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**Open Call 2 (OC2) – Supporting Local Businesses****East Midlands Combined County Authority   
(EMCCA) Region**

**Application for grant funding - May 2025 – March 2026**

**Important Information**

Please read the **UKSPF Open Call 2 – Supporting Local Businesses - Invitation to bid** and all the questions accompanying this application before you complete this form, taking note of the following:

* When completing the application, you must not exceed 500 words for each question.
* If your application is successful, you will need to submit evidence of Employer and Public Liability insurance cover of minimum £5,000,000, Professional Indemnity insurance of minimum £2,000,000, and your Health & Safety, Equality & Diversity and Safeguarding policies. We may seek references if we have not worked with you previously.
* Questions in Part 2 is weighted following scoring as detailed in Appendix A of the Invitation to Bid. The maximum score for each question is 5, which is then multiplied by a scoring weighting, as indicated in the dark grey box to the right of the question.
* If you have any difficulty completing this application form, please contact Nottinghamshire County Council for technical guidance by emailing [UKSPF@nottscc.gov.uk](mailto:UKSPF@nottscc.gov.uk)
* All projects must be completed, and costs defrayed by 31st March 2026

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| **Summary Information** | | |
| **Name of organisation:** | Click or tap here to enter text. | |
| **For Office Use Only** | | Date/time application received: Click or tap here to enter text. |

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| **Part 1. Applicant Details** | | |
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| **Organisation name:** | Click or tap here to enter text. | |
| **Key person responsible  for the project:** | Click or tap here to enter text. | |
| **Position held:** | Click or tap here to enter text. | |
| **Contact telephone number:** | Click or tap here to enter text. | |
| **Email address:** | Click or tap here to enter text. | |
| **Postal address:** | Click or tap here to enter text. | |
| **Person with overall  financial responsibility:** | Click or tap here to enter text. | |
| *Where applicable:* | | |
| **Website:** | Click or tap here to enter text. | |
| **Company registration number:** | Click or tap here to enter text. | |
| **Charity registration number:** | Click or tap here to enter text. | |
| **UKPRN Number:** | Click or tap here to enter text. | |
| **Please confirm the type of organisation:** | | |
| Local Authority  Private Sector  Voluntary Sector | | University  FE College  Other (please specify)  Click or tap here to enter text. |

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| 1.1 Economic and financial standing | |
| Please indicate and attach to your application one of the following to demonstrate your organisation’s economic and financial standing: | |
| A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. |  |

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| 1.2 Has your organisation been subject to any financial clawback for underperformance or breach of contract during the past 12 months? If yes, please state the reason(s) why and the total amount returned. |
| Click or tap here to enter text. |

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| 1.3 Policies and liability insurance | | | | |
| Does your organisation have: | Yes | No | Under development | n/a |
| A written Health & Safety policy. |  |  |  | - |
| A written Equality & Diversity statement. |  |  |  | - |
| A written Safeguarding policy for vulnerable adults (if applicable). |  |  |  |  |
| A written Safeguarding policy for children (if applicable). |  |  |  |  |
| Where there will be contact with children or vulnerable adults have you ensured compliance with the Disclosure and Barring Service Checks? |  |  |  |  |
| Public and Employer Liability insurance to a minimum of £5,000,000, and Professional Indemnity insurance to a minimum of £2,000,000 |  |  |  | - |

*\*If application is successful, evidence of policies and insurance will need to be provided prior to being awarded a grant.*

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| **Part 2: Delivery of projects which support local businesses** | |
| All applicants should complete Part 2 of the application form, dependant on which Lot(s) they are applying for | |
| Lot 1 Export Programme | *Complete Part 2 section 1* |
| Lot 2 High Growth | *Complete Part 2 section 2* |
| Lot 3 Business workshops | *Complete Part 2 section 3* |

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| Part 2 Section 1 for Lot 1 – Export Programme | | | | | | | |
| 2.1.1 Please summarise your experience in managing, delivering, and reporting on UKSPF-funded business support projects and/or other relevant Export projects  Please include details of any projects your organisation has delivered since April 2022 in the table below. | | | | | | **5(x4)** | |
| Click or tap here to enter text. | | | | | | | |
| Funding Body | Project Name | Total Project Value | Start date | End date | Has this project been subject to a performance improvement or recovery plan? | | |
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| 2.1.2 Please describe the processes your organisation has implemented to ensure that agreed-upon profiles and targets are consistently achieved and evidenced. Additionally, describe the steps you would implement to address underperformance, including any corrective actions or support mechanisms to ensure improvement | | | | | | | **5 (x3)** |
| Click or tap here to enter text. | | | | | | | |
| 2.1.3 Please provide a summary of your organisation’s approach to supporting enterprises to help increase their capacity to export and the support you would provide to enable them to achieve the proposed UKSPF outputs and outcomes. | | | | | | **5 (x4)** | |
| Click or tap here to enter text. | | | | | | | |
| 2.1.4 Please provide a detailed description on how you will promote the programme and the strategies you will use to ensure that businesses from across the EMCCA Regions are engaged. | | | | | | **5 (x4)** | |
| Click or tap here to enter text. | | | | | | | |
| 2.1.5 Please describe how you will work with key stakeholders to ensure that the enterprises you work with are effectively referred to and supported by other relevant business support projects and organisations, both during and after the support you provide | | | | | | **5 (x2)** | |
| Click or tap here to enter text. | | | | | | | |

