

# PROJECTS WITHIN THE EUROPEAN SOCIAL FUND FROM CALLS TO ASSESSMENTS

**Applying for financing and running projects as part of the European Social Fund is a multi-step process. The different stages are in place to ensure that the projects pass the selection criteria and are consistent with the regional prioritisations, so that they can contribute to regional and national goals. This fact sheet gives an overview of the process and refers to more detailed descriptions for each step.**

## From call to decision

A project usually starts with an interested organisation submitting an application following one or several calls from the Social Fund. It could also start when the Swedish ESF Council makes a decision to purchase project operations or co-operate with other public authorities for a certain activity (sometimes on government commission).

A call means that a fixed sum from the Social Fund is open for applications for certain subjects, within a certain time and on certain terms. The calls are based in part on European and national goals set for each programme area, in part on regional and national needs and conditions.

This part of the process largely happens on a regional level: the regional ESF offices make the calls and process the applications, and make a decision along with regional co-operation partners.

There are also national calls. All steps in the process from application to assessment are described in detail on the ESF Council's website: [www.esf.se](http://www.esf.se).

### Overview of the regional application process:



1. The ESF Council's regional offices make the decision to announce a call: which type of project to be given support and the terms that apply. This is done together with regional co-operation partners. Calls are published on the ESF Council's website: [www.esf.se](http://www.esf.se).
2. Organisations wanting to implement a project submit an application. The project application is filled in and sent digitally in the project room

on the ESF Council's website. The application must include details about project goals, participants, resource plans, budget and financing. More information about the application can be found on the ESF Council's website.

3. When the call period is over, the ESF Council reviews all the applications and processes them on the basis of formal requirements and national selection criteria. Projects meeting all the requirements move on to the next step.
4. The approved applications are sent to the Structural Fund Partnerships, in other words the Social Fund's regional stakeholders (politicians and organisations). The partnerships rank the applications based on the priorities of the region. Therefore, the projects given support can vary between regions.
5. Based on the priorities of the partnership, the ESF Council makes the formal decision on which applications should receive financial support.

## After the decision: Project implementation, follow-up and assessment

When an application has been approved, the implementation begins. The projects need to follow their project plan and the requirements of the specific call, as well as the general requirements for ESF projects. General requirements include, for example, integrating the horizontal principles and continuously following up and evaluating projects. More information about each step in the project implementation can be found on the ESF Council's website.

**Private individuals are not eligible to apply**, the Social Fund only finances development projects within organisations.

**In the partnership, regional stakeholders** and politicians are represented. Half of the members should be a part of the municipal and county council. The rest are social partners, public agencies, non-profit organisations, and so on. The Swedish government decides which organisations should be included.

### More information

You can find more information on the ESF Council's website [www.esf.se](http://www.esf.se).

## Overview of the project implementation:



1. The first step after receiving a decision about financing should be to look through the decision and the appendices. Sometimes the ESF Council can state certain terms for the financing. The next step is to hire staff and purchase the resources needed for the project (goods or services). As the Social Fund provides public funds, purchases must be made by public procurement and follow the principle of cost effectiveness.
2. A) The project is implemented. This is of course the main part of the work and the most important part of the contribution from the Social Fund. The exact method is different in different projects. For example, it could be to prepare and organise seminars for dissemination, or provide support for participants. For the dissemination part, it is important that all projects make the EU and the Social Fund visible, for instance by using the EU flag in all information material.  
B) Follow-ups and assessments should be made throughout the project. The project owner is responsible for making sure that this is done according to the terms. The project must send regular reports about the participants to Statistics Sweden, in order for the ESF Council to be able to follow up the result of the Fund in Sweden. Please see the fact sheet Follow-up and assessment for more information.
3. The project's owner gives an account for costs and time spent for the project. All participants in a project should make an account for their time using specific forms. To make the accounting easier, the Swedish ESF Council uses standards (please see the fact sheet Simplified accounting). Once the accounts are finished, the project owner can apply for payment.
4. The Swedish ESF Council pays the funds after reviewing the payment application.



Svenska  
ESF-rådet

**SVENSKA ESF-RÅDET**  
020-33 33 90, [esf@esf.se](mailto:esf@esf.se)  
Box 47141, 100 74 Stockholm