**Digital Connectivity Grant Programme**

**APPLICATION FORM 2015-16**

***Growth Deal Funding***



**If your business/commercial area is within West Sussex you could apply for a gap-funding grant of between £10,000-£25,000 to enable a superfast connection.**

**Only capital expenditure as defined by the Chartered Institute of Public Finance and Accountancy (CIPFA) is eligible.**

**You will be expected to match fund at least 60% of the overall costs of your proposal and incur the full project costs by 31st December 2016. Match funding can be either capital or revenue but must be clearly tied to the same project.**

**Businesses have until Friday 15th January 2016 to submit an Application Form.**

**BEFORE YOU BEGIN**

**Data Protection**

The Coast to Capital Local Enterprise Partnership (C2C), West Sussex County Council (WSCC) and project partners will keep a record of your contact details and may use your contact details to send you further information, notify you of further funding opportunities and/or invite you to events organised by C2C or WSCC. Your personal and business information will remain confidential and, other than as expressly detailed in this form will not be distributed to any third party organisations without explicit consent.

**Confidentiality**   
It is the intention of C2C and WSCC to be as open and transparent as possible in administering the grant funding and C2C and/or WSCC will publish the details (including organisation name and project details) of all applications that are awarded grant funding. All other information in this Application Form will be treated as confidential but may be shared on this basis between WSCC and C2C employees, the Grant Panel and other project partners. If the information in this Application Form needs to be shared with any other external partners or parties, we will obtain your consent before any information is shared.

**Please read the Digital Connectivity Application Guidance Notes 2015-2016 (“the Guidelines”) carefully before completing this application. By submitting this Application Form you will be deemed to have read and understood the Guidelines.**

Please be as concise as possible and keep within any word limits specified. **If you have any queries or require further information, please contact the project team via** [**broadband@southdowns.gov.uk**](mailto:broadband@southdowns.gov.uk)

**SECTION A: Applicant Details (add rows as required)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A1: Project Name:** |  | | | | | | |
| **A2: Organisation Name** (including trading name if different to registered company name): |  | | | | | | |
| **A3: Organisation Address:** |  | | | | | | |
| **Postcode:** | |  | | | | |
| **A4: Correspondence Address:**  (If different to above) |  | | | | | | |
| **Postcode:** | |  | | | | |
| **A5: Company Number:**  (If applicable) |  | | | | | | |
| **A6: Charity Number:**  (If applicable) |  | | | | | | |
| **A7: VAT Registration Number:**  (If applicable) |  | | | | | | |
| **A8: Are you owned by another business or part of a wider group of businesses? If so please provide details** (including group address & website, total annual turnover and number of group employees)**.** |  | | | | | | |
| **A9: Name of MD / CEO** (or equivalent): |  | | | | | | |
| **A10: Name of lead contact for proposal:** |  | | | | | | |
| **A11: Job Title of lead contact for proposal:** |  | | | | | | |
| **A12: Email address** (for lead contact): |  | | | | | | |
| **A13: Telephone Number(s):** |  | | | **Mobile Number:** | |  | |
| **A14: Website:** |  | | | | | | |
| **A15: Brief description of what your organisation does:** |  | | | | | | |
| **A16: Organisation Status**  (please mark with an X ) | **Early-Stage** (1-2 years) | | | | **Established Business** | | |
|  | | | |  | | |
| **A17: If an Established Business, how many years have you been trading?** |  | | | | | | |
| **A18: Type of Organisation**  (Please mark with an X, and insert the relevant Registration Number if applicable) | **Limited Company** | | | |  | | |
| **Sole Trader** | | | |  | | |
| **Partnership** | | | |  | | |
| **Limited Liability Partnership** | | | |  | | |
| **Other (please specify)** | | | |  | | |
| **A19: What is your annual turnover?** | **2012/2013: Actual** | **2013/2014: Actual** | | | **2014/2015: Actual** | | **2015/2016: Forecast** |
| £ | £ | | | £ | | £ |
| **A20: Is your 2015/16 forecast on target?** |  | | | | | | |
| **A21: Please can you confirm your status within the project?** | Landlord | | | |  | | |
| Agent | | | |  | | |
| Occupier | | | |  | | |
| Service Provider | | | |  | | |
| Other (please specify) | | | |  | | |

