

High Growth Innovation Fund Application Form

SAMPLE ONLY – DO NOT SUBMIT

Please complete all sections of the application form, in full, in line with the application guidance on the specific webpage: <https://growthplatform.org/programme/high-growth-innovation-fund/>

Return your completed application, including annexes to highgrowth@growthplatform.org

A member of the Business Growth Team will be in touch.

SECTION 1 - ELIGIBILITY	
Applications can only be considered from Businesses that meet the Eligibility Criteria set out in the High Growth Innovation Fund Guidance.	
1.1. Does your business satisfy the eligibility criteria set out in the High Growth Innovation Fund Guidance (https://growthplatform.org/programme/high-growth-innovation-fund/)?	Choose an item.
1.2. If there is a requirement listed in the Guidance that your business does not satisfy, yet you consider that your organisation is still eligible, please provide details below: E.g., you are an unincorporated organisation not registered at Companies House, or you are relying on the General Block Exemption Regulation or another State Aid exemption (300 words max)	
1.3. Do you agree to the terms set out in the High Growth Innovation Fund Grant Funding Agreement (GFA) available on the website (https://growthplatform.org/programme/high-growth-innovation-fund/) (<i>Your application can only be considered if you agree with the terms.</i>)	Choose an item.
1.4. Have you previously applied to the Future Innovation Fund Round 1 or Round 2?	Choose an item.
1.5. How would you describe the current stage of maturity that best represents your project?	Choose an item.
1.6. Which of our City Region's priorities does your innovation best support? (https://growthplatform.org/programme/high-growth-innovation-fund/)	Choose an item.
1.7. Briefly explain how your project aligns with the sectoral scope of this competition. (https://growthplatform.org/programme/high-growth-innovation-fund/) (500 words max)	

SECTION 2 - BUSINESS INFORMATION			
2.1. Business name			
2.2. Full address			
2.3. Postcode		2.4. Company number	
2.5. Main contact		2.6. Position	
2.7. Telephone number	Office	2.8. Mobile	
2.9. Email address		2.10. Website	
2.11. Is the business VAT registered	Choose an item.	2.12. Vat Registration No.	

2.13. Principal activity or business/sector	Choose an item.	Other	
2.14. What year did the business begin trading?			
2.15. Does any other organisation own more than 25% of this business?	Choose an item.		
2.16. Is this business or any of its owners, shareholders or directors involved with any other business?	Choose an item.		
2.17. If yes, please provide details			
2.18. What percentage of your products/services are currently sold outside of the UK (if any)?			
2.19. Staff headcount is expressed in annual work units (AWU). Anyone who worked full-time within your business, or on its behalf, during the entire year the project takes effect counts as one unit. Part-time staff, seasonal workers and those who did not work the full year are treated as fractions of one unit. Apprentices or students engaged in vocational training with apprenticeship or vocational training contracts are not included in the headcount. Nor do you include maternity or parental leave.			
2.20. For the questions below, please use figures taken from either your submitted year end accounts, management accounts or, if you have not yet published accounts, estimations based upon your current orders secured (or due to be secured within the next 3 months)			
	Year 1	Year 2	Year 3
What was your organisation's revenue for the last 3 financial years?	£	£	
What was your organisation's profit for the last 3 financial years?	£	£	
What were your organisation's total net assets for the last 3 financial years?	£	£	

SECTION 3 - PROJECT, OPPORTUNITY & IDEA	
3.1. Please describe your project (500 words max)	
3.2. Please give details of your organisation, what you have achieved and your vision for the future (500 words max)	
3.3. Does your project involve any third-party collaborators?	Choose an item.
3.4. If yes, please give details below Name(s) of collaborator, Type of organisation (e.g., university, large corporate, SME), What will their involvement in the project be? (250 words max)	
3.5. Please give details of the market need and demand for the opportunity that you are addressing (500 words max)	

3.6. Please summarise what makes your project innovative
(Please ensure your answer can be understood by an industry professional with only a limited knowledge of your market.) (500 words max)

3.7. If you have any screenshots, diagrams or drawings that might help explain your project, list them here and submit them with your application form.
(Maximum of 2 pages of A4. No more than 500 characters of text e.g., annotations only)

3.8. Please summarise why your innovation addresses the need identified? (700 words max)

3.9. Who do you consider to be your closest competition and what, if anything, differentiates you from them? (700 words max)

3.10. Do you already have routes to market in place for your innovation project? If so, please describe them (500 words max)

SECTION 4 - DELIVERING YOUR VISION

4.1. Has the development of this innovation to date been done in-house or in conjunction with partners, suppliers and/or subcontractors?	Choose an item.
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4.2. If with development partners, then please provide their details:
Name of development partner, what has their involvement been, where are they based (LCR, Wider UK, EU)

