host youth and young adults from other EU Member States. The coordination between the German cooperation/project networks and their European partner organizations is to be facilitated by the Transnational Learning Network “Transnational Mobility Measures for Disadvantaged Youth and Young Adults”. Under this Directive, the expenses incurred by the German cooperation/project networks for hosting youth and young adults from other EU Member States are only eligible for financial support in exceptional justified cases. Only cases in which the sending Member State does not reimburse the expenses qualify as exceptional justified cases.

In the framework of the transnational measures, the following project components are eligible for receiving grants:

- Preparatory stage during which the cooperation/project network establishes a transnational partnership with a receiving European partner organization: Looking for a partner, concluding a transnational partnership agreement between the sending German cooperation/project network and the hosting partner organization abroad. As a general rule, the preparatory stage is not to exceed a period of three months.
- Targeted contacting of possible participants and selection of the participants on the basis of a target-group oriented aptitude test. An individualized agreement between the project operator and the participant serves as the basis for his/her participation.
- Stage during which the participants prepare for their stay abroad: As a general rule, this stage should take between six weeks and three months. When determining the length and nature of the preparatory measures, the individual needs of the participants are to be taken into account. Preparatory measures include at least one session in which the skills of the participant are assessed, intercultural training, a language course (can also take place or continue abroad) as well as work-based preparation for the stay abroad.
- In accordance with the transnational partnership agreement, the competent project

operator of the cooperation/project network looks for an internship place in close cooperation with the hosting European partner organization, keeping in mind the individual skills of the participants.

- Participant's stay abroad: The stay abroad is the core element of the transnational measure. It should last for a period of at least two months and for a maximum of six months. The stay abroad comprises in-company training (supervised practical activities combined with application-oriented classes in a work-related context). As a general rule, participants are only sent abroad if they are part of a group of at least 8 persons. Housing should be geared to the participants (e.g., they should live in host families, in a youth hostel or in a youth guesthouse). In accordance with the transnational partnership agreement and in close cooperation with the hosting European partner organization, the competent project operator of the cooperation/project network must provide continuous mentoring and support for the participants.
- Follow-up stage: The integration into employment or vocational training is to conclude the follow-up stage. Measures during this stage for example include the recording of the capacities gained or help with applications. The goal is to follow-up on the stay abroad in a targeted manner, to harness the results of this stay and to build on the skills and capacities gained abroad in an effort to maximize the impact on the labour market prospects of the participants. This includes public relations activities involving the hosting European partner organization.
- To an appropriate extent and as part of the priority area "Integration through Exchange, financial support for the exchange of experiences between German cooperation/project networks and the hosting European partner organizations can be made available.

### **3.3. Integration of Asylum Seekers and Refugees (IvAF)**

The priority area IvAF promotes tailored measures for asylum seekers and refugees who at a minimum have secondary access to the labour market, and aims at reaching and activating them and at gradually and sustainably integrating them into work or

training. Preparatory measures can be implemented before the expiration of the statutory waiting period for taking on work or for receiving vocational training to make sure that the affected persons are in a position to immediately start work or training once the waiting period expires. Measures aimed at helping people to (re)-enter school to acquire a school-leaving certificate are also eligible for receiving grants.

Tailored, participant-focused measures in the priority area IvAF especially comprise the following elements:

- measures to recruit participants, such as outgoing assistance to make the first contact as a pre-condition for further activities, individualized labour market counselling keeping in mind the special situation of asylum seekers and refugees;
- support with accessing the relevant benefits of the standard assistance schemes (especially benefits under Social Code Books II or III) and the relevant special programmes, especially the ESF programmes “Work-Oriented Language Training for People with a Migrant Background” and “Qualification Programme for Migrants in the Context of the Assessment and Recognition of Foreign Professional Qualifications Act”;
- skills development measures required by individuals, if necessary with language components to boost employability, can be eligible for support (also if contracted out to third parties), if the standard assistance schemes as well as the relevant special programmes do not offer similar services;
- company-focused activation: preparing the participants for in-company training, preparing the company, and if necessary, coaching for the participants during the company-focused activation stage;
- placement in work or training: preparing the participants for working in a company, preparing the company, coaching of the participants during their first weeks of training or employment to prevent them from quitting their vocational training/work, skills development during training;
- another option is the support of tailored, individualized measures for young refugees aimed at helping them to (re-) enter school or vocational training, if necessary with coaching during the initial stage of school attendance or vocational

training;

- it is possible to recognize the participant's travelling expenses as eligible for receiving grants, if the standard support schemes do not provide similar services, and if it is likely that participants will not be able to bear the costs themselves.

