



Regional Growth Fund

REGIONAL GROWTH FUND

Round 6: Information for applicants

JUNE 2011

Withdrawn

Overview

The Regional Growth Fund (RGF) is a competitive fund which today stands at £3.2bn. The RGF, which covers England only, has two key objectives:

1. To encourage private sector enterprise by providing support for projects with significant potential for economic growth to create additional sustainable private sector employment; and
2. To support in particular those areas and communities that are currently dependent on the public sector make the transition to sustainable private sector led growth and prosperity

RGF achieves these objectives by providing direct support for business investment that would not otherwise occur, thereby helping to remove the barriers to private sector led growth and employment.

RGF is open to both project and programme bids.

| <u>What is a Project Bid?</u> | <u>What is a Programme Bid?</u> |
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| <ul style="list-style-type: none"> • A bid for funding by an organisation which meets the RGF objectives by: <ul style="list-style-type: none"> - Directly creating jobs through private sector enterprise and growth. - Leveraging company funds and/or private sector investment. • Projects can typically involve investment in capital, research and development, and skills and training. | <p>A bid for funding by an intermediary who will then use it to do any combination of the following:</p> <ul style="list-style-type: none"> - run a grant or loan scheme for final beneficiaries (e.g. in a particular place and/or for a specific sector and/or size of beneficiary). - Provide funding to a predetermined sector (e.g. package of small projects in an sector or funding to support specific activities in an area |

Eligibility Criteria

Round 6 is open to **private sector bids only**. Bids will only be accepted from wholly private organisations such as a limited company or a university.

Bids from Local Enterprise Partnerships, Local Authorities and Councils are **NOT** eligible to bid and should apply instead to the Local Growth Fund. Private sector bids which are supported by Local Authorities or Local Enterprise Partnerships (LEPs) are eligible but applicants will need to demonstrate that they do not rely on the local authority or LEP for delivery. Bids must not involve the delivery of a public sector project or service.

The minimum amount of RGF funding that can be applied for is **£1m**. Applicants must be able to demonstrate that they will be able to deliver matched funding of at least 1:1 (i.e. for every £1 of public funding the bid should include at least £1 of private sector funding). The average amount of leverage pledged by selected bidders across all five rounds to date is £5.50: 1.

Organisations can be part of more than one bid; for example a company may be submitting a bid of their own and be part of a programme bid as well. Duplicate bids will NOT be accepted each project should only have one bid associated with it. Applicants who were unsuccessful in previous rounds are eligible to bid in the new round.

State Aid Compliance

Where a project or programme bid will involve financial support for a private sector undertaking, the support must be compatible with State Aid rules. These State Aid rules are complex and wide-ranging. For some sectors, such as agriculture, steel-making and ship-building, supports restricted. For others, only certain types of expenditure can be supported and there are ceilings on the amount of financial assistance that can be provided.

Potential applicants are strongly advised to obtain independent legal advice to ensure their project or programme is eligible in principle before undertaking detailed work on an application. It is not the responsibility of the Regional Growth Fund to carry out this assessment. Applicants should be aware that a **new EU State Aid regime comes into effect on 1st July 2014** and that all bids must be compliant with the new rules and regulations set down within it.

Programme bids only – in taking on the accountable body role, the lead partner in a Programme will be responsible for ensuring that the provision of public funds to a private sector undertaking as part of the programme is compliant with State Aid rules and procurement law.

Potential applicants should also be aware that under State Aid rules support is notifiable to the Commission in certain circumstances and not payable until Commission approval has been obtained.

More information can be found at the following links:

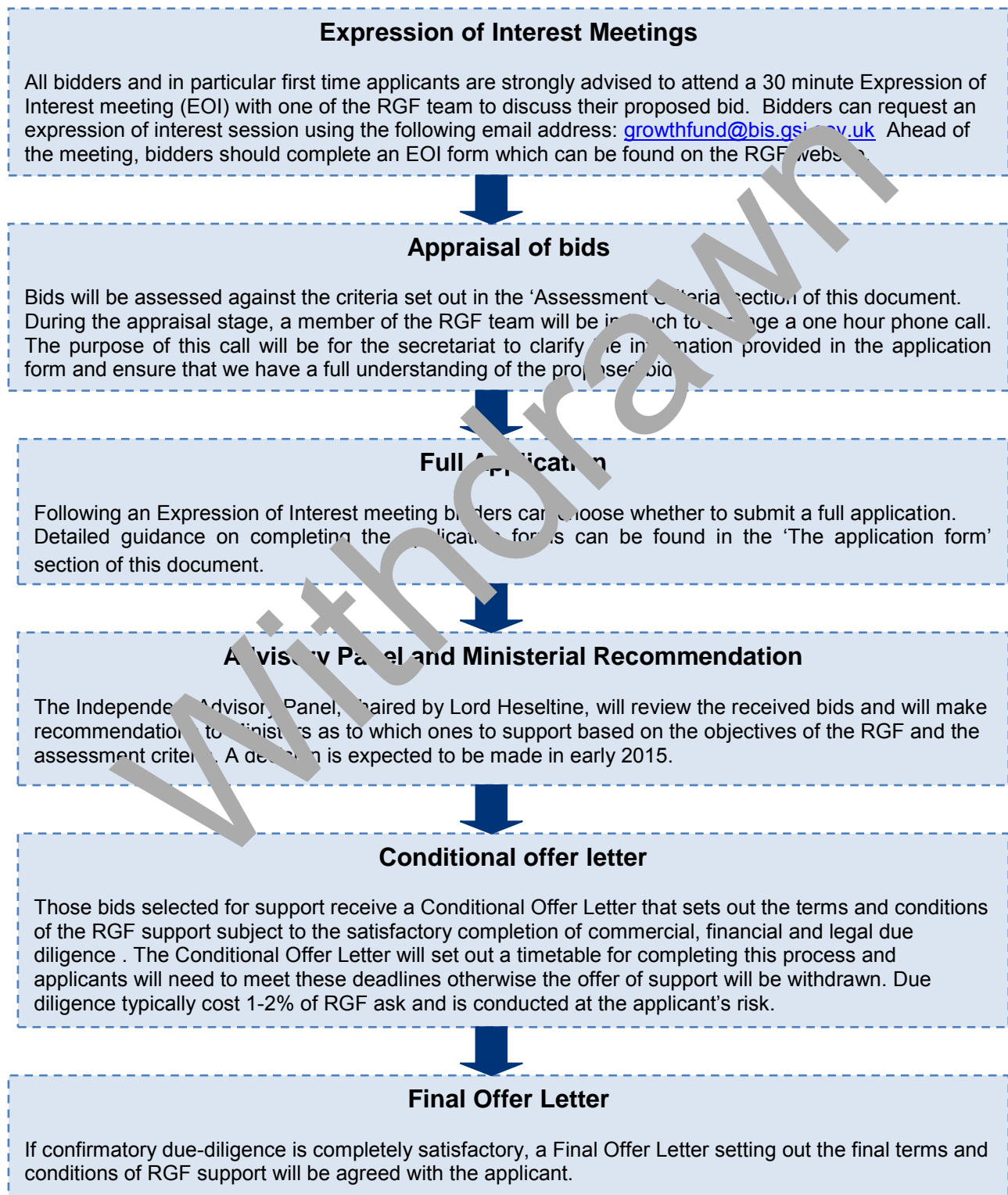
- Link to State Aid rules:
http://ec.europa.eu/competition/state_aid/legislation/legislation.html
- Link to General Block Exemption Regulation:
http://ec.europa.eu/competition/state_aid/legislation/block.html
- European Commission memo on new State Aid rules:
[http://europa.eu/rapid/press-release MEMO-14-369 en.htm](http://europa.eu/rapid/press-release_MEMO-14-369_en.htm)
- Detailed guidance on State Aid rules (currently being updated but principles still apply):
<https://www.gov.uk/state-aid>
- Information on the new Assisted Areas map:
<http://www.ukassistedareasmap.com/en/index.html>

More detailed guidance on the new Regional Aid guidelines and framework for Research, Development and Innovation and the information which should be provided by applicants can be found at the following links:

- Regional Aid Guidelines (2014-2020)
http://ec.europa.eu/competition/state_aid/modernisation/rdi_framework_en.pdf
- Framework for Research, Development and Innovation (RDI)
http://ec.europa.eu/competition/state_aid/modernisation/rdi_framework_en.pdf

The Application Process

Round 6 opens on 19th June 2014. The deadline for the RGF team to receive bids is midday on 30th September 2014. Figure 1 below sets out the key steps of the application process, covering all stages from the launch of the bidding round, through an offer of funding being agreed.



