

APPLICATION GUIDANCE NOTES

Please read these notes before filling in your application form.

If you have further questions that are not covered in these notes, or if you would like to discuss a project idea prior to applying, please contact info@cioslep.com

Who is eligible to apply?

The gateway criteria have been established as a simple pass/fail assessment of whether a project should proceed to appraisal:

1. Only open to organisations with legal status in the UK, including arms-length bodies of government where appropriate. This may include local authorities, public sector organisations, higher and further education institutions, private sector companies, voluntary organisations and registered charities.
2. All proposed project activity must take place within, and/or benefit residents and businesses in Cornwall and the Isles of Scilly.
3. All project activities and incurred expenditure must happen between 1 April 2024 and 31 March 2026.
4. All applicants must provide a Procurement Policy that complies with national procurement guidance.
5. Applicants must, as a minimum, pay the Real Living Wage to all employees aged 18 and over. [This does not apply to apprentices]
6. All applicants must provide a Environmental Sustainability Policy
7. All applicants must provide an Equality and Diversity Policy.

If you have any concerns about your organisation or project not meeting any points above, please contact the CloS LEP prior to submitting an application.

About the Application and Form

The information you provide us with through the CloS LEP application form, alongside the associated documents you need to provide, will be used to appraise your proposal. Information that is missing will result in lower scoring of your application or possibly

Culture and Creative Industries Innovation Fund

immediate rejection. Please aim to provide honest and comprehensive information about your organisation, project partners/stakeholders, spend, income, activities to be delivered and outputs/outcomes to be achieved.

The information you provide in your application form will form part of the funding agreement if your application is successful. Please be mindful that you must present realistic and achievable information.

Appraisal

Applications will be appraised based on four key criteria, weighted as follows:

Criteria	Weighting
Strategic Alignment	25%
Equality, Diversity, Environmental and Social Impact	25%
Value for Money	25%
Deliverability	25%

If you require the application form in a different format or language, please contact the CloSLEP.

Project Budget and Funding: Cashflow (Excel Spreadsheet)

Please present clearly your project's expected expenditure (capital and revenue costs separately) and income, including match funding. All costs must be inclusive of VAT unless you are able to reclaim it from HMRC, in which case VAT should not be included. This might apply to some but not all of your costs depending on your company's VAT status. You will not be able to add VAT elements after your submission.

Please follow the guidance provided on the workbook.

- 1) In the 'Headings' worksheet, list the type of costs you are including in the blue section, split into capital and revenue costs:
 - a. Capital expenditure refers to funds used to acquire, build or upgrade physical assets. Such expenditure is usually a one-time large purchase of a fixed asset.
 - b. Revenue expenditure refers to ongoing operational expenses required in the running of the project.

Projects can comprise of only capital or revenue costs, or a mixture of both.
- 2) List every funder who is providing match funding, including the lead organisation (if you are providing match). We need to know if funding is secured. By that we mean there is a formal offer of funding in place.

Culture and Creative Industries Innovation Fund

- 3) In the 'Cashflow' worksheet, please enter all project costs against the headings you have provided previously in the blue section. Please enter in the month you expect to pay for each item, not when you order or receive it.

The Culture and Creative Industries Innovation Fund runs from 01 April 2024 to 31 March 2026. Activity can only be funded during that period.

Organisational overheads may be included but should not exceed 15% of your staffing costs. Please do not create a line for overheads at 15% and then separately list costs that should be included in your overheads, i.e. cost of buildings, HR, Finance support etc.

