** Gibraltar Expansion & Development Secretariat**

 HM Government of Gibraltar

**UK COMMUNITY RENEWAL FUND**

 **APPLICATION FORM**

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| Section 1 – Details of Applicant / Organisation |
| 1.1 Applicants name: Click or tap here to enter text.*Name and position of applicants with day to day responsibility for delivering the project***Company Name:** Click or tap here to enter text.**Contact telephone number:** Click or tap here to enter text.**Mobile number:** Click or tap here to enter text.**Email address:** Click or tap here to enter text.**Full address:** Click or tap here to enter text.**Website:** Click or tap here to enter text.**Project Location:** Click or tap here to enter text. |

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| **1.2.** Is the applicant Company / Organisation legally constituted? *(Please Tick)*  |
| **Yes:** [ ]  **No:** [ ]  |
| **1.3.** Enter the legal status of the organisation. |
| Click or tap here to enter text. |
| **1.4.** Registration Number: |
| Click or tap here to enter text. |
| **1.5.** List all Directors/Partners of the Organisation/Company |
| Click or tap here to enter text. |
| Click or tap here to enter text. |

 *Note – Insert more rows if required*

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| **1.6.** Describe the nature of the Organisation/Company. |
| Click or tap here to enter text. |
| **1.7.** The Bid – Investment PriorityPlease select which investment priority or priorities of the UK Community Renewal funds are you applying under:[ ]  Assistance to Business[ ]  Employability[ ]  Regeneration |

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| **Section 2 – Project Details**  |
| **2.1.** Describe the purpose of the project, its aims and objectives. |
| Click or tap here to enter text. |
| **2.2.** Explain why the investment is needed and how CRF support will provide added value to the project. |
| Click or tap here to enter text. |
| **2.3.** How will your project be match funded? Please specify all other forms of financial assistance. |
| Click or tap here to enter text. |
| **2.4.** Does any aspect of the project involve the provision of subsidies (or State Aid)?  *(Please Tick)* **Yes***:* [ ]  **No:** [ ]  |
| **2.5.** Proposed Start Date: |
| Click or tap here to enter text. |
| **2.6.** Proposed Completion Date: |
| Click or tap here to enter text. |

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| **2.7.** What are the key milestones for the development and implementation of the project? |
| **Milestone** | **Target Month** |
| Click or tap here to enter text. | Choose an item. |
| Click or tap here to enter text. | Choose an item. |
| Click or tap here to enter text. | Choose an item. |
| Click or tap here to enter text. | Choose an item. |

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| **Section 3 – Project Impact** Please limit your responses to each question to 250 words or less. Please be as concise as possible. |
| **3.1.** Please describe how you have considered the equalities impacts of your proposal, the relevant affected groups based on protected characteristics, and any measures you propose in response to these impacts. |
| Click or tap here to enter text. |
| **3.2.** What will be the short and long term benefits of the project on its beneficiaries and the wider community? |
| Click or tap here to enter text. |
| **3.3.** How does the proposal align with local needs and long-term strategic plans for local growth? |
| Click or tap here to enter text. |
| **3.4.** How does the project support the Government’s Net Zero ambitions or wider environmental considerations? (This is not required for employment support proposals). |
| Click or tap here to enter text. |
| **3.5.** How does the project demonstrate innovation in service delivery?  |
| Click or tap here to enter text. |
| **3.6.** Which groups will your Community Renewal Fund project target? (Please describe below and complete Annex A – Project Impact Indicators). |
| Click or tap here to enter text. |
| **3.7.** What Community Renewal Fund Outcomes will the project deliver? (Please describe below and complete Annex A – Project Impact Indicators). |
| Click or tap here to enter text. |
| **3.8.** How have the outcomes been estimated? |
| Click or tap here to enter text. |
| **3.9.** Would you expect to achieve any of these outcomes without Community Renewal Fund support? |
| Click or tap here to enter text. |

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| **Section 4 – Project Management** Please limit your responses to 250 words or less. Please be as concise as possible. |
| **4.1.** Monitoring and audit details. |
| Click or tap here to enter text. |

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| **Section 5 – Expected Project Expenditure Details**  |
| **5.1.** **Staff costs (where applicable)** – show the expected staff related costs of the project. **(Employability Priority)** |
| **Description of Staff costs** | **Amount (£)** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| TOTAL | £ 0.00 |

