

**UKSPF OC3 Skills Capital**

**APPLICATION FORM**

**PLEASE RETURN** To: ukspf.programme@leicester.gov.uk

**BY:** 8th March 2024, Midnight

**Prior to completing this application form, you should read the UKSPF OC3 Invitation to Bid sent alongside this application form.**

**Data Processing Notice**

Any personal data that you provide will be processed in accordance with current data protection laws. It will be used by Leicester City Council (LCC) and third parties to deliver and improve services and fulfil our legal duties. We will not disclose any personal information to anyone else unless required or allowed to do so by law. Read more about how we use personal data in our Privacy Notice on our website: [www.leicester.gov.uk](http://www.leicester.gov.uk)

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| **Section 1 – BUSINESS DETAILS:** | | | |
| **Organisation Name:** | | Click or tap here to enter text. | |
| **Contact Name:** | | Click or tap here to enter text. | |
| **Position:** | | Click or tap here to enter text. | |
| **Telephone Number:** | | Click or tap here to enter text. | |
| **Email Address:** | | Click or tap here to enter text. | |
| **Address of Organisation** | | **Address of the Project (if different from organisation location):** | |
| **Address line 1:** | Click or tap here to enter text. | **Address line 1:** | Click or tap here to enter text. |
| **Address line 2:** | Click or tap here to enter text. | **Address line 2:** | Click or tap here to enter text. |
| **Town:** | Click or tap here to enter text. | **Town:** | Click or tap here to enter text. |
| **County:** | Click or tap here to enter text. | **County:** | Click or tap here to enter text. |
| **Postcode:** | Click or tap here to enter text. | **Postcode:** | Click or tap here to enter text. |
| **Website Address (if applicable):** | | Click or tap here to enter text. | |
| **Brief Description of Organisation Activities:** | | Click or tap here to enter text. | |
| **Legal Status:** | | Choose an item. | |
| **Company Registration Number or UTR Number:** | | Click or tap here to enter text. | |
| **Charity Registration Number:** | | Click or tap here to enter text. | |
| **VAT Registration Number (if application):** | | Click or tap here to enter text. | |

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| **Section 2 – PROJECT PROPOSAL:** | |
| **Please provide a brief background to your organisation (max. 100 words)** | Click or tap here to enter text. |
| **Please clearly outline what you are looking to purchase?** | Click or tap here to enter text. |
| **Please fully demonstrate and provide a rationale for proposed purchases and how this will help your organisation to sustain and / or grow?** | Click or tap here to enter text. |
| **Please fully outline what other options you have considered?** | Click or tap here to enter text. |
| **What will be the main benefits following the purchase of these items?** | Click or tap here to enter text. |
| **If the grant was not approved what you would you still look to purchasing these items?** | Click or tap here to enter text. |
| **When will you be looking to purchase the items?** | Click or tap to enter a date. |

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| Section 3 – PROJECT FUNDING: (ONLY CAPITAL FUNDING AVAILABLE) |

**For ALL items of expenditure:**

**Minimum of one written quotation must be obtained for each item to be purchased under £5,000. For costs over £5,000 please provide three written quotes. The quotation(s) must:**

* By clearly detailed showing name of the supplier, contact, address, details of the goods/services being purchased etc. A general email with just an email address **will not** be accepted. Screenshots are allowable.
* Ebay, Amazon, Etsy or other such websites are also not allowable. The services / goods need to be from suppliers known to provide the services being requested.

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| **Total Project Cost** | | | | | | | |
| **No** | **Item/services** | **Name of preferred supplier** | **Date of Intended Purchase** | **Total cost (incl. VAT)** | **Total cost (exc. VAT)** | |
| **1** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | |
| **2** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | |
| **3** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | |
| **4** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | |
|  | **TOTAL COST OF PROJECT (exc. VAT)** | | | | | Click or tap here to enter text. | |
|  | **Total (exc. VAT)** | | | | | Click or tap here to enter text. | |
|  | **Total Grant Requested\*** | | | | | Click or tap here to enter text. | |
|  | **Total Match Funding (if applicable)** | | | | | Click or tap here to enter text. | |

**\*Note:** Total grant requested should include the VAT amount if you are NOT able to reclaim the VAT, however for organisations who are able to reclaim the VAT the grant amount should be excluded.