The following cannot be included in eligible project expenditure:

- Payments for lobbying, entertaining, petitioning or challenging decisions, which means using the Fund to lobby (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, government or political activity including the receipt of CIoS LEP funding; or attempting to influence legislative or regulatory action;
 - Payments for activities of a party political or exclusively religious nature;
 - VAT reclaimable from HMRC;
 - Gifts, or payments for gifts or donations;
 - Statutory fines, criminal fines or penalties;
 - Payments for works or activities which the lead local authority, project deliverer, end beneficiary, or any member of their partnership has a statutory duty to undertake, or that are fully funded by other sources;
 - Contingencies and contingent liabilities;
 - Dividends;
 - Bad debts, costs resulting from the deferral of payments to creditors, or winding up a company;
 - Expenses in respect of litigation, unfair dismissal or other compensation;
 - Costs incurred by individuals in setting up and contributing towards private pension schemes
- 4) Now enter your income from match funding sources in the green section, in the month in which you expect to receive it.

Culture and Creative Industries Innovation Fund

- 5) Finally, enter the amount of funding you are requesting in row 88. Please note that up-front payment (before costs are incurred) would have to be agreed separately where need can be shown.

Section 1 – Applicant

Please provide information about the organisation requesting the funding. If the application is from a partnership, you must have one organisation fulfilling the role of Lead Applicant applying on behalf of the partnership, with a partnership agreement in place that specifies the role and responsibilities each partner will fulfil.

A 'due diligence' check will be carried out on the Lead Applicant organisation and we may ask for some business background information to enable this.

Section 2 – Stakeholder Organisations

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 will need to have been procured correctly.

Delivery Partner

A delivery partner is an organisation with responsibility for delivering elements of the project's activity. Delivery partners receive funding via the lead partner (i.e., the

Culture and Creative Industries Innovation Fund

applicant). A legally binding agreement is required between the lead partner and the delivery partner.

Strategic Partner

A strategic partner is an organisation involved in overseeing the operation; 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.

Section 3 – Project

Please name your project. The project name should be different from the applicant organisation's name. The project location is where the project activity happens. This could be the address of the applicant but doesn't have to be. If there is more than one location, please indicate this here.

You must provide a postcode in Cornwall and the Isles of Scilly for the project activity. If there is more than one location, please select the most central location.

Please confirm project start and end date and provide a description of the project in less than 500 words including:

1. What activities will take place, where and when;
2. Who will deliver the activities;
3. How will the activities be delivered;
4. Who will benefit from the project.

Please explain why public funding is required to deliver this activity and when designing your project, what other funding options you have considered.

Section 4 – Strategic Alignment

In this describe how your project aligns with both National and Local strategies including the CloS Local Industrial Strategy. Projects may also complement or link to other programmes or projects, and this should be described in this section.

Section 5 – Need and Market Research

It is important 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.

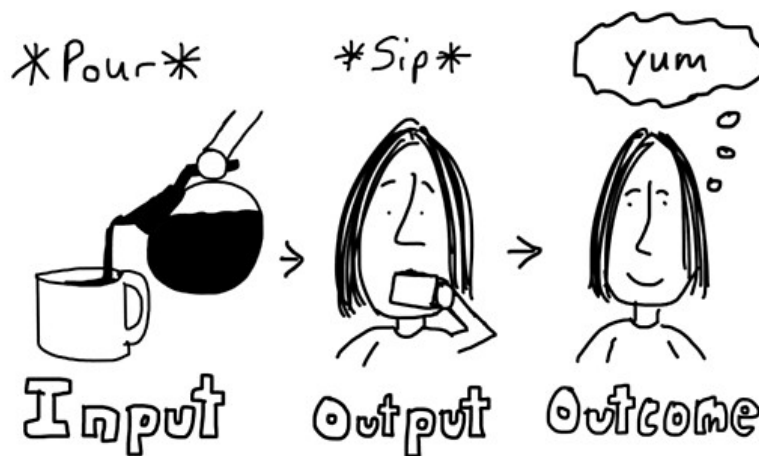
Section 6 – Deliverables (Outputs and Outcomes)

These indicators are what you will achieve during, and as a result of, the activity you are proposing. They largely indicate whether the project is delivering good value for money. Please include only those that you are confident of achieving and measuring. You also need to have in place a methodology to show how you will monitor performance and measure achievement of each indicator.

It is unlikely that all indicators are relevant to every project, so you are not expected to respond to all those listed.

