**GROWING PLACES FUND**

**What are the basic eligibility criteria of the Growing Places Fund?**

* + The investment is capital, not revenue
  + 100% of the loan will be repaid within a 5-year period
  + The minimum loan amount is £250,000
  + Projects comply or can be made comply with Subsidy Control rules
  + The project delivers benefits within the Dorset County area
  + The project will contribute towards the strategic priorities of Dorset LEP

**Submission of the Application form**

* Please email the completed form to Dorset LEP using the contact information below.

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| **Clare Fleming** | |
| Dorset Local Enterprise Partnership  6th Floor, Poole House  Fern Barrow, Poole, BH12 5BB | Email: dorsetlepenquiries@bournemouth.ac.uk  Telephone: 01202 965868 |

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| **APPLICANT INFORMATION** |

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| **PROPOSED PROJECT** | |
| **Proposed project name** |  |
| **Location of proposed project** |  |
| **Short description of the proposal** | *This short description and the name of the applicant will be used in Dorset LEP Board Reports, public notices, or anywhere else we are required to summarise the purpose of your proposal. Please provide a concise description in 100 words or less.* |
| **BUSINESS / ORGANISATION** | |
| **Business / organisation name** | *Full name of business or organisation requesting GPF loan.* |
| **Business / organisation address** |  |
| **Website** |  |
| **PROJECT MANAGEMENT** | |
| **Name of project lead / project manager** | *This should the individual who is responsible for representing the lead organisation in liaising with Dorset LEP as the scheme is progressed. Please add more lines if required.* |
| **Job title / role** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **ABOUT YOUR BUSINESS** | |

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| **Details of your business or organisation** | *Please provide a brief description of your business or organisation. Describe the activities of your business or organisation, customers & clients, geographical area covered by your business or organisation, number of full time employees employed, etc. (100 words or less).* | |
| **What is your company status?** | **STATUS** | **Please tick** ✔ |
| Sole trader |  |
| Partnership |  |
| Limited company |  |
| Limited liability partnership |  |
| Community Interest Company |  |
| Social enterprise |  |
| Other, please specify: |  |
| **PROJECT STRATEGIC FIT** | | |

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| **1. Project summary** | *Please set out a detailed description of the overall proposed project / scheme, particularly focusing on what the Growing Places Fund will be spent on. Where it will help to describe the scheme, you should submit relevant maps, plans or drawings (300 words or less).* |
| **2. Project objectives** | *Please provide key specific objectives planned to be achieved by this project – these should be SMART (Specific, Measurable, Achievable, Realistic, Time-bound) - 200 words or less:*   * *e.g. to deliver 50m2 of new manufacturing floorspace which will enable the business to grow by 20% in 5 years and lead to the creation of 20 new jobs.* * *e.g. to build 2 km of new highway infrastructure which will unlock land allocated for 200 new houses, enabling them to be built by 2020.* |

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| **DELIVERABLITY** |

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| **3. Provide the key milestones proposed for the delivery of your project. Add additional rows if necessary.** | |
| **Milestone description** | **When will this be achieved (mm/yyyy)** |
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| 2 |  |
| 3 |  |
| 4 |  |
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| **OUTPUTS AND OUTCOMES** |

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| **4. Project outputs**  *Please indicate the expected outputs to be delivered by the project. Outputs are the direct and measurable product(s) delivered by a scheme e.g. buildings, jobs, or new highway infrastructure.* | | |
| **OUTPUTS** | **Total number over the life of project** | **Explain how the number stated was calculated and how it will be measured overtime.** |
| **Permanent, paid, full-time jobs *created*** |  |  |
| **Permanent, paid, full-time jobs *safeguarded*** |  |  |
| **Number of housing units built** |  |  |
| **Site acquisition**  **(Hectares purchased)** |  |  |
| **Site preparation**  **(Hectares to be developed)** |  |  |
| **Site access (km of road improvements)** |  |  |
| **Acquisition of buildings**  **(m2 floorspace)** |  |  |
| **Commercial / industrial space constructed (m2)** |  |  |
| **Refurbished buildings (m2 floorspace)** |  |  |
| **Transport Infrastructure (i.e. km of road resurfaced)** |  |  |
| **Number of businesses supported/created** |  |  |
| **Other, *please specify and include as many rows as necessary:*** |  |  |

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| **5. Project outcomes** | *What are the anticipated outcomes (short and long term) from the project investment following the start of the GPF loan? Outcomes are the resulting change enabled by an output e.g. an increase in sales activities, fewer defects in the manufacturing process, faster journey times. These should relate to the Strategic Priorities of Dorset LEP – see draft Dorset Local Industrial Strategy. (200 words or less)* |

