**BUCKINGHAMSHIRE THAMES VALLEY LEP GROWING PLACES FUND**

**APPLICATION FORM**

| 1. **PROJECT NAME**
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| **Name by which you would like us refer to this proposal** |  |

| 1. **Short Description of the Proposal**
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| **This short description and the name of the applicant will be used in Committee Reports, Public Notices, or anywhere else we are required to summarise the purpose of your proposal**  |

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| *Please provide a short description in 75 words or fewer.*  |

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| **Name of the Applicant** |

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| *Usually the organisation – whatever you put here will appear in Committee Reports, Public Notices, etc*  |

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| 1. **APPLICANT DETAILS**
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| **Contact Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Address** |  |
| **Email** |  |
| **Telephone** |  |
| **Name of organisation requesting GPF Advance** |  |
| **Legal name, trading name, registered address** |  |
| **Registering body (ies), Registration number (s).** |  |

| 1. **PROJECT PARTNERS**
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| *Please insert here as many boxes as are need to identify all the partners who have control or influence over the direction of the project. It is not necessary to list suppliers or contractors who are wholly under the control of the applicant.* |
| *Please note that the people listed in this section may be contacted as part of the due diligence process.* |
| **Name of Partner Organisation No.1** |  |
| **Legal name, trading name, registered address** |  |
| **Registering body (ies), Registration number (s).** |  |
| **Contact Name** |  |
| **Position** |  |
| **Address** |  |
| **Email** |  |
| **Telephone** |  |

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| **Name of Partner Organisation No.2** |  |
| **Legal name, trading name, registered address** |  |
| **Registering body (ies), Registration number (s).** |  |
| **Contact Name** |  |
| **Position** |  |
| **Address** |  |
| **Email** |  |
| **Telephone** |  |

| 1. **PARTNERSHIP ARRANGEMENT**
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| **Nature of the relationship between the parties** | *Please explain any commercial or financial links between the partners* |

| 1. **LONG DESCRIPTION AND PURPOSE OF THE OVERALL PROPOSAL**
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| *Please provide a description of the project, and, where appropriate, the way it links to other initiatives and strategic objectives that promote economic growth in Buckinghamshire (500 word limit)* |

| 1. **CAPITAL ADVANCE REQUESTED**
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| **Total amount sought** |  |
| **Details of phasing/staged payments with dates and amounts** |  |
| **Receiving Bank Account Name**  |  |
| **Other sources of funds**  | *Please make a full disclosure of all the sources of funds, including own resources, commercial, philanthropic and public sector that are being sought to support the scheme*  |

| 1. **DELIVERABILITY**
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| **What stage of your own project plan have you reached?** | *E.g. pre –pilot, feasibility, prototype, rollout , pre-revenue, final design stage. Please indicate the major timetable milestones in your project plan.* |
| **Planning Status** | *If the project requires local authority planning permission please give specific information about its current planning status* |
| **Formal Consents** | *Please tell us if your project has, or requires, other formal consents such as IPR agreements, licences, registrations, partnering agreements, permissions and consents, option to purchase, outright purchase, etc.* |
| **Risks** | *Please describe the main risks to the delivery of the project and any steps you have taken or plan to take to mitigate these risks.* |

| 1. **PAYBACK ARRANGEMENTS**
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| **Draft Agreement to Repay** | *Please attach a draft of your proposed agreement to repay. This could be a service level agreement; heads of terms; memorandum of understanding; draft contract; or s.106 development agreement or similar. The onus is on the applicant to consider the most appropriate form of agreement.*  |
| **Payback mechanism** | *Please give a summary of the nature of the proposed payback mechanism, including amounts, timings, triggers for payment and fall-back positions. Please indicate whether your payback arrangements are reliant on agreement with any partners.* |
| **Payback Period** | *Please indicate when you will be able to repay any funds* |
| **Parent Company Guarantee** | *We are keen to support projects which can guarantee repayment, as it will enable us to reinvest funds into new projects. Please indicate whether you would be willing to sign a Parent Company Guarantee*  |
| **Undertaking to make repayments** | *Please give the legal identity of the party who will undertake the agreement to repay according to the mechanism you describe.* |

| 1. **NATURE OF THE CAPITAL ASSET TO BE CREATED**
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| **Description of asset** |  |
| **Ownership on completion** |  |
| **Future status of asset** | *What will happen to the asset (managed by the owner, sold, leased, rented out, etc)* |
| *One of the restrictions on the use of the Fund is that it must be used for capital purposes, and therefore you need to explain how your proposal satisfies this condition. If your project does not meet this definition it is likely that your application for funding will be rejected.* |

| 1. **IMPACT ON THE LOCAL ECONOMY**
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| **Impact on the Local Economy** | *Please describe the impact the scheme will have on the local economy, in particular the prospects for growth during and after the investment period, (500 word limit)* |

| 1. **JOB CREATION**
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| **Number of jobs your project will create** | *Please show your calculation of the number of jobs you believe your project will create. Please show the different assumptions you have made for the construction or development phase and the roll-out or operation phase; and also for direct and indirect jobs created. Use the table below, or a modified version of it according to the circumstances of your project.* |
| **Construction Stage:** | *Please state the source or reference for your chosen multiplier* |
| *Construction Value (example: change as necessary)* | *£’s* | *X multiplier* | *= Direct Jobs* |
| *House Construction(example: change as necessary)* | *Units* | *X multiplier* | *= Direct Jobs* |
| **After Completion:** | *Please state the source or reference for your chosen multiplier* |
| *Commercial/Industrial/Retail(example: change as necessary)* | *Gross Sq. Metres* | *X multiplier* | *= Direct Jobs* |
| *Operational Supply Chain(example: change as necessary)* | *£’s annual value* | *X multiplier* | *= Indirect Jobs* |
| **Apprenticeships:** | *Please state how many of these jobs will be apprenticeships* |

| 1. **JUSTIFICATION FOR GROWING PLACES FUNDING**
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| **Please explain why conventional funding is not being used to develop your project**  | *E.g. cash flow restrictions are preventing the forward funding of enabling infrastructure for housing or other development schemes; unwillingness of your bank lender or other commercial backer to finance this scheme; catch-22 of funding following proof of concept, but needing funding to prove the concept) (500 word limit)* |
| **Please explain why the Growing Places Fund is a good solution for your project** | *Please explain why Growing Places Funding, rather than other sources, is most appropriate for you. (500 word limit)* |
| **State Aid** | *Please describe the extent of your research into any State Aid considerations that might affect your scheme. Failure to address this issue in a thorough manner may lead to the failure of your application. The Growing Places Fund is public money (state aid) and is subject to the rules governing unfair subsidies in competitive markets.*  |

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| **Due Diligence –** Buckinghamshire Thames Valley Local Enterprise Partnership will submit your application to an appropriate level of due diligence scrutiny in order to satisfy itself of the integrity and robustness of the application.  |

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| **Monitoring and Evaluation** –Buckinghamshire Thames Valley Growing Places Fund will be subject to an independent monitoring and evaluation scheme. All applications, both successful and unsuccessful, may be contacted for feedback as part of this process.  |

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| **Freedom of Information** – In the event that Buckinghamshire Thames Valley Local Enterprise Partnership receives a Freedom of Information Act request to disclose anything contained in this application, we will normally comply. If you consider there are good reasons why certain information in this application ought not to be disclosed by this means, please tell us the details in a separate statement accompanying the application. |