Assessment Criteria

Bids are judged on how well they meet the main objectives of RGF by assessing the bid against the following **five criteria**:

| Criteria | Information |
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| Project Location | <p>RGF aims to support those areas and communities that are currently dependent on the public sector to make the transition to sustainable private sector-led growth.</p> <p>All areas are eligible to bid for the RGF, although some parts of the country where there is a vibrant private sector, may struggle to demonstrate how they meet the 'location' objective of the fund.</p> |
| Additionality | <p>Support will only be given for Projects and Programmes that will not be pursued in the absence of RGF support.</p> <p>Applicants will be required to set out why RGF funds are required for the project to proceed, and what would happen to the project in the absence of funding.</p> <p>Furthermore, RGF is about supporting extra jobs in the UK. So we are not interested in helping one company grow at the expense of another or one region to benefit to the detriment of a neighbouring region.</p> |
| Sustainable private sector growth | <p>This criterion is about the extent to which RGF is supporting the creation and safeguarding of sustainable private sector jobs.</p> <p>We ask for details on the number and type of jobs which will be created or safeguarded directly or indirectly as a result of the project.</p> |
| Value for Money | <p>Projects and Programmes must demonstrate good value for money. The value for money assessment is a quantitative assessment of the economic and wider social value generated by a project.</p> <p>Consistent with the objectives of the Fund, this will have a particular focus upon the creation and safeguarding of additional employment. Other wider sources of value that could be considered include R&D benefits, training and skills benefits, and environmental benefits.</p> <p>Bidders need to demonstrate that the RGF money they have asked for is the minimum amount to allow the project to proceed.</p> |
| State Aid Compliance | <p>A detailed assessment of whether the proposal is State Aid compliant and whether individual Projects will require European Commission notification or approval.</p> |

The Application Form

To bid for RGF funding, applicants need to complete an application form. The application form comprises two parts – a **pdf document (Part 1)** and an excel **spread sheet (Part 2)** – applicants must complete both parts.

The information requested is needed to check that project and programme bids fulfil the objectives of RGF and to ensure that taxpayer's money is used properly. Applicants that provide only partial or incomplete information will be at a disadvantage. You are likely to be asked to clarify the information you provide in your application form during the appraisal process.

As there are some differences in the type of information needed to assess project and programme bids, there are separate application forms for each type. Applicants must therefore ensure that they are using the correct form.

The application form should be submitted with additional documentation which supports the information and evidence presented in the application form. Additional information to be provided includes:

1. **Case for support:** For **project bids ONLY**, applicants should provide analysis and evidence to support the reasons they give in Section D for needing RGF and what is likely to happen if funding is not awarded. If this document is not submitted as part of the application, it must be provided at due-diligence. Applicants are advised to spend time preparing this document, including the information and evidence which most clearly and strongly supports their bid for RGF funding.
2. Further information (up to 8 sides of A4) – **(For BOTH projects and programmes bids)** 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 the application form.
3. **Statements of support** from up to **5** interested parties (up to two sides of A4 each) **(For BOTH projects and programmes bids)**
4. **CVs** for key personnel critical to the delivery of the project or programme **(For BOTH projects and programmes bids)**.
5. 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 **(For project bids ONLY)**

The tables below set out further guidance on completing the Part 1 of the project and programme application form. For specific guidance on completing the part 2 application form (the spread sheet part) please refer to the notes sections within the Part 2 form.

Guidance for Project Bidders: Project Application Form

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| Freedom of Information | |
| FoI | Please set out the reasons why the information provided to questions in this application form where the FoI box has been unchecked by you should not be released under the FoI Act (2000) |
| Section A: Applicant contact information | |
| A01 to A04 | Please provide details of the company's name, address, registration number and website address |
| A05 to A08 | <p>If you have a parent company* please name the ultimate parent in this box irrespective of the level of involvement in the bid. If you are not part of a group please write "Not applicable". Applicants should also provide the country of incorporation of parent company and whether this company is able to sign a reasonable company guarantee. If it is not possible to obtain an ultimate parent guarantee it is expected that another form of guarantee will be provided (e.g. bank guarantee).</p> <p><i>*Ultimate parent of the worldwide group is the member of the group that is corporate entirely or a relevant non – corporate entity that is not a subsidiary of another member of the worldwide group and is not a collective investment scheme. A group may contain a number of intermediate parent entities below the ultimate parent. In practice the ultimate parent is likely to be the top entity in a group required to produce consolidated accounts under Internationally Account Standards.</i></p> |
| A09 to A15 | Please provide contact details of the Director in charge of the project and the working level contact for the project. |
| A16 | Please provide details of any other bids submitted in RGF Rounds 1 to 5. |
| A17 | Please provide details of any other public support received in the last three years. |
| A18 | Please provide details of Turnover, Full Time Equivalent employees and Total Assets of all companies within your organisation's group structure (including partners and linked companies) for the last two financial years. |
| Section B: Eligibility criteria | |
| B01 to B04 | Please confirm that the project meets the eligibility criteria. |
| B05 | Please provide further detail on how the project meets the eligibility criteria providing any additional relevant information which has not been included in Section A above. |
| Section C: Project description and location | |
| C01 | Please provide the title of the project. This should clearly reflect the main activity of the bid. |
| C02 | Please provide a high level summary of: a) what the project is ; b) its key aims and objectives ; c) the main activities involved and; d) the key stages, milestones and deliverables . It is helpful if this is written in plain English and applicants are advised |