The integration of other relevant actors, e.g., refugee aid organizations, counselling centres for migrants, migrant organizations, independent welfare organizations, providers of educational services, municipalities and Länder institutions, into the project work as cooperation or sub-project partners in addition to the minimum requirements for cooperation or project networks under this Directive (see chapters 1 and 5), is to ensure the success of the tailored, participant-focused measures for asylum seekers and refugees.

In the priority area IvAF the support for tailored, participant-focused measures can be complemented by the support for measures designed for companies, public administration institutions and other bodies working with asylum seekers and refugees aimed at bringing about structural improvements as far as the access of asylum seekers and refugees to work and training is concerned. In this area, the measures and quality standards that were developed in the past in the framework of the ESF programme on labour market support for migrants with the right to remain and refugees with access to the labour market and the funding programme “Integration through Qualification” are to be taken into account.

#### **4. Recipients of the Grants**

Project operators belonging to cooperation or project networks are eligible for receiving grants (they may pass part of the funds on to sub-projects in accordance with Number 12 of the administrative regulation on section 44 of the Federal Budget Code; see also the definitions in chapter 1 of this Directive). As a rule, project operators belonging to cooperation or project networks and operators of sub-projects belonging to project networks can be organized as any kind of legal entity under private and public law, i.e. independent and public institutions, companies, municipalities, training providers, research institutions or associations.

Under this Directive, natural persons are not entitled to receive grants.

The funds are granted by furnishing the project applicant of a cooperation or project network with a funding notification.

Within the project network, the recipient of the grants passes the project grants on to the other partners of the project network. The recipient is accountable to the donor of the funds and must make sure that the other partners of the project network spend the forwarded grants on the designated purpose. If the recipient of the grants is organized as a legal entity under public law, it can pass the grants on through channels governed by public or private law. Recipients who are organized as legal entities under private law are required to conclude a private contract for the forwarding of the grants. The secondary beneficiaries of the grants are accountable to the recipient of the funding notification and must prove to the latter that they spent the forwarded grants on the designated purpose.

## **5. Grant eligibility criteria**

The active participation of companies and institutions of public administration and of job centres or employment agencies in the implementation of the project is the prerequisite for funding in the framework of this Directive.

Project operators applying for funding must submit declarations of intent of the companies/institutions of public administration and of job centres/employment agencies or binding cooperation agreements proving the respective project contribution, in particular the readiness to participate in in-house skill building or to fill in-house training measures, training places and workplaces.

Declarations of intent must be replaced by binding cooperation agreements within a period of six months.

The applicants must prove their professional and administrative aptitude to implement the measure (see .No. 8 "Procedure").

The funding of a project which is already operative is not possible. There must be a clear-cut delimitation of these programmes and other programmes at federal and Land level.

## 6. Nature, amount and extent of funding

Insofar as no deviating or supplementing regulations are stipulated in the explanatory notes to this Directive, the "Funding principles for grants from the ESF of the Federal Office of Administration for the funding period 2014-2020" shall apply regarding the nature, amount and extent of funding.

The grants shall be provided in the framework of project support by way of a non-refundable subsidy (co-financing). The assessment basis shall be the total expenditure eligible for funding.

### **The grant makes up 90 % of the eligible expenditure.**

Funding from the European Social Fund (ESF) is disbursed in the target areas.

- **More developed regions** (old Länder including Berlin and the region of Leipzig, but excluding the region of Lüneburg): The grant is financed from ESF funds, i.e. 50 %, and from federal resources of the BMAS budget, i.e. 40 % of the eligible expenditure.
- **Regions in transition** (new Länder excluding Berlin and the region of Leipzig): The grant is financed from ESF funds, i.e. 80 % and from federal resources of the BMAS budget, i.e. 10 % of the eligible expenditure.
- **Transition region Lüneburg:** The grant is financed from ESF funds, i.e. 60 %, and from federal funds of the BMAS budget, i.e. 30 % of the eligible expenditure.

A general funding of project networks across target areas is not planned.

In all regions 10 % of the eligible expenditure is to be funded by the applicant's own resources. Direct staff expenditure of the project operator or of the sub-project operators in project networks for staff charged with the implementation of the project, can be recognized as own resources for the project to the extent that they worked for the project. Indirect staff expenditure is covered by the lump-sum regulation in the priority areas and is not recognized as own resources. Generally, resources from third parties, who do not receive grants under the present Directive, will be recognized as (own) resources provided that these resources are neither provided by the ESF nor by other EU Funds. Participants' income (e.g. basic income support under Book II of the

Social Code or income replacement benefits under Book III of the Social Code) cannot be accepted in lieu of own resources.

