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UK Government

# St Ives Town Deal Enterprise Grant Scheme Applicant Handbook



Version 1.1

## Introduction to the Town Deal Enterprise Grant Scheme

Town Deal Funding is part of the government's national economic regeneration programme. The Enterprise Grant Scheme is a project within the St Ives Town Deal Fund; managed and administered by Cornwall Council in Partnership with the St Ives Town Deal Board. The Enterprise Grant Scheme has been set up to support micro, small and medium sized organisations, providing capital grants to encourage business start-ups, growth and diversification that contribute towards the delivery of the Town Investment Plan.

St Ives has a dedicated project coordinator who is able to help you 1:1 through the application process. Please email [grants@cornwall.gov.uk](mailto:grants@cornwall.gov.uk) if you would like some support with an application or have any questions.

## Round 3 funding

### Background

After two very successful rounds of the Enterprise Grant Scheme we have a limited amount of funding still to allocate to projects that meet the priorities outlined below.

Grants are available of £2,500 - £20,000 with a maximum intervention rate of 75%. All projects must be complete and claimed for by 31 December 2025.

In very exceptional cases we may be able to accommodate larger grant requests, but this will be very much judged on an individual basis and at a lower percentage of grant. Therefore if you have a project that requires support over £20,000 please speak to the Enterprise Grant Co-ordinator ([grants@cornwall.gov.uk](mailto:grants@cornwall.gov.uk)) in the first instance.

### Round 3 Key Criteria and priorities

1. All projects are expected to achieve growth within the applicant business either through:
  - a. a measurable increase in business turnover and/or
  - b. increased year-round employment and/or
  - c. converting seasonal employment into year-round employment.
2. All projects will need to demonstrate how they expand and enhance the existing offer within the town rather than displacing trade from others.
3. All applicants should already be open year-round (minimum of 11 months of the year) or will be following completion of the project.

As well as meeting the key criteria above, projects should meet at least one of the following priorities.

- Projects that enhance/improve the local service offering to residents of the town, including supporting year around retail.
- Projects that widen the economic base of the town, i.e. reduce the reliance on tourism/hospitality.
- External improvements to premises which enhance the streetscape of the town where the designs are sympathetic to the overall character of the town and surrounding properties and the enhancements will result in increased footfall into the premises.

### **What is eligible?**

- Equipment / capital purchases to diversify / expand your business offering.
- Exterior building enhancements to improve the visual impact of the premises on the town and increase footfall to the premises.
- Interior improvements to improve the look and customer flow of premises leading to increased turnover.

### **What is ineligible?**

- Visitor bed space and residential accommodation.
- Repairs and maintenance
- Replacement of like for like equipment.
- Revenue costs e.g., salaries, training, computer software, marketing and overheads.
- Business as usual e.g., computer hardware to expand your workforce.

Please note capital equipment funded through asset finance is likely to be ineligible so please contact us to discuss this if you are considering it.

### **Process**

Round 3 will open on 1<sup>st</sup> October 2024 and close midnight 15<sup>th</sup> November 2024. Projects will be appraised in the order of receipt. The highest scoring projects will be contracted first, but no decisions will be released until after the round closes on the 15<sup>th</sup>. Lower scoring projects will be held on a reserve list. Decisions which projects on the reserve list will be funded will be made when all the applications are fully appraised and scored, please note this could be as late as January 2025.

If a business has already been awarded a grant through the Enterprise Grants scheme you can apply again, but please note that each project must deliver stand-alone measurable benefits and a lower intervention rate may be applicable.

## Quality of applications

Applicants are reminded that this is likely to be a highly competitive process, in person facilitation support will be available in the town and you are recommended to utilise the service to ensure they submit the strongest application possible.

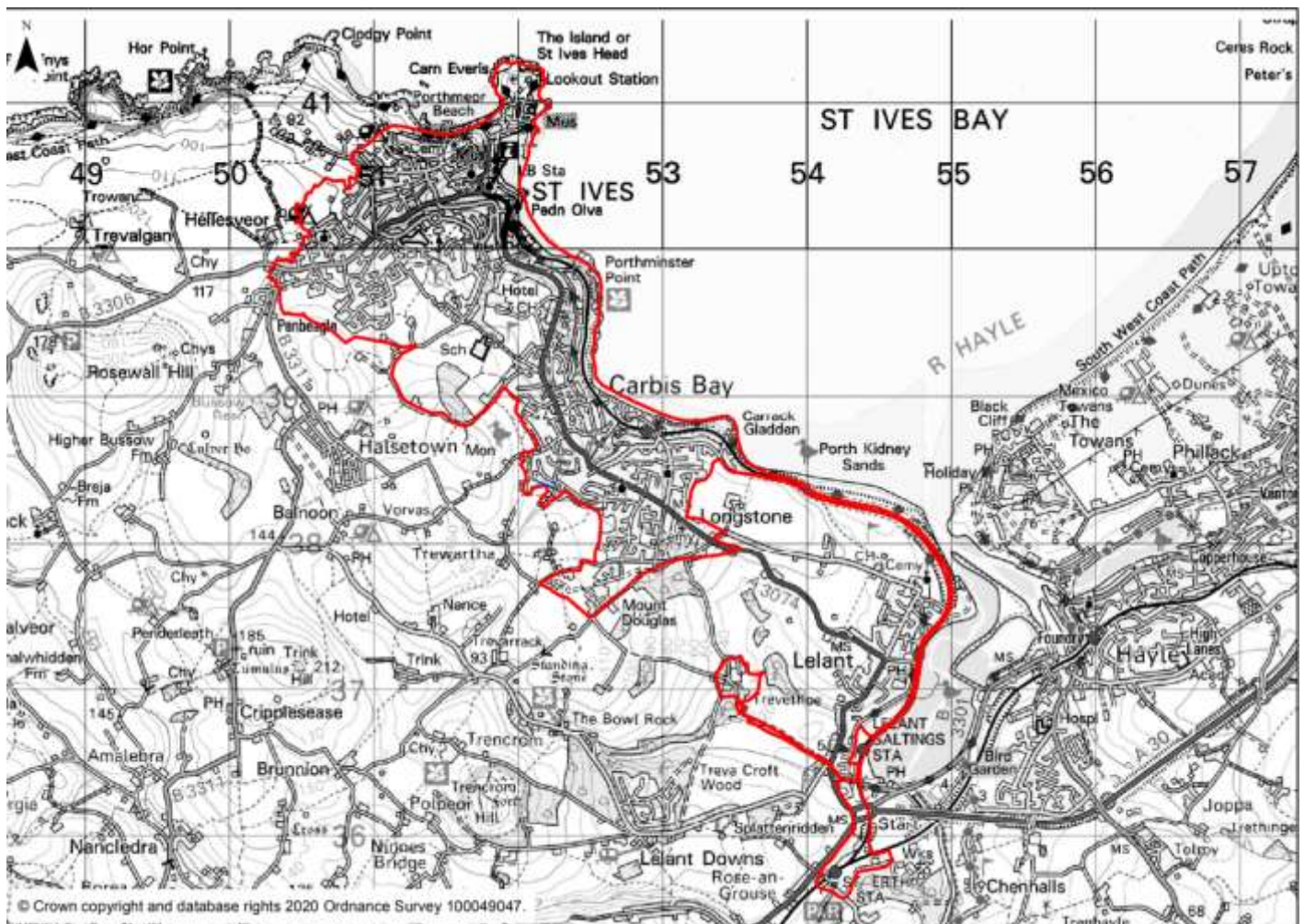
## Town Deal Enterprise Grants – Frequently Asked Questions.

