

Broxbourne Strategic Partnership for Skills Funding Application Form and Guidance

Introduction

This form is for use by any established or new organisation, group or business applying for financial support or a grant to provide services to residents of the Borough of Broxbourne. Support is provided at the discretion of, and is administered by, the Broxbourne Strategic Partnership for Skills (BSPS).

The BSPS is a partnership of local private and public community-based agencies, with a focus on skills, learning and employment for residents in Broxbourne.

The partnership may provide one-off or time-limited grants from **£500 up to a maximum of £10,000** towards your project, for either capital expenditure (equipment) or for revenue (staffing and running) costs.

All decisions on the allocation of funding will be made by a small panel of representatives drawn from the Partnership, within a maximum of **3 calendar months** of your application. Shorter-notice decisions can also be made if necessary. Applicants may be contacted and asked for further clarification in advance of a decision being made.

BSPS AIMS

BSPS has adopted the following **3 Priority Aims** and require all funding applications to meet at least one of these.

Priority 1: Increasing employment opportunities
Priority 2: Raising skill levels
Priority 3: Addressing skill gaps

Application Form

Please type: boxes will expand if needed. If you are completing a paper copy by hand, please continue on additional paper if necessary.

1. Details of Applicant			
Name:			
Job Title / Role:			
Organisation:			
Address:		Post Code:	
Telephone No:			
Email Address			

Please provide name and contact details below of the person who should be contacted regarding this application, if they differ from the details above.

--

2. About Your Organisation

Is your organisation/group/business a legal entity, have a constitution or set of rules?
(Please tick box if attached.)

If the answer is no, please contact BSPS for other support available.

Please briefly describe your organisation/group/business's history and achievements, plus the number of people it benefits or involves. (Maximum 200 words) **Please answer below**

--

3. Reason for Your Application

a) Please tell us briefly what you require funding for and when you want to start? (project description) **Please answer below**

--

--

b) Please give evidence of the need for the project (project rationale)
Please answer below

--

4. Measuring Outcomes, Outputs and The Impacts Of Your Project

As part of the monitoring of your grant the BPSP will require feedback on outcomes and targets achieved as well as the impact of your project and the difference your project has made.

a) Please tell us how your project will benefit and impact the Broxbourne community.
Please answer below

--

b) Please provide us with specific measurable outcomes and outputs (for example: number of learners supported, people trained, new businesses and jobs created)
Please answer below

5. Funding Required and Project Sustainability

a) How much money is requested and what will it be spent on? Please provide evidence for any equipment (capital costs) and include a separate list of other applicable running costs (revenue), e.g. salaries, expenses, rent. **Please answer below**

b) If this funding is requested as part of a larger project, please submit an outline cost or budget for the whole project and indicate if other funding has already been received or is being sought. **Please answer below**

--

c) This fund is for one-off and time-limited payments, and cannot support ongoing costs. If there will be any such costs, please tell us how the project will continue once this funding has ended. **Please answer below**

--

6. Equipment

a) Where will the equipment be located?		
b) Is the equipment fixed or movable? <u>(Please tick box that applies.)</u>	Fixed <input type="checkbox"/>	Moveable <input type="checkbox"/>
c) Who will be the legal owner of the equipment?		

Will the equipment incur ongoing costs to maintain, run or insure in future years?

If yes, please tell us below how the project will continue once this funding has ended. **Please answer below**

--

--

7. Priority Actions

Which BSPS priority themes will support from this fund enable you to meet? **(Please tick all that apply)**

Tell us briefly why. (There is no requirement for you to meet all the priority themes.)

a) Increasing employment opportunities	<input type="checkbox"/>	
b) Raising skill levels	<input type="checkbox"/>	
c) Addressing skill gaps	<input type="checkbox"/>	

8. Latest Accounts

Please attach a copy of your most recent accounts (or projected cash flow if accounts do not exist). **(Please tick box if attached.)**

9. Policy Information

Please attach any relevant policies and procedures that will be necessary for you to carry out your project legally and safely. For example, insurance certificates, and/or Safeguarding, GDPR, Data Protection and Health and Safety policies.

(Please tick box if attached, and list below any policies attached. If you need support with developing policies, please contact BSPS.)

10. Disclosure and Declarations

Please declare any personal or professional interests and connections which might be seen as possible conflicts of interest. Answer to the best of your knowledge, as relating to you, your organisation and other connected parties, and in the context of BSPS, its partners and funders, and this application.

(Please tick box if attached, and list below any policies attached. If you need support with developing policies, please contact BSPS.)

11. Financial Information Payment Details

Payments will be made by BACS Transfer; therefore please provide the following information:

Title of the account:			
Sort Code:		Account Number:	

(If this is not the account of the organisation applying or if you are unable to provide a bank account, please explain why.) **Please answer below**

De Minimis Aid Declaration

Note: this section applies to all organisations intending to apply for a grant under the terms of the Treaty on the Functioning of the European Union, De Minimis Regulation.^[1]

Declaration: I declare that the amount of State aid received or applied for but not yet received (but excluding aid for which your application was rejected) by the organisation over the last three years is:

Year and date aid was granted	Value of the aid in Euros.	From which organisation and which scheme	What activity or item was the aid given for	Which de minimis regulation was the aid provided under
Fiscal year end date within 2018				
Fiscal year end date within 2019				
Fiscal year end date within 2020				
Fiscal year end date within 2021 NB This must be the current fiscal year				

Next Steps

Once you have completed all relevant sections of the application form, please return with all attachments, either by post or by email, to BSPS.

- Receipt will be acknowledged within 5 working days.
- You will be contacted about your application within 1 calendar month of submission.
- A decision will be made on your application within 3 calendar months of submission.
- If successful, you will be expected to begin spending your grant within 6 months and to have spent all your grant within 1 year of receiving it.

^[1] Commission Regulation (EC) no. 1998/2006 of 15 December 2006.

- BSPS will contact you at intervals to see how you are getting on. This will include asking you to complete simple monitoring forms.

If you are unable to complete all sections of the application form or require assistance, please contact BSPS for assistance.

Please send this form by post to :

BSPS
c/o Broxbourne Council
Bishops College
Churchgate
Cheshunt, EN8 9XQ

Or by email:

economic.development@broxbourne.gov.uk

Reminder of information to enclose with this application:

(If you do not have some of this information, please explain why or ask BSPS for support):

- ✓ An outline project budget, including copies of any quotations or estimates you have obtained.
- ✓ A copy of your organisation's constitution or set of rules
- ✓ Any relevant policy documents
- ✓ A copy of your latest annual accounts
- ✓ Details of your bank account

Your Declaration

The information given on this application form is correct to the best of my knowledge.

I give consent for the information given to be stored and held in accordance with the Data Protection Act 1998 and used by BSPS and their agents.

I understand that, if my application is successful, the name of my organisation and the amount awarded may be published by BSPS and may be made available in paper and electronic form.

Name (please print):	Date:

For support completing this application call: **01992 785565**

or email economic.development@broxbourne.gov.uk