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| **2.1.6 List the posts / roles involved in the delivery model and key responsibilities and the use of any ‘Other Costs’ included in Appendix B**  **(\*Full-Time Equivalent (FTE)** expresses the number of total hours worked by employees, where 1.0 FTE represents a full-time work schedule for your organisation e.g. 40 hours per week). | **5 (x2)** |

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| Post | | Key responsibilities | | Proposed FTE\* involved in project administration, delivery or management | UKSPF Grant contribution to this post in 2025-26 (£) | In-kind contribution to this post in 2025-26 (£) | FTE\* in post as of 31st March 2025 |
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| 2.1.7 Please outline the steps you will take to ensure the project is fully prepared and ready to begin delivery on 1st May 2025 | | **5 (x2)** |
| Click or tap here to enter text. | | |
| 2.1.8 Describe the methodology you have used to calculate your proposed number of outputs and outcomes, including any data, assumptions and calculations involved. | **5 (x3)** | |
| Click or tap here to enter text. | | |

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| **Section 2 for Lot 2** **– High Growth Programme** | | | | | | | |
| 2.2.1 Please summarise your experience in managing, delivering, and reporting on UKSPF-funded business support projects and/or other relevant High Growth projects  Please include details of any projects your organisation has delivered since April 2022 in the table below. | | | | | | **5(x4)** | |
| Click or tap here to enter text. | | | | | | | |
| Funding Body | Project Name | Total Project Value | Start date | End date | Has this project been subject to a performance improvement or recovery plan? | | |
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| 2.2.2 Please describe the processes your organisation has implemented to ensure that agreed-upon profiles and targets are consistently achieved and evidenced. Additionally, describe the steps you would implement to address underperformance, including any corrective actions or support mechanisms to ensure improvement | | | | | | | **5 (x3)** |
| Click or tap here to enter text. | | | | | | | |

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| 2.2.3 Please provide details of your approach to supporting high growth potential businesses, including how you support businesses to overcome barriers and to develop strategies to maximise their growth potential and tailor your support to meet the unique needs of each business. | **5 (x4)** |
| Click or tap here to enter text. | |
| 2.2.4 Please provide a detailed description on how you will promote the programme and the strategies you will use to ensure that you will engage eligible high growth potential businesses from across the EMCCA Regions, include details of the stakeholders, networks and partnerships will you leverage to promote your offer | **5 (x4)** |
| Click or tap here to enter text. | |
| 2.2.5 Please describe how you will work with key stakeholders to ensure that the enterprises you work with are effectively referred to and supported by other relevant business support projects and organisations, both during and after the support you provide | **5 (x2)** |
| Click or tap here to enter text. | |

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| **2.2.6 List the posts / roles involved in the delivery model and key responsibilities and the use of any ‘Other Costs’ included in Appendix B**  **(\*Full-Time Equivalent (FTE)** expresses the number of total hours worked by employees, where 1.0 FTE represents a full-time work schedule for your organisation e.g. 40 hours per week). | **5 (x2)** |

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| Post | Key responsibilities | | Proposed FTE\* involved in project administration, delivery or management | UKSPF Grant contribution to this post in 2025-26 (£) | In-kind contribution to this post in 2025-26 (£) | FTE\* in post as of 31st March 2025 |
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| 2.2.7 Please outline the steps you will take to ensure the project is fully prepared and ready to begin delivery on 1st May 2025 | | **5 (x2)** |
| Click or tap here to enter text. | | |
| 2.2.8 Describe the methodology you have used to calculate your proposed number of outputs and outcomes, including any data, assumptions and calculations involved. | **5 (x3)** | |
| Click or tap here to enter text. | | |

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| **Part 3 Section 3 for Lot 3: Business workshops** | | | | | | | |
| 2.3.1 Please summarise your experience in managing, delivering, and reporting on UKSPF-funded business support projects and/or other relevant projects  Please include details of any business workshops your organisation has delivered since April 2022 in the table below. | | | | | | **5(x4)** | |
| Click or tap here to enter text. | | | | | | | |
| Funding Body | Project Name | Total Project Value | Start date | End date | Has this project been subject to a performance improvement or recovery plan? | | |
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| 2.2.2 Please describe the processes your organisation has implemented to ensure that agreed-upon profiles and targets are consistently achieved and evidenced. Additionally, describe the steps you would implement to address underperformance, including any corrective actions or support mechanisms to ensure improvement | | | | | | | **5 (x3)** |
| Click or tap here to enter text. | | | | | | | |

