

HIGH SPEED 2 SUPPLY CHAIN PROGRAMME (HS2 SCP)



AND

GREEN BRIDGE SUPPLY CHAIN PROGRAMME (GBSCP)



GUIDANCE FOR APPLICANTS

September 2018



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Part One - Executive Summary

1. Background Information

1.1 Summary of Business Growth Programme (BGP)

BGP is an integrated and comprehensive business support package strengthening supply chain companies, stimulating innovation and growing existing SMEs. It builds on successful delivery of previous business programmes and responds to new opportunities from the HS2 investment.

It consists of 4 components:

- HS2 SCP
- GBSCP
- Business Innovation Programme (BIP)
- Business Development Programme (BDP)

BGP will operate across Greater Birmingham and Solihull LEP (GBSLEP), Stoke-on-Trent and Staffordshire LEP (SSLEP) and The Marches LEP (TMLEP) areas to provide revenue and capital grants of £10,000 – £167,000.

It will improve business confidence, encourage private sector investment, accelerate economic growth and create new jobs across the following sectors:

- Rail
- Construction
- Engineering
- Electrical
- Manufacturing
- Building technologies
- Environmental and energy technologies
- Transport and logistics
- Print and design
- Architecture
- Automotive
- Digital media
- Medical technologies
- Aerospace
- Advanced manufacturing and materials
- ICT
- Food and drink

This Guidance for Applicants only relates to HS2 SCP and GBSCP:

2. HS2 SCP

This supply chain project has been developed in response to HS2 investment opportunities to address barriers to growth for SMEs. It is targeted at established supply chain companies with investment plans to develop and grow in delivering elements of the HS2 project.

It will provide financial assistance of £20,000- £167,000 to existing SMEs towards capital expenditure, improvement to systems and processes, market development, and Building Information Modelling.

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The Government is planning to invest £60 billion in HS2, and it is anticipated that 60% of HS2 procurement opportunities will be made available to Small to Medium sized Enterprises (SMEs). The HS2 Supply Chain Programme grant could strengthen your company's position, and give you a head start in pitching for HS2 opportunities. This will ensure a competitive and sustainable supply chain with the capacity, capability and expertise to deliver HS2 initiative.

3. GBSCP

This is an established supply chain project supporting existing SMEs within the green economy demonstrating quantifiable green benefits including energy efficiency, waste management, recycling and renewables.

It will provide revenue and capital grants of £20,000 - £150,000 towards capital equipment, installation costs, relocation, product development, and market development costs.

4. Programme Criteria

In order to apply for ERDF funding from the BGP, your business **must** meet the following criteria:

- you must be a small to medium sized enterprise (SME), ie have between 1-249 employees, an annual turnover less than £35.5m, a balance sheet less than £30.5m and be less than 25% owned by another company or combination of other companies;
- a minimum of 80% of your turnover must be generated by business-to-business activity, with business-to-consumer/retail business accounting for no more than 20% of turnover. (If your business is nearing the 20% B2C/Retail cap, then we may ask you to provide further evidence to substantiate this and we reserve the right to decline applications if we are dissatisfied with the evidence provided);
- your business activity must be eligible. For a full list of eligible and ineligible business activities, please refer to the Eligible & Ineligible Business Activities information sheet available at www.birmingham.gov.uk/bgp;
- you must have been trading for 6 months or more;
- you must be profit-seeking;
- you must have received less than €200,000 of state aid assistance over a 3 year period (the current and previous 2 financial years);
- your business must pay, or be going to pay if relocating, its business rates to one of the local authorities within the LEP areas covered by this programme and those payments must not be in arrears.

The local authorities within the LEP areas are:

Birmingham City Council, Bromsgrove District Council, Cannock Chase District Council, East Staffordshire Borough Council, Herefordshire Council, Lichfield District Council, Newcastle-under-Lyme Borough Council, Redditch Borough Council, Shropshire Council, Solihull Metropolitan Borough Council, South Staffordshire Council, Stafford Borough Council, Staffordshire Moorlands

District Council, Stoke-on-Trent City Council, Tamworth Borough Council, Telford & Wrekin Council and Wyre Forest District Council.

5. Partnership

BGP will be delivered in partnership with Birmingham City Council (BCC) together with 3 Local Enterprise Partnerships (LEPs) Greater Birmingham and Solihull (GBSLEP), Stoke-on-Trent and Staffordshire (SSLEP) and The Marches (TMLEP), and their Growth Hubs, HS2 Ltd, Birmingham Chamber Group, Birmingham City University and MEBC (Midland Environmental Business Company) is working to deliver The Business Growth Programme (BGP).