**Subsidy Control\***

You are being offered assistance under the UK Government Subsidy Control Regime as outlined in the Subsidy Control Bill ([Subsidy Control Bill - Parliamentary Bills - UK Parliament](https://bills.parliament.uk/bills/3015)). This outlines that companies, that are not ailing or insolvent without a credible restructuring plan, can receive small amounts of subsidy without the need for either a full evaluation of the subsidy or registration of the subsidy. This minimal financial assistance is up to £315,000 over a three-year period (two previous years and the current one). An ailing or insolvent business is one that is unable to pay its debts, or the value of its assets are less than its liabilities.

As the subsidy regime started on 1 Jan 2021, previous years are counted under the European Commission’s De Minimis regulations (1407/2013) which allows a business to receive up to €200,000 of De Minimis aid in any three fiscal year period.

To confirm that you are eligible to receive this assistance, you must declare the full amount of any other minimal financial assistance or De Minimis aid you have been awarded in the current and previous two fiscal years. Note: any minimal financial assistance awarded to you under this project will have to be declared if you apply, or have applied for, any other support delivered under the minimal financial assistance element of the UK subsidy regulations.

**Please advise us of any other minimal financial assistance/De Minimis aid** which your business, and any businesses linked to it, may have received during your current and previous fiscal two years including any UK Subsidy Regime as we need to check that our support added to that previously received, will not exceed the threshold of €200,000 over the last three fiscal years. De Minimis aid includes not only grant and loan but assistance such as free or subsidised consultancy services, marketing advice, etc. If you are in doubt about whether previous assistance received classes as De Minimis assistance, please include it.

**I declare** below the amount of UK Subsidy Aid in Sterling GBP and of EU State Aid awarded, **in euros** [conversion calculator](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm) (i), in the current and previous two fiscal years is:

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| **Funding Aid** | **Current fiscal year:**  **From:**  **To:** | **Fiscal year:**  **From:**  **To:** | **Fiscal year:**  **From:**  **To:** |
| **UK Subsidy** | **£** | **£** | **£** |
| **EU State Aid** | **€** | **€** | **£** |
| **Total** | **£** | **£** | **£** |
| **Alternatively, if NO minimal financial assistance or De Minimis aid has been received in the period by the business, please tick here** | | | |
| **Note** – A fiscal year is a 12-month period over which a company budgets its spending. A fiscal year does not always begin in January and end in December (for most UK companies it is April to March). The fiscal year is referred to by the date in which it ends. For example, if a company’s fiscal year ends 31 March 2020, then everything between 1 April 2019 and 31 March 2020 would be referred to as fiscal year 2020. | | | |

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| **Section 4 – Project Plan** |

When would like to start this project. Please note that all grant funding must be claimed no later than 29th February 2025. Please now define the project start and expected end dates.

**Start Date Click or tap to enter a date. End Date: Click or tap to enter a date.**

Project stages: Please outline each of the key stages of this project including recruitment of all jobs. Please note this project plan should start and end with the dates provided above

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| **Start Date** | **Description** | **End Date** |
| Click or tap to enter a date. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap to enter a date. | Click or tap here to enter text. | Click or tap to enter a date. |
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| **Section 5 – Outputs / Outcomes:** |

It is important that any outputs and outcomes enabled by the grant are captured and reported. Please insert numbers or figures in the coloured column against the relevant output and / or outcome where relevant.

