



Growth Hub Grants

Business Growth

Full Application Form

Part B

Document v1.0

Welcome to your Full Application Part B

To help us capture all the information about your project and your ability to deliver it successfully you need to complete three forms:

- 1) Application Form - Part A (you will have already completed this)
- 2) Application Form – Part B (this document)
- 3) Cost and Finance Form (Excel spreadsheet)

Please complete all sections of each form, this will help us appraise your project thoroughly and progress it to decision.

Filling in the forms is quite straightforward, but some sections may require a bit more explanation about what information we need from you. If you look at the relevant section below, identified by a number, then a letter on the application form, you should find some guidance notes to help you.

We recognise that many potential applicants may be new to the grant application process and therefore free support is available from the Grant Facilitation Team. The Team cannot help applicants to develop projects or write the application itself but can provide clarity on the application paperwork and help applicants understand the requirements of the application process. If you have been allocated a Grant Facilitator for support with your application, please contact them in the first instance with any related queries. Alternatively, call the Growth & Skills Hub on 01209 708660 or email GFApplications@cornwall.gov.uk stating your business name and project reference number.

Before you start

Make sure your response to the two statements below is yes. If you DO NOT answer yes to both of these questions, the application is unlikely to be successful i.e. will be rejected.

- YES the project location is in Cornwall and / or the Isles of Scilly
- YES the organisation / business currently pays the Real Living Wage to all employees and is able to evidence this now or intends to pay it by December 2024 (evidence of this required to be submitted by March 2025). Please note all posts funded under the scheme and jobs created by the scheme must be paid at least the Real Living Wage. Exceptions to this are only applicable where an organisation is bound by national pay scales.

All projects need to be complete (including claim paid) by the 31 March 2025 at the latest.

Growth Hub Grants

Business Growth Full Application Form – Part B

Business Name: [Click or tap here to enter text.](#)

Project Reference: [Click or tap here to enter text.](#)

B1. Project Details

- a) **What is the name of your project?**
[Click or tap here to enter text.](#)
- b) **Describe your proposed project activity, what you want to achieve and how you plan to implement the project?**
[Click or tap here to enter text.](#)
- c) **Please explain the need for the project, provide any evidence to support the need for it?**
[Click or tap here to enter text.](#)
- d) **What will the impact of your project be on your business and what will it achieve in the short, medium and long term? In addition are there any wider benefits for the community and Cornwall?**
[Click or tap here to enter text.](#)
- e) **Who are your competitors and how would this proposed project impact on them?**
[Click or tap here to enter text.](#)
- f) **What other sources of funding have been considered prior to applying for the grant and why have they been discounted?**
[Click or tap here to enter text.](#)
- g) **What key performance indicators will you use to monitor the success of the project?**
[Click or tap here to enter text.](#)
- h) **What would happen to your project if you did not receive all or some of the funding? Explain below why you have selected each response.**
- No funding** [Choose an item.](#)
[Click or tap here to enter text.](#)
- Some funding** [Choose an item.](#)
[Click or tap here to enter text.](#)

- i) **Please give an overview of any permissions / consents required e.g. planning permission, Building Regulations. Please list any other permissions / licences required and their status. Please send any relevant permissions received with this application.**

[Click or tap here to enter text.](#)

- j) **Does your project / you (the applicant) own the freehold of the land/property (if applicable)?**

[Choose an item.](#)

- k) **If not, do you have freeholder/landlord permission in writing? *If yes, please provide separately, if no, please obtain and provide separately.***

[Choose an item.](#)

B2. Project Costs

Please complete the separate Cost and Finance Form prior to filling in this section.

- a) **Projects should only apply for the minimum amount required to enable the project to go ahead and to a maximum of 50% of total project costs.**

Please justify the amount of grant you are applying for and explain why are you unable to meet the costs of the project from your own or other sources?

