

LCR High Growth Programme - High Growth Innovation Fund

Terms and Conditions

The High Growth Programme is part funded by the European Regional Development Fund (ERDF) and as such the High Growth Innovation Fund (HGIF) is subject to specific rules and regulations. If you were to be successful in your application, you will need to act in accordance with these Terms and Conditions. Growth Platform Account Managers will assist you with the processes, details of which are below.

1) Procurement

The project you propose will need to be procured in line with ERDF procurement rules. These rules ensure that the principals of openness and transparency and equal treatment are adhered to.

Growth Platform have a procurement pack that contains suggested templates of the required procurement documentation. This documentation includes the minimum detail to ensure compliance with ERDF rules. If you prefer to use your own documentation, please ensure the minimum detail is included.

Please note the European logo **must** be used on all documentation.

a) Procurement Process

i) Request for Quotation (RfQ)

- Value for money must be demonstrated by obtaining 3 quotes. The RfQ template can be used to request quotes from suppliers.
- You can amend the 'evaluation criteria' section to suit your requirements but you will need to assess the tenders on the basis of these criteria:
 - The chosen criteria **MUST** be directly linked to the goods, services or works to be provided and cannot relate to past performance of the supplier.
 - The chosen criteria **MUST** be aimed at identifying the most economically advantageous tender and cannot be aimed at any other purpose.
 - The criteria **MUST** be objective and objectively quantifiable.
- The RfQ must have a deadline for receipt of tenders.
- Growth Platform will advertise the RfQ on <https://growthplatform.org/tenders/> for a minimum 10 days to aid the process but you should still seek quotes from relevant suppliers to ensure that 3 quotes are received.

ii) Evaluation

- You must demonstrate how you have chosen the preferred supplier. An Evaluation sheet is included in the procurement pack to be used to evaluate each quotation you have received. This needs to be completed electronically, then printed & signed, once completed. This will assist you to choose the most competitive tender.
- Ensure that the 'criteria' on the evaluation sheet matches those quoted in the RfQ.
- Evaluations must not be done before the deadline date on the RfQ.

- Ensure all tenders were received before the deadline on the RfQ – any tenders received after this date should not be evaluated.

Growth Platform will need copies of tenders and evaluations to retain on file for audit purposes.

2) Grant Funding Agreement

If your project is successful at this stage Growth Platform will issue you with a Grant Funding Agreement which will need to be signed and returned along with signed copies of the Supplier Offer Letter, Decline Letters and Service Agreement (see below).

3) Offer Letter and Decline Letters

Once you have chosen a supplier an Offer Letter should be given to them informing them that they have been successful and decline letters should be sent to the unsuccessful suppliers. Templates are included in the Procurement pack.

These letters should be dated **after the GFA** has been issued.

4) Service Agreement

Once you have received your Funding Agreement from Growth Platform you can enter into a contract with your supplier. The Service Agreement is between the business procuring the work (this should be the same as the business name on the High Growth Innovation Fund Application Form) and your chosen supplier. This should include detail of all work to be carried out along with costs and timescales.

5) Publicity

There are strict rules relating to the publicity of ERDF programmes. The European Commission see the ERDF logo (above) as being one of the most important communication tools for ERDF programmes. It is mandatory that the logo is used and applied correctly, prominently and consistently on all publicity materials produced. It is a condition of receiving High Growth Innovation Fund grant that you include the ERDF logo where possible.

6) Evidence

You should be aware that in order to claim the grant from this programme you will need to provide Growth Platform with evidence that you have paid your supplier. Documentation will include, but is not limited to:

- Procurement documentation
- Proof of internet advert
- Copies of invoices
- Copies of bank statements to prove payment of invoice (unrelated transactions can be blanked out)

7) Claims Process

Once the work agreed in your Funding Agreement has been completed to your satisfaction and you have paid your supplier you can claim the remainder of the 50% contribution from Growth Platform.

Please note the following:

- The business applying for the grant, the contracting business and the business paying for the work must be the same.
- Payment for the work must come out of a bank account in the same name as the business named on the original application.
- Final grant payment can only be claimed once all contracted work has been fully completed to your satisfaction and paid for.
- The grant is exclusive of VAT. VAT paid to your supplier is not eligible for reimbursement and you should not include VAT in your claim to Growth Platform.

Please forward all the documentation detailed below to allow Growth Platform to process your payment in line with ERDF rules and regulations:

- Copy of invoice from your supplier. This needs to be certified as a true copy of the original **by the business claiming the grant**. Therefore, the following wording must be written on the invoice & signed & dated stating the person's position & organisation.

"I certify that this is a true copy of the original document and the original is available on request:

Signed:

Date:

Position in organisation:

Name of organisation:"

- Copy of a bank statement showing the payment leaving your bank account. This again needs to be certified as a true copy of the original **by the business claiming the grant** – the wording above should be used. Please feel free to blank out any information not relating to this claim i.e., other unrelated transactions, balances or account numbers. However, can you please ensure the statement clearly shows your company name.
 - If online banking is used, the bank statement must have the bank name and account name clearly visible and must be in a PDF or other format that cannot be manipulated. A download of transactions to an excel spreadsheet is not acceptable.
 - If the payment was made by credit card this is not classed as payment. You will need to provide evidence that the credit card balance has been repaid.
- Your claim for the remaining 50% of grant (exclusive of VAT)

Please return all the above documentation to your allocated account manager.

Claims for payment will be made at the end of March 2023.

8) Document Retention

You are required to ensure that all original documentation relating to your project, its implementation and its financing are retained until a date to be notified by the Secretary of State, this is currently expected to be at least 31st March 2033.

You should ensure you are able to make original documentation or verified true copies relating to your project and its implementation and its financing available to auditors when required.

9) Jobs Created

Your Funding Agreement will include a number for jobs you anticipate creating as a result of support from this programme. You will be required to supply evidence of this to Growth Platform. The evidence will include:

- a) Written confirmation of the creation of the post as a result of the support provided, detailing the job advertised and started, the duration and the number of hours per week
- b) Details of the gender, age range, disability status and ethnicity of individuals

Growth Platform will contact you approximately 6 months after the end of your Project to obtain these details.

10) Further Contact and Information Requirements

It is a requirement of ERDF that we monitor the impact of this programme and Growth Platform will be in touch after completion of your project to assess how the support has impacted on your business growth.

11) Data Protection

The information you share with us will be used by Growth Platform, partners, selected service providers and funders (e.g., local authorities, Department for Levelling Up Homes and Communities (DLUHC) and Department for Business, Energy and Industrial Strategy (BEIS)) to record support provided, for reporting purposes and for subsequent evaluations of the programme. The information will be held both electronically on a central database and hard copy paper form in a secure filing system at Growth Platform. We recognise the need for commercial confidentiality and the privacy of individuals and ensure that any information will be kept securely and not shared outside the partnership or the selected providers without your prior agreement. You may contact us at any time to have contact information removed or amended and we would request that you keep us updated when named individuals are no longer involved in the business.

12) Disclaimer

Growth Platform and partners cannot be held responsible for the quality of the suppliers or the work they carry out. The business procuring the service is wholly responsible for ensuring the work they commission is carried out to specification and is of a satisfactory standard.