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| | to avoid acronyms and abbreviations as much as possible. |
| C03 | Please set out the commercial and wider reasons for choosing this project and how it supports your organisation's long term corporate strategy. You may wish to include supporting documentation and evidence alongside your application if necessary including why this specific project supports your aims. |
| C04 | Please state the region in which the project is located. |
| C05 | Please provide the full address and postcode of the site where all, or most of the activity associated with the project will take place. |
| C06 | Please state the total number of employees (Full Time Equivalents - FTE's) at the site |
| C07 to C08 | Please state if the project involves a land or property transaction, and if so, who owns the land or freehold/leasehold. |
| C09 | Please state the name of the principal delivery partner if this is different to the principal recipient of RGF funds. |
| C10 | Please state the name of the principal recipient of RGF funds. |
| C11 | Please describe how the project fits with the economic priorities and prospects of the locality as a whole. This could include reference to local growth or business plans for the area e.g. from the Local Enterprise, Local Authority, Tourist Board or Chamber of Commerce. This should be specific to your project and therefore where possible please reference something more specific than just job creation. For example, as is relevant to your project, the characteristics of the local labour market, particularly relevant where the product will be consumed locally e.g. Commercial space. |
| C12 | Please comment on how this project fits with the RGFs objectives of rebalancing the economy. RGF aims to support bids which will unlock sustainable private sector jobs and growth in areas of England that are more dependent on the public sector. Dependency on the public sector can be signalled by the metrics included in Part 2 Section B of the application form . Rows 1 to 4 of Column F show where your project's geography ranks against the rest of England for each of the four metrics. |
| C13 | Please use this part to list up to five people, organisations, and/or project partners that have provided statements of support or other endorsements relating to this application. Please briefly set out the key reasons for support from each of these. |
| C14 | Please provide a short media statement on the project. This should be in a form which is suitable for publication without consultation. |
| Section D: Project funding and case for RGF support | |
| D01 | Please enter the amount of RGF you are applying for. The minimum amount is £1m. Values should be entered without commas, decimal points or £ signs. |
| D02 | Please explain why the amount requested is the minimum amount needed for the project to go ahead. Please include any relevant documentation or evidence to support your arguments (e.g. financial modelling or cost comparative analysis of different sites). |
| D03 | Please explain how RGF will be used in this project, as set out in Section C of Part 2 of the application form (e.g. capital investment, research and development, or skills and training for example). |
| D04 | Please choose from the available list of options, the reason which best describes the reason why you are applying for RGF. If more than one option, or alternatively none of these options exactly applies, please select the main or most relevant reason and provide further explanation in D06 |

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| D05 | Please choose from the available list of options, the scenario which best describes what is likely to happen to the project in the absence of RGF support. If more than one scenario, or alternatively, none of these scenarios exactly applies, please select the main or most relevant scenario and provide further explanation in D06. |
| D06 | <p>Please set out in more detail the reasons identified in D04 and D05 for seeking RGF support and what would likely happen to the project if it is not awarded. <u>This is a key part of the application</u> and applicants are advised to spend time on this question to ensure that is well set out and evidenced. Reasons for seeking RGF may include but not necessarily limited to the following:</p> <p>a) Insufficient return: What is the IRR/NPV? What are the key assumptions for these calculations? Applicants should provide evidence setting out what the minimum required IRR/NPV is for projects to proceed?</p> <p>b) Unable to raise funds: Applicants should provide details of whom they have approached for funding and the reasons why it has not been secured (e.g. has this been due to insufficient return or too much risk?)</p> <p>c) Project is internationally mobile: Applicants should set out the alternative locations under consideration and provide a financial and non-financial comparative analysis of their viability and when an investment decision needs to be made</p> |
| D07 | Please provide further information on all other sources of funding set out in Section C of Part 2 of the application form, setting out to what extent they are confirmed, whether they are dependent on RGF being awarded, and also how they will be used. |
| Section E: State Aid | |
| E01 to E02 | Please choose from the available list of options the State Aid vehicles which will be used to deliver the project and the expected intensity of aid (that is, the amount of aid expressed as a percentage of eligible costs). Please refer to the following web link for more information: http://ec.europa.eu/competition/state_aid/legislation/legislation.html |
| E03 | Please explain in detail why you qualify for these GBER categories of aid, elaborating further if you select 'Non Aid' or 'Other GBER Categories of Aid' in E01. Please refer to the following weblink for more information: https://www.gov.uk/state-aid |
| E04 | Please confirm whether the investment will be located in an Assisted Area, referring to the following weblink: http://www.ukassistedareasmap.com/ieindex.html |