The level of the grant and the determination of eligible expenditure results from the regulations described below regarding the different priority areas.

## 6.1. Integration Instead of Exclusion (IsA)

The maximum amount for the eligible expenditure per application is 1.5 million euros.

In the course of the approval process for the amount of the eligible expenditure the number of participants who the applicant plans to reach is taken into consideration.

- Eligible expenditure:
  - Direct expenditure for staff of the project operator and of the sub-project operators in project networks recruited for the implementation of the project or for staff who - in addition to their regular tasks - have been charged with the implementation of the project (however, excluding time bonuses, e.g. for overtime work) and expenditure for temporary staff remunerated on a fee basis (regarding the maximum share of expenditure for external services compared to own staff in the project see the "Funding principles for grants from the ESF of the Federal Office of Administration during the funding period 2014-2020"). Explicit reference is made to the prohibition of applying different pay levels in institutions which are mainly funded by public grants. These institutions are not allowed to pay their staff more than federal public service employees earn.
  - A flat rate of 21 % towards the above direct staff and fee expenditure in accordance with Article 14 paragraph 2 of Reg. (EU) No. 1304/2013 (i.a. all eligible expenditure including indirect material and staff expenditure as well as direct material expenditure like rents, travel expenses, public relations are deemed to have been met by the 21 % flat rate of the directly eligible staff and fee costs).



## 6.2 Integration through Exchange (IdA)

The maximum amount for the eligible expenditure per application is 1.5 million euros.

In the course of the approval process for the amount of the eligible expenditure the number of participants who the applicant plans to reach is taken into consideration.

- Eligible expenditure
  - Direct expenditure for staff of the project operator and of the sub-project operators in project networks recruited for the implementation of the project or for staff who - in addition to their regular tasks - have been charged with the implementation of the project (however, excluding time bonuses, e.g. for overtime work) and expenditure for temporary staff remunerated on a fee basis (regarding the maximum share of expenditure for external services compared to own staff in the project see the "Funding principles for grants from the ESF of the Federal Office of Administration during the funding period 2014-2020"). As for the prohibition of applying different pay levels see 6.1 above.
  - Direct material costs
    - Expenditure for persons from the cooperation/project networks - except for accompanying project staff - in connection with project-related travelling to other European countries. This expenditure is recognized under the German Travel Expenses Act and the related administrative rules and the Ordinance on Fees and Expenses Charged Abroad;
    - expenses for the outward and return journey of the participants in connection with the stay abroad;
    - other direct material costs that are necessarily, demonstrably and exclusively incurred in connection with the project implementation.
  - Indirect staff and material costs are compensated by means of a flat rate for administrative expenditure in the amount of 13 % in line with the "Funding principles for grants from the ESF of the Federal Office of Administration during the funding period 2014-2020" (direct project expenditure excluding expenditure on the basis of standard scales of unit costs serves as the calculation basis).

In addition, expenses on the basis of standard scales of unit costs according to Art. 67 paragraph 1 lit. b) of Regulation (EU) No. 1303/2013 shall be recognized for

- participants' mobility costs (see Annex 1)

These include costs incurred during the stay abroad (meals and accommodation), travel and transport costs, insurance costs related to the stay abroad as well as costs in connection with the educational framework programme abroad;

- accompanying project staff's mobility costs (see Annex 2)

These include costs incurred during the stay abroad (meals and accommodation), travel and transport costs, insurance costs related to the stay abroad as well as costs in connection with the educational framework programme abroad;

- costs for the project implementation incurred by the receiving partner organisation in another European country (see Annex 3)

These include staff costs of the receiving partner organisation supporting the German project operator in finding internship places for the participants and in their continuous mentoring and support provided to the participants during their stay abroad.

The rules for the calculation of the eligible expenditure on the basis of standard scales of unit costs will be explained in a separate guidance note.