### Can non businesses apply?

Any legal entity can apply e.g., community interest companies, charities, public sector organisation however the activity would need to be commercial in nature to meet the priorities and objectives of the Enterprise Grant Scheme.

### Does Town Deal mean it is just for projects located in the Town Centre?

Town Deal funding is geographically defined, your project must be located within the red boundary line on the map below



If the applicant business is located outside the Town Deal area but the activity you want to deliver is based within you may still be eligible, please email [grants@cornwall.gov.uk](mailto:grants@cornwall.gov.uk) to discuss your project.

### **If I have received a grant already can I make a second application?**

Yes however if you are submitting a second or third application, be mindful that the additional project must stand on its own merits. Applicants cannot double count outputs and outcomes, e.g., if one job is created and reported within one project it cannot be counted again in another.

Please be aware that if you have already received an Enterprise Grant the grant percentage you receive may also be reduced.

**My project is for a much bigger sum of money can I still apply?** Yes you can but please note that the maximum grant award for this round is £20,000.

### **Is residential accommodation eligible?**

No; we will not support residential accommodation for local residents or visitor bed space under Round 3.

### **What information do you need from me and why?**

The Enterprise Grant Scheme is delivered through Cornwall Council and is public funds provided by the taxpayer via the Treasury. As you might expect there are valid reasons why we need to check that any investments we make with public money are going into legitimate businesses and organisations that are financially secure.

To enable us to assess your application you will be required to submit information in support of your application, this is summarised below.

#### Assessing the viability of the applicant organisation

- Two years of financial accounts (profit and loss and balance sheet). Where the applicant is sole trader or partnership and does not have audited accounts, please speak to the Enterprise Grant Coordinator.
- If your accounts are over six months old on the day you submit your application, you will need to submit draft or management accounts to provide an up-to-date position for the business.
- If you do not have a trading history and are a new business, we need a business plan with two-year cashflow projections (and an explanation of the assumptions you have made to generate those figures) to assess the viability of the organisation we are supporting. We c
- Copy of a recent business bank statement, the purpose of this two-fold, firstly to confirm there is business bank account and secondly in many cases this will provide the evidence that you are able to cashflow your project.

## Assessing the viability of the project

We need to evidence that the applicant is allowed to carry out the work they are proposing especially for projects that include any building works

- Evidence from land registry that you own the property or a copy of your lease. If you currently have gentleman's agreement / informal annual agreement, we will require this formalising to ensure that the project we are supporting has longevity.
- If you lease the building your landlords written consent (this can be via an email) explaining that they are aware of the project and agree to the work being carried out.
- Planning consents where necessary e.g., planning permission, change of use or listed building consent.

## My project needs planning consent can I apply before it is approved?

Yes, you can submit an application without all planning permissions formally approved, however the application must have been submitted. We will not issue a funding contract until the relevant permission is in place. In terms of scoring your project for deliverability it is beneficial if you have all relevant consents in place.

Please note we are unable to influence or fast track projects through the planning process. The cost of planning fees is not an eligible project cost.

## When does the project have to be complete by?

All projects need to be financially (final claim submitted and paid) completed by December 2025.

## Who decides if we are successful?

All projects will undergo an appraisal and are scored by Cornwall Councils Grant Management Services Team. The Town Deal Board Enterprise Grant sub-group receive a brief summary of each project and have the opportunity to input into the appraisal process by commenting on the strategic fit of the project.

## Will members of the Town Deal Board see the details of our application?

The Board members will see a summary of the information provided in your application forms, they will not be privy to personal information including contact details, financial accounts, bank statements, leases etc.

## If a project was unsuccessful, can you reapply to round 3?

Yes, providing you are able to address any feedback / issues that have been flagged and your project is eligible for the programme. Please be mindful of the fact that this will be the last funding round and is likely to be highly competitive.

## Making an application

Town Deal Enterprise Grant Scheme applications are managed through an online application portal. To access the portal follow this link

<https://towndealgrants.cornwall.gov.uk/application>

### Registration Form.

This is to gather basic information about your organisation and proposed project and to check whether you are eligible to proceed.

