**Hastings Skills Capital Fund (SCF)**

**Application Form**

Applicants should refer to our **Guidance for applicants** when completing this application form.

The information you provide will be assessed against the Fund’s priorities and assessment criteria set out in the Guidance to determine whether to award SCF funding.

All application forms must be sent to [SkillsEastSussex@eastsussex.gov.uk](mailto:SkillsEastSussex@eastsussex.gov.uk) by **midday on** Friday 6th **September 2024.**

Any questions must be sent to [SkillsEastSussex@eastsussex.gov.uk](mailto:SkillsEastSussex@eastsussex.gov.uk) by **9am on Tuesday 13th August 2024.**

We will aim to notify applicants of the outcome of their application in September 2024. We expect to finalise, and issue offer letters on a rolling programme of approvals by end September 2024.

All projects must be completed by **31st March 2025.**

Information provided in this application form, including personal information, may be subject to publication or disclosure in accordance with the access to information regimes, primarily the Freedom of Information Act 2000 and the Data Protection Act 1998.

**Text exceeding the word maximum for each section will be discounted. Responses are required in each of the blank boxes contained in this form. Please include N/A where appropriate.**

**Section 1 - Eligibility Criteria**

For applications to be assessed the following eligibility criterion (1- 3) must be met.

1. The applicant must be one of the following types of institutions:

* Registered VCSE (Voluntary Community and Social Enterprise) organisations with training objectives identified in constitution/articles. We accept applications from charitable incorporated organisation (CIO), not-for-profit company limited by guarantee - you must be a registered charity **or** have a not-for-profit 'asset lock' clause in your articles of association and community interest companies (CIC). Your organisation must have:
* its own bank account and must have at least two signatories on the account
* At least three members on its governing body or board of directors
* Vulnerable Adult and/or Child Protection Policies and Procedures (if your organisation works directly with children and/or adults)
* All relevant and required insurance in place e.g. Public Liability insurance

* Or a Registered Education/Training Provider (such as a school, local authority training centre, FE College or Independent Training Provider) with an OFSTED Good or Outstanding rating

1. Have premises in/be committed to delivering in Hastings Borough beyond the lifetime of the grant. If you lease your premises, evidence that you have a long lease of minimum 5 years for the premises where proposed works will take place.
2. Be financially viable (Past year of accounts to be provided, with evidence of reserves and/or a financial plan for 2025/26). A financial appraisal of applicants will be undertaken by ESCC Finance.

**1.1 Applicant**

The role and responsibilities of the applicant are outlined in the Guidance Notes.

**Responses are required in each blank box, please include N/A where appropriate.**

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| --- | --- |
| Name of applicant: |  |
| Organisation type: |  |
| UK Provider Reference Number (UKPRN) or Charity Registration no. Companies House Registration no. |  |
| Address including postcode: |  |
| E-mail address |  |
| Website (if applicable) |  |
| Telephone number |  |
| Name of main contact for this application |  |
| Main contact role / job title |  |
| E-mail address for main contact |  |
| Telephone number for main contact |  |
| Alternative contact name and email |  |
| Own/lease premises. Details of lease if appropriate |  |

**1.2. Geographic coverage**

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| Please describe where in Hastings Borough your capital project will be delivered (by the 31st March 2025). Your response should not exceed 100 words. |

**Section 2 - Assessment criteria**

**2.1 Project aims**

Applications should set out:

* The aim of your project
* The main outcomes/benefits of the project.
* How you intend to deliver it by 31st March 2025 (Steps to be taken and a proposed delivery plan/timeline with milestones and dates)

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| Please describe your project. Your response should not exceed 750 words. |

**2.2 Rationale for the project**

Please describe how your project proposal aligns with the priorities of Skills East Sussex and will support the delivery of future learning in order to address identified skills needs in Hastings.

