# Introduction

Please be aware you can only submit a Full Bid application form if you have previously submitted an IRF3 Expression of Interest (EOI) which has been approved by the Council.

To submit a Full Bid application, please complete this Full Bid Application Form. Once complete, please attach this application form (in Word format) and all additional documentation and evidence in an email and send to [irf@eastdevon.gov.uk](mailto:irf@eastdevon.gov.uk) quoting your FS case number in the email title.

To help you in completing the application, guidance notes have been added in **green text**. We recommend reading through **all** of the questions before you start to answer them. We also recommend you read carefully the IRF3 Policy document, focussing on sections 3 and 4. **Questions marked with an asterisk \*** below are **mandatory** and must not be left unanswered. Failure to provide answers to mandatory questions may result in the application being rejected.

**1. Please enter your business name, FS case number and funding pathway below. \***

Your FS case/reference number will be visible on any email you have received from us since submitting your Expression of Interest application form.

|  |  |
| --- | --- |
| Business name: |  |
| FS-Case: |  |

**2. Please briefly describe your proposed project. In your response, please make include:**

* **An overview of project activities**
* **How the project will have a transformational effect on your business**
* **How the project links to the aims of the IRF3\*** (250 words max)

This will be the main piece of text decision-makers on the UKSPF Panel will see before choosing to accept or reject your application, so make sure to add in as many of the key details as you can. More information regarding the aims of the IRF3 can be found in the [Policy](https://eastdevon.gov.uk/media/4t5hzxz0/irf3-policy-v3.pdf) document.

|  |
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| (type here) |

**3. How long will it take to deliver the project? In your response, please outline your timescales, key milestones and any deadlines you must meet. \*** (250 words max)

If your project is to develop and sell a new product, for example, the ‘project start’ would be the point in which you start developing the product and the ‘project end’ would be the date you intend to start selling the new product. You must inform the IRF team via email if the ‘project end’ is projected to be more than 18 months from the ‘project start’.

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| (type here) |

|  |  |
| --- | --- |
| **Milestone** | **Target Date** |
| (Project start) |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| (Project end) |  |

# Funding

**4. What is the total cost to deliver your project? (Exclusive of VAT) \***

Applicants can request amounts of between **£3,000 and £30,000** from the IRF3. The amount requested and the match funding provided must equal the total project cost. At least **30%** of the total cost must be match funded by the applicant. For example, if your total project cost is £30,000, the most you could bid for is £21,000, meaning you would need to provide £9,000 of match-funding.

|  |  |
| --- | --- |
| Total project cost: | £ |
| Amount Requested from IRF3: | £ |
| Match Funding provided: | £ |

**7. Please explain how your match funding will be sourced and when this funding can be accessed. \*** (250 words max)

Any funds that have been spent prior to receiving an IRF grant **cannot** be included as match funding. Evidence of match funding spent will be required should your project be successful in securing funding.

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| --- |
| (type here) |

**Viability**

**Please detail how your project will enable your business to grow, including any new products, services or technologies you will develop** (250 words max)

Please detail any target customer base, geographical area of sales, competition, details of any market research undertaken, projected customer demand and your ability to supply that demand. If your proposed project is the development of a new technology, please also outline any relevant research and evidence to show that the project is viable. Additional documentation and evidence can be appended to this application form where appropriate.

|  |
| --- |
| (type here) |

# Need

**8. Please provide a copy of your latest Profit and Loss Statement and Balance Sheet. \***

Please attached these documents in PDF format when submitting your full bid application form via email. An Income Statement can be submitted in lieu of a Profit and Loss Statement. These documents are required to ensure there is a genuine need for IRF3 funding.