Any incomplete questions will be outlined in red, you will not be able to submit your registration forms with incomplete sections. Please take care when completing not to add extra full stops, spaces or commas in addresses or postcodes.

There are five tick boxes at the end to check before the portal will allow you to submit your registration form. If you are working on a mobile phone this is not always obvious.

After submitting your registration form you will receive an automated email from Cornwall Council if you have not received the email within 24 hours of submitting your registration, please check your junk / spam folder in the first instance then contact [grants@cornwall.gov.uk](mailto:grants@cornwall.gov.uk).

If you are eligible to proceed the email will contain a unique portal link to our online application forms, double click the hyperlink to take you into the portal.

Once you are in the portal the menu will appear, select my grant applications.



Welcome to your application portal, please choose from the menu the area you wish to access.

## Menu

My Grant Applications	1
My Delegated Users	0
Contact Us	

A dashboard will appear, your project will have been allocated a unique reference beginning with STXXXXX and your project name. Click on the reference this will take you to the front page of the application form.



To help us capture all the information we need about your project and your capacity to deliver it successfully you will need to complete all sections. Click on the section to bring up the questions. There is traffic light indicator in the circle which indicates completion levels for each section.

+ Organisation Details	
+ Contact Details	
+ Project Details	
+ Project Options	

Red, not started, Amber, partially complete, Green, complete.



## Handy Hints

- If you would like to give anyone else access to your portal e.g. a member of staff or consultant you can grant them delegated user access by clicking on the relevant tab on the front dashboard.
- Hover over the  symbol before clicking in the box for a brief summary of the information expected.
- The online form also has some built in guidance notes which can be opened by clicking 
- You may find it useful to compose larger text answers in a word document then cut and paste them into the online form. This makes proof reading and editing easier. There is an example copy of the application questions available.
- There is a save button at the top of the page, your application will **not** be automatically saved so please save regularly as you work through the form and each time before you exit.
- When uploading multiple files e.g., accounts you need to select them all together by holding down the shift key and selecting them all. If you try and upload them individually, it will automatically only upload the last one.
- Remember that the person appraising the application has no prior knowledge of your project. Ensure you provide enough information for them to understand your project, what it aims to achieve and how it will be delivered but try not to overload with jargon, technical information or lengthy narrative where the key points can be easily lost.
- All pale grey boxes will be calculated for you by the programme, if they do not automatically calculate then you have not completed all the answers on the form.
- Any incomplete questions will be outlined in red, you will not be able to submit your application with incomplete sections.
- The Costs and Funding Section will require you to complete an excel spreadsheet, this can be downloaded in the relevant section completed and uploaded. We advise you to complete the excel worksheet first as this will provide the answers for the other questions in this section. We do realise there is an element of duplication, but this is unavoidable; please just ensure that the figures on the worksheet match the figures in the portal.
- If you have any queries about the completion of the form please contact [grants@cornwall.gov.uk](mailto:grants@cornwall.gov.uk)

## Round 3 Full Application Guidance Notes

To help us capture all the information we need about your project and your capacity to deliver it successfully you will need to complete all sections. Failure to do so will delay or stop the appraisal of your project.

Please remember that the person appraising the application has no prior knowledge of your project. Ensure you provide enough information for them to understand your project, what it aims to achieve and how it will be delivered but try not to overload with jargon, technical information or lengthy narrative within which key points can be easily lost.

The Enterprise Grant Scheme can only support capital costs examples include building works, equipment, external and internal fixtures and fittings. Revenue costs such as staff, overheads, marketing and consultancy are not eligible for support through this scheme.

The Costs and Funding Section will require you to complete a separate Excel spreadsheet which needs to be downloaded from within the online GMS portal and uploaded when completed.

If you have any queries regarding the completion of any online forms that are not covered by the guidance notes, please contact [grants@cornwall.gov.uk](mailto:grants@cornwall.gov.uk)

### Organisation Details

#### What is the registered name of your business/organization

This should be the legal name as it is registered with the Companies House, HMRC or the Charity Commission. Please also include your trading name if this is different. For example, F H Hicks and Sons T/A The Fox and Hounds

If you are a prestart business and not registered to trade; you are not an eligible applicant to this fund.

### Project location

The address where the project activity will take place. Ensure you complete the location postcode so we can confirm you are within the Town Deal boundary. The boundary maps are available at <https://www.cornwall.gov.uk/towndealgrants>. If you are unsure from looking at the map whether your project falls within the boundary, please email [grants@cornwall.gov.uk](mailto:grants@cornwall.gov.uk) with your full address and postcode.

**Registered Business Address**

This is the address as registered with the Charity Commission / HMRC / Companies House etc. If this is the same as the project location, please leave blank.

**Legal status**

Choose from the drop down the option that represents the legal status of your business / organisation. If none are applicable, select the 'other' option and provide a description in the text box to the right.

You will be asked for a means by which we can confirm the legal status of your business / organisation e.g. Companies House Reg Number, Charity Commission Registration or to confirm you have a Unique Tax Registration for sole traders.

**VAT Registration**

If your business / organisation is registered for VAT, then normally you will only be able to request support for costs net of VAT as you will be able to reclaim the VAT in your next return. If you are not VAT registered then you can apply for gross costs, i.e., inclusive of VAT.

If you are VAT registered but opt to claim gross costs you will need to explain why you believe the VAT associated with your project costs is ineligible to claim back from HMRC. You may need to provide evidence from a financial professional to support this.

**Business Principles**

If you answer yes to any of these questions, please contact us at [grants@cornwall.gov.uk](mailto:grants@cornwall.gov.uk) so we can assess whether this impacts on your application before submission.

**Business Dates**

Please tell us the date your business started operating and whether you are currently trading.

