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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1: Applicant Contact Information** | | | | | | | |
| Name of Lead Applicant Organisation: | Insert the legal name of the organisation applying for the SCF-SE grant that is responsible for the application and all assets that this project will attract. | | | | | | |
| Lead Applicant Address: |  | | | | | | |
| Contact Name and Job Title: |  | | | | | | |
| Contact Telephone: |  | | | | | | |
| Contact Email: |  | | | | | | |
| Partner Organisations: | For projects submitted by a lead organisation on behalf of a number of associated partner organisations | | | | | | |
| UPIN (where applicable):  Lead  Other Applicants |  | | | | | | |
|  | | | | | | | |
| **Section 2: Project Details** | | | | | | | |
| Title of Project: | Insert the title you have given the project. | | | | | | |
| Project Summary: | Provide a brief summary of the project.  *maximum 300 words* | | | | | | |
| Total Project Cost: | £[ ] | | | |  | | |
| 2015/16 | | | | 2016/17 | | |
| £ | | | | £ | | |
| Grant Requested:  If Grant requested is more than £150,000 a financial case will be required. (See Annex B of the guidance document) | £[ ] Percentage [ ] of total project costs | | | | | | |
| 2015/16 | | | | 2016/17 | | |
| £ % | | | | £ % | | |
| Location of Project: | Provide the address of the proposed project, including postcode. | | | | | | |
|  | | | | | | | |
| **Section 3: Specialist Equipment to be Purchased and Grant Requested** | | | | | | | |
| **Reminder:** SELEP requires proof of all purchased equipment costs. Where equipment includes an element donated by third parties as part of the applicant’s match funding, we also require evidence of the value attributed to this equipment. SELEP is unable to pay capital grant for items where there is no appropriate proof of the cost. If your organisation can reclaim the VAT on the equipment, do not include this in your claim. | | | | | | | |
| **Description – including name and model of the equipment** | | | | **Quantity (a)** | **Item Cost, including VAT if applicable (b)**  **£** | | **Total Cost including VAT if applicable (c)**  (c = a x b)  **£** |
|  | | | |  |  | |  |
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|  | | | |  |  | |  |
| **d - Total Purchase Price of all equipment** (sum of c) | | | | | | | £ |
| **e - Total Grant support @ 33%** (e = d x 33%) | | | | | | | £ |
| Match funding offered | | | | | | | £ |
|  | | | | | | |
| **Section 4: Qualifying Statements** | | | | | | |
| Use of equipment. | | Provide a short, simple and non-technical description explaining the specialist nature of the equipment required.  *maximum 500 words* | | | | |
| Benefits to Learners | | Provide a qualifying statement (maximum of 750 words) demonstrating how the equipment would meet **at least one** of the following three requirements (applicants are reminded of the need to identify quantifiable and measurable impacts of the proposed acquisition). Wherever possible, support your statement with proposed measurable impacts of the project:   * Improving the talent pool in support of priority sectors, particularly higher level skills * Increasing participation of young people in work, education and training, with a focus on supporting priority sectors and skills gaps * Improving the basic skills and employment of our residents to boost productivity and growth | | | | |
| Supporting Economic Growth | | Explain how the project will enable a positive and measurable impact by (*maximum 750 words)*:   * aligning with LEP and local skills priorities as outlined in the LEP Skills Strategy and other supporting documents to tackle specific challenges and optimising local economic opportunities * addressing skills shortages and/or support skills development in growth industries and sectors * ensuring industry relevance of provision * demonstrating added value and increased economic impact of the outcomes, such as enabling entry to high value employment * supporting the expansion of Apprenticeships in growth sectors and industries * supporting other work place provision, and providing clear routes to higher level training including higher level Apprenticeships | | | | |
| **Section 5: Financial Value for Money and Project Funding/Finance** | | | | | | |
| Project Funding/Finance | | **For all projects:**  Complete the table below to show how you intend to fund/finance the project. If you have a grant from another public sector body, please specify the source to avoid duplication of match:   |  |  |  | | --- | --- | --- | | **Project funding/financing** | **Capital cost (£)** | **Percentage of total project costs (%)** | | Requested funding |  |  | | Applicant contribution (cash reserves) |  |  | | Loan finance (if applicable) |  |  | | Third party contribution |  |  | | Other public sector grants (Please specify source in table below) |  |  | | **Total** |  |  |   Confirm if you have secured/guaranteed all funding (YES/NO) and complete the following table identifying funding sources:   |  |  |  | | --- | --- | --- | | **Source of Other Funding** | **Amount of Funding (£)** | **Confirm if funding secured/guaranteed (Yes/No)** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **Total** |  |  |   Additional comments (for example any conditions associated with the provision of third-party funding/financial contributions):  *maximum 300 words*  **For all projects requesting grant in excess of 33%:**  Applicants will need to demonstrate that they will be financially viable after taking account of their contribution to the project, including any associated borrowings.  Applicants are required to submit a financial plan (Excel format – see annex B of the guidance document) as part of the application. The financial plan should be for at least two years after project completion. The required format can be found in Annex B of the guidance document and on the SELEP website.  Applicants will also have to score “compelling” for their “Benefits to learners” and “Supporting Economic Growth” sections if they are requesting more than 33%. | | | | |
| **Section 6: Measurable Objectives** | | | | | | |
| Measurable Project Outputs | | Provide a minimum of two specific, measurable, achievable, realistic and time-framed (SMART) objectives arising from the acquisition of the proposed equipment. Please note that, in the event of an award being made, the applicant will be monitored against the objectives/outputs detailed in this section.  *maximum 300 words* | | | | |
| **Section 7: State Aid Risk Assessment** | | | | | | |
| State Aid | | Applicants are responsible for taking their own advice as to State Aid implications and must provide evidence to the LEP that State Aid restrictions will not apply to their applications.  Please attach evidence to this application form and tell us here what the evidence is:  **NOTE:** If your organisation is successful and receives a grant award, it will be a condition of funding that you repay any funds in the event that the Commission determines that the funding constitutes State Aid, which is incompatible with the common market. | | | | |
| **Section 8: Declaration** | | | | | | |
| Declaration | | **I certify that the information provided in this application is complete and correct.** | | | | |
| Signature (Lead Applicant Chief Accounting Officer): | |  | | | | |
| Print Name: | |  | | | | |
| Date: | |  | | | | |

