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| **Coast to Capital LEP Area**  **Growth Grant Programme**  **EXPRESSION OF INTEREST (EOI) FORM 2018-2019** |

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| The Coast to Capital Growth Grant Programme is a grant fund run by the Coast to Capital LEP. It is a capital expenditure (capex) grant for small and medium enterprises (SMEs) across Brighton and Hove, Croydon, Epsom and Ewell, Lewes, Mole Valley, Reigate and Banstead, Tandridge and West Sussex.  The Growth Grant Programme will provide grant funding of between £10,000 and £170,000 towards an innovative business’ growth plans that will improve the company’s productivity. The project proposal must clearly demonstrate how it will improve productivity in the Coast to Capital LEP area.  The Growth Grant is provided as funding of last resort. Applicants will therefore need to demonstrate that they have been unsuccessful in securing the full amount needed from elsewhere. Applicants will be required to provide at least 60% of the total project costs as match funding and evidence this.  Expression of Interest (EOI) forms can be submitted any time before:  **09:00 on Monday 17 September 2018**.  If you are invited to submit a full application, the latest date for submission is:  **09:00 on Monday 03 December 2018.**  Applicants must be able to incur project costs (including the grant and match funding) in full, by **31 March 2019** and provide evidence of this.  If you have any queries or require further information, please email the Growth Grant team at: [**grants@coast2capital.org.uk**](mailto:grants@coast2capital.org.uk)  Please email your completed form and any accompanying documents to: [**grants@coast2capital.org.uk**](mailto:grants@coast2capital.org.uk) | |
| **BEFORE YOU BEGIN** | |
| **Data Protection**  Coast to Capital Local Enterprise Partnership (LEP) will keep a record of your contact details. We may use your contact details to send you further information, notify you of further funding opportunities and/or invite you to events organised by Coast to Capital LEP, or its partners.  Your personal and business information will remain confidential. Other than as expressly detailed in this EOI, it will not be distributed to any third party organisations without your explicit consent.  **Confidentiality**  Please note all the information in this EOI will be treated as confidential by Coast to Capital LEP, but may be shared on this basis between:   * Coast to Capital LEP employees * those producing the Due Diligence reports * the Growth Grant Appraisal Panel and * West Sussex County Council – the Accountable Body.   If the information in this EOI needs to be shared with any other external organisations, Coast to Capital LEP will obtain your express consent before any information is shared.  Please carefully read the **associated document**, before completing the EOI:  ***Coast to Capital LEP area Growth Grant Programme***  ***Expression of Interest (EOI) Guidance Note 2018-2019.***  By submitting this EOI you will be deemed to have read and understood the Guideline. Please be as concise as possible when completing the EOI.  If you have any queries or require further information, please contact the Growth Grant team via email at: [grants@coast2capital.org.uk](mailto:grants@coast2capital.org.uk) | |

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| **APPLICANT DETAILS (ADD ROWS AS REQUIRED)** | | | | | |
| **Project Name** |  | | | | |
| **Organisation Name**  Include trading name, if different to registered company name |  | | | | |
| **Organisation Address** |  | | | | |
| Postcode | |  | | |
| **Correspondence Address**   * if different to above, and * explanation of why different |  | | | | |
| Postcode | |  | | |
| **Registration Number**   * Companies House number or * CIC number |  | | | | |
| **VAT Registration Number** |  | | | | |
| **Is your organisation owned**   * **by another business or** * **part of a wider Group of businesses?**   Please provide details |  | | | | |
| **Name of MD / CEO** |  | | | | |
| **Name of lead contact for the proposal** |  | | | | |
| **Job title of lead contact for proposal** |  | | | | |
| **Email address of lead contact** |  | | | | |
| **Direct landline number of lead contact** |  | | | | |
| **Mobile number of lead contact** |  | | | | |
| **PLEASE NOTE** | * **We can only accept EOIs direct from the applicant business. We are not permitted to engage in discussions with third parties in relation to an application for grant funding.** * **Accordingly, please ensure that the lead contact named in this form** **is the correct person for us to contact.** | | | | |
| **Website** |  | | | | |
| **Brief description of what your organisation does** |  | | | | |
| **Organisation Status**  (insert an “X”) | **Early Stage**  (two-five years) | | | **Established Business** | |
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| **Type of Organisation**  (insert an “X”) | **Limited Company** | | |  | |
| **Partnership** | | |  | |
| **Limited Liability Partnership** | | |  | |
| **Other**  (please specify) | | |  | |
| **Please confirm the number of years the business has been trading** |  | | | | |
| **Number of employees:**  **current, previous and proposed**  **FTE = Full-time equivalents** |  | **2017 Actual** | | **2018 Actual / Forecast** | **2019 Forecast** |
| Full-time |  | |  |  |
| Part-time |  | |  |  |
| Apprentice |  | |  |  |
| Volunteers (do not count towards FTE) |  | |  |  |
| **TOTAL number of FTE employees** |  | |  |  |
| **Turnover**  **Please specify business year-end (YE) date** | **YE 2017 Actual** | **YE 2018 Actual / Forecast** | | **YE 2019 Forecast** | **YE 2020 Forecast** |
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| **BUSINESS GROWTH PLAN** | |
| **What are your growth and productivity improvement plans and proposals?** |  |
| **How will this project help your business take advantage of new opportunities and/or markets?** |  |
| **We particularly welcome applications from our priority sectors:**   * Advanced Engineering and Manufacturing * Creative, Digital & IT (CDIT) * Environmental Technologies, Goods & Services * Healthcare, Medical Technology and Life Sciences * Business, Finance and Professional Services * Food and Drink Processing.   **Excluding**: Retail Sector  **Please state which sector your business operates in and explain how you can demonstrate past and future growth** |  |