 *Note – Insert more rows if required*

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| **5.2.**  **Participants costs (where applicable)** – show the expected participant related costs of the project. **(Employability Priority)** |
| **Description of Participant costs** | **Amount (£)** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| TOTAL | £ 0.00 |

 *Note – Insert more rows if required*

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| **5.3.**  **Project costs (where applicable)** – show the expected equipment/services related costs of the project. |
| **Description of Project costs** | **Amount (£)** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| TOTAL | £ 0.00 |

 *Note – Insert more rows if required*

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| **Section 6 – Financial Summary** |
| 1. Total eligible costs
 | £ 0.00  |
| Total **CRF** support applied | Click or tap here to enter text. % | Click or tap here to enter text. |
| Total **Public** match funding | Click or tap here to enter text. % | Click or tap here to enter text. |
| Total **Private** match funding | Click or tap here to enter text. % | Click or tap here to enter text. |
| Overall grant rate for the projects |  Click or tap here to enter text. % |
| Expenditure Profile. How much will be spent in: |
| Jul – Sept 2021 | £ | Click or tap here to enter text. |
| Oct – Dec 2021 | £ | Click or tap here to enter text. |
| Jan – Mar 2022 | £ | Click or tap here to enter text. |
| **Total** | £ | Must equal (a) Click or tap here to enter text. |
| If the project will deliver under more than one of the UK Community Renewal Fund’s investment priorities, please estimate how much will be spent under each theme.*For Office Use* |
| Assistance to Business | Click or tap here to enter text.% | Employability | Click or tap here to enter text.% | Regeneration | Click or tap here to enter text.% |

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| **Section 7 – Project Outputs** |
|  | Male | Female | Date on which output is to be achieved |
| Full-Time | Part-Time | Full-Time | Part-Time |
| Job Creation | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Qualifications | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Skills to be upgraded | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Persons trained | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Environmental Enhancement | Click or tap here to enter text. | Click or tap here to enter text. |
| Others | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Section 8 – Project Applicant Experience and Capacity** Please limit your responses to each question to 250 words or less. Please be as concise as possible. |
| **8.1.** What experience does the applicant/organisation have of delivering this type of activity? |
| Click or tap here to enter text. |
| **8.2.** If the organisation/applicant has to recruit staff or appoint contractors, what plans are in place to manage the risk of delay? |
| Click or tap here to enter text. |
| **8.3**. Describe the systems and processes that will be used to ensure only costs directly related to the project will be included in grant claims. |
| Click or tap here to enter text. |

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| **Section 9 – Project Risk Management** Please limit your responses to each question to 250 words or less. Please be as concise as possible. |
| **9.1.** Summarise the key risks to the project in Annex B – Project Risks. |
| Click or tap here to enter text. |
| **9.2.** Describe the process and that will be used to monitor risk. |
| Click or tap here to enter text. |

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| **Section 10 – Evaluation** |
| 6a A key objective of the UK Community Renewal Fund is to try new ways of delivering activity to businesses and people. It is important that projects are robustly evaluated and that learning is shared with others. Please limit your responses to around 500 words and describe* how the project will be evaluated, in terms of how it was delivered and its impact on clients
* how the findings of the evaluation will be disseminated
 |
| Click or tap here to enter text. |
| **Section 11 - Branding and Publicity**  |
| Guidance on the branding and publicity requirements for the Community Renewal Fund is set out in the Fund Technical Note for the project deliverers. |
| Please confirm that you have read and will comply with all aspects of the Fund branding and publicity requirements. | Choose an item. |

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| **Section 12 - Project Applicant Declaration** |
| I (name of applicant) Click or tap here to enter text. confirm the following;1. That the Company is registered in Gibraltar;
2. That the Company meets all statutory requirements, including those relating to terms and conditions of employment of staff;
3. That the Company can meet the start and completion dates and outputs listed in the application form;
4. The Company subscribes to an equal opportunities policy.
5. I hereby agree to keep all original invoices and receipts for a minimum period of 3 years from the date on which the project is completed.