If your proposal is recommended for funding, you will be asked to provide a logic model and monitoring and evaluation plan.

What are Outputs vs Outcomes:



These are examples and not exhaustive:

	OUTPUT Examples	OUTCOME Examples
Definition	The <u>immediate result</u> of an activity/project	The (usually mid-term) <u>impact</u> of that activity
Timeframe	Usually achieved at the end of the funded period	Usually achieved within 3 years after the funded activity was delivered
Example A: Training Courses provided to CreaTech entrepreneurs	<ul style="list-style-type: none"> • Number of events/participatory programmes • Number of businesses receiving non-financial support 	<ul style="list-style-type: none"> • Number of businesses adopting new or improved products or services (numerical value) • Number of businesses adopting new to the firm technologies or processes (numerical value)

Culture and Creative Industries Innovation Fund

	<ul style="list-style-type: none"> • Number of people attending training sessions • Number of potential entrepreneurs provided assistance to be business ready (numerical value) • Number of feasibility studies supported (numerical value) • Number of research and development projects • Number of research and development and innovation FTE employees • New patents, designs, trademarks or copyrights as a result of this support • New or improved products, services or processes launched as a result of this support • Expected new products, services or processes as a result of this support 	<ul style="list-style-type: none"> • Number of businesses engaged in new markets (numerical value) • Number of businesses increasing their export capability (numerical value) • Number of businesses introducing new products to the firm (numerical value) • Number of businesses with improved productivity (numerical value) • Number of new to market products (numerical value) • Number of organisations engaged in new knowledge transfer activity (numerical value) • Number of R&D active businesses (numerical value)
<p>Example B: Restoration of historic building / installation of immersive technology</p>	<ul style="list-style-type: none"> • Amount of commercial buildings developed or improved (m2) • Amount of low or zero carbon energy infrastructure installed (m2) • Amount of public realm created or improved (m2) • M2 of commercial buildings developed or improved (m2) • Number of commercial buildings developed or improved (numerical value) • Number of facilities supported/created (numerical value) • Number of low or zero carbon energy infrastructure installed (numerical value) • Number of people reached (numerical value) • Number of rehabilitated premises (numerical value) • Number of Tourism, Culture or heritage assets created or improved (numerical value) • Sqm of land made wheelchair accessible/step free (m2) 	<ul style="list-style-type: none"> • Improved perceived/experienced accessibility (% increase) • Improved perception of attractions (% increase) • Improved perception of events (% increase) • Improved perception of facilities/amenities (% increase) • Improved perception of facility/infrastructure project (% increase) • Improved perception of markets (% increase) • Increase in visitor spending (% increase) • Increased amount of low or zero carbon energy infrastructure installed (% increase) • Increased footfall (% increase) • Increased take up of energy efficiency measures (% increase) • Number of premises with improved digital connectivity (numerical value) • Number of R&D active businesses (numerical value) • Reduced vacancy rates (% decrease) • Increased business sustainability (% increase) • Increased number of web searches for a place (% increase) • Jobs created (numerical value) • Jobs safeguarded (numerical value)

Culture and Creative Industries Innovation Fund

	<ul style="list-style-type: none"> • Proportion of total turnover from innovative products and services • Number of research and development and innovation FTE employees • New or improved products, services or processes launched as a result of this support • Expected new products, services or processes as a result of this support 	<ul style="list-style-type: none"> • Number of community-led arts, cultural, heritage and creative programmes as a result of support (numerical value)
--	---	---

Section 7 – Delivery Plan and Milestones

We need to know that the project as described is deliverable and has a good chance of success. Please provide a summary of how the project will be delivered and confirm and provide details of your capacity and capability.

It is important that you have robust processes especially around project finance that allow you to submit claims that only include eligible project costs. Please describe how you will approach this.

We also need to know what your governance structure is and how you manage the project. Please detail how you will measure progress, manage risk and deal with issues arising. Don't forget to outline your management and governance structure in terms of who is involved and frequency.