### 6.3 Integration of Asylum Seekers and Refugees (IvAF)

- The maximum amount for the eligible expenditure per application is 2.6 million euros.
- Regional distribution: It is planned, that at least one project network per federal state (Land) will be supported. In the course of the approval process for the amount of the eligible expenditure the number of asylum seekers and refugees of the federal state (Land) to be reached is taken into consideration.
- 
- Eligible expenditure:
  - Direct expenditure for staff of the project operator and of the sub-project operators in project networks recruited for the implementation of the project or

for staff who - in addition to their regular tasks - have been charged with the implementation of the project (however, excluding time bonuses, e.g. for overtime work) and expenditure for temporary staff remunerated on a fee basis (regarding the maximum share of expenditure for external services compared to own staff in the project see the "Funding principles for grants from the ESF of the Federal Office of Administration during the funding period 2014-2020"). As for the prohibition of applying different pay levels see 6.1 above.

- A flat rate of 21 % towards the above direct staff and fee expenditure in accordance with Article 14 paragraph 2 of Reg. (EU) No. 1304/2013 (i.a. all eligible expenditure including indirect material and staff expenditure as well as direct material expenditure like rents, travel expenses, public relations are deemed to have been met by the 21 % flat rate of the directly eligible staff and fee costs)..

## **7. Other grant regulations**

7.1 The funding approval involves the following elements:

- the general Incidental Provisions for the Promotion of Projects on a cost basis (ANBest-P and/or ANBest-Gk)
- the "Funding principles for grants from the ESF of the Federal Office of Administration during the funding period 2014-2020" as amended, and
- particular incidental provisions which implement the requirements of a funding programme or stipulate other rights and obligations.

7.2 The funding approval determines on the basis of the EU regulations which indicators have to be collected in connection with the supported measure.

Data collection is obligatory. Missing data, in particular those of participants, regularly mean that the expenditure cannot be recognized as eligible.

The dates for the transfer of data transmission are also laid down in the funding approval. The data are to be fed into the IT systems on a regular basis.

These data are the basis for the reporting duties of the managing authority vis-à-vis the European Commission.

Moreover, the beneficiaries are obliged to cooperate with the agencies responsible for the monitoring and evaluation of the programme.

7.3 Under the general Incidental Provisions regarding the funding approval the granting authority is entitled to examine the use of the grant to the extent provided for in the ancillary provisions. The Federal Audit Office is entitled to examine the use of the funds under sections 91 and 100 of the Federal Budget Code. Moreover, the following institutions are also entitled to examine the use of funds as part of them comes from the ESF: the European Commission including the Office for the fight against fraud (OLAF), the European Court of Auditors, the ESF certification body of the German federal government, the ESF audit authority of the German federal government and the ESF managing authority in accordance with Reg. (EU) No. 1303/2013 and the legal acts and or implementing rules that still have to be issued.

7.4 The beneficiary is obliged to participate in the framework of financial control exercised by the responsible bodies (e.g. EU Commission, Federal Audit Office, Federal Office of Administration) and to provide the necessary information.

7.5 Under Article 140 of Reg. (EU) No. 1303/2013 all supporting documents regarding the supported operation shall be made kept for a three year period from 31 December following the submission of the accounts to the Commission in which the final expenditure of the completed operation is included. The granting authority shall inform the beneficiary about the period during which all supporting documents of the operation must be kept following the final proof of use. The notified term for keeping the supporting documents within the meaning of the EU shall only apply unless no longer terms for keeping the documents apply for tax reasons or because of other national provisions (e.g. court proceedings).

7.6 The data related to grants that have been applied for shall be stored on data carriers. When filing an application the applicant gives his consent that the data may be forwarded to the European Commission and to the bodies charged with the evaluation. Compliance with reporting obligations and the collection and data maintenance are the prerequisite for receiving funding.

7.7 The beneficiaries give their consent to accepting the publication of at least the following information in a list of operations according to Article 115 paragraph 2 in conjunction with Annex XII of Reg. (EU) No. 1303/2013:

- beneficiary name (only of legal entities; no natural persons shall be named);
- operation name;
- operation summary;
- operation start date;
- operation end date (expected date for physical completion or full implementation of the operation);
- total eligible expenditure allocated to the operation;
- Union co-financing rate, as per priority axis;
- operation postcode; or other appropriate location indicator;
- country;
- name of category of intervention for the operation in accordance with point (b) (vi) of the first subparagraph of Article 96(2) of Reg.(EU) No. 1303/2013;
- date of last update of the list of operations

7.8 The beneficiaries undertake to observe the horizontal objectives under Articles 7 and 8 of Regulation (EU) No. 1303/2013 - the promotion of equality between men and women and non-discrimination and a sustainable development.