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| 2.3.3 Please provide details of your experience of delivering support workshops to businesses. Please provide details of any previous projects you have delivered or been involved in in which this support was offered | **5 (x4)** | |
| Click or tap here to enter text. | | |
| 2.3.4 Please provide a description of your proposed delivery model (including details, your staffing and any specialist qualifications/accreditation held, promotional activities, events and type of support planned for businesses). | **5 (x4)** | |
| Click or tap here to enter text. | | |
| 2.3.5 Please describe how you will engage and support businesses from across EMCCA Regions. | | **5 (x2)** |
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| **2.3.6 List the posts / roles involved in the delivery model and key responsibilities and the use of any ‘Other Costs’ included in Appendix B**  **(\*Full-Time Equivalent (FTE)** expresses the number of total hours worked by employees, where 1.0 FTE represents a full-time work schedule for your organisation e.g. 40 hours per week). | **5 (x2)** |

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| Post | | Key responsibilities | | Proposed FTE\* involved in project administration, delivery or management | UKSPF Grant contribution to this post in 2025-26 (£) | In-kind contribution to this post in 2025-26 (£) | FTE\* in post as of 31st March 2025 | |
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| 2.3.7 Please outline the steps you will take to ensure the project is fully prepared and ready to begin delivery on 1st May 2025 | | **5 (x2)** |
| Click or tap here to enter text. | | |
| 2.3.8 Describe the methodology you have used to calculate your proposed number of outputs and outcomes, including any data, assumptions and calculations involved. | **5 (x3)** | |
| Click or tap here to enter text. | | |

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| Part 3: Agreement |
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| The following section must be completed by the main person who is responsible for this project application on a day-to-day basis.   1. We acknowledge that grant funding allocations are indicative and subject to change and/or approval at the discretion of Nottinghamshire County Council. 2. If successful, we will enter into a grant funding agreement with Nottinghamshire County Council detailing the terms and conditions of the grant. 3. We will comply with any relevant legislation affecting the way that we carry out the project. 4. Nottinghamshire County Council can use our name and the name of the project in its own publicity. 5. We will fully complete the paperwork required for Nottinghamshire County Council to report on progress and performance to Government, and EMMCA, and return to Nottinghamshire County Council as required. 6. We will acknowledge the source of the funding in any publicity materials we produce about the project, in our annual report, our Chair or Secretary’s report to the AGM and the accounts which cover the period of funding. We will supply copies of these to Nottinghamshire County Council, if requested. 7. If we receive grant funding for a project, we understand that Nottinghamshire County Council will not automatically grant fund any later projects. 8. We will keep all financial records and accounts, including receipts for items purchased with the funding, for 7 years from the end of the financial year in which the last payment is made. We will make these available to Nottinghamshire County Council internal and external audit, EMMCA, and Government. We understand that this does not release us from our legal responsibility to keep records for longer periods. 9. Nottinghamshire County Council may hold back or ask us to repay the grant, in whole or in part, in the following circumstances:   .   * If we fail to keep and supply therecords required in 4 above. * If we do not comply with the terms and conditions of the grant. * If the application form was completed dishonestly or the project documents give false or misleading information. * If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services. * If any member of the organisation, staff or volunteers, acts dishonestly in their work for us at any time during the project. * If we fail to complete the project by the date in the agreement. * If we close down, become insolvent or bankrupt.   I confirm that the organisation named in Part 1, Applicant Details, has authorised me to sign this agreement on their behalf. The information given in this application is correct and I agree to abide by the agreement terms and conditions which will form part of any subsequent grant funding agreement.  Applications will not be finalised until a signed copy is received.  **Signature: Job Title:**  **Print name: Date:** |

**IMPORTANT**

**Nottinghamshire County Council can only process your application if:**

* You have completed all the questions on this form.
* The correct person has signed the form.
* You enclose all the necessary documentation.

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| **Task** | **Completed** |
| We have answered all the relevant questions on the application form |  |
| We have read and signed Part 3: Agreement |  |
| We have enclosed Appendix B |  |
| We have enclosed a copy of our financial records/statements as requested for 1.1 |  |
| We have made a copy of this application for our own reference |  |

**Please use the checklist below to ensure you are sending us everything that we need to assess your application.**

Return your completed application with supporting documentation to[**UKSPF@nottscc.gov.uk**](mailto:UKSPF@nottscc.gov.uk)

Applications must be received by **23:59 on Monday 21th April 2025**

Note: Applicants may be required to complete Due Diligence forms before approval. Support will be available from Nottinghamshire County Council for organisations that are not familiar with this process.

**Contact Details**

Should you have any queries regarding this application, or the process please contact:

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| **Fardad Amirsaeedi**  Business & Enterprise Manager | [UKSPF@nottscc.gov.uk](mailto:UKSPF@nottscc.gov.uk) |