Further details on the application process are available on the websites of BCC, 3 LEP partners, and their Growth Hubs, and Birmingham Chamber Group.

This programme is funded by the European Regional Development Fund and led by Birmingham City Council and delivered in partnership with the GBSLEP, SSLEP and TMLEP.

This initiative builds on the successful West Midlands wide £75m GBSCP funded by RGF and ERDF.

6. Supply Chain Development

By supply chain we mean the companies involved in creating a finished product and/or supplying associated services. Within supply chains a range of SMEs make a significant contribution to the finished product and play a crucial role in the effectiveness and success of the production process and quality of the end product.

Successful applications must demonstrate ambition, and be seeking to implement an investment plan which will grow the business, develop new markets and create jobs.

7. Funding Round Overview

The purpose of these Funding Rounds is to support applications that deliver economic growth and generate jobs. Applications must be from businesses based within the 3 LEP areas.

In practical terms, funding will be available to support the following areas, subject to the normal State Aid rules:

- Purchase of capital equipment
- Installation
- Improvements in systems or processes
- Expansion of existing premises
- New product development
- New market development
- Building Information Modelling (BIM).

Guidance for Applicants – this document gives details of the Funding Rounds process and timelines, application requirements, funding rules, funding levels and conditions and financial criteria.

It is important to submit all correct documentation for these Funding Rounds.

8. Fund Accountability - Birmingham City Council

Birmingham City Council is the lead partner and will act as the Accountable Body for BGP and will be responsible for the overall management of the initiative.

Part Two – Funding Round Information

9. Introduction

This guidance document refers to the HS2 SCP and GBSCP Funding Rounds.

Important Note:

Details of these funding rounds are now available on the BCC, GBSLEP, SSLEP and TMLEP partners and their Growth Hubs and Birmingham Chamber Group websites.

To make an application into these funding rounds, the applicant must complete the application form. Each application will be allocated a unique number, which will be used for the project throughout the application and assessment process and is embedded in each application form.

Further assistance or information on the documentation is available from the BGP Project Management Team (PMT) on:

BGP Grants Hotline
0121 464 6456

You should contact your local Growth Hub to discuss your eligibility for the BGP. The Growth Hub will give you the contact details for your local partner. If eligible, the BGP grant application form can be downloaded from the BCC website.

10. Application process

The application comprises of the following documents:

- Application Form
- BGP: HS2 SCP OR GBSCP - Project Expenditure and Sources of Funding

The application will be assessed solely on the basis of what is submitted. Failure to submit all the documents or information required will affect how the application is progressed. Any information received after the closing date of these funding rounds will not be considered. Please do not include any information additional to the above list unless requested.

11. Help & Support

You should contact your local Growth Hub to discuss your eligibility for the BGP. The Growth Hub will give you the contact details for your local partner. If eligible, the relevant BGP grant application form can be downloaded from the BCC website.

12. Decision

Failure to meet the eligibility criteria and or to meet specific requirement of the Gateway Question, the application will be declined.

The application submitted will be subject to project assessment and financial appraisal, which must both be passed in order to continue with the process. Applications then proceed for consideration by the Investment Board which will recommend, defer or decline the application.

All applicants will be informed by the BGP PMT of the outcome of their application.

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13. Funding

14. Level of Project Funding available

BGP offers grant funding of £20k to £167,000, which will need to be matched by the business and includes 50% - 60% of the following eligible expenditure:

- Purchase of capital equipment
- Installation
- Improvements in systems or processes
- Expansion of existing premises
- New product development
- New market development
- Application of innovative advance technology.
- Building Information Modelling (BIM).

Approved businesses will have to complete their projects by February 2019 at the very latest including spend, defrayal and claiming the grant. Priority will be given to investment-ready projects that can be completed before this time. Projects extending beyond the February 2019 deadline will not be considered.

15. State Aid Assistance

State Aid refers to financial support from a public or publicly funded body given to organisations which has the potential to distort competition and affect trade between member states of the European Union (EU).

State Aid is generally prohibited by EU rules. However, there are exceptions to this, and some financial aid is allowed under the 'de minimis' rules if the total amount of funding received by an organisation does not exceed a prescribed limit.