With a view to the horizontal objectives - promotion of the equality between men and women and non-discrimination the programme contributes to improvements in the following areas:

- Equality between young men and women regarding access to work or training by tailored participant-focussed measures adapted to the individual situation and needs;
- Non-discrimination of people with a migrant background including young immigrants from other EU Member States as well as asylum seekers and refugees, by tailored, participant-focussed measures adapted to the individual situation and needs.
- Non-discrimination of people with a migrant background, including young immigrants from other EU Member States as well as asylum seekers and refugees by measures addressing companies and institutions of public administration which aim at structurally improving access of these groups of persons to work and training.

The Programme thus supports the attainment of the objectives of the 2014 National Reform Programme to achieve the objectives agreed at the European level with regard to increasing the employment rate and the reduction of the number of long-term unemployed persons.

7.9 The beneficiary is obliged to comply with the information and publicity measures of the beneficiaries in accordance with Annex XII of Regulation (EU) No. 1303/2013 and to point out that the programme is supported by the ESF. In addition the beneficiary undertakes to indicate in an appropriate manner that the programme is supported by the Federal Ministry of Labour and Social Affairs, and undertakes to comply with the PR requirements handed out to him at the start of the programme implementation.

7.10 As a rule the duration of the projects is four years.

## **8. Procedure**

Within the funding period 2014 to 2020 one funding round will be implemented (single-tier application procedure) to start with..

Project applications are to be handed in electronically via a dialogue-controlled system



which can be accessed at [www.zuwes.de](http://www.zuwes.de) .

In addition applications shall be submitted in writing to the

Federal Ministry of Labour and Social Affairs

Directorate-General VI - Division EF 2 ESF

Programme implementation

53107 Bonn

Project applications shall be submitted within three months after the entry into force of this Directive. The incoming mail stamp shall be the relevant proof of compliance with the deadline. This deadline shall be considered as the cut-off date after which delayed or incomplete documents cannot be accepted any more.

Apart from the declarations of intent or the binding cooperation agreements (see No. 5 "Criteria for eligibility of funding") applications for funding must include information on the following points:

### **Quality of the application**

The examination of the quality of the application is based on the principal question as to whether the planned project is relevant in order to accomplish the targets of this Directive. The following aspects are particularly decisive in this context:

- 1.) Presentation of the problem and the need for action derived from it: The approach of the project must reflect the specific regional needs of the labour market. As far as the supply side of the labour market is concerned, it is decisive that the categories of persons mentioned under No. 1 can be reached. The applicant has to submit an analysis which also includes an assessment of the cooperating job centres or employment agencies.
- 2.) Information on envisaged objectives: The application shall include quantified information on planned output and result indicators, i.e. how many participants do you intend to reach and how big should the share of persons be who are integrated into work or training or have resumed their school education after participating in the measure.

3.) Quality of the action plan: The action plan includes the concrete activities through which the project goals are to be achieved. In this context the following questions have to be addressed in particular:

- How can access to the participants be ensured?
- Are the participant-focussed measures really attuned to the individuals, i.e. do they consider the participants' specific needs?
- Do the participant-focussed measures take account of the regional labour market, i.e. do they consider the specific needs of the companies/institutions of public administration?
- Are the measures in the priority areas ISA (Integration Instead of Exclusion) and IvAF (Integration of Asylum Seekers and Refugees) useful for companies or institutions of public administration in order to structurally improve access to work or training of the categories of persons listed under No. 1?
- What is the specific contribution of the partners in the cooperation networks (job centres or employment agencies and companies or institutions of public administration) in order to achieve the project goals?
- Is the specific contribution reflected in the declarations of intent/binding cooperation agreements of the partners?
- What are the specific contributions of other partners (sub-projects, where applicable) to achieve the project goals?
- As for the IdA (Integration Through Exchange) priority area: Is the planning of the stay abroad well-founded? Has an international partner already submitted a declaration of intent regarding cooperation? In addition, the applicant should declare his general readiness to receive participants from other EU Member States in the framework of the Coordinated Call of the transnational Learning Network "Transnational Mobility Measures for Disadvantaged Youth and Young Adults".

4.) Work schedule and timetable: The application shall reflect the project in its individual work stages including information on concrete activities, responsibilities and deployment of staff. The individual work stages shall be shown in chronological order. In this context the applicant has to explain how many participants will be reached during the project term.



5.) Sustainability/equal opportunities/non-discrimination: The application shall include a consistent description as to the desired effect of the project after the end of the funding (e.g. continuation of the activities by job centres or employment agencies) and how gender mainstreaming and non-discrimination will be guaranteed.

