

**Stoke-on-Trent & Staffordshire LEP**

**Skills Equipment Fund**

**Please note**

Complete all sections (Section 10 only applicable for projects requiring minor adaptations to accommodate the specialist equipment)

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| **Section 1: Applicant Contact Information** | |
| **Name of Lead Applicant Organisation:** | Insert the legal name of the organisation applying for the Skills Equipment Fund (SEF) grant that is responsible for the application and all assets that this project will attract.  Describe how the applicant organisation meets the eligibility criteria. |
| **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 |
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| **Section 2: Project Details** | |
| **Title of Project:** | Insert the title you have given the project. |
| **Project Summary** | Provide a brief description of the proposed project. Clearly identify:   * the purpose of the project & sector specialism * the need for investment in specialist equipment * the forecast added value and increased economic impact of the project     *maximum 300 words* |
| **Total Project Value:** | £[ ] |
| **Grant Requested:** | £[ ] Percentage [ ] of total project costs. |
| **Match Funding:** | £[ ] |
| **Value of Equipment included within the total project value:** | £[ ] |
| **Value of minor adaptations (if applicable) included within the total project value:** | £[ ] |
| **Location of Project:** | Provide the address of the proposed project, including postcode. |
| |  |  |  |  | | --- | --- | --- | --- | | **Section 3: Specialist Equipment to be Purchased and Minor Adaptations (if applicable)** | | | | | **Reminder:** The LEP requires proof of all purchased equipment costs & minor adaptations (if applicable). 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. The LEP is unable to pay capital grant for items where there is no appropriate proof of the cost. All purchased equipment which receives the  LEP grant support is to be recorded on an Asset Register. | | | | | **Description – including name and model of the equipment/description of minor adaptation (if applicable)** | **Quantity** | **Item Cost, including VAT if applicable**  **£** | **Total Cost including VAT if applicable**  **£** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Total Purchase Price of all equipment/minor adaptations** | | | £ | | **Value of minor adaptation within the grant request, if applicable, (a maximum of 20% of the grant request)** | | | £ | | |
| **Section 4: Sustainability, Risk & Mitigation** | |
| **Sustainability:** | Explain how the sustainability agenda is being addressed in relation to the project.  *maximum 400 words* |