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| **Outputs to be Achieved** | | | |
| **Description** | **Definition** | **Evidence** | **Insert details to be achieved** |
| Amount of commercial space completed or improved | - Other commercial space means non-public or community spaces that do not fall into the categories above. - Completed means physical completion of the facilities and space is ready for occupancy immediately. A building should be classified as complete once it is on the non-domestic rating list. - Improvement means adding, renovating or repairing facilities with the aim of creating a better space. It does not include maintenance of existing facilities. | Details of m2 and location of space completed or improved and when |  |
| Number of amenities/facilities created or improved | The number of new amenities/facilities created or improved. - Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, sports facilities, hospitals and public toilets.  - Created means the amenity/facility did not previously exist. - 'Improved' means adding, renovating or repairing facilities with the aim of creating better public space. It does not include maintenance of existing facilities.  If amenities/facilities are counted as being improved or created in another output indicator (e.g. number of cultural assets supported/created) they should not be counted through this indicator as well. The Local Authority should select where they feel it would best fit with the definition. | Details of facilities, location and works undertaken |  |
| Number of organisations receiving grants | Number of organisations receiving grants.  Organisations here will either be: - The end beneficiary is the recipient of the award itself, for example, a local authority, higher education institute or an organisation representing specific sector who may be undertaking a feasibility study. - An organisation that is an end beneficiary and does not fit into the above description nor can be classified under the business output indicators, for example, a charitable organisation. - Grant means a cash payment by the project that is not repaid. | Details of organisation and value received - should not the businesses or individuals other organisations such as charities, voluntary, community sector etc |  |
| Other (please provide details) |  |  |  |

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| **Outcomes to be Achieved** | | |
| **Description** | **Definition** | **Evidence** | **Insert details to be achieved** |
| Premises with improved digital connectivity as a result of support | The number of supported premises where the broadband speed accessible is increased. - Premises means a house or building, together with its land and outbuildings. | Details of broadband implementation and changes to broadband connectivity |  |
| Improved perception of facility/infrastructure project | The number of people who report their perception of the facility/infrastructure project(s) as good or very good. This means projects aiming at improving or creating facilities and infrastructure. As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e. it existed previously and isn't new).  Reporting will also facilitate the option to report a decrease metric. | Survey from visitors / in terms of pre and post support.  Record number of people |  |
| Increased users of facilities/amenities | The increase in number of users of facilities/amenities. Users are the people using facilities/amenities. Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, cultural institutions, hospitals and public toilets. Reporting will also facilitate the option to report a decrease metric. | Official record of people attending previously post support within 3 month period |  |
| Number of new or improved community facilities as a result of support (numerical value) | The number of supported premises where the community facility has been improved | Details of the facilities and works undertaken |  |
| Other (please provide details) |  |  |  |

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| **Section 6 – Payment of Grant:** |

Grant payments can only be made through a BACS transfer to a **registered business bank account.**

Please provide details of your business account, checks will then be made to see if your business is on Leicester City Council’s finance system.

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| **Sort Code No.** | **Bank Account No.** | **Account Name** | **Bank / Building Society** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Section 7 – Terms and Conditions of Grant Funding** |

Please ensure that you read and understand these Terms and Conditions of Grant Funding before signing and submitting this application. Further information, in regard to these, can be found in the terms and conditions, and also in the guidance notes (these were included as an attachment to your invitation to application email). By signing, you are confirming that you understand the full terms and conditions of this grant.

7.1 No prior commitment to suppliers should be undertaken prior to the grant award being confirmed by the panel. Any costs that have been committed to prior to the approval date will not be eligible for grant support.

7.2 Full details of the amount of the award will be outlined in your grant offer letter. Please note that whilst the grant amount can decrease due to lower costs, it cannot be increased once confirmed, despite what the final cost amounts may be.

7.3 Your preferred supplier/s as outlined in Section 3 above must be the one/s that you will use as the grant will be awarded on the basis of these suppliers.