The BGP operates in accordance with de minimis State Aid Regulations (*under EC regulation number 1407/2013*). *This allows an individual applicant business/organisation to receive a maximum of €200,000 of funding (cash grant equivalent) over a 3 year period (the current and previous two financial years). The sterling equivalent is calculated using the Commission exchange rate applicable on the written date of offer of the de minimis funding.*

This ceiling takes into account all public assistance given as de minimis funding for the current and previous two financial years which can take various forms (grants, loans, subsidised contracts, etc). Aid given under an approved scheme does not have to be cumulated with de minimis aid, provided any such de minimis aid is not awarded towards the same eligible costs as those supported via that approved scheme.

Exclusions:

- De minimis aid cannot be given for export related activities (except attendance at trade fairs) or aid favouring domestic goods over imports.
- For undertakings active in the road freight transport sector, the de minimis ceiling is €100k.
- De minimis aid cannot be awarded for the acquisition of road freight transport vehicles.
- De minimis aid cannot be used to top up awards made under approved State aid schemes, resulting in a circumvention of the aid intensities set out in the rules attached to such schemes. In these cases it can only be awarded towards separate eligible costs.

To confirm that you are able to receive assistance from the BGP, you must declare the full amount of aid, from any public source, and in any format, you have already received over the last 3 financial years. You must declare whether or not it was de minimis aid. All aid received whether de minimis aid or exempted aid must be declared. You must be explicit in your explanation of what the aid you received has been used for.

The following is not a comprehensive list of the possible forms of aid. However, it should give an indication of the most common forms of aid which you may have been given over the past three financial years. Potentially, any assistance from a public body might be an aid:

- grants from public bodies
- loans from public bodies at favourable rates
- loan guarantees from public bodies
- differential tax benefits
- grants from an investment trust (including charities) which may themselves have received the funds from a public body
- grants from a part publicly funded venture capital fund
- publicly administered funds, even if the funds were originally not public, such as the national lottery
- landfill tax
- waiving or deferral of fees or interest normally due to a public body.
- monopoly licences or guarantees of market share
- advertising via a public channel such as a tourist board or state owned television
- consultancy advice provided either free or at a reduced rate
- training provided either free or at a reduced rate
- aid for investment in environmental projects
- provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
- purchase of public land or property at a less than market rate
- benefiting from the provision of infrastructure where your business was pre-identified as a beneficiary.

These types of aid may have been provided under de minimis (as de minimis aid) or under another State Aid regulation. If you are in any doubt whether aid received was [de minimis aid](#) or about its value, contact your local partner.

Any de minimis aid awarded to you under the BGP will have to be declared if you apply, or have applied, for any other public funding. Therefore, if successful, the offer letter must be retained and shown to any other public body to which you apply for funding for the three years following the offer.

False declarations will lead to the recovery of the value of the assistance provided plus interest.

Note that where a business is part of a group, the €200,000 limit applies to the group as a whole for public sector support within the United Kingdom.

16. Other Funding Sources

Applications for this initiative will be considered on their own merits, but will take into account whether support is also being sought from other publicly funded sources for the same project. Applicants should consider whether this initiative is most suited to meet the aspirations of the business. Funding can be sought from [GBSLEP](#); [SSLEP](#) and [TMLEP](#) Growth Hub websites.

However, total public funding provided to the business must remain compliant with State Aid legislation and it is the applicant's responsibility to ensure compliance.

17. Assessment

The application submitted will be subject to project assessment and financial appraisal, which must both be passed in order to continue with the process.

18. Project Assessment

Project assessment will determine if the application has:

- Satisfied requirements of Gateway question
- Located with GBSLEP, Stoke-on-Trent and The Marches LEP areas
- Operating within eligible business sectors
- Fully met programme criteria
- Is deliverable **by February 2019 at the very latest**. Priority will be given to investment-ready projects that can be completed before this time. Projects extending beyond the February 2019 deadline will not be considered.
- Undertaken risk analysis and provided adequate mitigation of the risks identified
- Demonstrated capability to deliver
- Evidence business growth
- Has an investment plan
- Can create new jobs

All applications must pass the Gateway question and overall project assessment to proceed to the next stage.

19. Financial Appraisal

- Appraisal will determine the viability of the business, financial risk and capability to fund and deliver the proposed project.
- The assessment will be based on the available information.

20. Funding Offer

Successful applications will receive a Funding Agreement from BGP PMT, which will set out the terms and conditions that apply to the grant and any conditions that have to be met before any payments can be made.

21. Procurement

As this programme is managed by Birmingham City Council, it is recommended that a minimum of 3 written quotations are secured for each item above £1,000 listed in Section 3 & 4 of your application.