**9. Why is IRF3 funding required to deliver your project? In your response, please include:**

* **Evidence from your Profit and Loss Statement and/or Balance Sheet that your business cannot wholly fund the project**
* **Other potential funding sources explored e.g. loans, share issues, crowdfunding**
* **Evidence that alternative funding sources are not accessible/feasible to deliver the project \*** (250 words max)

Funding will only be awarded to businesses that can demonstrate that public funding is required to deliver the project and that alternatives have been explored prior to making this application.

|  |
| --- |
| (type here) |

# Employment

**11. Will your project help to create new, high value employment in your business?** (250 words max) **\***

If so, please explain detail the titles and responsibilities and the salary of the jobs created, including when you forecast the recruitment of this role. Please also explain how the items/services you intend to purchase will directly enable you to create new jobs. These forecasts will be included within a legally binding funding agreement if your bid is successful.

|  |  |  |
| --- | --- | --- |
| **Job Title** | **Salary (£ per year)** | **Job Description and Timeline** |
|  |  |  |
|  |  |  |
|  |  |  |

**Please explain below how the project and equipment funded will lead to the jobs outlined above:**

(type here)

# Productivity

**12. Will your project help to increase your business’ productivity?** (250 words max) **\***

Productivity will be measured by the net income (profit) produced per worker. The table below will assist you in calculating productivity increases created by your project by using information on profit and numbers of employees. Type figures into the **blank boxes** in the table below to show these calculations.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Current Productivity** | | **Future Productivity** | | **Productivity Increase** | |
| Current Yearly Profit |  | Forecast Yearly Profit |  | Forecast Productivity-Current Productivity |  |
| Current Number of Workers |  | Forecast  Number of Workers |  |
| Current Productivity (Profit/Number of Workers) |  | Forecast Productivity |  |

# Risk

**16. Please outline any experience you may have in delivering similar projects in the past, including issues faced, how you resolved them and any lessons learnt.** (100 words max)

|  |
| --- |
| (type here) |

**17. How do you foresee this project benefitting your business’ finances over the next 24 months? Please detail the assumptions you have used in developing your financial projections.** (250 words max) **\***

We need to be shown that the projections are reasonable and achievable. Additional documentation such as financial forecasts can be appended to this application form where appropriate.

|  |
| --- |
| (type here) |

**18. Please outline any risks to the project or business which could cause projected results to vary from those forecasted and how you propose to mitigate them. \*** (250 words max)

‘Risks’ are defined as events that are or could be foreseeable. You **must** include the risk that selected suppliers do not deliver the product or service as expected and your mitigation to ensure the project can still be delivered. Assess the chance of the risk occurring and its likely impact should it happen. Explain how you will manage the risk or mitigate against it. If you have identified more than 5 risks, please right-click on the table, select ‘Insert’ and click on ‘Insert Rows Below’ to expand the table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Description** | **Impact** | **Likelihood** | **Mitigation** |
|  | (Low, Medium or High) | (Low, Medium or High) |  |
| 1. Supplier delivers a faulty product/does not deliver a service as contracted |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Value

**19. Please provide details of the items (products and services) you wish to purchase using IRF3 funding. \***

You **must** be able to evidence each cost with **at least two quotes per item** (product/service) provided within the last six months. You can do this by either inserting a hyperlink to a webpage (where the product/service price is clearly displayed) or attaching images of the quote with this application form. If you need to procure more than 10 items, please right-click on the table, select ‘Insert’ and click on ‘Insert Rows Below’ to expand the table.

**Please highlight your preferred supplier for each item.** The total cost of each highlighted item must equal the total funding request figure you entered into Question 4. All item costs in the quote table should be **exclusive of VAT**.

Only capital costs should be included here. Items already purchased by the applicant (retrospective costs) are not eligible for IRF3 funding and should not be included here.

Applicants cannot provide quotes from a supplier where they or a close relative are the owners/directors of that supplier.

All information provided will be subject to detailed verification and due diligence.