4.3. If awarded funding (approx. approval being August/ September 2022) when do you anticipate the project will start?

4.4. Based on the above start date, when do you anticipate grant funded project activities will finish?

4.5. Are there any critical steps for the project to be able to start e.g., recruitment, procurement, IP registration, secure additional funding?	Choose item.
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4.6. If yes, please provide details (500 words max)

4.7. Please describe your project team and explain their background, expertise, and experience (500 words max)

4.8. How is your team best placed to deliver on the commercial realisation of your innovation project? (500 words max)

4.9. Please provide an overview of your delivery plan for this project. This should identify the important delivery milestones and provide target dates for achieving these (700 words max)

4.10. Please provide any significant risk or dependencies relevant to the delivery plan (500 words max)

Please submit a Project Plan / Gantt Chart with your application

SECTION 5 - PROJECT COSTS AND FINANCIALS

5.1. What is the total grant you are requesting from the High Growth Innovation Fund?	£
5.2. What percentage of your total project costs will the grant fund?	
5.3. What is the minimum amount of grant funding needed for your project to go ahead?	£
5.4. Please describe how much match funding is being contributed and the source of the funding (300 words max)	
5.5. Have you received any previous grant, loan, equity, or alternative funding to support your innovation project?	
	Choose an item.
5.6. If yes, please give details (300 words max)	
5.7. What is the current price of your products or service? <i>(If providing a singular price point for your product or service is not possible, then please provide us with an indicative indication of your pricing mechanism, e.g., average costs per contract, average hourly rate secured, price to be realised upon market entry etc.)</i>	
	£
<p>Please submit a breakdown of costs and expenditure, by using the “financial breakdown form” template. Found here: https://growthplatform.org/programme/high-growth-innovation-fund/</p>	

SECTION 6 - VALUE FOR MONEY ADDITIONALITY

This section of the form looks to understand why public money (grant funding) is necessary and whether public support for this project would represent value for money for the taxpayer? This is crucial to our assessment process.

6.1. Please provide any further detail, you make think may be useful, in relation to your Financial Tables (500 words max)	
6.2. Have you explored alternative, non-grant funding for this project?	
	Choose an item.
If yes, please describe including the outcome If no, please describe why not (500 words max)	
6.3. Please explain why you believe your project offers value for taxpayer money (500 words max)	
6.4. Please explain why grant funding is essential to deliver your project (500 words max)	
<p>We need to understand the impact that delivering your innovation may have on your organisation's performance. Subsequently, for the following question please only provide ADDITIONAL growth figures PER ANNUM which will only occur if your organisation is able to deliver on this innovation project (for example, if</p>	

you expect your revenue to grow from £1M to £1.5M per annum by year 3, as a result of the innovation, then the figure we would be looking to be entered would be £500,000)

	6.5. Additional Revenue	6.6. Additional Profit	6.7. Additional Headcount
Year 1	£	£	
Year 3	£	£	
Year 5	£	£	

SECTION 7 - SOCIAL IMPACT	
7.1. How does your innovation benefit Liverpool City Region communities? (500 words max)	
7.2. Does your innovation project deliver positive outcomes to underrepresented groups?	Choose an item.
7.3. If yes, please provide details (300 words max)	
7.4. Do you commit to paying employees the Real Living Wage (as defined by the Living Wage Foundation) within an agreed timescale, in accordance with the LCR Fair Employment Charter?	Choose an item.
7.5. If no, please explain why this is not possible (300 words max)	
7.6. Do you connect with and support secondary schools and/or colleges, to help inspire and inform the next generation about careers? This could include offering work experience opportunities and involvement in jobs and careers fairs.	Choose an item.
7.7. Please provide details (300 words max)	
7.8. Do you plan to develop skills and training plans that include an apprenticeship scheme?	Choose an item.
7.9. Please provide details (300 words max)	
7.10. Do you offer training at all levels including low paid staff to help them upskill and progress?	Choose an item.
Please give details (300 words max)	
7.11. What is, or will be, your approach to offering paid internships, apprenticeships, and other pathways to employment, for underrepresented and disadvantaged groups (typically BAME, people with disabilities and/or a mental health need, ex-offenders, service leavers and veterans, and, in certain sectors, women) (300 words max)	
7.12. If appropriate, do you have written policies promoting equality and diversity, and supporting flexible working?	Choose an item.
Please give details (300 words max)	

7.13. Do you have any accreditations relating to your employment practices (e.g., Investors in People, Living Wage Foundation, Disability Confident)?	Choose an item.
Please give details (300 words max)	
7.14. How does your organisation contribute to the low-carbon agenda and promote environmental sustainability? (300 words max)	
7.15. What is your organisation's approach to using local supply chains? (300 words max)	
7.16. Please provide details of any other social value activities that your organisation undertakes (300 words max)	
7.17. Growth Platform and the Combined Authority are committed to equality and diversity; please explain how your project or organisation aligns to this agenda. We are particularly interested in the diversity of your management team, organization / workforce and how your organisation's project or purpose contributes to this aim (300 words max)	
7.18. Are you happy for us to share your details with other business support providers and potential funders if we believe they could add value to your project?	Choose an item.

