

Project Application Form

Bids are invited for projects that will directly create jobs through private sector enterprise and growth and for projects that will enable or unlock future private sector jobs growth, particularly in those areas and communities that are currently dependent on the public sector.

To bid for funding from the Regional Growth Fund (RGF) you need to fill out the two parts of the application form and prepare some accompanying documentation.

This application form is for projects. There is a separate application form for programme bids.

This Application Form

This application form consists of two parts:

- Part 1 (this document) contains 60 questions related to the project.
- Part 2 is an Excel spreadsheet for financial and other important data.

Accompanying documentation

You should submit both parts of your application form together to rgfround3applications@bis.gsi.gov.uk along with:

- Case for support (up to eight sides of A4). This document can cover any further information in support of your application, as well as photographs and /or charts that it is not possible to include in this application form,
- Statements of support from up to five project partners (up to two sides of A4 each) where applicable; and
- CVs (up to two sides of A4 each) for key personnel critical to the delivery of the project.

Optional Documentation

- an **internal** document, for example a paper prepared for the investment committee or main board of the applicant, which presents an analysis of the viability of the proposed project or activity with RGF support and without RGF support. **If not provided now this document will be reviewed at due-diligence.**

Deadline for applications

The deadline for the RGF team to receive applications to Round 3 is 12h00 noon on 13 June 2012. Please submit this form, Part 2 (in Excel format) and the accompanying documentation listed above to:

rgfround3applications@bis.gsi.gov.uk

Please Note

Failure to answer all the questions in the application could severely impact upon your chances of success.

This form has been specifically designed to work with our systems. Any attempt to alter the format could invalidate your application.

For Internal Use Only

Reference

Internal descriptor

Freedom of Information

In order to meet requirements for good administration, reasons for decisions on applications and claims must be recorded properly on file at all stages. This record keeping will also ensure that there is a clear audit trail for all decisions.

Administrative records will be maintained for all applications irrespective of whether they are successful.

Applicants should be aware that information provided in confidence may be exempt information under the terms of Section 41 of the Freedom of Information Act 2000 (FOIA), and that the operating Departments will look to respect confidentiality where applicants have asked us to do so. In order to help the operating Departments deal with any Freedom of Information requests efficiently:

1. untick the green FOI box ☐ next to the questions where you would not want us to release your answer should we receive a FOI request;
2. set out the reasons why you have opted out in the box below, including why you consider the information to be sensitive (for example, release of the information would prejudice your commercial interests).

Please note the ultimate decision on whether to release information rests with the operating Departments as all the Freedom of Information Act 2000 exemptions other than those for personal data are subject to a public interest test. The public interest test entails a public authority deciding whether, in relation to a request for information, it serves the interests of the public either to disclose the information or to maintain an exemption or exception in respect of the information requested. To reach a decision, a public authority must carefully balance opposing factors, based on the particular circumstances of the case. More information on the FOIA can be found at:

http://www.ico.gov.uk/for_organisations/freedom_of_information/guide.aspx

Reasons why information provided in this application should not be released under the FOIA (3,000 char max)

Section A: Applicant contact information

A01 Name of primary contact

A02 Company / Organisation

A03 UK Company registration number

A04 Position in company / organisation

A05 Address

A06 Postcode

A07 Telephone

A08 Mobile

A09 Email

A10 Website

A11 Have you submitted any other bids to Round 3 of the RGF?

A12 If yes, please provide the title(s) of the other bid(s)

**A13 Have you bid for RGF funding before?
(Previous applications will not be considered in this round)**

A14 If yes, please provide the bid reference numbers (one reference per line)

Section B: Project description

B01 Principal recipient of RGF funds



B02 Who will be responsible for delivery of the project?



B03 Is the bid from a public / private partnership or a wholly private organisation / company?



B04 Is the principal recipient of RGF funds a small or medium sized enterprise (SME)?



B05 Short Project Title (100 char max)



B06 Amount of RGF applied for (£m) - note there are no special tax exemptions for RGF awards . The minimum amount is £1 million



B07 In which region will the project take place?



B08 Postcode at main project location



B09 Briefly describe what the project involves and how RGF support will be spent (1,000 char max)



B10 Please provide a short "media statement" on the project (800 char max). If your application is successful this statement will be provided as background information to the press and other media.



B11 You may list here the names of up to five people, organisations and/or project partners (one name per line) that have provided statements of support or other endorsements attached to this application.



Section C: Employment impact

Please complete Section A (Employment Impact) of Part 2 of the application form (the Excel spreadsheet), and then use the information from that spreadsheet to answer the questions below.

C01 Number of years that the principal recipient of funding will guarantee that the jobs created directly by the project will last.



C02 Average number of new (FTE) jobs that will be created directly by the principal recipient of funding over the life of the project.



