



## 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.**

We strongly advise you to have an Expression of Interest meeting or phone call with a member of the RGF team prior to completing this application form. Information on booking Expression of Interests can be found at: <https://www.gov.uk/understanding-the-regional-growth-fund>

### This Application Form

This application form consists of two parts:

- Part 1 (this document) contains questions related to the project;
- Part 2 is an Excel spreadsheet for employment, location, funding and other important data.

### Accompanying documentation

You should submit both parts of your application form together to [rgfround6applications@bis.gsi.gov.uk](mailto:rgfround6applications@bis.gsi.gov.uk) along with:

- Case for support - evidence to support the argument you make in Section D. This is likely to include an internal document, for example a paper prepared for the investment committee or main board of the applicant, which contains **a discounted cash flow analysis of the viability of the proposed project or activity with RGF support and without RGF support**. If not provided now this document must be provided at due-diligence.
- Further information (up to 8 sides of A4) - This document can also 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 or other relevant parties where applicable (up to two sides of A4 each);
- The most recent statutory accounts of the main applicant company, and the consolidated accounts for the whole group where the applicant is part of a group; and
- CVs (up to two sides of A4 each) of key personnel critical to the delivery of the project.

### Deadline for application

The deadline for the RGF team to receive applications to Round 6 is **midday on 30th September 2014**. Please submit this form, Part 2 (in Excel format) and the accompanying documentation listed above to:

[rgfround6applications@bis.gsi.gov.uk](mailto:rgfround6applications@bis.gsi.gov.uk)

If you do not receive an e-mail confirming receipt of your application by 7 October 2014 please e-mail us at [growthfund@bis.gsi.gov.uk](mailto:growthfund@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.

**Guidance on questions is available by hovering the cursor over the response box.**

#### For Internal Use Only

Reference	<input type="text"/>	<input type="text"/>	Extract Data
Internal descriptor	<input type="text"/>		

# Freedom of Information

Reasons for decisions on applications and claims will be recorded at all stages for good administration and to 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 or not.

All information provided by applicants may be disclosed in accordance with the operating Departments' legal obligations (including under the Freedom of Information Act 2000 (FOIA), the Data Protection Act 1998 (DPA) and the Environmental Information Regulations 2004 (EIR) in the event that a request for information is received).

To help the operating Departments deal with information requests, please untick the box  next to the questions where you would not want us to disclose the information.

In the box below, please set out the reasons why you consider the information should not be disclosed, including (if possible) by reference to the specific exemption contained in the relevant legislation (for example, because disclosure of the information would prejudice your commercial interests under section 43 of the FOIA), explaining why this is the case. Where appropriate, please also state whether you consider your reasons for non-disclosure only apply for a particular time period.

**Where you do not untick the box next to a question this is assumed to mean that you consent for the information to be disclosed.**

If we receive an information request, we will consider your views as stated on the application form. However, the operating Departments have discretion over how to respond to an information request and to decide whether any information should be disclosed, subject to the Information Commissioner's Office's decisions in the event of the requestor appealing their decision. If you have unticked a box next to a question, this does not mean the information will not be disclosed.

The name of the recipient of RGF funding and the amount of RGF funding will be published at the time any final offer letter is agreed.

More information on the FOIA and EIR (including information on exemptions) can be found at:

[http://www.ico.org.uk/for\\_organisations/](http://www.ico.org.uk/for_organisations/)

**Reasons why information provided in question in this application where the FOI box has been unchecked by you should not be released under the FOIA (3,000 char max)**

Withdrawing

## Section A: Applicant contact information

A01 Company / Organisation	<input type="text"/>	✕
A02 UK Company registration number	<input type="text"/>	✕
A03 UK registered address including postcode	<input type="text"/>	✕
A04 Website	<input type="text"/>	✕
A05 Name of ultimate parent company	<input type="text"/>	✕
A06 Registered address of parent company including country of incorporation	<input type="text"/>	✕
A07 Is the ultimate parent able to sign a reasonable parent company guarantee?	<input type="text"/>	✕
A08 If no, please explain why not and what guarantee could be provided (300 characters max)	<input type="text"/>	✕
A09 Director in charge of the project	<input type="text"/>	✕
A10 Telephone number(s) of the Director	<input type="text"/>	✕
A11 Email address of the Director	<input type="text"/>	✕
A12 Name of working level contact	<input type="text"/>	✕
A13 Position in Company/ Organisation	<input type="text"/>	✕
A14 Telephone number(s) of the contact	<input type="text"/>	✕
A15 Email address of the contact	<input type="text"/>	✕

**A16** Please provide the title(s) of any other bid(s) submitted in RGF Rounds 1 to 5 (one per line)



**A17** Please provide details of any other previous public support received in the last three years



**A18** Taking into account all companies, including partners and linked companies within your organisation's group structure, please provide details for the last two financial years on the following:

	Financial Year <input type="text"/>	Financial Year <input type="text"/>	
Turnover of Combined Group (£m)	<input type="text"/>	<input type="text"/>	
Employees in Combined Group Full Time Equivalent (FTEs)	<input type="text"/>	<input type="text"/>	
Total Assets of Group at year end (£m)	<input type="text"/>	<input type="text"/>	

Withdrawn

## Section B: Eligibility criteria

Round 6 is open to bids of £1 million or more from high quality private sector projects and programmes that leverage private sector investment and create sustainable jobs. Please confirm that your project meets the following criteria:

B01	The bid is from a wholly private organisation/ company such as a limited company or a university or Higher Education establishment. It is not initiated by the public sector.	<input type="checkbox"/>	✘
B02	The project involves a minimum of 1:1 private sector contractible match funding which is not recycled from public sector grants	<input type="checkbox"/>	✘
B03	The project does NOT involve the delivery of a public sector project or service	<input type="checkbox"/>	✘
B04	The delivery of the project does NOT rely on a Local Enterprise Partnership or other public sector body	<input type="checkbox"/>	✘
B05	Please set out briefly how the project meets the eligibility criteria for Round 6 (1,000 char max)		✘

Withdrawn

## Section C: Project description and location

C01 Project Title (100 char max)



C02 Briefly describe what the project involves, setting out key stages and timelines. (1,000 char max)



C03 Briefly explain why this particular project has been chosen by your organisation and how it fits with your corporate strategy (1,000 char max)



C04 In which region will the project take place?



C05 What is the full address, including postcode, of the site where all, or most of the activity associated with the project will take place?



C06 What is the current total number of jobs at this site?

C07 Does the project involve a land or property transaction?



C08 If yes, who owns the land or the freehold/leasehold?



Withdrawn

C09 Principal delivery partner if different to principal recipient



C10 Principal recipient of RGF funds



C11 Briefly set out how the project fits with the economic priorities and prospects of the locality as a whole (600 char max)



C12 With reference to the locations metrics in Part 2 Section B comment on the fit of this Project with the RGF's objectives of rebalancing the economy. If relevant, include any additional information on public sector dependency (600 char max)



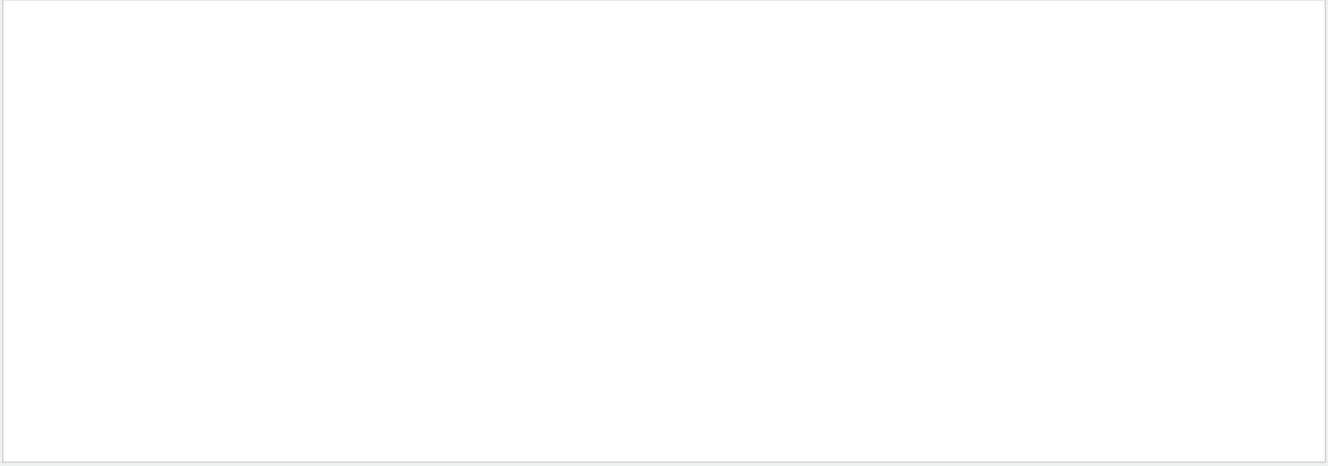
C13 Name up to five people, organisations and/or project partners that have provided statements of support or other endorsements attached to this application

Key point that this support demonstrates




Withdrawn

C14 Please provide a short "media statement" on the project. **This should be suitable for publication without consultation** (800 char max)

A large, empty rectangular box with a thin grey border, intended for the user to write a short media statement. The box is currently blank.

Withdrawn



## Section D: Project funding and case for RGF support

D01 Amount of RGF applied for (£). **Minimum £1,000,000**



D02 Briefly explain why this is the minimum amount necessary to deliver the project (500 char max)



D03 Briefly explain how RGF will be used, as set out in Section C of Part 2 of the application form (1,000 char max)



D04 What is the main reason that you need RGF funding?



D05 In the absence of RGF support, what would happen to the project as proposed?

