



SUPPORTING LOCAL BUSINESS

Growth Hub Grants

Feasibility

Full Application Form

Part B

Document v1.0



Funded by
UK Government



CORNWALL
COUNCIL
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Council of the
ISLES OF SCILLY

LEVELLING
— UP —

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

Feasibility 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) **Please provide details of the business need/issue, challenge or market opportunity that you are seeking to address and how the project will resolve them?**
[Click or tap here to enter text.](#)
- c) **Describe your proposed feasibility study activity, i.e. what you will do, how you will do it and what you want to achieve from it?**
[Click or tap here to enter text.](#)
- d) **What will the potential impact of the feasibility study be on your business and what do you hope it will 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 feasibility study 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 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.](#)
- h) **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.](#)

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

[Choose an item.](#)

- j) **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 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. 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.

| E31 – Support relevant feasibility studies | | | |
|---|---|---|---|
| Outcome/Output definitions (* primary E31 outputs) | 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) |
| Numbers of feasibility studies supported * (Primary for E31) | Click here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Increased numbers of projects arising from funded feasibility studies (% increase)* (Primary for E31*) | Click here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Jobs Created (as a result of support) | Click here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Jobs Safeguarded (as a result of support) | 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 | 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 | Click here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Numbers of enterprises adopting new to firm technologies or processes | 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 | 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 | 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 | 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. |

| | | | |
|---|---------------------------|-------------------------------|----------------------------------|
| Estimated carbon dioxide equivalent reductions as a result of support | Click here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
|---|---------------------------|-------------------------------|----------------------------------|

- b) Once the project is complete what timeframe do you consider the “next steps” to be achieved by and what the requirements might be to enable that to happen?

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 will contribute to (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 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 | Click or tap here to enter text. |

| | |
|--|--|
| and those who do not (Equality Act 2010) | |
|--|--|

- c) **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 here to enter text. | Click or tap to enter a date. |
| Click here to enter text. | Click or tap to enter a date. |
| Click here to enter text. | Click or tap to enter a date. |
| Click 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. Please refer to the Full Application Guidance for instructions of how to certify the documents. 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 or tap 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 | Sign here or click to type name |
| Full name (including title) | Click here to enter text. |
| Position in Organisation | Click here to enter text. |
| Email address | Click here to enter text. |
| Date | 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-Feasibility 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.