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| **FUNDING PROPOSAL** | | |
| * Please answer ALL questions in this section. | | |
| **CAPITAL EXPENDITURE** | | |
| The following table will need to be fully completed with accurate and factual information to help with the assessment of items as capital or revenue.  Further questions for applicants to respond to may follow. | | |
| **Is the organisation bidding for this grant:** | | |
| **QUESTION** | **YES/NO** | **COMMENTS** |
| **Purchasing/acquiring an asset?** |  |  |
| **Enhancing an asset?** |  |  |
| **Replacing an asset?** |  |  |
| **Going to be the owner of the asset?** |  |  |
| **Using the funding for repairs to bring the item back to normal condition?** |  |  |
| **Going to purchase assets with the grant that will have life for more than one year?** |  |  |
| **Going to receive the economic benefit of the asset?** |  |  |
| **The owner of the building where works will take place?** |  |  |
| * If not, is there a lease in place? |  |  |
| * How long for? |  |  |
| * Have you got landlord’s permission to undertake the project part funded by the grant? |  |  |
| **Planning to pay for the equipment outright or via leases?**   * If via leases, when will the final instalment be paid? |  |  |

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| **Project Cost Breakdown** |
| In the table below, please provide a breakdown of the costs of the project, clearly separating out capital items (as defined by the CIPFA Code of Accounting Practice) and other project costs (non-capex items). |
| * The Growth Grant can only fund eligible **capital expenditure (capex).** |
| Please include: |
| * How much will be spent on each item * When the costs will be incurred * How the cost has been calculated (for example quotes or estimates). |
| Please break down the itemised costs into: |
| * **Net**: excluding VAT * **Gross**: including VAT |
| *Add more rows if required.* |

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| **PROJECT COST BREAKDOWN** | | | | |
| **DESCRIPTION OF PROJECT ITEMS**  (One row per item) | **Latest date cost will be incurred by** | **COST (£)** | | **HOW HAS THE COST BEEN CALCULATED?** |
| **NET**  (excl VAT) | **GROSS**  (incl VAT) | Quote or estimate |
| PROJECT **CAPEX** ITEMS |  |  |  |  |
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| **TOTAL CAPEX COSTS (£)** |  |  |  |  |
| PROJECT **MATCH FUNDED** ITEMS  (NON-CAPEX and CAPEX) |  |  |  |  |
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| **TOTAL MATCH FUNDED COSTS (£)** |  |  |  |  |
| **TOTAL PROJECT COSTS (£)**  **(CAPEX + MATCH FUNDED)** |  |  |  |  |

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| **PROJECT FUNDING SUMMARY** |  |  |
| **NET GRANT AMOUNT (capex)**   * **value (£) and** * **percentage (maximum 40%)** | **£** | **%** |
| **NET MATCH FUNDED AMOUNT** | **£** | **%** |
| **TOTAL NET PROJECT COST**  **(Grant amount requested + match funding amount)** | **£** | **100%** |

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| **SOURCES OF MATCH-FUNDING AND WHY THE GRANT IS REQUIRED** | | |
| Please add more rows if required. |  |  |
| **FUNDING SOURCE** | **AMOUNT £** | **MATCH-FUNDING CONFIRMED?** |
| **Reserves /**  **Retained Profits** |  |  |
| **Directors /**  **Shareholder Investment** |  |  |
| **Bank Loan** |  |  |
| **Other**  please specify |  |  |
| **TOTAL** |  |  |

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| **WHY GRANT FUNDING IS REQUIRED** | |
| **What other steps have been taken to secure funding?** |  |
| **The reasons you have not been successful** |  |

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| **PROJECT TIMESCALES** | | |
| **Proposed project start and finish dates of the project.**  Please ensure that you are able to incur the full project costs between the EOI approval date and **31 March 2019** at the very latest.  Grant funding for expenditure not fully incurred by **31 March 2019** will not be released. | **Start:** |  |
| **Finish:** |  |
| * **What might delay your project? (such as planning consents)** * **What action have you taken to limit the risks of delay?** |  | |