| Section F: Market Outlook | |
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| F01 to F02 | Please name the end product or service that your proposed project will offer to the market (e.g. components of the Aerospace Industry) and select from the drop down list the sector which best describes your organisation or this particular project. |
| F03 | <p>Please summarise the key features of the relevant market for the proposed project with particular consideration to the following questions:</p> <ul style="list-style-type: none"> • Is this market new growing, stable or shrinking? • Is the market UK, European or international in scope? • What proportion of production will be exported? • Is the market competitive? How innovative it is? • What are the main factors driving future market growth (rising incomes, environmental goals, new technologies etc.)? <p>Please include industry growth forecasts (citing their source) wherever possible</p> |
| F04 | <p>Please summarise who are your key competitors in the market place and whether they are UK or foreign companies. If possible, please include market share figures (citing their source) wherever possible.</p> <p>Please also briefly describe why your organisation will be able to compete effectively to create sustainable private sector jobs in the market into which you are providing a product or service.</p> |
| F05 to F08 | Please provide a best estimate of number of years it will take before you or a competitor will be able to undertake this project as well as the potential lifespan of the economic impact of investment and the explain the basis for your estimates |
| Section G: Risk | |
| G01 to G03 | Please state the overall degree of technical/ delivery risk associated with the project and the credit worthiness of your applicant/ principal recipient of funding. |
| G04 | Please set out in more detail the key risks associated with the project, their likelihood and impact . Please also provide details of the steps that will be taken to mitigate them. |
| G05 | Please identify any uncertainties which could affect particular aspects of the project, in particular around the size and timing of private sector investment and also the delivery of project outcomes. |

| Section H: Employment and Wider Impacts | |
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| H01 | <p>Please set out clearly the assumptions and methodology you have used to calculate the employment forecasts, distinguishing between:</p> <p><i>Created Jobs:</i> These are new jobs that will be created as a direct result of the investment project (and would not be created if the project wouldn't go ahead). This may include temporary jobs e.g. construction, which should be clearly identified in the pro-forma with an indication of the period over which these jobs will be effective.</p> <p><i>Safeguarded Jobs:</i> These are jobs that will be maintained as a result of the investment project. Jobs can be considered safeguarded where there is real threat that they will be lost in 12 months if the project does not proceed.</p> <p>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.</p> |
| H02 | <p>The response to this question should reflect the length of time for which you are willing to contract with us for delivery of the jobs starting in 2014/15. This may be until the end of the project or, if the project is on-going the length of time for which you are willing to commit to the jobs. Where appropriate RGF contracts include monitoring for up to 10 years.</p> |
| H03 | <p>Please detail the basis for the monetised estimates of health and environmental benefits and costs that you have included in Section D of Part 2 of the application form.</p> <p>Guidance on Health Benefits: Quality-Adjusted Life Years (QALYs) are a universal unit of health. For example, someone lives for 10 years at 50% quality of life, they would enjoy 5 QALYs. If something happened that <i>improved</i> their health over this period to 70% quality of life, they would have <i>gained</i> 2 QALYs. Similarly, if someone's life was extended by 6 years at 50% quality of life, they would have gained 3 QALYs. Further information on the use of QALYs can be found here:</p> <p>http://www.medicine.ox.ac.uk/bandolier/painres/download/whatis/QALY.pdf</p> <p>Guidance on Greenhouse gas conversion factors: This can be found at: http://www.ukconversionfactorscarbonsmart.co.uk/</p> |
| H04 | <p>Please provide any qualitative information on expected social impacts and sustainability impacts as set out in Section D of part 2 of the application form. Please also set out clearly any environmental impacts will be prevented or at least mitigated.</p> <p>Applicants may wish to refer to the following links for further information and guidance:</p> <p>Guidance on the impact of transport improvements: http://www.dft.gov.uk/webtag/</p> |