[Click or tap here to enter text.](#)

- b) **Explain how you will cover any cost overruns should they occur.**

[Click or tap here to enter text.](#)

- c) **The grant will be paid in arrears – please explain how your cashflow will be covered (e.g. working capital, overdraft, loans, etc)? Refer to the Cost and Finance Form to see the likely impact of this, taking into consideration your additional business / organisation operational expenses.**

[Click or tap here to enter text.](#)

- d) **Please confirm that you will be following Cornwall Council's Good Growth Procurement rules for the costs associated with this project.**

[Choose an item.](#) [Click or tap here to enter text.](#)

- e) **Please confirm that you have a bank account that is used solely for your business/organisation.**

Choose an item.

B3. Strategic Fit

- a) Please provide a brief explanation of how your project will contribute to one of the following Good Growth Interventions.

Please see section B4a for the Outcomes/Outputs linked to these Interventions.

Good Growth Interventions	Explain how your project will contribute to the GG Intervention? (only choose one)
E18 – Supporting Made Smarter Adoption: Grants to enable manufacturing SMEs to adopt industrial digital technology solutions	Click or tap here to enter text.
E23 – Strengthen local entrepreneurial ecosystems, and supporting businesses at all stages of their development to start, sustain, grow and innovate, including through local networks	Click or tap here to enter text.
E24 - Funding for new and improvements to existing training hubs, business support offers, 'incubators' and 'accelerators' for local enterprise (including social enterprise) which can support entrepreneurs and start-ups through the early stages of growth by offering a combination of services including account management, advice, resources, training, coaching, mentorship and access to workspace	Click or tap here to enter text.
E26 – Support for growing the local social economy, including community businesses	Click or tap here to enter text.
E30 – Business support measures to drive employment growth, particularly in areas of higher unemployment	Click or tap here to enter text.

- b) Please briefly explain how your project will contribute to at least one of the following Levelling-Up Objectives (you must choose at least one).

Levelling Up Objectives	How will your project contribute to the Levelling-Up Objective(s)?
Creating jobs and boosting community cohesion building on existing industries and institutions, from support for starting businesses to visible improvements to local retail, hospitality and leisure sector facilities.	Click or tap here to enter text.
Bringing together businesses and partners within and across sectors to share knowledge, expertise and resources, and stimulate innovation and growth.	Click or tap here to enter text.
Increasing private sector investment in growth - enhancing activities, through targeted support for small and medium-sized businesses to undertake new-to-firm innovation, adopt productivity-enhancing, energy efficient and low carbon technologies and techniques, and start or grow their exports	Click or tap here to enter text.

B4. Outcomes and Outputs

- a) Please indicate which of the following Outcomes/Outputs your project activity will target by telling us how many, by when, and how they will be achieved. Please select **all** that are relevant. However, you should ensure that you **select at least one of the primary outputs for the intervention you are applying for** as identified in Section B3a (they are shown by the 'E' numbers in brackets). The number of outputs/outcomes will be expected to be commensurate with the level of funding requested. Please refer to the guidance note for full definitions and evidence requirements.

Outcome/Output definitions (the related Good Growth Intervention is shown in brackets)	Quantity	Date to be achieved by	Rationale/Justification for the Quantity/Timescale (where multiple quantities are forecast the date should be the date by which all will be achieved)
Number of people attending training sessions (Primary Output for E18, E26)	Click here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.
Number of enterprises adopting new to the firm technologies or processes (Primary Output for E18, E23, E24)	Click here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.
Jobs Created (Primary Output for E23, E24, E26, E28, E30)	Click here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.
Jobs Safeguarded (Primary Output for E23, E24, E26, E28)	Click here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.
Number of new enterprises created as a result of support (Primary Output for E23, E26)	Click here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.
Number of enterprises with improved productivity (Primary Output for E23)	Click here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.
Number of enterprises engaged in new markets (Primary Output for E23, E28)	Click here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.
Number of enterprises increasing their export capability (Primary Output for E28)	Click here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.
Number of enterprises adopting new or improved products or services (Primary Output for E18, E23, E24)	Click here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.

Numbers of new to market products	Click here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.
Greenhouse gas reductions (% decrease in tonnes of Co2e)	Click here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.