**Business/organisation sector**

Please indicate which sector most closely applies to your business / organisation. If you don't fall into any of the listed sectors, use the 'other' choice and give a description in the box provided.

If you do not know your Standard Industrial Classification code (SIC code) it can be found on your Companies House registration page or use the link provided on the form to identify the code relevant to the work / service your business / organisation provides.

**Describe your business / organisation**

This information should be about your business / organisation. Information about your project will be collected later in the form.

## Business Size

Why do we need to know the size of your business? Town Deal funding is only available to micro, small and medium 'enterprises' also known as SMEs. An 'enterprise' is defined as any entity engaged in economic activity i.e., the sale of products or services at a given price, on a given/direct market.

We have put together the following table to help you identify the size of your business:

Business Size	Definition
Micro	Micro-enterprises are defined as enterprises that employ fewer than 10 persons and whose annual turnover or annual balance sheet total does not exceed €2 million.
Small	Small enterprises are defined as enterprises that employ fewer than 50 persons and whose annual turnover or annual balance sheet total does not exceed €10 million.
Medium	Medium-sized enterprises are defined as enterprises that employ fewer than 250 persons and either have an annual turnover that does not exceed €50 million, or an annual balance sheet not exceeding €43 million. Any business that exceeds the levels for Medium are not eligible to apply for Town Deal Enterprise Grants.

## About shares and shareholders

Whilst your business may be an SME, if it is owned by, linked to or partnered with a larger enterprise it might not be able to be classed as an SME. This is why we also ask you about other businesses you might be involved in.

If your business / organisation has shareholders fill in one row for each of them.

If your business owns 25% or more of the shares in another business / organisation, or has significant control over it, we need to know the details.

Likewise, if the principles (shareholder, directors, partners or sole traders) own shares of 25% or have significant control of another business please tell us about these in the relevant table.

## Employees

It is important to clarify what we mean by FTEs as we need to gather information about these throughout the application process.

A full-time equivalent employee (FTE) is a person working the number of hours considered full-time by your business / organisation. For example, if the full-time hours for your business were

37 hrs per week, then someone working for your business full-time works 37 hours per week, they would be 1 FTE. If you also have two part-time employees who each work 18.5 hours, they will make another 1 FTE between them, someone who worked 29.6 hours per week would be 0.8FTE (i.e. 29.6/37).

The number of FTEs you employ may differ from the total number of employees you have (your head count) if you employ part time staff, this is fine.

A Ltd company with a single employee director is treated as having no employees as is a sole trader. If there are a number of company directors who draw a salary from the business, they are considered employees.

We initially need to know how many FTEs you employ at the start of the project as this partially determines the size of your business.

If you intend to create any jobs or safeguard any jobs as a result of the project activity these will also need to be reported as FTEs.

### Contact Details

Please provide the details for project lead within your business / organisation, this will be the person all correspondence / queries will be addressed to and must have the authority to represent and enter into contracts for the organisation. They will sign any future Grant Funding Agreement.

If there is someone you wish to deputise in the absence of the main contact, or someone you want to be copied into any correspondence / queries please provide their details as a secondary contact. If this person is not a director or partner in your business / organisation we will require written (email) consent to deal with them in respect of this project.

### Project Details/Information

**The name of your project;** this should be different to your company name

**Brief description:** please provide a 50-word max summary of the activity you are seeking funding towards.

Example: This project will renovate a building in St Ives Town Centre to provide a modern retail outlet, including internal and external renovations.

### Is the application linked to another Town Deal Project?

If you feel your project proposal would be strengthened by being considered alongside another project currently running or in development, please provide information that explains what the linked / complementary proposal is, how they are linked and who the other applicant(s) is (are) to help us identify it. There is an opportunity later in the form to explain less formal links between other Town Deal Projects

## **Describe your project**

You will have already provided us with information about your business / organisation. This section is where you tell us about your project; what is it you want to do and how it will be achieved. What will you spend the Enterprise Grant on, who will be involved? It's important that we fully understand your proposal, please be succinct but provide enough information that someone unconnected to your project will understand it.

Supplementary information e.g., photos, drawings, plans can be submitted to show us the current situation and to provide an indication of what the project will achieve.

## **Explain why the project is needed and what it will achieve for your business**

Tell us why your project is needed, and why now is the time to do it. Please describe the problem / barrier / issue that the project will overcome and what benefits this will bring to your business / organisation.

## **Project Options**

If you have considered different iterations of your project before deciding on the version being brought forward or different ways to meet the need, tell us here what those were and why you chose the final version. Make sure to include here what the result would be of you doing nothing, running the project on a smaller scale etc.

We need to ensure we are using the Town Deal grant to its greatest advantage, tell us here what the consequence would be if your project didn't receive any of the grant requested or only some of the grant requested by ticking the boxes.

## **Strategic Fit**

The Enterprise Grant Scheme has specific objectives and outcomes. You are not expected to deliver against every objective / outcome, please select the ones appropriate to your project and provide a summary of how you believe you will contribute to it the text box provided.

In this section you will also be asked to identify how your project fits the call priorities these are

- enhance/improve the local service offering to residents of the town, including supporting year around retail.
- widen the economic base of the town, i.e. reduce the reliance on tourism/hospitality.
- external improvements to premises which enhance the streetscape of the town where the designs are sympathetic to the overall character of the town and surrounding properties and the enhancements will result in increased footfall into the premises.

