



Full Application

Please complete this application as fully as possible as it will be used to assess your proposal for decision. Missing or unclear information will certainly delay it, and we therefore ask that you complete the form in full.

You may be asked to provide supporting evidence to justify any assertions made in the application and finer details ought to be clarified in your accompanying business plan.

1. Applicant

Project Name	Click here to enter text.	
Applicant Name	Click here to enter text.	
Type of organisation	Choose an item.	
If other, please specify	Click here to enter text.	
Sector	Choose an item.	
If other, please specify	Click here to enter text.	
Applicant Address	Click here to enter text.	
Postcode	Click here to enter text.	
Contact Name	Click here to enter text.	
Contact Position	Click here to enter text.	
Email	Click here to enter text.	
Telephone	Click here to enter text.	
Mobile	Click here to enter text.	

2. Business Background

How long have you been operating?	Choose an item.	
Last year turnover	Choose an item.	
Last year gross profit	Choose an item.	
Accounts year end	Choose an item.	Choose an item.
How many FTE staff do you employ?	Choose an item.	



3. Project

Please provide a detailed summary of your proposal; as if describing it to someone who is unaware of your plans. It should include a broad description of what you wish to achieve and why you feel it is a good investment for the LEP.

Project Summary (max 500 words)
Click here to enter text.

Project Theme
Choose an item.
Project Secondary Theme
Choose an item.

4. Strategic Fit

It is important to know that the proposal is contributing to the economic strategy for Cornwall and the Isles of Scilly. In particular (but not exclusively), your proposal should show how it contributes to the [LEP's Strategic Economic Plan](#). Please also highlight any other local, regional or national strategies and their respective weblinks.

Strategic Summary (max 500 words)
Click here to enter text.

5. Stakeholder Involvement

This relates to the involvement of other organisations/partners, which you consider to be financial investors, key stakeholders or delivery partners in the project. A summary for each is provided below to assist in the completion of the table:

Financial Investor

This is a person or body that is directly investing in the project; usually a body providing match funding. However, it could also be a body that is providing funding towards on-going revenue or complementary capital activity that does not form part of the costs of this application

Key Stakeholder

A person or body that has an interest in the successful completion of the project. For example, a strategic partner who is supporting the design and implementation or will be impacted by the end result of the project. They are important to consult with in the planning and implementation of the project.

Sub-contractor

There is a contractual arrangement following a procurement exercise between the lead partner and an organisation/individual. For example, where a lead partner



hires a consultant to deliver part of the Project activity. Any sub-contractors involved with your Project(s), will need to have been procured correctly.

Delivery Partner

A Delivery partner is an organisation with responsibility for delivering elements of the Projects activity. Delivery partners receive Growth Deal via the lead partner (i.e. the Applicant). A legally binding agreement such as a Service Level Agreement is required between the lead partner and the Delivery partner.

Strategic Partner

A Strategic partner are organisations involved in overseeing the Operation(s); they may be members of a Steering Group for example. Partners can come from the public, private or voluntary sectors. Strategic partners do not provide match funding, nor do they receive any funds.

Partner/Organisation	Role	Formal agreement (Yes/No)
Click here to enter text.	Choose an item.	Choose an item.
Click here to enter text.	Choose an item.	Choose an item.
Click here to enter text.	Choose an item.	Choose an item.
Click here to enter text.	Choose an item.	Choose an item.
Click here to enter text.	Choose an item.	Choose an item.
Click here to enter text.	Choose an item.	Choose an item.
Click here to enter text.	Choose an item.	Choose an item.

6. Need and Market Research

It is critical to know that your project is not just needed but it is financially sustainable for the future. The LEP needs to be assured that the proposal addresses market failure and will therefore be able to justify the investment. You may have undertaken your own analysis or rely on the research already undertaken but please cite the sources.

Have you researched the need for the project?	Choose an item.
When was the principal research undertaken?	Choose an item.
Please summarise the principal market research and analysis undertaken to validate the demand for the project. Supporting evidence should be provided (max 200 words)	
Click here to enter text.	
What would happen to the project without investment?	Choose an item.
Please let us know about any other research or analysis that will support your application	Click here to enter text.