Applications should set out:

* evidence of need and demand for the project
* how the proposed capital grant will help support the local labour market
* how the applicant has ensured that the project will not duplicate any other local facilities
* how the applicant has ensured that the project will align with other local provision and will build on the local skills offer

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| Please type your response here. Your response should not exceed 600 words. |

**2.3 Effective use of funding, value for money, and sustainability**

Please explain how you will spend the funding. You should explain:

* how you have ensured that no alternative funding sources are available to fund this capital spend (please state that this funding would not be used to replace or duplicate other funding streams)
* how you will ensure value for money
* how you will ensure that there is revenue funding in place so that the capital spend is used sustainably over the next 3-5 years
* how you guarantee that the asset will be retained to support learning in the geography for the next 3-5 years

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| Please type your response here. Your response should not exceed 300 words. |

**2.4 Who will the beneficiaries of this spend be?**

Please explain:

* Who the beneficiaries of this spend will be
* What outcomes you anticipate for learners and local employers
* How you will ensure that the spend supports inclusion and equality of opportunity

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| Please type your response here. Your response should not exceed 300 words. |

**2.5 Quality**

Please explain how the proposal will improve the quality of local training provision. Please describe how you will know if the work has been a success.

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| Please type your response here. Your response should not exceed 300 words. |

**2.6 Governance**

There is **no revenue funding** awarded as part of this grant agreement, so applicant organisations will have to deliver this project at their own cost. Please explain:

What the governance arrangements will be for this programme (including accountability and reporting, project oversight, decision making).

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| Please type your response here. Response should not exceed 300 words. |

**2.7 Risk management**

What are the risks associated with your project? How will you mitigate these risks?

Please type your response here.

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| **RISK** | **MITIGATION** |
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|  | *Please add rows as required* |

**2.8 Costs**

Please provide details of your proposed capital spend. Please note that if your organisation is VAT Exempt or VAT registered, you cannot include VAT in your project costs as you will need to reclaim VAT directly from HMRC. You can **only include VAT if you are not VAT registered or VAT exempt.**

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| **Item ~(Capital equipment/Capital works)** | **Cost** | **MHCLG skills capital funding sought (this may be 100% of the cost of the item or part-funded and should not include VAT unless not VAT registered or exempt)** | **Match funding source (not required)** | **Quote provided with application \*** |
| *e.g. 10 x pc with monitor @ £1200 per item + VAT* | *£12000 + £2400 VAT* | *£12000* | *0* | *YES* |
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| **Total Cost** |  |  |  |  |

\*Quotes should be obtained and submitted with this application where possible. Quotes will be required for release of initial payments for successful applicants.

**2.9 What is your approach to procurement of goods?**

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| Please type your response here. Response should not exceed 100 words. |
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**2.10 Timeframe**

How will the applicant ensure that all funds are spent and the project delivered by 31st March 2025?

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| Please type your response here with any key milestones and delivery dates. Response should not exceed 200 words. |
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**Applicant Declaration**

The applicant is responsible for submitting the application, ensuring that there is no duplication or conflict with other local training provision and for ensuring that all information provided is accurate and complete.

The lead applicant will be the primary contact for ESCC until Grant Funding Agreements are in place.

By submitting this application, I confirm that:

* all the information provided in this application is true and accurate to the best of my knowledge.
* I have the authority to make this application on behalf my organisation
* my organisation meets the eligibility criteria outlined in section 1.
* my organisation has EDI (Equality Diversity and Inclusion) and safeguarding policies in place
* I have attached my organisation’s accounts for the previous financial year
* (If no evidence of reserves) I have attached a financial plan for the 2025/26 with evidence of confirmed income
* I have attached quotes where obtained

**I am/not bidding into the corresponding fund for Rother.** **(Please delete as appropriate.)**

**I am/not submitting more than one application for the Hastings Skills Capital fund. (Please delete as appropriate.)**

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| Name |  |
| Signature (electronic permissible) |  |
| Date |  |