



## PROGRAMME Application Form

Bids are invited for PROGRAMMES that will directly create jobs through private sector enterprise and growth and for PROGRAMMES 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 programmes. There is a separate application form for project 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 Expressions 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 programme.
- 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 (up to eight sides of A4) - This document can 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 programme partners or relevant parties (up to two sides of A4 each) where applicable; and
- CVs (up to two sides of A4 each) for key personnel critical to the delivery of the programme.

### Deadline for applications

The deadline for the RGF team to receive applications to Round 6 is **midday on 30 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			<i>Extract Data</i>
Internal descriptor			

# 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 green 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 green 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 Oversight decisions in the event of the requestor appealing their decision. If you have unticked a green 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 unticked by you should not be released under the FOIA (3,000 char max)**

Withdrawn

## Section A: Applicant contact information

<b>A01 Name of Company/ Organisation</b>	<input type="text"/>	✕
<b>A02 Name of working level contact</b>	<input type="text"/>	✕
<b>A03 Position and company / organisation</b>	<input type="text"/>	✕
<b>A04 Telephone number(s) of the contact</b>	<input type="text"/>	✕
<b>A05 Mobile number(s) of the contact</b>	<input type="text"/>	✕
<b>A06 Email address(es) of the contact</b>	<input type="text"/>	✕
<b>A07 Name and contact details of alternative contact</b>	<input type="text"/>	✕
<b>A08 Organisation website</b>	<input type="text"/>	✕
<b>A09 Please provide the titles(s) of any other bids submitted in RGF Rounds 1 to 5 (one per line)</b>	<input type="text"/>	✕
<b>A10 Please provide details of any other previous public support received in the last three years</b>	<input type="text"/>	✕
<b>A11 Who will be the accountable body/ principal recipient of RGF Funds?</b>	<input type="text"/>	✕
<b>A12 Address of accountable body/ principal recipient of funds</b>	<input type="text"/>	✕
<b>A13 List any other programme partners</b>	<input type="text"/>	✕

**A14 Who will be responsible for delivery of the programme?**



**A15 Address of delivery body**



Withdrawn

## Section B: Eligibility criteria

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

- |     |   |                          |                                     |
|-----|---|--------------------------|-------------------------------------|
| B01 | The Accountable Body is a private sector entity. It is not acting on behalf of the public sector.                                 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B02 | The programme involves a minimum of 1:1 private sector contractible match funding which is not recycled from public sector grants | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B03 | The programme does NOT involve the delivery of a public sector project or service   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B04 | The delivery of the programme does NOT involve a Local Enterprise Partnership or other public sector body                         | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

**B05 Please set out briefly how the programme meets the eligibility criteria for Round 6 (800 char max)**

Withdrawn

## Section C: Programme description and rationale

C01 Programme Title (300 char max)



C02 Amount of RGF applied for (£). **The minimum amount is £1,000,000**



C03 Comment briefly on the reasons for setting up this particular programme in your area (1,000 char max)



C04 Briefly describe what activities the programme will support and how many RGF support will be spent (1,000 char max)



C05 Which of these sectors would your programme mainly cover?



Withdrawn

**C06 Explain why public funding is needed to secure the benefits which will result from the programme, setting out why these will not be delivered by the market? (1,000 char max)**



**C07 Please name all private and public sector funded schemes operating either regionally or nationally that offer similar support services to the programme you are proposing, setting out potential differences and areas of overlap (1,000 char max).**




**C08 Please state what you have done, or will do, to generate sufficient demand for the programme (800 char max)**



**C09 Outline briefly all other sources of funding described in Part 2 of the application form, setting out how these will be used to deliver the programme (1,000 char max)**



C10 Please provide a short "media statement" on the project. **This should be suitable for publication without consultation** (800 char max)



Withdrawn



# Section D: Local fit

**D01** What is the geographical target area and spread of the direct employment impacts of the programme?  
Explain why this is the appropriate target area. (600 char max)



**D02** Which geographical region will the programme mainly cover ?



**D03** With reference to the locations metrics in Part 2 Section B comment on the fit of this Programme with the RGF's objectives for rebalancing the economy. If relevant, include any additional information on public sector dependency (600 char max)



**D04** Name up to five people, organisations and/or project partners that have provided statements of support or other endorsements attached to the application.

