**NTCA Kickstart Gateway – Enhanced Offer:**

**Call for Proposals – Application Form**

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| **1.0 Applicant details** | | |
| Organisation Name |  |
| Legal status (e.g. limited company) |  |
| Address |  |
| County |  |
| Postcode |  |
| Geographical Coverage |  |

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| **2.0 Main contact** | |
| Name |  |
| Position |  |
| Telephone |  |
| Mobile |  |
| Email |  |

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| **3.0 Proposal Details** | |
| Start date |  |
| Financial end date of project |  |
| **Practical end date of project** (when all contracted outputs will be achieved) |  |
| Identify any delivery partners and explain their role |  |
| 3.1 Description of Proposal (Brief description of project activities. Max 1000 words): | |
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| 3.2 Please briefly set out how the proposal addresses the primary funding goals, and delivers against the desired outcomes: | |
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| 3.3 How does the project address the strategic priorities, needs and opportunities set out in the call document? | |
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| 3.4 Please explain how you will provide value for money. | |
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| 3.5 Please provide a brief overview of your organisation and suitability to deliver this programme including relevant experience of delivering similar activity. | |
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| **4.0 Outputs** |
| 4.1 Please complete the table below to show the proposed outputs of your programme of activity |
| |  |  |  | | --- | --- | --- | | **Output** | **Number** | **Rationale behind forecasts** | | Unemployed participants supported into employment |  |  | |
| 4.2 Please briefly set out any additional benefits which will be delivered through your approach. |
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| **5.0 Project expenditure** | | | |
| 5.1 NTCA Funding | £ | | |
| 5.2 Match Funding (if applicable) | £ | | |
| 5.3 Total Project Cost | £ | | |
| 5.4 Intervention Rate - (5.1 / 5.3) \*100 (if applicable) | % | | |
| 5.5 Provide details of the estimated project costs  It is envisaged funding will be entirely revenue; however, if an appropriate case can be made, Capital funds could also be applied for. | | | |
| **Revenue:**   |  |  | | --- | --- | | **Cost Heading** (Delete rows that are not relevant) | Value (£) | | Salaries | £ | | Flat Rate Indirect Costs (can be 15% of salary budget line) | £ | | Management Fees | £ | | Travel & Subsistence | £ | | Accommodation Costs | £ | | Materials and Consumables | £ | | Training | £ | | Marketing & Promotion | £ | | Consultancy / Legal Fees | £ | | Other Revenue | £ | | **Project Total** | **£** | | | | |
| 5.6 Provide a summary of the types of costs included within each cost heading as set out in the table(s) above. | | | |
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| 5.7 What are the main assumptions behind your forecasts | | | |
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| 5.8 Does project expenditure include the procurement of works, services, or supplies? (Mark with X) | | Yes |  |
| No |  |
| 5.8.1 If so please set out your procurement plan covering all works, service contracts and equipment, including proposed procurement methods, scoring and selection criteria. Confirm how these adhere to organizational, national, and European procurement regulations | | | |
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| 5.9 Does the project budget include non-recoverable VAT? If yes, please explain why. | | | |
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| **6.0 Project management** | | |
| 6.1 Set out below the management structures in place to deliver the Enhanced Kickstart Offer, including an organisation diagram. | | |
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| 6.2 Provide brief overview of the delivery team - roles and responsibilities. | | |
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| 6.3 What systems are in place to manage and report on performance (finance and outputs) internally and externally for NTCA purposes? Please include brief details of:   * How project expenditure will be identifiable within the finance system. * The availability and accessibility of financial information for audit purposes. * How claims will be compiled and authorised. * How performance against spend or targets will be managed. * The organisation’s document retention processes. | | |
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| 6.4 **Subsidy Control**  Following the UK’s departure from the European Union, the EU State Aid Rules only apply in certain, limited circumstances. This is when the Northern Ireland Protocol is engaged and/or where the funding originates from certain European funded programmes.  All other funding measures will be subject to the UK’s new Subsidy Control regime, which is described in the BEIS Technical Guidance here:  <https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities/technical-guidance-on-the-uks-international-subsidy-control-commitments-from-1-january-2021>  **Principles**  Under the new regime a subsidy must respect the following 6 principles:   * it pursues a specific public policy objective to remedy an identified market failure or to address an equity rationale such as social difficulties or distributional concerns (“the objective”) * it is proportionate and limited to what is necessary to achieve the objective * it is designed to bring about a change of economic behaviour of the beneficiary that is conducive to achieving the objective and that would not be achieved in the absence of subsidies being provided * it should not normally compensate for the costs the beneficiary would have funded in the absence of any subsidy * it is an appropriate policy instrument to achieve a public policy objective and that objective cannot be achieved through other less distortive means * its positive contributions to achieving the objective outweigh any negative effects, in particular the negative effects on trade or investment between the Parties   **Action required:**  **Please describe how your project is compliant with the UK’s new Subsidy Control regime. This assessment should include not only any benefit your organisation receives from the project, but also any benefits conferred upon third parties.**  Guidance:  Where your project falls within scope of the UK-EU Trade and Cooperation Agreement (TCA), you should:   * 1. Describe how your proposal respects each principle of the TCA (as listed above);   and   * 2. Describe how your proposal would have been compliant with the EU State Aid Rules\*. Please refer, where applicable, to the relevant General Block Exemption Regulation (GBER) Articles or other relevant State Aid justification.   *\*The vast majority of State Aid in the EU regime was awarded under block exemptions (e.g. GBER). No such exemptions are yet in place under the new UK Subsidy Control regime. As such, NTCA considers that the EU State Aid regime continues to serve as a useful reference point for determining whether a measure is permissible against the above principles.*  Note steps 1 and 2 above are not necessary for subsidies which are out with the scope of the TCA in the first place. For example, those projects relying on the **325,000 Special Drawing Rights** allowance (circa £340,000 as of February 2021).  Next steps  Please provide legal advice to support your response to this section. Note the advice must specifically address the questions set out above, or else it will be returned for amendment. | | |
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| 6.5 Identify the key project milestones | | |
| |  |  |  | | --- | --- | --- | | **Project Milestone:** | **Expected Delivery date** | **Lead** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | |
| 6.6 Identify the key risks associated with delivery and outline mitigating actions | | |
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| 6.7 NTCA funding will be paid quarterly in arrears based on eligible expenditure and at the agreed intervention rate (section 5.5). Can you confirm your organisation has the financial capacity to deliver the project on these terms? | Yes | No |