C03 Average number of new (FTE) jobs that will be safeguarded directly by the principal recipient of funding over the life of the project.



C04 Estimate the average number of new (FTE) jobs that will be created indirectly as a result of the project.



C05 Estimate the average number of new (FTE) jobs that will be safeguarded indirectly as a result of the project.



C06 Briefly set out the basis for the indirect employment estimates in C04 and C05 above (600 char max)



Please complete Section B (Geographical Impact) of Part 2 of the application form (the Excel spreadsheet), and then use the values calculated by that spreadsheet to answer the questions below.

C07 Proportion of resident population aged 16-64 claiming out of work benefits



C08 Public sector employee job share



C09 Private sector employee job growth



C10 Number of active enterprises per 1,000 resident population



C11 Briefly set out how the project fits with the economic priorities and prospects of the locality as a whole (including wider evidence on public sector dependency as appropriate). (600 char max)



Section D: Sources and uses of funding

D01 Please complete Section C (Sources and Uses) of Part 2 of the Application Form (the Excel spreadsheet), and then use the information from that spreadsheet to summarise the main sources and uses of funding for the project.


[illegible]

D02 Complete table below to show what the funding set out in the table above will be spent on. Please ensure that the total amount in the table below sums to the total amount in D01.

[illegible]

Section E: Why do you need RGF funding?

E01 Summarise why you need RGF funding to carry out the project with reference to any analysis that you have carried out into the viability of the project with and without RGF funding. You should also explain why the amount bid for is the minimum necessary to execute the project (1,200 char max).




E02 If your bid for RGF is unsuccessful will the project go ahead and if so where, in what form and over what timescale (1,200 char max)



Section F: State aid

F01 With reference to the General Block Exemption Regulation and other State aid frameworks, explain why the amount of RGF support applied for is considered to be compatible with State aid rules.



F02 Will the investment be located in an Assisted Area?



Section G: Market outlook

G01 Name the principal product or service that will be offered to the market as a direct result of the proposed project? (200 char max)



G02 Summarise the key characteristics of the market for the main product or service related to the proposed project (1,200 char max)



G03 How many years will it be before other companies can take advantage of the market opportunity or before the project will be carried out using a different source of funds?



G04 Briefly describe your source of competitive advantage with regard to the proposed project (1,200 char max)



G05 Estimate the economic life of the project (in years)



G06 Briefly explain the basis for the economic life estimate, highlighting sources of uncertainty (1,200 char max)



Section H: Risk

H01 How would the level of technical / execution risk inherent to the project be best described?



H02 Which of the following statements best describes the applicant / principal recipient of RGF funding?



H03 In the table below set out the key risks, constraints and dependencies (e.g. planning consents) associated with the proposed project and briefly describe how these will be managed.

Risk	Likelihood	Impact	Comment / mitigation	

Section I: Wider economic costs and benefits

Please use the table in Section D (Wider Benefits) of Part 2 of the application form (the Excel spreadsheet) to set out the wider (i.e. non-employment) costs and benefits of the proposed project.

I01 What other activities are you likely to undertake, apart from the core activities for which RGF funding is being sought, which are likely to have wider impacts on society (e.g. community mentoring programmes, site visits for disadvantaged groups etc.)? (600 char max)

I02 If the benefits of the project, that is both employment and wider benefits, are expected to last more than 10 years, please provide the estimated long-term costs of sustaining these benefits and the period over which they are incurred e.g. maintenance costs of infrastructure. (600 char max)

I03 Please provide a summary of the public support that any private sector partners involved in the project have received, or applied for, (including RGF) in the last three years. (600 char max)

Section J: Equality

Do you believe that the project or its outcomes will have a disproportionate positive or negative impact on any of the following groups?

J01 minority or majority ethnic communities []

J02 women or men, including transsexual people

J03 disabled people ■

J04 lesbians, gay men, bisexual or heterosexual people []

J05 people with particular religious or non-religious beliefs

J06 people in particular age groups

J07 If you have answered yes to any of the questions above, please describe the impact or impacts that the project is expected to have, the group or groups which may be affected, and the steps (if applicable) that will be taken to mitigate any negative impact (2,000 char max)

Checklist and declaration

All the questions on this application form have been answered

☐

I have completed Part 2 of the application form and am ready to attach it to the bid email

☐

I have the supporting documentation (CVs, letters of endorsement and case for support) ready to attach to the bid email.

☐

I understand where I have indicated answers may be used in response to Freedom of Information Act 2000 requests and that those answers may be released without further consultation.

☐

The level of Regional Growth Fund support requested is at least one million pounds

☐

I declare that the information in the application form and accompanying documentation is correct to the best of my knowledge and belief

Now email this application form, along with Part 2 and any accompanying documentation to:

rgfround3applications@bis.gsi.gov.uk

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