Key point that this support demonstrates



Withdrawn

## Section E: Scheme delivery

**E01** Please outline the programme plan including key milestones (1,000 char max)



**E02** Please identify any key uncertainties associated with the successful delivery of the Programme, particularly around private sector leverage and timing (1,000 char max)



**E03** How much is to be spent on administering and operating the programme in total over the full life of the programme and how much of this will be funded by RGF money?



**E04** Is the programme scalable?




**E05** If yes, please briefly detail the relevant range of RGF amounts and the impact on private sector leverage, jobs and delivery costs? If no, please explain why (1,000 char max)



## Section F: Governance

**F01** Briefly describe the role of each partner in the delivery of the Programme. Have the partners worked together previously? (800 char max)




**F02** Briefly set out any relevant previous experience that partners may have of running similar schemes and their track record of delivery? (800 char max)



**F03** Describe the full process through which RGF will be allocated, disbursed and monitored (2,000 char max)



**F04** Evaluation: How do you plan to evaluate the programme? And how will this be funded? (1,200 char max)



## Section G: Programme Beneficiaries

**G01** Please set out in detail the types of businesses and sectors which will be supported by the Programme and the reason why these have been targeted (800 char max)



**G02** Describe in detail the key criteria and assessment processes you will use to identify and select beneficiaries and ensure the activities funded by the Programme meet the objectives of the RGF (1,200 char max)



**G03** How will you ensure that the Programme only supports activities which would not otherwise have gone ahead? (1,200 char max)



**G04** If final beneficiaries have already been selected or begun the selection process, how did their selection differ to the process set out in G02 above and how much funding will be allocated to them? (1,200 char max)



## Section H: State aid

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

H01 Which State aid vehicles will you use to deliver the Programme?



H02 If you intend to use de minimis please comment on how private sector leverage will be ensured. If you selected 'other' please elaborate. If you selected non-aid explain how any private sector undertakings will receive a benefit from the programme and why this benefit should not be considered an aid (1,200 char max)



H03 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 I: Risk

I01 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	

## Section J: Employment and wider impacts

**J01** Set out clearly the assumptions and uncertainties which underpin your direct and indirect employment forecasts in Section A of Part 2 of the application form and how they are calculated, referring to any relevant studies, reports or other sources of evidence. Please also specify separately in Section A how many people you expect to receive skills and training during the programme (1,000 char max).

**J02** To what extent, and for how long, will you monitor and contract with final beneficiaries for delivery of the jobs? (1,200 char max)

**J03** Please detail the basis for the monetised estimates of health and environmental benefits and costs that you have included in Table 1 in 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 (2000 char max)

**J04** 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. (1,000 char max).

## Section K: Equality

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

K01 Minority or majority ethnic communities



K02 Women or men, including transsexual people



K03 Disabled people



K04 Lesbians, gay men, bisexual or heterosexual people



K05 People with particular religious or non-religious beliefs



K06 People in particular age groups



K07 If you have answered yes to any of the questions above, please describe the impact or impacts that the programme 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)

Withdrawing



# Checklist and declaration

I have completed Parts 1 and 2 of the application form and am ready to attach both 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 on the basis of defrayed costs by March 2017

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

I confirm that the administrative costs do not exceed 5% of total RGF sought

I understand where I have indicated, answers may be used in response to Freedom of Information Act 2000 requests and that these answers will be released without further consultation

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:

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

The deadline for application is midday on Tuesday, 30 September 2013.

If you do not receive an e-mail confirming receipt of your application by 7 October 2013 please e-mail us at [growthfund@bis.gsi.gov.uk](mailto:growthfund@bis.gsi.gov.uk)

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