Before completing an application, you should read the information contained in the document entitled 'BGP Procurement Guidance notes' which will assist you when considering your procurement obligations www.birmingham.gov.uk/downloads/20199/business_growth_programme Please note that it is general guidance and you are advised to refer to the document [ESIF-GN-1-001 Version 5](#) and if necessary, obtain independent procurement advice.

NOTE: For all expenditure, the suppliers must not be persons or businesses connected to your business, directors or shareholders.

22. Monitoring and Claims

A Project officer (PO) will be appointed by BGP PMT to monitor and liaise with each successful applicant on a regular basis and the project may be inspected or additional information requested. Claims for instalments of grants can be made by submitting a grant claim together with a monitoring report (pro forma will be available).

Grants are claimable in arrears and will only be paid once the satisfactory evidence of delivery of the project, project expenditure, defrayal and progress in the creation of jobs. All claims must be certified and duly signed by an authorised director/s of the applicant company.

Claims will only be paid directly to the applicant's business bank account.

You must plan your cash flow requirements to ensure you can accommodate the funding required for the project.

All project expenditure incurred prior to the date of your formal acceptance of the Funding Agreement will be ineligible for grant support. Successful applicants will be required to produce claims and monitoring returns as part of the funding agreement. Outputs will be monitored and must be reported against programme criteria.

A benchmark visit will take place shortly after the business has returned the signed Acceptance of Funding Agreement letter. This visit will be to induct the business to the rules, regulations and processes of the BGP.

Monitoring of projects will be undertaken by BGP PMT and will involve site visits, submission of progress reports, evidence of expenditure and jobs created.

If it is identified the grant recipient provides falsified information as part of their grant claim, the grant claim will not be paid resulting in the Funding Agreement being cancelled. Action will be taken to recover any payments already made under this Funding Agreement.

23. Further Information

It is important that you address and respond to each question clearly. To assist and guide you through the questions, the guidance below provides an explanation of what is required for each question. The guidance notes are not intended to be exhaustive; you are expected to develop your own responses based on your own skills, knowledge and experience.

When completing the application form it is important to take into account that the space provided is to enable you to focus on providing the specific and most relevant information for each question as you feel appropriate for the application. You are encouraged, therefore, to utilise fully all available space and any appendices at your disposal.

It may take up to 8 weeks from submission of your application to BCC before you receive a decision.

Applications will be assessed on a case by case basis and as such, awards will vary depending on evidence provided, viability of your business and the project to be undertaken.

Grants for the HS2 SCP and GBSCP will be awarded on a first-come-first-served basis until the budget allocation has been reached.

Part Three - Application Form

Please note the following guidance when completing the application form:

The application form is macro-enabled. All light grey shaded fields must be completed. Incomplete forms will be rejected. Once the application form is completed, it must be saved as word format: .doc or docx. Illustrations and graphics cannot be included in the Application Form.

1. Application Details	
Field	Guidance
Funding Round	This field will show the full name of the BGP (HS2 SCP or GBSCP) funding round to which the form applies. You should not change this information.
Supporting Documents	The specific requirements for supporting documents are provided in this document.
Consultants and third parties	<p>The use of consultants or third parties in completing the application form is an ineligible cost. Applicants are encouraged to use partner organisations and their Growth Hubs for any additional support at no cost.</p> <p>However, if you choose to use a consultant or third parties, you must provide their details including: name, contact details, payment terms and role relating to this project.</p>

2. Business Details	
Field	Guidance
Business name	Enter the full registered name for the Applicant and the company number if applicable (as provided by Companies House).
SIC Code	<p>The United Kingdom Standard Industrial Classification of Economic Activities (SIC) is used to classify businesses, companies and other standard units by the type of economic activity in which they are engaged. SIC codes are used by Companies House and this information must be provided by all companies, whether active or dormant, when they file their first annual return after company formation.</p> <p>If you do not know your business's SIC code, it will be listed on your entry on the Companies House website.</p>
VAT Number	VAT is not claimable on grants and all item costs should be entered excluding VAT
Applicant contact details	Enter the full name, position (must be Owner, Managing Director/ Chief Executive), postcode, e-mail address and telephone number of the main point of contact. There will only be direct communication between BGP PMT and the named applicant
Match Funding	<p>The grant has to be match funded by the applicant.</p> <p>The source of the match funding cannot be from other Public Funds, Hire Purchase or similar financial products involving a financial arrangement whereby an item is paid for in instalments, as this does not provide full evidence of defrayed expenditure.</p>

3. Eligibility Criteria

- The OJEU Declaration form must be completed by all applicants including companies within the group. The form can be found from page 41 of the User Guide to the SME Definition available at www.birmingham.gov.uk/downloads/20199/business_growth_programme.
- The OJEU form must be printed, completed, signed, scanned and returned with the application form.