**SECTION B: About the Business/Commercial Area**

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| --- | --- | --- | --- | --- | --- |
| **B1: What is the postal address of the business/commercial area to be superfast enabled** |  | | | | |
| **Postcode:** | |  | | |
| **B2: What broadband provision does the area have at present including current average speeds** (both upload and download)? | Please explain in max 200 words | | | | |
| **B3: Please confirm the area is not already covered by superfast and provision** (please attach West Sussex response with your application) |  | | | | |
| **I have e-mailed** [**broadband@westsussex.gov.uk**](mailto:broadband@westsussex.gov.uk) **to check coverage. (Y/N)** | | |  | |
|  | | | | |
| **B4: How many businesses and FT employees are sited within the business/commercial area?** | **Businesses:** | | **Employees:** | | |
| **B5: Please give details of these businesses including name, their primary trade and number of FT equivalent employees.** | Please fill out table below, if more than 24 businesses are based on the business/commercial area please provide details on a separate sheet of paper and attach to the application. | | | | |
| **Name of Business** | | **Primary trade of business** | | | **FTE** |
| 1. | |  | | |  |
| 2. | |  | | |  |
| 3. | |  | | |  |
| 4. | |  | | |  |
| 5. | |  | | |  |
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| 23. | |  | | |  |
| 24. | |  | | |  |
| 25. | |  | | |  |
| **If more than 25 occupiers within the business/commercial area please provide details on a separate sheet** | | | | | |
| **B6: If you are not the landlord or agent, please can you confirm that the landlord and/or agent will support this application? (Please note, evidence of landlord/agent support for the project will have to be provided with this application)** | Please explain in max 200 words | | | | |

**SECTION C: Technical Information**

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| --- | --- | --- | --- | --- |
| **C1: Where is the nearest commercially available fibre access point to your business/commercial area?**  **Approximately how far in metres is it from your location?** (as crow-flies is sufficient) | Location (please give nearest address and postcode, if not available then give map reference) | | | |
| Approximate distance from your location in metres | | | |
| **C2: Please confirm your methodology for getting fibre from the nearest access point to your business/commercial area?** | Please explain in max 300 words | | | |
| **C3: What technical solution are you proposing to enable the business/commercial area?**  (Put a Y or N by each) | Fibre to the cabinet (FTTC) | |  | |
| Fibre to the premises (FTTP) | |  | |
| Wireless | |  | |
| Satellite | |  | |
| Superfast? | |  | |
| Other (please specify) | |  | |
|  | |  | |
| **C4: If FTTC please can you explain how you will get superfast and into each occupier?** | Please explain in max 300 words | | | |
| **C5: Please explain your methodology maximise service take-up rate of superfast within the occupiers of the business/commercial area?** | Please explain in max 300 words | | | |
| **C6: What is the anticipated maximum speeds of the proposed installation?** | Upload speed | |  | |
| Download speed | |  | |
| **C7: If not a service provider yourself please can you give details of your anticipated service provider who will undertake the project on your behalf** | Business Name |  | | |
| Business address |  | | |
| Postcode | |  |
| Contact Number |  | | |
| Email address |  | | |
| **C8: Please can you give details of your/their relevant experience in delivering superfast solutions to your type of location?** | Please explain in max 300 words | | | |
| **C9: Please can you give estimates of the monthly service charges for occupiers of the business/commercial area for low, medium and high volume users including upload, download speed and any limits.** | Please explain in max 300 words | | | |
| **C10: Are you anticipating any connection charges for occupiers if so please can you provide details?** | Please explain in max 300 words | | | |
| **C11: Please give details of what the Digital Connectivity Grant will be purchasing? This is required to demonstrate eligibility as capital expenditure.** | Please explain in max 300 words | | | |
| **C12: Please summarise your rationale for the above technical solution i.e. why you have chosen it as the best value and most effective solution** | Please explain in max 300 words | | | |

**SECTION D: Your Funding Proposal**

* Please answer ALL questions in this section
* Please ensure each answer is within the required word limit where specified – information provided beyond these word limits will not be read.

|  |  |  |  |
| --- | --- | --- | --- |
| **D1: Total Costs of your Project (excluding VAT):** | £ | | |
| **D2: Amount requested from digital connectivity grant programme (40% of total project cost, up to a maximum £25,000 grant, excluding VAT):** | £ | | |
| **D3: Please provide a breakdown of the costs of the project, clearly separating out what the Digital Connectivity Grant will pay for (capital only as defined by the CIPFA Code of Accounting Practice) and what the match funding will pay for. Please include how much will be spent on each cost in each quarter. Please break down the total cost so that one column includes VAT and one excludes VAT.**  (Please add more rows if needed) | | | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Cost** | **Jan 16 – March 16** (£) | **April 16 -Jun 16** (£) | **July 16 -Sept 16  (£)** | **Oct 16 – Dec 16 (£)** | **Total** (£) | | | **How has the cost been calculated** | | **Gross (Inc VAT)** | | **Net (Exc VAT)** | | **Digital Connectivity Grant** | | | | | | | | | | Capital item(s) |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | |  | | **Total cost of capital grant expenditure (£)** |  |  |  |  |  |  | |  | | **Match Funding** | | | | | | | | | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | |  | | **Total cost of match funding expenditure (£)** |  |  |  |  |  |  | |  | | **Total costs (£)** |  |  |  |  |  |  | |  | | | | |
| **D4: Please give details of other sources of funding that will be used to meet project costs:**  (Please add more rows if needed) | **Source** | **How much (£)** | **Has it been confirmed?** |
|  |  |  |
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|  |  |  |
| TOTAL |  |  |
| **D5: Tell us why you need a Digital Connectivity Grant, explaining what other steps have been taken to secure funding and the reasons why you have not been successful (e.g. bank applications)** | Please explain in max 200 words | | |