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| | <p>Guidance on environmental reporting: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/206392/pb13944-env-reporting-guidance.pdf</p> |
| H05 | <p>Please set out any other public support that you or any private sector partners involved in the project have received, or applied for, (including RGF) over the last three years and any existing terms and conditions. Please include dates, the public sector body applied to, the level of support, the purpose of the support and the outcome of the application.</p> |
| <p>Section I: Equality</p> | |
| I01 to I06 | <p>Please confirm whether you believe that the project will have a disproportionate positive or negative impact on ethnicity, gender, the disabled, sexual orientation, religion or belief, or age. More information can be found at: http://www.equalityhumanrights.com/your-rights/equal-rights</p> |
| I07 | <p>If you have answered yes to any of the questions I01-I06 please describe the impact 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.</p> |

Withdrawn

Guidance for Programme bidders: Programme Application Form

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| Freedom of Information | |
| Fol | Provide set out the reasons why the information provided to questions in this application where the Fol box has been unchecked by you should not be released under the Fol Act (2000). |
| Section A: Applicant contact information | |
| A01 to A08 | Please provide the name of the company/ organisation bidding for RGF support, the relevant details of a working level contact and your organisation's web address. |
| A09 to A10 | Please provide details of any other bids submitted in rounds 1 to 5 as well as any other public support received in the last three years. |
| A11 to A12 | Please provide details of the accountable body, recipient of RGF funds. The accountable body should be a well-established organisation with the capacity to receive and manage funds and a track record of delivery of this sort of programme. |
| A13 | Please provide details of any other programme partners |
| A14 to A15 | Please provide details of the organisation with responsibility for delivering the programme |
| Section B: Eligibility criteria | |
| B01 to B04 | Please confirm that the programme meets the eligibility criteria. |
| B05 | Please provide further detail on how the programme meets the eligibility criteria providing any additional relevant information which has not been included in Section A above. |
| Section C: Programme description and rationale | |
| C01 | Please provide the title of the programme. This should clearly reflect the main activity of the bid and its geographical coverage. |
| C02 | Please also enter the amount of RGF you are applying for. The minimum amount is £1m. Values should be entered without commas, decimals points or £ signs. |
| C03 | Please set out the particular reasons for setting up the programme (e.g. addressing barriers to investment and growth faced by businesses in the targeted area) |
| C04 | Provide a high level summary of what the programme is, what it hopes to achieve and how the RGF money will be spent alongside your other sources of funding. |
| C05 | Please choose from the list of available options, the sector which the programme will mainly cover |
| C06 | Please set out why government support is required to deliver the programme benefits, explaining why these are unlikely to be delivered by the market. The underlying rationale for government intervention is to address a market failure problem or where there are clear government distributional objectives that need to be met. |

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| | Market failure refers to the case where the market does not deliver an outcome which maximises the potential benefits to businesses, individuals, the wider economy and society as a whole. Distributional objectives relates to how your programme impacts on different socio-economic groups and are based on equity considerations (HMT Green Book) |
| C07 | Please provide details of all other private and public sector funded schemes operating either regionally or nationally that offer similar support services to the programme you are proposing. Please explain why these alternative schemes do NOT provide the type of support offered by the proposed programme, setting out clearly the extent to which the proposed programme overlaps and differs from existing schemes |
| C08 | Please set out clearly the steps that have been taken, or will be taken, to identify and ensure there is sufficient demand and take-up by identified beneficiaries. |
| C09 | Please provide further detail on all other sources of funding set out in Part 2 of the application form and how these will be used to deliver the programme. |
| C10 | Please provide a short media statement on the programme. This should be in a form which is suitable for publication without consultation. |
| Section D: Local Fit | |
| D01 | Please state the geographical area(s) and spread of the direct employment impacts of the programme and explain this in the appropriate target area. |
| D02 | Please choose from the available list of options, the geographical region which the programme will mainly cover. If you are unsure, exact boundaries are available on the ONS website at: http://www.ons.gov.uk/ons/guide-method/geography/beginner-s-guide/map/regions-and-their-constituent-counties---unitary-authorities-as-at-2011.pdf If the programme will take place in more than one region please either select the region in which there will be the greatest direct employment impact or select none or all of the regions available, whichever you feel is more appropriate. This response is for our information only . Your bid's location will be judged on the unique geography you provide in Part 2 of the application form. |
| D03 | The PEF aims to support projects and programmes which will unlock sustainable private sector jobs and growth in areas of England that are more dependent on the public sector. Dependency on the public sector can be signalled by the metrics included in Part 2 Section B of the application form. Rows 1 to 4 of Column F show where the geography of your programme ranks against the rest of England for each of the four metrics. Please use this particular section to provide any further information/evidence to support the location assessment. This for example might include details about a local economic shock. |
| D04 | Please name up to five endorsers and briefly set out the key reasons for support from each of these. |