7.4 This grant if approved will be paid retrospectively once evidence of goods purchased has been evidence. Payment evidence must include invoices and including bank statement(s**), credit cards payments will not be accepted unless have been paid by organisation bank account**. All goods / services have been purchased in line with the funding agreement.

7.5 If successfully awarded the grant, you will be required to sign a Funding Agreement between your company and Leicester City Council.

7.6 In order to help allow a decision on the application for funding. I understand that all information relating to this grant application provided by me to Leicester City Council will be treated as commercially confidential and handled in accordance with the data protection principles laid down in the General Data Protection Regulation and Data Protection Act 2018. With this understanding:

* I authorise Leicester City Council to disclose any relevant and necessary information relating to me or this application to relevant third parties (including credit reference agencies, and partner organisations).
* I authorise Leicester City Council to obtain any information concerning my business and financial affairs from any other person providing financial facilities to me.

7.7 I have completed each section of the application and included supplier quotes for each entry.

7.8 Please confirm that you have read and understood the terms and conditions by checking this box.

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| **Section 8 – Declaration** |

8.1:I declare that the information provided is a true and accurate record and fairly reflects my organisations activity and prospects.

8.2:I confirm that by completing this application form I acknowledge and agree that the data provided can be held on a computer and used for any purpose and disclosures that are registered under the Data Protection Act 1998.

8.3: I understand that any financial assistance granted by Leicester City Council, will be repayable on demand or future payments not made if any information provided is found to be incorrect or misleading.

8.4: I understand that the decision of the appraisal panel is final, and that there is no right of appeal.

8.5: The quotations used have been obtained from reputable suppliers.

8.6: At the end of the project, I agree to be monitored and evaluated on the outcomes achieved through accessing grant aided funds.

8.7: All documentation in relation to this grant application, including procurement information, invoices, letters etc. will be kept on file until at least 31st March 2028, and will be made available to auditors should that be requested.

8.8: Applicants should ensure that there is no conflict of interest when selecting potential suppliers of goods and services that are part of the project.

Conflict of interest refers to situations in which personal interests (which may include financial interests) may compromise, or have the appearance of, or potential for, compromising the selection of a supplier. Examples of conflicts of interest include (this is not an exhaustive list):

* Having a financial interest (e.g. holding share or options) in a potential tenderer or any entity involved in any tendering consortium;
* Being employed by (as a staff member or volunteer), or providing services to any potential tenderer;
* Being a member of a potential tenderer’s Management / Executive Board;
* Receiving any kind of monetary payment, or non-monetary gift or incentive (including hospitality) for any tenderer or its representatives**;**
* Having a close member of your family (which terms includes unmarried partners) or personal friends who falls into any of the categories outlined above;
* Having any other close relationship (current or historical) with any potential tenderer;

Applicants should therefore ensure that they do not have any potential conflict of interest in accordance with the above.

8.9: I give permission for the information contained in this form to be shared with Leicester City Council colleagues and the Programme funding body, the Department for Housing, Communities and Local Government.

**Please Note: A senior member of the organisation must sign below.**

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| --- | --- | --- | --- | --- | --- |
|  | **Name:** (block capitals) |  | Click or tap here to enter text. | |  |
|  |  |  |  |  |  |
|  | **Signature:** |  | Click or tap here to enter text. | |  |
|  |  |  |  |  |  |
|  | **Date:** |  | Click or tap to enter a date. |  |  |
|  |  |  |  |  |  |
|  | **Position in Organisation:** |  | Click or tap here to enter text. | |  |

**Supporting material**

In support of your application, we will need to review the following documentation which can be submitted as an email to **ukspf.programme**[**@leicester.gov.uk**](mailto:@leicester.gov.uk)

* Copies of all quotes for purchases proposed
* Images / photos of building infrastructure looking to change i.e ICT suite (if applicable)

**We will need this information prior to considering your application:**

**Completing this application form does not guarantee the approval of your grant. An offer letter will be sent to you, by Leicester City Council, if the application is approved.**