7. Permissions and Ownership

7a. Permissions

Please select the relevant response to each of the following criteria:

Full Planning Permission	Choose an item.
Building Regulations	Choose an item.
Statutory permissions (e.g. Environment Agency)	Choose an item.
Please list any other permissions required and their status (e.g. English Heritage)	Click here to enter text.

7b. Land Ownership

Please select a response for each of the questions below.

Do you (applicant) own the freehold?	Choose an item.
If not, do you have freeholder permission?	Choose an item.
If not owned yet, are you in the process of buying the freehold?	Choose an item.
If a leasehold, does the project comply with the lease agreement?	Choose an item.



8. Quantifiable Outputs / Impacts – Overview

Please set out what the outputs, outcomes and impacts of your project will be as a direct result of LEP investment based on the Cities & Local Growth Unit Guidance for Growth Deals Reporting and Data Submission. There is space to list additional or indirect outputs/outcomes and impacts (for example, construction jobs, indirect jobs and indirect housing unlocked). Please be specific on what will be achieved and consider if there will be an evidence base to support outcomes. You will be required to substantiate your assumptions in the supporting business plan.

Impact Sites: Throughout this section, the term “impact site” is used. Impact sites are those sites where there has been a demonstrable unlocking impact as a result of Growth Deal projects. These sites of impact are to be mutually agreed between the applicant and the LEP in advance of reporting.

Output/Outcome	Definition	Number	Target Date
Direct Employment			
Jobs Created	The total number of newly created and safeguarded jobs as a direct result of the intervention at predetermined employment sites. Employment sites include occupied newly developed commercial premises, the premises of supported enterprises, and any FE space directly improved or constructed by the intervention. Created and safeguarded jobs exclude those created solely to deliver the intervention (e.g. construction). A job is deemed as permanent if it lasts at least a year.	Click here to enter text.	Click here to enter a date.
Jobs Safeguarded		Click here to enter text.	Click here to enter a date.
Apprenticeships	Number of apprenticeship positions created as a direct result of the intervention.	Click here to enter text.	Click here to enter a date.
Housing			
Housing Units Completed	At the impact site, the number of completed housing units. Complete refers to physical completion of the individual unit, or, in the case of flats, on physical completion of the block. Housing unit refers to one discrete housing unit (e.g. house, flat, live/work), regardless of size.	Click here to enter text.	Click here to enter a date.
Number of new homes with new or	Number of homes with a new or improved fibre optic provision.	Click here to enter text.	Click here to enter a date.



Output/Outcome	Definition	Number	Target Date
improved fibre optic provision			
Transport			
Length of Road Resurfaced	Length of road for which maintenance works will be completed (km)	Click here to enter text.	Click here to enter a date.
Length of Newly Built Road	Length of road for which works will be completed and opened for public use (km)	Click here to enter text.	Click here to enter a date.
New Cycle Ways	Length of cycle way for which works will be completed and opened for public use (km)	Click here to enter text.	Click here to enter a date.
Skills and Education			
Area of new or improved learning/training floorspace	The amount of 'new build' training/learning floor space constructed. The amount of training/learning floor space refurbished to improve building condition and/or fitness for purpose. (m ²)	Click here to enter text.	Click here to enter a date.
Floorspace rationalisation	The amount of overall floorspace reduced following completion of the project through, for example, demolition or disposal. (m ²)	Click here to enter text.	Click here to enter a date.
Number of New Learners Assisted	The number of new learners assisted as a direct result of the intervention, in courses leading to a full qualification.	Click here to enter text.	Click here to enter a date.
Specialist Capital Equipment	Type of new specialist equipment: Resources specific to a particular sector or industry, and which are required in connection with that sector or industry's production of goods and services. These resources will usually comprise specific mechanical devices, but may include bespoke software, or a combination. Includes resources used to produce goods and services, as well as training resources unique to the industry (e.g. simulators). Does NOT include general equipment, IT infrastructure or resources used for several curriculum areas.		
	Please list items:		
	• Click here to enter text.	Click here to enter text.	Click here to enter a date.
	• Click here to enter text.	Click here to enter text.	Click here to enter a date.
	• Click here to enter text.	Click here to	Click here to