| Section E: Scheme Delivery | |
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| E01 | Please outline the programme plan, setting out the key phases and milestones |
| E02 | Please set out any uncertainties associated with the programme which may affect the scale and timing of programme activities and delivery of outcomes, in particular with respect to private sector investment and job creation |
| E03 | Please set out how much will 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. <u>Please note that the no more than 5% of RGF support may be used for scheme administration.</u> |
| E04 to E05 | Please state whether you believe the programme is scalable. If it is, please provide detail the relevant range of RGF amounts and the impact on private sector leverage, jobs and delivery costs: e.g. if RGF funding was halved, would half as many jobs be created? Would you be able to only secure half as much funding from other sources? If the programme is not scalable please explain the reasons why. |
| Section F: Governance | |
| F01 | Please describe the role of each partner in the delivery of the Programme, detailing whether the partners have worked together previously, why the partners are appropriate to deliver the Programme and broadly who will be responsible for what aspects of the project. |
| F02 | Please provide details of any relevant previous experience that partners may have of running similar schemes and their track record of delivery, with particular reference to (a) the speed of draw down and (b) delivery of key performance indicators |
| F03 | Please describe the full process for allocating, disbursing and monitoring RGF funds to programme beneficiaries. Please outline the key stages that potential and actual beneficiaries will go through highlighting the particular features of these processes which make them robust and useful. |
| F04 | Please set out how you plan to evaluate the programme and how this will be funded. Evaluation is key to ensuring policy can be continuously improved. Applicants may find it useful to refer to the Treasury's Magenta Book guidance available at: http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/23542/magenta_book_combined.pdf |
| Section G: Programme Beneficiaries | |
| G01 | <p>Please set out in detail the types of businesses and sectors which will be supported by the Programme and the reasons why these have been targeted.</p> <p>Please be as specific as possible about the types of businesses (e.g. high growth firms, exporting firms, SME's etc.) and particular sectors/markets the programme would target. You may also wish to refer to the categories of businesses that you expect to receive a larger proportion of the funding. For example: If your programme seeks to address access to finance it may be open to all businesses and those in higher risk sectors as they have more difficulty accessing credit in private markets. Please comment on issues or sector where appropriate.</p> |

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| G02 | <p>Please describe in detail the key criteria and assessment processes that you will use to identify and select beneficiaries and ensure the activities funded by the Programme meet the objectives of the RGF.</p> <p>Please do not feel limited by the examples given or an expected approach (e.g. competitive bidding on a certain criteria/criterion or first-come-first served) to identify and select programme beneficiaries and ensure that the programme meets its objectives. <u>Please note this question is different to F03 above</u></p> |
| G03 | <p>Please set out how you will ensure that the Programme only supports activities which would be “additional” i.e. those that they would otherwise not go ahead in the absence of public funding. <u>Please note this question is different to F03 above</u></p> |
| G04 | <p>If final beneficiaries have already been identified and selected, please set out how this was achieved commenting on any differences to your answer in G02. Please also set out how much funding will be allocated to them.</p> |
| Section H: State Aid | |
| H01 | <p>Please choose from the available list of options the State-aid vehicles which will be used to deliver the Programme. Please refer to the following weblink for more information and guidance: https://www.gov.uk/state-aid</p> |
| H02 | <p>If de minimus is to be used, please set out how you will ensure private sector leverage. If you selected “Other” please elaborate. If “Non-aid” is selected, please set out the reasons why, explaining how any private sector undertakings will receive a benefit from the Programme. Please refer to the following weblink for more information and guidance: https://www.gov.uk/state-aid</p> |
| H03 | <p>Please confirm whether the investment will be located in an Assisted Area, referring to the following weblink: http://www.ukassistedareamap.com/ieindex.html</p> |
| Section I: Risk | |
| I01 | <p>Please set out in detail the key risks associated with the Programme, their likelihood and impact. Please also provide details of the steps that will be taken to mitigate them.</p> |
| Section J: Employment and wider Impacts | |
| J01 | <p>Please set out clearly the assumptions and methodology you have used to calculate the employment forecasts. You can refer to any research you have carried out on the impact on your supply chains of the project as well as any other indirect employment that will result as a consequence of the bid.</p> |

