

BIS | Department for Business
Innovation & Skills

**LOCAL ENTERPRISE
PARTNERSHIP START UP FUND**

Guidance note

MAY 2011

BIS LOCAL ENTERPRISE PARTNERSHIP START UP FUND: GUIDANCE NOTE

In order to help new Local Enterprise Partnerships (LEPs) get up and running quickly, and to become self-sustaining, the Department for Business Innovation and Skills (BIS) is making available a £5 million LEP Start Up fund to help LEPs get their core operational capacity in place. All LEPs who have been asked to put their boards in place by Ministers can bid into this fund on a challenge basis, although LEPs which already have substantial administrative capacity are highly unlikely to meet the criteria. The fund is a one-off fund and will close to applications at midnight on 30 June 2011.

To be successful, partnerships should be able to demonstrate:

- That they are without sufficient existing institutional capacity. The fund will not be available to support existing posts, existing contracts, or other ongoing activity;
- That local partners will be co-funding activity;
- How the activity will be put on a self-sustaining basis in the near future, and that it will not need further central Government administrative funding;
- That the activities are related to start up, and are essential to the LEP's ability to set priorities to drive private sector led growth and jobs in their area; and
- That activities are going to achieve the maximum efficiency, demonstrating innovative ways to do more with less.

Funding proposals should be for current expenditure to be spent during 2011-12 and could be used to support new posts; new office rental; new equipment, training or IT support; activity to engage the wider business community; or other new activity. This is not a comprehensive list and there are no specific activities that will be guaranteed to receive funding. It is therefore up to Partnerships to apply for funds to support activity that can best address their specific issues and will be of most benefit to them within the aims of the fund. However, applications will not be approved where they seek to fund activity that is already ongoing. Partnerships will need to be able to demonstrate that they are applying for funding for something new.

Additionally, any proposed activity must be essential to kick starting the core institutional capacity necessary to drive growth. LEPs based on pre-existing economic partnerships which already have substantial administrative capacity are highly unlikely to be successful. Partnerships which can demonstrate the commitment of the partners in terms of a high level of co-funding, and innovative ideas which achieve more with less, will be given greater priority. Partnerships which cannot demonstrate a credible plan to get activities onto a self-sustaining footing in the near future will not be funded.

In order to obtain funding, applicants should complete the attached form providing details of their proposal and the rationale behind it. Each LEP is eligible to submit a maximum of one bid. Where LEPs submit bids with multiple constituent projects, the LEP should clearly identify which projects are their top priorities, and whether there are interdependencies. This is a one-off fund and there will be no further funding rounds.

Bids will be assessed by BIS, with decisions made by summer recess. Funding will be paid to the accountable body nominated by the LEP on a grant basis.

Submission of Applications

Completed forms should be submitted electronically by midnight on 30 June to LocalEnterprisePartnerships@bis.gsi.gov.uk

For help or advice in completing the application form please send an email to the above address, or speak to your BIS local office.

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