Output/Outcome	Definition	Number	Target Date
		enter text.	enter a date.
	<ul style="list-style-type: none"> Click here to enter text. 	Click here to enter text.	Click here to enter a date.
	<ul style="list-style-type: none"> Click here to enter text. 	Click here to enter text.	Click here to enter a date.
Other Capital Equipment	Non-specialist capital equipment (see above). Please list items:		
	<ul style="list-style-type: none"> Click here to enter text. 	Click here to enter text.	Click here to enter a date.
	<ul style="list-style-type: none"> Click here to enter text. 	Click here to enter text.	Click here to enter a date.
	<ul style="list-style-type: none"> Click here to enter text. 	Click here to enter text.	Click here to enter a date.
	<ul style="list-style-type: none"> Click here to enter text. 	Click here to enter text.	Click here to enter a date.
	<ul style="list-style-type: none"> Click here to enter text. 	Click here to enter text.	Click here to enter a date.
Commercial			
Commercial Floor Space Completed	At the impact site, the area and class of commercial floor space completed. Floor areas should be measured in accordance with the RICS Code of measuring practice (6 th edition) 2007. A building should be classified as completed once it is on the non-domestic rating list (m ²).	Click here to enter text.	Click here to enter a date.
Commercial Floor Space Refurbished	At the impact site, the area and class of refurbished commercial floor space. Floor areas should be measured in accordance with the RICS Code of measuring practice (6 th edition) 2007. (m ²)	Click here to enter text.	Click here to enter a date.
Commercial Floor Space Occupied	At the impact site, the area and class of commercial floor space constructed/refurbished that will be occupied by commercial tenants (m ²).	Click here to enter text.	Click here to enter a date.
Commercial	For broadband interventions only: number of additional	Click here to	Click here to



Output/Outcome	Definition	Number	Target Date
Broadband Access	commercial premises that, as a result of intervention, now have the option to access broadband of at least 30mbps (average), where this was not previously the case.	enter text.	enter a date.
Flood Risk Prevention			
Area of Land with Reduced Likelihood of Flooding.	Area of land with a reduced likelihood of flooding as a result of the project (m ²).	Click here to enter text.	Click here to enter a date.
Reduced Flood Risk Homes This Period	Number of homes with a reduced likelihood of flooding as a result of the project this period.	Click here to enter text.	Click here to enter a date.
Reduced Flood Risk Commercial	Number of commercial units with a reduced likelihood of flooding as a result of the project this period.	Click here to enter text.	Click here to enter a date.
Business and Enterprise			
Number of Enterprises receiving Grant Support	Number of SMEs receiving grant funding support with the intention of improving performance (i.e. reduce costs, increase turnover/profit, innovation, exporting). To be counted where the support is at least £1,000.	Click here to enter text.	Click here to enter a date.
Number of Enterprises receiving Financial Support Other than Grants	Number of SMEs receiving funding support in the form of equity or repayable loan instruments with the intention of improving performance (i.e. reduce costs, increase turnover/profit, innovation, exporting). Counted where amount of support is at least £1,000.	Click here to enter text.	Click here to enter a date.
Number of Enterprises receiving Non-financial Support	Number of SMEs receiving support (inc. advice and training) with the intention of improving performance (i.e. reduce costs, increase turnover/profit, innovation, exporting). Value of the support should be a minimum of £1,000, calculated at Gross Grant Equivalent (see ERDF guidance) or a minimum of 2 days of consulting advice.	Click here to enter text.	Click here to enter a date.
Additional Outcomes	GVA (£m)	Click here to enter text.	Click here to enter a date.
	Click here to enter text.	Click here to enter text.	Click here to enter a date.



Output/Outcome	Definition	Number	Target Date
	Click here to enter text.	Click here to enter text.	Click here to enter a date.
	Click here to enter text.	Click here to enter text.	Click here to enter a date.
	Click here to enter text.	Click here to enter text.	Click here to enter a date.
	Click here to enter text.	Click here to enter text.	Click here to enter a date.
	Click here to enter text.	Click here to enter text.	Click here to enter a date.



9. Milestones

A start and end date must be provided as a minimum. Please note: The start date should not be before a decision on funding (unless agreed in writing by CIoS LEP). Please enter additional, project specific milestones at the end of the table.