4. Gateway Question

Important Note:

If the assessors consider that the answer to the Scope Gateway question is “No”, then the application will not be accepted for funding. Guidance on the ‘Gateway – Scope’ question is critically important and is provided below:

Question	Guidance
<p>HS2 SCP- Confirm whether you have / are in the process of securing or have the ability to secure a contract to deliver tier 2-5 supply chain opportunities connected to the High Speed 2 project. Refer to the links below: Gov.uk and CompeteFor</p> <p>GBSCP- What are the green benefits resulting from the project (e.g. amount of energy saved, reduction in Carbon foot print, reduction in scrap waste, production efficiency)?</p>	<p>HS2 SCP</p> <p>Evidence could be one of the following:</p> <ul style="list-style-type: none"> • it is not necessary a HS2 Contract is secured, but must looking to expand business with projects which will improve capability/capacity, thereby enabling access to HS2 opportunities • Demonstrate the ability to secure a contract: <ul style="list-style-type: none"> • Track record of securing new business • Communication with HS2 supply chain companies • Preparation or planning work undertaken to respond to HS2 tender opportunities • Management, business and financial capability/capacity to respond to HS2 tender opportunities • May be actual Contracts secured or Contracts in the process of being secured • Other relevant documentation <p>GBSCP</p> <p>Provide <u>quantifiable</u> evidence of green benefits:</p> <ul style="list-style-type: none"> • improved production processes and systems • increased efficiency resulting from new machinery consolidating manufacturing activity within the business if currently outsourced • energy efficiency savings • reductions in material usage and waste • development of new green products or development of new markets

5. Company Background	
Question	Guidance
<p>Company background</p> <p>i) Provide a brief history of the business since it started</p> <p>ii) What type of work do you undertake including details of any specialist or niche product/service or any own brand/designs?</p> <p>iii) Please provide details of your current markets.</p> <p>iv) Give the details of your 5 main existing customers.</p> <p>v) How do you currently market your business?</p>	<p>Provide brief history of your company including:</p> <ul style="list-style-type: none"> • Date Established • Ownership • Location • Business Activity • Target market • Product and services supplied • Current number of employees • Current turnover and profit

Section 1 - The Project proposal	
Question	Guidance
<p>Describe the proposed project.</p>	<p>Provide detail of the proposed project by answering all of the following:</p> <p>i) What will the grant assistance be used for and justify the level of funding required? (for instance: capital expenditure, expansion, new product development, market development and BIM)</p> <p>ii) Why do you need to undertake the project and what do you expect it to achieve for your business? (for instance: to expand, grow the business and to deliver new contract).</p> <p>iii) What market research has been undertaken to demonstrate the need for the project?</p> <p>iv) State what new market and business opportunities the project will generate?</p> <p>v) What target market/sectors is the project aimed at and how is it intended to reach the target audience?</p> <p>vi) Why do you need grant funding to deliver this project?</p> <p>vii) What impact will this project have on the growth of your business? (e.g., increased turnover, profit, new products and market</p>

Section 1 - The Project proposal	
	<p>opportunities, potential new contracts and employment growth.)</p> <p>i) Note: Failure to successfully complete the project within by February 2019 including spend, defrayal and claiming the grant may result in reduction in the level of grant funding and/or possible clawback of grant already paid.</p>

Section 2 - Project Outcomes	
<ul style="list-style-type: none"> - At least 1 equivalent full-time job must be created for every £10,000 of grant support received from the HS2 SCP/GBSCP. - The project <u>must</u> result in net new jobs which are calculated by comparing existing staff levels at the start of the project with those at the end of the project. - For the purposes of job targets, the definition of a full time job is one of 36 hours or more a week. - The jobs created will be expected to be sustained for a minimum of 1 year. - A payroll printout or HR records should be submitted with the application form to evidence the number of direct* employees in your business before your project is undertaken. Once the HS2 SCP/GBSCP project has been completed, you will be asked for Contracts of Employment for new employees and an updated payroll printout to evidence the increase in net new jobs. - *direct employees exclude any self-employed, sub-contracted, agency staff, apprentices, graduate placements, or any zero hour contracted staff. - Any new jobs created as a result of the project, should not include any of the job categories listed above, as they will be ineligible. 	
<p>How many new full time equivalent jobs (lasting 1 year or more, minimum of 36 hours a week) that will start after the date of the acceptance of the funding offer letter?</p> <p>The new jobs will need to be created by February 2019 at the very latest, priority will be given to projects that can create jobs before this time.</p>	<p>Provide details of :</p> <ul style="list-style-type: none"> • Number of new jobs (Full-Time equivalent) to be created lasting for a minimum of 1 year • When the jobs will be created • Location of new jobs • Job titles • Annual salary • Skill levels <p>Note: Failure to achieve the forecast job outputs may result in clawback of grant already paid.</p>