### **Administrative and professional aptitude of the applicant**

The examination of the administrative and professional aptitude of the applicant refers in particular to experience and professional skills in the following areas:

- Implementation of ESF funded projects;
- Experience in establishing cooperation with companies or institutions of public administration and with job centres or employment agencies;
- Submission and content of the written declaration of intent/binding cooperation agreement of the partners;
- in the priority area "IsA - Integration instead of Exclusion": Access to the target group; in particular to immigrants from EU Member States, where applicable;
- in the priority area "IdA - Integration Through Exchange": implementation of transnational mobility measures;
- in the priority area: "IvAF" - Integration of Asylum Seekers and Refugees": project work with asylum seekers and refugees as well as management of networks;
- depending on the priority area and concept of action, the accreditation certificate for operators under the German Ordinance Regulating Accreditation and Approval within the Employment Promotion Programme (AZAV) shall be considered to prove the operator's administrative and professional aptitude.

### **Financing plan**

The financing plan shall include a plausible explanation why the funding applied for is necessary and adequate in order to achieve the project goal.

The Federal Ministry of Labour and Social Affairs forwards applications for generally eligible projects that are reasonable against the backdrop of the available funds, to the Federal Office of Administration as the granting authority to check the application



under issues pertaining to grant law.

The granting authority shall decide about the application for funding on the basis of the provisions pertaining to grant law in the framework of their duly exercised discretion and the available funds. The grants are awarded subject to and in accordance with the resources available in the budgets 2015 to 2021 of the Federal Ministry of Labour and Social Affairs has allocated them to the Federal Office of Administration for financial resources management.

## **9. Entry into Force**

The Directive shall enter into force on the day of their publication in the Federal Official Gazette.

Bonn, 21 October 2014

Federal Ministry of Labour and Social Affairs,

For the Ministry

Susanne Strehle



Annex 1: Standard scales of unit costs for the accounting of participants' mobility costs

<b>Country</b>	<b>Standard scales of unit costs in € per month and participant</b>	<b>Standard scales of unit costs in € per day and participant</b>
Belgium	1200	39.45
Bulgaria	1002	32.94
Denmark	1654	54.38
Estonia	954	31.36
Finland	1400	46.03
France	1418	46.62
Greece	1120	36.82
Ireland	1464	48.13
Iceland	1376	45.24
Italy	1350	44.38
Croatia	1041	34.98
Latvia	920	30.25
Liechtenstein	1444	47.47
Lithuania	906	29.79
Luxembourg	1200	39.45
Malta	1088	35.77



Netherlands	1322	43.46
Norway	1670	54.90
Austria	1278	42.02
Poland	1320	43.40
Portugal	1102	36.23
Romania	1008	33.14
Sweden	1378	45.30
Slovakia	1058	34.78
Slovenia	1042	34.26
Spain	1226	40.31
Czech Republic	1024	33.67
Turkey	896	29.46
Hungary	914	30.05
UK	1672	54.97
Cyprus	1096	36.03



Annex 2: Standard scales of unit costs to settle accompanying project staff's mobility costs

<b>Country</b>	<b>Standard scales of unit costs in € per month and person</b>	<b>Standard scales of unit costs in € per day and person</b>
Belgium	1648	54.18
Bulgaria	1408	46.29
Denmark	2276	74.83
Estonia	1312	43.13
Finland	1924	63.25
France	1948	64.04
Greece	1540	50.63
Ireland	2016	66.28
Iceland	1888	62.07
Italy	1856	61.02
Croatia	1432	47.08
Latvia	1268	41.69
Liechtenstein	1980	65.10
Lithuania	1244	40.90
Luxembourg	1648	54.18
Malta	1492	49.05



Netherlands	1816	59.70
Norway	2296	75.48
Austria	1760	57.86
Poland	1264	41.56
Portugal	1516	49.84
Romania	1420	46.68
Sweden	1896	62.33
Slovakia	1452	47.74
Slovenia	1432	47.08
Spain	1684	55.36
Czech Republic	1408	46.29
Turkey	1228	40.37
Hungary	1256	41.29
UK	2300	75.62
Cyprus	1504	49.45



Annex 3: Standard scales of unit costs for the accounting of costs incurred by the receiving partner organisation in another EU country for the implementation of the project

<b>Country group and countries</b>	<b>Per diem per group of 8 to 10 participants</b>
<b>country group 1:</b> Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden	241€
<b>country group 2:</b> Belgium, France, Italy, Finland, UK	214 €
<b>country group 3:</b> Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	137 €
<b>country group 4:</b> Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovak Republic	74 €