## Project Costs and Claim Profile

Please ensure you complete the Enterprise Grant Cost and Finance Form before completing this section as it will provide many of the answers for you. **Remember to attach the Excel spreadsheet once complete to your submission.**

Procurement is the means by which you will choose your preferred supplier of goods and services. Guidance for compliant procurement procedures can be found here

<https://www.cornwall.gov.uk/towndealgrants>

A summary of procurement thresholds is:

Value of Procurement	Procurement requirement
Under £25,000 (Exclusive of VAT). This is the cost of the goods or services you are buying not the grant level	<p><b>Direct Award:</b></p> <p>Obtain 1 written quotation or website screenshot.</p> <p>You will also be asked in the application to comment on how you have achieved Value for Money (VFM).</p>
<p>£25,000 or above (Exclusive of VAT)</p> <p>This is the cost of the goods or services you are buying not the grant level</p>	<p><b>Full tender:</b></p> <p>Please contact the Enterprise Grant Team <a href="mailto:grants@cornwall.gov.uk">grants@cornwall.gov.uk</a> who will provide you with bespoke advice and support.</p>

More detailed guidance can be found on page 26

If your business / organisation currently has its own procurement policy, you will need to check that it complies with the programme guidance and submit a copy. If you have no policy, or yours does not comply, then you will need to agree that you will follow the programme guidance.

### Funding and Finance

Grant funds can only be paid into a bank account specifically used for your business or organisation. If you are a sole trader this cannot be your domestic account which you use for your daily personal transactions. You will need to attach a copy of your last full bank statement to your submission email. This should be for the account that all transactions for the project will be spent from, and to which grant payments will be made.

Please explain why you cannot 100% fund the investment yourself examples could include inadequate reserves or borrowing available, or other projects or investments planned that require funds.

The maximum number of claims permissible is three and these will be submitted as a minimum quarterly and in arrears (after you have purchased the goods and services). We therefore need you to confirm you are able to pay for the project up front before claiming the grant back. Please note that the use of asset finance as match for the project is not normally eligible as the



ownership of any assets purchased must rest with the applicant business to be eligible for grant. If you are thinking of using such finance please contact the team to discuss this first.

## Subsidy Control

Subsidy control is the way the Government ensures one business is not unfairly advantaged over another by investments of public funds. Grants under the Town Deal Enterprise Grant Scheme are primarily awarded under the Minimal Financial Assistance (MFA) scheme.

We need to know if you are / intend to make an application to another public source of funding to contribute towards your costs.

If your business / organisation has received any Public Sector funding over the last 3 financial years under De Minimis, Minimal Financial Assistance or SAFA schemes you need to provide the details here. We will use this information to make sure you have not exceeded the maximum entitlements under this type of investment. Please note that you will need to declare any such aid awarded to the applicant business and any linked businesses

Possible sources of this type of aid would include but are not limited to – European funded grants or support such as ERDF, ESF or other public sector (including local authority and National Lottery) grants or support.

## Outputs

Please indicate which outputs your project will deliver towards and provide the details. The rationale provided should explain how you calculated the output and timescales for delivery.

Output / Outcome	Definition of output / outcome	Evidence required
Number of full-time equivalent (FTE) permanent jobs created	The total number of newly created full-time equivalent (FTE) permanent jobs as a direct result of the project. This can include both part-time and full-time jobs, but should be recorded as FTE. Created jobs exclude those created solely to deliver the project e.g. a project manager or builder employed on site. Permanent job means it	<ul style="list-style-type: none"> <li>• Monitoring form signed by the applicant, confirming the job numbers created.</li> <li>• Payroll information for the new jobs provided by the employer</li> <li>• An anonymised list of the employees created and their hours of work</li> <li>• Information about salary level</li> </ul>

	should have an intended life expectancy of at least 12 months from the point at which it is created.	
Number of full-time equivalent (FTE) jobs safeguarded	<p>The total number of full-time equivalent (FTE) jobs safeguarded as a direct result of the project.</p> <p>- 'Safeguarded' means a permanent paid job that was at risk prior to a grant being provided and which the support will help the employer to retain. This includes sole traders and business owners.</p> <p>- 'At risk' means it is forecast to be lost within 6 months.</p>	<ul style="list-style-type: none"> <li>• Monitoring form signed by the employer, confirming the job numbers safeguarded.</li> <li>• Payroll information on the safeguarded jobs provided by the employer</li> <li>• An anonymised list of the employees safeguarded and their hours of work</li> <li>• Information about salary level</li> </ul>
m <sup>2</sup> of retail, leisure or food and beverage space renovated / improved	<p>The sqm of floorspace of space with improvements completed.</p> <p>Improved means adding, renovating or making significant repairs to facilities. It does not include maintenance of existing facilities.</p> <p>- completed means physical completion of the improvements and the space is ready for occupancy immediately</p>	<ul style="list-style-type: none"> <li>• Monitoring form signed by the applicant confirming the metrics.</li> <li>• Address of premises including postcode.</li> <li>• As built drawings showing floor space.</li> <li>• Photographs of space (before and after)</li> </ul>
m <sup>2</sup> of office space renovated	<p>The sqm of floorspace of office space with improvements completed.</p> <p>- Office space means any space where work takes place, this can include shared workspace, but does not include retail or industrial space. As per The Town and</p>	<ul style="list-style-type: none"> <li>• Monitoring form signed by the applicant confirming the metrics.</li> <li>• Address of premises including postcode.</li> <li>• As built drawings showing floor space.</li> <li>• Photographs of space (before and after)</li> </ul>