Section 3 - Project Management	
Question	Guidance
<p>i) Identify all known risks (low/medium/high) and specify the mitigating actions you are taking to address</p>	<p>You should focus on the arrangements for managing and mitigating risk as follows:</p> <ul style="list-style-type: none"> • Identify the key risks and uncertainties of the

Section 3 - Project Management	
Question	Guidance
<p>each of these risks and how will they be managed?</p>	<p>project. (For instance: delivery date of new machinery, planning permission, purchase of property and finance).</p> <ul style="list-style-type: none"> • Detailed risk analysis for the project content and approach, including the technical detail. • Commercial, managerial and environmental risks as well as other uncertainties associated with the project. • Key risks must be rated as High/Medium/Low (H/M/L) <p>State how the management team would mitigate against these key risks.</p> <p>You should address all significant and relevant risks and their mitigation;</p> <ul style="list-style-type: none"> • Identify key project management tools and mechanisms that will be implemented to provide confidence that sufficient control will be in place to minimise operational risk and, therefore, promote successful project delivery. • Identify the person responsible for managing the risk. Provide a copy of any risk register or risk management plan if available.
<p>ii) How will the project be managed to ensure successful delivery?</p> <p>iii) Who within your business will be responsible for the management and delivery of the project and what is their position in the business?</p>	<p>Provide evidence:</p> <ul style="list-style-type: none"> • Experience of the management team to successfully deliver the proposed project (for instance: track record of delivering similar projects) • Management roles and responsibilities (for instance: staffing structure, line management and roles of key personnel) • Appropriate skills to deliver the project (for instance: professional and technical qualifications). • Name and position of Lead

Section 4, 5 & 6 - Funding and Added Value	
Question	Guidance
<p>ii) How much funding do you require for the project to proceed on the scale, timescale and scope and when do you anticipate spend will be incurred? Approved businesses will have <u>to complete their projects by February 2019 at the very latest</u> including spend, defrayal and claiming the grant.</p>	<p>Provide evidence by answering all the questions below:</p> <ul style="list-style-type: none"> • State the anticipated start and end date for the project including key milestones for project activity. • What is the total cost of the project • Breakdown of spend per category: <ul style="list-style-type: none"> • Purchase of capital equipment • Relocation and expansion into new premises • Market development

Section 4, 5 & 6 - Funding and Added Value

Question	Guidance						
<p>Priority will be given to investment-ready projects that can be completed before this time. Projects extending beyond the February 2019 deadline will not be considered.</p>	<ul style="list-style-type: none"> • new product development • Improvements in systems or processes • Application of innovative advance technology • Building Information Modelling (BIM) <ul style="list-style-type: none"> • Details of the proposed funding package to deliver the project: <ul style="list-style-type: none"> • Internal company resources • Directors loans • Bank loans and overdraft • Other funding including (equity and non-bank finance) • Level of grant funding required from HS2 SCP or GBSCP • Confirm timescale for completing the project from the date of acceptance of Funding Agreement. Give details of any planning applications that have been or will be submitted as part of the project • The supporting proposals, tender documentation or three quotes for each item above £1,000 relating to expenditure as listed in the project costs as explained in the BGP procurement guidance document. 						
<p>Provide a <u>detailed</u> description for each element of expenditure as outlined in section 5 (Finance Summary Table)</p>	<p>Provide evidence:</p> <ul style="list-style-type: none"> • List each project expenditure item and your preferred quotes business name and give a brief reason for your selection in each case. 						
<p>Business Area Location and Grant Intervention Rate</p>	<table border="1" data-bbox="775 1227 1441 1503"> <thead> <tr> <th>LEP Area</th> <th>Intervention Rate</th> </tr> </thead> <tbody> <tr> <td>Greater Birmingham & Solihull</td> <td>More Developed - Maximum 50% Transitional - Maximum 60%</td> </tr> <tr> <td>Stoke-on-Trent and Staffordshire</td> <td>Transitional - Maximum 60%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • ERDF grant intervention rates will vary to a maximum of 50 or 60% depending on where your business is located, as follows: 	LEP Area	Intervention Rate	Greater Birmingham & Solihull	More Developed - Maximum 50% Transitional - Maximum 60%	Stoke-on-Trent and Staffordshire	Transitional - Maximum 60%
LEP Area	Intervention Rate						
Greater Birmingham & Solihull	More Developed - Maximum 50% Transitional - Maximum 60%						
Stoke-on-Trent and Staffordshire	Transitional - Maximum 60%						

