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**General Guidance for Completing the Application Form**

The application must be completed and submitted in Word.

Describe the project as simply as possible. Do not use technical terms, explain any acronyms. If an assessor cannot understand the project it cannot be assessed against the selection criteria and the bid will be rejected.

Some sections of the form contain guidance on the number of words to be used. Additional information and text in excess of any limits will not be considered. If possible use fewer words. The assessment of bids will be based on the information provided in the Application Form only. **Do not attach appendices or include links to websites.**

The Gibraltar Expansion & Development Secretariat (GEDS) will not contact bidders to clarify any aspect of submitted bids.

**Section 1 – Details of Applicants/Organisation**

Full details of applicants/organisation seeking funding.

**Section 2 - Project Details**

Full details of the investment priorities are set out in the Prospectus. Bids must demonstrate how they align with at least one of the priorities.

**2.1/2.2** Clearly explain what the project intends to do and how it will be done. Be as straightforward as possible. When reviewing your bid consider the following questions from the point of view of someone who knows nothing about the organisation or the project:

* is it clear what the project would do?
* is it clear who will deliver the activities, who is involved and their roles?
* is it clear how, when and where the project will be delivered (ie. will it be delivered in a specific location, on business or personal premises)?
* is it clear which individuals and businesses will benefit from the project, is there a focus on certain groups of people or type of business?
* is it clear how the project activities reflect the investment priorities?

**2.4** If the project will provide support to businesses or public / voluntary sector organisations that are operating in a commercial way there is potential for this support to represent a subsidy.

If the project involves the award of subsidies explain how this will be managed in line with the Government’s obligations. For example small scale awards can be managed under the threshold for De Minimis where State Aid applies.

If the project provides support to businesses but you feel this does not constitute a subsidy explain why.

**2.7** These key milestones must link to the proposed activities and demonstrate that the project is deliverable by 31 March 2022. Do not include milestones relating to the approval of the bid. Consider:

* securing internal approvals for the project or any other funding
* establishing the project team
* procurement for external services/suppliers
* project launch and recruiting beneficiaries
* key points on the beneficiary journey

Projects will be monitored against these milestones.

**Section 3 - Project Impact**

Consider the impact on the beneficiaries and what the organisations involved in delivering the project hope to learn from it. Summarise the objectives of the project. These should be specific, measurable, achievable and time constrained. Set out how the project responds to any market failure or delivery inefficiency.

In section 10 explain how performance against these objectives will be evaluated.

**3.1** GEDS is required to consider equalities impacts in line with the Equal Opportunities Act 2006. This question helps us understand how equality considerations have shaped the design of the project and the extent to which groups with protected characteristics have been considered and any mitigation proposed. It does not form part of the assessment process.

**3.3** Describe how the project activities and expected impacts contribute to local priorities set out in local plans.

**3.4** This section is not a requirement for bids submitted entirely under the ‘supporting employment’ investment priority.

Explain how the project would contribute to the Government’s Net Zero or wider environmental considerations. Projects should be based on low or zero carbon best practice, adopt and support innovative clean tech and support the growing skills and supply chains in support of Net Zero where possible.

As a minimum projects should meet the clean growth principle and must not conflict with the Government’s legal commitment to cut greenhouse gas emissions to net zero by 2050.

**3.5** Describe how the project demonstrates innovation in service delivery for example:

* introducing new delivery approaches
* collaboration across areas
* testing existing approaches with different types of beneficiaries
* new ways of using digital technology to support beneficiaries

Trying new ways of working is riskier and in some cases can be more expensive than established ways of working. This will be taken in account during the assessment and prioritisation of bids and during the monitoring of successful projects.

**3.7** Complete Annex A of the application – Project Impact Indicators.

Provide any further information on the groups or sub-groups of people or businesses the project would work with. Describe how the number in each group has been estimated.

**3.7/3.8** Complete Annex A of the application. Provide any further information on project outcomes and explain how the figures have been estimated. For example, explain the relationships between the number of intended final beneficiaries and the outcomes you intend to achieve?

Projects will be required to report on the number and type of beneficiaries supported and the outcomes achieved.

**3.9** Describe what would happen if the bid to the UK Community Renewal Fund (UK CRF) is unsuccessful. Would the project proceed on a smaller scale, would the activities be undertaken in a different way or at a later date, or would none of the activities occur?

**Section 4 – Project Management**

**4.1** Describe how the project will be managed and how it will be audited on completion.

**Section 5 – Expected Project expenditure details**

**5.1/5.2/5.3** Summarise the amount that will be spent under the main areas of expenditure. The breakdown must be detailed enough to demonstrate that the funding package and budget is appropriate to the proposed activities and sufficient to deliver the project.

Examples of the types of headings to use are:

* renovation works to premises
* purchase of plant and equipment
* freight charges (where applicable)
* production of alternative forms of energy from renewable sources
* staff costs
* training participant costs (employability priority)

Provide quotations for the figures provided in section 5.

**Section 6 – Financial Summary**

Match funding is any funding other than funding from the UK CRF that will be used to meet project costs. This includes from the project applicant or other organisations including income from beneficiaries. Please set out who match funding will come from, where relevant.

Projects must have their match funding secured prior to application, failure will mean your bid is rejected.

**Section 7 – Project Outputs**

Define clearly the expected project outputs. These must be reasonable and attainable within the project time frame.

Definitions of the outputs can be found in Annex A.

**Section 8 – Project Applicant Experience and Capacity**

**8.1/8.2** The deliverability of projects is a significant element of the criteria that will be used to assess bids to the UK CRF. It is important that we can have confidence that organisations that are offered funding are able to implement their projects quickly and effectively.

As the UK CRF is seeking innovation and new ways of working it is not essential that applicant organisations have a track record in delivering similar projects. It is however essential that organisations can draw on relevant experience and are able to demonstrate they have or will have access to the resources and expertise they need to deliver the project.

If the project will recruit staff or appoint contractors, this should be included in the project milestones. Describe the contingency plans that are in place to manage the risk if there are delays.

**8.3** Project costs must be based on the actual expenditure incurred in delivering the project, evidenced through invoices or other transactions. Describe the process and controls the organisation would use to ensure only costs related to the project are included in grant claims.

Describe how the project will manage the risk of the project being defrauded by beneficiaries, contractors or members of staff. UK CRF projects may be selected for audit visits by the GEBS or the UK Government.

**Section 9 – Project Risk Management**

Complete Annex B. This should provide a clear summary of the key risks to delivering the project activity and achieving the project’s objectives.

**9.2** Describe how the risk identified in Annex B will be monitored, what systems will be used, who is responsible.

Be realistic, projects rarely run exactly as planned. The project must demonstrate that risks have been considered and appropriate plans are in place to keep the project on track.

**Section 10– Evaluation**

**10.1** Describe how the project will be evaluated. Evaluation should consider both the impact of the project and lessons from the process of how the project was delivered.

Evaluations can be undertaken in-house, in which case it should be undertaken by someone with the necessary skills and be subject to independent review.

The approach will vary depending on the scale and nature of each project. However, all evaluations are expected to consider the following themes:

* appropriateness of initial design
* progress against targets
* delivery and management
* outcomes and impact
* value for money
* lessons learnt

Describe how the evaluation will be used to inform future activity and how it will be shared with others.

**Section 11 - Branding and Publicity**

Please confirm that the project will comply with branding and publicity requirements set out in the Fund Technical Requirements and Guidance document. Failure to do so will mean your bid is rejected.