	<p>Country Planning (Use Classes) Order 1987*, Class A2 and B1.</p> <ul style="list-style-type: none"> <li>- Improved means adding, renovating or making significant repairs to facilities. It does not include maintenance of existing facilities.</li> <li>- completed means physical completion of the improvements and the office space is ready for occupancy immediately</li> </ul>	
m <sup>2</sup> of heritage buildings refurbished / improved	<p>The sqm of floorspace of heritage buildings with renovations and restoration completed</p> <ul style="list-style-type: none"> <li>- Heritage building means any building on the National Heritage List for England (NHLE)</li> <li>- Renovations and restoration means adding, renovating, or making significant repairs to facilities. It does <u>not</u> include maintenance of existing centres.</li> <li>- Completed means physical completion of the renovations/restorations and the space is ready for occupancy immediately</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring form signed by the applicant confirming the metrics.</li> <li>• Address of premises including postcode.</li> <li>• As built drawings showing floor space.</li> <li>• Photographs of space (before and after)</li> </ul>
m <sup>2</sup> of repurposed residential / commercial / retail floor space renovated / restored	<p>The sqm of overall floorspace repurposed following completion of the project</p> <ul style="list-style-type: none"> <li>- Completed means physical completion of the repurposing and the space is ready for occupancy immediately</li> <li>- Repurposed means changing</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring form signed by the applicant confirming the metrics.</li> <li>• Address of premises including postcode.</li> <li>• As built drawings showing floor space.</li> <li>• Photographs of space</li> </ul>

	the use class of the space. See the Town and Country Planning (Use Classes) Order 1987* for different classes	(before and after
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The Town Investment Plan has a number of wider outcomes it hopes to achieve as a result of its funding. Again, you are not expected to contribute to everything but tell us if your project will contribute toward any of these, providing a brief explanation of how.

<b>Outcome</b>	<b>Rationale</b>
Expected energy savings / increased efficiency	Examples could include installing equipment with an improved energy efficiency rating, improved insulation levels or installation of renewable energy infrastructure
Increase in visitor (retail) numbers and dwell times	Explain how your project will attract new shoppers / visitors to the town or encourage them to stay longer
Bringing building back into use	This can include whole buildings or parts of building that are currently unused for commercial activity.
Diversifying the economic base of the town through supporting a range of sectors and businesses to grow	Will your project provide something new or different to the Town Deal area? If the activity is already happening in the town does your project provide a different approach.
Improved vibrancy of the town centre	The Town Deal Board are looking to support projects that improve the look and the feel of the town. Explain how your project will contribute.
Adding value to other Town Deal projects by supporting individual businesses to develop, enabling them to maximise the opportunities offered to them	The Enterprise Grants form part of programme of Town Deal projects; the details of the large grants can be found on the Town Deal website. If your project has any links to other Town Deal projects or Enterprise Grants please explain them here

## Benefits and Impacts

You may wish to tell us about any business, community, environmental or social benefits / outcomes of your project that have not been picked up elsewhere. You do not need to repeat anything you have already included.

Please provide a brief statement about the impact your project will have on people with protected characteristics. If there is no impact positive or negative, please state neutral.

## Policies

At point of contracting all beneficiaries of Town Deal Enterprise Grants need to have or be working towards an environmental sustainability and equality and diversity policy. If you would like support creating an environmental sustainability or an equality and diversity policy, please let us know at [grants@cornwall.gov.uk](mailto:grants@cornwall.gov.uk). If you do not already have a policy in place and your grant is approved a condition will be added that requires you to evidence that a policy has been adopted by the time you submit your final claim.

## Customers / market and displacement

Tell us who the customers of your business / organisation are and how the changes/improvements you will be making as a result of the grant will increase or change this market.

We will need to consider displacement as a result of our funding, tell us how your competitors may be affected by you receiving this grant and making the changes to your business / organisation.

## Sustainability / Exit strategy

Explain how your project will maintain momentum after the grant and create a lasting effect for Penzance or your business / organisation.

## Permission and Consent

We need to know who owns the property / land the project is going to be carried out on, whether they know it is happening and give their permission. If you need someone else's permission this can be via an email or letter submitted with your application.

Each project will be different and will have its own individual requirements for permissions, licenses and regulations. We rely on the applicant to have investigated the requirements for their project. We need evidence that consents have been granted. If you tick no to consents being required, we may come back to provide justification.

Please see the Town Deal planning guidance notes for helpful links to relevant contacts and advice. <https://www.cornwall.gov.uk/towndealgrants>

## Deliverability

The response to this question will vary depending on the scope of your project, if you are simply buying a piece of equipment the method for delivery will be fairly simple, if you are carrying out building works then we will need the process to be described in more detail.

Once we agree your grant and you start work on your project, you will need to make sure that the costs agreed in your offer letter are the only ones that appear in your claim. Any other costs that may crop up during the delivery of your project, will not be eligible for grant. Is there someone in place to compile the claims and deal with any queries? Explain what processes you will put in place to make sure that only the approved items are claimed for. This could include using separate accounting / spreadsheets or allocating all project related activity a specific code.

Have you ever run a similar project/made a purchase/carried out building works? If so, how did this go? What did you learn from it?

## Risks

You should consider the risks to your project, anything that may prevent you from spending all the funds allocated, failing to meet milestones and deadlines set, or causing you to underachieve the outputs and outcomes you have stated.

Examples of risks could be – cost increases, supplier issues, time overruns, loss of key staff, failure to achieve expected number of customers

Score the likelihood of them occurring and the impact as low, medium or high through the drop downs and explain how you can / have minimised the risk to the project. For example, using a contractor with a proven track record of delivering on time and on budget.

## Timescales

**Start date** tell us the date you hope to start your project, remember to keep this realistic to allow us time to appraise your application and obtain a decision, we suggest 8 -10 weeks from submission.

The **end date** is the date you anticipate you will complete your project, have bought all your items, completed all the work and have paid for everything.

**Financial completion** date is the date you will have submitted the last financial claim to us. The final claim will need to include all cost evidence and possibly a narrative, so make sure you leave yourself enough time to complete this.

**Final outputs reported:** some of the outputs/outcomes you will be contracted to deliver may well be achieved after your final claim has been submitted. Make sure we know when this will

## Procurement Guidance

The award of a Town Deal Grant represents a significant use of public money and must conform to the following procurement rules:

<b>Value of contract</b>	<b>Minimum procedure</b>
£0 - £24,999 (excluding VAT) <sup>1</sup>	Direct Award
£25,000 and above (excluding VAT)	Formal tender process

Conformity to these rules is mandatory and the responsibility of the applicant. All procurements must be reasonable, sufficient and proportional to enable potential suppliers to respond and facilitate genuine transparency and open competitiveness as part of the procurement selection process.