Description	Target date
Start Date	Click here to enter a date.
Click here to enter text.	Click here to enter a date.
Click here to enter text.	Click here to enter a date.
Click here to enter text.	Click here to enter a date.
Click here to enter text.	Click here to enter a date.
Click here to enter text.	Click here to enter a date.
Click here to enter text.	Click here to enter a date.
Click here to enter text.	Click here to enter a date.
Click here to enter text.	Click here to enter a date.
Click here to enter text.	Click here to enter a date.
Click here to enter text.	Click here to enter a date.
Click here to enter text.	Click here to enter a date.
Spend End Date	Click here to enter a date.
Outputs / Outcomes Realised	Click here to enter a date.

10. Procurement

The LEP needs to understand the procurement process for services, goods or works that has been undertaken or will be undertaken.

Does your organisation have a formal procurement policy?	Choose an item.
Please describe how you have or will procure the services/goods relevant to this project (Max 200 words)	
Click here to enter text.	

11. Project Expenditure

Please set out the summary of your costs in the unshaded boxes. These should be costs that will be incurred after a funding decision. Only with the prior written agreement of the LEP will costs incurred before a decision be eligible.

Enter net costs if you (the applicant who will be claiming the funding) are registered for VAT. Gross costs should be entered if you are not registered for VAT.



Item	£
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Total Costs	Click here to enter text.

12. Project Funding

Please set out the sources of the funding for the project including how much you are requesting from CIoS LEP. You are asked to confirm if the other funding put forward is secured or not. By "secured" we are asking if you have formal confirmation in writing from the source in question.

Please only complete unshaded boxes and ensure that your total funding is the same as your total costs.

	Total
Growth Deal requested	Click here to enter text.
Percentage Intervention	Click here to enter text.

Other Funding Sources	Funder Type	Amount	% of Total Cost	Is Funding Secured?	Expected Date for funding to be secured
Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text. %	Choose an item.	Click here to enter a date.
Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter	Choose an item.	Click here to enter a date.



			text. %		
Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text. %	Choose an item.	Click here to enter a date.
Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text. %	Choose an item.	Click here to enter a date.
Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text. %	Choose an item.	Click here to enter a date.
Total Funding		Click here to enter text.	Click here to enter text. %		

13. Risks

No project is without risks, this section is about understanding your recognition of the risk and the mitigation you have put in place. Two entries have been inserted to provide a minimum level of risks that require comment.

Risk Description	Likelihood (H/M/L)	Impact (H/M/L)	Mitigation in place
Cost overruns	Choose an item.	Choose an item.	Click here to enter text.
Time overrun	Choose an item.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.
Click here to enter text.	Choose an item.	Choose an item.	Click here to enter text.

14. State Aid

It is the grant recipient’s responsibility to ensure that they comply with State Aid law. Please state below how the project will comply with State Aid Regulations.

Click here to enter text.

15. Cross Cutting Themes



Equality and Diversity - Who will be affected by this project? Is the proposal likely to result in positive or negative impacts/risks? If so what are they? What plans do you have in place, or are developing, that will mitigate the likely identified negative impacts/risks? This section should include reference to the 9 protected characteristics as referenced in the Equality Act 2010.

Characteristic	Description (max 50 words)	Impact Rating
Choose an item.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Choose an item.

Describe any **environmental impact** that the project will create e.g. waste and resource management, energy efficiency, pollution, transport etc.

Impact Type	Description (max 50 words)	Impact Rating
Choose an item.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Choose an item.
Choose an item.	Click here to enter text.	Choose an item.

Describe any **social impacts** that the project will create e.g. reducing anti-social behaviour, tackling exclusion or increasing inclusion for the most vulnerable in our communities.

Impact Type	Description (max 50 words)	Impact Rating
Lower inequalities around pay, skill and training and / or works towards alleviating deprivation.	Click here to enter text.	Choose an item.
Support opportunity for young people and business skills to be enhanced.	Click here to enter text.	Choose an item.
Build on the significance of older people in the workforce	Click here to enter text.	Choose an item.
Link education providers,	Click here to enter text.	Choose an item.



business and areas of deprivation		
Enhance the provision of a greater mix of homes for all	Click here to enter text.	Choose an item.
Improve local transport to support rural/ coastal areas	Click here to enter text.	Choose an item.
Support the unemployed or on low pay to gain skills and training	Click here to enter text.	Choose an item.
Increase apprenticeships in smaller firms in emerging sectors	Click here to enter text.	Choose an item.
Develop enterprise and work readiness skills in young people	Click here to enter text.	Choose an item.
Other: Click here to enter text.	Click here to enter text.	Choose an item.
Other: Click here to enter text.	Click here to enter text.	Choose an item.