Sample

Please read the High Growth Innovation Fund Data Protection and Privacy statement on <https://growthplatform.org/programme/high-growth-innovation-fund/>

- I understand that the High Growth Innovation Fund is part funded by the European Regional Development Fund (ERDF) and I confirm that if this project is successful our 50% contribution will not be sourced from any other EU funds.
- I acknowledge that it is a condition of the grant support that I provide the Growth Platform with output information and evidence upon request.
- I confirm I have received, read, understood and will comply the High Growth Innovation Fund Terms & Conditions.
- The details above are true and accurate and I agree to the information being used as per the High Growth Innovation Fund Data Protection and Privacy Statement.

Do not sign – once checked the form will be sent to you via Signable, our electronic signature provider

Signature _____ **Name** Error! Reference source not found.

Position in Company Error! Reference source not found. **Date** _____

SUBMISSION CHECKLIST	
Please use this check list to ensure you have completed and attached all relevant documents to your email submission.	
Application Form	<input type="checkbox"/>
De Minimis Aid Declaration (below)	<input type="checkbox"/>
Financial / Budget Table (additional attachment)	<input type="checkbox"/>
Screenshots / additional information (Question 3.7 - optional)	<input type="checkbox"/>
Diversity Monitoring (additional attachment)	<input type="checkbox"/>
Project Plan / Gantt Chart (Section 4)	<input type="checkbox"/>

De Minimis Aid Declaration

OFFICE USE ONLY	
Project Name:	LCR High Growth Programme
Project Number:	22R1P03368
Project Deliverer:	Growth Platform
There are different state aid rules for the following sectors: agriculture, particularly primary food production; road transport; shipping; steel manufacture; telecommunications, land and property.	
Please confirm the recipient is eligible for the proposed support by initialling this box	

You are being offered assistance under the European Commission's De Minimis State Aid Regulations (Commission Regulation (EU) No. 1407/2013 OJ L 352/1 of 18 December 2013). The regulations allow a company to receive up to €200,000 (at applicable exchange rate) of De Minimis Aid over a rolling three-year period. The following information is a mandatory requirement to enable you to receive support from the LCR High Growth Programme.

To confirm that you are eligible to receive this assistance you must declare the full amount of De Minimis Aid / UK Subsidy you have already received over the last 3 fiscal years.

The following is not a comprehensive list of possible forms of aid; however, it should give an indication of the most common forms of aid which you may have been given over the past three years. Potentially any assistance from a public body might be aid. Should you have any doubts on this matter, please contact the body from which the assistance was received:

- Grants from Public bodies
- Loans from public bodies at favourable rates
- Loan guarantees from public bodies
- Differential tax benefits
- Grants from an investment trust (including charities) which may themselves have received the funds from a public body
- Grants from a part publicly funded Venture Capital firm
- Publicly administered funds, even if the funds were originally not public such as the national lottery
- Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body
- Monopoly licences or guarantees of market share
- Advertising via a public channel such as a tourist board or state-owned television
- Consultancy advice provided with free or at a reduced rate
- Training provided either free or at reduced rate
- Aid for investment in environmental projects
- Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
- Purchase of public land or property at a less than market rate
- Benefitting from the provision of infrastructure where your organisation was pre-identified as a beneficiary

These types of aid may have been provided under De Minimis (as De Minimis Aid) or under another State Aid regulation. If you are in any doubt whether aid received was De Minimis aid or about its value, check with the organisation, which provided it. If they are unable to say or there is any uncertainty, assume that it was De Minimis aid unless its value exceeded €200,000 in which case it cannot have been De Minimis. Any De Minimis state aid awarded to you under this project will have to be declared if you apply, or have applied, for any other De Minimis aid.

I declare that the amount of De-Minimis Aid / subsidy received by the company / organisation over the last three years is:				
Organisation Who Provided the Aid/Subsidy	Estimated Value (£)	Date Aid/Subsidy Approved DD/MM/YY	Office use only	
			Exchange rate	€
	£NIL			

N.B. If you have had no previous assistance please put NIL in the value box.

I acknowledge that I am authorised to sign on behalf of the company named on the Application Form and understand the requirements of De Minimis (Commission Regulation (EU) No. 1407/2013 OJ L 352/1 of 18 December 2013).

I acknowledge that if the company named on the Application Form fails to meet the eligibility requirements, the company may become liable to repay the full price that would otherwise be payable in respect of the services received.

The company named in this form is not a business "in difficulty" as defined at 2.1 of the Community Guidelines and State Aid for Rescuing and Restructuring Firms in Difficulty (2004/C 244/02) at the date of this declaration.

The information set out on this form is accurate for the purposes of the De Minimis exemption.

Do not sign – once checked the form will be sent to you via Signable, our electronic signature provider

Signature

Date

Company

Error! Reference source not found.

Position in Company