If you have previously delivered similar activity, especially any activity that was publicly funded, please describe what went well and what you have learnt.

For capital projects, additional information may be required with regard to consents and permissions (e.g. planning approval or building regulations). Further information may be requested if the project is recommended for funding.

A separate section "Delivery Milestones" is provided. Please list the key delivery milestones for your project.

Section 8 – Risk

Please describe what you perceive to be the main risks to your project and what mitigation plans you have in place. At a minimum we are expecting each project to consider the following risks;

- cost increases
- time delays

Select Impact and Likelihood (High, Medium, Low) for each risk and summarise your planned mitigation for each.

Section 9 – Cross Cutting Themes

Please show that you have considered the impact the project will have on the environment, people and the economy.

If your project has no impact on a particular group, select neutral. If there is potential for your project to have a negative impact, please explain how you will mitigate this.

Equality and Diversity

Provide information about how your project will impact on the nine protected characteristics described in the 2010 Equality Act. Describe ways in which your organisation considers and seeks to improve the impact on the people connected with the project. This could include employees, customers, suppliers, and the wider community.

Environmental Impact

Describe how your organisation considers its impact on climate change and ways in which you can support a reduction in CO2 emissions through this project to address Cornwall and the Isles of Scilly's ambition to be carbon neutral by 2030.

You could consider:

- Energy demand reduction, energy efficiency and low carbon energy sources (especially opportunities for onsite renewable generation e.g., solar and wind), renewable fuel types, lighting options (LED / movement sensitive), build specifications that go beyond the standard levels e.g., insulation.
- Provision of infrastructure, e.g., EV charging points or building performance monitoring equipment.
- Travel planning to reduce the number of vehicle movements.
- Training / raising awareness amongst staff, participants or beneficiaries about how they can reduce their carbon footprint.
- Consider opportunities for mitigation of negative practices where possible to work towards delivering net zero.

Culture and Creative Industries Innovation Fund

Describe how your organisation considers its impact on the natural environment and ways in which you can support nature recovery through this project. If your project involves development, then ensure that you build with nature in mind by integrating nature, including through green infrastructure, sustainable drainage and wildlife-friendly features, e.g.:

- Protect and create natural functioning habitats to generate biodiversity gain;
- Provide wildlife corridors (green and blue) to allow wildlife movements;
- Blurred boundary design to patchwork habitats.

If your project involves use of a building or land that is not being developed, still consider how you could enhance it to be more nature-friendly through:

- Installing creature features e.g., bird or bat boxes, insect hotels or bee bricks;
- Creating wildflower meadows;
- Creating a wildlife pond;
- nature-friendly lighting;
- pollinator-friendly mowing regimes;
- Appropriate tree planting;
- stopping the use of artificial pesticides and/or wider land-management improvements.

The Cornwall and Isles of Scilly Environmental Growth Strategy provides a long term framework, not just to conserve the environment, but to expand natural habitats. There are 10 pillars for action to provide a foundation for a green recovery, please identify which pillars your project will impact positively:

- Nature recovery, regeneration and carefully managed and appropriate reintroductions;
- Natural climate solutions;
- Clean air;
- Clean water;
- Marine health;
- Waste and resources;
- Economic and social wellbeing. Green jobs, social prescribing;

Culture and Creative Industries Innovation Fund

- Access to nature;
- Sustainable Food;
- Governance, Leadership and Community.

Social Impacts

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.

Section 10 – Documents and Statements

Alongside your application form, you must submit the following documents and confirm on the application that you have done so:

- Project Cashflow and Funders (separate Excel workbook)
- Procurement Policy
- Equality and Diversity Policy
- Environmental Sustainability Policy
- Your Latest Annual Accounts (2 years if available)

Please read through the Data Protection statement and declaration carefully and sign (insert e-signature) and date the form before submitting by emailing to: info@cioslep.com.

The application deadline is 23:59 on 28 January 2024