Section 4, 5 & 6 - Funding and Added Value

Question	Guidance																																				
	<table border="1" data-bbox="775 203 1442 349"> <tr> <td data-bbox="775 203 1078 349">The Marches</td> <td data-bbox="1078 203 1442 349">More Developed - Maximum 50% Transitional - Maximum 60%</td> </tr> </table> <ul data-bbox="735 394 1465 461" style="list-style-type: none"> To confirm which LEP area the business falls within, contact your growth hub or refer to: <p data-bbox="751 495 1465 595"> Greater Birmingham and Solihull LEP The Marches LEP Stoke-on-Trent and Staffordshire LEP </p> <table border="1" data-bbox="735 831 1477 1995"> <thead> <tr> <th data-bbox="735 831 1107 898">Local Authority</th> <th data-bbox="1107 831 1477 898">Category of Region – Intervention Rate</th> </tr> </thead> <tbody> <tr><td data-bbox="735 898 1107 965">Birmingham City Council</td><td data-bbox="1107 898 1477 965">More Developed - Maximum 50%</td></tr> <tr><td data-bbox="735 965 1107 1032">Bromsgrove District Council</td><td data-bbox="1107 965 1477 1032">More Developed - Maximum 50%</td></tr> <tr><td data-bbox="735 1032 1107 1099">Cannock Chase District Council</td><td data-bbox="1107 1032 1477 1099">Transitional - Maximum 60%</td></tr> <tr><td data-bbox="735 1099 1107 1167">East Staffordshire Borough Council</td><td data-bbox="1107 1099 1477 1167">Transitional - Maximum 60%</td></tr> <tr><td data-bbox="735 1167 1107 1234">Lichfield District Council</td><td data-bbox="1107 1167 1477 1234">Transitional - Maximum 60%</td></tr> <tr><td data-bbox="735 1234 1107 1301">Redditch Borough Council</td><td data-bbox="1107 1234 1477 1301">More Developed - Maximum 50%</td></tr> <tr><td data-bbox="735 1301 1107 1368">Solihull Metropolitan Borough Council</td><td data-bbox="1107 1301 1477 1368">More Developed - Maximum 50%</td></tr> <tr><td data-bbox="735 1368 1107 1435">Tamworth Borough Council</td><td data-bbox="1107 1368 1477 1435">Transitional - Maximum 60%</td></tr> <tr><td data-bbox="735 1435 1107 1503">Wyre Forest District Council</td><td data-bbox="1107 1435 1477 1503">More Developed - Maximum 50%</td></tr> <tr><td data-bbox="735 1503 1107 1570">City of Stoke-on-Trent</td><td data-bbox="1107 1503 1477 1570">Transitional - Maximum 60%</td></tr> <tr><td data-bbox="735 1570 1107 1637">Newcastle-under-Lyme Borough Council</td><td data-bbox="1107 1570 1477 1637">Transitional - Maximum 60%</td></tr> <tr><td data-bbox="735 1637 1107 1704">South Staffordshire Council</td><td data-bbox="1107 1637 1477 1704">Transitional - Maximum 60%</td></tr> <tr><td data-bbox="735 1704 1107 1771">Staffordshire Moorlands District Council</td><td data-bbox="1107 1704 1477 1771">Transitional - Maximum 60%</td></tr> <tr><td data-bbox="735 1771 1107 1839">Herefordshire Council</td><td data-bbox="1107 1771 1477 1839">More Developed - Maximum 50%</td></tr> <tr><td data-bbox="735 1839 1107 1906">Shropshire Council</td><td data-bbox="1107 1839 1477 1906">Transitional - Maximum 60%</td></tr> <tr><td data-bbox="735 1906 1107 1973">Telford and Wrekin Council</td><td data-bbox="1107 1906 1477 1973">Transitional - Maximum 60%</td></tr> </tbody> </table>	The Marches	More Developed - Maximum 50% Transitional - Maximum 60%	Local Authority	Category of Region – Intervention Rate	Birmingham City Council	More Developed - Maximum 50%	Bromsgrove District Council	More Developed - Maximum 50%	Cannock Chase District Council	Transitional - Maximum 60%	East Staffordshire Borough Council	Transitional - Maximum 60%	Lichfield District Council	Transitional - Maximum 60%	Redditch Borough Council	More Developed - Maximum 50%	Solihull Metropolitan Borough Council	More Developed - Maximum 50%	Tamworth Borough Council	Transitional - Maximum 60%	Wyre Forest District Council	More Developed - Maximum 50%	City of Stoke-on-Trent	Transitional - Maximum 60%	Newcastle-under-Lyme Borough Council	Transitional - Maximum 60%	South Staffordshire Council	Transitional - Maximum 60%	Staffordshire Moorlands District Council	Transitional - Maximum 60%	Herefordshire Council	More Developed - Maximum 50%	Shropshire Council	Transitional - Maximum 60%	Telford and Wrekin Council	Transitional - Maximum 60%
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Question	Guidance
Confirm the source of match funding (ie owner's investment, company funds, bank loan, other grant funding).	How much private sector match funding will the project attract? The source of the match funding cannot be from other Public Funds, Hire Purchase and similar products that involve payment by instalment Provide evidence of confirmation of the level of private sector match funding to deliver the proposed project: <ul style="list-style-type: none"> • Internal company resources • Directors loans • Bank loans and overdraft • Other funding including (equity and non-bank finance).
Complete the following table – regarding the financial performance of your business for the past two years and up to 24 months financial projections.	Provide evidence: <ul style="list-style-type: none"> • Profit and Loss and Balance Sheet summary • 2 years annual accounts if the Grant request is for £100k or more the most recent full Audited annual accounts are required • Up to date management accounts (where full accounts are more than 6 months old) • Forecast for next 2 years.
What is the justification for the level of grant funding requested based upon the financial health of the company evidenced by the financial information you are providing	Provide evidence: <ul style="list-style-type: none"> • Why grant funding is requested for the proposed project. • Why grant funding is the most appropriate form of finance.