Please complete this application form in accordance with the **South East Local Enterprise Partnership Skills Capital Fund Specialist Equipment Fund Guidance**

Applicants must return **one** electronic copy of the signed and completed application form and the required supporting information to Lucy Payne at South East Local Enterprise Partnership [SouthEastLocalEnterprisePartnership@essex.gov.uk](mailto:SouthEastLocalEnterprisePartnership@essex.gov.uk) and ensure that it is received by 7th August. Please also cc Mike Rayner at [mike.rayner@essex.gov.uk](mailto:mike.rayner@essex.gov.uk) . If you have any difficulties sending the email please contact Lucy Payne (Tel**:** 03330 139530 email [Lucy.Payne@essex.gov.uk](mailto:Lucy.Payne@essex.gov.uk))

Mike Rayner, SELEP Skills Lead (Tel: 03000 416599, email: [mike.rayner@essex.gov.uk](mailto:mike.rayner@essex.gov.uk) ) will be available to answer questions until 1pm on the 22nd July and from the 5th August. In between these dates if you have any questions regarding bidding please direct them to Julie Scala (Tel: 01273 335 334, email: [Julie.Scala@eastsussex.gov.uk](mailto:Julie.Scala@eastsussex.gov.uk))

In addition applicants must also ensure that the LEP receives **one** hard copy of the signed and completed application form at the following address by 7th August:

Lucy Payne

South East LEP Secretariat

c/o Essex County Council

D205, County Hall

Market Road

Chelmsford

CM 1 1QH

Without exception, we will **not** consider as eligible for the Skills Capital Fund Specialist Equipment any applicants that fail to submit both an electronic copy and hard copy of a signed and completed application in accordance with the submission requirements set out in the South East LEP Skills Capital Funding Specialist Equipment guidance document. Applicants must use the correct application form downloaded from the LEP website ([www.southeastlep.com](http://www.southeastlep.com)) and templates published by the Skills Funding Agency (links to which have been included in the relevant sections of the guidance document and application form).