

Application Form

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.

1. Applicant

Project Name	
Applicant Name	
Type of organisation	
If other, please specify	
Sector	
If other, please specify	
Applicant Address	
Postcode	
Contact Name	
Contact Position	
Email	
Telephone	
Mobile	

Business Background

How long have you been operating?	
Last year turnover	
Last year gross profit	
Accounts year end	
How many FTE staff do you employ in total?	



How many FTE staff do you employ in Cornwall?	
Do all your employees earn the Living Wage?	

2. 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.

Partner/Organisation	Role	Formal agreement (Yes/No)

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)

Project Theme

4. Strategic Alignment

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 [Local Industrial Strategy](#). Please also highlight any other local, regional or national strategies and their respective weblinks.

Strategic Summary (max 500 words)

5. Need and Market Research

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

6. Quantifiable Outputs / Impacts – Overview

Please set out what the outputs of your project will be as a direct result of investment. Please be specific on what will be achieved and consider if there will be an evidence base to support outcomes as well as a baseline if you are planning to report an increase or improvement. All achievements must be evidenced, showing a clear link to the funded activity, and reported up to 3 years after the activity has completed.

6.a Please select **Outputs** that your project will achieve, specify the number and date by which they will be achieved:

Output	Number	Target Date

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Output	Number	Target Date
If your project will create outputs that are not listed, please add below:		



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6.b Please select **Outcomes** that your project will achieve, specify the number and date by which they will be achieved:

Outcome	Number	Target Date



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Outcome	Number	Target Date
If your project will create outcomes that are not listed, please add below:		

7. Delivery

Project Delivery Plan (500 words max for each section)

Project Finance and Reporting resources and systems

Project Governance Structure

Track Record – Experience of delivering similar projects

Delivery 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 project specific milestones in the table.

Description	Target date
Start Date	
Spend End Date	
Outcomes Realised	

8. 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			
Time overrun			

9. 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
Age		
Disability		
Gender Reassignment		
Marriage & Civil Partnership		
Pregnancy & Maternity		
Race incl. Cornish Minority		
Religion & Belief		
Sex		
Sexual Orientation		

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
Buildings and land use		
Community Participation		
Employment Practices		
Energy		
Environmental Management		
Pollution		
Purchasing/Local Economy		
Transport		

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Waste & Resource Management		
Water		

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.		
Support opportunity for young people and business skills to be enhanced.		
Build on the significance of older people in the workforce		
Link education providers, business and areas of deprivation		
Support the unemployed or on low pay to gain skills and training		
Increase apprenticeships in smaller firms in emerging sectors		
Develop enterprise and work readiness skills in young people		
Other:		
Other:		

10. 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 the applicant organisation named in section 1 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	
Position	
Organisation	
Signature	
Date	

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Reference Number	
Decision	
Signature	
Date	
Recommendation	

Date applicant informed of outcome	
Signature/Initials	

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:

info@cioslep.com

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.

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

Full Cashflow (required)	
Audited Accounts (required)	
Procurement Policy (required)	
Equality and Diversity Policy (required)	
Environmental Sustainability Policy (required)	
Delivery Partners Agreements (if applicable)	
Further supporting evidence e.g. Market Research (if available)	
Project Programme/Plan (e.g. Gantt) (if available)	
Evidence of Match Funding (if applicable)	