16. Declaration



Data Protection:

All information provided in connection with this application will be used for assessing and if appropriate monitoring your project and evaluating the scheme. It will be held and used by the Cornwall and Isles of Scilly Local Enterprise Partnership and authorised partners and stored on internal computer and/or filing systems; such information will be collected and processed and held secure in accordance with the principles of the Data Protection Act (2018) and the General Data Protection Regulation (EU) 2016/679.

Applicant Declaration:

I declare that I have the authority to represent **[insert name of organisation]** in making this application.

I certify that the entries in this form, accompanying details and any other supporting documents enclosed are, to the best of my knowledge and belief, correct and the investment applied for is the minimum required for the programme/project/work to proceed as described.

I am not aware of any reason why the programme/project/work may not proceed or be delayed other than those reasons declared and the commitment can be made within the timescales indicated.

I can confirm that the project will meet statutory and regulatory standards, including the Equality Act 2010.

I understand that if the application is not complete in all relevant detail and every aspect, including this section, it may be rejected.

Name	Click here to enter text.
Position	Click here to enter text.
Organisation	Click here to enter text.
Signature	
Date	Click here to enter a date.



Reference Number	LGFCIS_
Decision	Click here to enter text.
Signature	
<div style="background-color: #e6f2ff; height: 80px;"></div>	
Date	Click here to enter a date.
Recommendation	
Click here to enter text.	

Date applicant informed of outcome	Click here to enter a date.
Signature/Initials	<div style="background-color: #e6f2ff; height: 80px;"></div>



Additional Notes

The application is to secure LEP investment in a programme/project/work and as such the activity should contribute to the Cornwall and Isles of Scilly [Strategic Economic Plan](#).

All other avenue of funding must have been looked at prior to making a request.

All proposals must meet the following:

- 1) Accord with the LEP's aims, objectives and priorities;
- 2) Quantify the outputs and detail clear and attainable targets;
- 3) Quantify the total project costs and the source(s) of matching funding, highlighting the request from the LEP;
- 4) Provide good value for money and be deliverable;
- 5) Only deal with reputable organisations with appropriate legal status i.e. public organisations, registered charities, voluntary and community groups;
- 6) All LEP investments should make a positive contribution to equality of opportunity for all.

The LEP cannot invest in the full range of programmes/projects/work coming forward. Therefore, it is necessary for the LEP to prioritise how funds will be allocated to ensure that objectives are achieved. Your application will be kept on a pipeline of projects should further funding or new funding opportunities arise.

Submitting Your Application

All applications must be submitted by email to:

Meike Koops
Cornwall and Isles of Scilly Local Enterprise Partnership
meike.koops@cornwall.gov.uk

If you require this form in a different format please contact the CIoS LEP.

All information provided in connection with this application will be used in accordance with the CIoS LEP privacy policy; <https://www.cioslep.com/privacy-policy>



Checklist

The form must be accompanied by a copy of your last set of (audited) accounts and a cashflow for your project.

A cashflow template can be provided for you but it is quite acceptable for you to provide one that you may already have produced. The cashflow should show the expenditure of the project (matching the costs in the application) as well as the predicted income from the investment and your other funding sources.

Please ensure you include copies of the following documents with your application:

Business Case based on the HM Treasury "Five Model Case"	<input type="checkbox"/>
Full Cost Schedule	<input type="checkbox"/>
Audited Accounts	<input type="checkbox"/>
Cashflow forecast	<input type="checkbox"/>
Permissions (if applicable)	<input type="checkbox"/>
Procurement Policy	<input type="checkbox"/>
Delivery Partners Agreements (if applicable)	<input type="checkbox"/>
Further supporting evidence e.g. Market Research	<input type="checkbox"/>
Project Programme/Plan (e.g. Gantt)	<input type="checkbox"/>
Evidence of Match Funding	<input type="checkbox"/>