B5. Benefits and Impacts

- a) **Who will be affected by this project? How is the application likely to impact individuals? Select the impact for each of the following characteristics and tell us below what the likely impacts are (both positive and negative), and what plans you have in place, or are developing, that will mitigate any identified negative impacts/risks?**

Characteristic	Impact Rating	Comment where impact is not neutral
Age	Choose an item.	Click or tap here to enter text.
Disability	Choose an item.	Click or tap here to enter text.
Gender Reassignment	Choose an item.	Click or tap here to enter text.
Marriage & Civil Partnership	Choose an item.	Click or tap here to enter text.
Pregnancy & Maternity	Choose an item.	Click or tap here to enter text.
Race (inc. Cornish Minority)	Choose an item.	Click or tap here to enter text.
Religion & Belief	Choose an item.	Click or tap here to enter text.
Sex	Choose an item.	Click or tap here to enter text.
Sexual Orientation	Choose an item.	Click or tap here to enter text.

- b) **Please indicate which of the following Good Growth Principles your project activity is expected to impact upon (select all those that apply). Make sure you have read the guidance notes setting out the evidence requirements as you will need to report on the actual impact of the project if funding is approved. these if funding is approved.**

Principle	How will the project contribute?
Clean and Green	
C1 Reduction in CO ² emissions	Click or tap here to enter text.
C2 Circularity – reduction in use of virgin raw materials. Recycle reuse principles	Click or tap here to enter text.
G1 Nature recovery	Click or tap here to enter text.
G2 Attracting private sector green finance income to Cornwall	Click or tap here to enter text.
Contribute to the Environmental Growth Strategy for Cornwall and the Isles of Scilly	Click or tap here to enter text.
Business/Economy	
BE1 Increase % of workforce earning Real Living Wage	Click or tap here to enter text.
BE2 Improve productivity for Businesses in CloS	Click or tap here to enter text.
BE3 Contribute positively to CloS economy, environment and equality through purchasing/procurement	Click or tap here to enter text.
Inclusive Growth	
EQ1 Invest in projects that encourage a healthy lifestyle	Click or tap here to enter text.
EQ2 Reduce gender pay gap	Click or tap here to enter text.
EQ4 Maximise opportunity for people with disability and ill health (including mental health)	Click or tap here to enter text.
EQ5 Maximise work-based opportunities for those with SEND particularly relating to spectrum disorders and dyslexia	Click or tap here to enter text.
EQ6 Support for the ageing population to remain economically active	Click or tap here to enter text.
EQ7 Support young (under 30) entrepreneurs	Click or tap here to enter text.
EQ10 Advance equality of opportunity between people who share a protected characteristic and those who do not (Equality Act 2010)	Click or tap here to enter text.

- c) **Are there any wider benefits, impacts, linkages or outcomes of the project not explained elsewhere? If yes, please outline them here.**

[Click or tap here to enter text.](#)

- d) **How will you evaluate whether your project has been successful or not? How will you capture and report this?**

[Click or tap here to enter text.](#)

- e) **Please confirm if you have the following policies, and if you do, that a copy will be submitted to us with your application.**

Equality and Diversity [Choose an item.](#)

Sustainable Development [Choose an item.](#)

B6. Deliverability

- a) **Please explain how your project will be managed and governed.**

[Click or tap here to enter text.](#)

- b) **Tell us about the systems and processes that will be used to ensure only costs directly related to the project will be included in your grant claim.**

[Click or tap here to enter text.](#)

- c) **Outline your capacity and capability to deliver in the required timescales.**

[Click or tap here to enter text.](#)

- d) **What experience does your organisation have of delivering this type of activity?**

[Click or tap here to enter text.](#)

B7. Risks

- a) **What do you consider the main risks to the delivery of your project and how will you mitigate these risks? Examples of common risks can be found in the guidance.**

Risk	Impact	Likelihood	What mitigation will you take?	Impact post mitigation	Likelihood post mitigation
Click or tap here to enter text.	Choose an item.	Choose an item.	Click or tap here to enter text.	Choose an item.	Choose an item.
Click or tap here to enter text.	Choose an item.	Choose an item.	Click or tap here to enter text.	Choose an item.	Choose an item.

