



Coast to Capital Local Enterprise Partnership Assurance Statement - Recovery Growth Grants

October 2020

The Coast to Capital Recovery Grant Programme is a capital equipment (capex) grant funded by Local Growth Fund (LGF). The grants part-fund projects undertaken by innovative, high growth small and medium sized enterprises (SMEs), charities and social enterprises in the Coast to Capital LEP area. Eligible projects will result in recovery of pre COVID-19 sales levels, job recruitment and retentions, innovation and social value.

Funding:

There is a £2.25 million grant funding pot comprising £2.11 million in grants (94%) and £139k for delivery (6%). The programme was launched on 1 September 2020 and must be delivered by 31 March 2021.

Key elements of the grant:

- Grant range £10k to £170k (Project size £20k to £340k)
- The grants can only contribute towards capital costs but revenue costs can make up overall project costs
- The grant applicant will match the amount provided by the grant fund
- Payment will be made in arrears in line with the LGF programme
- All sectors would be eligible to apply for the grant, with focus on job creation or retention, social value, and diversity.

Eligibility requirements for applicants:

- 1-249 workforce
- SMEs, Social Enterprises, and Charities
- All sectors, but prioritising:
 - Charity
 - Social Enterprise
 - Rural (Excluding Agriculture)
 - Hospitality
 - Travel & Tourism
 - Sports & Leisure
 - Entertainment & Arts
 - Food & Drink
 - Retail & Wholesale
 - Gatwick Airport Supply Chain
 - Advanced Engineering & Manufacturing
- Based in the Coast to Capital region (including Croydon and Lewes)

- Clean Companies House or equivalent record (with no disqualified Directors or Senior Management)

Focus

The focus for the grants is to support:

- Recovery and growth from the impact of COVID-19
- Ensure that promotional activity reaches underrepresented groups including Women owned businesses and BAME led businesses
- Job creation, job retention, and social value

Promotion

Calls for applications and successful applications were published on our website and published through our e-newsletter and social media. They were also promoted through our partners including Chambers and Membership organisations and Local Authorities.

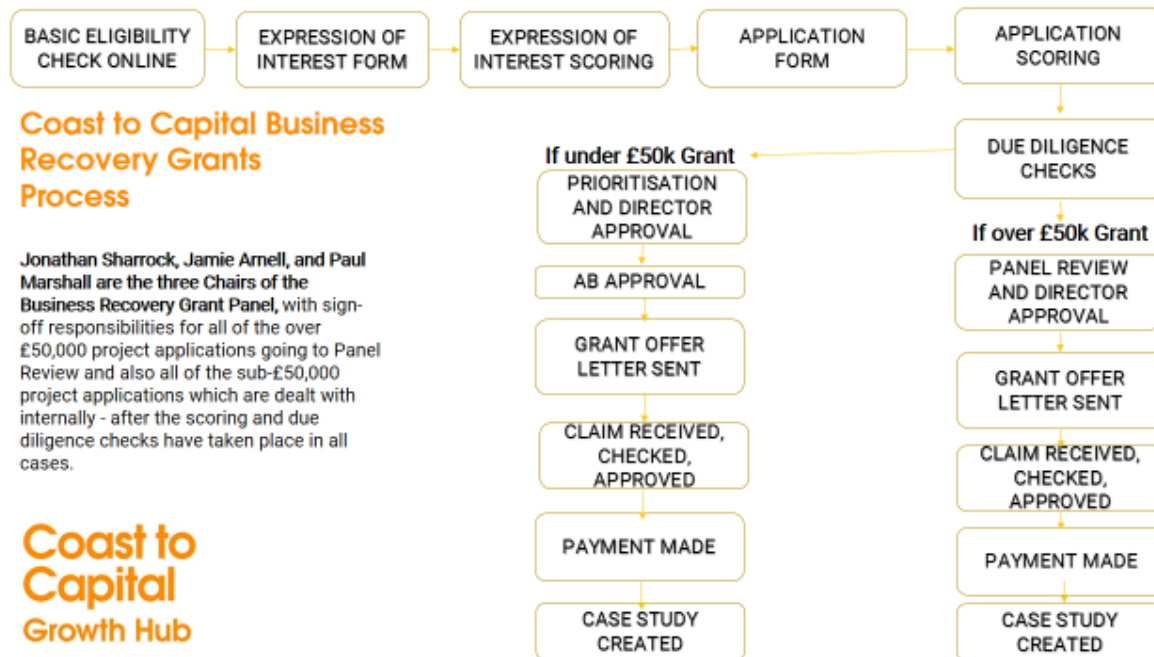
Decision Making

The matrix below shows how the programme decisions on the Recovery Grants are taken within the LEP governance structure. It shows the role that is played by our Committees in discharging the responsibilities of the organisation.