D06 Expand on the answers given for D04 and D05. Please set out the main justifications and supporting evidence (2,000 char max).



D07 Comment briefly on all other sources of funding identified in Section C of Part 2 of the application form, setting out the extent to which these are confirmed, whether they are dependent on RGF, and how they will be used (1,000 char max)



## Section E: State aid

The new EU State Aid rules come into effect on 1st July 2014. Applicants will need to ensure that project bids are compliant with the new rules.

E01 Please specify which State Aid vehicles you will be using to deliver this project



E02 If you are applying for aid under GBER please select the relevant categories you are applying under and the expected intensity of aid. For each category of aid selected, please confirm in the table that you have provided information on eligible expenditure at Section C in Part 2 of the application form

	Are you applying for this category of aid?	Aid intensity	Have you entered details of eligible expenditure in Section C of Part 2 of the application form?	
Aid for Research, Development and Innovation (R&D&I)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	
Training Aid	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	
Regional Aid	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	
Environmental Aid	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	
Aid for SMEs	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	
Other GBER categories of aid	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	

E03 Please explain in detail why you qualify for these GBER categories of aid. Please elaborate if you believe this will be 'Non-Aid' or 'Other GBER categories of aid' (1,000 char max).



E04 Will the investment be located in an Assisted Area?  
Please use the Regional Aid postcode checker to determine this:  
<http://www.ukassistedareamap.com/ieindex.html>



## Section F: Market outlook

F01 Name the end product or service that will be offered to the market as a direct result of the proposed project? (200 char max)



F02 Which of these sectors best describes your project?



F03 Summarise the key features of the relevant market for the main product or services relating to the proposed project including: size of market, geographical scope of market, drivers of market demand, future growth forecasts. (1,200 char max)



F04 Briefly name your competitors, stating the country they are based in and their market share (700 char max)



F05 If your RGF bid is unselected, how many years will it be before another UK company can take advantage of the market opportunity?



F06 If your RGF bid is unselected, how many years will it be before you undertake the project using a different source of funds?



F07 Estimate the life of the project in terms of economic impact or investment (in years)



F08 Briefly explain the basis for the estimate of F05, F06 and F07 (1,200 char max)



## Section G: Risk

G01 How would the level of technical/execution risk inherent to the project be best described?



G02 What is the credit rating of the applicant/principal recipient of RGF funding?



G03 If not rated, which of the following best describes the applicant/principal recipient?



G04 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	Mitigation / Comment	

G05 Please identify any other key uncertainties associated with the successful delivery of the project, particularly around private sector leverage and timing (1,000 char max)



## Section H: Employment and wider impacts

**H01** Explain the basis for the indirect employment forecasts in Section A of Part 2, including any assumptions you have used and uncertainties surrounding your estimates. Please describe how these jobs may relate to any additional investment made by your suppliers in response to this project. Examples of good practice would be (a) consulting suppliers to obtain evidence of additional jobs and investment they will undertake to meet your project demands, and (b) consulting relevant sector/location studies that estimate employment impacts on your supply chain. (1,000 char max)


**H02** How many years would you be willing to contractually commit to guaranteeing the jobs for?

**H03** Please detail the basis for the monetised estimates of health and environmental benefits and costs that you have included in Table 1, Section D of Part 2 of the application form. Health benefits and costs must be valued in Quality Adjusted Life Years (QALYs) and environmental benefits must be valued in Tonnes of Carbon Dioxide Equivalent (tCO<sub>2</sub>e). Guidelines on valuing these benefits and costs can be found in the application guidance (2,000 char max)

Withdrawn

**H04** Please provide any qualitative information on expected social impacts and sustainability impacts. You should also demonstrate how you will prevent or at least mitigate any environmental impact. (700 char max)

**H05 Please summarise the public support that you or any private sector partners involved in the project have received, or applied for, (including RGF) in the last three years and any existing terms and conditions (600 char max)**



Withdrawn

## Section I: Equality

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

I01 Minority or majority ethnic communities



I02 Women or men, including transsexual people



I03 Disabled people



I04 Lesbians, gay men, bisexual or heterosexual people



I05 People with particular religious or non-religious beliefs



I06 People in particular age groups



I07 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)



Withdrawn

# Checklist and declaration

I have completed Parts 1 and 2 of the application form and am ready to attach both to the bid e-mail

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

I confirm that we would be able to draw down all RGF support the basis of defrayed costs by March 2017

I understand that it is my responsibility to ensure the bid is State Aid compliant

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.

I confirm that we have provided, or will be able to provide, an internal document substantiating my answer in Section D

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

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:

[rgfround6applications@bis.gsi.gov.uk](mailto:rgfround6applications@bis.gsi.gov.uk)

The deadline for application is midday on Tuesday 30 September 2014.

If you do not receive an e-mail confirming receipt of your application by 7 October 2014 please e-mail us at [growthfund@bis.gsi.gov.uk](mailto:growthfund@bis.gsi.gov.uk)

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