Section 7 - Other Funding From Public Sector Bodies	
Question	Guidance
1) How much public sector funding has the business received from public sources in this financial year and the two previous financial years	Provide confirmation: <ul style="list-style-type: none"> • Declare the amount of public sector funding The amount of aid received from public sources and the number of job created in this financial year and the two previous financial years • If no public sector funding has been received, state N/A in the table

8. Declaration
<ul style="list-style-type: none"> • Declaration must be signed by the Owner or Managing Director/ Chief Executive.

9. Partner Assistance
<ul style="list-style-type: none"> • Please indicate which partner has assisted you with this application from the list.

10. Supporting Finance Documentations	
Requirements	Guidance
Application must be supported with appropriate	Provide evidence:

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financial documents.	<ul style="list-style-type: none"> • Grant requests of £100k and over must provide audited for the most recent full annual accounts. <u>Also, where the applicant is part of a group must provide consolidated group accounts</u> • Grant requests below £100k will still be required to submit last 2 years annual accounts which do not need to be audited • Up to date management accounts starting from the date of the last annual accounts • If you have recently started trading and not produced annual accounts, then a formal Business Plan is required to support management accounts and 2 year's financial forecasts. • Financial projections including profit and loss, cash flows and balance sheets for the next 2 years • Confirmation of match funding to deliver the project: <ul style="list-style-type: none"> • Internal resource (e.g. bank statements, existing loan and overdraft facility) • External finance (e.g. new loans, overdraft facility, equity investment, evidence of funds from directors or shareholders). • Funding from one company to another is only allowable within a group structure (as defined by the Companies Act). • As this programme is managed by Birmingham City Council, it is recommended that a minimum of 3 written quotations are secured for each item above £1,000 listed in Section 6 of your application. • Hire Purchase or similar financial products involving a financial arrangement whereby the purchase of equipment is paid in instalments, which does not provide evidence of defrayed expenditure for the full amount). <p>NOTE: The use of hire purchase or similar instalment-based arrangements are ineligible Confirm the level of dividend payments will be aligned to the profitability of the business and should not exceed the previous year's.</p>

10. Supporting Finance Documentations	
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	<ul style="list-style-type: none"> • It will be taken in to account where the Director's remuneration is found to be excessive, particularly in relation to the level of grant being sought and total amount of project costs.