

**Application for Coast to Capital LEP Sponsorship Fund**

Coast to Capital has launched a Sponsorship Fund to support events from organisations that align with Coast to Capital LEP’s strategic priorities of Skills Development, Infrastructure Investment, and Housing and Regeneration and that build capacity in skills development, entrepreneurship, and innovation. Events should inspire excellence, knowledge sharing, and personal and economic growth in the wider community. Applications will be required to outline how the event they are looking to fund link to these strategic priorities and benefit people and businesses in the Coast to Capital area.

There is a separate fund for sponsorship activities related to Business Support and Enterprise in Education, to find out more contact the Head of Services: malcolm.brabon@coast2capital.org.uk. If you are unsure which fund you should apply for please contact Jamie.watson@coast2capital.org.ukto discuss further.

The following criteria will apply:

* The event is in the Coast to Capital area
* The event is applying for at least **£1,000** and no more than **£10,000 (inclusive of VAT where applicable)**
* The event must take place in the next 6 months (**by 30th September 2017)**
* The event must align with at least one of the following strategic priorities:
	+ Skills Development
	+ Infrastructure Investment
	+ Housing and Regeneration
* Within these strategic priorities the event must build capacity in at least one of the following areas:
	+ Skills Development
	+ Increasing Entrepreneurship
	+ Encouraging Innovation

**Application Process**

Applicants will be required to complete the application form below. The application form must be submitted electronically to Jamie.watson@coast2capital.org.ukby **4pm 3rd March 2017**. Applications will be acknowledged within 24 hours. Please refer to the guidance notes to ensure completeness of your application.

Funding decisions for all applications will be posted on the Coast to Capital website no later than the 17th of March 2017. Unsuccessful applicants will be given feedback on their bid and any complaints will be dealt with in line with Coast to Capital’s complaints procedure.

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| **Project Name** |  |
| **Organisation and Address**  |  |
| **Main Contact Person** |  |
| **Contact Email** |  | **Telephone** |  |

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| **Sponsorship Funding Sought (£) (Inclusive of VAT if applicable)** |  |
| **Funding Required Date** | **Event Date**  |
| *date which funding is required by* | *date on which the event will take place* |
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| **1. Application Details**  |
| **1.1 Please describe the event that sponsorship funding is being sought for, how it aligns with Coast to Capital LEP’s priority areas, and how it builds capacity in the region (see guidance notes). If there are different levels of sponsorship opportunities available please list them here.** |
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| **1.2 What research or evidence has been undertaken to demonstrate the need or demand for this event?**  |
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| **1.3 What are the key objectives and expected outcomes from the event and what benefit it provides to the wider region?** |
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| **1.4 Please provide evidence of engagement with the target audience and previous experience managing the same or similar events. Please also provide details showing you have the right procedures in place for running the event.** |
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| **1.5 Please show how your organisation and the event focuses on the Coast to Capital area, or locations within it.** |
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| **1.6 Please list any expected risks associated with the event and how they will be mitigated** |
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| **1.7 If you are a private enterprise please give details about how your event is not for profit**  |
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| **2. Declaration** |
| I declare that I have the authority to represent ***(insert name of organisation)*** in making this application. I understand that acceptance of this Application does not in any way signify that the project is eligible for future Coast to Capital Local Enterprise Partnership support or that LEP Funds have been approved towards it. On behalf of ***[insert name of organisation]*** and having carried out full and proper due diligence, I confirm to Coast to Capital: * ***(insert name of organisation)*** has the legal authority to carry out the project; and
* That the information provided in this application is accurate.

I confirm to Coast to Capital: * I understand that should the project not commence the original sum provided from this sponsorship fund will be returned to Coast to Capital.
* That I shall inform Coast to Capital if, prior to any LEP Funds being legally committed to **[*insert name of organisation]*** I become aware of any further information which might reasonably be considered as material to the LEP in deciding whether to fund the application.
* I am aware that if the information given in this application turns out to be false or misleading Coast to Capital may demand the repayment of funding and/or terminate a funding agreement pertaining to this Application.
* All relevant documents are retained with a view to providing relevant information in the event of an audit or other investigation

I am aware that ***[insert name of organisation]*** commences any project activity, or enters any legal contracts or makes any binding commitments, for which LEP funding is sought, that this expenditure is incurred at its own risk. |
| **Signed ………………………………………………………………………………….For and on behalf of the Applicant Organisation****Name (BLOCK CAPITALS) ………………………….. Date: ………………………………….****We will accept electronic signatures.** |

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| **3. Next Steps** |
| **Please email the completed version of this form by 4pm 3rd March 2017** **jamie.watson@coast2capital.org.uk****. Your email will be acknowledged within 24 hours.**  |