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| **Section 5: How the Project Meets Key Investment Criteria - Benefits to Learners/Adult Workers, Employers and Supporting Economic Growth** | |
| **Impact on Growth**  **NOTE:** In the responses to the questions in this section, it is important to refer to the learner number table and to include quantifiable targets and measures, as appropriate, to assist with an objective assessment of the application. Wherever possible, support your responses with proposed measurable impacts of the project. | |
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| **Learner Numbers:** | Complete Table below to show the number of learners/adult workers that will benefit from the project detailing the respective date’s associated with the volumes before project and after project. (Please note, a growth in learner numbers is required to determine the added value of the project.)  **Table: Learners benefiting from the project**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Learner Level** | **Learner numbers before project**  **Date xxx**  **[1]** | | **Learner numbers after project**  **Date xxx**  **[2]** | | **Growth in learner numbers**  **= [2-1]** | | | **16-18 Level 1** |  | |  | |  | | | **16-18 Level 2** |  | |  | |  | | | **16-18 Level 3** |  | |  | |  | | | **19+ Level 4+** |  | |  | |  | | | **Adult Skills** |  | |  | |  | | | **Traineeships** |  | |  | |  | | | **16-18 Apprenticeships** | Intermediate: |  | Intermediate: |  | Intermediate: |  | | Advanced: |  | Advanced: |  | Advanced: |  | | Higher: |  | Higher: |  | Higher: |  | | **Adult (19+) Apprenticeships** | Intermediate: |  | Intermediate: |  | Intermediate: |  | | Advanced: |  | Advanced: |  | Advanced: |  | | Higher: |  | Higher: |  | Higher: |  | | **Total** |  | |  | |  | | |
| **Employer Numbers:**  **(If applicable)** | (If applicable) Complete Table below to show the number of additional employers engaged post project completion.  **Table: Additional employers engaged post project completion**   |  |  |  |  | | --- | --- | --- | --- | |  | **Employer numbers before project**  **[1]** | **Employer numbers after project**  **[2]** | **Change in Employer numbers**  **= [2-1]** | | **Employers engaged** |  |  |  | |
| **Curriculum Areas:** | Which curriculum areas will be affected by the project? (Note: we will not assess this but it will help us to understanding the proposal)  *maximum 200 words* |
| **Responding to skills shortages and gaps in the SSLEP’s priority growth sectors:** | Explain how the project is aligned to the SSLEP Education Trust Skills Strategy <http://www.stokestaffslep.org.uk/wp-content/uploads/2015/04/82528-ET-SKILLS-STRATEGY-JULY-2016.pdf> and will promote growth in productivity address skills shortages and/or support upskilling and retraining in response to new technologies.  *maximum 300 words max score 18* |
| **Upskill & retrain the unemployed & NEET young people in order to gain employment in the LEP’s priority economic sectors** | Explain how the project will have a positive and measurable impact to tackle:   * 16-24 unemployment * adult unemployment * NEETs   *maximum 300 words max score 18* |
| **Provide growth in Apprenticeships:** | Explain how the project will support the expansion and growth of Apprenticeships, with particular reference to the provision of enhanced progression routes to higher-level training, including higher-level Apprenticeships. (Refer to growth detailed in the learner number’s table)  *maximum 300 words max score 18* |
| **Increase employer engagement (if applicable)** | Explain how the project will meet the needs of employers and provide them a greater role in shaping delivery including:   * How the project will support the business and skills requirements of employers, particularly SMEs. * How employers will be given an ongoing role in co-ordination of curriculum and steering delivery of provision   *maximum 300 words max score 18* |
| **Provide specialist facilities and training to meet employer needs:** | Explain how the project will provide specialist facilities and training for employers to enable:   * a positive and measurable impact on 16-18 learners * a positive and measurable impact on learners/adult workers * a flexible resource base and industry-standard equipment and environments for vocational learning.   *maximum 300 words max score 18* |
| **Improving the quality of teaching and learner success:** | Explain how the project will support measurable improvements in:   * the quality of teaching and learning * learner success. * Progression within employment   Are any of the curriculum areas concerned inadequate and, if so, how will the project address these?  *maximum 300 words max score 18* |
| **Other growth measures:** | Explain how the project will contribute to other growth measures including:   * improved opportunities for learners/adult workers with learning difficulties and disabilities * more flexible routes and opportunities to progress to higher education   *maximum 300 words max score 18* |
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| **Section 6: Financial Value for Money and Affordability** | |
| **Investment Appraisal and Running Costs:**  **(For projects with a total value or cost of over £1m only)** | **For projects with a total value or cost of over £1 million:**  Applicants must submit their application with an investment appraisal (in Excel format) for at least their preferred option **and an alternative option**. The alternative option should reflect what the applicant would do if no LEP capital grant was forthcoming, in accordance with the [‘HM Treasury Green Book: Appraisal and Evaluation in Central Government’](https://www.gov.uk/government/publications/the-green-book-appraisal-and-evaluation-in-central-governent)*.*  Applicants must use the Education Skills Funding Agency’s investment appraisal model **(Annex 6)** for this process.  Applicants are required to complete this investment appraisal model for each option (alternative option and preferred option) as part of the application.  The investment appraisal for the project proposal is not required to show a positive net present value (NPV). However, it should provide a more favourable result than the alternative option (that is, if both provide a negative NPV the proposed project should generate a smaller negative NPV than the alternative option).  **Complete the table below to show the cost and NPV of each option:**   |  |  |  | | --- | --- | --- | | **Option** | **Cost (£000)** | **NPV (£000)** | | Proposed project |  |  | | Base case |  |  | |
| **Project Funding/ Finance:** | **For all projects:**  Complete the table below to show how the project is to be funded/ financed.  **Funding/Financing of Proposed Project**   |  |  | | --- | --- | | **Project funding/financing** | **Capital cost (£000)** | | Private sector | £ [ ] | | LEP Skills Equipment Funding | £ [ ] | | Applicant’s contribution (cash reserves) | £ [ ] | | Loan finance | £ [ ] | | Disposal proceeds | £ [ ] | | Other public sector grants | £ [ ] | | Other | £ [ ] | | **Total** | **£ [ ]** |   Confirm if you have secured/guaranteed all non-LEP funding (YES/NO) and complete the table below to identify funding sources:  **Funding Sources of Proposed Project**   |  |  |  | | --- | --- | --- | | **Source of Non-LEP 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):  **For all projects requesting more than £100k and/or with a total value or cost of over £1m:**  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 (**Annex 2 or 4 as applicable**) as part of the application. The financial plan should be for at least two years after project completion. |
| **Expenditure Profile:** | Complete the detailed monthly expenditure template **(Annex 1)** for the period (to be advised) to the planned completion date of the project.  Confirm the amount of LEP capital funding to be claimed by 31.3.2019:  [£ ] |
| **Post-Project Reviews:** | Confirm that you will submit a Post-Project Review (PPR) in the LEP’s format within 12 months of the completion of the project:  YES/NO (delete as appropriate). |
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| **Section 7: Measurable Project Objectives** | |
| **Measurable Project Outputs** | Provide a minimum of threespecific, measurable, achievable, realistic and time framed (SMART) objectives/outputs for the proposed project. **(The objectives/outputs need to reflect the impact/added value of the project.)**  *maximum 300 words* |