Activity	Award of Local Growth Fund Grants
Assurance & Audit by :	<i>Audit and Risk Committee</i>
Reporting to & Oversight by :	<i>Board</i>
Overall Funding Amount and Criteria Decisions by :	<i>Investment Committee</i>
Refinement & validation of Recommendations by:	<i>Executive Team</i>
Approvals for grants up to £50,000 by:	<i>Coast to Capital Board Member and Accountable Body</i>
Approvals for grants above £50,000 by:	<i>Grant panel by correspondence. Zoom panel meeting if issues raised by panellists or a difference in grant panellist scoring above and below the scoring approval threshold.</i>
Initiation request by :	<i>Grant applicant</i>

Process for the Recovery Grants

The illustration below gives an overview of the Recovery Grant Application.



Recovery Grant Application and Approval Process

Stage One

Applicant businesses are asked to check their eligibility for the scheme using an on line form on the Growth Hub portal.

Stage Two

Applicant businesses complete the on line expression of interest form.

Stage Three

Expression of interest forms are scored by teams of two members of the Growth Hub team. If the mean of the marker's scores is 11 or above the business is invited to full application stage and sent the full application. Scores of under 11 are sent an email to advise them that they were unsuccessful. Applicants are given until 27 November 2020 to submit their full applications.

Stage Four

The full applications are scored by teams of two members of the Growth Hub team. If the mean of the marker's scores is 21 or above the application and accompanying documents are passed to the Coast to Capital Due Diligence Provider who produces a report following a thorough review of the application, the business and documentation. Where there is a significant difference in scoring between the Grant

Manager and Head of Services moderate the scoring. Significant differences include where one scorer scores above the 20 threshold and the mean scores fall below 21.

For Grants of £50,000 or under

Stage Five

The applications are passed to Jonathan Sharrock (CEO) and the Accountable Body with recommendations for approval.

Stage Six

Following approval a grant letter offer is prepared and sent to the successful applicant. The grant letter include permission to publicise the grant and produce a case study if requested.

Stage Seven

Following receipt of the signed letter of offer the successful applicant is sent claim documentations.

Stage Eight

The applicant submits their claim form with evidence of agreed spend and match funding.

Stage Nine

The Claim is reviewed, checked and approved.

Stage Ten

The Accountable Body approve payment which is made to the successful applicant.

Stage Eleven

The details of the applicant are passed to Growth Relationship Managers for ongoing support.

For Grants over £50,000

Stage Five

The prioritised applications are circulated by correspondence to the Recovery Grant Panel for scoring. The Recovery Grant Panel consists of independent finance and business specialists. Should the scoring differ considerably or an issue is raised by a Recovery Grant Panel member then a Zoom Grant Panel will be called. The Zoom Grant Panel needs 5 members to be quorate and is chaired by a nominated Coast to

Capital Board Director - either Jonathan Sharrock, Jamie Arnell or Paul Marshall. The Recovery Grant Panel are provided with a template for scoring, the purpose of the scheme and key priorities. See Annex A for the Terms of Reference for the Recovery Grant Panel.

Stage Six

Following approval from the Board the documentation is passed to Coast to Capital's Accountable Body for review and approval.

Stage Seven

Following Accountable Body approval a grant letter offer is prepared and sent to the successful applicant. The grant letter include permission to publicise the grant and produce a case study if requested.

Stage Eight

Following receipt of the signed letter of offer the successful applicant is sent claim documentations.

Stage Nine

The applicant submits their claim form with evidence of agreed spend and match funding.

Stage Ten

The Claim is reviewed, checked and approved.

Stage Eleven

The Accountable Body approve payment which is made to the successful applicant.

Stage Twelve

The details of the applicant are passed to Growth Relationship Managers for ongoing support.

Internal Governance Assurance

The following mitigates Governance risks arising from Coast to Capital both being the Funder and Delivery Body:

- The delivery of the programme is managed within the Services team whereas the monitoring and audit is delivered by the Investment team. There is no crossover of resources and separate reporting lines to separate Head of Department.

- Independence and impartiality is maintained by the discrete and separate management of the programme.
- The compliance with the Conflicts of Interest Policy across both teams.
- The oversight and involvement of the Accountable Body (set out below) throughout the process.
- The identification of risks and mitigations in a risk register for the scheme itself (all programme risks), the Services risk register (key risks) and the Corporate risk register (risks that impact on company governance) and the Local Growth Fund risk register managed by the Investments team.

Assurance Statement Declaration

- It is confirmed that the Accountable Body arrangements for managing the funding complies with the National Assurance Framework and the principles in the Coast to Capital Assurance Framework.
- The Accountable Body has confirmed that the public resources are being managed appropriately. The programme is overseen and checked by the Section 151 Officer to ensure that Coast to Capital are following the necessary financial duties and rules to ensure prudent spending.
- It is confirmed that the investment decisions using public funds will be made with reference to statutory requirements, conditions of the LGF funding and local Coast to Capital strategic objectives.
- Below £100k the s151 Officer has delegate payment approval to the Head of Finance and the CEO with payment processed directly by Coast to Capital.
- Above £100k, Coast to Capital to review and send to the S151 Officer for review and processing by the Accountable Body.

The decision making process will be kept under review and any agreed changes will be reflected in an updated version of this statement.