**SECTION E: Project Plan**

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| **E1: In the table below, please set out the key project milestones relating specifically to this project.** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Milestone** | **Date (to be achieved by)** | | **Project start date (please state a project start day):** | e.g.1/3/16 | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | **Project end date (please state a project end date):** |  | |

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| --- |
| **E2: What are the main risks to your project and how do you propose to mitigate them?**  **Add further rows if needed.** |
| |  |  |  |  | | --- | --- | --- | --- | | **Risk** | **Likelihood** | **Impact** | **Mitigation** | | ***e.g.Equipment unavailable*** | ***Medium*** | ***High/Med*** | *Check a range of suppliers.*  *Change design to utilise comparable specification equipment which is available* | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

**SECTION F: Outputs and Outcomes**

* Please answer ALL questions in this section

Please ensure each answer is strictly within the required word limit where specified – information provided beyond these word limits will not be read.

|  |  |
| --- | --- |
| **Please explain what outputs you expect to achieve with your proposal:** | |
| **F1: Number businesses within the business/commercial area that will have access to superfast broadband?** |  |
| **F2: No. of jobs created by the project:**  **Cost per job (grant requested divided by the number FT equivalents):**  **No. of jobs safeguarded:**  **Cost per job safeguarded:** |  |
|  |
|  |
|  |
| **F3: Cost per business (grant requested divided by the number businesses).** |  |
| **F4: Please explain why this business/commercial area needs to be superfast enabled in terms of:**   * **Improved business processes and efficiencies** * **Enhancing competitiveness** * **Accessing new domestic markets** * **Accessing new overseas markets** * **Safeguarding jobs** |  |

|  |
| --- |
| **F5: Any additional information to support your grant application (maximum 300 words):** |
|  |

**SECTION G: State Aid**

Please confirm that your organisation is currently under the ‘de minimis’ exemption for State Aid and that the amount requested by your organisation from the Digital Connectivity Grant Programme and any associated match-funding, will not result in the ‘de minimis’ exemption being exceeded, by putting an X in the box below.

Please note that West Sussex County Council will be relying on the information and confirmation on State Aid provided by your organisation in issuing the grants and the risk of providing incomplete or inaccurate information lies with your organisation. For further information on State Aid please see the Guidelines.

|  |  |  |  |
| --- | --- | --- | --- |
| **G1: Please list any grants or assistance from public bodies you have received in the last three years.**  (Please add more rows if needed). | **Source:** | **Amount (£):** | **Date:** |
|  |  |  |
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If your application is successful, you will be required to make, within the funding agreement, a State Aid declaration confirming compliance with the “de minimus” Regulations

**SECTION H: APPLICANT SIGN OFF**

|  |  |
| --- | --- |
| **I believe the facts stated in this application are true and I am duly authorized to make this application;**  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Position: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **How did you find out about these grants?** |  |

**SECTION I: Submission**

Please submit your Application Form by **Friday 15th January 2016** at 17.00. Applications received after this deadline will not be considered, all applications will be assessed after this date. Your form must be submitted by e-mail to [broadband@southdowns.gov.uk](mailto:broadband@southdowns.gov.uk)

* Either submit the signature page as part of the form in MS WORD format with an electronic signature clearly visible, or print the signature page, sign, scan, Save as PDF, and email the PDF file along with your completed form.
* Please also attach either a JPG scan or PDF of the email coverage confirmation from West Sussex Broadband.
* Please also attach copies of any licences, wayleaves, planning permissions required to deliver this project.
* Please insert your organisation name in the *file name* when you save the Application Form.
* Please include **Digital Connectivity Grant *Application 2015-2016*** *and your organisation’s name*in the email subject box.
* Please ensure that the contact details provided are correct, particularly your email, as this will be our main point of contact with you.

In order for your application to be considered you will need to ensure that you have submitted all of the relevant supporting documentation. Please confirm this below; yes, no or not applicable (n/a).

|  |  |
| --- | --- |
| **Documentation to be submitted** | **Attached – Yes/No or n/a** |
| **Copy of WSCC broadband coverage email** |  |
| **Copies of quotations for costs as per requirement in section D3** |  |
| **Copy of landlord/agent support as per B6 (if required)** |  |
| **Copy of planning permission (if required)** |  |
| **Copy of highways licences (if required)** |  |
| **Copy of wayleaves (if required)** |  |
| **Copy of application signature page** |  |

We will acknowledge your Application Form within one working day of receipt.

## Acceptance of this Application does not guarantee or confirm a Digital Connectivity Grant will be offered.

**Please note that you may not incur expenditure on the project until you have returned the signed funding agreement back to West Sussex County Council. Any incurred expenditure before a signed funding agreement will be ineligible for grant funding.**

If you have any questions regarding the grant programme please contact the programme team via [broadband@southdowns.gov.uk](mailto:broadband@southdowns.gov.uk)

Please note the programme team is unable to provide you with any legal advice relating to these documents or your application.

**West Sussex County Council and the Digital Connectivity Grant Panel reserve the right to amend the eligibility criteria and terms and conditions of the Grants at any time.**