### Direct Award

Direct Award procurement is for any expenditure of £24,999 and below (excluding VAT) from one supplier. Multiple items from the same supplier should be grouped together and a single quotation should be obtained from that supplier that covers all the items required but the total must be below £25,000 Ex VAT. If the total is £25,000 or above, you must follow the Tender procurement process.

Where possible, applicants are encouraged to align Direct Award procurements with Cornwall Council's Social Value policy. This policy recommends, where possible, Direct Awards should be to a Local Supplier. (A Local Supplier is one which has a base in Cornwall and is determined using the postcode). However, consideration should always be given to achieving best value for money when awarding on one quote.

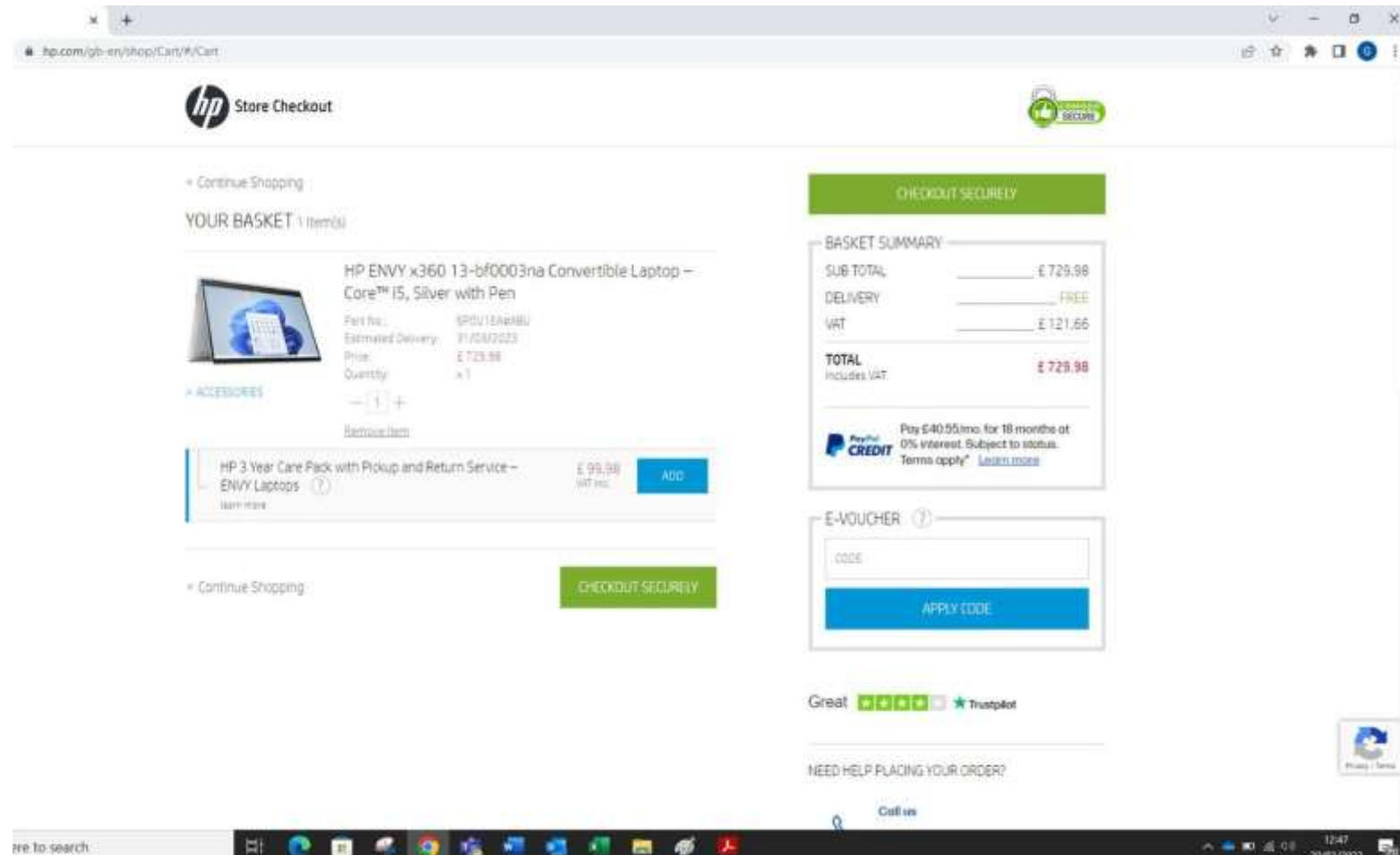
You must produce a clear specification for which you obtain a quote that meets your requirement.

1. Can you obtain the quote from the web? If Yes then follow the guidance below:
  - a. Print Screen the web quotation and then paste into a word document. **Ensure that you capture the date the screenshot has been captured**

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<sup>1</sup> Contracting Authorities should follow their own Procurement Policy, or they may choose to follow this guidance. Contracting Authorities are the State, regional or local authorities, bodies governed by public law or associations formed by one or more such authorities or one or more such bodies governed by public law, and includes central government authorities, but does not include His Majesty in his private capacity

b. It should look something similar to this:



The screenshot displays the HP Store Checkout page. The main content area shows a basket with one item: "HP ENVY x360 13-bf0003na Convertible Laptop - Core™ i5, Silver with Pen". The price is £729.98. Below the item, there is a section for accessories, including "HP 3 Year Care Pack with Pickup and Return Service - ENVY Laptops" for £99.99. The basket summary on the right shows a sub-total of £729.98, free delivery, and a VAT of £121.66, resulting in a total of £851.64. A "CHECKOUT SECURELY" button is visible. The bottom of the page features a Trustpilot rating of "Great" and a "NEED HELP PLACING YOUR ORDER?" section. A blue arrow points to the system tray in the bottom right corner of the browser window.