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| **OUTPUTS AND OUTCOMES** | |
| Please answer ALL questions in this section. | |
| * Applicants must be able to demonstrate they are high growth (20% pa), innovative businesses, seeking to improve their productivity. * Please add more rows if required. | |
| **Please explain what outputs you expect achieve with your proposal** | |
| **Business growth over the next three years as a result of this project**  (Please include percentage growth) |  |
| **Improvements in Productivity**  Demonstrate the improvements that this project will deliver to your organisation |  |
| **Innovations**   * new technologies * new processes * new product/service * new markets |  |
| **Intellectual Property (IP) rights for the product/s or service/s you are providing or delivering?**  For example: patents or licence agreements |  |
| **Number and type of any jobs to be created and in which years** |  |
| **Number and type of any jobs to be safeguarded**  (Elementary, skilled, managerial) |  |
| **Number of new apprentices to be engaged and when they will start**   * Please also specify the apprenticeship level |  |

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| **Please explain the outcomes that your business proposal will deliver:**   * **Economic** * **Social Value and** * **Environmental Impact.**   **How you will evidence this?** |
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| **STATE AID** | | | |
| Please confirm, by completing the box below: that your organisation is currently under the *de minimis* exemption for State Aid and that the amount requested by your organisation from the Coast to Capital LEP Growth Grant Programme will not result in the *de minimis* exemption being exceeded. | | | |
| * Please note that Coast to Capital LEP will be relying on the information and confirmation provided by your organisation, in issuing the grant funding. | | | |
| * The risk of providing incomplete or inaccurate information lies with the applicant’s organisation. | | | |
| * In the event that this grant payment is found to be in breach of State Aid Regulations, the grant will be repayable to Coast to Capital LEP.   Any costs incurred by Coast to Capital LEP will be met by your organisation. | | | |
| For further information on State Aid, please see the information in the Guideline. | | | |
| **Please list any grants or assistance from public bodies you have received in the last three fiscal years.**  **(Please add more rows if needed.)** | **SOURCE** | **AMOUNT** | **DATE** |
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| I confirm that: | |  |
| (a) | my organisation has not received more than EUR 200,000 in *de minimis* public funding in total over the previous three financial years; and | |
| (b) | the amount of funding requested from the Coast to Capital LEP Growth Grant Programme in this EOI Form and any associated match funding (if any of the match funding is also being provided as *de minimis* public funding), will not result in my organisation receiving more than EUR 200,000 in *de minimis* public funding in total, over the previous three fiscal years. | |
| **CONFIRMED**  (Please insert an “X” in grey cell to confirm) | |  |

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| **APPLICANT SIGN OFF** | |
| **NAME:**  **SIGNATURE:**  **DATE:** |  |
| **How did you find out about the Coast to Capital Growth Grant?** |  |

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| **SUBMISSION** |
| EOI forms can be received until **09:00 on Monday 17 September 2018.** |
| Full Applications for funding will close **09:00 on Monday 03 December 2018**. |
| * Your EOI form must be submitted electronically via email to:   [grants@coast2capital.org.uk](mailto:grants@coast2capital.org.uk) |
| * Either submit the signature page as part of the EOI form in MS WORD format with an electronic signature clearly visible, or print the signature page, sign, scan, save as PDF and email the PDF file along with your completed EOI form. |
| * Please insert your Organisation’s Name in the file name when you save the EOI form. |
| * Please include Coast to Capital Growth Grant EOI 2018-2019 and the Organisation’s Name in the email subject box. |
| * Please ensure that the contact details provide are correct, particularly your lead contact’s email, as this will be our main point of contact with you. |
| * We will acknowledge your EOI within 24 hours. (There is an automatic acknowledgement of emails to the Grants Inbox.) |
| * We aim to inform you whether you will be invited to make a full application with 10 working days. However, this may be longer, depending on the number of EOIs received. |
| * **Acceptance of this EOI does not guarantee or confirm a Growth Grant will be offered.** |
| * **Any pre-application expenditure committed or incurred prior to invitation to a full application, is for your own account.** |
| If you have any questions regarding the Coast to Capital LEP area Growth Grant Programme, please email: [grants@coast2capital.org.uk](mailto:grants@coast2capital.org.uk) |

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| **Please note**: Coast to Capital LEP are unable to provide you with any legal advice related to these documents or your application. |
| If you are successful in being awarded a grant, the grant funding will come directly from Coast to Capital LEP. You will be required to enter into a Grant Agreement directly with Coast to Capital LEP. |
| **Coast to Capital LEP reserves the right to amend the eligibility criteria and terms and conditions of the Growth Grant Programme at any time.** |