# Introduction

Please be aware you can only submit a Full Bid application form if you have previously submitted an IRF2 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 inred text, which you are welcome to delete once you have completed this application form. We recommend reading through all of the questions before you start to answer them. We also recommend you read carefully the [IRF2 Policy document](https://eastdevon.gov.uk/irfdocs), 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. Please select the funding pathway you selected in your EoI (only one pathway should be selected).

|  |  |
| --- | --- |
| Business name: |  |
| FS-Case: |  |
| Funding pathway selected in your EOI (please delete the two which are not relevant) | Net Zero Innovation / Rural Productivity / Farm Diversification |

**2. Please briefly describe your proposed project. In your response, please make clear how the project will have a transformational effect on your business (by creating jobs or boosting productivity) and explain how the project links to the funding pathway you have selected**. **\*** (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 three pathways can be found in sections 3 and 4 of the [Policy](http://www.eastdevon.gov.uk/irfdocs) 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) \***

|  |  |
| --- | --- |
| Total project cost: | £ |

**5. How much project funding do you require from the IRF2 scheme? (Exclusive of VAT) \***

Applicants can request amounts of between £2,500 and £20,000. Your funding request cannot exceed 50% of your total project cost.

|  |  |
| --- | --- |
| IRF2 Funding request: | £ |

**6. How much match funding will you be committing to this project? (Exclusive of VAT) \***

Your match funding must equal **at least** **50%** of the total project cost. Your answers to questions 5 and 6 should equal your answer to question 4.

|  |  |
| --- | --- |
| Match funding: | £ |

**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.

|  |
| --- |
| (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 IRF funding.

**9. Why is IRF2 funding required to deliver your project? Why can’t your business fund delivery of the project without IRF funding? \*** (250 words max)

Please cite your Profit and Loss Statement and/or Balance Sheet when explaining why grant funding is required.

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

**10. Please detail all other potential sources of funding you have investigated and explain why these are not accessible/preferable to deliver this project. \*** (250 words max)

Other potential sources of funding could include a bank loan, issuing shares, crowdfunding, etc. Stronger applications will be those which demonstrate a robust investigation of alternative sources of relevant funding.

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| --- |
| (type here) |

# Employment

**11. Will your project help to either create new jobs in your business or** **safeguard existing jobs which are at risk?** (250 words max) **\***

If so, please explain how many higher value jobs will be created/safeguarded, the job titles and roles, the wages and how the project will specifically support these roles. Please also explain how the items/services you intend to purchase will directly enable you to create new jobs or safeguard existing jobs. Applicants are encouraged to be realistic, as your job creation/safeguarding forecasts will be included within a legally binding funding agreement if your bid is successful.

|  |  |
| --- | --- |
| Jobs created: | X jobs |
| Job safeguarded: | X jobs |
| Further details: | (type here) |

# Productivity

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

If so, you should outline your estimated productivity savings, such as increased labour productivity (output/revenue created per hour worked) or increased material productivity (output/revenue created per unit of materials/inputs used). Please also explain how the items/services you intend to purchase will directly enable you to increase productivity. Applicants are encouraged to be realistic, as your productivity forecasts will be included within a legally binding funding agreement if your bid is successful.

|  |  |
| --- | --- |
| Labour productivity increase: | X % |
| Material productivity increase: | X % |
| Further details: | (type here) |

# Pathway

**13. Please answer only one of the three questions below relating to the funding pathway you have selected in Q.1. \*** Please ignore the text boxes for the two pathways you are not applying to. More information regarding the three pathways can be found in sections 3 and 4 of the [Policy](http://www.eastdevon.gov.uk/irfdocs) document.

**Net Zero Innovation Pathway**

**14a. Please detail the new product, service or technology you will develop and make clear how it has a strong net zero focus.** (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. Additional documentation and evidence can be appended to this application form where appropriate. The greater potential this product/service/technology has to reduce carbon, the more highly this project will score.

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

**Rural Innovation Pathway**

**14b. 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. Additional documentation and evidence can be appended to this application form where appropriate.

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

**Farm Diversification Pathway**

**14c. Please detail the new product, service or technology you will develop and make clear how it is separate from any agricultural activity currently taking place at the farm.** (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. Additional documentation and evidence can be appended to this application form where appropriate. Detail your current agricultural activity and compare this against the new commercial activity this funding will unlock.

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| --- |
| (type here) |

# Green

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

If so, you should outline how these savings/gains will be achieved. By ‘significant carbon reductions’ we generally mean at least a 50% reduction in emissions for SMEs and 25% for large enterprises. By ‘significant biodiversity gains’ we generally mean at least 0.25 acres (0.1 hectares) of land repurposed to support rare or endangered species.

|  |  |
| --- | --- |
| Carbon reduction: | X tCO2e (tonnes of carbon equivalent) per annum |
| Biodiversity gain: | X hectares |
| Further details: | (type here) |

# 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. 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) |  |
|  |  |  |  |
|  |  |  |  |
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# Value

**19. Please provide details of the items (products and services) you wish to purchase using IRF2 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.

Unless otherwise agreed by the Council, only capital costs should be included here. Items already purchased by the applicant (retrospective costs) are not eligible for IRF2 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** | **Supplier Name** | **Quote Evidence** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

**20. Unless stated elsewhere, please make clear how these items will enable you to deliver the project.** (250 words max)

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

# Local

**21. Do you intend to purchase any products/services (listed in the quote table) from an East Devon supplier using IRF2 funding?** **\***

|  |
| --- |
| Yes/No |

**22. If you answered ‘Yes’ to the question above, please provide details of the East Devon suppliers you wish to purchase from. \***

Include the item number from your quote table above, the name of the East Devon supplier, their address, contact details and website.

|  |  |  |
| --- | --- | --- |
| **Item** | **Supplier Name** | **Address; Contact details; Website** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Priority

**23. Please answer one of the three questions below relating only to the funding pathway you have selected. \***

**Net Zero Innovation Pathway:**

**23a. Are you a business with a sustainable transport or clean energy focus?**

|  |  |
| --- | --- |
| Clean energy | Yes/No |
| Sustainable transport | Yes/No |

**Rural Innovation Pathway:**

**23b. Are you a business based in a village, hamlet or the open countryside?**

|  |  |
| --- | --- |
| Village | Yes/No |
| Hamlet | Yes/No |
| Open countryside | Yes/No |

**Farm Diversification Pathway:**

**23c. Does your proposed project have a cultural, leisure or tourism focus?**

|  |  |
| --- | --- |
| Culture | Yes/No |
| Leisure | Yes/No |
| Tourism | Yes/No |

# 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) |