An example quote table is posted below for your guidance:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Item Description** | **Item Cost** | **Supplier Name** | **Quote Evidence** |
| 1 | 3D Printer: to produce the new specialist product range | Quote 1: £3,285  Quote 2: £3,199  Quote 3: £3,259 | Quote 1: RS Components  Quote 2: Exe Ample Printers  Quote 3: Dream 3D | Quote 1: [14010 | BCN3D Sigmax R19 3D Printer | RS Components (rs-online.com)](https://uk.rs-online.com/web/p/3d-printers/1825741/?cm_mmc=UK-PLA-DS3A-_-google-_-CSS_UK_EN_Computing_%26_Peripherals_Whoop-_-3D+Printers_Whoop-_-1825741&matchtype=&pla-329398508862&gclid=CjwKCAjw0qOIBhBhEiwAyvVcf6tUYD8PDyMf6zZI0bMr77oQogbhwE47juqRS40sYZGo6jKHbiV7QRoCaFYQAvD_BwE&gclsrc=aw.ds)  Quote 2: see advert attached titled ‘printer quote 2’  Quote 3: [BCN3D Sigmax | Dream 3D](https://www.dream3d.co.uk/product/bcn3d-sigmax/) |
| 2 | 3D Printer training sessions: to train staff how to use the printer | Quote 1: £250  Quote 2: £300 | Quote 1: Exe Ample Training Ltd  Quote 2: Dream 3D | Quote 1: see screenshot attached titled ‘training quote 1’  Quote 2: [Training for 3D Printing | Dream 3D](https://www.dream3d.co.uk/training-for-3d-printing/) |

Please complete the following quote table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Item Description** | **Item Cost without VAT** | **Supplier Name and address/website** | **Quote Evidence** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

**20. Please make clear how these items will enable you to deliver the project and create the required outputs.** (100 words max)

|  |
| --- |
| (type here) |

# Green

**15. Will your project lead to a reduction in carbon (or other greenhouse gas) emissions or lead to biodiversity gains?** (250 words max) **\***

If so, you should outline **how these savings/gains will be achieved** and how you will measure and report on them. Any forecasts must be measurable and reported back. Support in measuring your carbon footprint can be found for free through EDDC’s Carbon Action Programme. Projects that can evidence CO2e reduction or BNG will be scored more favourably.

|  |  |
| --- | --- |
| Carbon reduction: | X tCO2e (tonnes of carbon equivalent) per annum |
| Biodiversity gain: | X hectares |
| Details on how these will be achieved: | (type here) |

# Priority

**Please indicate if your business falls into any of the categories below:**

|  |  |
| --- | --- |
| **Sector** | **Yes/No** |
| **High Tech Engineering** |  |
| **Digital Technologies** |  |
| **Clean Energy** |  |
| **Sustainable Tourism** |  |
| **Food & Drink** |  |
| **Sustainable Transport and Aviation** |  |
| **Place** |  |
| **Based in a village, hamlet, or open countryside** |  |
| **People** |  |
| **18–30-year-olds** |  |
| **People with disabilities** |  |
| **Projects** |  |
| **Farm Diversification away from agriculture** |  |

# Final Considerations

This question will not affect your score, it is for administration purposes only.

**24. Is any of the information held within this application commercially sensitive? If so, please explain which information this applies to.** (100 words max)

We will not share any commercially sensitive information with other parties.

|  |
| --- |
| (type here) |

# Declaration

I declare that:

* The information I give in this form is honest and accurate. I understand that East Devon District Council may take action against me if the information I provide is false or misleading.
* I am legally authorised to act on behalf of the company, partnership or organisation.
* I understand that all applications for grants may be reviewed in the future and I am aware that if I make a statement which I know to be false or do not believe to be true to the best of my knowledge then I may potentially commit a criminal offence. I understand that East Devon District Council is committed to the prevention, detection and investigation of any allegations or indications of fraud and will seek to apply criminal, disciplinary, regulatory and civil sanctions where allegations are proven. This includes the recovery of identified losses to ensure that all Public Purse resources are used for their intended purpose.

**Full Name**

|  |
| --- |
| (type here) |

**Position in Business/Organisation**

|  |
| --- |
| (type here) |

**Date**

|  |
| --- |
| (type here) |

**Signed**

|  |
| --- |
| (insert signature here) |