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| **7.0 Additional Information**  If there is any additional information not already set out that you feel will support your proposal, please set this out below and attach any relevant information |
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| **8.0 Declaration & Signature** |
| I declare that I have the authority to represent [APPLICANT ORGANISATION] in making this application. I understand that acceptance of this Full Application does not in any way signify that the project is eligible for NTCA Funding support or that NTCA funding has been approved towards it.  On behalf of [APPLICANT ORGANISATION] and having carried out full and proper inquiry, I confirm to NTCA:   * [APPLICANT ORGANISATION] has the legal authority to carry out the project; and That the information provided in this application is accurate.   I confirm:   * I have informed all persons in relation to whom I have provided personal information of the details of the personal information I have provided to you and of the purposes for which this information will be used and that I have the consent of the individuals concerned to pass this information to you for these purposes. * I am aware that if the information given in this application turns out to be false or misleading the NTCA may demand the repayment of funding and/or terminate a funding agreement pertaining to this Application.   I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked, and any grant may be withheld or recovered with interest.  **You should not commence project activity or enter any legal contracts, including the ordering or purchasing of equipment or services before the formal approval of your project.**  **Any expenditure before the Start Date is incurred at your own risk and may render the project ineligible for support.**   |  |  |  |  | | --- | --- | --- | --- | | **Signed: For and on behalf**  **of the Applicant Organisation** |  | | | | **Name (Print)** |  | | | | **Position** |  | **Date** |  | |