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| **Section 8: State Aid Risk Assessment** | |
| **State Aid Risk Explanation** | **Section 8: State Aid Risk Assessment – PLEASE DO NOT COMPLETE THIS SECTION WITHOUT READING THE GUIDANCE DOCUMENT**    **Please see section 10 of the guidance document for information on State Aid.**  **Note: If the European Commission considers that State Aid has been granted unlawfully, the full grant amount will be recoverable from you, including interest and any financial penalty imposed on the Council by the European Commission and/or central government. It is therefore important that you are confident that you fulfil the relevant State Aid requirements for this application.**  To assist, section 10 of the guidance documents details possible forms of State Aid. The list is not comprehensive, but it should give an indication of common forms of State Aid which you may have been given. If you are in any doubt as to whether previous assistance received would constitute State Aid, please initially contact the body from which the assistance was received and/or obtain independent legal advice.  The types of State Aid described in the guidance document may have been provided under De Minimis or under another State Aid regulation. If you have any doubt as to whether previous assistance received would constitute De Minimis or was provided under another exemption please raise your concerns as soon as possible. |
| **State Aid Declaration** | SEF is a form of State Aid, accordingly SSLEP must know if the applicant received or is receiving State Aid.  Please ensure you have read the guidance document, then complete the following declaration and submit this with your application on organisation/company headed paper, duly signed. Your application will not be considered without this information being provided. The Council will consider the information provided and may be unable to provide funding to your organisation/company depending upon the information provided.  I confirm that [INSERT ORGANISATION/COMPANY] complies with all of the requirements of the State Aid regulations and has disclosed all aid received by [INSERT ORGANSIATION/COMPANY] and any group or subsidiary during the previous 3 financial years (this being the current financial year and the previous two financial years), or expected to be received over the next 3 financial years.   |  |  | | --- | --- | | Organisation providing the assistance/aid: |  | | Value of assistance: |  | | Nature of assistance: |  | | Date of assistance: |  |   [INSERT ORGANISATION/COMPANY] is not a business “in difficulty” as defined at 2.1 of the Community Guidelines and State Aid for Rescuing and Restructuring Firms in Difficulty (2004/C22/02) at the date of this declaration.  I acknowledge that I am authorised to sign on behalf of [ INSERT ORGANISATION/COMPANY]and understand the requirements of the State Aid regulations.  By signing below, I confirm that I represent [INSERT ORGANISATION/COMPANY] and that the information set out above is accurate for the purposes of State Aid regulations.  Please ensure you retain a copy of the declaration and details of any grant awarded to you to provide to any other public body to which you apply for funding for the three years following the receipt of any funding, if successful. For the purposes of the legislation, you must retain information regarding De Minimis assistance for three years from the date of this application and be able to produce the information upon request from UK public authorities and/or the European Commission. Please note that you may be required to keep the information for longer than three years for other purposes. |

**Section 4: Sustainability, Risk & Mitigation**

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| **Section 9: Risk & Mitigation** | |
| **Risk & Mitigation** | Highlight potentials risks to the project (such as risks relating to funding, the achievement of KPIs, programme, costs, value for money, site acquisition/disposal and procurement).  Identify the likelihood and impact of each risk. Identify risk mitigation measures  *maximum 200 words* |

Section 10 only applicable for projects requiring minor adaptations to accomodate the specialist equipment.

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| **Section 10: Programme** | |
| **Programme for Completion:** | Outline the current position of project development. Provide a detailed room plan showing the proposed location of the specialist equipment. Identify key milestones and timings relating to the minor adaptations (for example planning, procurement, contract award, project completion, and acquisition/disposal).  *maximum 100 words* |
| **Planning Consents:** | Confirm current planning status, including constraints and potential issues (for example, s106, s278 agreements, listed buildings).  *maximum 200 words* |

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| **Section 11: Declaration** | |
| **Declaration:** | **I certify that the information provided in this SEF application is complete and correct.** |
| **Signature**  **(Applicant Chief Operating Officer):** |  |
| **Print Name:** |  |
| **Date:** |  |