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| **6. What permissions and consents are necessary to carry out your project? What is the status?** | | |
| **List all permissions and consents required. Add additional rows if necessary.** | **Have they been obtained?**  ***YES / NO*** | **If *YES*, provide the date received (mm/yyyy)**  **If *NO*, provide the date expected (mm/yyyy)** |
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| **FINANCIAL VIABILITY** |

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| **7. Project funding profile**  *Please list your project costs exclusive of VAT below. These are costs which have not, and will not, be incurred before the date you accept the loan contract.* | | | **On what basis have these costs been calculated?** |
| a. Total revenue budget | £ | |  |
| b. Total capital budget | £ | |  |
| **c. Total project budget (a+b)** | **£** | |  |
|  | | | |
| **8. Please list your funding sources below and add further rows if necessary** | | | |
| **SOURCE** | | **AMOUNT** | **Status of funding - indicate as applicable** |
| **a. Total GPF loan sought** | | £ | Applied for |
| **b.** **Applicant’s own funds** (Investment directly by the company/organisation's own resources) | | £ | *Secured / pending / applied for* |
| **Other investment, income, funding - please list the source (public and private), amount and status below** | | | |
| **SOURCE** | | **AMOUNT** | **Status of funding - indicate as applicable** |
| c. | | £ | *Secured / pending / applied for* |
| d. | | £ | *Secured / pending / applied for* |
| e. | | £ | *Secured / pending / applied for* |
| f. | | £ | *Secured / pending / applied for* |
| **Total value (a+b+c+d+e+f) etc. This should be the same figure listed under question 72 above in Total Project Budget** | | **£** |  |

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| **9. Please indicate how the funding in questions 2 and 3 above will be spread out over 5 years. The total value should be the same figure as in questions 2 and 3.** | | | | | | |
| **SOURCE** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **TOTAL** |
| **Growing Places Fund** | £ | £ | £ | £ | £ | **£** |
| **Applicant’s own funds** | £ | £ | £ | £ | £ | **£** |
| **Other public sector** | £ | £ | £ | £ | £ | **£** |
| **Other private sector** | £ | £ | £ | £ | £ | **£** |
| **TOTAL COSTS** | **£** | **£** | **£** | **£** | **£** | **£** |

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| **LOAN REPAYMENT** |

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| **10. When do you need the loan paid to you? (mm/yyyy)** | *Please also specify if you require one or multiple instalments.* |
| **11. When will your project start - that is, when will the project start incurring eligible costs? (mm/yyyy)** |  |
| **12. When will your project be completed? (mm/yyyy)** |  |
| **13. What is the proposed source of the repayment of the GPF loan?** |  |

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| **14. Please outline the proposed timetable for the Growing Places Fund repayment, committing to repaying the loan no later than 5 years from the award date.** | | | | | | |
| **GPF Repayment** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **TOTAL** |
| £ | £ | £ | £ | £ | **£** |

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| **SECURITY** | |
| **15. What form of security is proposed for Dorset LEP in respect of the GPF loan? (e.g. legal charge over land or property, restriction on title, equity stake, bond)** | *Please provide detail on the form and value of the proposed security. Note that the security needs to cover at least 100% of the loan.* |

**DECLARATIONS**

I / We undertake that if this application is successful I / we will:

* Fulfil the obligations of the Growing Places Fund (GPF), as set out in the GPF Prospectus and in our loan agreement;
* Provide any further information as may be required by the Dorset Local Enterprise Partnership (Dorset LEP);
* Provide any further information as may be required by Dorset Council as the Dorset LEP’s accountable body for the GPF loan funding;
* Allow access to records and premises, to which this application relates for the purpose of carrying out an inspection and ensuring the compliance of this undertaking. This will include allowing access for external auditors and consultants.
* Seek our own independent legal advice on whether our project is compatible with State Aid regulations;
* Co-operate and participate as required in any monitoring or evaluation exercises conducted by the Dorset LEP or Dorset Council acting as its accountable body;
* Inform the Dorset LEP immediately in writing if any changes occur to the application details;
* Give permission for my application and supporting papers to be photocopied and sent to the members of the assessment committee to be considered for the loan.

**Note:** Applicants should be prepared to form their own legal opinion on whether their project is State Aid compliant and that it meets the requirements of all relevant UK and EU procurement law (relevant only for applications that pass to the stage 2 (due diligence). This will need to be at the applicant’s cost.

**Data Protection:**

By providing your name and address details, you are agreeing for the Dorset Local Enterprise Partnership to store your details and contact you in relation to your loan application. In the event of successful application, your data will be used for monitoring and publicity purposes.

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I, the undersigned, confirm that the information contained in this bid is true and that I am authorised to make this application.

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| **SIGNED ON BEHALF OF**  **Insert name of organisation / business** |  |
| **Name of individual** |  |
| **Position within organisation** |  |
| **Date** |  |