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| Signature of the project applicant  | Click or tap here to enter text. |
| Position  | Click or tap here to enter text. | Date | Click or tap to enter a date. |

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| **Annex A – Project Impact Indicators** |
| A1. Which groups will your Community Renewal Fund project target? |
| **Main Indicator** | **Indicator Subset** | **Target Group** | **Number** |
| People | Economically Inactive | Choose an item. | Click or tap here to enter text. |
| Unemployed | Choose an item. | Click or tap here to enter text. |
| Employed | Choose an item. | Click or tap here to enter text. |
| Total |  | Click or tap here to enter text. |
| Businesses | Small1 | Choose an item. | Click or tap here to enter text. |
| Medium2 | Choose an item. | Click or tap here to enter text. |
| Total |  | Click or tap here to enter text. |
| Organisations | Public | Choose an item. | Click or tap here to enter text. |
| Private | Choose an item. | Click or tap here to enter text. |
| Total |  | Click or tap here to enter text. |

1. <https://www.gibraltarlaws.gov.gi/legislations/companies-act-2014-3106> (Section 293)
2. As above

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| **Outcome Indicator** | **Definitions** | **Units in measurements** |
| Assistance to businesses |
| Creation of a new business | A new business is one which has been registered at Companies House | Number of businesses |
| Expansion of a business | A business expansion would involve an increase of people employed or with regards to a restaurant, an increase in covers also. | Number of businesses |
| Sustainable employment | A new, permanent, paid, full-time equivalent (FTE) job created following support. This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer. New means it should not have existed with that employer before the intervention. Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created. | Number of FTE |
| Environmental enhancement in businesses | Reducing your Carbon Foot Print, the use of renewable energy sources etc. | Tonnes Co2 |

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| **Outcome Indicator** | **Definitions** | **Units in measurements** |
| **Employability**  |
| Provide training to upskill individuals | Individuals who will receive off-the-job/in-the-job training, vocational training etc. immediately upon leaving the operation. | Number of people |
| Provide qualified training | People who have gained a qualification following support. | Number of people |
| Job support measures to overcome employment barriers | Economically inactive people who have received support and who are newly engaged in the job searching activities following support. | Number of people |
| Sustainable employment as a result of the above | A new, permanent, paid, full-time equivalent (FTE) job created following support. This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer. New means it should not have existed with that employer before the intervention. Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created. | Number of FTE |

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| **Outcome Indicator** | **Definitions** | **Units in measurements** |
| **Regeneration**  |
| Regeneration of outdoor public spaces for the benefit of locals and tourists alike | Any outdoor or public area renovated for productivity and to increase visitors in the area covered by support. | Square meters (M²) |
| Creation of sustainable employment | A new, permanent, paid, full-time equivalent (FTE) job created following support. This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer. New means it should not have existed with that employer before the intervention. Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created. | Number of FTE |
| Environmental enhancements | Reduction in your Carbon Foot Print, the use of renewable energy sources etc. | Tonnes Co2 |

**OUTCOME SUMMARY**

**Intervention i: ASSISTANCE TO BUSINESSES**

Key outcomes:

(i) Creation and/or expansion of businesses;

(ii) Creation of sustainable employment;

(iii) Environmental enhancement in businesses.

**Intervention ii: EMPLOYABILITY**

Objectives: Equipping people to be in a better employable position.

Key outcomes:

(i) Provide training to upskill individuals;

(ii) Provide qualified training;

(iii) Job support measures to overcome employment barriers;

(iv) Sustainable employment as a result of the above.

**Intervention iii: REGENERATION**

Objectives: Improvement of public areas.

Key outcomes:

(i) Regeneration of outdoor public spaces for the benefit of locals and tourists alike;

(ii) Creation of sustainable employment;

(iii)Environmental enhancements.

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| **Annex B - Project Risk Management** Please be as concise as possible. |
| Summarise:* Risk Description - The key risks to the delivery and success of the project
* Owner - Who is responsible for managing the risk, the Owner
* Probability - The probability of the risk occurring, is it high, medium or low?
* Impact - What would be the impact of the risk, high, medium or low?
* Mitigation - The mitigation plans in place to manage the risk occurring or to deal with the risk if it does occur
 |
| **Risks Description** | **Owner** | **Probability****(H,M,L)** | **Impact****(H,M,L)** | **Mitigation** |
| Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |
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