

Growth Grant Appraisal Panel Terms of Reference

Coast to Capital LEP has set up a Growth Grant Appraisal Panel (GGAP) to review grant applications from companies that have passed a pre-qualification stage and make decisions as to whether growth grants should be awarded.

GGAP members are drawn from Coast to Capital, the private sector (particularly those with financial expertise), professional membership organisations and supporting Universities. The Head of Services at Coast to Capital LEP will manage the GGAP recruitment process, ensuring the panel contains an appropriate spread of competence and experience.

Scope

This document sets out the Terms of Reference for the GGAP established to award individual growth grants.

Introduction

The Coast to Capital LEP Area Growth Grant Programme 2018-19 is a grant fund run by Coast to Capital LEP. The funding for the Grant Programme, which comes from Central Government, is part of the Coast to Capital LEP area Local Growth Fund (LGF).

The main aim of the Programme is to provide capital grants to part-fund projects undertaken by innovative, high growth, Small and Medium Enterprises (SMEs) in the Coast to Capital area. The geographic area includes the local authority areas of:

Adur & Worthing Borough	Horsham District
Arun District	Lewes District
Brighton & Hove	Mid Sussex District
Chichester District	Mole Valley District
Crawley District	Reigate & Banstead Borough
Croydon	Tandridge District
Epsom and Ewell Borough	

Grants of between £10,000 and £170,000 (subject to *de minimis* State Aid rules of a maximum of 200,000 Euros over three consecutive fiscal years) towards capital expenditure (capex) project costs will be available to eligible businesses.

Although applications from all sectors will be considered, the programme is keen to target the key sectors in the area. These include:

- Medical Technologies
- Pharmaceuticals
- Computer Software Programming and Publishing
- Data Processing & Hosting
- Insurance and Financial Services
- Telecommunications
- Air Transport
- Horticulture and Food Production
- Computer & Consumer Electronic Manufacturing
- Communications and Navigation Equipment Manufacturing
- Electric Power Generation and Transmission

Grant recipients from the Programme are required to justify a need for a grant.

The aim of the Coast to Capital LEP Area Growth Grant Programme is to:

- Provide funding to high growth SMEs towards capex costs supporting a business's growth, innovation or productivity plans.

And supporting this, it has the following objectives:

- To attract high quality proposals from businesses in terms of deliverability and impact.
- To prevent blockages in the path from innovation to commercialisation.
- Where possible to identify and support those businesses that not only have demonstrable high growth potential, but also align with LEP sector prioritisation plans.
- To create an environment for businesses where new high quality jobs and safeguard existing jobs will be created in the future.

Role of the GGAP

The role of the GGAP is to:

- **Review proposals for grant investment**, making decisions as to whether the proposal should be funded.

Membership of the GGAP

Each GGAP will be formed from at least four and up to six panel members drawn from a pool of agreed individuals.

The Chair will comprise of one of the following:

- Tim Wates, Coast to Capital (Board Chair)
- Jonathan Sharrock, Coast to Capital (Board Member/Potential Chair)
- Julie Kapsalis, Coast to Capital (Board Member/Potential Chair)
- Daryl Gayler, Coast to Capital (Board Member/Potential Chair)

The remaining panel members will comprise of at least four of the following:

- Gareth Sear, University of Chichester
- Dave Cooper, University of Chichester
- Steve Meynell, RBS
- Brian Quinton, Metro Bank
- Richard Spofforth, Kreston Reeves
- Geoff Wightwick, RSM UK
- Andrew Steer, HSBC
- Mike Herd, Sussex Innovation Centre
- Peter Lane, Sussex Innovation Centre
- Daren Rose, Lloyds Bank
- John Redfern, RBS
- Dave Parsons, NatWest
- Ian Warren, NatWest
- Caroline Wood, Coastal West Sussex Partnership
- Gemma Warrenne, Metro Bank
- Jon Cornell, Metro Bank

- Michele Augousti, IoD Sussex
- Paul McConalogue, NatWest
- Frank Bouette, EMW Law
- Robert Dowling, Carpenter Box (Only if not DD provider)
- Robert Lee, Carpenter Box (Only if not DD provider)

For each panel of four to six members, at least three will be from the private sector investment or SME community. The Chairman and four panel members will constitute a quorum.

Terms of Reference for the GGAP

The GGAP will comprise between four and six members drawn from a pool of volunteers from public and private sectors. Grant awards will be based on scoring against the criteria set out in the 'Scoring Methodology'. Each individual panel member will manually score the project, then discuss with fellow panel members if appropriate and then creating an average score for the whole panel. Those that meet the minimum threshold will be approved. The approval may be subject to agreed conditions.

Each GGAP will be attended by additional observers from Coast to Capital's Investments Team and the Accountable Body.

No liability will attach to the GGAP, either collectively or individually, for their decisions made in good faith.

The GGAP met on the following dates:

- 22 March 2018
- 28 November 2018
- 29 November 2018
- 13 December 2018
- 25 February 2019

The Growth Grant Management Team will act as secretariat and will attend GGAP meetings and minute the full proceedings. Additional panel dates may be added depending on the volume of applications we receive. Redacted minutes will be published on the Coast to Capital website and full details will be made available upon request.

Conflicts of Interest

In order to ensure all decisions are made in an impartial and objective manner, the following conflicts of interest procedure will be followed.

- *Conflicts of Interest* is a standing agenda item for all GGAP meetings and any other such meetings of *ad hoc* groupings where decisions, material to the progress, process and investments arising from the Coast to Capital Growth Grant Programme are made;
- All panel members are required to complete a 'Declaration of Interest' form (Annex 2) in line with the Coast to Capital 'Conflicts of Interest' policy (Annex D). The panel members must also adhere with Coast to Capital's Assurance Framework
- Where members may have conflicts of interest they should first declare this, and second and if agreed to represent a conflict of interest by *any one member* of the GGAP, withdraw from the discussion about any decision related to that conflict.

Any member with a direct interest¹ in an individual proposal under consideration will not be permitted to score against that proposal *and*, will not take part in any discussions contributing to the decision-making process. They will be asked to sit out of the entire panel in which the individual proposal is to be discussed.

¹ Interests might be financial (eg, they might be a shareholder in the subject SME) or non-financial (eg, the member may have family or close friends in the subject SME).