| | |
|-----------------------------------|--|
| J02 | <p>Please set out whether you expect to contract for the employment estimates with the final beneficiaries, and if so for how long you will monitor and contract them. Please also set out if you expect to include a clawback provision if the jobs are not created/safeguarded and maintained?</p> <p>It is not necessarily problematic if you are unwilling or unable to contract with final beneficiaries for the employment outcomes but if you do not intend to contract you should explain <u>why</u> this is the case. If it is possible you should suggest another way in which the RGF team can ensure that the employment estimates are deliverable.</p> |
| J03 | <p>Please detail the basis for the monetised estimates of health and environmental benefits and costs that you have included in Section D of Part 2 of the application form.</p> <p>Guidance on Health Benefits: Quality-Adjusted Life Years (QALYs) are a universal unit of health. If for example, someone lives for 10 years at 50% quality of life, they would enjoy 5 QALYs. If something happened that <i>improved</i> their health over this period to 70% quality of life, they would have <i>gained</i> 2 QALYs. Similarly, if someone's life was extended by 6 years at 50% quality of life, they would have gained 3 QALYs. Further information on the use of QALYs can be found here:</p> <p>http://www.medicine.ox.ac.uk/bandolier/journals/download/whatis/QALY.pdf</p> <p>Guidance on Greenhouse gas conversion factors: This can be found at: http://www.ukconversionfactors.carbontrust.co.uk/</p> |
| J04 | <p>Please provide any qualitative information on expected social impacts and sustainability impacts as set out in Section D of part 2 of the application form. Please also set out clearly how environmental impacts will be prevented or at least mitigated.</p> <p>Applicants may wish to refer to the following links for further information and guidance:</p> <p>Guidance on the impact of transport improvements: http://www.dft.gov.uk/webtag/</p> <p>Guidance on environmental reporting: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/206352/b13944-env-reporting-guidance.pdf</p> |
| <p>Section K: Equality</p> | |
| K01 to K06 | <p>Please confirm whether you believe that the project will have a disproportionate positive or negative impact on ethnicity, gender, the disabled, sexual orientation, religion or belief, or age. More information can be found at: http://www.equalityhumanrights.com/your-rights/equal-rights</p> |
| K07 | <p>If you have answered yes to any of the questions K01-K06 please describe the impact 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.</p> |

Checklist

Applicants may wish to refer to the following checklist when completing the form and to ensure that all relevant information and evidence has been included and submitted.

1. Project proposal

- ✓ Have you provided a clear description of the project's aims and activities?
- ✓ Have you clearly set out how your project meets the scheme's eligibility criteria?
- ✓ Have you explained how your project aligns with your business's corporate strategy and wider Government policies

2. Case for support

- ✓ Have you set out clearly the reasons why you are seeking government support for your project and programme?
- ✓ Have you included all relevant supporting evidence with your application or confirmed that this can be produced at due diligence?
- ✓ Have you ensured that your project/ programme is state aid compliant and can demonstrate that government support has an incentive effect?

3. Additional investment and activity leveraged

- ✓ Have you set out clearly, and able to demonstrate with supporting evidence, what would happen to the project if the application is unsuccessful?
- ✓ Have you provided all the required information on the total amount of planned investment in the project/ programmes broken down by type of spending?
- ✓ Have you set out clearly, and able to demonstrate that support will not replace or displace existing or planned investment by the business and the parent company if appropriate?

4. Project management and risk

- ✓ Have you set out clearly, and able to demonstrate, that you have sufficient resource, capability and relevant experience required for the project?
- ✓ Have you set out clearly the key risks and uncertainties which may affect the successful delivery of the project and programme and employment forecasts?
- ✓ Have you set out clearly the risk management tools and techniques that have been put in place to mitigate the risks that you have identified?

5. Benefits and costs to wider economy, society and environment

- ✓ Have you provided information on the number, quality, duration and geographical location of direct and indirect (supply) jobs which would be created and/or safeguarded and the assumptions which underpin them?
- ✓ Have you demonstrated with supporting evidence that government funding for this project will not crowd out competing businesses and organisations.
- ✓ Have you provided information with supporting evidence on the knock-on effects of support on business, customers and individuals in the wider economy and society and also the environment?

6. Programmes

- ✓ Have you clearly demonstrated that the proposed programme does not overlap with similar business support schemes that already exist?
- ✓ Have you clearly identified the beneficiaries of the scheme and the criteria which will be used to award funding to ensure the maximum possible economic value to the Exchequer?
- ✓ Have you clearly demonstrated that the amount of proposed spending on administering and delivering the programmes is the minimum needed?

Withdrawn

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