Click or tap here to enter text.	Choose an item.	Choose an item.	Click or tap here to enter text.	Choose an item.	Choose an item.
Click or tap here to enter text.	Choose an item.	Choose an item.	Click or tap here to enter text.	Choose an item.	Choose an item.

B8. Timescales

Tell us about your proposed timescales in the table below.

Key dates	Date
a) Planned start date	Click or tap to enter a date.
b) Practical completion date	Click or tap to enter a date.
c) Financial completion date	Click or tap to enter a date.
d) Final Outputs / Outcomes reported (latest date 31 March 2025)	Click or tap to enter a date.
e) Additional Milestones	Completion Date
Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.
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Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.

f) Are any milestones time critical or dependant on others? If so, please give details.

Click or tap here to enter text.

B9. Additional evidence checklist

a) In addition to completing this form, you will need to provide the following documents as supporting evidence. Tick below to let us know those you are sending:

Tick Required Documents

- Completed Cost and Finance Form (Excel workbook)
- Latest full accounts covering a two-year period **or** business plan of organisation if business is less than 12 months old
- Additional management Accounts if last full accounts are more than 6 months old
- Most recent bank statement

- Credit report (for Sole Traders and Partnerships only)
- Governance documents (for registered Charities that are not CIOs)
- Partnership Agreement if your partnership is not registered at Companies House
- Procurement Policy (for organisations outside of the Public Contracts Regulations)

Other supporting documents as applicable

- Photos, drawings or plans
- Procurement evidence – Quotes (if available at this stage)
- Any loan/funding agreement evidencing match funding
- Land Registry/Tenancy Agreement
- Letter(s) of Consent (e.g. Landlord consent)
- Letter(s) of Support
- Planning Permission/Licences
- Equality & Diversity Policy
- Environmental Sustainability Policy

b) If you need to submit any of the above but they are not currently available, please let us know here, along with an indication of when the documents will be available.

[Click here to enter text.](#)

B10. Declarations and Signature

Please tick below to confirm you have read, understand and accept the following:

- Data Protection: All information provided in connection with this application will be used for assessing and if appropriate monitoring your project and evaluating the scheme. It will be held and used by Cornwall Council and authorised partners and stored on internal computer and/or filing systems; such information will be collected and processed and held secure in accordance with the principles of the Data Protection Act (2018) and the General Data Protection Regulation (EU) 2016/679.
- You must not start work on your project until the Full Application process is complete, and a signed agreement is in place, or you have written agreement from Cornwall Council as Accountable Body to do so.
- No funding will be given for costs or liabilities incurred before the funding agreement was signed, even if your Full Application is successful unless agreed in writing by Cornwall Council.
- I certify that the entries in this form, accompanying details and any other supporting documents enclosed are, to the best of my knowledge and belief, correct and the

investment applied for is the minimum required for the programme/project/work to proceed as described.

I certify that all additional documents provided in support of this application are true copies of the originals.

I am not aware of any reason why the programme/project/work may not proceed or be delayed other than those reasons declared, and the commitment can be made within the timescales indicated.

I can confirm that I have not applied to any other funders (other than those declared as providing match funds in the separate Cost and Funding table) for this project or elements of it.

I can confirm that the project will meet statutory and regulatory standards, including the Equality Act 2010.

I have read and accept the **Privacy Statement** (this is a separate document available on the website or upon request).

I understand that the outputs/outcomes forecast will form part of any Funding Agreement and confirm they are based on realistic forecasts/assumptions.

I declare that I have the authority to represent and enter into contracts for the above-named organisation in making this application.

Applicant signature
Full name (including title)
Position in Organisation
Email address
Date

Sign here or click to type name
 Click here to enter text.
 Click here to enter text.
 Click here to enter text.
 dd/mm/yy

Please submit your completed Full Application Forms, Cost and Finance Form and additional evidence to your Facilitator and GFApplications@cornwall.gov.uk. Please add the reference BUS001 at the start of the subject heading with your organisation name.

You will receive an email acknowledgement of receipt within 5 days of submission. Your submission will initially be assessed for completeness, before being passed to the appraisal team for a detailed assessment to be completed prior to a decision being made. We will be in touch with you if we have any queries during this process.