2. Then find the VAT number. This may be on the main screen or in the terms and conditions. Screenshot the relevant page



Company Registration Details | X

hp.com/gb-en/company-registration-details.html

Z Omen HYPERX poly

hp Explore Shop Support

Search HP.com

Sign In

## About HP

HP Inc. creates technology that makes life better for everyone, everywhere. Through our portfolio of printers, PCs, mobile devices, solutions, and services, we engineer experiences that amaze.

[Read more about HP Inc tax strategy.](#)

[View HP Inc UK Limited's S.172 Stakeholders Statement](#)

## Registered Companies

### HP Inc UK Limited

Registered Office: Earley West, 300 Thames Valley Park Drive, Reading, RG6 1PT, United Kingdom  
Company No: 9408979  
VAT number: GB 206 8537 96

### Other Registrations

HP is a registered producer under the Waste Electrical and Electronic Equipment Regulations 2007. [Read more about recycling your old IT equipment](#)

HP is committed to providing our customers with information about the chemical substances in our products as needed to comply with legal requirements such as REACH (Regulation EC No 1907/2006 of the European Parliament and the Council). A chemical information report for this product can be found at: [www.hp.com/go/reach](http://www.hp.com/go/reach)

Country/Region: United Kingdom

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Type here to search

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3. If the quote cannot be obtained from the web, then discuss your requirement, where possible, with several suppliers to ensure you are getting value for money ensuring that you do not have any Conflict of Interest. This means to the best of your knowledge, there is no conflict of interest between your organisation and the supplier that has or is likely to influence the decision to use this supplier either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of your choice of supplier. If there is a Conflict of Interest, you will need to provide a reason why the procurement with that Supplier should still proceed but you should seek advice from the programme before entering into any contract.
4. Obtain a quote for your requirement
5. Is the quote what you want? – No – get a requote or a quote from another supplier
6. Is the quote what you want? – Yes – then check:
  - a) It is clearly addressed to you
  - b) Shows the with and without VAT prices as appropriate
  - c) The suppliers' VAT number if applicable

### **Conflict of Interest**

Cornwall Council, as the Managing Authority, has to comply with the Public Procurement Regulations. Although grant applicants are not subject to these regulations, Cornwall Council in meeting its Anti-Fraud requirements of the grant provided by the Government's Levelling Up funding, require applicants to consider conflicts of interest in their procurement activities. Regulation 24 of The Public Contracts Regulations 2015 states:

#### *Conflicts of interest*

*24.—(1) Contracting authorities shall take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators.*

*(2) For the purposes of paragraph (1), the concept of conflicts of interest shall at least cover any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.*

*(3) In paragraph (2)—*

*“relevant staff members” means staff members of the contracting authority, or of a procurement service provider acting on behalf of the contracting authority, who are involved in the conduct of the procurement procedure or may influence the outcome of that procedure; and*

*“procurement service provider” means a public or private body which offers ancillary purchasing activities on the market.*

For the purposes of all Shared Prosperity Growth Hub and CLUP Grants or Town Deal Grants any form of contract cannot be awarded to an employee, shareholder, trustee or director of the applicant. In exceptional circumstances, a contract may be awarded to such persons ONLY if it can be clearly shown the person has had no input to the framing of the specification of any Request For Quotation/Invitation To Tender, the procurement/tendering process and awarding of the contract; should this be to a shareholder or to a company that the shareholder has a financial interest by way of salary or shares, this activity must be undertaken at cost (without any profit element). If the costs cannot be demonstrated to be without profit, then the contract should not be awarded. Costs for staff (including directors etc) paid through PAYE are eligible.

If in doubt please seek clarification from Cornwall Council’s Growth Hub Technical Lead: [graham.woodworth@cornwall.gov.uk](mailto:graham.woodworth@cornwall.gov.uk)

Checklist:

a. Quote is clearly addressed to you	
b. Quote clearly identifies the goods or services required	
c. Quote Shows the with and without VAT prices	
d. Quote details suppliers’ VAT number if applicable	
e. The quote represents VFM	
f. Local Supplier has been used or a reason noted why not	
g. Conflict of Interest considered.	

You will need to submit a copy of the quote or screenshot quote prior to claiming for that item (normally this is expected the quote will be submitted with the invoice and defrayal evidence for that item, but can you submit it before that).

When submitting any invoice evidence in support of your Claim, you will be required to provide the following statement:

1. I am satisfied that this purchase represents Value For Money
2. I have used a Local Supplier.

**Or**

2. I have not used a Local Supplier because *there was no Local Supplier for the services I wished to procure, or I have an existing supplier relationship, or the Local Supplier didn’t represent best Value For Money.* (Select and delete as appropriate)
3. I, to the best of my knowledge, confirm there is no conflict of interest between my enterprise and this Supplier.

**Or**

3. I am declaring a potential Conflict of Interest which I have disclosed to the programme and confirm that the Supplier meets all of the procurement requirements and my enterprise, or any employee, will not benefit financially from the contract.

No purchases can be made against your project procurement until your project has been approved and you have received your Offer Letter.

### **Formal Tender Process**

A formal tender process is required to purchase all goods and services of £25k or over, excluding vat. If your project is looking to award contracts of this size, please contact the Programmes Team for further advice and support.

### **DISCLAIMER**

This document is guidance on the subject of how to select suppliers of goods, works and services part funded through Town Deal Funding. It does not constitute legal advice and should not be relied on for that purpose. CC does not accept any liability relating to the use of this document. Specialist advice should be sought from your own professional advisors if required.

